

# **LAKE STEVENS SOCCER CLUB**

## **RULES AND BYLAWS**

**October 2015**

### **Article I: Name, Affiliation and Jurisdiction**

1. The name of this organization shall be the Lake Stevens Soccer Club, herein referred to as “LSSC” or the “club”.
2. LSSC shall be affiliated with the Lake Stevens Junior Athletic Association, herein referred to as “LSJAA”, its parent organization.
3. LSSC shall have the jurisdiction for the development and promotion of soccer within the geographic area as established by LSJAA.

### **Article II: Purpose**

1. The purpose of LSSC shall be to provide soccer sporting activities to the youth of the greater Lake Stevens area, to teach soccer skills and sportsmanship to LSSC participants, and to provide an avenue for players to compete within the Washington State Youth Soccer Association (WSYSA) system.
2. LSSC shall provide recreational division playing opportunities for its participants.
3. LSSC shall provide soccer facilities for its participants.

### **Article III: Participants**

1. Participants shall be boys and girls from the greater Lake Stevens area between the ages of 4 and 18.
2. It shall be the responsibility of the LSSC officers to attempt to find a playing opportunity for every child at the recreational level. All youth will be eligible to play in accordance with all local, state and federal anti-discrimination laws. No youth will be denied the opportunity to play due to financial reasons (inability to pay registration fees).

### **Article IV: The Board of Directors**

The Board of Directors shall consist of:

1. The Executive Board. Consisting of the following Officers: President; Vice President, Development; Vice President, Operations; Secretary; Treasurer; Registrar; Rockets Director; Assistant Registrar.
2. Appointed Volunteers. Consisting of, but not limited to, Referee Assignor, Concessions Coordinator, Field Maintenance Coordinator, Fundraising Coordinator, Social Media Coordinator, etc.
3. Members of the Board of Directors must complete the Risk Management Assessment and keep it current.
4. Members of the Board of Directors may be removed from their position(s) by a majority vote of the Voting Members, or may resign upon giving 30 days’ notice in writing to the organization.

## **Section 1: The Executive Board**

The LSSC Executive Board shall be voted on by the Voting Members of LSSC at the annual election meeting in November and shall commence their 2 year term of office on January 1<sup>st</sup>. The President; Vice President, Development; Secretary, and Assistant Registrar shall be elected in even years. The Vice President, Operations; Registrar; Treasurer; and Rockets Director shall be elected in odd years.

1. A quorum of five (5) Officers must be present for any motion or vote.
2. The Executive Board, as part of its day to day operation of LSSC, may hire contract employees to fill critical operating positions of LSSC in the event that no volunteer may be found.
3. Contract positions must be open to the general public for competitive bid.
4. Position must be posted, for 30 days prior to being filled, in a local news publication such as the Lake Stevens Journal.
5. Position criteria to be determined by the Executive Board based on position responsibilities as established by the position description contained under Executive Board Member duties.
6. In the event that any Executive Board position becomes a monetary compensated position, said position shall no longer be a member of the Executive Board of LSSC and will have no vote at any meeting conducted by LSSC.
7. The decision of the LSSC Executive Board will stand final concerning any and all rules and regulations not set forth in the current Rules and By-Laws.

### **Duties of the Executive Board:**

**In addition to the responsibilities listed below, all Executive Board members are expected to perform the following activities when requested:**

- Initial Practice/Game Field Lining
  - Weekend closure of the fields during game season
  - End of year cleanup/closeout at the end of the season
  - Establish the Club Budget at the beginning of each year (typically January)
1. President shall:
    1. Preside at all regular and special meetings;
    2. Represent LSSC on the Board of Lake Stevens Junior Athletic Association (LJSAA);
    3. Appoint an Executive Board member of his/her choice to represent LSSC as the “Member at Large” for (LSJAA) meetings. If no Executive Board member can commit to the responsibilities required for the “Member at Large”, the President may appoint a member of the Board of Directors.
    4. Have the authority to fill vacant Executive Board positions, subject to approval of the Executive Board;
    5. Approve the appointment of volunteer positions;
    6. Be one of the signatories authorized for drafts on the Club treasury;
    7. Appoint special committees and chairperson, subject to approval of the Executive Board;
    8. Acquire, distribute and maintain equipment needs of LSSC;
    9. Present Solicitations of bids and contracts to the Executive Board for approval;
    10. Vote at Executive Board meetings only to break a tie vote.

