

BY LAWS

Article I. Philosophy

The philosophy of the Sierra Vista Soccer Club (SVSC) is to develop recreational and competitive youth players by building positive character, promoting principles of fair play, giving every player the opportunity to excel at soccer and by providing an enjoyable, fair and high quality soccer program. The SVSC is affiliated with AYSA, USYSA and the USSF. The rules contained herein and those that are referenced shall govern the members of the SVSC.

Article II. Membership

Any person who is active in the SVSC, who strives to meet the objectives and follow the philosophy of the SVSC, is willing to uphold its policies and subscribe to its By Laws may be considered a member of the SVSC as provided below:

A. Voting Members

1. Board of Directors. The voting members of this organization shall normally be the Board of Directors (BOD) who vote on the Constitution and By Laws and their amendments, the Rules and Regulations of the Club, the budget and conduct any other business during regular and special meetings or the Annual General Meeting (AGM).

2. Voting Members at the AGM. Each team may designate a member (parent/guardian/coach) to represent the team and vote at the AGM. A member must be in good standing with SVSC and AYSA in order to vote.

3. Committees. Associate members (see para. B. below) may be given authority to vote on Committees when selected for that Committee in accordance with these By Laws or the Rules and Regulations of the SVSC.

4. Proxy Voting. Proxy voting is not permitted.

5. One Person One Vote. No matter how many voting positions a person may fill that person is allowed only one vote.

B. Associate Members

Associate Members may participate (except to vote) in all open meetings scheduled by the BOD and the AGM.

1. All registered players and their parents or guardians shall be Associate Members.

2. All other persons who meet the requirements of Article II shall be Associate Members.

C. Removal of Membership Status

1. The BOD, upon the recommendation of the Discipline and Rules Committee (DRC) may remove any member of the SVSC for conduct that is not in the best interests of the SVSC and the purposes for which it exists. Removal of a member requires two-thirds vote of the BOD.

2. Any person who has been convicted or legally charged with a crime which the BOD determines effects the best interest of the SVSC and its purpose may be temporarily suspended from participating in all SVSC activities pending a hearing by the DRC.

3. Any board member who does not regularly participate in the BOD business or has three or more consecutive absences from BOD meetings without good cause maybe removed by a two-thirds vote of the BOD. The board member in question may not take part in the vote.

Article III. Board of Directors/District III Commissioner

A. Authority

Subject to the limitations of the By Laws and Rules and Regulations all of the powers shall be exercised by or under the authority of the BOD. The BOD shall control all business and other affairs of this Club. In particular, but not limited to, the BOD shall conduct regularly scheduled meetings, appoint Committees, create an annual budget, hear appeals of decisions by the DRC, vote on removal of members and vote on acceptance and placement of coaches.

B. Election

1. The BOD shall be elected annually at the AGM. Each person elected must receive at least 50% of the voting members present at the AGM. Abstentions will be counted as an absent voting member. If no candidate receives 50% of the vote then a run off will occur between the two candidates receiving the most votes.

2. The District III Commissioner will be elected every two years on the even numbered years as required by the AYSA By Laws.

C. Vacancies

Vacancies that occur during the seasonal year shall be filled by a candidate receiving a majority vote of the BOD according to the following provisions:

1. The BOD must deem the position as necessary to be filled so the club can effectively carry on its business.

2. A member or members of the club are identified who are willing to fill the position.

3. The position shall only be filled for the duration of the unexpired term of the vacated position.

D. Duties

1. President. The President shall be the Chief Executive Officer of the club and have overall supervision, direction and control of the business and the officers of the SVSC. He/She shall preside at all meetings of the BODs and the AGM and exercise the normal duties of an officer who presides over meetings. The President will appoint Chairpersons for committees if not already delineated within the SVSC By Laws. He/she may exercise other duties as prescribed by the BOD.

2. Vice President. The Vice President shall act as the President in his/her absence. As the first assistant to the President the Vice President may be assigned to special projects as directed by the President. In particular, the Vice President shall act as the Chairperson of the DRC; recommend changes to the BOD concerning disciplinary hearings and procedures or possible punishments. The Vice President is the Chief liaison between the BOD and its associate members.

