

Hamilton North Futbol Club, Inc.*

By-Laws,

Established September 4, 1990

May 19, 2015 (revised)

***This corporation is organized exclusively for charitable, religious, educational and/or scientific purposes, including, for such purposes, the making of distributions to organizations that qualify as exempt organizations under Section 501 (C) (3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).**

By-Laws of the Hamilton North Futbol Club

Established September 4, 1990

(Revision: May 19, 2015)

Article I: Organization Name

The name of the above designated organization shall be the Hamilton North Futbol Club Inc., which may also be referred to as HNFC, or “the club”.

Article II: Organizational Goal

It shall be the express goal of the HNFC to function as follows:

- A) To promote the game of soccer within the Hamilton Heights community.
- B) To organize all activities relevant to Soccer play within the Hamilton Heights community, according to the following classes of play.
 - 1. “Rec” (defined as “recreational,” or “in-house” play);
 - 2. “Rec +” or “Rec Plus” play (defined as soccer played against local schools or other local soccer clubs, demanding a higher level of skill, commitment by coaches and parents, and typically requiring some “close to home” travel. The emphasis in Rec+ soccer is on enhanced development of basic skills).
 - 3. “Travel” soccer (defined as play which is performed under the auspices of the Indiana Youth Soccer League [ISL], and involves scheduling which will typically call for an even number of home/away games, and may include participation in one or more ISL sanctioned tournaments.
- C) To administer all activity relevant to soccer play in the above stated classifications as stipulated in these By-Laws.

Article III

Organizational Purpose

It shall be the express purpose of the HNFC to perform the following functions:

- A) To develop and improve player knowledge and skills, emphasizing what a player should know and be able to do at the appropriate developmental level.**
- B) To develop through education and example, the spirit of sportsmanship and fair play in players, parents and coaches.**
- C) To develop and present programs of training for coaches, referees, and managers, by presenting clinics, workshops, and participation in tournaments. This will include player and coaching participants at every level.**

Article IV

Distribution of Assets

The HNFC shall be responsible for the following regarding assets and liabilities:

- A) Take, accept, hold, and acquire by bequest, devise, gift, purchase, and loan or lease any property, real, personal or mixed, whether tangible or intangible, without limitation as to kind, or value, or amount.**
- B) Sell, convey, lease or make loans, grants, or pledges of any such property, or any interest therein, or proceeds therefrom, and to invest and reinvest the principal thereof and receipts therefrom, if any.**
- C) To carry on any of the foregoing activities or purposes either directly or as agent for or with other persons, associations or corporations.**
- D) To carry on any activity and deal with and expend any such property or income for any of the foregoing purposes without limitation, except such limitations if any, as may be contained in the instrument under which such property is received, their certificate of incorporation, the Bylaws of the corporation, or any other limitations as are prescribed by law, provided that no such activity shall be such as is not permitted by a corporation exempt from Federal Income Tax under section 501 (C) (3) or the Internal Revenue Code of 1954 or any corresponding amendments thereto.**

The corporation shall not attempt to influence litigation by propaganda or efforts similar, nor shall it intervene in, participate in, any political campaign on behalf of any candidate for public office, or provide further for the benefit of any member or private individual. No member, director, or officer of the corporation shall receive pecuniary benefit from the corporation, except such reasonable compensation as may be allowed for service actually rendered for the corporation.

E) The corporation shall indemnify any Director or Officer, or former Director or Officer of the HNFC, or any coach, referee, or any person who may have served at the request of the HNFC, against the expenses actually and reasonably incurred by such person in connection with the defense of any civil action, suit or proceeding in which he is made or threatened to be made a party by reason of being or having been a Director or Officer, or coach or referee, except in relation to matters as to which such person may be adjudged in the action, suit or proceeding, to be liable for negligence or misconduct in the performance of his duty to the HNFC. Expenses incurred in defending any action, suit or proceeding, may or may not be paid by the HNFC in advance of the final disposition of such action, suit or proceeding subject to a receipt of an undertaking or agreement by or on behalf of such person to repay the amount paid by the HNFC if it shall ultimately be determined that the Director, Officer, employee, agent, coach or referee is not entitled to indemnification as provided by law.

