

Little Haiti Football Club

Rules and Regulations

Introduction

Since Little Haiti Football Club was founded in 2014, we have enjoyed many successes on and off the soccer field. Some key reasons for our success and longevity have been to communicate clearly with club members, to provide fair playing opportunities and to conduct club business in an organized and fair manner. These club rules and regulations are important guidelines for conducting club operations for continued success in the spirit of this soccer club. Before you agree to become a member of this club, please take the time to read and understand this document.

Club Name and Logo

Club Name and Logo

The club name is Little Haiti Football Club (as defined in the Club Constitution). The club logo is below:



This logo is for the exclusive use of Little Haiti Football Club. It may be used on all club equipment and T-shirts, warmup suits, bag, hats, etc. Only this logo can be used. No variation of this logo may be used for any purpose. Only the club Board of Directors may vary the club logo. The club secretary will be the keeper of the official logo.

Sportsmanship

Little Haiti Football Club is about promoting participation, education, physical development and enjoyment of the sport of soccer in an organized club environment. Participation of our club

players, coaches, game officials and spectators should be positive in nature. The Club expects its members to display a high level of sportsmanship and fair play. All participants in our club are expected to comply with our “Codes of Conduct” as defined in this document.

Volunteerism

Little Haiti Football Club is a volunteer based organization. As such, we rely heavily on our membership for ensuring our club operates smoothly in all functions. Each club team is expected to donate time contributing towards club operations and the overall betterment of the club. Any club member may discuss ways of volunteering time with the Club Board of Directors.

Communications with Board

Official communications with the Board secretary as referred to in this document must be in the form of a letter to the club mailing address or by the club email account: littlehaitifootballclub@gmail.com.

Club Authorities and Procedures

Authority of the Club Board of Directors

The Club Board of Directors (BOD) shall conduct the business of the Club in accordance with the Club Constitution and published rules and regulations of the Club. The BOD will also conduct club business pursuant to published rules of other declared authorities and governing organizations.

Authority of Club Appointees

Appointed club officers shall manage the business of their roles as defined by the Board and shall report on their roles and club business where requested by the Board. Appointees may be requested to review their functions with the Board and revise or modify their roles if deemed necessary.

Harassment

Any harassment complaint pertaining to the conduct of a club member must be forwarded to the Board Secretary and will include the following details:

- Date, time, and location of incident.
- Who were the persons involved in the incident, including witnesses?
- Specific details of comment, conduct or gesture considered to be harassment

The Club Board will adhere to its responsibilities for handling the harassment complaint in accordance with the Club Constitution, and rules and regulations.

General Operations

Club Equipment

The Club will own equipment for use by club members. Club Equipment will be managed by a Club Equipment Manager, which will be appointed by the Board of Directors. The Club Equipment Manager will:

- (i) coordinate purchases of new club equipment.
- (ii) manage the club equipment budget.
- (iii) maintain an inventory of all club equipment.
- (iv) manage the timely delivery and return of club equipment to/from club team coaches.
- (v) work with team coaches to determine the required equipment for club teams.

It is the responsibility of the team coaches (and any players in possession of club equipment) to collect and promptly return all club equipment following the completion of their competition. Team coaches and players are expected to comply with all club equipment policies and to observe communicated return deadlines as set forth by the Board of Directors and Club Equipment Manager. Failure to return club equipment within these terms will be subject to club discipline.

Fields and Facilities Management

The Club Board of Directors, or a designated appointed member, will manage all fields and facilities bookings for use by the club. The Club will book required fields and facilities as needed but will observe the guidelines of the membership approved club budget. Any club member can approach the Board or appointed member with input for bookings or aid secure facilities, but the club will only pay for bookings as approved by the Board, or designated member.

Player Registration

The Club registrars will comply with the Club Constitution as it pertains to individual membership and player registration.

Team Management

Team Coach Responsibilities

The team coach assumes all team internal and external management responsibilities.

