



**Florence Township Field Hockey Association
By-Laws
Adopted March 2024**

PART 1 ADMINISTRATION

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Article 101 Name

The Association shall be called the Florence Township Field Hockey Association (hereinafter referred to as FTFHA) and shall consist of the following divisions:

- Minis, grades K-2
- Juniors, grades 3-5
- Seniors, grades 6-8

The FTFHA Executive Board may, at their discretion, choose to place any player, regardless of age, in the appropriate division based upon safety and ability.

Article 102 Objective

The objective of the FTFHA shall be to provide a safe, nurturing environment for youth in the community to learn the basics of the sport of field hockey and to implant firmly in the youth of the community the ideals of good sportsmanship, respect, integrity and fair play, so that they may be well adjusted, stronger and happier children and grow to be decent, healthy and trustworthy adults.

To achieve this objective the FTFHA will provide a supervised program of competitive field hockey games as part of the Burlington County Youth Field Hockey League. Members shall bear in mind that stressing exceptional athletic skills or winning of games is secondary, and that the type of leadership extended is of prime importance.

Article 103 Government

The current Board Members and managers of Minis, Juniors and Seniors shall elect the Officers of the FTFHA. The election shall be held at the first FTFHA meeting following the conclusion of regular season play.

The Executive Board of the FTFHA, consisting solely of volunteers, shall be structured as follows: • **President** (elected) presides at local meetings and assumes full responsibility for the operation of FTFHA. (one vote)

- **Vice President** (elected) presides at local meetings in the absence of the President, works with Officers, Committee Members and Coaches, and carries out duties and assignments as may be delegated by the President. (one vote)
- **Secretary** (elected) records the minutes of local meetings, notifies members of meeting dates, and carries out duties and assignments as may be delegated by the President. (one vote)
- **Treasurer** (elected) assumes full responsibility for FTFHA funds, dispenses FTFHA funds, maintains FTFHA financial records, and carries out duties and assignments as may be delegated by the President. (one vote)
- **President's Committee** (appointed - 3 or 5 members to provide an odd number of votes at any given time) investigates complaints, irregularities and conditions detrimental to FTFHA with the President and carries out duties and assignments as may be delegated by the President.. (Each Committee Member shall have one vote.)

Managers (appointed) team managers will be appointed by the President annually. Managers oversee the operations of each division. At the end of each season, each position is considered vacant until the President appoints managers for the following year. Managers shall have one vote for Executive Board elections.

The President and Executive Board have final decisions on all matters of FTFHA.

Meetings - The Executive Board shall meet no less than four times per calendar year with two weeks' email notice to all members.

Elections shall take place at an annual organizational meeting. Each Executive and Committee Board Member shall serve a term of one year.

Vacancies in Board positions occurring during the term of a Board member shall be filled by appointment by the President.

Resignations shall be made in writing.

Robert's Rules of Order shall govern all meetings.

The President reserves the right to grant voting privileges to volunteers who exhibit exemplary service to the FTFHA.

Article 104 Coaches

Coaches are self-identified on participants registration form and approved by the President and the Board.

All coaches must follow the application and approval process as set forth by the Florence Township Recreation Department.

In each division level there will be at a minimum of one coach per team.

Each team must have at least one coach attend Board meetings as requested by the board.

Each coach is responsible to oversee their team's obligation with all fund raising activities including collection of buy-outs and fundraising dollars/orders. All monies will be given to the FTFHA Treasurer.

Each coach is responsible for collecting and submitting Code of Conduct agreements from players and parents.

Coaches are expected to act in a manner that reflects the mission of FTFHA. No derogatory comments or actions at any time will be permitted and will be considered a violation of one's privilege to coach or grounds for dismissal of role.

Failure to abide by these rules will result anywhere from a 1 game suspension to dismissal as Coach as recommended by the President and the Board.

High School assistants will be approved by the Executive Board and permitted to help coach at the Mini and Junior level only.

PART 2 TEAM STRUCTURE AND PLAY

Article 201 Players

Registration for fall play will occur in late spring and close in early July.

