



**Constitution and Bylaws of
HIGHLINE PREMIER FOOTBALL CLUB (HPFC)
A subsidiary of
HIGHLINE SOCCER ASSOCIATION (HSA), A Non-Profit Corporation**

Article 1 Name, Duration, Affiliation and Offices:

- 1.1. HPFC is affiliated with Highline Soccer Association, hereafter referred to as "HSA" which is a non-profit corporation organized and existing under the laws of the State of Washington.
- 1.2. The duration of this organization shall be perpetual.
- 1.3. The name of this organization shall be Highline Premier Football Club and herein referred to as Highline Premier FC, HPFC, or the Club.
- 1.4. The principal office of HPFC shall be located at its principal place of business or such other place as the Executive Board of Board Members ("Board") may designate. HPFC may have such other offices as the Board may designate or as the business of HPFC may require from time to time.

Article 2 Purpose:

- 2.1. The purpose of the Club is to provide a high level of soccer development for players at the 8U through 19U age levels. HPFC is designed to provide individual and team training opportunities for players within HSA. HPFC will organize and direct registered players in premier-level soccer programs. HPFC will provide structure, culture and coaching staff to support the players', the teams' and the Club's development. HPFC will make every effort to play at the highest appropriate level. HPFC is devoted to the development of youth soccer.
- 2.2. HPFC shall participate in supporting other HSA clubs and programs through activities that will enhance association player, coach, and referee development.
- 2.3. HPFC will establish uniform rules and expectations applicable to premier youth soccer competition within Puget Sound Premier League, consistent with the principles and laws of the Federation Internationale De Football Association

(FIFA, the world governing body for soccer), those of US Club Soccer, and Highline Soccer Association.

Article 3 Administration:

- 3.1 General Powers – The governing authority of the Club shall be the Board of Directors.
- 3.2 Number - The Board of Directors shall consist of not less than seven (7) and no more than fifteen (15) members, inclusive of both voting and non-voting members. The number of Board Members shall be set by resolution of the Board. The number of Board Members may change from time to time by amendment to these Bylaws, provided that no decrease in the number shall have the effect of shortening the term of any incumbent Board Member.
- 3.3 Composition – The Board of Directors shall include Executive Board Officers, Junior Board Officers and Staff Directors. Refer to Articles 7.7, 7.8, and 7.9 of these Bylaws.
- 3.4 Qualifications – Board Members shall be members of HPFC. Refer to Article 4 of these Bylaws. Board Members may have such other qualifications as the Board may prescribe by amendment to the Bylaws.
- 3.5 Executive Board Officers – Executive Board Officers shall be elected, unless an elected Officer dies, resigns or is removed, in which case an Officer may be appointed with approval from the remaining Officers. He or she shall hold office for a term of two (2) years or until his or her successor is elected, whichever is first.
- 3.6 Junior Board Officers – Junior Board Officers are appointed and approved by the Executive Board. Appointed Officers shall serve for a term of one year. Appointed Officers may not serve more than three (3) consecutive one-year terms unless a majority of the Executive Board, during the course of a Board meeting at which a quorum is present, votes to appoint a Junior Board member to one (1) additional year.
- 3.7 Staff Directors – Staff Directors (Director of Coaching, Technical Director and Director of Operations) are hired staff members and shall be non-voting members of the Board of Directors. Their numbers shall not count toward the total number of members of the Board of Directors. The number, title, and responsibilities of Staff Directors may change from time to time by amendment of these Bylaws.
- 3.8 HPFC shall be governed by its Bylaws and Operating Procedures as defined herein except when those of the Highline Soccer Association (HSA), or US Club Soccer supersede them.

- 3.9 HPFC shall have the authority to issue policies or instructions necessary to interpret, clarify, or further define its Bylaws and Operating Procedures.