Article V

Corporate Office

The principal office of the corporation shall be located within the Hamilton Heights School Corporation, and in either Jackson Township or White River Township, Indiana. The address of the principal office may serve as the address of the resident agent of the corporation or as required by the Indiana Not-For-Profit Corporation Act of 1971. The President shall serve as the resident agent of the HNFC, unless designated by the Board of Directors. The mailing address of the corporation will be P.O. Box 521, Cicero, IN 46034. The key to the box will be maintained by the President and another Board member to be designated by the Board.

Article VI

Membership

A) There shall be two (2) classifications of membership:

1) **Player Member** - A youth who is registered on an HNFC and surrounding community sanctioned team shall be designated a "player member." This member's

principal residence shall be in the Hamilton Heights school district and/ or the surrounding community area.

2) Voting Member - There shall be four classifications of voting members:

a) Active Member - The legally responsible party, which may include the parent(s) or guardian(s) of a player member.

b) Associate Member - A person duly appointed to represent the HNFC in any matter.

c) Board of Directors - (refer to article VIII)

d) Staff Member - A coach, assistant, or manager of an HNFC sanctioned team. Staff members, although not appointed by the board, must be approved by the Board. The Board by a majority vote may disallow or remove any staff member.

B) Member Qualifications:

1) Members shall be admitted through the approval of the Board of Directors.

2) Membership qualifications shall be set by the Board of Directors. These shall include

a) Payment of fees,

b) residency,

c) registration requirements (for player members),

d) compliance with fiscal, playing, and playing conduct rules.

3) All player members shall pay due consideration as a deposit at the time of registration, and submit a signed registration as established by the Board, containing legal and medical waivers, prior to being allowed to participate in practices or play in games. Players may not play competitively until their entire enrollment fee has been paid. Player fees shall be established yearly by the Board. Such fees may be subject to waiver (for scholarship purposes) by the Board. (The waiver amount will be determined by the Board and fees may be reduced or totally waived by the Board. (For Scholarship information see Appendix 1).

Refund Policy:

HNFC has established guidelines for a refund of fees when warranted. (See Appendix B)

C) Teams: (Levels and requirements)

1) There shall be three (3) levels of team play within HNFC. All teams will:

- a) Be sanctioned as being members of the HNFC each playing season.**
- b) Roster players and members who shall abide by the rules for youth soccer as specified in the United States Youth Soccer Association (USYSA) Official Administration Rule Book. USYSA is a division of the United States Soccer Federation (USSF).**

2) There shall be three (3) classifications of teams.

a) In-house Teams (also designated as “REC”)

These teams shall be defined as those that play primarily within HNFC. These teams are designed to be instructional, promote fun, and will be “low-key” in nature. They are designed to give children an opportunity to learn and play soccer regardless of playing experience and skill level. The emphasis is on learning and enjoying soccer.

b) Rec + Teams

These teams shall qualify for “in-house” definition as above, with the following exception:. They may also play teams from other soccer clubs in the nearby geographic area, and they may travel to nearby schools to play.

c) Travel Teams

These teams shall be formed by the recruitment of individual members; either by tryouts, member coaches’ recommendations, or by individuals specifically picked by the Board and designated to approve players for their skill level demonstration.

3) Additional Travel Team Requirements:

- a) The representative colors for HNFC travel teams shall be orange, white, and black.**
- b) Travel teams names shall include the word “Stingers.”**

c) All travel teams and coaches must be approved by the HNFC Board, which will in turn organize and coordinate the teams through a designated travel team commissioner. The board shall decide team alignments and classifications in consideration of the best interests of player members and the league.

Article VII

Board of Directors

A) The Board of Directors (also referred to as the Board) shall have full power and authority to supervise the affairs of the HNFC in accordance with these Bylaws.

B) Election of Board Members:

1) The members of the Board shall be elected to the Board by voting members at the Annual Meeting.

2) An announcement shall be distributed to all HNFC members of the time and date of elections. The notice shall include the names of candidates for the Board. Those members who wish to be on the ballot must notify the Board one (1) full month (30 days) before the annual meeting or be nominated by a voting member at the Annual Meeting.

