

# COVENTRY SOCCER, INC.



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**BY-LAWS**

**COVENTRY SOCCER INCORPORATED**

**Article 1: Name and Location**

The name of this organization shall be Coventry Soccer, Inc. or CSI. It shall be a non-profit organization, located in the Town of Coventry, CT. The initials for the club shall be CSI.

**Article 2: Statement of Purpose:**

The mission of Coventry Soccer Inc., is to:

- Foster the physical, mental and emotional growth and development of the town's Youth through the sport of soccer at all levels of competition.
- Provide equal playing opportunity for every youth of appropriate age whom wishes to play recreational soccer.
- Provide opportunity for the advanced development of both individual players and team play by establishing travel and higher level programs for as many qualified players as possible.
- Promote the development of coaching and player skills to enhance the overall soccer experience.
- Make it FUN and instill in young players a lifelong passion for the sport.

Coventry Soccer Inc., philosophy stresses good sportsmanship, building lasting friendships, and the sheer fun of participation.

**Article 3: Risk Management Policy:**

All coaches and adults need to be background checked in order to be registered with CJSA. The check is done on-line via Lexis-Nexis and is good for 3 years.

**Article 4: Appeal Policy**

Any member may appeal a decision of the Board Of Directors by submitting their appeal in writing to the President or Vice President. The Appeal will be heard at the next regular scheduled Board Of Directors Meeting.

**Article 5: Uniform**

Any team that is affiliated with CSI must conform to the rule. Board approval will keep the look of all Coventry Soccer teams consistent and will allow for players to play for alternate teams within the club

when/if needed. If this standard cannot be met the Board will need to approve the change.

The Board will approve a standardized uniform for travel teams on a biennial basis (prior to December 31 of the current year, and before the start of the fall season in September of the following calendar year; i.e. - December 31, 2018 for implementation September 1, 2019), to be procured from/through a uniform provider approved by the Board (i.e. – TeamSports, Score, etc). This uniform shall consist of: a forest green top (jersey), forest green bottom (shorts) and forest green socks

- Instructional Program (3U-7U) - all instructional participants will be provided a T-shirt (top) at the expense of the CSI.
- Transitional Program (7/8U) – a jersey (top) will be provided players at the expense of CSI. Shorts and socks are not included.
- Recreational and Competitive players, shall purchase the uniform package at their expense through the approved provider or CSI, inventory permitting.
  - Competitive Division 4/3 players must also purchase the alternate color jersey (top).

## **Article 6: Injury Reports**

When an injury is sustained as a result of playing soccer in a game, training session, try-out and/or tournament and you seek medical attention for the injury, you must notify both the President of CSI as well as the Coach as soon as possible within reason.

## **Article 7: Registration Forms**

Coaches must have a signed copy of a medical release form for each player. The original will be kept with the Registrar for any paper registrations and online in the CSI League Athletic database for any online registrations. The forms must be at each game and practice session, as they contain the emergency phone numbers and release for medical treatment.

Any player that participates in any game or practice session must be a registered member of CJSA.

## **Article 8: League Organization and Affiliations**

The Organization shall, at all times, abide by the Rules of Play and Laws of the Connecticut Junior Soccer Association, except as modified by the Board of Directors.

## **Article 9: Membership**

- a.) Admission to Membership. Members of this organization shall be any parent/legal guardian of a properly registered player, provided that such player's parent/legal guardian completed the appropriate registration forms required by the Board of Directors and registration fees, if any, have been paid in full to CSI for the current playing season.

- b.) Membership period: September 1, - August 31 – Twelve-(12) month period.
- c.) Active Membership shall automatically cease in the event that a member shall resign or fail to meet the qualifications of membership during the current twelve (12) – month period.
- d.) Rights and Privileges of Members. Each member shall be entitled to one vote per family to elect the Executive Board of Directors of this organization at the annual meeting. There shall be no other voting rights as the Board of Directors shall conduct and operate the affairs and business of this Organization.
- e.) Meetings of Members. There shall be an annual meeting of members for the election of positions on the Executive Board of Directors. The annual meeting will be held in January / February of each year on such date and at such time and place the Board of Directors shall designate. The President of the Executive Board of Directors may call special meetings for the purposes of removing directors with proper notice at any time.

