

# TRACYTON SOCCER CLUB

## BYLAWS



Tracyton Soccer Club does not discriminate against its members, players, coaches, families, referees based on race, color, national origin, age, disability, sex, gender identity, religion, reprisal, ability, political beliefs, marital status, familial or parental status, sexual orientation, or if all or part of an individual's income is derived from any public assistance programs.

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# Tracyton Soccer Club Bylaws

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# Tracyton Soccer Club Bylaws

## **ARTICLE I: NAME AND PURPOSE**

**Section A.** This organization shall be “Tracyton Soccer Club”, hereinafter referred to as the Club or TSC. The purpose of this organization shall be stated in Article I. Section A through Section C of the Constitution of Tracyton Soccer Club.

## **ARTICLE II: POLICIES**

**Section A.** This Club shall not, directly or indirectly participate in any political campaign on behalf of, or in opposition to, any candidate for public office; nor shall any of its officer’s use their official capacities to endorse any commercial enterprise, personal or partisan interest. The Club may from time to time, or as necessary, endorse projects serving the betterment or development of soccer.

## **ARTICLE III: AFFILIATION**

**Section A.** The Club shall be an affiliate with the Northwest Sound Youth Soccer Association (NSYSA) and Washington Youth Soccer (WYS) as specified in Article I Section A of the Constitution of Tracyton Soccer Club and shall be subject to the governing documents of those organizations.

**Section B.** The Club may be affiliated with US Club Soccer and those members (players, families, and staff as well as the Board) shall be subject to the governing documents of the US Club Soccer organization.

## **ARTICLE IV: THE BOARD**

### **Section A. The Board**

The Board will consist of the Board (Elected and voting Officers of the Club), duly appointed positions as defined in the TSC Bylaws Article IV Section C, D and E as well as contracted labor.

### **Section B. Failure and Termination of Board Position**

Any Board member may be removed from office, by a vote of two thirds (2/3) of the Board members for conduct deemed in violation of any Club Code of Conduct. Any officer absent from three (3) Board meetings during their term with no prior notice to the President or Secretary, or neglecting their duties to the Club, may be subject to removal by the Board.

### **Section C. Board (Elected Officers)**

1. In accordance with the TSC Constitution, Article III Section B, the elected officers will consist of the following:

- President
- Secretary
- Treasurer
- Director of Coaching
- NSYSA Club Representative
- Director of Club Select

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Director of Competition  
Director of Competition (Mod)  
Director of Fields/Mod Fields  
Registrar  
Director of Fundraising  
Webmaster  
Director of Mod Referees  
Equipment Manager  
Uniform Coordinator

**Section D. Duties of the Board Member:** The duties of the elected officers are as follows:

## 1. President:

- A. Preside over Tracyton Soccer Club and facilitate all Board, and Club meetings.
- B. Nominate appointed positions and chairpersons for committees as designated by the Club Bylaws, subject to approval by a majority vote of the Board.
- C. From the Club membership nominate a person to fill the vacancy of any officer who does not, fulfill his/her term of office. These position(s) will be in effect until the next Annual General Meeting (AGM), subject to approval by a majority vote of the Board.
- D. Sign all orders on the treasury as needed.
- E. Sign and execute, with the Secretary, all deeds, bonds, contracts, and other legal documents.
- F. Review as needed any financial aid request(s) along with Treasurer and/or Registrar to approve or disapprove in the event that the player(s) do(es) not qualify for the current financial aid policy.
- G. Act as the Club's alternate representative to NSYSA as needed.
- H. Oversees Board Members ensuring compliance with all the [Club Policies and Procedures](#).
- I. Assist the registrar with user security to all restricted portions of the website. This includes, but is not limited to, any account used to maintain content including administrative and team page accounts.
- J. Additional duties as assigned by the Board.

## 2. Secretary

- A. Keep an accurate and official record of all meetings and distribute draft minutes within one (1) week after said meeting.
- B. Notify Board one (1) week prior to monthly meeting and provide agenda three (3) days prior to said meeting.
- C. Be responsible for all Club correspondence upon request.
- D. Arrange for meeting places and give notice as stipulated in the Bylaws.
- E. Co-sign contracts as requested.
- F. Give notice of all meetings as stipulated.
- G. Organize and plan for the Annual Club Award's Ceremony to be held in January of each year.
- H. Additional duties as assigned by the Board.