Article 4 Membership:

- 4.1 Classes of Members – HPFC shall have one class of members. Additional classes of members, the manner of election or appointment of each class of members, and the qualifications and rights of each class of members may be established by amendment to these Bylaws.
- 4.2 Qualifications for Membership - In order to qualify for membership, a member shall be interested in the betterment of the youth soccer program in the West Seattle, Burien, SeaTac and surrounding areas. Eligible members shall consist of the youth players selected for participation in HPFC programs, parents/guardians of the participating youth players and other elected, appointed or hired persons as defined herein. All other interested persons must register their name with the HPFC Secretary and be approved for membership by the Board. Members may have such other qualifications as the Board may prescribe by amendment to these Bylaws.

Article 5 Jurisdiction:

- 5.1 HPFC shall have jurisdiction over all its teams and members; as well as associated individuals, such as players, coaches and administrators.

Article 6 Organization and Operation:

6.1 Operating Year:

The operating year of HPFC shall be closely aligned with that of Highline Soccer Association and/or US Club Soccer. Any deviation from these schedules shall be minor in scope and shall not cause conflict between shared programs. The Operational Year begins May 1.

6.2 Meetings:

- a) Annual General Membership (AGM) Meeting - The AGM Meeting shall be held prior to the Highline Soccer Association AGM, generally during the month of April. This annual meeting of members shall be held for the purpose of informing members of HPFC's current state of affairs, accomplishments, financial status, and introduction of newly elected

and/or appointed Board Officers. If elections have not yet been completed prior to this meeting, this meeting shall serve to host the election of Board Officers. The annual meeting shall be held on a day and time and at a location as determined by the Board to reasonably encourage attendance and participation of the members. If the annual meeting is not held on the date designated therefor, the Board shall cause the meeting to be held as soon thereafter as may be convenient.

- b) Special Meetings –The President or any Vice President of HPFC may call special meetings of the Board of Directors for any purpose. The date, time, and location of each meeting must be communicated to all Board Members at least seven (7) days in advance.
- c) Place of Meetings – All meetings of members shall be held at such place within the boundaries of this HPFC as designated by the President or the Board.
- d) Notice of Meetings – The President, the Secretary, or the Board shall cause to be published to each member entitled to notice of or to vote at the meeting, either by website, email or personally, not less than ten (10) nor more than fifty (50) days before the meeting, written notice stating the place, date and time of the meeting and, in the case of a special meeting, the purpose or purposes for which the meeting is called.
- e) Manner of Acting – All meetings of the Club shall be conducted using current edition of “Robert’s Rules of Order”. The vote of a majority of the votes entitled to be cast by the members represented in person at a meeting at which a quorum is present shall be necessary for the adoption of any matter voted upon by the members, unless a greater proportion is required by applicable Washington law, the Articles of Incorporation or these Bylaws.
- f) Attendance – The Board of Directors should attend and participate in all Club meetings. Club members who are Non-Board members may attend the meetings, but are requested to notify an Executive Board Officer of their desire to attend no less than seven (7) days prior to the start of the meeting. If a non-board member requests to present to the Board of Directors, they should contact the Secretary no less than seven (7) days in advance of meeting in order to be added to the agenda.

6.3 **Amendments:**

- a) Proposed changes or amendments to this Constitution and Bylaws can only be acted upon at the scheduled HPFC Board of Directors meetings or the Annual General Membership (AGM) Meeting.

- b) Only elected HPFC Officers may make such proposed changes or amendments. All proposals must be made in writing to the Vice President of Administration or Secretary at least thirty (30) days prior to the AGM or the next regularly scheduled Board of Directors meeting at which time they are to be acted upon.
- c) The Secretary shall notify the Board of Directors that there are proposed changes or amendments to the Bylaws to be voted on at least fifteen (15) days prior to the next Board meeting or AGM meeting.
- d) The Secretary shall make the details of the proposed changes or amendments available to Board Members no less than five (5) days prior to vote.
- e) All proposed and approved changes or amendments shall be included in the meeting minutes.
- f) All proposed and approved changes or amendments shall be in effect from the date of adoption.

