

# Adams Soccer Club Bylaws

Revision B  
November 1, 2007

Approved by: Robert Rodowicz - President

Approved by: Kevin Bedard - Vice President

Approved by: Nancy Wilk - Treasurer

**RECORD OF REVISIONS**

<b>Revision</b>	<b>Pages Affected</b>	<b>Approval Date</b>	<b>Reason</b>
Original	All	June 30, 1992	Original
A	All	November 21, 2006	Revise to reflect operating procedures
B	All	November 1, 2007	Overall update for clarity & completeness and add new sections for tryouts, insurance, zero tolerance, and club logo.

## **CLUB NAME**

The organization shall be known as the Adams Soccer Club (ASC). Officially on file with the Commonwealth of Massachusetts as the Adams Youth Soccer Association, Inc.

## **PURPOSE**

The Adams Soccer Club is a youth travel soccer organization serving the communities of Adams, Cheshire, and Savoy and the Adams-Cheshire Regional School District. The ASC was formed to:

- a) Develop a youth soccer program for the area youth,
- b) Participate and be affiliated with Massachusetts Youth Soccer Association (MYSA), Berkshire County Youth Soccer League (BCYSL), and other such associations necessary to promote the growth and development of youth soccer in the area,
- c) Provide training, education, experience, and the opportunity to compete at a higher level to prepare the players for the next level of play such as high school or a premier team.

## **MISSION STATEMENT**

The Adams Soccer Club shall provide and administer a travel youth soccer program as a non-profit organization dedicated to teaching the game of soccer to the youth of the Adams, Cheshire, and Savoy communities including the Adams Cheshire Regional School District. It is a competitive soccer program to further develop each player's technical and tactical soccer abilities. The ASC will develop the soccer players of the future in a strong, nurturing soccer environment that constantly encourages fun, safety, good sportsmanship and development of the player as a responsible member of society. To achieve this mission statement, the club will strive to develop the best coaches, training regiment, volunteer network and organization; all targeted with the same goal of "Doing what's best for the players of the Adams Soccer Club". Parents, relatives, and friends are encouraged to support the club and its purposes in an active and constructive manner so players may develop in a positive way.

## **AFFILIATION**

The ASC is an active member of the Berkshire County Youth Soccer League (BCYSL) and an insured member of the Massachusetts Youth Soccer Association (MYSA). The ASC is not affiliated with the town of Adams, Cheshire, or Savoy.

## **MEMBERS**

Members are comprised of the executive board (EB), coaches, players, and the player's parents or guardians all of which are in good standing with the club and have paid their club dues. Any responsible individual, 18 years or older, interested in the objective of the club may be eligible for membership, subject to the rules and regulations as set forth by the Executive Board. ASC does not discriminate against race, color, or creed.

1. Voting Members

EB members and coaches (head & assistant). Voting shall only take place in person during a club meeting when a particular item is up for vote. Absentee votes are not allowed.

2. Non-Voting

Player's parents/guardians. Anyone who is not a current member or is a member that is less than 18 years old.

3. Player Members

- (a) The club shall accept male and female players through MYSA registration.
- (b) Players will require the payment of an enrollment fee as set forth by the Executive Board.
- (c) The club shall accept membership from Adams, Cheshire and Savoy residents. It shall also accept membership from players who elect school choice and attend school in our district. Teams may add Out-of-Town players only when a roster has less than the maximum number of required players and is approved by the BCYSL.
- (d) Tryouts may be held in accordance with tryout procedures established by the Executive Board.

## **INSURANCE**

ASC players, coaches, and EB members will be covered through MYSA insurance. MYSA insurance fees will be made as part of the ASC expenditures. The EB or the Club shall not be responsible or held liable for any injuries or loss sustained by individuals participating in its program or by spectators. Insurance is covered by MYSA.

The towns also provide liability coverage when using town property, facilities, and school property. The club is covered thru MYSA when using private property or facilities (such as Mill Street field in Adams).

