

LOOMIS YOUTH SOCCER CLUB
REVISED AND AMENDED
November 2009

1:01.00 NAME

1:01:01 This organization shall be known as the Loomis Youth Soccer Club, also referred to as "LYSC" or the "Club".

1:02.00 BOUNDARIES

1:02:01 The LYSC boundaries shall consist of the territory located within the County of Placer defined as the Loomis Union School District

1:03.00 PURPOSE

The purpose of the club shall be to:

1:03:01 Provide a program of organized recreational soccer (Class 4) for all youth within the LYSC boundaries.

1:03:02 Provide a program of organized recreational soccer (Class 3) for all youth within the LYSC boundaries that exhibit an advanced development of skills and the desire to compete at a higher level.

1:03:03 Promote the sport of soccer by teaching its rules and playing techniques.

1:04.00 GOAL

1:04:01 "Youth having fun, playing soccer" is the most important goal of this Club. This goal shall be fulfilled by setting an atmosphere of friendly competition in which sportsmanship, player development, and playing soccer under safe conditions are foremost. Anything that impairs or detracts from this atmosphere will be strongly discouraged.

1:05.00 AFFILIATIONS

1:05:01 This Club shall be an affiliated branch of, and comply with the authority of the Placer Youth Soccer League (PYSL): and through PYSL, the California Youth Soccer Association (CYSA), the United States Youth Soccer Association (USYSA), the United States Soccer Association (USSF), and the Federation Internationale De Football Associations (FIFA).

1:06.00 AUTHORITIES

1:06:01 This Club shall be governed by its Constitution, Bylaws, and Rules and Regulations, except when these are superseded by the authority of its Affiliations in 1.05.00.

1:06:02 The governing authority of the Club shall be vested in its Board. The Board shall have the powers designated in this Constitution and Bylaws.

1:06:03 The BOARD shall be comprised of the elected executive officers and the appointed positions provided for in Sections 2:01 and 2:02 of the Bylaws.

1:06:04 The elected executive officers of the BOARD shall consist of the following positions:

- A. MANAGER
- B. ASSISTANT MANAGER
- C. TREASURER

- D. COACH COORDINATOR
- E. SECRETARY
- F. REFEREE COORDINATOR

1:07.00 MEMBERSHIP

1:07.01 Membership in LYSC shall consist of all parents and or guardians of participants duly registered in LYSC as well as coaches, assistants, sponsors, and volunteers.

1:07.02 All member teams and players shall abide by the Constitution, Bylaws and applicable Rules and Regulations of the Loomis Youth Soccer Club (LYSC), the Placer Youth Soccer League (PYSL): and through PYSL, the California Youth Soccer Association (CYSA), the United States Youth Soccer Association (USYSA), the United States Soccer Association (USSF), and the Federation Internationale De Football Associations (FIFA).

1:08.00 ANNUAL GENERAL MEETING

1:08.01 The Manager shall call an Annual General Meeting (AGM) of the membership to be held during the month of November and, no less than fifteen (15) calendar days prior to the meeting, shall give written notice of the date, time, place and agenda of the meeting to the membership and the BOARD. Written notice to the membership may be accomplished by posting a notice of the meeting on the club web site or via e-mail. Agenda items must be submitted to the BOARD no later than (30) thirty calendar days prior to the meeting. This meeting shall be governed by Roberts Rules of Order, Revised.

1:08.02 The order of business at the AGM shall be as follows:

- A. Call to Order
- B. Roll Call
- C. Credentials Report
- D. Minutes of Previous AGM or Special General Meeting.
- E. Committee Reports
- F. Unfinished Business
- G. Proposed Amendments to the Constitution
- H. New Business
- I. Good of the Game
- J. Election of Officers
- K. Adjournment

1:08.03 Only the following persons will be entitled to vote at the AGM: parents or legal guardians of all duly registered players, current coaches of record for any team, any registered player over 18 years of age, and members of the BOARD. Each voting member shall be entitled to one (1) vote. Voting by proxy shall not be allowed and only those members of record, in good standing, and present at the meeting shall be entitled to vote. All individuals may cast only one vote at a time.