6.4 Voting at Meetings:

- a) Voting members at Board meetings are defined as Executive and Junior Board Officers of the Board of Directors, except the President, who shall only cast a deciding vote in the event of a tie.
- b) Motions to be voted on by the HPFC Board of Directors shall be decided by a simple majority of those voting members present except where specified elsewhere herein. Each eligible voting member shall be entitled to one vote at duly called meetings of the Board of Directors, on motions brought before the Board for a vote. Proxies will be accepted with prior coordination.
- c) Quorum – A quorum for the Board of Directors meetings shall consist of at least 40% of the voting members including at least two (2) of the Club Executive Board Officers.

Article 7 Voting and Election of Executive Board Officers:

7.1 Voting at Elections:

Each player shall be represented by one vote cast by a legal parent or guardian. Voting will be open for a minimum of fourteen (14) days. Each player is entitled to a single vote for each position. The nominees with the most votes will be

considered elected. Should a tie occur for any position, the winner shall be determined by coin flip administered by a standing Executive Board Officer.

7.2 **Nomination Committee:**

The Executive Board shall form a Nomination Committee. The Nomination Committee shall not contain any members standing for election to the Executive Board. The purpose of the Nomination Committee is to develop a list of candidates to fill open positions on the Board of Directors for the upcoming elections. Members may self-nominate for any open position on the Board of Directors. Nominees will submit a resume and a written acceptance of their nomination at least 45 days in advance of the AGM.

The Nomination Committee shall publish the list of candidates and their resumes for the membership to review a minimum of fourteen (14) days prior to the AGM.

Timeline for Board Officer Elections, relative to AGM:

- 90 days prior – Outreach
- 60 days prior – Nominees notified and asked to submit a resume
- 45 days prior – Deadline for nominees to provide resume and accept nomination
- 15 to 45 days prior – Vetting of candidates
- 14 days prior – Publish names and candidate statements. Voting occurs.
- Day 0 (AGM) – Elect new Executive Board Officers

7.3 **Election of Executive Board Officers:**

- a) The Executive Board shall be comprised of the President, Vice President of Administration, Vice President of Competition, Secretary, and Treasurer. Open positions on the Executive Board shall be filled each year by the Board of Directors via election by membership, to be completed at or prior to the AGM.
- b) The positions of President, Vice President of Competition and Treasurer will be filled on odd years. Vice President of Administration and Secretary will be filled on even years.

7.4 **Term of Office:**

Unless an Executive Board Officer dies, resigns or is removed, they shall hold office for a period of two (2) years, or until their successor is elected, whichever is later. Their term of office shall begin and end on May 1, unless other arrangements have been approved by the Board.

7.5 Removal of Board Officers:

Board Officers may be voted out of office at any duly called meeting of the Board of Directors by a two-thirds (2/3) majority vote in favor of removal.

7.6 Board Officer Vacancies:

Vacancies of Board Officer positions shall be communicated to the Board of Directors thirty (30) days prior to being filled by nomination from the floor of a duly called meeting and approved by a simple majority vote of the Board of Directors. Newly elected officers will serve until the end of the vacated position's term.

7.7 Executive Board Officers:

- a) President – The President shall supervise all activities of the Club, be the general representative of the Club in all matters, including public relations, and shall chair all meetings of the Club. They shall be the principle operating and administrative officer and shall have the authority to sign all certificates, contracts or other instruments of the Club. They shall also appoint such committees as may be required from time to time and shall perform other duties as are incidental to the office or are properly required by the members or the Club. The President shall not have a vote in any matters brought up for a vote except in the event of a tie, in which case the President shall cast the deciding vote.

The responsibilities of the President shall include, but not be limited to the following:

- Presiding officer at all meetings of the Board of Directors.
- General supervision over the affairs of the Club; provide assurance the Club Bylaws and Operating Procedures are adhered to.
- Principle operating and administrative officer, with authority to sign all certificates, contracts of other instruments of the Club.
- Lead the development and maintenance of a Club Strategic Plan.
- Appoint committees as necessary.
- Provide general supervision and guidance to Club Officers.

