



## **WOODLAND SOCCER CLUB CONSTITUTION**

### **1.01 NAME**

#### 1.01.01

This organization shall be known as the Woodland Soccer Club (Club).

### **1.02 BOUNDARIES**

#### 1.02.01

The territory of this organization shall be open boundaries except as amended by reason of affiliation with other soccer organizations.

### **1.03 PURPOSE**

#### 1.03.01

The purpose of this organization shall be to provide and educational program to develop, teach, promote, and administer soccer among youth (boys and girls) under nineteen years of age as a tax exempt non profit organization to comply with rules and guidelines of the Internal Revenue Service 501 (C)(3).

#### 1.03.02

Youth playing soccer is the most important goal of this Club. Fulfillment of these goals is brought about by setting an atmosphere in which sportsmanship, learning, and playing soccer are held foremost.

### **1.04 AFFILIATION**

#### 1.04.01

This Club shall be an affiliated branch and comply with the authority of the Sacramento Youth Soccer League (SYSL), the California Youth Soccer Association (CYSA), Norcal Premier League, the Federation International de Football Association (FIFA), the United States Soccer Federation (USSF), US Club Soccer and other organizations deemed to promote the interests and purpose of the Club.

### **1.05 AUTHORITIES**

#### 1.05.01

This Club shall be governed by its Constitution, By-laws, and Rules and Regulations, except where superseded by SYSL, CYSA, Norcal Premier and/or other governing bodies.

#### 1.05.02

The governing authority of this Club, whose powers shall be designated in the By-laws, shall be vested in the Executive Board.

#### 1.05.03

The Executive Board shall be comprised of the following:

- President (odd yr)- Club Manager
- DOC/Comp coordinator (odd year)
- First Vice President (even yr)-
- Second Vice President-(odd yr)
- Third Vice President-(even yr)
- Registrar (even yr)
- Recreational Representative (odd yr)
- Academy Director (even year)
- Treasurer (N/A)-Outsourced by decision of board
- Secretary (odd yr)

#### 1.05.03(b)

The Committee Board shall be comprised of the following:

- Head Coach (odd yr)
- Field/Equipment Manager (even yr)-Contracted
- Head Referee (odd yr)-Contracted
- Fundraising (even yr)

### 1.06 **MEMBERSHIP**

#### **1.06.01**

**All members shall abide by the Constitution and By-laws of the Club, and all applicable Rules and Regulations of the Leagues and Associations with which this Club is affiliated.**

#### 1.06.02

Membership shall be by annual registration. Registration is open to all youth in accordance with affiliated organizations.

1.06.03

The registration fee for all players shall be determined annually by the current Executive Board.

**1.06.04**

**This Club is a non-profit public benefit organization and is not organized for the private gain of any person.**

**1.07 MEETINGS**

1.07.01

A regular monthly meeting will be set each year by the President.

1.07.02

On the second Wednesday in December of each year, the Club President shall hold an Annual General Meeting (AGM) of coaches, team managers, referees, parents, and other interested individuals. Notification and agenda shall be sent to the coaches thirty (30) days in advance of the meeting.

1.07.03

The business of the AGM meeting will include:

- A. Call to order
- B. Roll Call
- C. Approval of the minutes of the previous meeting
- D. Proposals for changes of the Constitution, by-laws, and/or rules and regulations
- E. Election of the Executive Board
- F. Reports of the Officers
- G. Unfinished business
- H. New Business/Good of the Game
- I. Adjournment

1.07.05

At the AGM meeting each registered team (coach) gets one vote. A member can only run for one position at the election of the Executive Board. The term is two years beginning on January 1<sup>st</sup> thru 12/31 of the same year. Ballot voting will take place in the December meeting preceding the new calendar year.