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## 3. Treasurer

- A. Receive and issue receipts for all monies (cash and checks) of the Club.
- B. Keep an accurate written record of all financial transactions, according to the Club Bylaws, Policies and Procedures, and provide a monthly report. Co-sign with the Club President any changes made to any banking documents. Review board member budget status.
- C. Provide at the October Board Meeting a proposed budget for the next year. Prepare, maintain, and file all state and federal forms as required.
- D. Provide financial records and supporting documents for the completion of the annual year end checklist to person(s) assigned by the President.
- E. Responsible to obtain and facilitate audit (financial review) if required per the Bylaws.
- F. Pick-up PO Box registration materials and monies in conjunction with the Club Registrar and route mail accordingly.
- G. Obtain up to five (5) signatures on the treasury, as deemed necessary, with Board approval.
- H. Additional duties as assigned by the Board.

## 4. Director of Coaching:

- A. Recommend coaching license of a State “D” or higher or equivalent. See [Coaching Education Reimbursement Policy](#).
- B. Recruit, review and approve applicants for coaching vacancies as needed.
- C. Work to maintain and administer coach and player development programs, to include but not limited to club sponsored instructional clinics.
- D. Assist Recreational and Select coaches with team and individual training.
- E. Provide coaches and players information on upcoming clinics and camps.
- F. Recommend to coaches and players additional opportunities for training at the Select level.
- G. Work with the Directors of Competition on any select and/or recreational coaching issues.
- H. Attend along with the Registrar, Uniform Coordinator, and Direct of Select all informational meetings with all prospective Club Select Coaches, managers and/or parents.
- I. Schedule, preside and assist with Club Select try-outs.
- J. Additional duties as assigned by the Board.

## 5. NSYSA Club Representative:

- A. Attend all NSYSA meetings as the club representative and vote on behalf of the Club.
- B. Provide NSYSA meeting minutes within one (1) week of receipt.
- C. Be prepared to present any NSYSA items that requires the Clubs attention and/or feedback.
- D. Be thoroughly familiar with the Constitution, Bylaws, and Policies and Procedures of the Club and Association.
- E. Present the Club’s position on all Association business.
- F. Promote Club proposals considered to be relevant to sustain growth and improvement within NSYSA.

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- G. Additional duties as assigned by the Board.

## **6. Director of Select:**

- A. Oversee all aspects of the Club Select program.
- B. Be the liaison between the Board and Select Teams.
- C. Provide information and guidance to Select Coaches regarding tournaments and selection criterion.
- D. Manage Club Select complaints and/or discipline issues in conjunction with Director of Coaching and Director of Competition.
- E. Coordinate team tryouts and practices with the Director of Coaching and Director(s) of Fields.
- F. Make recommendations to the Board concerning the tryout selection process to include but not be limited to coach and player placement as well as program development plans.
- G. Assist Registrar with player registration.
- H. Work with Treasurer to monitor income and expenses of the Select program.
- I. Hold an informational meeting with teams to include but not be limited to:
  - i. Overview of Select Program
  - ii. Registration
  - iii. Uniform sizes, numbers, and ordering
  - iv. Team, player, and parent expectations
- J. Coordinate with Webmaster to maintain the Select Program portion on the Club Website.
- K. Recommended to obtain a U.S. Soccer State D level coaching license.
- L. Additional duties as assigned by the Board.

## **7. Director of Competition:**

- A. Assist with the placement of teams at the appropriate level of competition within region(s) for fall and/or spring league play.
- B. Review online match reports and disciplinary actions for all TSC Club teams and ensure prompt submittal of match results.
- C. Coordinate with NSYSA Disciplinary Committee as needed. Manage all disciplinary actions as delineated in match reports with Club teams.
- D. Attend annual NSYSA scheduling meeting.
- E. Assist in recruitment of coaches for all teams.
- F. Assist the Director of Coaching (DOC) with training coaches, managers, and players.
- G. Communicate with DOC and coaches about complaints received.
- H. Provide all materials received from State, NSYSA, to DOC and coaches at scheduled coach's meetings.
- I. Additional duties as assigned by the Board.

