

**BYLAWS OF THE MENTOR SOCCER CLUB, INC.**  
Updated June 2008

**ARTICLE I - REGISTRATION**

**Section I - Rules**

- a. Anyone residing in the greater Mentor area is eligible to play in the Mentor Soccer Club. Non-Mentor players are eligible to play in Mentor Soccer Club, but may be limited by the rules of governing leagues. All players must be registered through the Registrar.
- b. Birth certificates must be verified at the time of registration for any child not presently in the Mentor Soccer Club.
- c. The player's age will be determined in accordance with the rules of the governing league. In the event the governing league does not have rules for determining the age of a player, the player's age will be determined in accordance with USSF rules.
- d. Registration fees and dates shall be established prior to registration.
- e. The Trustees may suspend or deny membership to anyone, for conduct not acceptable to the Club.
- f. All required Club and League fees must be paid in full prior to a player participating in any Club or League function.
- g. The Trustees may accept registration fee payment plans or waive fees entirely, in cases of financial hardship.

**Section II - Late Registration**

- a. Late registration will be at the discretion of the Registrar, Officers or Trustees. The decision to permit late registration will be based on the number of persons on teams and number of teams in the division.
- b. Anyone who registers after the published registration deadline will be placed on a "waiting list".
- c. Players from the "waiting list" will be assigned to divisions on a first-received, first-placed basis, except in case of extenuating circumstances, and will be handled by the Registrar. The respective Commissioner will be responsible for placing the player on a team. The Recreation Vice President and Trustees retain the right to approve the decisions of the Registrar and Commissioner in the event of any conflicts.
- d. The Registrar must consult with the respective Commissioner prior to accepting a player into the division, if the season is in progress.
- e. A team does not qualify for a player from the waiting list until the team has less than the prescribed maximum number of players. Exceptions may be made with the approval of the Commissioner and Recreation Vice President.

**ARTICLE II - ORGANIZATION OF TEAMS**

The Club shall field Recreational, Travel and Premier teams. The club will field Travel & Premier teams only if a sufficient number of skilled players are available to field a team. The organization of Recreational, Travel and Premier teams will permit players to play at different competition levels based on their ability and their desire to play more competitive soccer.

### **Section I - Recreational Teams**

- a. Teams will be organized to emphasize basic soccer skills training.
- b. Teams will play other Recreational teams of the same age within the club.
- c. Teams will be allowed to participate in inter-club Recreational leagues if a sufficient number of Recreational teams do not exist within the club.
- d. Teams will be allowed to participate in tournaments.

### **Section II - Travel Teams**

- a. Teams will be formed from those players meeting predetermined requirements.
- b. Teams will participate in competitive leagues formed by competitive teams from surrounding communities.
- c. Teams will be allowed to participate in tournaments.

### **Section III - Premier Teams**

- a. Teams will be formed only if a sufficient number of highly skilled soccer players choose to play Premier level soccer. All players must be properly registered with the Club, and stay current on all fees in order to participate in any team, league or Club activity or function.
- b. Teams will participate in Premier leagues formed by Premier teams from surrounding communities.
- c. Teams will be allowed to participate in tournaments.

## **ARTICLE III - SELECTION OF TEAMS**

Premier and Travel teams will be selected from members of the Mentor Soccer Club who meet the qualifications for the team. The Recreational teams will be chosen from those players who are not participating on a Premier or Travel team. Teams in U151/2 & older age groups will be organized in accordance with the OHSAA rules governing a player's eligibility.

### **Section I - Recreational Teams**

- a. Teams will be organized by age groups consisting of one or more birth years. The age group for the Recreational teams will be based on the number of available players in the birth years with consideration given to the physical development of children in the birth year. Age groups may be combined into one bracket, where necessary.
- b. The maximum number of players for teams will be established by the Recreational league rules for the age group.
- c. The size of teams for each age group will not vary by more than one player difference between any two teams in the age group at the start of a season, unless authorized by the Commissioner & Recreation Vice President.
- d. The head coach and one assistant coach from each team will be allowed to have their own child(ren) selected for their team. Commissioners are responsible for team formation for their division, with balanced teams being the primary consideration. For ages U8 and younger, special

requests to play with another player or coach may be accepted. For ages U9 and older, special requests will not be guaranteed.

e. Vacancies on a Recreational league team during the year will be filled from the waiting list by the Registrar in accordance with the Recreational team selection method.

f. No player may play on more than one Recreational league team without the approval of the Commissioner and Recreation Vice President and, the knowledge of both affected coaches.

g. No Travel or Premier league player may play on a Recreation League team without the approval of the Commissioner and Recreation Vice President, and the knowledge of the affected Travel team coach.

