



## Bylaws

Somerset West Soccer Club, Inc.

Revised January 14, 2004

BYLAWS FOR THE SOMERSET WEST SOCCER CLUB, INC.

ARTICLE I – NAME

The name of this organization shall be the “Somerset West Soccer Club, Inc.” hereinafter referred to as “SWSC,” or the “Club.” The Club is a non-profit organization and is incorporated within the state of Oregon.

ARTICLE II – AFFILIATION

The SWSC is affiliated with the United States Soccer Federation (USSF), the United States Youth Soccer Association (USYSA), the Oregon Youth Soccer Association (OYSA), and the Tualatin Hills Junior Soccer League (THJSL).

ARTICLE III – PURPOSE

The purpose of the SWSC is to operate a non-profit recreational soccer organization that seeks to teach, govern, and promote the game of soccer for youth players. The Club recognizes that some of its youth players may desire to seek a higher level of play than is afforded by a recreational program, and will assist those players by referring them to clubs with competitive programs.

ARTICLE IV – OBJECTIVE

The objective of the SWSC is to promote sportsmanship and a sense of fair play within the framework of a team sport and to develop an interest in and a working knowledge of the game of soccer.

ARTICLE V – MEMBERSHIP

A. Definition of Membership

1. Youth Player

An amateur player who is eligible under current USYSA playing rules to compete in the U-19 or younger age division for the current season. The SWSC will not accept players under the age of five (5) years unless the following applies: the player is 4 years of age and entering kindergarten during September of the current season.

2. Adult Member

Any person actively engaged in fostering the game of youth soccer within the SWSC, such as parents or guardians of participating youth players, coaches, and SWSC board members.

B. Qualification of Membership

1. Youth players typically live within the boundaries of the SWSC; however, living within the club boundaries is not a condition of membership. The club boundaries are the attendance areas of the following schools: Bethany Elementary, McKinley Elementary, Rock Creek Elementary, Elmonica Elementary, and Lenox Elementary.
2. Youth players must be registered with the SWSC and pay the required club fee. Players living outside the boundaries of the Tualatin Hills Park and Recreation District (THPRD) must also pay an out-of-district fee.
3. Every adult member serving in an official club capacity (e.g., coach, assistant coach, board member) must be registered with the SWSC and pay the required OYSA fee. It is the policy of the Club to pay these OYSA fees from club funds.
4. All members must abide by applicable club, THJSL, and OYSA policies and procedures.

ARTICLE VI – GOVERNANCE

- A. The SWSC shall be governed by a Board of Directors, hereinafter referred to as the Board, consisting of elected officers and appointed board members.
- B. The elected officers serve as the officers of the corporation. Their duties are:

1. President

The President is the presiding and general representative of the Club and Chair of the corporation. The President meets with the Board regularly throughout the year and with the general membership at least once a year at the Annual General Meeting (AGM). The President develops an annual club calendar for Board approval. The President guides development of a yearly club program and appoints persons and/or committees to organize and implement specific tasks. The President also co-signs checks with the Treasurer consistent with club policies and limitations and oversees all areas of operation.

2. Vice President

The Vice President assists the President in completion of his/her duties. Specific duties include conducting club affairs as necessary in the absence of the President, fundraising, and coordination of picture day. The Vice President also assists the President in assigning and organizing committees and manages disciplinary actions in accordance with the Club's judicial procedures.

3. Secretary

The Secretary keeps accurate minutes of all Board and general meetings and handles all club correspondence. The Secretary assists the President by informing all Board members of upcoming meetings and prepares a written notice for each adult member of the Club three weeks prior to the Annual General Meeting with information about the date, time, and location of the meeting and a slate of officers to be elected at that time. The Secretary also assists with the organization and implementation of registration.

4. Treasurer

The Treasurer is responsible for all club funds; i.e., the receipt of funds and the disbursement of payments for accounts payable. Further, the Treasurer collects registration fees, contributions, and miscellaneous income and deposits them to SWSC accounts. The Treasurer works closely with the Registrar to assure registrations are paid and current. The Treasurer also prepares a balance sheet at least quarterly for review by the Board and coordinates the Club's annual income tax, corporation, and non-profit status submissions.