## **8. Director of Mod Competition:**

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- A. Assist with the placement of mod teams at the appropriate level of competition within region(s) for fall and/or spring league play.
- B. Review online match reports and disciplinary actions for all Club mod teams and ensure prompt submittal of match results.
- C. Coordinate with NSYSA Disciplinary Committee as needed. Manage all disciplinary actions as delineated in match reports with Club mod teams.
- D. Attend annual NSYSA scheduling meeting.
- E. Assist in recruitment of coaches for all teams.
- F. Assist the Director of Coaching (DOC) with training coaches, managers, and players.
- G. Communicate with DOC and coaches about complaints received.
- H. Provide all materials received from State, NSYSA, to DOC and coaches at scheduled coach's meetings.
- I. Additional duties as assigned by the Board.

### 9. Director of Fields/Mod Fields:

- A. Obtain permission for the use of Central Kitsap School District, Kitsap County property and community property for use by the Club for Club events including training sessions and games. This may include but not be limited to, special events such as tournaments, camps, jamborees, and clinics.
- B. Obtain bids and purchase field equipment for use by the Club members.
- C. Lock and unlock practice and game field gates as needed.
- D. Organize, and oversee playing fields (to include lining and port-a-potties). Make arrangements for temporary and permanent lighting for practice as needed.
- E. Manage and maintain field assignments for team practices.
- F. Ensure goals, nets, paint, and liners are in supply (within budget) available and in working order for Club teams' trainings and games.
- G. Coordinate work parties for requested maintenance of fields and/or equipment, i.e. fill holes with topsoil, sod replacement, repaint goals, etc.
- H. Assist Equipment Manager with storage location of all maintenance items, and extra supplies.
- I. Maintain an ongoing inventory of all field equipment for reordering and insurance purposes. Will be made available to the Club BOD no later than January 31<sup>st</sup>.
- J. Assist in maintaining a neat and orderly Club storage facility.
- K. Additional duties as assigned by Board.

### 10. Registrar:

- A. Be responsible for the proper registration of players within the Club following USYS, WYS or US Club and NSYSA regulations and guidelines for the registration process.
- B. Ensure all Board members, coaches, and Club volunteers are appropriately credentialed and certified per US Soccer, WYS, and NSYSA requirements.
- C. Verify all players' proof of age and form teams of registered players as stated in the [Club Registration Policy](#).
- D. Club Select teams: Roster players picked for that team after they are selected.

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- E. To avoid the perception of a conflict of interest, the Registrar shall have all rosters of which they are a listed volunteer i.e. head coach, asst. coach reviewed by the Director of Competition, President, or unaffiliated Board Member.
- F. Ensure that no player(s) U14 and below are allowed to play up more than one (1) age bracket without Club Director of Competition, Club Director of Coaching and Club Director of Select and NSYSA VP of Competition approval.
- G. Assign at least one Head Coach/Asst. Coach/Manager to each team (at least one staff member must be 18 years or older and present at all events).
- H. Prepare and distribute team rosters for regulation teams to coaches prior to each soccer season.
- I. Create and distribute all player and coach cards, as required.
- J. Attend annual NSYSA Scheduling meeting.
- K. Sign all tournament rosters. If the Registrar has a player on a tournament roster, signing will be completed by the Association Registrar.
- L. Assign the team staff on NSYSA website.
- M. Maintain a record in registration software system of each player's registration form and a copy of each team roster for three (3) years.
- N. Pick-up PO Box registration materials and monies in conjunction with the Club Treasurer.
- O. Set registration period dates (open and late registration) for each season.
- P. Perform all functions as Scheduler for Club teams to include:
  - i. Scheduling games for all Club teams and maintaining an accurate accounting of matches within the NSYSA website.
  - ii. Coordinate with applicable referee groups to ensure all scheduled matches are advertised for referee coverage.
  - iii. Publish match schedules to all coaches when available and ensure coaches are updated for any schedule changes.
- Q. Assign user security to all restricted portions of the website as needed. This includes, but is not limited to, any account used to maintain content including administrative and team page accounts.
- R. Additional duties as assigned by the Board.