## **Section II - Travel Teams**

a. Teams will be organized by individual birth years. A team may have players from younger birth years if a sufficient number of qualified players do not tryout for a given birth year team, if the player played on the team the previous year, or with the approval of the Director of Coaching or Travel Vice President.

b. Team tryouts will be scheduled by the Travel Vice President and the Director of Coaching typically after the Spring season. Tryouts for a Spring only team may be scheduled for players who did not play Travel during the Fall.

c. All Club members with children registered in the club with the correct birth year will be notified of the tryout in writing at least one month prior to the tryout.

d. All players who wish to participate on a team will be tested in accordance with the current skill tests as defined by the Travel Vice President and Director of Coaching.

e. Individuals will be selected as players on the team provided the selection does not violate OHSAA rules governing player eligibility.

f. If there is more than one team in a particular age group, selection of players will be the same as (e) with the best group of players being assigned to the first team, the next best group of players being assigned to the second team and so on. Exceptions to this policy are at the discretion of the Travel Vice President and Director of Coaching.

g. A team's roster size and make up will be at the discretion of the Travel Vice President and Director of Coaching, but are subject to the governing league's rules or bylaws.

h. Vacancies on a team during the year may be filled in accordance with the team selection method described previously in this section, and must be pre-approved by the Travel Vice President and Director of Coaching. Exceptions to this policy are only at the discretion of the Travel Vice President and Director of Coaching.

i. All players on the roster must be played a minimum of 1/2 of each game as long as the players are participating in the team practices and following the team rules.

j. Dual-carded (playing in both Premier and Travel leagues) players are permitted at the discretion of the Travel Vice President and Director of Coaching. The maximum number of dual carded players on the competitive teams will be limited in accordance with the governing league's bylaws.

## **Section III - Premier Teams**

a. Teams will be organized by individual birth years. A team may have players from younger birth

years at the discretion of the Premier Vice President and Director of Coaching.

b. Team tryouts will be scheduled by the Premier Vice President and the Director of Coaching.

c. All Club members with children registered in the club with the correct birth year will be notified of the tryout in writing at least one month prior to the tryout.

d. All players who wish to participate on a team will be tested in accordance with the current skill tests as defined by the Premier Vice President and Director of Coaching.

e. Individuals will be selected as players on the team provided so that the selection does not violate OHSAA rules governing player eligibility.

f. If there is more than one team in a particular age group, selection of players will be the same as (e) with the best group of players being assigned to the first team, the next best group of players being assigned to the second team and so on. Exceptions to this policy are at the discretion of the Premier Vice President and Director of Coaching.

g. A team's roster size and make up will be at the discretion of the Premier Vice President and Director of Coaching, but are subject to the governing league's rules or bylaws.

h. Vacancies on a team during the year may be filled in accordance with the team selection method described previously in this section and must be pre-approved by the Premier Vice President and Director of Coaching. Exceptions to this policy are only at the discretion of the Premier Vice President and Director of Coaching.

## **ARTICLE IV - COACHES and MANAGERS**

### **Section I - Selection**

#### **a. Recreational Coaches**

The respective division Commissioners will fill coaching positions after reviewing all the applications and will make the selections which will be most beneficial to the Club. The Officers and Trustees reserve the right to disapprove the selection of any coach, and the right to remove any coach during the course of the season for just cause.

#### **b. Travel Coaches**

The Travel Vice President shall supply the Board with a list of recommended Travel coaches. The Trustees will vote for approval, and reserve the right to remove any coach during the course of the season for just cause.

#### **c. Premier Coaches**

The Premier Vice President shall supply the Board with a list of recommended Premier coaches. The Trustees will vote for approval, and reserve the right to remove any coach during the course of the season for just cause.

#### **d. Premier Team Managers**

The Premier Vice President will select a team manager which will be most beneficial to the Club. The Trustees reserve the right to disapprove the selection of any team manager.

### **Section II - Responsibilities**

## a. Recreation Coaches

### Administrative

- \* Cultivate an effective team environment, promoting sportsmanship and fair play. Demonstrate respect for players, competitors, referees, other league, and Mentor Soccer Club officials.
- \* Effectively communicate player expectations, practice and game times to the parents and players.
- \* Attend monthly league business meetings.
- \* Have a working knowledge of First Aid, or arrange for a team parent or assistant with this knowledge. Come prepared to games and practices for minor cuts and bruises. Develop an action plan for a medical emergency.

### Coach Development

- \* Participate in coaches clinics offered by the Mentor Soccer Club, Mentor High School, or other clinics to strengthen their knowledge of the sport.
- \* Be a positive representative of the Mentor Soccer Club in all that you do.