External responsibilities:

- Acts as official team contact for club, league, and district.
- Handles team official functions required at team matches.
- Manages team roster selection in conjunction with other club coaches.
- Provides all team requirements to club, league, and district as required, including but not limited to discipline matters.
- Represents the team at club executive meetings.

Internal responsibilities

- Upholds club rules within the team.
- Organizes and conducts team practices.

- Maintains a safe and positive playing environment for all team members.
- Manages the team lineup and coordinates player call-ups.
- Manages game day duties for the team.
- Communicates team information to the players including game schedules, practices, carpool arrangements, etc.

The team coach may elect to delegate some of these responsibilities to one or more team managers. Team managers managing any of these responsibilities are expected to perform the role with due diligence that would be expected from the team coach.

Team Practices

The team coach will set the team practice policy. The team practice policy must be suitable for the relative competitive level for the team. Practices should be conducted in a safe and positive playing environment. Each team practice should have a plan within the development framework for the team. It is recommended that practices include segments devoted to physical fitness, individual ball skills, and team tactics.

Game Day Duties

The team coach and/or assistants will manage the following game day duties:

- Coordinate availability and setup of required equipment including net, corner flags, game ball, team jerseys, etc.
- Facilitating card checking procedures and submitting required game documentation per league rules.
- Manage player substitutions during games, or set a pre-defined arrangement for the players to follow.
- Collect copies of game sheets from game official following match (where required)
- Ensure that all team equipment is collected before leaving field after match.
- Submit any game report information required by league or club (e.g., web site reporting, email, etc.).

Conflict Resolution Within a Team

There are club procedures for resolving a dispute within a team to ensure that all conflicts, problems, concerns, and violations are properly and fairly addressed. An individual can submit a concern or conflict for which they request a satisfactory resolution. The individual should refer to the following line of authority for resolving all disputes within a team.

Until a decision has been rendered by the current level of authority, an individual should not approach the next layer of authority in this conflict resolution process. A decision by any authority level should not take more than 7 days but all club authorities will work with the complainant to address the matter with a timely decision. The club authorities include:

- Team Coach
- Club Discipline Committee
- Club Board of Directors

The Board Secretary will be the point of contact for communications with the Club Board. All such requests for decision should be documented in communications between the individual and club authorities listed to ensure proper procedures have been followed

Codes of Conduct

Club Member Code of Conduct

1. A member is expected to abide by and uphold the Club Constitution.
2. A member is expected to comply with all club rules, regulations, and policies - including but not limited to discipline, club equipment and registration policies.
3. A member is expected to promote sportsmanship both within and outside the Club.
4. A member is expected to address any and all other club members in any communications of club and team matters with respect and cooperation.

Standards of Conduct at Club Matches

All players, coaches, and spectators are expected to comply with the following conduct expectations before, during, and after matches:

1. All participants are expected to convey a positive attitude towards opposing players, coaches, spectators and game officials.
2. Participants will NOT make disrespectful or inflammatory remarks to any players, team officials, spectators or game officials.
3. The team coach is expected to control the behavior of the team's members and supporters at matches.
4. Team members and supporters are expected to respect the team coach if asked to refrain from inappropriate behavior.

Player Code of Conduct

As a member of Little Haiti Football Club, you are responsible for your own performance and conduct. Honesty, communication, and reliability are expected at all times. Players are expected to participate with a positive attitude and to maintain a sense of sportsmanship and fair play.

In addition to other applicable expectations listed above, players are expected to

1. Respect game officials and their decisions.
2. Promptly attend games and practices, and notify the team coach for absences of team Functions.
3. Respect other team members and the team coach.
4. Learn and respect the laws of the game.

Coach Code of Conduct

As a team coach of Little Haiti Football Club, you are expected to manage the business of the team and to foster an environment of positive soccer playing experiences. Honesty, communication, and reliability are expected at all times. The team coach is responsible to the players and to the club Board.

In addition to other applicable expectations listed above, coaches are expected to:

1. Manage league and club business responsibilities for the team. Be familiar with these administrative responsibilities.