### 11. Director of Fundraising:

- A. Work under the direction of the President and Treasurer.
- B. Obtain sponsorship and secure partnerships within the local community.
- C. Raise scholarship funds for distribution to families in need for player registration.
- D. In conjunction with the Uniform Coordinator, maintain an online spirit wear store.
- E. Assist the Club and/or teams with sponsorship and fundraising opportunities.
- F. Work with the Club Treasurer to deposit all funds received in a timely manner.
- G. Make available and accessible an ongoing inventory of all fundraising merchandise for reordering and insurance purposes. All fundraiser merchandise will be stored in the Club shed.
- H. Promptly acknowledge both individuals and businesses who have assisted with fundraiser and/or sponsorships.
- I. Assist with the Annual Club Award's ceremony set up and execution, provide a donation letter to prospective donors, as well as obtain raffle items.
- J. Additional duties as assigned by the Board.

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## 12. Webmaster (Social Media):

- A. Maintain the Club website and all Club social media accounts.
- B. Be a point of contact for the Club website provider.
- C. Ensure content posted meets all Club, Association, and State policies.
- D. Maintain site content by posting information or links to information on other sites as directed by the Board. This may include but be not limited to:
  - i. List of Board Members by position, including email link.
  - ii. Links to other sites deemed pertinent by Board.
- E. Receive information from the Board and post via the Club website. The Webmaster will work closely with various board members to actively advertise Club activities and schedules. The information for website and/or social media, may include but is not limited to:
  - i. All scheduled Board, Coaches, and Informational meetings
  - ii. NSYSA meetings
  - iii. Coaches training dates
  - iv. Deadlines for constitutional changes as required by the Bylaws Article VII, Section A 1.
  - v. Nomination forms for the Club and/or NSYSA of the year awards Coach, Mod Referees, Volunteer of the Year.
  - vi. Uniform and equipment disbursement and return dates.
- F. Post on website or via social media other information as directed by the Board.
- G. Additional duties as assigned by the Board.

## 13. Director of Mod Referees:

- A. Recruit, develop, mentor, and assign mod soccer referees as needed.
- B. Be responsible for the mod referee scheduling.
- C. Schedule, promote, and supervise all mod referee clinics and assist NSYSA and/or KPSRA with Grade 8 clinics as well as assist club members interested in United States Soccer Federation referee certification.
- D. Additional duties as assigned by the Board.

## 14. Equipment Manager:

- A. In conjunction with the Club Uniform Coordinator assist in obtaining bids and purchasing equipment for use by the Club members.
- B. Maintain an ongoing inventory of all club player and coaching equipment for reordering and insurance purposes. Will be made available to the Club BOD no later than January 31<sup>st</sup>.
- C. Assemble coach equipment bags for distribution prior to first coaching meeting of the season.
- D. Recommend and select dates for issuing and collecting equipment.
- E. Assist in maintaining a neat and orderly Club storage facility.

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- F. Additional duties as assigned by the Board.

## 15. Uniform Coordinator:

- A. In conjunction with the Club Equipment Manager, assist in obtaining bids and purchasing equipment for use by the Club members.
- B. Maintain an ongoing inventory of all club player and coaching uniforms for reordering and insurance purposes. Will be made available to the Club BOD no later than January 31<sup>st</sup>.
- C. Distribute uniforms to teams as directed by the Club BOD.
- D. Assist in maintaining a neat and orderly Club storage facility.
- E. Additional duties as assigned by the Board.

**Section E: Appointed Positions:** Appointed positions can be created by the board and will have voting rights.

### 1. The proposed position shall meet the following requirements to be considered:

- I. Proposed position must be submitted in writing to the Board.
- II. The originator of the proposed position shall present the proposed position at a monthly Board Meeting under "New Business". Upon entry into the minutes, it shall be tabled until the following board meeting.
- III. At the next Board Meeting, the position will be discussed following the approval of the board meeting minutes. The President will present the proposed position consideration by the Board. Debate on the proposed position shall be limited to thirty (30) minutes.
- IV. The proposed position must be approved by a two-thirds (2/3) vote of Board Members present.
- V. In the event of an emergency, the proposed position will be sent via email and approved by a two-thirds vote of Board Members within 72 hours.