### Player Development

- \* Conduct 1-2 team practices each week prior to the start of the Fall and Spring seasons.
- \* Promote and support the team's participation in the Mentor Soccer Club's foot skills and goalie skills training sessions. Be available to assist in the training sessions as necessary.
- \* Ensure every player plays at least 1/2 of each game as long as the player participates in the team practices and follows the team rules.
- \* Especially in the younger ages (U8-U10), ensure players are allowed to play multiple positions throughout the year. We are trying to develop well-rounded soccer players.
- \* Work with the Mentor Soccer Club Director of Coaching to identify players who should progress into the Travel and Premier program.
- \* To be informed of all Club and league rules and functions.

## b. Travel Coaches

### GENERAL CONDUCT/PHILOSOPHY:

- \* Support the MSC mission statement and represent MSC well in all actions.
- \* Adhere to MSC Code of Conduct as agreed to during registration process and as published on MSC website.
- \* Follow U.S Youth Soccer coaching philosophy to 'prepare players to successfully recognize and solve the challenges of soccer on their own'.
- \* Follow published MSC Coaching Guidelines.
- \* Be dependable and prepared for games and practices.
- \* Effectively communicate player expectations, practice and game times to the parents and players.
- \* Strive to continually become more knowledgeable and a better teacher of soccer.
- \* Attend any required league or MSC coach clinics/classes (currently US Youth U9-12 module is required for first-time Travel coaches).

### PRACTICE EXPECTATIONS:

- \* Conduct 2 practices per week during the Spring and Fall season
- \* Be prepared for each practice, with a specific theme, and including the following elements – warmup, several games/activities related to theme, and scrimmage with and/or without restrictions
- \* Games/activities should 'look like soccer' (i.e. includes ball(s), opposition, method of scoring for all player/team(s), rules, time limit, boundaries).
- \* Avoid Lines, Laps, and Lectures
- \* Encourage participation at Technical Training sessions..

### GAME EXPECTATIONS:

- \* Refrain from harassing or yelling at a referee.

- \* Help control parents or players who are harassing or yelling at a referee
- \* Control any players who are playing dangerously, or not within the spirit of the game
- \* Approach referees in a civil manner at halftime or after the game if there are issues which you would like to address. Leave immediately if requested by the referee. Follow up with feedback on referees through the Travel VP if you desire.
- \* Playing Time: attempt to provide comparable playing time for each player. At a minimum, coaches will provide each player with 50% playing time in each game. Children frequently missing team practice may receive less than 50% playing time, but if enforcing this rule, attendance records for all players on the team must be kept.
- \* Playing Positions: adhere to the following position guidelines. The intent is to develop well-rounded soccer players and each position provides opportunities to develop different skills.
  - U09-10 - players play all positions (including goalie)
  - U11-12 - players play at least 2 positions
  - U13-14 - players may specialize in 1 position
- \* Do not force players to play a position that they do not want. If a player does not want to play a particular position, coaches may instead choose to leave them off the field for the time they would have normally played at that position.

#### TOURNAMENTS:

- \* Provide an opportunity for players to participate in at least one tournament during both Fall and Spring season (exception is U8).

#### WINTER PLAY:

- \* Offer opportunity for indoor league play for all team players.
- \* Invite all team players to participate prior to inviting any other players.
- \* If teams are going to be coached by someone other than the Head or an Assistant Coach, the Travel VP must receive prior notification.
- \* For Winter play, the playing time and position guidelines are the same as the Fall/Spring guidelines listed above.

#### NON-MSC TEAMS/RESOURCES:

- \* Notify the Travel VP if you become aware of any MSC Travel players also playing on a non-MSC Travel or Premier soccer team.
- \* Coach must notify the Travel VP of any intention to coach a non-MSC soccer team.
- \* Training during the year by outside parties (whether paid or not) must receive PRIOR approval from Travel VP and President. Outside parties are defined to be anybody other than an official head/assistant coach of an MSC team, or a member of the Lake Erie Wave coaching staff (as posted on MSC website).

#### SAFETY:

- \* Prior to each practice or game, inspect the goals to ensure they are properly secured. If not secured, practices or games with those goals should not be held.
- \* Report any issues with fields or goals to MSC's Field Coordinator within 24 hours.
- \* Do not leave any child unattended after a practice or game. Remain until a parent is able to pick the child up.
- \* Do not practice or play when thunder or lightning is present. Standard will be to wait a minimum of 20 minutes after last observed lightning prior to resuming play.
- \* Obtain a working knowledge of First Aid, or arrange for a parent or assistant coach. Have an action plan in case of medical emergency.