Insurance claims made shall be processed by the individual's parent/guardian in accordance with the process set forth by the insurance carrier such as MYSA. The EB shall be informed of any claims in a timely manner. EB assistance is available if needed.

## **KIDSAFE PROGRAM**

The Massachusetts Youth Soccer Association (MYSA) KIDSAFE Program and the ASC mandates that CORI (Criminal Offender Record Information) checks be done on all board members and all coaches. Any CORI rejected by MYSA shall result in an immediate removal from the club for that individual.

## **CLUB FEES**

The club fees shall be determined by the seasonal operating expenses as presented by the club treasurer. The fees shall reflect the known and anticipated expenses for the next season. The treasurer shall provide a fee recommendation at each preseason meeting and the fee will be discussed and voted on. The EB is not allowed to increase the club fees without a club vote. It is the club's goal to try to keep the fees as low as possible to keep the sport as affordable as possible to its members. In doing so it may be necessary for the members to participate in a fundraising activity. Players are required to pay the club fees prior to the start of the season. Failure to do so will result in suspension of play until the fee is paid in full. If a player hardship arises, the coach shall communicate the need to the EB for a scholarship. The ASC shall not turn away any players due to true financial reasons. Scholarships for hardships shall be kept private.

Any non sponsored tournaments not covered by the club fees that a team elects to participate in will require the participants to raise the required funds. The EB shall approved all non-sponsored tournaments or activities prior to. Out of state tournaments/games require prior MYSA notification for insurance purposes. Teams can do their own funding raising for individual team apparel with the EB approval.

## **ZERO TOLERANCE**

The club fully supports the zero tolerance policy that the BCYSL has set in place. All members are required to fill out the BCYSL zero tolerance yearly. The completed forms will be kept on file by the secretary. Enforcement and penalties by the club for the zero tolerance policy will follow the mandates set forth and documented by the BCYSL.

## **EXECUTIVE BOARD**

- (a) The ASC Executive Board (EB) will be elected for the purpose of organizing and running the club. The ASC EB may make decisions separately as necessary as long as it is in the best interest of the club. The board shall put to vote to the club the club fees, fundraising and all major expenditures and major changes to the operating procedures of the club set forth by these bylaws. The Executive Board shall hear and resolve any protest, which may arise during the season. The management of the affairs and property of the club will be vested in the ASC EB. The ASC EB will consist of a President, Vice-President, and Treasurer/Secretary. Additional positions can be added by the EB as required. In the event that a EB member should drop out during the season, the remaining EB shall appoint a temporary replacement until the next preseason meeting. The EB will be elected every two years at the fall preseason meeting.

2. Duties are as follows:

- (a) President:
  - (i) Organize and conduct meetings according to a written agenda
  - (ii) Oversee all club activities and fund-raising events

- (iii) Act as liaison between the BCYSL, MYSA, towns, coaches, and members of the Adams Soccer Club (Club Coordinator). The president may elect another individual to perform this duty.
  - (iv) Insure registration for all teams with the MYSA and BCYSL
  - (v) Obtain field permissions from the Town, School, and Private Property (Mill Street) where home games and practices are being held prior to use. The president may elect another individual to perform this duty.
- (b) Vice President (VP):
- (i) Assist with the duties of the President
  - (ii) Organize and conduct meetings in the absence of the President
  - (iii) Succeed the President in the event of his/her resignation
  - (iv) Insure proper BCYSL scorekeeping. The VP may elect another individual to perform this duty.
  - (v) Take minutes of scheduled meetings in the absence of the Secretary
- (c) Treasurer/Secretary:
- (i) Keep and regularly balance the ASC checkbook
  - (ii) Collect all money from activities and fund-raisers and make timely deposits
  - (iii) Keep and update financial records using an appropriate format
  - (iv) Provide a written financial report at every meeting for all in attendance
  - (v) Take minutes of all scheduled meetings
  - (vi) Draft and submit press reports
  - (vii) Draft and distribute meeting notices
  - (viii) Insure proper reporting of club activities
  - (ix) Draft and distribute working and accepted club documentation, as needed
  - (x) Assistant club coordinator for BCYSL. The Treasurer/Secretary may elect another individual to perform this duty.