1:09.00 SPECIAL GENERAL MEETING

1:09.01 The Manager may call a Special General Meeting (SGM) of the membership at any time of year. The Manager must call a SGM if the BOARD receives a petition signed by at least 50 of the Club members requesting such a meeting. No less than fifteen (15) calendar days prior to the meeting, written notice of the date, time, place and agenda of the meeting must be provided to the membership and the BOARD. Written notice to the membership may be accomplished by posting a notice of the meeting on the club web site or via e-mail. Agenda items must be submitted to the BOARD no later than thirty (30) calendar days prior to the meeting. This meeting shall be governed by Roberts Rules of Order, Revised.

1:09.02 The order of business at the SGM shall be as follows:

- A. Call to Order
- B. Roll Call
- C. Credentials Report
- D. Minutes of Previous AGM or SGM.
- E. Committee Reports
- F. Unfinished Business
- G. Proposed Amendments to the Constitution
- H. New Business
- I. Good of the Game
- J. Adjournment

1:09.03 A SGM can be called for any purpose including the recall of the BOARD.

1:09.04 Only the following persons shall be entitled to vote at the SGM: parents or legal guardians of all duly registered players, current coaches of record for any team, any registered player over 18 years of age, and members of the BOARD. Each voting member shall be entitled to one (1) vote. Voting by proxy shall not be allowed and only those members of record, in good standing, and present at the meeting shall be entitled to vote. All individuals may cast only one vote at a time.

1:10.00 QUORUM

1:10.01 A quorum of general membership for the AGM or SGM shall consist of seven (7) members, including at least four (4) BOARD members.

1:11.00 NON-PERFORMANCE OF DUTIES

1:11.01 In the event any Club member, coach, or BOARD member is accused of not performing in the best interest of the youth or exhibiting behavior or performance detrimental to either individuals or the LYSC or in material violation of the Constitution, Bylaws or Rules and Regulations of the Club, a hearing process can be instituted by any Club member as follows:

1:11.02 A Club member (the “complainant”) may request a hearing by sending a written notice to the Club Manager. The written notice shall describe in detail the factual basis for the complaint. .

1:11.03 The Club Manager shall convene a BOARD meeting within thirty (30) days of receipt of such notice and notify all principals within fifteen (15) days, in writing of the date and time of the hearing. A copy of the notice shall be provided to the party against whom the complaint was made (the “respondent”).

1:11.04 At the BOARD meeting, the complainant, the respondent, any witnesses and any other Club member wishing to appear on the issue may appear and request to make a presentation to the BOARD. The Board shall determine the order in which presentations may proceed, the length of the presentations, and whether any witnesses or other evidence will be considered.

1:11.05 The BOARD will then adjourn to executive session and render a decision on the matter. Findings will include: a) unjustified; b) censurable action; or c) justified complaint. All findings of the BOARD shall be final and conclusive on the parties.

1:11.06 If a censurable action is found, a letter of reprimand shall be issued by the BOARD Manager to the respondent Club member. It must detail the nature of the complaint, and the rationale for the BOARD’s finding. If a similar incident occurs and another complaint is lodged, the BOARD will take note

of the notice of censure in considering further action.

1:11.07 If a justified complaint is found, the BOARD has two options regarding the respondent:

- a. Suspension from the Club for a period of time to be specified by the BOARD; or
- b. Removal as an active member in the Club.

(Any action taken against a parent will not affect the eligibility or assignment of that parent's child.)

1:11.08 Findings of censurable action or justified complaint by the BOARD must be made by two-thirds majority of the BOARD members present at the hearing. A quorum as defined in Section 2:06.01 of the By-Laws must be present.

1:11.09 If a BOARD member is either a complainant or respondent, then that BOARD member shall not be entitled to participate in the executive session or in the voting on the action to be taken.

1:12.00 UNIFORM SELECTION

1:12.01 Uniforms will be selected by a Uniform Committee appointed by the BOARD and submitted to the BOARD for approval. The BOARD will determine what grandfather clause, if any, should be put into effect in the event of a new uniform selection because of obsolescence.

1:12.02 All Class 4 team uniforms must be identical.

