

# LAND PARK SOCCER CLUB BYLAWS

Amended and Passed

January 2009

## I. NAME

- A. Land Park Soccer Club is a volunteer nonprofit organization providing for youth soccer in the Land Park area of Sacramento, California.

## II. DEFINITIONS

- A. "CYSA" means California Youth Soccer Association. "SYSL" means Sacramento Youth Soccer League. "Season" shall refer to the months from May to December.

## III. AFFILIATION

- A. This Club shall be an affiliated branch of and comply with the authority of the Sacramento Youth Soccer League (SYSL); the California Youth Soccer Association (CYSA); the United States Soccer Federation (USSF); and the Federation Internationale de Football Association (FIFA).

## IV. PURPOSE

- A. The Club's purpose is to organize, equip and train youth soccer teams for children residing in the Land Park area to participate in the SYSL and CYSA. It is the intention of the Club to promote the equal participation of eligible children in SYSL and CYSA in accordance with a philosophy emphasizing the recreational aspects of the game.
- B. This Club is not organized, nor shall it be operated for pecuniary gain or profit, and it does not contemplate the distribution of gains, profits or dividends to the members thereof and is organized solely for nonprofit purposes. The property of this Club is irrevocably dedicated to the recreational youth soccer program meeting the requirements for exemption provided by Section 214 of the Revenue and Taxation Code, and no part of the net income or assets of this organization shall ever inure to the benefit of any private persons. Upon the dissolution of this Club, any assets remaining after payment, or provision for payment, of all debts and liabilities of this Club shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for a recreational soccer program meeting the requirements for exemption provided by Section 214 of the Revenue and Taxation Code. If this Club holds any assets in trust, or the Club is formed for charitable purposes, such assets shall be disposed of in such a manner as may be directed by decree of the Superior Court of the county in which the Club has its principle office, upon petition therefore by the Attorney General or by any person concerned in the liquidation, in a proceeding to which the Attorney General is a party.

## V. MEMBERSHIP

- A. This Club is a nonprofit public benefit organization and is not organized for the private gain of any person.
- B. Membership shall be by annual registration. Registration is open to all children who are at least 4 years of age and no older than 18 years of age by July 31<sup>st</sup> of the season regardless of race, color, creed or ability.
- C. The coaches, players, parents and guardians of registered players are members of the Club.
- D. Any child in the district of SYSL is eligible for membership in the Land Park Soccer Club. Any player outside of the SYSL district may play with the permission of SYSL.
- E. All members shall abide by the Constitution and Bylaws of this Club, the Code of Conduct and all applicable rules and regulations of the League and Association with which this Club is affiliated.
- F. Each team shall be allowed one (1) vote.

## VI. FINANCIAL RESPONSIBILITY

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

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### **VII. DISSOLUTION**

- A. Should this Club dissolve, all assets remaining after payment of all debts shall be turned over to the Sacramento Youth Soccer League for the express purpose of the development of youth soccer. If SYSL is no longer in operation then the assets will be distributed according to Bylaw IV B.

### **VIII. EXECUTIVE BOARD**

- A. The officers of the Club comprise the Executive Board. The officers are:
  - 1. Manager
  - 2. Assistant Manager/Overall Age Level Coordinator
  - 3. Treasurer
  - 4. Secretary/Communications Coordinator
  - 5. Registrar
  - 6. Bantam and Regulation Coaching Coordinator
  - 7. Field Coordinator
  - 8. Equipment Coordinator
  - 9. U6 Age Level Coordinator
  - 10. U8 Age Level Coordinator
  - 11. U10 Age Level Coordinator
  - 12. U12 Age Level Coordinator
  - 13. U14 & Up Age Level Coordinator
  - 14. Uniform Coordinator
  - 15. PAD Representative and Head Referee
  - 16. Referee Coordinators
  - 17. Tournament and Events Coordinator
  - 18. Yearbook Coordinator and Scores
  - 19. Metro/Academy Representative
  - 20. Volunteer Coordinator

### **IX. ELECTION OF OFFICERS**

- A. The officers shall be confirmed by a majority of the delegates voting at the general meeting of the members to be held at the conclusion of the fall soccer season. They shall assume their responsibilities at the next Executive Board meeting.
- B. Prior consent of the person nominated shall be a condition to such nomination. Any member may have his/her name included on the slate by notifying the Club Manager at least two (2) weeks before the general meeting. Nominations will also be accepted from the floor prior to conducting the election.
- C. Officers shall serve an annual term (calendar year) and may be re-elected for subsequent terms. In the event of the resignation or other incapacity of an officer, the Executive Board may appoint a successor to complete the remainder of that officer's term.
- D. Notices of the time, date and place of the annual meeting will be distributed to members at least two (2) weeks prior to the general meeting.
- E. Vacant Board positions can be filled by a majority vote of the Executive Board