## **Article 10: Directors**

An Executive Board consisting of not less than three (3) nor more than fifteen (15) directors, who may be elected at any annual meeting, shall manage the affairs of the Organization.

The Executive Board shall be elected at the annual meeting by the membership of the organization.

The Executive Board shall be as follows:

- President
- Vice President
- Secretary
- Treasurer
- Registrar
- Referee Administrator
- Instructional Director
- Coaching Director
- Director of Girls Soccer Programs – SR. & JR. Level
- Director of Boys Soccer Programs – SR. & JR. Level
- Director of Development (formerly Fund Raiser)
- Field & Equipment Director
- District Representative
- Director at Large #1
- Director at Large #2

**Term of Office.** The term of office for the Executive Board of Directors shall expire at the annual membership meeting to be held in January / February of each year. Executive Directors elected by membership shall serve for a term of at least one (1) year. There is no limit to the

number of terms a person may serve on the Executive Board. Any appointment of a Director by the Board of Directors, either to fill a vacancy created by a resignation or removal of a board member or a vacancy created by an increase in the number of Directorships, shall be deemed an appointment for a term expiring at the next annual membership meeting.

**Duties:** The Executive Board of Directors shall manage the affairs of the club. The Executive Board shall have the power to override motions, resolutions, or decisions of the membership when it is in the best interests of the club, provided that two thirds of the Executive Board vote to so override the vote or decision of the membership. Refer to the attached *Officer Job Description* for Executive Board of Directors duties.

Five members of the Executive Board of Directors at a scheduled meeting shall constitute a quorum.

**Meetings:** The Executive Board of Directors shall meet on call by the President or the Secretary with at least seven (7) day prior notice to members of the Executive Board. The notice period may be waived if agreed by two thirds of the Executive Board. All meetings are to be conducted using Roberts Rules of Order.

**Removal:** All board members shall be subject to removal by a two-thirds vote of the full Board of Directors, for just or reasonable cause, at a duly called special meeting.

## **Article 11: Finance**

The Treasurer shall handle all monies, will submit a financial statement at the annual meeting and bank statements at quarterly meetings or as directed to by the Board. All expetures require authorization as follows:

- Under \$249.99 - approval by President and Treasurer
- \$250 - \$499.99- approval by President, Vice President and Treasurer
- Over \$500 - requires a Board vote. At least 5 (five) votes or two-thirds of the Board of Directors present, whichever is less.

## **Article 12: Meetings**

Annual Membership meeting: The annual meeting shall be held during the month of January or February. The annual meeting date must be noticed ten (10) days in advance. Additional meetings may be held at the option of the President or three (3) members of the Executive Board. All meetings are to be conducted using Roberts Rules of Order.

Executive Board Meetings: please see Article 10.

Minutes will be kept at all meetings.

## **Article 13: By-law Revisions**

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All revisions and amendments to the by-laws shall be proposed to the Executive Board of Directors and then must be adopted by a two-thirds vote of the Executive Board of Directors. This includes the termination of the Organization.

## **Article 14: Quorum**

A minimum two-thirds of the Executive Board of Directors at a scheduled meeting shall constitute a quorum.

## **Article 15**

Notwithstanding any other provisions of these articles, the organization is organized exclusively for one or more of the purposes as specified in Section 501(c) (3) of the Internal Revenue Code of 1986, and shall not carry on any activities not permitted to be carried on by an organization exempt from Federal Income Tax under IRC 501(c) (3) or corresponding provisions of any subsequent tax laws.

## **Article 16**

No part of the net earnings of the organization shall inure to the benefit of any member, trustee, director, officer of the organization, or any private individual (except that reasonable compensation may be paid for services rendered to or for the organization), and no member, trustee, officer of the organization or any private individual shall be entitled to share in the distribution of any of the organization's assets on dissolution of the organization.

## **Article 17**

No substantial part of the activities of the organization shall be carrying on propaganda, or otherwise attempting to influence legislation (except as otherwise provided by IRC 501 (b) or participating in or intervening in (including the publication or distribution of statements), any political campaign on behalf of or in opposition of any candidates for public office.

## **Article 18**

In the event of dissolution, all of the remaining assets and property of the organization shall after payment of necessary expenses thereof be distributed to such organizations as shall qualify under section 501 (c) (3) of the Internal Revenue Code of 1986, or corresponding provisions of any subsequent Federal tax laws, or to the Federal government of State of local government for a public purpose, subject to the approval of a Justice of the Supreme Court of the State of CT.