- Work with Director of Coaching, Director of Operations and Technical Director.
- Sign orders on the Treasury.
- Act as Club liaison with Highline Soccer Association. Attend HSA Board meetings and functions as the Highline Premier FC representative.

b) **Vice President of Administration** – The Vice President of Administration shall assist the President in all business of the Club, become the Acting President during any absence of the President, and succeed to the Presidency if that office becomes vacant mid-term for any reason. The Vice President of Administration oversees daily operations of the Club, brochures, Public Relations Media, Manuals, and is responsible for all Club property and facilities whether owned, leased or rented. In the absence of a Director of Operations, the Vice President of Administration shall assume all Director of Operations duties described herein.

The responsibilities of the Vice President of Administration shall include, but not be limited to the following:

- Perform duties of the President in their absence, inability or refusal to act.
- Works collaboratively with Director of Operations to plan and execute Club events.
- Oversees Junior Board.
- Oversees revisions of Bylaws and Operating Procedures.
- Oversees web page construction and maintenance.
- Public Relations Media (i.e. Newspaper liaison, Highline Premier FC name usage approval, Sponsorship Approval).
- Repository for Manuals and other written materials.
- Oversees Club-wide communications, i.e. newsletter, announcements, meeting notices.
- Sign orders on the Treasury.

c) **Vice President of Competition** – The Vice President of Competition shall provide oversight to the Director of Operations as needed to support administrative activities of each team formed under the authority of the

Club, and such other duties as may be incidental to the office or are properly required by the members of the Board of Directors.

The responsibilities of the Vice President of Competition shall include, but not be limited to the following:

- Works collaboratively with Director of Operations in Team Orientation and Formation after tryouts.
- Works with Manager Liaison to provide oversight for administrative structure of each team through its team manager and team representatives.
- Provides oversight to Manager Liaison in monitoring daily operation of the teams, including supervision of Team Parent Volunteers.
- Monitor the compliance of each team with its League and Club responsibilities, including its financial commitments.
- Support the Director of Coaching as needed to maintain healthy relations between the Club and PSPL, and US Club Soccer regarding league and State Cup matters.
- Address disciplinary actions, facilitate dispute resolution.

- d) **Treasurer** – The Treasurer, in conjunction with the Club Accountant, is responsible for managing the Club’s money and overseeing budgeting and maintaining records of account. The Treasurer is responsible for reporting and ensuring an appropriate record of all Club transactions, working with the Club Accountant to review, approve, and categorize transactions for the Club’s financial statements. The Treasurer approves disbursement of funds as authorized by the Board of Directors and performs other such duties as may be incidental to the role. The Treasurer and Club Accountant are also responsible for monitoring the tax-exempt status of the Club activities and the segregation and proper reporting of any taxable activities in which the Club should choose to participate.

The responsibilities of the Treasurer, in conjunction with management of the Club Accountant, include but are not limited to the following:

- Deposit all moneys of the Club, in a chartered bank in the name of Highline Premier FC Soccer Club.
- Disburse funds as properly approved.
- Provide monthly balance sheets at Board of Directors’ meetings, as necessary.

- Guide the annual budget setting process – which should be completed prior to the Annual General Membership (AGM) Meeting.
 - Monitor team financial activities and status.
 - Monitor and maintain segregation of taxable and tax-exempt activities.
 - Ensure collection of W-9 forms from all paid coaches at the beginning of the year.
 - Ensure preparation and distribution of W-2 and 1099 tax forms to all paid coaches and independent consultants at the end of the year.
 - Oversee preparation of an Annual Financial Statement, as needed, each calendar year for the treasurer of Highline Soccer Association.
 - Review and approve paychecks to all paid Club staff, coaches, and trainers on the 1st of each month.
- e) **Secretary** – The Secretary shall issue notices of meetings as required herein, shall keep official minutes of all duly called meetings, and shall periodically report same to the Board of Directors. They shall also make such other reports and perform other such duties as may be incidental to the office or as may be properly required by the Board of Directors.