### A. Safety Coordinator:

- A. In conjunction with the Club Equipment Manager, oversee medical supply order, stock medical kits, and disperse small emergency medical kits to all coaches.
- B. Implement (Re-enforce) WYS Emergency Action Plans (EAP) and/or protocols based on its current medical guidelines.
- C. Re-enforce existing WYS training for coaches and/or families. Including but not limited to:
  - I. Concussions

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- II. Sudden Cardiac Arrest
  - III. Inclement Weather: Lightning,
  - IV. Hyperthermia (Heat Stroke/Heat Illness) and Hypothermia
  - V. Air Quality.
  - VI. COVID – 19
- D. Advocate (by contacting Director of Fields, Equipment Manager and/or President) for safe playing environment (including but not limited to icy pavement, trees, holes, and damaged field) or player equipment.
  - E. Gather safety concerns brought to the club and with board direction provide guidance.
  - F. Coordinate with WYS secondary medical coverage.
  - G. In coordination with the club webmaster update online first aid resources for families/coaches.
  - H. Additional duties as assigned by the Board.

**Section F: Contracted Positions:** Contracted positions will be at the discretion of the board and will not have a vote as a board member.

1. Negotiations will take place between the contracted position, president, and treasurer.
2. Following negotiations, the proposed contract will be presented at a monthly Board meeting for discussion and vote.
3. The proposed contract must be approved by a two-thirds (2/3) vote of Board Members present.

### **Section G: Vacancies on the Board**

1. Any vacancy that occurs on the Board will be filled as follows:
  - I. The Club President will nominate an individual to fill the vacant Board position for the remainder of the current term.
  - II. The Board will vote to approve or reject by a simple majority for each nomination.

## **ARTICLE V. ORGANIZATION**

**Section A.** Youth wishing to play soccer sanctioned by Washington Youth Soccer (WYS) and US Club Soccer shall register annually with the Club.

**Section B.** The Board shall determine the annual player registration fees.

1. All dues and fees for players shall be payable at the time of registration. Players are not eligible for participation (practice and/or games) until all dues and fees are paid or arrangements are current.

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2. All persons requesting membership with this Club shall register annually via the Club's registration system. Only players properly affiliated and in good standing, shall be permitted to participate under the jurisdiction of the Club.

**Section C.** Only members as defined in the Constitution, Article II, Section A., which are properly affiliated and in good standing shall be permitted to vote at the AGM.

**Section D.** It shall be understood that upon registration in this Club, it will be the duty of all Board members, Coaches, players, parents/guardians, and volunteers to comply with all policies and procedures published. Policy and procedures may be amended.

**Section E.** All unaffiliated teams requesting use of the Club facilities shall be assessed an annual user's fee to be determined as needed by the Board.

**Section F.** All officers of this Club and officials of affiliated teams shall be insured against personal liability claims for performing acts and duties directly related to the work of the Club.

### ARTICLE VI. ADMINISTRATION

**Section A.** This Club shall be governed by its Constitution, Bylaws, Policies, Procedures, NSYSA, US Club and Washington Youth Soccer governing documents. In the event of a conflict between governing documents, the Club documents shall take precedence. The governing authority of this Club shall be in the voting members of this Club as defined in the Constitution, Article II, Section A.

**Section B.** Financial matters and daily operating decisions regarding the business of this Club shall be conducted by the Board as described in Article IV Section C - 3.

1. Policy and interpretations of the Constitution and Bylaws is the duty of the Board serving the interests of the Club members.
2. Statements or actions by individual Board members shall not be construed as Board policy.

### ARTICLE VII. MEETINGS

**Section A. Annual General Meeting (AGM):** An AGM shall be held in November of each calendar year as specified in the Constitution Article IV Section A. If, in the event of an emergency the November AGM is not able to be held, notification of reschedule will be provided within a reasonable amount of time.