5. Registrar

The Registrar oversees all aspects of the Club's online and manual registration processes and performs specific duties related primarily to the U8-U14 age group program. This includes contracting for online services, registration form development and distribution for the micro and U8-U14 programs, collection and completeness checks of manually-submitted U8-U14 registration forms, data entry for manually-submitted U8-U14 registration forms, formation of U8-U14 teams, and preparation of rosters for those teams. The Registrar is also responsible for submission of all forms required by the THJSL and the OYSA for registration of SWSC teams, players, and coaches and signs rosters for any SWSC team requiring an approved roster for tournament or other purposes.

6. League Representative

The League Representative serves as the liaison between the SWSC and the THJSL. The League Representative is empowered to vote for the SWSC in all matters that come before the Board of the THJSL.

7. Microsoccer Coordinator

The Microsoccer Coordinator manages all aspects of the Club's microsoccer (U-6 and U-7) program. The Microsoccer Coordinator is assisted by the Microsoccer Assistant, Registrar, Equipment Manager, Field Representative, and Head Coach. The Microsoccer Coordinator is specifically responsible for management of microsoccer player registration (including collection, completeness checks and data entry for manually-submitted microsoccer registration forms), formation of microsoccer teams, microsoccer coach recruiting, microsoccer game scheduling, coordination of the microsoccer jamboree, and compilation of the microsoccer coaches' packets.

C. The appointed members of the Board and their duties are:

1. Head Coach

The Head Coach organizes annual coaching and player clinics prior to summer practice, works with the coaches and assistant coaches during the season, and helps to recruit new coaches and assistants for all of the Club's programs. The Head Coach also acts as a central reference point for technical questions from coaches and parents, handles disciplinary actions in accordance with the Club's judicial procedures, serves as the liaison between the SWSC and the THJSL Referee Coordinator, works with the Board to identify the contents of the coaches' packets, and coordinates the trophy process.

2. Equipment Manager

The Equipment Manager oversees the management of club equipment including procurement, distribution, collection, maintenance, and storage. The Equipment Manager also prepares an annual equipment inventory for use in budget development.

3. Director at Large

The Director at Large attends Board meetings and the Annual General Meeting, provides advice and assistance necessary to facilitate club administration, and carries out special projects assigned by the Board and/or the President. Such projects may include apparel purchase and sales, tournament coordination, and support of other club programs.

4. Field Representative

The Field Representative serves as the liaison to the THPRD Field Committee and represents the Club's interest in all matters related to field development, use, and maintenance. The Field Representative also coordinates the acquisition and assignment of fields for the SWSC microsoccer program and the assignment of practice fields for SWSC U8-U14 teams.

5. Microsoccer Assistant

The Microsoccer Assistant helps the Microsoccer Coordinator complete the general responsibilities of the position. Specifically, the Microsoccer Assistant helps with coach recruiting, the microsoccer jamboree, and field and game coordination.

6. Web Page Coordinator

The Web Page Coordinator is responsible for the design, development, programming, and updating of the SWSC web page. The Web Page Coordinator works closely with the other members of the Board to decide what information to put on the web site.

7. Assistant Registrar

The Assistant Registrar helps the Registrar complete the general responsibilities of the position. Specifically, the Assistant Registrar responds to hotline messages and sends registration forms to people who request them. The Assistant Registrar also checks the Club mailbox on a regular basis.

8. High School Rec Coordinator

The High School Rec Coordinator manages all aspects of the Club's high school recreation program and coordinates the Club's program with that of the THJSL. The High School Rec Coordinator is assisted by the Registrar, Equipment Manager, Field Representative, and Head Coach. The High School Rec Coordinator is specifically responsible for management of high school rec player registration (including collection, completeness checks and data entry for manually-submitted high school rec registration forms), formation of high school rec teams, high school rec coach recruiting, and compilation of the high school rec coaches' packets.