1.07.06

The term of office for Executive Board members shall be two (2) years, beginning on January 1st, following the Annual General Meeting in which elected. The President,

Secretary, Head Coach, Head Referee, Recreational Coordinator and Comp , Representative, Third Vice President shall be elected in odd numbered years and the First Vice-President, Second Vice-President, Field Equipment Manager, Registrar, Treasurer, Fundraising shall be elected in even numbered years. Should a vacancy occur in any of the offices during the year, the Board of Managers shall elect a replacement to complete the term of office immediately.

## **CHANGES**

### **1.08.01**

Any member may submit proposed changes of the Constitution, By-laws, and/or Rules and Regulations of this Club to the Executive Board. These proposed changes shall be submitted by November 15.

### **1.08.02**

Any amendment to the Constitution, By-laws, or Rules and Regulations shall be deemed adopted by an affirmative vote of two-thirds (2/3) of the votes cast at the Annual General Meeting.

## **1.08 FINANCIAL RESPONSIBILITY**

### **1.09.01**

This Club shall not assume, nor be liable for, the debts nor the financial responsibilities, either implied or incurred, of its members.

## **1.09 DISSOLUTION**

### **1.10.01**

Should the Club dissolve, all assets remaining after payment of all debts shall be turned over to a tax exempt organization as defined by the Internal Revenue Service; either a local soccer program, or non-profit benefiting kids under the age of 18 as determined by the Executive Board, for the express purpose of the development of youth soccer.

# **WOODLAND SOCCER CLUB BY-LAWS**

## **2.01 EXECUTIVE BOARD**

### **2.01.01**

The Club membership, at the AGM, shall elect from its ranks, Executive Board officers as follows:

*President*

The Club President shall conduct all meetings of the Executive Board, and shall cast a vote only in the event of a tie. The President shall be responsible for representing the Club at all appropriate League, Association, or Community meetings. The Club President shall be responsible for obtaining city, county, or school district field permits and any other required permits relating to club and players (US Club Soccer, CYSA). The Club Manager will prepare the annual budget by January 1 of each year.

*First Vice President*

The Club Vice President shall succeed to the powers of President in his/her absence. The 1<sup>st</sup> VP shall assume any duties assigned by the President. The 1<sup>st</sup> VP shall act as club liaison with the City of Woodland Parks and Recreation Department aside from permit acquisition as defined under duties of the President. The 1<sup>st</sup> VP shall represent the Woodland Soccer Club at monthly City of Woodland Parks and Recreation meetings

*Second Vice President*

The Club Second VP shall succeed to the powers of the 1<sup>st</sup> VP in his/her absence. The Assistant Manager shall assume any duties assigned by the Manager.

*Third Vice President*

The Club 3<sup>rd</sup> VP shall succeed to the powers of Associate Manager in his/her absence. The Assistant Manager shall assume any duties assigned by the Manager.

*Secretary*

Shall keep an accurate record of all meetings, handle all correspondence, give notice of meetings, prepare the monthly meeting agenda with direction from the President, and maintain the files of the club.

*Treasurer*

By Executive board decision Woodland SC has opted to contract out Tax filing, audition and bookkeeping services thru contracted entities. The Treasurer shall give a monthly report of all monies expended and deposited in a recognized bank account. All accounts shall be paid by check or money order and shall bear two (2) signatures: that of the Treasurer, Manager, or Assistant Manager. The Treasurer shall report to the Club on a

monthly basis the financial condition of the club. The Treasurer shall prepare an annual financial report for the Annual General Membership Meeting.

*Registrar*

Shall be responsible for insuring the proper registration of all players and teams according to the requirements as set forth by affiliated leagues.

*Recreational Representative*

The Rec Representative shall be responsible for monitoring the club voice mails, assist in placing recreational players on existing teams and forming new recreational teams, and provides the rec team game results to the appropriate league.

**Committee Board**

*Head Coach*

The Head Coach shall be responsible for establishing the coaching staff and the practice schedules for all teams. The Head Coach shall be responsible for the training of coaches at either the club level or through the league. The Head Coach, or his designee, will be the Club's liaison to the league or other governing bodies for all seeding procedures.