## **Article 19**

In any taxable year in which the organization is a private foundation as described in the IRC 509 (a), the organization shall distribute its income for said period at such time and manner as not to subject it to tax under IRC 4942, and the organization shall not (a) engage in any act of self-dealing as defined in IRC 4941 (d), (b) retain any excess business investments in such a manner

as to subject the organization to tax under IRC 4945 (d) or corresponding provisions of any subsequent Federal tax laws.

**Article 20: Disciplinary Committee**

If a Disciplinary Committee does not exist the current Board will oversee any disciplinary issues.

Offense	Action to be taken
1 <sup>st</sup>	Written <b>warning</b> from the Board.
2 <sup>nd</sup>	1 (next) Game <b>Suspension.</b> <ul style="list-style-type: none"> <li>• Can not attend, play in or coach.</li> <li>• May not attend/participate in any team activity (ie: practice) until after the game from which they are suspended takes place.</li> </ul>
3 <sup>rd</sup>	<i>tbd</i>

**Article 21: Code of Conduct**

Refer to the attached *Code of Conduct, Coaches Code, Players Code, and Parents (Spectators) Code.*

**Article 22: Indemnification**

CSI shall, to the extent legally permissible, indemnify each person who may serve or who has served at any time as an officer, director, or volunteer of the corporation against all expenses and liabilities, including, without limitation, attorney’s fees, judgments, fines, excise taxes, penalties and settlement payments, reasonably incurred by or imposed upon such person in connection with any threatened, pending or completed claim, suit or legal or other proceeding in which he or she may become involved by reason of his or her service in such capacity; provided that no indemnification shall be provided for any such person with respect to any matter as to which he or she shall have been finally adjudicated in any proceeding not to have acted in good faith in the reasonable belief that such action was in the best interests of CSI; and further provided that any compromise or settlement payment shall be approved by a majority vote of a quorum of directors who are not at that time parties to the proceeding.

The indemnification provided hereunder shall inure to the benefit of the heirs, executors and administrators of persons entitled to indemnification hereunder. The right of indemnification under this Article shall be in addition to and not exclusive of all other rights to which any person may be entitled.

No amendment or repeal of the provisions of this Article which adversely affects the right of an indemnified person under this Article shall apply to such person with respect to those acts or omissions which occurred at any time prior to such amendment or repeal, unless



such amendment or repeal was voted by or was made with the written consent of such indemnified person.

This Article constitutes a contract between the CSI and the indemnified officers, directors, and volunteers. No amendment or repeal of the provisions of this Article which adversely affects the right of an indemnified officer, director, or volunteer under this Article shall apply to such officer, director, or employee with respect to those acts or omissions which occurred at any time prior to such amendment or repeal.

## CODE OF CONDUCT

### **To All Coaches, Parents, Spectators and Players:**

The CSI Executive Board of Directors has adopted the CJSA conduct code for coaches, parents, spectators and players, which you will find attached. In addition, the following have also been adopted:

1. Players and coaches will not use profanities during games or practices.
2. Coaches, parents and spectators will not argue in the presence of players.
3. Coaches, parents, spectators, and players will not argue with, attempt to intimidate, criticize, or in other manners, harass officials during games. Problems with officials should be addressed by the coach, or team manager, or through our club Referee Director.
4. Parents, spectators will be seated across the field from the players and coaches where permitted.

**These codes are basic to any youth sport, CSI expects all those participating, whether players, coaches, parents, or spectators, at home or away games, to abide by them. You represent yourself, but your team, your children, CSI and the Town of Coventry.**

**If a Coach, parent or parents as well as other spectators can not abide by the code of conduct (Article 20) or abide by the CJSA code of conduct. The Executive board of Directors will have the authority to penalize or remove a coach, as well request the removal of any parent or other spectator from the field of play or site for a duration decided by the Executive Board of Directors.**