3. Secretary. The Secretary shall record the minutes in writing of all BODs meetings and the AGM, publish the minutes, ensuring all members have access to the minutes. The minutes shall consist of: date, time and location of the meeting; those present and whether a quorum existed; the agenda and all pertinent discussion of the agenda items; all motions, votes and whether they passed or failed; new items discussed; time and location of the next meeting. The Secretary shall be responsible for preparing the agenda for the next regularly scheduled meeting, Special Meetings and the AGM.

The Secretary shall be responsible for the safe storage of all original documents founding the club, changes in the Constitutions, By Laws, Amendments and Rules and Regulations of the Club. All BODs or other members who conduct business for the SVSC are required to submit copies of correspondence by the SVSC for the SVSC and to the SVSC. The Secretary shall be responsible for the safe keeping of these documents.

The Secretary shall be responsible for a calendar of overall events for the SVSC and for reports that are due. The Secretary shall be responsible for informing BODs, Chairpersons of Committees and other members who are responsible for these reports of their due date.

The Secretary shall tender all such records and documents mentioned in this paragraph to his/her successor in a timely matter. Failure to do so may result in disciplinary action by the SVSC

4. Treasurer. The Treasurer shall keep and maintain adequate and correct accounts of the properties and business transactions of the SVSC, including assets, liabilities, capital, receipts, disbursements, gains, losses, surplus and other accounts as directed by the President or BODs.

The Treasurer shall deposit all moneys and other valuable in the name of the SVSC at least on a monthly basis. The Treasurer shall disburse the funds of the SVSC pursuant to the annual budget approved by the BOD.

Disbursement for non-budgeted expenditures in excess of \$150 dollars must be approved by the BOD. The President or others empowered by the BOD may approve non-budgeted expenditures \$150 or less.

Upon the request of any member of the SVSC, the Treasure shall render an account of all the SVSC transactions or a report of the financial condition of the SVSC. The books of the SVSC accounts shall be reasonably available to all members of the SVSC and open to inspection.

The Treasurer shall submit all applicable tax forms and documents as required by law. The Treasurer shall tender all such records and accounts to his/her successor in a timely matter. Failure to do so may result in disciplinary action by the SVSC.

5. Registrar. The Registrar shall be responsible for organizing and coordinating all procedures for player registration. This includes but not be limited to: developing or obtaining registration forms, verifying proof age documents as defined by AYSA or USYSA; registering players with AYSA or other organizations; providing player passes; transfer and drop forms to coaches; maintaining current and past copies of the SVSC database; tracking payments and refunds to maintain accurate registered player records; and any other forms as required by the BOD.

The Registrar shall maintain a waiting list of players who desire to be placed on teams in the event of an opening on a team. The Registrar shall attend the annual training sessions of the AYSA and shall notify the BODs and all members of the SVSC of the due dates for all necessary registration forms as delineated by the BODs and AYSA.

The Registrar shall tender all such records and documents to his/her successor in a timely matter. Failure to do so may result in disciplinary action by the SVSC. This is a paid position. **The Registrar is paid \$1,000.00 annually. The Registrar is a non-voting member of the BOD.**

6. Director of Coaching. The Director of Coaching position is a contracted position with a term of one (1) year. The term begins July 1 and runs through June 30. This position may or may not be renewed at the end of the term at the discretion of the SVSC Board of Directors. The DOC shall oversee all soccer related activities and the development of Sierra Vista SC, it's Teams, Coaches, Trainers, and Players. The Director of Coaching (DOC) shall organize training material for the SVSC players and coaches in order to further the goals and philosophy of the SVSC. The DOC shall develop, operate, and oversee programs for all levels of play in-line with the teaching methodology of the Club. The DOC shall act as an ambassador for the Club and promote the interests of the Club at all times. DOC shall establish criteria, subject to approval of the SVSC Board for the selection of Parent Coaches and/or Parent Administrators. DOC shall work closely with Parent Coaches and /or Parent Administrators.