11. In the event the President is not able to perform his/her tasks, the Vice Presidents shall serve on their behalf in the order listed below.
2. Vice President, Development shall:
  1. Assume the duties of the President during his or her absence;
  2. Be responsible for coach and player development;
  3. Represent LSSC at all North County Youth Soccer Meetings; and
  4. Be a member of the North County Disciplinary Committee;
  5. Oversee the Coach Mentorship program;
  6. Evaluate requests for Play Up;
  7. Coordinate Coach Fee reimbursement for National Coaching Licenses;
  8. Be one of the signatories authorized for drafts on the club treasury.
3. Vice President, Operations shall:
  1. Be responsible for determining Field Layout at all Facilities used by LSSC;
  2. Be responsible for coordinating Practice and Game Field preparation for all programs;
  3. Act as the liaison between LSSC and the following:
    1. Snohomish County Parks Department (Scheduling and Maintenance of Community Park)
    2. Lake Stevens School District (Scheduling of Field Usage)
    3. Landscaper, Contractors, etc...
  4. Manage all LSSC fields and peripherals;
  5. Work with necessary parties to fix field condition issues;
  6. Schedule all practice time/locations;
  7. Be one of the signatories authorized for drafts on the Club treasury.
3. Secretary shall:
  1. Maintain all minutes and correspondence of the organization; and
  2. Make copies of meeting minutes to be distributed for approval at the next meeting;
  3. Assist registrar in placing advertisements for registration;
  4. Reserve a location for the biannual Mod/Rec coaches meetings;
  5. Schedule Picture Day (dates, location and team assignments).
4. Treasurer shall:
  1. Maintain the books of account of LSSC;
  2. Collect all moneys due to the organization and make proper disbursements associated with LSSC;
  3. Maintain LSSC bank accounts;
  4. Report on the status of the budget at each Qtr. End;
  5. Be one of the signatories authorized for drafts on the Club treasury;
  6. Report to and follow the financial guidelines as established by the LSJAA Treasurer, and;
  7. Have financial books available at all times for any LSJAA audit.

5. Club Registrar shall:

1. Organize and preside over LSSC registrations;
2. Be responsible for correct registrations and team placement of all players;
3. Provide North County all information required on players, coaches, and teams, including advisement on correct placement of teams within divisions;
4. Implement, coordinate and maintain volunteer RMA's (Risk Management Assessment), in accordance with WSYSA requirements;
5. Provide each coach a roster of players;
6. Maintain birth certificates on all active players in the soccer club;
7. Attend all North County scheduling meetings;
8. Order Mod/Rec Uniforms;
9. Be responsible for recruiting coaches for Mod/Rec Programs.

6. Assistant Registrar shall:

1. Order uniforms for the Rockets program;
2. Assist Registrar in recruiting coaches for Rocket program;
3. Assist Registrar in placement of Rocket players on rosters and distribution of rosters to coaches.

7. Rockets Director shall:

1. Oversee the Rockets Division (U5-U7) of LSSC;
2. Setup Rocket Game Schedule;
3. Coordinate the end of the year award, as necessary;
4. Coordinate the Rockets Coaches Meeting & Training with the VP, Development.

Delegation of an Executive Board Member responsibilities or additional responsibilities to another member of LSSC is permitted, given said delegation is approved by the majority of the Executive Board. This delegation does not absolve the Board Member from their responsibilities of oversight for said duties.

## **Section 2: Appointed Volunteers**

1. Appointed Volunteers shall fill positions as designated by the President. Appointed Volunteers shall serve on the Board of Directors until they resign or their position is replaced or terminated.
2. Appointed Volunteers are considered Members of LSSC and vote only at the annual Election Meeting.

## **Article V: Members**

1. A Member of LSSC shall be defined as any Officer, Head Coach, Assistant Coach, Appointed Volunteer, parents of participating players and players of LSSC age 18 and over.
2. A Voting Member shall be defined as all members of LSSC;
3. Voting Members shall vote for the Executive Board of LSSC at the annual voting meeting to be held in November, or at such time as the presiding Officers shall decide.
4. Only one (1) vote per person. No proxy votes are allowed.