1:12.03 All Class 3 team uniforms must be identical, but shall be different than Class 4 uniforms.

1:13.00 CHANGES

1:13.01 Amendments to LYSC Constitution shall be made at the AGM.

1:13.02 Each parent and/or guardian to team participants, coach and assistant coach, and each member of the BOARD may submit proposed changes to the Constitution to the LYSC Rules and Revision Committee in writing or via e-mail prior at least three days (3) prior to the annual general meeting..

1:13.03 Any amendment or action shall be approved by a two-thirds (2/3) majority of members present and voting at the AGM or SGM.

1:14.00 LIMITATIONS OF SPENDING AUTHORITY

1:14.01 The funds raised by the Club in all respects shall only be spent on the direct operating expenses of the Club, which may include lease or purchase of playing fields.

2:01.00 ORGANIZATION – ELECTED OFFICERS

2:01:01 ELECTED OFFICERS. The Club Membership shall elect from its members the following executive officers to serve on the Board: Manager, Assistant Manager, Treasurer, Coach Coordinator, Secretary and Referee Coordinator. The term of office of BOARD members shall be for one year beginning from the date of election at the Annual General Meeting until the election of new officers at the Annual General Meeting. The immediate past BOARD shall be responsible for the completion of any club sponsored playing activities that were started during its term of office.

2:01.02 MANAGER - The Manager shall preside at all general, special, and board meetings. The Manager may appoint chairpersons for special committees, call special meetings of the organization or the Board, and shall perform such other duties as are necessary for executive administration. The Manager shall be an ex-officio member of all committees, except the Nominating Committee. The Manager shall serve as the LYSC representative to the PYSL and CYSA. The Manager shall have served

at least one year as a member to the BOARD prior to being elected Manager.

2:01.03 ASSISTANT MANAGER - The Assistant Manager shall assume the duties of the Manager in the absence of the Manager, and in the event the office of the Manager is vacated during the term, shall accede to the Presidency. The Assistant Manager shall serve as chairman of the Disciplinary and Grievance Committee. The Assistant Manager is also responsible for maintaining the Club's Website.

2:01.04 TREASURER - The Treasurer shall maintain all financial records and government filings of the LYSC. The Treasurer shall deposit all funds of the LYSC in a financial institution approved by the BOARD. All payments shall be made by check and bare two of the following signatures: Manager, Assistant Manager, Treasurer, or Secretary for any amount over \$400. Amounts of \$400 or less require only the signature of the Treasurer or Manager. No two persons related by blood or marriage shall be allowed to co-sign the same check. The Treasurer shall provide a complete financial report at the Annual General Meeting (AGM) and when requested by the BOARD.

2:01.05 COACH COORDINATOR - The Coach Coordinator shall manage the Class 4 coaching program, supervise the recruitment, training and certification of Class 4 coaches in the LYSC, and head the coaching committee.

2:01.06 SECRETARY - The Secretary shall maintain a written record of all BOARD meetings and the AGM. The Secretary shall keep copies of all correspondence and maintain all records and files of the LYSC. The Secretary is also responsible for the oversight and management of the Club's telephone and voice mail systems.

2:01.07 REFEREE COORDINATOR - The Referee Coordinator shall supervise the recruitment, training, pay, and certification of all referees in the Club and their assignments to club-sponsored tournaments and home games. The Referee Coordinator shall keep an up-to-date list of all certified and non-certified referees in the Club, and ensure the timely filing of referee incidence reports to the league PAD Committee. The Referee Coordinator may enlist the help of one or more assignors to support assignments to games and tournaments and the pay schedule of these assignments.

2:02.00 ORGANIZATION – APPOINTED OFFICERS

The BOARD may appoint the following officers. The term of office of such appointed officers shall be one year, but may be renewed for successive one-year terms upon approval of the Board. Any appointed members may be removed by a majority vote of the Board.

2:02.01 SELECT COORDINATOR - Responsible for the coordination of, and communication to all Class 3 teams, and as the LYSC representative for league-wide Class 3 activities. Responsible for recruitment, training, and certification of Class 3 coaches.