## **ASC OPERATIONS**

1. The ASC EB shall hold a minimum of two club preseason meetings a year at times and places determined by the president of the club. The meetings will be in preparation for the Fall & Spring Seasons. Additional club meetings can be scheduled by the EB as required. The meeting times and places will be determined by the President of the Club.
  - a) The fall preseason meeting will support initial player/coach registration with MYSA and BCYSL and establish the club fees and events such as tournaments and fundraising for that season. An ASC EB election will be held every two years

for the election of officers at this meeting. Announcement of coaches will also be made at this meeting.

- b) The spring preseason meeting will support additional player/coach registration with MYSA and BCYSL and establish the club fees and events such as tournaments and fundraising for that season. Announcement of coaches will also be made at this meeting.
2. The EB will operate under Roberts Rules of Order as appropriate.
  3. Election of EB officers
    - (a) Any interested member in good standing over the age of 18 may run for office.
    - (b) Each member at the meeting may cast one vote per office. Attendance at the meeting is required to vote.
    - (c) Each office will be determined separately by a show of hands of the majority of those in attendance.
    - (d) Members can nominate themselves. If only one person indicates interest in a particular office and there are no other nominations, the members in attendance can decide to accept that person for the office by a show of hands.
  2. Election results shall take effect immediately. EB members not reelected are encouraged to help with the transition. The treasurer shall provide all financial records to the new EB and/or new treasurer in a timely manner.

## **REMOVAL OF OFFICERS**

An officer may be removed from their position if they do not meet the duty expectations listed herein. The removal process must follow these guidelines:

1. A motion must be brought in front of a scheduled meeting citing the reason for removal by an Adams Soccer Club member.
2. A second motion must be brought in front of the same scheduled meeting supporting the original motion by another Adams Soccer Club member.
3. A 2/3 majority vote of all voting members in attendance in favor of the motion for removal must be documented in the meeting minutes by a non-affected officer for the removal of that officer to be valid.
  - (a) In the instance that all officers are affected by the removal vote, the Adams Soccer Club members in attendance will act as the confirming body and document the removal in the meeting minutes.

## **COACHING PHILOSOPHY**

ASC coaches strive to develop player's proper soccer fundamentals using MYSA coaching standards as our guidelines. We continue to attend licensed training courses and emphasize that the game is the greatest teacher. With this in mind we make every attempt to immerse the youth in our program in the game of soccer!

The club endeavors to select and maintain a strong group of dedicated coaches who have a keen interest in meeting the goal of developing players in a very soccer friendly environment. Coaches are appointed by the Executive Board. New coaches receive a one-season introductory appointment subject to the review by the Executive Board. The ASC strongly advocates the continuing development of our coaching staff. Coaches will adhere to all rules and regulations imposed by MYSA and the BCYSL.

## **SELECTION OF COACHES**

Coaches will be selected at the fall preseason meeting on the basis of need to support the U10, U12, and U14, U16 (Spring), and U18 (High School Summer) girls and boys programs. Unless a coach is removed or elects not to return to the coaching staff from the fall season then that position remains theirs for the spring season if uncontested. BCYSL only allows three coaches per team, a head coach and two assistants.