3) An *ad hoc* nominating committee shall be formed by the board for the purpose of creating a list of candidates and administering the election. The nominating committee shall consist of voting members and at least one (1) board member.

C) Board Term of Office:

1) Elected Board members shall serve a term of one (1) year.

2) Officers elected are elected to a one (1) year term beginning July 1 and may not serve for more than two (2) consecutive years in any one office.

3) Appointed Board members (article IX) shall serve a term of one (1) year.

4) Any Board member may be removed for cause by a majority vote of the Board.

5) Any vacancy which occurs before a member's term expires shall be filled by a majority vote of the Board for the remainder of that term.

6) A Board member may be re-elected or re-appointed for as many terms as he/she is willing to serve.

7) Each Board member present shall have one vote when voting for an elective Board officer position, as outlined above.

D) Board Duties: the Board shall assume the responsibility of

- 1) General management of the affairs of the HNFC.**
- 2) Approval of all members who join the HNFC.**
- 3) Dismissal of any member who, in the majority opinion, no longer furthers the objects and purposes of the HNFC.**
- 4) Approve, or designate an agent for approval (who must account for and report to the board, all disbursements of HNFC funds). Approvals may include specific or general expenditures, a series of regular payments, or include specific budget categories.**
- 5) Approve or disapprove all appointments made by the president.**
- 6) Appoint special committees.**
- 7) Approve rules of play.**
- 8) Establish dates for soccer events.**
- 9) Determine issues worthy of board action and arbitrate disputes relating to the HNFC soccer program, including those referred to the board for consideration.**

Article VIII

Meetings and Elections

A) The Board of Directors shall consist of a minimum of seven (7) elected officers:

**President,
Vice President,
Secretary
Treasurer
Member-at-Large (Minimum of 3).**

B) The Board will appoint and oversee and/or approve the duties and activities of nine HNFC personnel, as follows:

- 1) Under - 6 (U6) Commissioner,**
- 2) Under – 8 (U8) Commissioner,**
- 3) Under – 10 (U10) Commissioner,**

- 4) Travel Commissioner,
- 5) Grounds and Equipment Commissioner,
- 6) Hamilton Heights High school soccer (men and/or women) program representative (s).
- 7) Registration Commissioner (registrar.)
- 8) Immediate past-President (if assigned).
- 9) Marketing Representative

C) An annual membership meeting shall be held the first Friday in May of each year (unless otherwise specified by the Board, for the purposes of:

- 1) Electing the succeeding year's Board members according to the slate listed above, and
- 2) To report news and progress pertaining to elections to the membership at large.

D) All officials shall be elected by voting members by balloting at the annual business meeting.

Meetings

A) The date, time, place, and purpose of annual and special membership meetings shall be announced to voting members at least fourteen (14) business days prior to said meeting by a newsletter, or email, or other electronic means.

B) The Board shall meet the first (1st) and third (3rd) Tuesdays of each month during the playing season and the second Tuesday of each month during the off-season unless otherwise ordered by the Board. Special Board meetings may be called by the President or through the written request of four (4) members of the Board. Except in cases of emergency, at least three (3) day's notice of a special Board meeting shall be given to the Directors.

C) The Board may designate a meeting site within the Hamilton Heights school area as the place for a membership or Board meeting.

Quorum and Voting

A) A quorum, for voting purposes, at any Board meeting shall consist of a majority of the elected members of the Board, excepting vacant positions.

B) Voting Responsibility: Each elected member of the Board members, provided a quorum (a majority of elected members present) shall have one vote when a motion is under consideration.

- 1) Members may choose to abstain from a vote.
- 2) The Board member serving as President shall not vote, except in the instance of a tie, at which time he/she may abstain.
- 3) Voting may be done by voice, hand, email, or by secret ballot as deemed by the President.
- 4) A majority vote of those present shall be required for Board action or approval.

Article VIII

Executive Officers and Board Roles

The Executive officers of the HNFC shall be the President, Vice President, Secretary, and Treasurer. These officers shall perform the duties prescribed by these bylaws, and by the parliamentary authority as adopted by the HNFC. These officers will be known as the Executive Committee.