2:02.02 FIELD COORDINATOR - The Field Management Coordinator shall supervise the acquisition and assignment of all field preparations for club sponsored tournaments and home games, distribution and recovery of field related club assets, and LYSC compliance with any field operating agreements entered into by the LYSC.

2:02.03 REGISTRAR - The Registrar shall be responsible for the proper registration of all players and teams in the LYSC.

2:02.04 TEAM PARENT and PHOTO COORDINATOR - The Team Parent Coordinator shall supervise team photos and the fund raising activities of the LYSC and shall be responsible for obtaining sponsors as well as communicating relevant team parent information.

2:02.05 EQUIPMENT COORDINATOR – The Equipment Coordinator is responsible for all equipment, including purchase, distribution, collection, and storage of balls, nets, goals, goalie shirts, ball bags, cones, and all other equipment required for the Club’s soccer practices and games. Additionally, the equipment coordinator is responsible for scheduling practice fields for select and recreational teams.

2:03.00 POWERS OF THE BOARD

2:03.01 The Board shall be responsible for and have sole authority for the following:

- A. Enforcing and interpreting the Constitution, Bylaws and Rules and Regulations of the Club;
- B. Adopting, enforcing and interpreting Rules and Regulation for the Club;
- C. Overseeing the financial affairs of the Club, including the right to approve or disapprove any expenditures related to Club activities;
- D. Forming and overseeing the operation of any teams that are form under or affiliated with the Club;
- E. Establishing training programs for Club coaches and referees;
- F. Setting the annual registration fees for Club members;
- G. Ruling on any complaint against any player, coach, manager, team assistant, officer or any Club member and suspend, barring completely or otherwise discipline such individual after notice and hearing as set forth in Section 1.11;
- H. Retaining a registrar for Club registration;
- I. Opening a bank account for Club funds and to ensuring continued compliance with the Club’s tax-exempt status; and
- J. Such other activities and functions as may be reasonably necessary to fulfill the goals and objectives of the Club.

2:03.02 In the event any elected Board position is vacated prior to expiration of the applicable term, that position will come up for re-election at the next Annual General Meeting and continue until the next original scheduled re-election cycle. In the interim period, the position may be temporarily filled by a person appointed to the vacated position by a majority vote of the elected officers of the Board.

2:03.03 All BOARD positions are non-compensated except the. Registrar shall be compensated at a rate set by the BOARD.

2:04.00 REGULAR MEETING

2:04.01 The BOARD shall meet regularly through the year, at least bi-monthly. Notice of meetings shall be posted on the Club web site and shall be sent via email to all Board members or if a Board member does not have email access, by written notice to that Board member’s last known address.

2:04.02 The order of business at the meeting shall be as follows:

- A. Call to Order
- B. Roll Call
- C. Minutes of Previous Board meeting.
- D. Committee Reports
- E. Unfinished Business

- F. New Business
- G. Good of the Game
- H. Adjournment

2:04.03 Each member of the BOARD shall be entitled to one (1) vote at a time. Voting by proxy shall not be allowed and only those members of record, in good standing, and present at the meeting shall be entitled to vote. In the event of a tie, the Manager, or in his or absence, the Assistant Manager, may cast the deciding vote. All meetings shall be governed by Roberts Rules of Order, Revised.

2:05.00 QUORUM

2:06.01 A Quorum of the BOARD shall consist of four (4) members.

2:06.00 TEAM FORMATION

2:06.01 Class 3 and 4 teams will be formed each year based on club needs through procedures determined by Board.

2:07.00 COACH SELECTION

2:07.01 Coach selection will be based on coaching philosophy, clinics taken, previous experience, and the results of evaluation questionnaires.

2:08.00 FINANCIAL RESPONSIBILITY

2:10.01 The Club shall not assume, nor be liable for, the personal debts or financial responsibilities of any of its individual members, except to reimburse out-of-pocket expenses incurred in connection the Club activities that have received the approval of the Board.

2:09.00 LIABILITY PROTECTION

2:11.01 All officers of the Club shall be covered against personal liability claims by the California Youth Soccer Association for performing acts and duties directly related to the activities of the Club.