### **X. DUTIES OF OFFICERS**

- A. The Manager shall:
  - 1. Call and preside at general meetings of the members and Executive Board meetings.
  - 2. Maintain Club records with the exception of financial records, minutes of meetings and roster of insured players.
  - 3. Serve as a liaison between the Club and SYSL and CYSA.
  - 4. Coordinate the business functions of the Club and its officers.
  - 5. Serve as public relations liaison between all members (parents, players, referees, etc.) of the Club and the Executive Board.

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### X. DUTIES OF OFFICERS (cont'd)

- B. The Assistant Manager/Overall Age Level Coordinator shall:
1. Act as manager in the event of the Manager's inability to act or in the event of his/her resignation.
  2. Act as a liaison between other Coordinators and Age Level Coordinators in such responsibilities as disseminating information and collecting information.
  3. Coordinate all Age Level Coordinators.
  4. Serve as a liaison between Age Level Coordinators and the Executive Board.
- C. The Treasurer shall:
1. Collect income and make disbursements.
  2. Maintain financial records and accounts.
  3. Report financial status at each meeting, with a written report at least every quarter.
  4. Account to the Club for all income and disbursements.
  5. Recommend a budget to the Executive Board at the beginning of each season.
  6. Coordinate all communication and filing with any necessary government agency (e.g. IRS).
- D. The Secretary/Communications Coordinator shall:
1. Create and maintain records of all Executive Board meetings and disseminate minutes of the meetings to all Executive Board members.
  2. Write newsletters as requested by the Executive Board and distribute to the appropriate members.
  3. Send out regular communications to the various members of the Club as needed
  4. Maintain and manage the Club website.
- E. The Registrar shall:
1. Register players and coaches with SYSL.
  2. Maintain a roster of insured players and coaches.
  3. Arrange and preside over all registration events and responsibilities.
  4. Supply information to other Coordinators as requested regarding teams and coaches.
  5. Assist with team formation and selection.
- F. The Bantam and Regulation Coaching Coordinator shall:
1. Secure the number of coaches needed to coach all players registered with Land Park Soccer Club.
  2. Provide to the Registrar a roster for all teams created by the Coaching Coordinator.
  3. Provide information to all coaches in a Coaching Packet.
  4. Hold informational meetings for coaches as soon as possible and as often as necessary.
  5. Assist the Age Level Coordinators in providing development opportunities for the coaches.
  6. Work with the Age Level Coordinators as necessary to help with informational meetings and any other coaching-related questions.
- G. The Fields Coordinator shall:
1. Obtain permission and permits for the use of fields and facilities from SYSL (for practice and games as needed).
  2. Arrange for marking and set-up of fields for home games.
  3. Coordinate assignment of practice fields.
- H. The Equipment Coordinator shall:
1. Store, maintain and account for club equipment (goals, nets, flags, corner flag posts, markers, field tools and balls).
  2. Purchase equipment as authorized by the Executive Board.
  3. Arrange for distribution of issued equipment.

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### **X. DUTIES OF OFFICERS (cont'd)**

- I. The U6 Age Level Coordinator shall:
  - 1. Arrange for scheduling of U6 games within the Land Park Soccer Club.
  - 2. Coordinate with other Executive Board members regarding U6.
  - 3. Coordinate U6 coaches.
  - 4. Hold informational meetings for coaches as soon as possible and as often as necessary.
  - 5. Work with the Registrar on the formation of teams as needed.
  
- J. The Age Level Coordinators shall:
  - 1. Coordinate with other Executive Board members regarding their age level of responsibility.
  - 2. Hold informational meetings for coaches as soon as and as often as necessary.
  - 3. Represent their assigned age level at all seeding meetings sponsored by SYSL.
  - 4. Receive all scores for their age level during the season and report the scores to SYSL.
  - 5. Act as liaison between the coaches and the Executive Board.
  - 6. Oversee their assigned age level at Team Selection Night in the creation of teams.
  - 7. Assist the Coaching Coordinator with providing development opportunities for coaches and players.
  
- K. The Referee Coordinators (3) shall:
  - 1. Assign referees for all home games for the Club according to their assigned age level of responsibility.
  - 2. Disseminate all pertinent information to the referees to aid them in their responsibilities.
  - 3. Follow the guidelines set forth in the Land Park Soccer Club Referee Program.
  - 4. Work with SYSL, CYSA and USSF referee liaisons for the development and improvement of Club referees.
  