Individual Board Responsibilities

A) The Board President shall be the chief executive officer of the corporation. The President shall be subject to the will of the Board and shall not act in conflict with the orders of the Board. Duties of the President shall include: he/she shall

- 1) Serve as or appoint a representative (subject to board approval) for the HNFC in meetings concerning soccer with other organizations.
- 2) Serve as an advisor to the Board for the year following the term of office.
- 3) Preside at all board and membership meetings.
- 4) Be an ex-officio member on all committees.

B) Vice President: he/she shall

- 1) Assist the President in the discharge of his/her duties and preside in his/her absence.

2) ensure that Bylaw-directed committees provided for in this document are formed and functioning.

C) Secretary: he/she shall

1) Record and transcribe the minutes of Board meetings and shall preserve all documents, reports, and communications connected with the business of the HNFC.

2) Be responsible for HNFC publicity by:

a) Publishing newsletters as required.

b) Announcing important dates to newspaper(s).

c) Communicating through the organizations website as necessary.

D) Treasurer: he/she shall

1) Collect and receive all monies, keep and an accurate account thereof and deposit same on behalf of the HNFC in such bank as is approved by the Board of Directors.

2) Shall submit an oral and written fiscal report to the Board of Directors monthly.

3) Submit a full written accounting of all monetary transactions to the members of the Board of Directors semi-annually and annually in accord with the fiscal year (see Article XI). -

4) Provide the necessary data for the preparation of the corporation's annual report to the Indiana Secretary of State and to the Internal Revenue Service as required by law.

5) Serve on the Finance Committee, but not as the Chairperson.

6) Serve to coordinate the affairs of the Finance Committee and the Board.

7) Coordinate with the HNFC Registrar regarding league payments (e.g. ISL membership fees) for travel teams, and referee payments for in-house games.

Article IX

Commissioners

A) In-house (Rec) league commissioners:

1) **Appointment:** The President shall appoint a commissioner for each age group in the in-house (Rec) league. These appointments shall be approved by the board.

2) Each commissioner shall perform the following duties:

a) Elect and/or designate coaches for Rec teams, submitting names for Board approval.

b) Maintain communication with coaches.

c) Assign registered players to teams in accordance with the HNFC guidelines. [See “guidelines” in Age-group Rules.]

d) Represent the Coaches and their respective age groups before the Board.

e) Maintain a player and coach data list.

f) Oversee game and practice schedules for respective age groups (time, date and place).

g) Oversee procurement, assignment, management, and payment (working with Board Treasurer) of referees for all Rec games.

g) Serve as a voting Board member

h) Schedule and coordinate tournaments for each age group.

B) Travel Team Commissioner(s):

1) **Appointment:** The President shall appoint a Travel Team Commissioner(s) to oversee Rec Plus (Rec+) and Travel team activity. Appointments shall be approved by the board.

2) Each commissioner shall perform the following duties:

a) Represent team coaches before the board.

- b) Convey league information to the coaches.
- c) Recommend traveling team coaches for board approval.
- d) Maintain a complete data list of travel team coaches and players.
- e) Serve as a voting Board member.
- f) Represent the HNFC before travel league organizational boards.

C) Registrar:

1) Appointment: The President shall appoint commissioners to serve and be known as “Registrar” for Travel/Rec+ and In-house Rec Teams. These appointments shall be approved by the board. General duties of the Registrars will be as follows:

- a) Communicate changes in “rules-of-play.”
- b) Serve as a voting board member.

2) Additional responsibilities

Documentarian: the registrar shall ensure the club’s documentation for all travel league members, including players and coaches, including, but not limited to, the following:

- a) Proof of birth dates (Birth Certificates) for players
- b) League sanctioning documents (Player Cards with Identification)
- c) Coaching license information, which shall enable board oversight of licensing requirements, procurement of waivers, and needs for licensing upgrades.
- d) Management of travel league enrollment, including payment of fees and submission of necessary documentation

3) Criminal Background Checks: the Registrar shall oversee:

Documentation for all adults who serve in any capacity with minor children in HNFC, through Criminal Background Checks (CBC).