## **Article VI: Coaches**

1. Head Coaches shall be appointed annually by the Executive Board of LSSC, and shall be responsible for their teams and for their actions on the field. Coaches are role models for their teams, and as such, shall exhibit self-control and proper decorum at all times both on the game and practice fields.
2. Head Coaches or their representatives must attend the biannual club Coaches Meetings as scheduled by the Board of Directors. Unexcused non-attendance at these meetings shall be considered during selection of coaches for the upcoming year.
3. Head Coaches and/or their Assistant Coaches may be removed from their position during the season if they do not exhibit the citizenship qualities required for their role model positions. If complaints are deemed serious enough, the Executive Board shall meet to determine the fitness of any Coach, and shall vote on the removal of that Coach. The Coach in question shall be given the opportunity to hear the charges and dispute them.
4. All Coaches must complete the Risk Management Assessment prior to working with any youth and keep it current. They are also responsible to have their Assistant Coaches, Managers, and any parent in contact with the players complete the Risk Management Assessment prior to working with any youth.

## **Article VII: Meetings**

1. Meetings of the Membership shall be held monthly with the month of December being optional, unless otherwise specified by the President.
2. All monthly meetings shall be open to all Members and to the general public.
3. Special Meetings may be called at any time by the President or any member of the board after giving 48 hours' notice to the President. The only business conducted at a special meeting would be the item that the meeting was called for.
4. Meetings shall be conducted under the Roberts Rules of Order.

## **Article VIII: Club Colors, Uniforms and Logos**

1. Club colors are Royal Blue, Black and White. All teams shall represent LSSC by wearing the official uniform chosen by the club.
  - 1.1 The Club may designate an Alternate Uniform combination at the beginning of each year that is intended to provide a solution to any color conflicts that arise during the season. Teams may purchase these on their own, should the team elect to (as a whole).

- 1.2 Prior approval of the Executive Board is required for any team that elects to use an Alternate Uniform which differs from that selected by the club.
2. Uniforms shall consist of jerseys, shorts and socks. Uniforms may not display any advertising or sponsorship.
  - 2.1. The official logo for Lake Stevens Soccer Club shall be the only logo that is displayed on a team's uniform(s).
  - 2.2. Teams are permitted to apply the players name on the back upper portion of the jersey, so long as it is displayed using an LSSC approved club color.
3. Sponsorship may be displayed on privately purchased accessories only. All Sponsorship shall require approval by the LSSC Executive Board. Sponsorship must be from a business/interest group that has a positive effect on a youth.

### **Article IX: Fees and Budget**

1. An annual budget shall be prepared prior to the first sign-up date for the upcoming season, and shall be reviewed by the Executive Board. At such time, the fees to be charged to participants shall be set. Late sign-up fees for those unexcused late signees, (defined as any sign-up after the last scheduled sign-up date) shall also be determined by the Executive Board.

### **Article X: Discipline**

1. All members of LSSC are to uphold the by-laws to the best of their abilities contained herein. As such, members who are found to have violated the by-laws are subject to board sanctioned discipline. The member(s) in question shall be given the opportunity to hear the charges and dispute them.
  - 1.1. While the by-laws are not an all-encompassing document, a member of LSSC who has been found to be violating the spirit of the By-laws and/or North County Youth Soccer Association By-laws, can be subject to club sanctioned discipline.

### **Article XI: Amendments to By-Laws**

#### **Section 1:**

Amendments to these Bylaws, Policies and Regulations can only be voted on at the annual general meeting, special general meeting or any regular or special meeting of the Board of Directors.

#### **Section 2:**

Such proposed changes or amendments must be in writing to the Secretary. Copies of the proposed changes will be distributed to all Board of Director members at the next regularly scheduled business meeting for discussion. Proposed changes shall be included in the minutes of the meeting.

**Section 3:**

Proposed changes must be acted upon at the next regularly scheduled business meeting after being entered into the minutes except for where the length of such changes makes this impractical.

**Section 4:**

All approved Bylaws changes shall become effective on the first day of the month following approval of the Board. A copy of the revised Bylaws shall be forwarded to LSJAA within 15 days of approval. A copy will be distributed to each Board Member of LSSC.