9. The Chair of any Standing Committee

D. Election, Appointment, and Terms of Office

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1. The President will appoint a nominating committee of at least three (3) adult members to propose a slate of candidates for the elected positions on the Board. The committee will submit its proposed slate of officers at least one (1) month prior to the Annual General Meeting.
2. Club officers shall be elected at the Annual General Meeting by a majority vote of the adult members in attendance. Candidates may appear on the slate submitted by the nominating committee or be submitted by nomination from the floor. Election to office shall be for a period of one (1) year, beginning at the Board meeting following the Annual General Meeting. No person may serve in the same elected position for more than four (4) consecutive terms. Exceptions to the four-term limitation may be made on a case-by-case basis when other qualified candidates are unavailable. Such exceptions must be approved by a majority vote of the adult members in attendance at the Annual General Meeting.
3. With the concurrence of the other elected officers, the President will appoint the following members of the Board: Head Coach, Equipment Manager, Referee Coordinator, Field Representative, Microsoccer Assistant, Director at Large, Web Page Coordinator, Assistant Registrar, and High School Rec Coordinator. The appointed members of the Board are not restricted in their terms of office.
4. Elected officers cannot concurrently serve in two or more elected (i.e., voting) positions. They may, however, concurrently serve in an elected and an appointed position.
5. A person currently under probation or suspension under the SWSC, THJSL, or OYSA Judicial Procedures is not eligible to be nominated for, elected to, or appointed to, an elected or appointed position on the Board.

E. Responsibilities and Authority of the Board:

1. Adopt and execute a budget and establish a fee structure.
2. Develop policies and procedures necessary for effective management and operation of the Club.
3. Enforce club bylaws, policies, and procedures.
4. Fill the vacancy of any elected position until the next Annual General Meeting.
5. Discipline club members in accordance with club and THJSL policies and judicial procedures, and those of higher authority (e.g., OYSA, USYSA, and USSF).
6. Refer violations of THJSL policies and procedures by club members to the THJSL Board of Directors for resolution.

7. Remove or censure any member of the Board with a two-thirds (2/3) majority vote of the elected members of the Board.
  8. Authorize reimbursement for reasonable expenses incurred for club activities.
- F. All members of the Board must submit to a criminal records check on an annual basis.

#### ARTICLE VII – STANDING AND AD-HOC COMMITTEES

- A. Standing committees are established to handle ongoing or long term club projects or processes. The Club's standing committee's are:
1. Risk Management Committee
    - a. The Risk Management Committee is responsible for implementation, oversight, and enforcement of policies created pursuant to the Club's Risk Management Program.
    - b. The Risk Management Committee is comprised of three permanent members of the SWSC Board of Directors, namely the Vice President, who serves as the committee chair, the Treasurer, and the Head Coach. The Registrar and the Equipment Manager serve as alternates in case one or more of the permanent members is unable to serve.
- B. Ad-hoc committees are established by the President to handle short-term club projects or processes.

#### ARTICLE VIII – CONDUCT OF BUSINESS

- A. The Board shall hold regular monthly meetings and such additional meetings as are necessary to properly administer the affairs of the Club.
- B. At any Board meeting, a majority of the elected members of the Board shall constitute a quorum. All elected members of the Board have one (1) vote, except the President, who will only vote in case of a tie.
- C. At least one general meeting of the SWSC shall be held annually. Additional general meetings may be held at the discretion of the Board for specific reasons. All adult members shall be notified of these meetings and their purposes at least three (3) weeks prior to the established dates. At the Annual General Meeting, new officers shall be elected, a financial report shall be presented, and a report prepared by the Board shall be delivered.



- D. All adult members in attendance at general meetings, except the President, shall have one (1) vote. The President will only vote in case of a tie.
- E. The business of the SWSC shall be conducted according to the “Roberts Rules of Order.”