The registrar shall:

- a) Instruct and assist adults required to obtain a CBC.
- b) Maintain records of all CBC's of participating adults in club data files

D) Field and Equipment Commissioner:

Appointment: The President shall appoint a Field and Equipment Commissioner whose duties shall include:

- a) Playing field preparation and cleanup
- b) Preparation of budget requests to the Board for monies required to carry out duties in (a).
- c) Maintain fiscal records of expenditures and submit same to the Treasurer.
- d) Procure quotations for equipment, contracted services, and other expenditures necessary for field maintenance, and submission of quotations not included in, or exceeding, annual field budget, for approval by the Board.

Article X

Committee Establishment and Protocols

A) Types: Committee types shall be either "Standing" or "Ad Hoc" defined as

- 1) **Standing:** Standing committees shall be formed as directed by these Bylaws.
- 2) **Ad hoc:** Ad hoc committees may be organized by the Board to accomplish short-term tasks. An ad hoc committee will be disbanded when the purpose for which it was created has been accomplished.

B) **Committee Chairperson:** The chairperson of each type of committee shall be appointed by the President unless otherwise directed by these bylaws, and approved by the Board.

C) Committee Membership: Committees shall be formed by the President in coordination with a committee chairperson from a list of active members who have volunteered to serve.

D) Committees may have a single item expenditure limit. Spending more than the single item limit will require approval of the supervising Board member. Possible ad hoc committees, if so formed, are below listed with their supervising Board member:

- 1) Finance Committee - Treasurer**
- 2) Registration Committee - Secretary**
- 3) Field Committee - A Member-at-Large**
- 4) Equipment Committee - A Member-at-Large**
- 5) Concession Committee - Vice President**

E) Bylaw directed committees

1) Executive Committee: duties

- a) Assist the President in conducting the day-to-day business of the HNFC.**
- b) Prepare the annual membership program.**
- c) Budget: The day-to-day expenses not covered in budgets of the other committees.**

2) Finance Committee: duties

- a) Submit a budget for the operation of the HNFC annually and as ordered by the Board, including:
 - Fund-raising goals**
 - Expenses relating to fund-raising**
 - Projected budgetary need for donation efforts****
- b) Audit the Treasurer's accounts at the end of the fiscal year.**
- c) Coordinate all fund-raising activities.**
- d) File written updates for, or send a verbal report to each board meeting.**

3) Registration Committee Duties:

- a) Review the process for all relevant HNFC soccer players to be correctly registered with the club governing league.
- b) Review master spreadsheets and ledgers.
- e) Purge master list of all inactive HNFC players.
- c) Collate lists of volunteers, forwarding same to appropriate persons.
- f) Recommend budget for awards to board each season.
- g) Review registration procedures via website and printed copy, including Registration related expenses.
- h) Project registration income.

4) Field Committee - The field committee and its members shall be responsible for:

- a) Field lining and lining equipment
- b) Field mowing and mowing equipment
- c) Trash Removal
- d) Parking lot signage
- e) Seeding and fertilizing
- f) Field improvements
- g) Restroom accommodations

5) Equipment Committee: Duties

- a) Obtain quotes and order uniforms as approved.
- b) Order field equipment (balls, nets, etc.) as quotes are approved.
- c) Distribute equipment and maintain inventory
- d) Present Board with budgetary request to maintain or replace league equipment.

Article XI

Fiscal and Seasonal Playing Years

A) Fiscal Year

The fiscal year of the corporation shall begin on the first day of January in each year and end on the last day of December of the same year.

B) Playing Year and Season

The playing year shall be specified by the governing body.

Article XII

Seal

The Board of Directors may provide a corporate seal which shall be in the form of a circle and shall have inscribed thereon the name of the corporation and the words "Corporate Seal, Indiana".

Article XIV

Parliamentary Authority

Rules as stipulated in "Roberts's Rules of Order Newly Revised" shall govern the HNFC in all cases in which they are applicable and in which they are consistent with these bylaws.

Article XV

Amendments

A) HNFC bylaws and rules may be amended by a two-thirds vote of the board members present at any scheduled meeting in which a quorum is present, provided notice in writing of such amendment has been given five business days previous to meeting.

