

# **Falmouth Soccer Club Constitution and Bylaws**

## *May 2014*

### **1. Organization Name**

This organization shall be known as the FALMOUTH SOCCER CLUB, Inc., hereafter referred to as FSC or the Club. The mailing address is Falmouth Soccer Club, 120 Main Street #147, Falmouth, MA. 02541.

### **2. Purpose of FSC**

The purpose of FSC shall be to promote and offer an organized program of soccer training and competition to children in the Town of Falmouth, Massachusetts. FSC seeks to provide an atmosphere of safety and good sportsmanship within which players and teams can compete, learn, and enjoy the game of soccer. FSC will provide training for boys and girls emphasizing individual fitness, soccer specific skill development, and team success.

FSC shall be affiliated with the South Coast Soccer League (SCSL or the League), which is a regional league of Massachusetts Youth Soccer (MYS). FSC shall actively participate in the League's annual programs. FSC may extend its affiliation to include tournaments and other leagues.

### **3. Membership**

Membership shall be open to individuals interested in club activities, including players, parents of players, and any other adults (whether or not they have a child player). Herein and hereafter the term "parents" includes biological parents and legal guardians. The criterion for active membership in FSC shall be registration with FSC, and by extension, MYS. Registration with MYS is effective for only one year, so registration with FSC/MYS must be renewed annually.

### **4. Description of Governance**

The governing body of FSC shall be Board of Directors, hereafter referred to as the Board. The Board shall be responsible for executing all matters of policy (fiscal, administrative, rules). The Board shall consist of the following officers: President, Vice-President/SCSL Director, Secretary, Treasurer, Registrar, Coaching Director, Field Manager, Equipment Manager, Fundraising Manager, and Referee Assignor. All Board members shall be adults. Board members shall be elected for a one year term and shall be eligible for re-election.

All matters of policy shall be decided at FSC meetings, which shall be open to all members of the Club. Club members may actively participate in discussion regarding matters to be voted on by the Board, but only Board members shall have the power to vote. Decision shall be by simple majority of cast votes. A Board member may cast only one vote, even if he/she is holding more than one office. A majority of the currently active Board members shall constitute a quorum.

An annual meeting will be convened once a year. It will be the September meeting unless another date is specified by the Board. Other Club meetings shall be scheduled as determined by the Board. "Roberts Rules of Order" shall be employed at all meetings.

Board members shall be nominated from current coaches, referees, parents and affiliated adults. Election shall be decided by a plurality of cast votes. All adult members shall be eligible to vote provided they are active members of FSC. An office holder may cast only a single vote per person irrespective of the number of offices he/she may hold, parents shall be limited to a single vote per family, and the one-vote-per-family restriction shall apply to all families including those where one of the parents holds an FSC office. For the election of new Board members, at least 15 currently active adult members shall constitute a quorum. In case of vacancy on the Board due to the departure of a member prior to the end of his/her term, the position shall be filled by the Board by simple majority vote.

### **5. Duties of the Board**

The Board shall be responsible for executing all policy decisions adopted at Club meetings. In emergencies or whenever immediate action is required, the Board shall have the power to set policy without calling for a Club meeting. However, such actions shall be placed on the agenda for the subsequent Club meeting for review and reconsideration.

The Board shall approve all team head coaches on a seasonal basis.

When choosing coaches things taken into consideration may include license level, experience coaching at the level requested, and years coaching the current team. For U10 teams and up, coaches should not coach the same group more than two years, unless another qualified coach is not available.

The Board shall have the authority to suspend any member of the FSC whose conduct is considered detrimental to the organization.

The duties and responsibilities of Board officers shall be as follows:

***President*** – The President shall schedule, set the agenda for, and preside over, all Club meetings; shall be chairman of the Board; shall be the official representative of FSC; and shall be authorized to sign checks.

***Vice-President/SCSL Director*** – The Vice-President shall assume the office and powers of the President in the President's absence; and shall be responsible for the duties of the SCSL Director. The SCSL Director shall be the primary Club liaison with SCSL; shall be responsible for scheduling all competition; and shall be responsible (with the President) for determining field condition on match days.

**Secretary** – The Secretary shall be in charge of all correspondence involving FSC; shall keep detailed minutes of all meetings; shall keep Club records; and shall correspond on behalf of FSC with the knowledge and permission of the President.

**Treasurer** – The Treasurer shall be in charge of Club finances; shall report on the Club’s financial status at all Club Meetings; shall submit and distribute a full written report of the financial transactions and the status of finances at the end of each fiscal year; shall be responsible for any tax reporting requirements; and shall be authorized to sign checks.

**Registrar** – The Registrar shall be in charge of registering players for all soccer programs provided by the FSC; shall be responsible for communicating appropriate registration information to SCSL and MYS; and shall ensure all players and coaches has appropriate registration documentation prior to competition.