#### ADMINISTRATION/"OFF-THE-FIELD":

- \* Consider a team kickoff event in the summer.
- \* Communicate all relevant team expectations, rules, philosophy, and procedures to parents and players
- \* Provide the name, e-mail address, and phone number of the team manager to the Travel VP.
- \* Provide any volunteers as required by MSC.

- \* Follow all Travel league rules, including but not limited to proper re-scheduling of games, prompt reporting of game scores, and proper call-up of players.
- \* Pay any Travel league fines incurred by your team, including improper game re-scheduling, non-reporting of game scores, and forfeits due to ineligible players used.
- \* Purchase and distribute any awards (e.g. trophies, t-shirts) promptly at end of each season.
- \* At end of Spring season, promptly return all player/coach passes, equipment, and keys to the club.
- \* By May 15, complete and return a Player Evaluation form to the Travel VP, for use during Travel Tryouts.
- \* Attend Travel coaches meetings as scheduled.

#### c. Premier Coaches

##### Administrative

- \* Cultivate an effective team environment, promoting sportsmanship and fair play. Demonstrate respect for teammates, competitors, referees, league, and Club officials.
- \* Effectively communicate player expectations to the parents and players.
- \* Attend monthly coaches meetings.
- \* Be aware of and comply with all Club and league rules and functions.
- \* Have a working knowledge of first aid.

##### Coach Development

- \* Each coach must have a C license. If possible, the certification should be obtained prior to the start of the season. If this is not possible, certification should be obtained within 5 months after the start of the season.
- \* Participate in coaches clinics offered by the USSF, OYSA-N, or other clinics and observe professional games to strengthen their knowledge of the sport.
- \* Be a positive representative of the Mentor Soccer Club in all that you do.

##### Player Development

- \* Conduct 2 team practices each week during the Fall and Spring seasons.
- \* Conduct 1 team practice each week during the Indoor season.
- \* Coach exhibition, league, and tournament games.
- \* Assist other Impact coaches at games as needed.
- \* Identify Impact players who should progress into the Olympic Development Program.
- \* Identify and recruit players for the Impact program.
- \* Attend Travel and Premier tryouts and assist the Director of Coaching

## **ARTICLE V - ASSISTANT COACHES**

### **Section I - Selection**

- a. A coach may select an assistant coach prior to registration or selection of their team. (Recreational League only)
- b. A coach may select assistant coaches from the parents of players selected for the team.
- c. A coach may seek additional assistance in coaching the team from any other individual.

### **Section II - Responsibilities**

- a. To actively assist the coach with the responsibilities in Article IV, section II above.
- b. To assume the coach's role when he/she is not present.

## **ARTICLE VI - PLAYING RULES**

Teams will abide by the rules governing the respective leagues unless otherwise restricted by the Club Board of Trustees. It is the Mentor Soccer Club policy that every Recreation and Travel league player plays at least 1/2 of each game as long as the player participates in team practices and follows team rules. Playing time of a Premier player will be determined at the discretion of the coach.

## **ARTICLE VII - RECREATIONAL, TRAVEL AND PREMIER MEETINGS**

Periodic meetings may be held for the Recreation, Travel and Premier organizations of the Mentor Soccer Club. The following requirements will be upheld during the scheduling and running of these meetings.

### **Section I - Meeting Schedule**

- a. Meetings for the Recreational, Travel and Premier divisions will be scheduled at the discretion of the respective Vice President.
- b. Notice of meeting will be published on the club's website, at least 1 week in advance.

### **Section II - Meeting Conduct**

- a. The appropriate Vice President shall chair the meetings. The Vice President may designate an alternate to chair a meeting in their absence.
- b. At the discretion of the presiding Vice President, the meeting may be conducted according to Robert's Rule of Parliamentary Procedure.
- c. Any member of Mentor Soccer Club may participate in the monthly Recreational, Travel and/or Premier meetings. This means that any Mentor Soccer Club member may bring an item to the meeting for consideration, and that any member has voting privileges at these meetings.
- d. Any item discussed at monthly meetings, which require the Board of Trustees to approve, must first be approved by a majority of the members present at the monthly meeting.
- e. The Vice President(s) may form committees as required in order to perform their responsibilities.

### **Section III - Meeting Documentation**

- a. The Vice President(s) will appoint a recording secretary to record minutes of the monthly meetings.
- b. The meeting minutes will be submitted to the Trustees at the next regularly scheduled Board meeting.
- c. Only those items which received a majority approval vote at the monthly meetings will be brought before the Board of Trustees for their approval.