2. Uphold the interests of the team and club.
3. Treat game officials with respect and dignity.
4. Learn and respect the laws of the game.
5. Treat all players with respect and provide fair playing opportunities.

As a team coach, you are the club executive representation to the players. You must maintain a positive attitude in victory and defeat and model inclusive behavior to the team members. Other team officials that represent the team in any administrative functions should uphold their own conduct to the standards of this Coach Code of Conduct.

Club Discipline

The Club will operate a Club Discipline Committee.

Discipline Committee Objectives

The Club Discipline Committee will review all cases of member insubordination and misbehaviors as follows:

1. Game Discipline including, but not limited to, yellow and red cards.
2. Violations of the Club Codes of Conduct as defined in the Club Rules and Regulations.

The Discipline Committee is expected to uphold members to high levels of sportsmanship and a positive attitude within the club and team environments.

Authority of Club Discipline Committee

The Club Discipline Committee will report to the Club Board of Directors. The Club Discipline Committee will review discipline cases of the club and administer corrective actions for each case. These corrective actions shall cover suspensions, fines, club membership expulsions, posting of bonds, formal reprimands, or any combination of these disciplinary actions.

The Club Discipline Committee will be aware that their disciplinary rulings are in addition to any penalizations of higher authoritative bodies (such as league or district authorities).

Club Discipline Committee Members

The Chairperson of the Discipline Committee is appointed by the Club Board of Directors. The Chairperson is responsible for ensuring all the Committee procedures are suitably carried out for all disciplinary cases.

The Club Board of Directors will also appoint two other club members to the Club Discipline Committee. These two members will review all discipline cases with the Committee Chairperson. When the Chairperson is away for a period (more than 7 days), the chair will ask one of these two members to act as committee chair during the appointed chairperson's absence. The three appointments to the Club Discipline Committee should attempt to be from three different teams. The players and the parents will each select a representative to be part of the Club Discipline Committee. All members will serve for a one year period and will include one full outdoor season and one full indoor season.

Operating Procedures

The Chairperson will make clear all Club Discipline Committee procedures to all committee members.

Communications

The preferred means of communication between the committee members and other individuals in the club is by email. This provides a documented record of communication and allows simultaneous notification of multiple people.

Incident Reporting

#1. Game Discipline

All reportable incidents (as defined below) are reported to the Discipline Committee Chairperson by the team coach (or delegate) present at the game with a report of the incident. A report of each incident will be sent to the Chairperson within 3 days of the match.

Reports are expected to include the following information:

1. date of game
2. player name
3. infraction
4. penalization given by referee (i.e., yellow or red card)
5. coach's comments – details must be sufficient for committee members to understand what happened.

For outdoor competitions, the team coach will report all card incidents to the committee, but the committee chairperson will not initiate formal review of all card reports. The committee will only formally review the following card incidents:

- i. referee dissent
- ii. red card, or two yellows resulting in a red
- iii. incidents that violate Club Code of Conduct
- iv. violent conduct
- v. any incident where the offender has already had a previous incident reviewed by the Club Discipline Committee in the same season.

Card reports that are not formally reviewed by the committee will still be recorded in the season ending discipline report.

For indoor competitions, the reportable incidents to the Discipline Committee will be as follows

- i. Referee dissent
- ii. Red card, or two yellows resulting in a red
- iii. Incidents that violate Club Code of Conduct
- iv. Violent conduct

#2. Violations of Club Codes of Conduct

Any club member may submit an incident report of a violation of Club Codes of Conduct for another member. The report shall include the following information:

1. Date/time/location of incident
2. Code of Conduct violation
3. Supporting account of incident substantiated by two other club members or an
4. acceptable form of proof of incident.