B) Proposed amendments must be in writing, submitted by two board members and sent to the Secretary in sufficient time to be included in the call for the meeting at which they are to be acted upon.

APPENDIX A

Hamilton Heights Youth Soccer Scholarship Program

This program is designed to assist parents or guardians of Hamilton North Futbol Club players who need financial assistance paying registration fees. HNFC desires to provide opportunities for all HNFC participants in the Hamilton-Tipton County area to fully develop their soccer skills, including financially burdened families. A commitment from the club to assist brings with it a commitment from the parents or guardians of the player as well.

The **Scholarship Program** presents various options or opportunities to help with registration fees. The program is designed to assist with registration fees only and one player only. If more than one player is from the same family, a separate form must be submitted. The scholarship does not cover any apparel, tournament fees, or costs not associated with registration.

The following steps present the procedure and payment options.

STEPS FOR CONSIDERATION:

1. Print Scholarship Request Form from www.hhstingers.com
2. Requests must be made by the player's responsible party to their coach.
3. The coach will discuss the scholarship options (listed below) with the responsible party.
4. The coach will bring the request before the HNFC Board with option suggested.
5. The HNFC Board will approve or reject the scholarship request within 7 days of request.
6. The coach will discuss the Board's decision with the responsible party.
7. If the scholarship request is approved, and once the player's responsible party has fulfilled the agreed upon arrangement, the registration fee will be considered fulfilled. The player is then eligible for league play.

SCHOLARSHIP OPTIONS:

1. Members may set up a payment schedule with the HNFC treasurer to pay the reduced rate based on the level of play. For Travel and Rec Plus the Scholarship fee is \$70. For In-house Rec the Scholarship fee is \$55. (Fees may be subject to change in succeeding years.)
2. Members may locate a business or individual sponsor willing to contribute a tax-deductible minimum donation of \$150 per season or \$300 per year towards a player's participation. This donation must be made payable to HNFC.
3. Scholarships may also be achieved through individual fundraisers designed to help with fees not affiliated with HNFC.
4. Responsible parties may also donate 15 hours of volunteer service to HNFC. These services may vary based upon the needs of the club.
The term for this program will be one season, Fall or Spring. Each seasonal eligibility will be evaluated by the Board submitted by the coach of that player's team.

Appendix A (continued)

HNFC Scholarship Request

Player Name: _____ (Print) _____

Parent or Guardian: _____ (Print) _____

Player's Coach: _____ (Print) _____

Season Requesting Scholarship: (Example - Spring 2013) _____ Date: _____

SCHOLARSHIP OPTION SELECTED (check one)

- _____ 1. Members may set up a payment schedule with the HNFC treasurer to pay the reduced rate based on the level of play. For Travel and Rec Plus the Scholarship fee is \$60. For In-house Rec the Scholarship fee is \$45.
- _____ 2. Members may locate a business or individual sponsor willing to contribute a tax-deductible minimum donation of \$150 per season or \$300 per year towards a player's participation. This donation must be made payable to HNFC.
- _____ 3. Scholarships may also be achieved through individual fundraisers designed to help with fees not affiliated with HNFC.
- _____ 4. Responsible parties may also donate 15 hours of volunteer service to HNFC. These services may vary based upon the needs of the club.

Board Decision: _____ President: _____

Comments: _____

APPENDIX B

**Travel and In-house League
Refund Policy**

Refunds of registration fees, excluding late fees unless otherwise specified, will be issued in accordance with the following guidelines:

A) Early Season Withdrawal

A full refund will be issued if a player has withdrawn for any reason before the Registrar has registered the player with the State League.

B) In-Season Withdrawal

No refund will be issued after the Registrar has registered the player with the State League except for medical reasons. To qualify for a refund due to medical reasons, a note from a physician stating that the player cannot participate in soccer for the duration of the season must be submitted with the refund request.

If the injury occurs after the first game, the registration fees will be pro rata of the games remaining to play after the notification is made to the coach of the player. Refunds will be issued within 30 days of the date requested. The refund will be by check, sent by mail to Parent/Guardian address below. Administration Fee will be deducted from the refund amount.

Fill out the below portion requesting refund and send to PO Box 521, Cicero, Indiana 46034 or submit to the current players coach.