Each prospective coach will be evaluated on the following criteria with the first holding the most weight and thereon down:

1. Soccer coaching experience at and above the youth level
2. Soccer coaching experience at the youth level
3. Previous coaching behavior and feedback (positive & negative) history received by the EB from parents/guardians, spectators, officials, and opposing coaches.
4. Coaching license level
  - (a) U10 requirement: None but G level preferred
  - (b) U12 requirement: MYSA G Level or equivalent (2 seasons coaching at the travel level)
  - (c) U14 -& up requirement: MYSA F Level or equivalent (4 seasons coaching at the travel level)
5. Coaching experience at the youth level for other sports
6. Past support provided to Adams Soccer Club

Placement of each head coach will be judged and voted on by the EB. In order for a coach to be named, a majority vote must confirm the coach's qualifications and recommend the coach's name and team at the EB meeting prior to the season. If there is no opposition raised, the recommendation is accepted. If opposition is raised, it is up to the President to decide the matter by the criteria listed during that meeting. Head coaches do have an input on the appointment of assistant coaches.



## **COACHES RESPONSIBILITIES**

Each head coach is responsible for the following duties:

1. Organize and conduct practices/training and games. The ASC recommends a minimum of two practice/training sessions a week for a minimum of one and one half hour each.
2. Ensure the practice/game field and activities are safe. Goals are anchored, no potentially dangerous items, like broken glass, foreign objects, equipment, moving vehicles, etc. Training activities are reasonable and age appropriate for the sport of soccer. Remain with the team until all players are picked up after all games and practices (no player left behind without a ride home), etc.
3. Generate the team roster and the player and coaches cards. The registrar can assist if necessary.
4. Manage and report paperwork and league business to club officials. Collect the player membership forms, birth certificates, and medical release forms for the league and for any participating tournaments.
5. Collect all club dues and tournament fees.
6. Support and promote all fundraising.
7. Distribute and keep track of (by number) all uniforms prior to and collect all uniforms at the end of the season in a timely manner.
8. Responsible for the equipment provided by the club, such as the game & practice balls, field flags, pinnies, goalie shirts/gloves, medical kit, etc. All equipment shall be returned to the club at the end of the spring season or if the coach is not returning to coach in the spring or is removed.
9. Provide parents with updated information about team business.
10. Head coach shall try to resolve all team issues in a timely manner. If an issue cannot be resolved where both parties are satisfied, then the EB shall be notified to help resolve it.
11. Report the game results to the club score keeper in accordance with the BCYSL policy.
12. Adhere to all the rules and regulations imposed by MYSA, BCYSL, and participating tournaments.

The assistant coaches are responsible for supporting, helping, and making recommendations to the head coach. The head coach does have the final decision authority. In the absence of the head coach, the first assistant (listed first on the BCYSL roster) shall assume the head coach's responsibilities.

## **REMOVAL OF COACHES**

The ASC strongly recommends that all differences be worked out by the parties involved and the appointed coaching staff finish out the season, unless the allocations are of a serious nature. The EB can provide assistance to help resolve the issues if an agreement cannot be worked out first. For unresolved issues or allocations of a serious nature, the EB will perform a

separate investigation. This will require discussions with parents/guardians, spectators, officials, and opposing coaches. In the event that the coach is a member of the EB, then they will not participate in the investigation or any decision making. The EB will then determine if the removal is warranted. The EB will then vote on the removal.

Where the EB determines that it is best for the team that a coach finish out the season the EB will reassess whether or not to ask the coach to return for the following season or future seasons.

## **TEAM GUIDELINES**

All teams of the Adams Soccer Club will follow the guidelines of the MYSA and BCYSL. Field sizes, age cutoffs, and eligibility, including out of town players, will be determined by BCYSL.

The club does not promote the movement of player into an upper age division unless that team cannot field a team due to inadequate numbers. The EB will then make the decision on a case by case basis.

The club does not promote girls playing on a boy team or vice versa, unless the player does not a team in their age division of the same sex to play on and with BCYSL approval. The EB will then make the decision on a case by case basis.

The club does not discourage a player from playing on more that one sport other than soccer. However it is up to the head coach to set forth the rules with respect to practice attendance and game playing time in a reasonable manner such as not to force the player to make a choice of sport.

Players playing on a premier team must notify the coach prior to the season so the BCYSL roster can reflect this (BCYSL rule).