The responsibilities of the Secretary shall include, but not be limited to the following:

- Custodian of all Club Correspondence.
- Record, prepare, publish, and distribute minutes in a timely manner for all meetings.
- Provide proper notice of all meetings to required attendees.
- Be responsible for publicizing all Teams and Club participant activities.
- Promote the affairs and activities of the Club.

- 7.8 **Junior Board Officers** – Junior Board Officers are appointed and approved by the Executive Board. Appointed Officers shall serve for a term of one year. Appointed Officers may not serve more than three (3) consecutive one-year terms unless a majority of the Executive Board, during the course of a Board meeting at which a quorum is present, votes to appoint a Junior Board member to one (1) additional year.

At the sole discretion of the Executive Board, Junior Board Officer positions may include the following:

- Website & Communications Coordinator
- Sponsorship Coordinator
- Marketing Coordinator
- Tryouts Coordinator
- Uniform Coordinator
- Manager Liaison
- Community Service Coordinator
- Events Coordinator

7.9 **Staff Directors** – Staff Directors are hired staff members and shall be non-voting members of the Board of Directors. Their numbers shall not count toward the total number of members of the Board of Directors. The number, title, and responsibilities of Staff Directors may change from time to time by amendment of these Bylaws.

- a) **Director of Operations** – The Director of Operations (OPS) is responsible for leading the daily operations and administrative staff of the Club, overseeing the successful execution of Club events with focus on events generating revenue, assisting the Executive Board and other Directors with communication and outreach, and working collaboratively with the Director of Coaching (DOC) as needed. The Director of Operations is a full-time salaried position reporting directly to the Club President and is a core member of the HPFC leadership team, along with the Director of Coaching and the Executive Board. The Director of Operations can expect to work most closely with the DOC throughout the year.

The responsibilities of the Director of Operations shall include, but not be limited to the following:

- Attend monthly Board meetings and weekly Board Call-ins.
- Attend HSA monthly Board meeting as requested by the President.
- Provide administration and planning for all Club soccer events (Camps, Clinics, Tryouts, Team Formation, HSA Stars).

- Manage paid administrative staff (Registrar, Fields, Accountant).
- Work with VP Administration to review and issue Club communications, including newsletter, membership alerts, surveys, evaluations, calendar.
- Oversee Club volunteers for various Club events.
- Assist Treasurer in building and monitoring the Club budget and other financial decisions.

- b) **Director of Coaching** – The Director of Coaching (DOC) will collaborate with other Directors as needed to develop and administer the coaching format and training curriculum for all HPFC teams. The Directors are non-voting members of the Board of Directors. The DOC will appoint and dismiss team coaches for each of the age groups. This slate of team coaches will be submitted to and approved by the Executive Board prior to submission to the HSA Commission within one month after Spring tryouts. The DOC reports directly to the Executive Board. The Executive Board shall approve the hiring and dismissal of any Director. The DOC shall have an individualized contract executed by the Board of Directors identifying the particular tasks for that specific position.

In general, the responsibilities of the DOC shall include, but not be limited to the following:

- Attend Board of Director meetings, representing the entire coaching staff and providing the coaching staff with policy decisions made by the Board.
- Attend HSA Board meeting, if possible.
- Schedules, organizes, and chairs all Coaches meetings.
- Provides leadership as to the direction for training of each age group.
- When applicable, helps to design and organize any player development program(s) for the Club and HSA.
- Acts as a liaison and keeps in direct contact with HSA to provide them with player development programs.
- Direct contact with all teams (training, observation of match or training, consult with players or coach).
- Oversees the tryout and selection of individual players for the Club.

- Identifies and recommends new coaches for the Club.
 - Approve team participation in all tournaments.
 - Approve and coordinate all team participation in college showcase tournaments.
 - Approve and coordinate all team participation in league and State Cup play.
 - Ensure the competition, coaching and training are of the highest level possible.
- c) **Technical Director** – The Technical Director (TD) will be responsible for the Club’s technical investment in its player base, with an emphasis on youth player development. Core to the role is the creation and implementation of the Club’s Player Development Plan (i.e., Club curriculum) that will outline the Club’s commitment to the development of its players and coaches. Reporting to the President, the TD also assists in managing the Club’s coaching staff and coaching development.