Committee Review Process

1. The committee chairperson will initiate review of each case - where required - within Three (3) business days of receipt of an incident report. The report will be submitted “as-is” to all committee members. This communication begins the deliberation period.
2. In a discipline case under review, the member under review will NOT be permitted to discuss the incident or case with any committee members unless so requested by the committee Chairperson. All communications in each case must be directed through and the permission of the committee Chairperson.
3. Discipline committee members must keep all discipline case discussions confidential. Should a committee member violate this agreement, their future participation in the committee will be subject to review by the committee Chairperson.
4. All members should reach reasonable agreement on player penalization before a decision is considered final. Where reasonable agreement is not achieved by all committee members on an individual case, the Chairperson will follow through with the majority position of the committee.
5. The deliberation period for a case should not exceed 7 days. A decision on an individual case should be determined by the conclusion of this period. The deliberation period may be extended for a longer period where a committee member is absent for a short period of time (not more than 7 days). If a committee member is absent for an extended period (> 7 days), the remaining members will render a decision. If more than one member is absent for an extended period (> 7 days), a decision will be made once two or more committee members reach a decision.
6. Cases involving a committee member will be reviewed without that member's participation in the committee deliberations.

Committee Judgements

The Chairperson will report on the committee decision for corrective action(s) to the member involved and will copy the Board secretary on the communication.

Appeals Process

1

The player may appeal the committee decision to the Board secretary within 7 days of the communication from the committee Chairperson. After this date, the committee decision is final and without appeal.

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An appeal to the Board secretary must (i) be in writing (email accepted) (ii) include a \$50 bond posted to the club pending final decision on the case by the Club Board (iii) must be accompanied by a brief description of why the Discipline Committee decision is unsatisfactory.

If the Board secretary has not confirmed receipt, by email, of the bond and appeal within

the specified 7 day period, then the disciplined member may communicate appeal information to any other Board member within 14 days of penalty notification from the committee.

The Board secretary will notify the Board members of the appeal who will decide (in not more than 7 days) if there is sufficient reason to conduct an appeal hearing for the individual. If the appeal is rejected for any reason, the bond will be returned in full to the member.

If the Board chooses to hear the appeal, the Board secretary will coordinate an appeal hearing at a time and place acceptable to a majority of Board members and the disciplined member.

If the Board chooses to downgrade or dismiss the Discipline Committee corrective actions in the case, the bond will be refunded. The Board may also choose to uphold or increase the penalization of the member, in which case the appeal bond may not be refunded.

The final decision of the Board should not exceed 30 days from the date that the appeal was submitted by the penalized member.

When the Board has rejected or reviewed an appeal and rendered a decision, the Board decision is considered final and without further appeal.

End of Season Reporting

The Discipline Chairperson will submit a summary report at the end of each playing season to the Board secretary. The report will summarize all reported discipline cases and their judgements. The report shall include the following information for each case.

Player / Member

Date

Infraction

Incident Details

Committee Judgement

The report shall not be delivered more than 3 weeks following the last game of that playing season. An exception will be made pending any case with an appeal in progress in which case the final report shall be delivered not later than 1 week following the final appeal decision.

The Board secretary will archive these reports and make them available in future seasons for the Discipline Committee.

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2. The Coach/Referee

- 2.1. The coach is responsible for obtaining the uniforms from all players at the end of the game in the Locker-room area..

- 2.2. All coaches must make every effort to obtain as much training as possible.

- 2.3. All coaches must be committed to presenting fundamental soccer skills to all players and to have a true concern for a player’s development both in skills and attitude.

- 2.4. All coaches are obligated to be knowledgeable of the Little Haiti FC Rules and Regulations.

- 2.5. All coaches must act in respectful manner towards all players, parents, other coaches and referees. Coaches are seen as role models by their players and must act accordingly.

- 2.6. It is recommended to somehow log what positions each child plays during a game. This ensures that the coach is fair to all players and that everyone gets their turn to sit out. It is also a protection for the

coach in a situation when a parent may question if their child is being treated fairly (which EVERY parent has the right to do).