## **TEAM SELECTION**

The number of teams and the number players for each age group will be determined after the club player registration. MYSA and BCYSL imposes a maximum number of players which the ASC will abide by. When the numbers can support two teams in a age bracket, a tryout/evaluation will be performed by an independent evaluator(s) and the club coordinator(s) to determine which players will be placed on each team. The head coach will have input, but the club coordinator(s) will make the final placement. The head coaches will notify all potential players the result within 72 hours of the final placement. The ASC goal is to field as many teams as possible while being competitive and to place players on teams based on their skill level to allow them the best opportunity to develop.

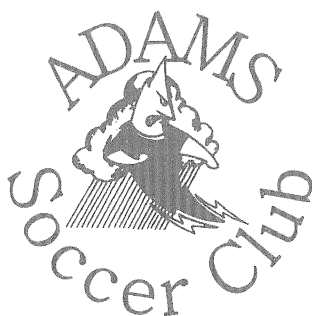
## **PLAYER APPAREL and LOGO**

The official colors of the Adams Soccer Club shall be red and white only.

1. Uniforms shall consist of:
  - (a) Jerseys & shorts provided by the club.
  - (b) Socks; color as specified by the Executive Board.
  - (c) Soccer cleats
  - (d) Shin pads are mandatory for games and practices.
  - (e) Mouth guards are strongly suggested.

## 2. ASC logo

All team apparel shall use the ASC colors (red & white) and only use the ASC official logo to keep and maintain consistency across the club and its teams. The official ASC logo is shown below:



**Official ASC Logo**

The EB shall review and approve all apparel prior to ordering.

## **CLUB MEETINGS**

The Adams Soccer Club operates under a standard policy of defined open meetings with the following guidelines:

1. Club meetings will be held at least two times a year prior to each season. Additional meetings can be held if warranted, with sufficient notification given so that a majority can attend.
2. All activities, fund-raising events, and financial decisions will be determined by majority rule, indicated by show of hands, by those voting members in attendance and with at least two officers present in a scheduled meeting
3. Minutes will be taken at all meetings and distributed by the Secretary at the next meeting to all in attendance.
4. The EB is encouraged to meet (closed meeting) periodically throughout the season to ensure the club is running smoothly and if needed call a club meeting to address issues.

## **FINANCES**

1. Handling operational finances and financial record-keeping requirements of a non-profit organization will be the duty of the Treasurer as described herein.
2. Authorization of budgeting will be determined by majority rule at schedule meetings. A petty cash allowance can be authorized by the President between meetings as needed, reportable at the next schedule meeting. All proposed or estimated spending will be determined by the fall preseason meeting, with any additional spending during the season limited to unforeseen emergencies and authorized by majority rule at a schedule meeting.

## **AMENDMENTS**

1. Amendments to this Constitution must be made in writing and submitted to the Executive Board at which such amendments are to be considered. Any amendments shall be approved by a two-thirds vote of the Executive Board and will be communicated at the next club meeting.

## **TAX STATUS AND DISSOLUTION**

1. The Adams Soccer Club is organized and operated exclusively for charitable and educational purposes within meaning of Section 501 C) (3) of the Internal Revenue Code.
2. No part of the net earnings of the corporation shall accrue to the benefit of or be distributed to its members or any private individuals. No substantial part of the activities of the corporation shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the corporation shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of any candidate for public office. Notwithstanding any other provision of this article, the corporation shall not carry on any other activities not permitted to be carried on (a) by a corporation exempt from federal income tax under Section 501 C) (3) of the Internal Revenue Code of 1986.
3. Upon dissolution of the corporation the executive board shall after paying or making provisions for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation exclusively for the purpose of the corporation in such a manner, or to such organizations organized and operated exclusively for charitable, educational, religious, or scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501 C) (3) of the Internal Revenue Code, or to the federal government or to a state or local government for a public purpose.