The DOC shall report to the SVSC Board President with respect to all matters concerning the Club. The DOC will attend SVSC Board meetings and shall provide reports to the SVSC Board providing updates on soccer related issues and advise the SVSC Board on issues relating Player development. The DOC shall be responsible for overseeing the activities of the Coaches and Trainers and ensure that all Trainers adhere to Club bylaws, Standing Resolutions, Policies and Procedures. The DOC shall not head coach a team without permission from the SVSC Board so as to not interfere with other responsibilities. In accordance with his/her contract, the DOC shall be responsible for submitting a monthly record of his/her hours. Salary for this position will be determined at time of proposed contract. The DOC shall continue to evaluate training provided by or supported by SVSC, recommend changes to the Board and be the primary Board member responsible for overall development of players and coaches. At minimum the Director of Coaching should hold a National "D" license or it's equivalent. The SVSC Board does hold the right to hire other appropriate candidates if such licensing requirements is not met. The Director of Coaching is a non-voting member of the Board. This is a minimum description of the position, a final contract will outline any additional functions of the position.

7. Director of Equipment. The Director of Equipment (DOE) shall be responsible for gaining fields and scheduling of fields for SVSC/CCJSL league games, tournaments, and for making them available for practice by SVSC teams. ~~The DOE shall be responsible~~ for the investigation, recommendation and procurement of equipment and uniforms from manufactures and suppliers. The DOE shall be responsible for maintenance and repair and distribution of all equipment. The DOE shall be responsible for the issuance of equipment to teams, the collection of the equipment and the accountability and proper storage of such equipment. An inventory of the equipment will be conducted at least twice a year, once prior to issuing equipment to teams at the beginning of the season and once at the conclusion of the season and turn-in of the equipment by the teams.

8. Director of Referees. The Director of Referees (DOR) should be a currently licensed referee and selected by the Sierra Vista Referee Association. The DOR is the main liaison between the SVSC and the local referee association. The DOR shall convey complaints about referees to the referee association, shall inform the referee association on any local rule changes for league games or tournaments and shall convey the BODs desires involving special instructions to help assist youth players and coaches in learning and developing in the game of soccer. **The DOR is not a voting member of the BOD with the exception of his/her participation on the Discipline and Rules Committee.**

9. Director of Communications. The Director of Communications (DOC) shall be responsible for the design of text and graphics for flyers, forms, SVSC web site and other announcements materials. Additionally, the DOC is the primary interface between the SVSC and the community and government agencies and responsible for community relations. He/she shall coordinate any fund raising events and recruit sponsors and donors for the SVSC. Additionally, the DOC is responsible for the procurement of awards, trophies, medals, and sponsor's plaques.

10. District Commissioner. The District Commissioner will sit on the Board as an advisory member unless his/her vote is required to make a quorum or break a tie.

11. Director of Commissioners. The Director of Commissioners primary responsibility is to act as a liason from the BOD to the age group commissioners.

Article IV. Age Group Commissioners.

The BOD will appoint a Commissioner for each age group whose primary responsibility is to act as the representative of the BOD at SVSC games. Normally Commissioners will not be a Commissioner for an age group in which they coach a team. Additionally the Commissioners will act as a liaison between coaches, parents, players and the BOD. Commissioners are responsible for attending, to the best of their ability, the games played in their respective age groups. Commissioners will serve on the Team Formation and Player Placement Committee and may be asked to serve on other committees by the President. For Commissioners who meet their responsibilities the BOD may apply a credit/refund at the end of the season up to and equal to the registration fees for the number of children that Commissioner has registered in the SVSC.

Article V. Committees

A. Discipline and Rules Committee (DRC)

1. Make Up of the DRC. At a minimum the Vice-President (Chair), Director of Referees (Vice Chair) and the Director of Training shall sit on the DRC. At the discretion of the President and with consultation of the BODs other SVSC members may be appointed either for a season or for particular circumstances (e.g. the club may want an associate member from each age group or recreational and competitive teams to be represented). No member may act on this committee if there exists a conflict of interest (e.g. involves team they are affiliated with, they are a named person in the complaint, etc).

2. Complaint Requirements. All complaints must be put in writing and identify the person making the complaint, the person who the complaint is about and allege the misconduct that the complainant wishes addressed. Email will suffice as a written complaint as long as it meets the requirements in this section.

3. Procedure. The Committee will follow the AYSA manual on hearings except for changes noted in these By Laws.

4. Appeals. A member may appeal the decision by the DRC to the BODs within 7 days of notice of the DRCs decision. An appeal must be in writing and signed by the subject of disciplinary hearing. The BODs may elect to decide on the appeal based on written submissions or at the request of the appellant may at its discretion allow for personal appearance. No BOD who acted on the DRC may act in the appeal process.