- L. The Uniform Coordinator shall:
  - 1. Store, maintain and account for all uniforms owned by the Club and arrange for distribution of such equipment.
  - 2. Purchase uniforms as authorized by the Executive Board.
  - 3. Coordinate and oversee uniform designs and logos for both recreational and Metro teams.
  
- M. The Tournament and Events Coordinator shall:
  - 1. Arrange for reservations for time and place for registration, camps, clinics and meetings.
  - 2. Schedule photos for the teams in coordination with the photographer.
  - 3. Arrange for the photographer.
  - 4. Take the lead for all tournaments and events for the Club.
  
- N. The Yearbook Coordinator shall:
  - 1. Coordinate all yearbook responsibilities including, but not limited to, the attainment of advertising, if needed.
  - 2. Design and lay out the yearbook.
  - 3. Obtain bids for and coordinate the printing and the dissemination of the yearbook.
  
- O. The Volunteer Coordinator shall:
  - 1. Arrange for the use of volunteers for various events for the Club.
  - 2. Maintain a database of all members willing to volunteer.
  - 3. Track volunteer hours.

### **XII. GENERAL MEETING OF MEMBERS**

- A. There shall be a general meeting of members at the first opportunity of the new season to conduct any Club business. Other general meetings may be called by the Manager, or by any five (5) members of the Executive Board, when necessary. Notice of time, date and place of such meetings and their purpose shall be dispersed to the members of the Club at least two (2) weeks prior to the date of the meeting.

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### **XII. GENERAL MEETING OF MEMBERS (cont'd)**

- B. The Team Selection Nights conducted every year in the spring shall also be considered as a general meeting if the Executive Board deems necessary.
- C. Voting at the general meeting shall be done by delegate voting.
- D. Each team shall have one delegate vote.
- E. Each member of the Executive Board shall be entitled to one vote.
- F. A member of the Executive Board shall not cast a vote on behalf of any team.

### **XIII. TEAM ORGANIZATION AND ASSIGNMENT OF PLAYER**

- A. Teams shall be organized by an Age Level Coordinator (who may not have a vested interest in the age group of which he/she is in charge). The registrar will schedule one or more "Team Selection Nights" during which time coaches and the Age Level Coordinator will organize the teams. Teams will be organized in accordance with Standing Rule V. Any conflicts relating to team organization or player assignments shall be resolved by the Registrar with approval at the next Executive Board meeting. Team organization and player assignment shall be completed after registration and prior to June 30 of each season.

### **XIV. POLICIES**

- A. Assistance. Members are encouraged to assist Officers on request or to serve on special committees in the completion of the Club's business. At registration, parents will be asked to indicate a subject matter of preference in which they will agree to provide such assistance.
- B. Registration. Registration is to be completed during a "registration period" with a deadline occurring prior to team organization and assignment of players. "Late registration" of players after the deadline may be permitted with the approval of the Registrar. Team size will be in accordance with SYSL requirements.
- C. Fees. Fees shall be kept to a minimum consistent with the sound operation of the Club. A schedule of fees shall be established by the Executive Board, to provide sufficient funds to meet essential expenses of SYSL registration fees, insurance, uniforms, referees and equipment. To the extent possible, existing equipment and uniforms shall be used.
- D. Calendar of Events. A calendar of events will be established by the Executive Board at its first meeting after election of the Officers. It will include all applicable dates needed by members including parents, coaches and players.

### **XV. METRO PROGRAM**

- A. The Metro program shall be coordinated by the Metro Committee.
- B. The Metro Committee shall consist of :
  - 1. The Metro representative
  - 2. The Club Assistant Manager
  - 3. Three (3) additional members
- C. The Committee members, with the exception of the Assistant Manager, shall have current or prior Metro-level experience.
- D. The Committee members shall be approved by the Executive Board.
- E. The Metro Committee shall present a budget to the Treasurer for inclusion into the Club budget.
- F. Expenditures from the Metro budget shall be approved by the Metro Committee.
- G. Expenditures outside the approved budget must be approved by the Executive Board.
- H. The Metro Committee shall be responsible for all decisions regarding the Metro program.
- I. Decisions of the Metro Committee may be overridden by a 2/3 vote of the Executive Board.
- J. The Metro program shall have formal standing rules which will be approved by the Executive Board.
- K. The Metro Committee will approve all teams that will represent Land Park Soccer in US Club Soccer playing league.