**1. Notification:**

Notification of this meeting shall be posted on the club's website at least thirty (30) days prior to such meeting, and shall include the following:

- i. Date, time, and location of the AGM.
- ii. A copy of nomination recommendations.
- iii. Any proposed amendments to the Constitution.

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- iv. Any resolutions offered for consideration of the assembly.

## 2. Recommended Order of Business:

- i. Introduction of the Club Board
- ii. Approval of previous AGM Minutes
- iii. Officer's reports
- iv. Unfinished business
- v. Proposed amendments to the Constitution
- vi. Proposed resolutions
- vii. New business
- viii. Presentation of Budget
- ix. Nominations
- x. Elections of Officers
- xi. Good of the Game
- xii. Adjournment

## 3. Voting:

- i. Any Club member (at least 18 years of age), present and in good standing, shall have the right to vote.
- ii. Voting by proxy or absentee ballot shall not be allowed.

## 4. Quorum

- i. A quorum for the AGM shall be a minimum of 2/3 of the current Board members present of whom one must be the President or Director of Competition or Director of Coaching.

**Section B. Board Meetings:** The Board shall establish and publish a schedule of at least eleven (11) regular meetings each year.

### 1. Notification:

Notification of this meeting will be posted on the Club website at least seventy-two (72) hours prior to such meeting, and shall include the following:

- i. Date, time, and location of the meeting.
- ii. Proposed meeting agenda

### 2. Any Club member in good standing (see the TSC Constitution Article II. Membership) may attend monthly Board meetings.

- i. For attendance at in-person meetings, prior notification is preferred. If a member would like to speak on a specific topic, notification and topic must be received seven (7) days in advance to allow for inclusion under New Business on the agenda.

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- ii. In the event of an emergency requiring a virtual meeting, prior electronic notification will be required for entrance. If a member would like to speak on a specific topic, notification and topic must be received seven (7) days in advance to allow for inclusion under New Business on the agenda.

### 3. Voting

- i. Each elected officer will have one vote.
  - a. In the event one person holds multiple positions, they will have one vote.
- ii. The President will vote only in the event of a tie.
- iii. Email vote:
  - a. 100% Board participation required
  - b. Must be received within the allotted time frame.
  - c. A simple majority (one more than 50%) is required for approval.

### 4. Recommended Order of Business

- i. Roll Call
- ii. Approval of Minutes
- iii. Officer's reports
- iv. Committee reports
- v. Unfinished Business
- vi. New Business
- vii. Good of the Game
- viii. Adjournment

## ARTICLE VIII. COMMITTEES

**Section A.** Ad Hoc Committees are formed by the President for a specific purpose, case, or stipulation.

- 1. The President shall appoint, subject to Board approval, the Chairperson of any Ad Hoc Committee.
- 2. Each Ad Hoc Committee will consist of a Chairperson and at least two (2) but no more than five (5) additional members in good standing selected/approved by the committee Chairperson.
- 3. Each Ad Hoc Committee member will be required to obtain and maintain a valid Risk Management Assessment (RMA).

## ARTICLE IX. AMENDING THE BYLAWS

**Section A.** The proposed amendment shall meet the following requirements to be considered:

- VI. Proposed amendments must be submitted in writing to the Board.

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- VII. The originator of the proposed amendment shall present the proposed amendment at a monthly Board Meeting under “New Business”. Upon entry into the minutes, it shall be tabled until the following board meeting.
- VIII. At the next Board Meeting, the amendment(s) will be discussed following the approval of the board meeting minutes. The President will present the proposed amendments consideration by the Board. Debate on the proposed amendment(s) shall be limited to thirty (30) minutes.
- IX. The proposed amendment must be approved by a two-thirds (2/3) vote of Board Members present.
- X. In the event of an emergency, the proposed amendment(s) will be sent via email and approved by a two-thirds vote of Board Members within 72 hours.

### **ARTICLE X. DISSOLUTION OF THE CLUB**

**Section A.** In the event of the dissolution of this Club, legal counsel shall be retained by the Board for distribution of assets to NSYSA after all liabilities have been settled, as specified in Section 501(C)(3) of the Internal Revenue Code of 1054, as from time to time amended.