B. Team Formation and Player Placement Committee (TFPPC)

1. Make Up of the TFPPC. At a minimum the TFPPC will consist of the Director of Registration (Chair) and the Director of Coaching (Vice Chair) and the age group commissioners. With the consent of the BOD the President may choose other members of the SVSC to be on the TFPPC. No member of the TFPPC may participate in the formation of teams of a particular age group if they have a conflict of interest (e.g. Coach in that age group or child who plays in that age group).

2. Recreational Teams. The goal of recreational team program is to provide an enjoyable soccer experience for all youths who wish to experience the love of soccer regardless of talent. This is accomplished by emphasizing and teaching good character, fair play, sportsmanship, and teaching the basics of soccer to all players on the team. A recreational team does not determine success by its won/loss record but by how it behaves on the field and sidelines, how well its players improve and how much the players enjoyed their experience. To that end the TFPPC will create teams and players using the following criteria:

a. The TFPPC will look at age, gender, and if possible, the talent and experience of the players in order to create teams of equal capabilities.

b. Players whose parents or legal guardians are coaches or assistant coaches may exercise the right to be on their parent's or guardian's team if the player is the appropriate age or a "play up" waiver is approved by the BOD.

c. Players may request to *not* be placed with a coach or assistant coach and the TFFPC will attempt to honor that request. If the TFFPC cannot honor the player's request the player may chose not to play and their registration fee will be fully refunded.

d. Within an age group, players have a right to stay with the coach while within that age group. If the coach moves to another age group, players may request to stay with that coach and the TFPPC will attempt to satisfy that request but circumstances may require the board to place the player on a different team to help create fair competition within the league.

e. Players coming into the league after the start of the season will normally be placed on the team with the least amount of players. Competitiveness of the teams, age, gender, talent and experience of the player may dictate a player be placed on a less competitive team.

f. The TFPPC will take applications for volunteer coaches and present a recommendation list of coaches to the BOD for approval.

2. Competitive Teams. The goal of the competitive soccer team program is to provide an enjoyable soccer experience for youths who wish to experience the love of soccer in a more competitive setting by ensuring sound basic fundamentals become common practice, teaching advance soccer skills and tactics and seeking out more competitive teams to compete against. Additionally, good character, fair play and sportsmanship should continue to be emphasized as a cornerstone of our instruction. The TFPPC will not normally involve itself in the selection of players for competitive teams but the TFPPC will:

a. Ensure all competitive teams hold open tryouts previous to the beginning of each season and may monitor such tryouts at its discretion. At a minimum the tryouts must be placed on the SVSC website when possible and placed in the Sierra Vista Herald.

b. Take applications for competitive coaches and present a recommendation list of coaches to the BOD for approval. Ensure competitive coaches for U12 and below hold a State "E" license or equivalent and encourage them to gain their National "D" license. Ensure all competitive coaches for U13 and over possess a National "D" license or equivalent. The BOD may waive the licensing requirement if no volunteer possesses the requisite license or the BOD finds a licensed coach to be unacceptable for other reasons.

c. If there is more than one qualified applicant for a particular age group *and* there are enough players to field multiple teams then the TFPPC will recommend to the BOD which applicant should coach the primary team for the SVSC (white) which should coach the secondary team (blue) and so on.

d. Ensure each competitive team holds open tryouts prior to the opening up the season.

C. Ad Hoc Committees.

The BOD shall form *Ad Hoc* Committees as necessary in order to enhance the efficient running of the SVSC. The President shall have the authority to appoint the “Chair” for *Ad Hoc* Committees. The BOD shall determine the purpose, power and authority, determine any budget if necessary and set time limits and reporting duties to the BOD. It is generally desirable to have different areas of the SVSC represented in Committees (e.g. Board members, age commissioners, associate members, etc.)

Article VI Meetings

A. Regularly Scheduled Meetings.

The BOD shall meet on a regular basis, normally monthly, at a time and location to be determined by the BOD. These Meetings will be open to the general public and shall be used to conduct the ordinary business of the SVSC. Unless otherwise directed in the ByLaws “Roberts Rules of Order” will be used to guide the conduct of the meeting.