*Head Referee*

The Head Referee shall be responsible for providing and scheduling referees for all Club home games. The Head Referee shall provide referee training either on a club level or through the league. The Head Referee shall promote the best possible quality of refereeing. The Head Referee or his/her appointee will be the Club's SYSL PAD Committee Representative.

*Field/Equipment Manager*

The Field/Equipment Manager shall be responsible for maintaining fields and field equipment. The Field/Equipment Manager shall be the Club's representative for all joint city, county, school district, etc., committees that are established to discuss and/or allocate field use. In addition, the Field/Equipment Manager shall be responsible for supplying, distributing, maintaining, and collecting from the coaches all Club owned and/or leased equipment.

*DOC/Comp Coordinator*

The DOC/Comp Representative shall be responsible for representing the club at the comp level, assist in try-outs and placing players on teams and forming new comp teams. The Comp coordinator will handle all guidelines for the comp program and approved including handling League issues,

#### *Fundraising Representative*

The Fundraising Representative shall be responsible for meeting the fundraising needs of the club as directed by the Club President. The funding representative is responsible for maintaining records of all donations and mailing requests letters to businesses, residents and corporations.

#### 2.01.02

The Executive Board shall be responsible for the following:

- The Executive Board shall fill any vacant Executive Board positions.
- Approve team Managers/Coaches.
- Enforce and interpret the Constitution, By-Laws, and Rules and Regulations.
- Sanction all Club soccer games, jamborees and tournaments.
- Make temporary rules or regulations for specific cases or occasions, not provided for in the Constitution, By-laws, or Rules and Regulations, but which are deemed necessary to carry out the objectives and purpose of this Club.
- Review and approve Club By-laws and insure consistency with the Norcal Premier League, SYSL, CYSA, US Club Soccer and other governing bodies Constitution, By-laws and general procedures and specific rules.
- The operation of all special rules.
- Establish a system of refereeing during the playing season.
- Determine annually the procedures, rules and fees for registration.

#### 2.01.03

The Executive Board shall have the right and authority to suspend, bar completely or otherwise discipline any player, coach, team manager, club officer, referee or official or any individual from any team. The Executive Board shall conduct a hearing within a reasonable time period. All actions must be approved by a quorum of the Executive Board.

#### 2.01.04

If any Executive Board member misses three (3) meetings per year without notification or sending in their directorship report, they will be replaced. He/she shall be notified in writing after missing their second consecutive meeting that this action shall be taken.

#### 2.01.05

The Executive Board shall be responsible for ensuring that league eligibility requirements are met.

## **2.02 COMMITTEES**

### 2.02.01

The Club President shall at his or her discretion have the authority to appoint standing or ad-hoc committees for the purpose of carrying out the duties of the Club as specified in the Constitution, By-laws and Rules and Regulations. Examples of Committees would include, but not limited to:

*Registration Committee* – Responsible for assisting the Club Registrar with initial registration up until the date established by the applicable leagues. This Committee will also assist the Registrar with disputes or changes in player placements.

*Special Events/Fundraising Committee* – Responsible for presenting ideas to the Executive Board on possible fundraising projects under the direction of the Fundraising Representative.

*Scholarship Committee* – Responsible for developing the criteria for scholarship and reviewing applicant's eligibility for scholarship.

*Budget Committee*- Responsible for assisting the President in preparing the annual budget.

*Picture Committee* – Responsible for arranging Club Picture Day.

*Standings* – Responsible for reporting final game scores to SYSL.

*Awards Committee* – Responsible for determining end of season awards to all participants.

### 2.02.02

The Club President and Vice President shall be Members Ex-officio of all committees.

## **2.03 AFFILIATION**

### 2.03.01

The Executive Board shall see that there is an orderly and timely presentation of affiliation papers where necessary to the appropriate governing bodies.