Registration fees are set by Florence Township Department of Recreation and are to be made payable to the Township. Online registration is available or forms must be handed in to the Department of Recreation prior to the close date.

Additional fundraising opportunities or buy-out options are to be selected prior to the start of the season. All players must choose one option.

Players must be of the grade level of the team on which she plays.

Players must live in or attend school in the Township of Florence. Exceptions may be made for players from neighboring towns without field hockey programs. Those exceptions will be on a case by case basis, with the

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approval of the FTFHA Board and the Florence Township Recreation Board. Under no circumstances will any FTFHA team exceed fifty percent non-resident players.

All players and parents must sign and abide by a Code of Conduct.

Article 203 Team Building (General Rules)

Siblings and relatives will not be guaranteed placement on the same team, but consideration will be given on special circumstances at the discretion of the President and Board

All players within a Division will practice together.

For the Senior and Junior Divisions, team selection will be made just prior to the start of competitive play in the Burlington County Youth Field Hockey League.

Coaches' children will automatically be placed on their team.

Team selection for the Senior Division takes place in accordance with the direction and/or structure of the Burlington County Youth Field Hockey League. Teams in the Junior Division will be equally divided by grade, number and skill level.

The Executive Board reserves the right to consult with outside field hockey coaches, referees and other experts to ensure fair selection of teams.

Once teams are selected for the season, there will be no movement of any player to another team without the President's direction or consent.

The Mini Division is not required to abide by the aforementioned procedures in team selection.

Players will play in the division designated by their grade level (no "playing up").

Article 303 Playing Time

All players in the Junior and Senior Divisions must play at least half of every game. Players arriving after a game has begun are to play at least half of the time remaining in the game as of the time of their arrival. Coaches are encouraged to maximize all players' participation.

These requirements are established to make sure that all players get an adequate amount of playing time. FTFHA is about participation and not solely about winning.

Coaches who do not play their players the required amount of time will be given one warning. If they violate the rules a second time, they will be suspended for one game. Further violations are subject to review by the Executive Board and possible dismissal of role.

Parents are encouraged to report concerns about playing time to their coach and Board members of the FTFHA. Players who verbally express the desire not to play during a particular game will not be held to the time standards set forth above.

With regard to players who have issues attending multiple practices, their respective coaches shall approach the Board via email to the secretary for guidance specific to their playing time.

Article 403 Rules of Play

An attempt shall be made to have the play rules conform to The National Federation of State High School Associations.

The Mini Division is an exception to this rule.

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Article 503 Equipment

The following is a list of required equipment for field hockey players:

- Field Hockey Stick (provided by player)
- Shoes (provided by player) – Cleats are recommended for players.
- Shin Guards (provided by player) – All players must wear field hockey approved shin guards for practice and games. Soccer shin guards are not acceptable. Players wearing soccer shin guards will not be allowed to participate in competitive play.
- Mouth Guard (provided by player) – No player will be permitted to participate in field hockey play without a mouth guard.
- Uniform Tops and Socks (provided by FTFHA) – Required for all games. If shorts/skorts are not provided by FTFHA, players are required to wear the recommended color bottoms. Pants are permitted on cold weather days provided they are the same color as the team's required bottoms.

Players are not permitted to wear at games or practices:

- Jewelry – No earrings, bracelets, watches or dangling chains will be permitted.
- Hair accessories – Nothing hard or containing metal may be worn in the hair.
- Hooded Shirts – Hoods cannot be worn. Hoods can be tucked under uniform shirts. Hats, without strings or cords, can be worn on cold-weather days.

PART 3 DISCIPLINE

A Code of Conduct shall be signed by each player, parent and coach at the beginning of each season, which shall be a part of these Bylaws.

Any violation of the Bylaws or the Code of Conduct shall be subject to disciplinary action as determined by the Board.

PART 4 COMMUNICATION

Complaints and concerns by any individual shall be directed in writing to the secretary who will forward them to the President and the Board for consideration.

PART 5 AMENDMENT OF BYLAWS

The President and Board shall have the right to amend these bylaws at the annual meeting prior to the start of the season.