B. Special Meetings.

1. BOD Meetings. The President, Vice President or 25% of the BOD may call a Special Meeting to carry on business of the SVSC which should not wait to the regularly scheduled meeting (i.e. appeals to disciplinary committee decisions.) Adequate notice should be given of the time, location and purpose of the meeting and whether it is closed or open. Some votes which cannot be held at a regularly scheduled meeting due to the urgent nature of the issue and which a reasonable person would conclude, did not need public input, can be conducted via phone or e-mail if the BOD would be unable to meet.

2. Special AGM. By two thirds vote of the BOD a special AGM meeting may be called. The Special AGM requires 30 days notice including time, location and purpose of the meeting.

C. AGM.

The AGM shall be held on a day, location and time determined by the BOD. It shall take place at least two months before the start of the next annual season. “Roberts Rules of Order” will be used to guide the conduct of the meeting. Members wishing to present proposals to the AGM must make the proposal available to all members 30 days in advance of the AGM.

Article VII Teams

A. Recreational League Teams.

The goal of the recreational team program is to provide an enjoyable soccer experience for all youths who wish to experience the love of soccer regardless of talent. These goals are

accomplished by emphasizing and teaching good character, fair play, sportsmanship, and teaching the basics of soccer to all players on the team. A recreational team does not determine success by its won/loss record but by how it behaves on the field and sidelines, how well its players improve and how much the players enjoyed their experience.

1. Team Makeup. The SVSC currently sponsors co-ed and girl teams in two-year age groups (e.g. U6, U8, U10 . . .). Co-ed teams are a mixture of boy and girl players spread amongst the teams based on the placement criteria in **Article VI Committees**, Para B. of these By Laws.

2. All Girl Teams. In order to encourage girls to participate in soccer all-girl teams may be formed in any age group and participate in the recreational co-ed league. If the team is a competitive team normally its won-loss record will not be considered for standings in the league nor represent the SVSC or the CCJSL in tournaments for recreational teams. With permission from the BOD it may participate in SVSC or CCJSL tournaments.

3. Playing Time/Positions. All recreational players should receive significant playing time and at a minimum should play one half of a game. Additionally all players should get to play a number of positions during the season. No player should be put in a position strictly based on his/her gender. Discipline problems or frequent unexcused absences from practices are grounds to reduce playing time and withhold desired positions. If a discipline or attendance problem continues coaches are required to inform the BOD of the problem.

4. Player Removal. Players have the responsibility to attend team events, listen to their coaches and give their best for the team. Players who miss over 50% of a team's events or are a constant discipline problem may be removed from the team upon a two-thirds vote of the BOD. The coach, player and parent or guardian has the right to present their case in front of the BOD.

5. Inability to Pay. No player may be denied a place on a recreational team based on their inability to pay.

6. Coaches. All coaches are volunteers and must adhere to the philosophy and goals of the SVSC as stated in the By Laws. Violations of, or actions inconsistent with, the philosophy and/or goals of the SVSC are grounds for dismissal from a coaching position by a majority vote of the BOD. *All coaches* must sign and follow the SVSC Code of Conduct

7. Parents/Guardians. *All Parents and Guardians* are responsible for reading and understanding the Parent Code of Conduct. All Parents or Guardians must sign a copy of the Code of Conduct in order to complete registration for their children. Violation of the Parents Code of Conduct may result in disciplinary hearings.

B. Competitive Teams.

The goal of the competitive soccer team program is to provide an enjoyable soccer experience for youths who wish to experience the love of soccer in a more competitive setting by ensuring sound basic fundamentals become common practice, teaching advance soccer skills and

tactics and seeking out more competitive teams to compete against. Additionally, good character, fair play and sportsmanship should continue to be emphasized as a cornerstone of our instruction.

1. Team Makeup. The SVSC goal is to sponsor boy and girl competitive teams at every age group starting at U11 - U19. Girls are authorized to tryout for boy teams but this is not encouraged. Players are encouraged to tryout for their specific age group and if a player chooses and is selected to “play-up” an age group that player must apply to the BOD to “play-up”. Normally the BOD will follow the wishes of the player, the player’s parents or guardian but may choose to consult with the coaches involved in both age groups before approving the application.