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## XVI. AMENDMENT

- A. These bylaws may be amended by a 2/3 vote of those voting at a general meeting, provided that the text of the proposed amendment has been mailed, or e-mailed, placed on the website or made available to the members at a prior meeting. The amendment adopted may vary from the text of the proposal.
- B. Any standing rules that necessitate change may be changed at any meeting of the members by majority rule.

## STANDING RULES

### I. RESPONSIBILITIES

- A. At the beginning of his/her term of office, each member of the Executive Board shall be given a copy of these bylaws and shall be responsible for making a thorough study of them. A copy of these bylaws shall be made available to any member of the Club upon request.
- B. Managers and Coordinators shall be given as much latitude as possible in the organization and execution of their respective duties. However, all actions taken must be in accordance with the existing bylaws and are subject to Executive Board approval by a majority affirmative vote.
- C. If any Executive Board member misses three (3) consecutive meetings without notification or sending in his/her Directorship Report, he/she may be replaced. He/She shall be notified in writing after missing his/her second meeting that this action shall be taken.
- D. Falsification of records shall be grounds for disbarment from future participation and/or membership in the Club.
- E. A plea of ignorance to the Constitution and Bylaws of this Club is not sufficient and violators may expect appropriate action by the Executive Board of this Club.
- F. Any person found guilty of violating the Constitution and Bylaws or Standing Rules of this Club may be asked to appear before the Executive Board of this Club to explain his/her actions.
- G. The Executive Board of this Club shall have the right and authority to suspend, bar completely or otherwise discipline any player, coach, assistant coach, referee or official, Club officer, or any member from this Club.
- H. Land Park Soccer Club will not supply uniforms or equipment for indoor soccer or non-club sanctioned events. (only approved CYSA or US Club Soccer teams).

### II. FINANCIAL

- A. No expenditure may be committed to by any member of the Club without the express approval and affirmative vote of the Executive Board. If time is critical, a telephone or e-mail vote may be taken by the Manager, to be confirmed at the next meeting of the Executive Board.
- B. Any check issued from the Club must be signed by two (2) of the following: Manager, Assistant Manager, Registrar or Treasurer.
- C. Fundraisers performed to the benefit of any team must be approved by the Executive Board and all funds must be funneled through the Club Treasurer. Prior to the fundraiser, the coach must supply a budget with projected expenditures and income.

### III. RULES OF CONDUCT FOR MEMBERS

- A. Members will conduct themselves in a courteous manner before, during and after games.
- B. Coaches will make a reasonable effort to control unruly crowds or spectators.
- C. Coaches will adhere to the SPIRIT as well as the rule (SYSL 3:04:04D) concerning players playing one-half (1/2) of any scheduled League game.
- D. Members will abide by and be responsible for knowing the rules and regulations of this Club and the League and Associations of which the Club is affiliated.
- E. No member (refer to item V. C.) will in any way attempt to recruit any child to play for his/her team from another team for the current or a future season. A coach may attempt to persuade non-members to join and play with Land Park Soccer Club in the spirit of promoting youth soccer and Land Park Soccer Club. Any violation of this standing rule will automatically suspend said coach

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from the full season for which the team is being created. (Recruitment for Metro teams shall be defined in the Metro Standing Rules).

- F. No Division IV member shall attempt to persuade or influence any child not to play for any other team or Club, including his/her own. Any violation of this standing rule will automatically suspend said coach for the full season for which the team is being created.
- G. If, in the course of a game, the actions of a parent cause the red carding of a coach, that parent will share the same consequences as the coach. If suspension from any game is the result, the parent is suspended as well. The child of that parent may play; however, the parent may not attend. If the parent is present at the game from which he/she has been suspended, his/her child may not play. It is the responsibility of the acting coach to enforce this consequence.
- H. If either team arrives to participate in season play without player passes, the game is NOT to be played under ANY circumstances.
- I. During season play, there is not to be any more than a seven (7) point spread in the score. No later than the seventh (7<sup>th</sup>) point, the coach is instructed to change player positions, making the offense less successful in making goals. If an eighth (8<sup>th</sup>) point is made, the coach is instructed to pull a stronger player off of the field and play short one player.
- J. Upon request by a coach, the Manager may supply said coach with information regarding any red cards a player may have received.
- K. Games will be played regardless of weather, except in the case of lightning or any other unsafe condition as deemed by the referee, the Club Manager, or the Fields Coordinator. Teams should show at the assigned field, regardless of weather conditions, unless they have been otherwise instructed by an officer of the Club. Determination of play is vested with the referee. If the other team does not show, it is the responsibility of the coach to have the referee sign off on the game card.
- L. Any coach put on probation or suspended for his/her actions may be suspended from coaching for the following soccer season. Appeals may be brought to the Executive Board.
- M. Any team wishing to purchase its own uniforms must adhere to the Land Park Soccer Club colors of purple and white shirts (with purple as the dominant color) and black shorts. The uniform must include the words "Land Park Soccer Club" or "Land Park Soccer" visible on the jersey. Any uniform not provided by the Land Park Soccer Club must be approved by the Executive Board by August 1<sup>st</sup>, prior to ordering. Any violation of this rule will result in a \$100 fine and the uniforms not being allowed.
- N. Land Park Soccer Club will not supply player passes to any coach who has not returned uniforms or equipment from a prior season until said equipment and uniforms are returned.