**Coaching Director** – The Coaching Director shall be responsible for the recruiting, training and development of coaches; shall manage Board approved coaching and player training programs; oversee all coaching & player clinics and training programs; and monitor the activities of all coaches for all FSC teams.

**Field Manager** – The Field Manager shall be responsible for preparing fields for practices and games; shall schedule practice times and locations equitably among FSC teams for both indoor and outdoor practice; and shall be the primary Club liaison with the Falmouth Recreation Department.

**Equipment Manager** – The Equipment Manager shall be responsible for uniform and equipment purchases and shall be the liaison between FSC and the uniform and equipment provider.

**Fundraising Manager** – The Fundraising Manager shall be responsible for all FSC fundraising efforts. These Responsibilities include the Joe Kirk Memorial Tournament, and all efforts to raise funds to secure land for the FSC’s own fields. She/he shall also be the liaison between FSC and the New England Revolution, or any other Board approved Soccer organization.

**Referee Assignor** – The Referee Assignor shall be responsible for assigning appropriate referees for all Club home matches, and shall oversee referee training and development.

## **6. Fiscal Policy**

The fiscal year shall be from September 1 until August 31 of the following year. All monies paid to the Club shall be promptly deposited in an account in the name of FSC. All bills shall be paid when due. All funds shall be spent solely in the interest of the FSC. With approval from the Board, a team may raise funds to spend at its discretion. This authority, however, does not apply to purchasing alternate team uniforms, since players must wear the Club uniform approved by the Board.

FSC charges a fee for the travel soccer program to cover costs incurred by the Club. These costs include MYS and SCSL player dues, referee payments and equipment purchases. The Club makes every attempt to keep the fee as low as possible each year, and charges only enough to cover costs. Fees for participation and the cost of the uniform shall be decided each year by the Board and shall be due and payable at registration. Player pass cards will be held by the registrar until the registration fee is paid, or scholarship approved.

The FSC Board, at its discretion, can compensate teams traveling to Martha's Vineyard and Nantucket, can help cover fees for indoor practice facilities and can help cover tournament fees.

The Club fee refund policy for the spring season is as follows:

Prior to registration	100% fee refund
After registration, but prior to first game	Fee refund minus \$25 to cover FSC fixed costs
After first game	No refund

Extraordinary/hardship refund requests will be considered on a case-by-case basis, and any refund decisions require discussion by the Board.

In case FSC shall be dissolved, all funds and properties shall be donated to the Falmouth Recreation Department.

### **7. Guidelines for Fielding Teams**

Teams shall be fielded as players, coaches, available fields, and equipment allow. Players shall play in their appropriate age group as defined by MYS, or by grade they attend in school. Exceptions may be granted by the board if it is determined to be in the best interest of the player and teams involved. No player may play up more than two years, nor in a younger age group.

All teams shall be approved by the Board. Teams will play together for 1 full year, July – June.

U08 and U09 teams will have a sign-up without tryouts. U10 through U14 teams shall be formed following a formal try-out procedure, held each year following the spring season. U15 through U18 teams will have a sign-up without tryouts unless more than eighteen players sign up, in which case a tryout will be held. At tryouts FSC will distribute information detailing the tryout procedure and any other relevant information.

Following tryouts, players are placed on teams and informed of placement decisions via FSC's website so all players learn tryout results at the same time. Players will be informed no later than two weeks after the final tryout session.

Age divisions shall be in accordance with League and MYS guidelines. Teams shall abide by the rules and regulations of the League and MYS.

When multiple teams are fielded at the U08 and/or U09 age levels in any one year, these teams shall be balanced with respect to age and ability.

Where two age groups are to be combined into one team, it is strongly recommended that the age groups combined correspond to Falmouth school age groupings. For example, it is permissible to combine U11 and U12 players, or U13 and U14, since players in these groups attend the same schools. Combining U12 and U13 players on one team is not recommended, since experience has shown players from different schools have a difficult time adjusting to that combination.

If out of town players are needed to field a team and they receive a waiver, these players are entitled to the same privilege in subsequent years.

### **8. Department Requirements**

FSC shall strive to provide an atmosphere of good sportsmanship within which players and teams can learn, enjoy, and compete in the game of soccer. In this spirit, all members of the FSC (coaches, players, and parents) shall conduct themselves in a sportsmanlike manner. All members shall cooperate fully with the letter and spirit of the rules of the game, the published Parent and Player Code of Conduct, as well as all bylaws, coaches manual, player commitment requirements, and guidelines of the Falmouth Soccer Club.

Any inappropriate behavior by a member shall be referred to the Board for review and action.

### **9. Other Matters**

The Board shall have the power to deal with matters not explicitly covered by the Constitution and Bylaws.

### **10. Amendments**

The bylaws may be amended by a simple majority vote of the Board. Bylaw changes must be completed prior to the Annual Meeting in order to be in effect for the following season.