2.7. During the game, parents are to be spectators only. Parents can help the coach as an assistant during practices.

2.8. **NO ONE** is to complain about a referee or to a referee. Any and all complaints are to be presented to the referee coordinator or to the other officers in a indiscreet manner. It is the coach's responsibility to talk to any parent who takes it upon themselves to referee a game from the sidelines or to critique a referee's style.

2.9. Immediately following a game, both players and coaches are to line up for the traditional "good sportsmanship" hand shake.

3.0. All rules of the game are taken from the FIFA manual (which is the United States Youth Soccer Association official rule book).

3.1. The rules listed in the FIFA manual are for both the coaches and parents/fans. It is the responsibility of the coach to deal with any parent/fan not adhering to these rules. The referee can inform the coach that he/she must quiet the parent or the game will be forfeited.

3.2. At the start of each game, captains from each team will have a coin toss to see which team kicks off to start the game. A coin is tossed and the team which wins the toss decides which goal it will attack in the first half of the match. The other team takes the kick off to start the match. The team which wins the toss takes the kick off to start the second half of the match. In the second half of the match the teams change ends and attack the opposite goals. Have your team captains ready and prepared as to which side of the field your team wants to defend. This is for all age groups

3.3. Coaches shall be responsible for any fines incurred as a result of their actions or inaction. Payment of such fines shall be paid to the DYSC or to whom the Executive Board determines.

3.4. Coaches may not dismiss a player from a team without a hearing with the Director of Coaching and the approval of the Executive Board per FYSA rules

3.5. If the coach is having a problem with a player or parent the coach is to contact the Director of Competitive Soccer to start a formal investigation with a report furnished to the Executive Board for disposition.

3.6. All coaches are required to attend coach's meetings to be held at a time and place to be determined by the Director of Competitive Soccer. If a coach cannot attend he must notify the Director of Competitive Soccer and have a representative from his team, a parent, assistant coach, or other person attends.

3.7. Coaches shall be responsible for any fines incurred as a result of their actions or inaction. Payment of such fines shall be paid to the DYSC or to whom the Executive Board determines.

Teams

3.8. The level at which a team will be playing will be decided by the coach and approved by the Director of Competitive Soccer and Executive Board.

3.9. The Little Haiti FC will be responsible for payment of the referee fees, league and FYSA registration fees.

Uniforms

4.0. Each player, including goalkeeper, is to have a full LHFC uniform.

4.1. The uniform logo will be that of LHFC, not of the team's nickname. This is to keep down the expense of the uniform. Team nicknames may be put on the practice shirts, warm-ups, bags,

4.2. Players shall maintain their uniform in good condition. Coaches will maintain two non-team color pennies for goalkeeper use should goalkeeper's shirt match opponent team's uniform color.

Field Code of Conduct

4.3. All players, parents and coaches will sign the LHFC's current Code of Ethics.

4.4. Disagreements with the coach or officials do not belong on the public soccer field and will not be tolerated. Questions, input and positive suggestions should be voiced to the coach and/or club in an adult atmosphere.

4.5. Any disagreement with a LHFC coach shall be directed to the Director of Competitive Soccer.

4.6. Any disagreement with a player by their coach shall be directed to the Director of Competitive Soccer

4.7. Remember that the opponents are necessary friends. Without them, your child could not participate

4.8. Foul language will not be tolerated on or around the field of play. During the game this could result in a “red” card, or if it is on the side lines you WILL be told to leave.

4.9. There is no smoking at any FYSA field.

5.0. Remember that LHFC is for your child, not you.

5.1. The overall purpose is to enjoy the game and the opportunity to be with your child on the field of play.

5.2. If you have a problem with a coach, referees, or player, DO NOT voice your anger on the field of play. Wait until the next day and go through the proper channels.

5.3. The referees are human beings also. More than likely they have made fewer mistakes calling the game than your child did playing it. Cut them some slack

5.4. REMEMBER YOU ARE A REPRESENTATIVE OF LITTLE HAITI. OTHER PEOPLE WILL BASE THEIR OPINIONS ON WHAT THEY WILL SEE IN YOU.