The responsibilities of the Technical Director shall include, but not limited to:

- Actively promote the technical vision to the Club’s varied stakeholders, including non-technical people, such as parents.
- Recruit, develop and directly manage the performance of the head coaches, coaching staff, and technical matters of the Club in coordination with the Director of Coaching.
- Directly manage education and development opportunities to the Club’s coaches.
- Build on the Club’s existing development program base to create a full annual development program.
- Establish structured, program-wide skills evaluation and other program quality management initiatives for players and coaches.
- Contribute as part of the Club’s staff management team to meeting and reporting requirements of the Club’s Executive Board.
- Other ad-hoc tasks as directed by the President.

7.10 Other Staff Positions:

- a) **Registrar** – The Registrar shall be responsible for assuring all Club players and teams are properly registered within the Club and US Club Soccer.

The responsibilities of the Registrar shall include, but not be limited to, the following:

- Manage all player and team registrations for league play and official rosters.
- Verify each player’s eligibility and registration for each team in accordance with current HPFC, HSA and US Club Soccer guidelines.
- Assign players and coaches to teams using the online registration software.
- Ensure that all active adult participants have completed a background check submitted through US Club and are Concussion and Sudden Cardiac Arrest compliant.
- Ensure that all team updates are completed in a timely manner to ensure that no team error is made.
- Be the custodian of all player registration documents (registration, birth certificate, medical release, code of conduct, concussion and Sudden Cardiac Arrest forms).
- In coordination with the HSA Registrar verify and sign each team’s tournament rosters that are not issued through US Club.

- b) **Fields & Referee Coordinator** – The Fields and Referee coordinator shall be responsible for securing fields for all HPFC training sessions at locations within the HPFC geographic service area and securing fields and referees for all Home games during league play.

The responsibilities of the Fields & Referee Coordinator shall include, but not be limited to, the following:

- Locate, secure and schedule fields for all training sessions.
- Act as Club agent in negotiating field space with all entities that own fields used by HPFC (i.e. Parks departments, School districts, other facilities).
- Locate, secure and schedule fields for all HPFC Home games, along with any makeup games and scrimmage games.

- Schedule referees for all HPFC Home games, makeup games and scrimmage games.
- c) **Club Accountant** – The Club Accountant shall manage, record, and execute all transactions approved by Treasurer as authorized by the Board. The Club Accountant shall submit monthly financial accounting statements to the Treasurer and other Board members upon request.

The responsibilities of the Club Accountant shall include, but not be limited to, the following:

- Bookkeeping and management of accounting records, tracking all expenditures made by the Club and revenues received by the Club, reporting them monthly. They will maintain records of the Club's transactions against categories defined in the Club's fiscal year budget and/or defined by the Treasurer in monthly and annual reports.
- Preparation and processing of monthly payroll for all Club staff, based on time and labor data provided by the Director of Operations, and subject to approval by the Treasurer.
- Management and payment of all related taxes on behalf of the Club, and all reporting records related to payment of taxes, including W-2, W-9, and 1099 forms as necessary.
- Annually providing tax-related statements and other financial information to the Highline Soccer Association or in filing Federal notification of non-profit status (Form 990).
- Work with the Treasurer to review and approve requests for Club payments, estimates and forecasts of cash flow, revenue, and other pertinent fiscal information, as needed.

7.11 **Team Coaches:**

- a) The Director of Coaching, in conjunction with the Technical Director, selects all team coaches and presents recommendations to the Board. The Board of Directors must approve the annual slate of coaches prior to the slate being submitted to the HSA Commission. In addition, the Executive Board must approve all contract positions within the Club.
- b) Club coaches are expected to adhere to certain guidelines of behavior. All Club coaches will strictly adhere to all Club, HSA, and US Club Soccer rules and ethical guidelines. Under no circumstances should a Club coach use his/her position to influence or gain any financial benefit from team players, parents, or any other person involved or related to the team or Club. Any such infraction will be cause for immediate dismissal from the

Club. All coach's individual player training sessions shall be disclosed to the Executive Board.