## **2.04 MEETINGS**

### 2.04.01



The President will schedule regular monthly meetings. The agenda for the meetings will include but not be limited to:

- A. Call to Order
- B. Roll Call
- C. Acceptance of minutes of the previous meeting
- D. President's report
- E. Other reports
- F. Unfinished business
- G. New business/Good of the Game
- H. Adjournment, announcement of the date and time of the next meeting

#### 2.04.02

The Executive Board shall meet whenever the Club President deems it necessary, or if instructed to do so by a majority of the members of the Executive Board.

### **2.05 QUORUM**

#### 2.05.01

At all meetings of the Executive Board, a majority of the filled Executive Board positions shall constitute a quorum for the transaction of business.

### **2.06 FISCAL YEAR**

#### 2.06.01

The fiscal year shall be from January 1 to December 31.

### **2.07 RESPONSIBILITIES**

#### 2.07.01

Falsification of records shall be grounds for disbarment from future participation and/or membership in the Club and league. WSC volunteers agree not to do or commit any act that will reasonably tend to degrade Woodland Soccer Club or bring Woodland Soccer Club into public hatred, contempt, or ridicule, or tend to shock or offend society, or to prejudice Woodland Soccer Club in general. Volunteers acknowledges and agrees that this provision is necessary to protect Woodland Soccer Club's goodwill in the soccer community.

#### 2.07.02

A plea of ignorance to the Constitution, By-laws and Rules and Regulations of the Club is not a sufficient defense and violators may expect appropriate action by the Executive Board.

2.07.03

Any person found guilty of violating the Constitution, By-laws, and Rules and Regulations, coach's or player's code of conduct of this Club may be asked to appear before the Executive Board to explain their actions and may be subject to disciplinary action by the Executive Board.

**2.08 FINANCIAL RESPONSIBILITIES**

2.08.01

This Club shall not assume, nor be liable for, the debts nor the financial responsibilities, either implied or incurred, by its members.

2.08.02

Teams are not eligible to play until all dues and fees are paid.

**2.09 LIABILITY PROTECTION**

2.09.01

All officers of this Club, officials, coaches, and players shall be covered against personal liability claims by CYSA and US Club Soccer for performing any duties directly related to the work of this Club.

**2.10 RULES OF ORDER**

2.10.01

Roberts Rules of Order( shall be deemed as adopted at all meetings of this Club unless otherwise agreed to by the participants).

**2.11 PLAYER MEMBERSHIP**

2.11.01

All player fees are payable upon registration.

It shall be the policy of the Club to deny registration to any player if he or she owes the Club registration fees for a prior year. The Executive Board may waive this policy by a majority vote if the party or parties involved appear before the Executive Board and make a showing of financial hardship. Players may only play for one club, their club regardless of affiliation.

2.11.02

All registered players must have a uniform approved by the Executive Board.

2.11.03

All players must be able to provide acceptable proof of age.

2.11.04

Club registration requirements will be set forth by the Executive Board.

2.11.05

Players interested in changing teams must notify their existing coach before moving to a new team.

2.11.06

Once a player joins a team, s/he may leave the team at the parents discretion if all debts have been settled with team and club. Coach(s) may release players due to lack of team participation in games, practices, violating club, league and sanctioning rules of play. An amicable meeting discussion and progressive discipline process must take place with parents, players and all information documented prior to a player being released. A player will not be released on the account of level of play in competitive teams once they have been offered/granted a player spot on the team. A recreation player can only be released if the above rules have been violated and appropriate protocol has been followed. Club DOC or Club official must be aware of circumstances prior to player being released.

## **2.12 CODE OF CONDUCT FOR MANAGERS/COACHES**

2.12.01

All Managers/Coaches will, at all times:

- Conduct themselves in a courteous manner during games.
- Make a reasonable effort to control unruly crowds or spectators.
- Abide by and be responsible for knowing the rules and regulations of this Club, League and Associations of which the Club is affiliated.

2.12.02

No manager/coach will in any way attempt to recruit any member to play for his/her team for the current or future season. No manager/coach shall attempt to persuade or influence any member not to play for any other team or club including her/her own. A manager/coach may attempt to persuade non-members to join and play with this Club in the spirit of promoting youth soccer and this Club.