### **IV. PROTESTS AND APPEALS**

- A. The Executive Board will not consider anonymous complaints or rumors in any form.
- B. Any complaints regarding the conduct of a member or any other matter concerning a member must be made in writing to an officer of the Club.
- C. Any parent wishing to appeal a decision of the Registrar, the Manager or a coach concerning his/her child may appeal to any officer of the Club in writing.
- D. The Executive Board at, or by, its next meeting will address the complaint/appeal.
- E. If a member wishes to appeal the decision of the Executive Board, he/she may follow the appeal procedures of SYSL's Protocol of Appeals.

### **V. TEAM SELECTION**

- A. Only players who have registered may be listed on the team's roster. Coaches are strongly advised to contact their players from the previous season prior to Team Selection Night to confirm their registration. Any player who is not registered but is listed on the roster may be replaced by the Registrar with a registered player who needs a team. "Saving space" on a roster for an unregistered player will not be allowed.
- B. Coaches must make every effort to honor any requests made by the parents. Parent requests take precedence over any other requests. If a coach must eliminate players due to too many players requesting his/her team, preferential treatment must be given to returning players from the immediate prior season. Requests will not be recognized if they come from a coach,

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teammate or any other source without being confirmed by the parent. All team selection disputes shall be resolved by the Registrar and the applicable Age Level Coordinator.

- C. Coaches must make every effort to make each team equitable in terms of numbers. If there are more players than the coaches present can accommodate, coaches must allow for the creation of another team if at all possible. All players who have registered before their age division's Team Selection Night must be placed on a team.
- D. Any player, including returning players from the previous season, wishing to register after Team Selection Night will be placed on a waiting list. If there are available spaces on a team, the coach will have the option of taking the next available player(s) off the waiting list. If the coach does not wish to take the next wait-listed player, then his/her roster will be closed to all late registrants. If a "closed" team loses viability due to health reasons or drops, then the team may add the next available wait-listed player(s). No wait-listed player may be skipped over.
- E. Late registrants will be not be given team preference and can be placed on teams on an as-needed basis with the key consideration being team stability. The Registrar and applicable Age Level Coordinator will have the final approval for placement. (Not applicable for Metro).

### **VI. REFEREES**

- A. U-6. Each team is responsible for supplying at least one (1) person to attend a referee miniclinic prior to the beginning of the season.
- B. U-6. Each team is responsible for supplying a parent to act as a referee for each game. Emphasis of the referee is to be the safety of the players
- C. Land Park Soccer Club will provide age-appropriate certified referees for all U8 and above games.
- D. Dual and three-man systems will be used in accordance with SYSL guidelines.
- E. Land Park Soccer Club will actively build a standing list of eligible referees to officiate all games for U8-U19, including Metro. This list will be maintained by the Referee Coordinators. All Land Park referees must attend a CYSA/USSF referee class and maintain a current certification. Land Park Soccer Club will strive to have competent and fair officials to serve as referees.
- F. Upon certification of any referee, the Club will supply that referee with his/her first referee uniform (shirt, shorts and socks). In return, any referee who is supplied with a uniform will be required to referee at least four (4) games during the season. Individual situations will be heard by the Executive Board.

### **VII. NOTIFICATION OF PLAYERS**

- A. All players shall be notified by their respective coaches no later than July 1<sup>st</sup> as to the team on which they are to play. This is intended as common courtesy to the players and their parents. Late registrants will be notified by the Registrar as soon as they are placed on a team after July 1<sup>st</sup>.
- B. Practices should begin as close to August 1<sup>st</sup> as possible to ensure the safety and conditioning of the players.

*The Land Park Soccer Club was formed as a volunteer organization by a majority vote of its members voting at a general meeting of the members on February 7, 1978.*