## ARTICLE IX – COACHES

### A. Selection and Assignment

- 1. The Registrar, Head Coach, Microsoccer Coordinator, and High School Rec Coordinator will work together and with other members of the Board to identify, select, and assign coaches for all SWSC teams.
- 2. Preference in assignments will be given to returning coaches and others who have demonstrated the knowledge, skills, abilities, and temperament to manage youth players in a team environment.

### B. Background Checks

- 1. All SWSC coaches and assistant coaches must submit to a criminal records check on an annual basis.
- 2. Pursuant to club and OYSA policies, the Board of Directors will investigate and take appropriate action whenever a criminal records check reveals derogatory information.

### C. Responsibilities

- 1. The primary duty of the team coach is to teach the game of soccer to youth players. Working with such assistants as the coach selects, the coaching staff will focus on the development of individual and team skills and foster good sportsmanship regardless of playing conditions and/or game results.
- 2. The coach shall assure that every youth player assigned to the team plays at least one half (1/2) of every game for which the player suits up. Exceptions may be made for illness, injury, repeated failure to practice, and unsporting behavior. However, the coach shall ensure that any restriction in playing time for behavioral or disciplinary reasons is conveyed to the player’s parent(s) or guardian(s).
- 3. The coach shall ensure that his/her behavior on the playing and practice fields is beyond reproach. Similarly the coach shall hold himself/herself accountable for the actions of team players and parents on and around the playing field.
- 4. The coach shall be responsible for all club property assigned to the team.

## ARTICLE X – TEAMS

### A. Team Formation

1. Age groups U-6 and U-7. Teams are co-ed and consist of players from both the U-6 and U-7 age groups. Teams will be formed by the Microsoccer Coordinator according to policies adopted by the Board.
2. Age groups U-8 through U-14. Teams are gender and age specific unless otherwise requested and approved by the team coach and the Registrar. Teams will be formed by the Registrar according to policies adopted by the Board and the THJSL.
3. High School Recreation Age Groups. Teams are co-ed and consist of high school age players. Teams will be formed by the High School Rec Coordinator according to policies adopted by the Board and the THJSL.

### B. Team Size

Team size will be regulated under policies adopted by the Board and the THJSL. Any team may exceed the standard with approval from the team coach and the appropriate age group program coordinator (i.e., Microsoccer Coordinator, Registrar, or High School Rec Coordinator).

### C. Team Names

1. Microsoccer (U-6 and U-7) team names will be assigned by the Microsoccer Coordinator using the theme “Cartoon Characters.”
2. Names for U8-U14 teams will be assigned by the Registrar using the theme “Natural Events.”
3. Names for high school rec teams will be assigned by the High School Rec Coordinator.

### D. Registration and Medical Information

No youth player will be allowed to practice or play with a SWSC team until the team coach has received:

1. Written or verbal confirmation from the appropriate age group program coordinator (i.e., Microsoccer Coordinator, Registrar, or High School Rec Coordinator) that the player has been registered with OYSA.

2. A medical information form and statement of parental consent for emergency medical care for the player.

#### ARTICLE XI – RULES AND REGULATIONS

##### A. Rules of the Game:

1. The Federation Internationale des Football Association (FIFA) “Laws of the Game,” as modified by the USYSA, OYSA, and THJSL for regular season and tournament play, provide the basic rules for games played by SWSC teams.
2. Violations of the rules of the game by youth players, coaches, and spectators will be dealt with as the FIFA Laws and THJSL and SWSC Judicial Procedures dictate.

##### B. Judicial Procedures of the SWSC:

The Club shall maintain judicial procedures to define procedures for the handling of disciplinary problems arising from club-related activities. Such procedures shall be consistent with USYSA, OYSA, and THJSL judicial procedures.

##### C. Power to Suspend:

SWSC has the power to suspend a member as deemed necessary in accordance with Article VI paragraph E.5.

#### ARTICLE XII – AMENDMENTS TO BYLAWS

These bylaws can only be amended by a majority vote of the adult members present at a general meeting.

#### ARTICLE XIII – DISSOLUTION

In the event of dissolution of the SWSC, all remaining fund balances will be placed in trust with the THPRD for the exclusive use of a youth soccer program.