## COACHES CODE

1. You are an assistant to the game in teaching the players and an assistant to the players in their understanding of the game. Always set a good example about winning and losing. Soccer is a game treat it and respect it as such.
2. Prepare your practice sessions according to the age, skill level, and goals of the team. Use language and discipline levels that are age appropriate. Treat each player as an individual, everyone should be listened to and motivated in a unique fashion.
3. Players play for enjoyment, winning is only part of the game. **Never** ridicule or yell at the players for making mistakes or losing a competition (A team loses together, no individual loses a game). **YELLING NEVER WORKS!**
4. Be organized at all times and ensure that equipment and facilities meet safety standards and are appropriate to the age and ability of the players.
5. Although soccer is regarded as a player's game, it is also to be enjoyed by non-players, i.e., coaches, referees and spectators, show your enthusiasm to the players.
6. Teach your players the rules of the game.
7. Recognize the importance of your behavior at games. It is up to you to maintain your players, parents, and coaches at all times. Whatever the circumstance, you are in charge. If a referee is having a difficult time with anyone and seeks your help, it is up to you to do as directed. Ranting and raving players and parents will not be tolerated and will be asked to leave. **YOU SET THE DISCIPLINE AND EXAMPLE!**
8. Do not be confrontational with a referee, harsh criticism of the referee sets a poor example for players and spectators (Parents). And will not be tolerated by the CSI Executive Board. We lose younger referees due to parents and coaches being abusive to them during or after games. It is up to you as coach to maintain respect for the referee's decision and that your players and parents do likewise.
9. Be sporting to your opponents and the referee both in victory and defeat.
10. Keep this in perspective. **This is a kid's game not the world cup!!** Always support your players with words of encouragement. Never berate or be negative on the field with your players.
11. **Remember to have fun and make sure your players have fun.**

## **PLAYERS CODE**

- 1.** Play soccer for your enjoyment of the game. Do not play just to please other people.
- 2.** Play at a level of competition, which is challenging and stimulating; competition which is too easy or too difficult will not be enjoyable.
- 3.** Play by the rules; never argue with the official's decisions.
- 4.** Try your best in every game to win within the rules.
- 5.** Cooperate with your coach and teammates; be a team player.
- 6.** Be sporting to your opponents both in victory and defeat.
- 7.** Learn from your mistakes; work hard in practice to improve technique and decision making.
- 8.** Be the best player you can.

**PARENTS (SPECTATORS) CODE**

1. Do not force an unwilling child to participate in soccer.
2. The game is to be enjoyed by supporters as well as players. Show your sportsmanship and enthusiasm.
3. Encourage your child to play by the rules.
4. Teach your child that honest effort is as important as victory so that a loss is accepted without undue disappointment.
5. Turn defeat into victory by helping your child work towards skill improvement and good sportsmanship. Do not ridicule or yell at your child for making a mistake or losing a competition.
6. Children learn by example. Applaud good play by your team and opponents.
7. Do not publicly question the official's judgment or integrity.
8. Recognize the value and importance of referee and volunteer coaches. They give their time and resources to provide recreational activities for your child.

## **OFFICERS JOB DESCRIPTIONS**

### **PRESIDENT:**

1. The President shall be responsible for presiding over regularly scheduled meetings of the Club including membership and Executive Board meetings.
2. The President shall be the Chief Executive Officer and shall supervise and control all of the business affairs of the Organization, including all business with officials and departments of the Town of Coventry and officials of District, State or National soccer associations.
3. Attend district meeting- 10 to 12 a year.
4. Work with the Equipment Manager on Signing out fields, or gyms for each season.
5. Maintain good co-operation with town recreation dept. and schools.
6. Handle inter-club problems.
7. Oversee operations of other officers.

### **VICE PRESIDENT:**

1. In the absence of the President, the Vice President shall perform the duties of the President, and when so acting shall have all the powers of and be subject to all the restrictions upon the President.
2. The Vice President shall establish the Nominating Committee, Chair the Disciplinary Committee and administer insurance claims.
3. Oversee operation of all competition & Recreational programs.

### **SECRETARY:**

1. The Secretary shall record the minutes of each meeting and shall be responsible for any and all correspondence on behalf of the Club as directed by the Executive Committee.
2. The Secretary shall be responsible for the storage and retrieval of all minutes and correspondence.
3. The Secretary shall see that all notices are given as required by the By-laws or by law.
4. The Secretary shall perform such other duties assigned from time to time by the Executive Board or the President.
5. The Secretary will be responsible for keeping minutes of all meetings.