7.12 **Appointed Team Positions:**

Refer to the HPFC Operations Manual for full details on Appointed Team Positions. Team Manager and Team Treasurer are the minimum required appointees needed for each team, as described below.

a) **Team Manager:**

The Head Coach of each team shall appoint a Team Manager, subject to approval by the Director of Coaching and/or the Vice President of Competition. This will be for a one (1) year term within two weeks of the formation of the team. The term of appointment shall begin at the completion of tryouts and continue until the day prior to tryouts for the following year. The Team Manager will be responsible for the team administrative activities including working with the Registrar for player registration, assuring the risk management submittal, overseeing Team Treasurer function, and any other administrative duties required by the Club, HSA or US Club Soccer.

The Team Manager reports to the Manager Liaison, Junior Board Officer.

The Team Manager must work directly with the Coach regarding team disputes or problems that may arise during the soccer year and elevate to Club administration if necessary.

The Team Manager has the ultimate and sole responsibility for managing the team which means performing and/or delegating all the administrative duties necessary for the functioning of the team, including, but not limited to, the following:

- Registering the team for tournaments.
- In conjunction with the Team Treasurer, establishing a budget based on anticipated expenses for the season, divided by the number of players.
- Organizing and conducting team meetings to discuss and communicate all required information necessary for the administration of the team for that soccer season.
- Delegating responsibilities to parent group (i.e. Team Treasurer, Event Coordinator, Equipment Coordinator, Team Photographer, etc.).
- Maintaining team files and paperwork.

- Reserving practice and game fields as needed (coordinate with Club Field Scheduler).
- Reporting to the Head Coach and to the Executive Board through the Vice President of Competition.

b) **Team Treasurer:**

The team Coach and Team Manager shall appoint the Team Treasurer. The Treasurer shall have custody of all team funds and shall keep regular books of account. They shall collect and disburse funds as necessary for the operation of the team. They shall keep proper record of all transactions.

The responsibilities of the team treasurer shall include, but not be limited to the following:

- Create and maintain Team Budget.
- Collect and distribute Team Funds.
- Manage Team Bank Account.
- Communicate with Club Treasurer as needed.

Article 8 Finances:

8.1 Fiscal Year:

The fiscal year shall be May 1st through April 30th of the following year.

8.2 Budget:

The Treasurer shall prepare a proposed budget for the next fiscal year. The Treasurer, in conjunction with the Club Accountant, shall prepare a proposed budget and submit it to the Board of Directors for review and presentation at the Club AGM. The Board of Directors shall approve the Club budget at the next meeting following the AGM. Copies of the proposed and approved budget, by line item, shall be distributed to the Board of Directors.

The Treasurer reviews Club expenditures in alignment with the approved Club budget. Expenditures deviating from the Club budget by over \$1000 or 20%, whichever is greater, by category, will be reported to the Board by the Treasurer for review and approval.

8.3 Player Fees:

Each player registered with the Club shall pay a registration fee. Prior to tryouts, the Board of Directors shall determine the amount of the annual player registration fee based on the projected budget for the upcoming year. The player registration fee shall be paid to the Club at the time of player online self-registration. In instances where players are unable to pay the entire registration fee at once, a payment plan is available.

8.4 Financial Reports:

Prior to the AGM, the Treasurer will submit to the Secretary a statement of revenue and expenditures for the previous fiscal year; the Treasurer may include this information, by reference, in the proposed budget for the upcoming year shared with the Board of Directors. This information will also be made available to the HSA Treasurer on a timely basis for the completion of Association taxes.

8.5 Team Finances:

Team treasurers will provide individual players, the team manager or coach, or the Club Treasurer with a statement of player and team financial status upon request.

8.6 Dissolution of HPFC:

Should the Highline Premier FC Soccer Club be dissolved, all monetary assets remaining after payment of all debts shall be turned over to the Highline Soccer Association.