(PRINT)

Player Name: _____ Parent/Guardian: _____

Players Coach: _____ Refund Request

Date: _____

Amount Refunded: _____ Approved by: _____

Mailing address for refund check: _____

Policy Approved: January 21, 2013

Effective Date: February 1, 2013

APPENDIX C

Hamilton North Futbol Club Registration Discount Program

1. A selected coach who fulfills a commitment to coach the entire season (fall or spring) will receive a **50% discount for one child** for In-house Recreation, Rec Plus or Travel.
1. If a selected coach completes the coaches' **Youth Training Module I and II** before the current season he or she will receive an additional 10% discount on one of his/her child's registration fees. The selected coach holding such license must provide the Board with a letter of certification for the fees to be discounted the additional 10% of the registration for one child.
1. Coaches who complete the **E License program** or higher before the season starts, that he or she coaches, will be discounted 100% of one of their own children's registrations. The selected coach holding such license must provide the Board with a letter of certification for the fees to be discounted.
1. If a coach has **more than one child** who plays soccer with HNFC, only one child's registration fee will be discounted. The discount will apply to the greater fee of those children who are registered.
1. **Elected and Appointed Board Members who coach**, and have children participating in HNFC will receive a discount of 100% of one registration fee.
1. All travel coaches must also have completed a **state criminal history background check**, be registered on the team roster as either coach, assistant coach, or manager for the team to which they are assigned in order to be eligible for discount.
1. HNFC will not waive or discount fees for tournaments, apparel, or any other expense incurred during the season for coaching.

Approved December 13, 2012
Effective May 31, 2013

APPENDIX D

Late Registration Policy and Eligibility

(Part 1)

D) Late Registration: In-House Recreation Teams

(The Section below applies to REC play only. Travel teams see part 2.)

Occasionally the Board of Directors is asked to allow players to register and play after the official board established enrollment deadline has passed :

1) Late registration is defined as any application for players which is submitted after the officially established deadline for play has passed.

2) Late registration is allowable in the following instances:

a) Player, or family, moves into HNFC area after the registration deadline.

b) Player, or family, moves into HNFC area before deadline, but after notification of registration procedures, and subsequently does not receive notice of sign-up deadlines.

c) All other late requests must be presented to the board for review. The board will review the request and render an acceptance or denial in a timely manner.

c) Upon board acceptance of a late registration the player will be assigned to a team by the appropriate age commissioner

3) Late enrollees must:

a) Pay a late enrollment fee of \$25.

b) A player who is approved to play after the deadline, but prior to the league's first game, must:

1) Practice with their team at least twice before being allowed to play in their first game.

2) At the coach's discretion, attend special practices, scheduled by their coach, and prior to the first game, to enable the player to participate.

c) Late enrollment denial:

1) no late enrollees for a particular team will be accepted after the first game of the season's scheduled games has occurred unless the board makes special exception.

2) The coach of the player's designated team has the right to deny the player's participation on his/her team. In such cases, the player may request to be assigned to a new designated team.

(Part 2)

E) Late Registration: Travel Teams (Travel teams include REC+ and League Travel)

a) Rules for the league play of these teams are established through the sanctioning body which guides scheduling, referee assignment, and the body of rules governing play. (e.g. soccerindiana.org)

b) Players who wish to participate in either of these types of play must complete registrations, which are provided through HNFC, and submitted through the HNFC's official registrar to the appropriate league.

c) Deadlines for "travel" teams and late enrollment follow the same criteria as the In-house Recreation.

F) Coaches

HNFC shall strive to provide the very best coaching for its members, performed by individuals who are well-trained and committed to the growth of both a love of soccer at a recreational level and to developing highly competitive players at the travel level. The following rules apply to coaches for HNFC:

1) All coaches will have completed Criminal Background Checks before working with HNFC player members.

2) All Travel coaches will be required to hold an "E" license or be committed to attain the "E" license within one year.

3) Coaches will work with budgets determined yearly by the board. The budget is meant for incentive awards for players, or for award celebrations.

4) Coaches with children participating in HNFC will be eligible for certain enrollment discounts. (See Appendix B)