## **3.01 TEAM FUND-RAISERS**

3.01.01

Any team fundraising activity must be approved in advance by the Executive Board. Teams must provide the Executive Board with information regarding the type of fund-

raiser, its purpose, and an accounting of all funds collected. If the team disbands, any remaining funds will revert to the Club's general fund.

3.01.02

Any printed materials produced for such activity will state the purpose of the fund-raiser and that it is for the benefit of a particular team, not the entire Club. The Club may allow its logo and/or name to be used along with a statement that the activity has been approved by the Club's Executive Board.

**3.02 RULES OF PLAY**

3.02.01

All Club managers, coaches, players, parents, and volunteers are required to adhere to the rules of play as required by the governing bodies.

**3.03 RULES AND REGULATIONS**

3.03.01

This Club shall adopt and abide by the rules and regulations as set forth by SYSL, CYSA, US Club Soccer and Norcal Premier League and any other affiliated league or association.

**4.01 PROTESTS AND APPEALS**

4.01.01

In all matters of protests and appeals, no member, player, coach, team, or official shall engage the services of a lawyer, attorney or professional agent for the purposes of presenting said appeal to the Executive Board until all avenues of approach of Protests and Appeals have been exhausted.

**4.01.02**

**All complaints must be in writing and include the name and phone number of the complaining party.**

## **RULES AND REGULATIONS**

### **1.01 UNIFORMS**

#### 1.01.01

Colors - The representative colors of this Club shall be orange, black and white. Exceptions to the Club uniform may be approved on a case by case basis by the Executive Board. Only teams with approved uniforms may participate in the Club. The Executive board will vote on cycle frequency of uniform changes.

#### 1.01.02

Logos – All uniforms will have the approved Club logo on them. Uniform changes will be determined by the WSC Board only

#### 1.01.03

All players must wear numbered jerseys, and last name may be script on the back of the jerseys only if the entire team follows that practice.

#### 1.01.04

Teams who have purchased and continue to purchase from vendors outside of what the board has negotiated will not receive coaching apparel and equipment from the club. Teams purchasing from outside vendors will select fall practice times after all other teams have made selections. Lastly, teams using outside vendors will incur a \$100.00 team fine.

### **1.02 COMP TRY-OUTS**

#### 1.02.01

Try-outs will be handled by the DOC/Competitive Coaches coordinator and based on age group. Exceptions must be approved on a case by case basis by the Executive Board.

### **1.03 Playing Fields**

#### 1.03.01

Field of play and practice fields will be determined each year by Woodland Soccer Club members. Dave Douglass, Woodland High School, Lee Middle School, Woodland Christian School and the Woodland Community Center Turf fields are deemed as the home fields unless voted otherwise by WSC club members. Each year the board will review needs or any member may bring interests in field usage. Woodland Soccer Club will report all playing fields to the Norcal Premier League and SYSL.

#### **1.04 Registration Fees**

1.04.01 The Executive board will determine registration fees on a yearly basis as applicable to meet budget requirements for Recreation players. A discount of \$10.00 per sibling of up to two other siblings will be given a \$10.00 discount. Sibling defined same parents and same address.

1.04.02 The Executive board will determine registration fees on a yearly basis as applicable to meet budget requirements for Competitive players. A discount of \$25.00 per sibling of up to two other siblings will be given a \$25.00 discount. Sibling defined same parents and same address.

#### **1.05 Volunteer Fees and Hours**

1.05.01 The Executive board will determine volunteer fees on a yearly basis as applicable to meet club requirements to ensure club runs smoothly during tournaments, registrations and field maintenance.

#### **1.06 Donations**

1.06.01 All donations must be given or checks written to Woodland Soccer Club. Teams may request donations and distributions of those donations can only be used for the purpose of equipment, registration fees and tournament fees. All donations must be used for the purpose of Woodland Soccer Club and its members.