2. Tryouts. Competitive teams must hold open annual season tryouts before the start of each season. These tryouts must be: publicly advertised through the SVSC media outlets (e.g. website, flyers put out by club, newsletters, etc.); held in public places; at generally convenient times; and, a minimum of two tryout dates must be held. If there is more than one competitive team per age group the coaches will coordinate for one tryout for that age group. The coach selected to manage the primary team will have first selection of players, the coach selected to manage the secondary team will have second selection of players and so on. Players may request *not* to be placed with a coach or assistant coach and the TFFPC will attempt to honor that request. If the TFFPC cannot honor the player’s request the player may chose not to play and their registration fee will be fully refunded.

3. Transfer of Players. When an age group has more than one competitive team the primary coach may “call up” players from a secondary team as guest players as long as that does not leave the secondary team short of players for games to which they are committed. Additionally, the primary coach may seek to transfer players from a secondary team to the primary team after consultation with the secondary coach, and approval by TFPPC. Likewise players maybe transferred down form the primary to a secondary team with consultation of the secondary coach approval by the TFPPC.

4. Playing Time/Positions. The SVSC encourages all its competitive coaches to maximize the playing time and vary players consistent with the SVSC philosophy and goals for its programs. Parents and players should understand that from time to time due to the more competitive nature of these teams coaches may decrease playing time or limit positions in order to place higher in tournaments or secure important victories. Discipline problems or frequent unexcused absences from practices are grounds to reduce playing time and withhold desired positions. Significant departure from this philosophy may result in a dismissal of a competitive coach by vote of the BOD.

5. Player Removal.

a. Players have a responsibility to attend team events, listen to their coaches and give their best for the team. Due to the competitive nature of these team players, parents or guardians must understand this commitment is of higher standard than that of a recreational team. Accordingly, a player who does not fulfill these obligations may be removed from the team on a recommendation from the coach and approval from the BOD.

b. Players who become disciplinary problems may be removed from the team on a recommendation from the coach and approval by the BOD.

c. Players, parents or guardians must also understand that competitive teams have a higher financial commitment. Players may be removed from teams if they cannot meet the financial commitments of a competitive team only after the BOD have been informed of the financial delinquency, the player has been given a reasonable time to make up the delinquency or receives a grant from the SVSC to make up the delinquency.

d. A player selected for competitive team is selected for the annual season and may only be removed for the reasons in Article VI (B.)(5.) and as described in Article VI (B.)(3.)

6. Coaches. All coaches must adhere to the philosophy and goals of the SVSC as stated in the By Laws. Violations of, or actions inconsistent with, the philosophy and/or goals of the SVSC are grounds for dismissal from a coaching position by a majority vote of the BOD.

a. Licensing Qualifications. U12 and below coaches must possess a “State E” certification or equivalent. U13 and above coaches must possess a “National D” license or equivalent.

b. Waiver of Licensing Qualification. The BOD may waive the licensing qualification requirement if: there are no other properly licensed coaches volunteering; or the BOD deems a properly licensed coach is unqualified for other reasons; and deems it is in the best interest of the players and the SVSC.

c. *All coaches* must sign and follow the SVSC coaches Code of Conduct.

7. Parents/Guardians. *All Parents and Guardians* are responsible for reading and understanding the Parent Code of Conduct. All Parents or Guardians must sign a copy of the Code of Conduct in order to complete registration for their children. Violation of the Parents Code of Conduct may result in disciplinary hearings.

Article VIII Club Records

A. Location. Club Records shall be maintained by the Secretary of SVSC in a location decided upon by the BOD. Other BOD members who maintain records are responsible for making copies and rendering those copies to the Secretary.

B. Inspection. Club Records shall be open to inspection by any member of the Club with the exception of records or information that is protected from disclosure by applicable laws.

Article IX Financial Obligations

A. Financial Expenditures.

The BOD must approve all expenditures over \$150. The President, Vice President and Treasurer shall be authorized to sign SVSC checks, drafts, or other methods of payment for the SVSC unless otherwise provided for by the BOD.

B. Contracts.

The President, Vice President and Treasurer are authorized to enter into contracts on behalf of the SVSC. The BOD may authorize other members of the club to act as their agents and enter into contracts on an as needed basis. All contracts committing the SVSC to expenditures over \$150 dollars require the BOD approval.

Article X Amendments

A. Any member of the SVSC may submit a proposed change to the By Laws. The proposed amendment must be made available 30 days prior to the AGM or Special Meeting.

B. Ratification of an amendment to the By Laws requires two-thirds vote of the AGM.