### **TREASURER:**

1. The Treasurer shall have custody of all funds and shall keep the books of the Club.

2. The Treasurer shall deposit funds and maintain bank accounts in such banks, trust companies or other depositories as shall be designated by the Executive Committee.
3. The Treasurer shall be responsible for all disbursements as directed by the membership or the Executive Committee.
4. The Treasurer shall perform such other duties assigned from time to time by the Executive Board or the President.
5. The Treasurer shall provide updated reports to the board on the condition of the Organizations account.

## **REGISTRAR:**

Note: The Registrar must be on record with CJSA and get access to the CJSA Registration system. Please contact the District Registrar (as indicated on the CJSA website or in the current Handbook) with any questions.

1. The Registrar shall organize and administer the registration of all players and adults/coaches to CSI for each season.
2. The Registrar shall load all CSI registered players and adults/coaches to the CJSA Registration system according to CJSA guidelines.
3. The Registrar shall provide proof of age for all players (as necessary) to the District Registrar.
4. The Registrar shall roster players to their respective teams.
5. The Registrar shall submit all necessary rosters to the District Registrar for approval/certification.
6. The Registrar shall coordinate with the District Registrar to validate and obtain player/coaches passes and rosters and provide them to the appropriate coach.
7. The Registrar shall provide the Town of Coventry and the Coventry Recreation Department with a seasonal (Fall and Spring) list of all participating players and adults/coaches.
8. The Registrar shall provide the District Registrar with necessary lists of registration and reports as needed.
9. The Registrar shall perform such other duties assigned from time to time by the Executive Committee or the President.
10. The Registrar shall attend CJSA district and general meetings when necessary.

## **REFEREE ADMINISTRATOR:**

1. Schedules referees and linesman for all games.
2. Notifies those needing re-certification of upcoming classes.
3. Works to arrange for new referees.

## **INSTRUCTIONAL DIRECTOR:**

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1. Oversees and provides direction of the instructional programs. (K-2nd graders)
2. Coordinates the organization of teams and instructors (coaches).
3. Coordinates and plans with the Coaching Director for proper education of soccer training of instructors (coaches).
4. On field duties will be making sure all youths have a home (field to play on and is safe to play on), teams stay active and assist instructors (coaches).
5. **MOST OF ALL MAKE SURE THEY HAVE FUN!**

## **COACHING DIRECTOR:**

1. Is responsible for the education of all recreational level coaches.
2. Gives direction as to what should be taught at each level of play.(Competitive and recreational).
3. Arranges for coaching clinics and helps in providing information for further education pertaining licenses.
4. Advise coaches, as needed, to help improve the level of play throughout Coventry Soccer Inc.
5. Is responsible for making sure that each coach is teaching age appropriate drills and is conducting themselves in a manner that is worthy of representing CSI.

## **U10 BOYS/GIRLS U12/U14 BOYS/GIRLS RECREATION DIRECTORS:**

1. Sets up teams and schedules as necessary.
2. Is primary contact for other clubs in their respective age brackets.
3. Is the point of contact for all recreational coaches within CSI for all inquires related to the Program.
4. Is responsible for providing each coach with the appropriate tools necessary to conduct a practice and manage a team. (Registration information, scheduling etc...)
5. Helps in maintaining a fun and educational season within the CSI recreational program.

## **SENIOR DIRECTORS:**

1. Is responsible for providing each coach with the appropriate tools necessary to conduct a practice and manage a team. (Registration information, scheduling etc.)
2. Helps in maintaining a fun and educational season within the CSI recreational program.

## **DIRECTOR OF DEVELOPMENT (FORMERLY FUNDRAISING DIRECTOR):**

1. In charge of and responsible for setting up fundraising activities.

## **EQUIPMENT/FACILITIES MANAGER:**

1. In charge of issuing uniforms and equipment that is needed by coaches.
2. Keeps a running inventory of what is in inventory and what is signed out.
3. Assists the President in assigning and scheduling of fields and facilities.
4. Acquires equipment for Coventry Soccer, as needed.



**DISTRICT REPRESENTATIVE:**

1. Is a representative of CSI and acts a liaison between the district and the club.
2. Provide functional support, as assigned by the district.
3. Attends district meetings, four per year.

**DIRECTOR AT LARGE:**

4. Aids CSI by working to keep youths, particularly those above U14, interested in soccer.

Rev. 3/2018