

Roseville Youth Soccer Club Constitution, Bylaws and Policies Revised May 2021

1 Constitution

1:01 Name

1:01:01 This Club shall be known as the Roseville Youth Soccer Club also referred to as "RYSC" located in Roseville, California. This Club is a not-for-profit, tax-exempt organization under the laws of the State of California and the United States of America and shall maintain its tax-exempt status.

1:02 Colors

1:02:01 The respective colors of this Club shall be Green, Black and White or a Board approved color.

1:03 Purpose

1:03:01 The purpose of this Club shall be to further the enjoyment of soccer by the youth of our community. Fulfillment of this goal is to be brought about by setting an atmosphere of friendly competition in which learning and playing soccer are held foremost. The Club further desires to promote the spirit of the game (not seeking advantage at the cost of others) and the principles of good sportsmanship. Anything that detracts from this atmosphere should be strongly discouraged.

1:04 Affiliation

1:04:01 RYSC shall be an affiliated branch of the US Club and shall comply with all General Procedures, Special Rules, and Policies set forth by these respective organizations.

1:05 Membership

1:05:01 Membership shall consist of the players and their respective parents and/or guardians, as well as coaches, assistants, and sponsors.

1:06 Rules of Order

1:06:01 The rules contained in the Robert's Rules of Order shall govern this Club in all cases in which they do not conflict with the Constitution and Bylaws of this Club or the Constitution, Bylaws, General Procedures, and Specific Rules of any of their affiliates. Abstaining votes shall count as a YES. In order for a vote not to count a member must simply recuse themselves from a vote. In addition, the President shall not vote in instances where the board is tied.

1:07 Authorities

1:07:01 This Club shall be governed by its' Constitution, Bylaws, and Policies except as superseded by FIFA, USSF, USYSA, and US Club.

1:07:02 RYSC may modify its administrative rules to be more stringent but not less stringent than those of their affiliates.

1:07:03 The governing authority of RYSC, whose powers shall be designated in the bylaws, shall be vested with the Board of Directors of this Club.

2 Bylaws

2:01 Board of Directors

2:01:01 RYSC shall have a Board of Directors comprising of 4 executive voting officers (President, Vice President, Secretary, and Treasurer) and 11 elected voting Director seats. This Board of Directors shall govern and conduct the business of RYSC. The following comprise the RYSC Board of Directors:

- a. President
- b. Vice President (Technical Director)
- c. Secretary
- d. Treasurer
- e. Director of Community Outreach, Sponsorships & PR
- f. 4v4 Coaching Director & U8 Academy Director
- g. 7v7 Coaching Director
- h. 9v9 Coaching Director
- i. 11v11 Coaching Director
- j. Director of Equipment, Uniforms & Team Managers
- k. Director of Fields
- l. Director of Referees
- m. Director of Recreational and Competitive Soccer (Dir of Soccer)
- n. Director of Tournaments & Camps
- o. Director of Special Programs

2:01:02 All Board positions may consist of multiple individuals (co-chaired) upon approval of the Board of Directors with the exception of the four executive officials. Each Board position will have only one vote on all voting matters. Furthermore, each board positions may designate specific board coordinator on their behalf to assist with the timely execution and proper care of their duties. Board Coordinators may communicate and act on behalf of the board in their capacity of granted coordinator duties however they may not act on behalf of a Board Member and will not be allowed to vote on any matters in the event of absence of a Board Member.

2:01:03 Nominations and Elections – Board Members will be elected by a majority vote at the Annual General Meeting and will serve for a term of one (1) year. No later than thirty days prior to the Annual General Meeting the Nomination Committee shall oversee the creation of a slate of candidates for consideration at the Annual General Meeting. Nominations from the floor will be accepted at the Annual General Meeting. Anyone wishing to vote must be at least 18 years old. If a nominee from the floor has not been a prior RYSC Board member they must have the endorsement of at least 50% of the previous year's Board of Directors to be considered.

2:01:04 Vacancies arising on the Board after the Annual General Meeting shall be filled by appointment by the remaining Board until the next Annual General Meeting when the general membership shall elect a replacement. This section does not override other sections of these Bylaws.

2:01:05 The authority to determine breaches of duties of care, loyalty or candor shall rest with the Board. Generally, no Board member may financially gain as a result of any activity associated with a direct sale of goods or services to RYSC as an entity, or be associated with any company or organization contracting or selling goods or services to the Club, unless the Board member has provided full disclosure and has received authorization by a majority of non-interested members of the Board. "RYSC" or "Club" in this matter applies to any outlay of funds for goods or services where RYSC as an organization is the purchasing agent. This does not apply to the individual sales of goods or services to the general membership of RYSC so long as that Board member is not using the position for their own gain.

2:01:06 A member of the Board may be removed with a two-thirds (2/3) vote by the Board of Directors. The member being considered for removal may not vote. Typical conditions for removal are, as listed, but not limited to:

- excessive absences or disengagement from the Board meetings
- criminal behavior
- confrontational or disruptive behavior at any RYSC sanctioned event
- violent conduct towards other Board members or the general membership
- racial or sexual discriminations
- violation of RYSC Policies

2:01:07 Duties

- A. **President** – The President provides the leadership for the Board. The role includes coordinating the activities of other members of the Board. He/She is responsible for the Club's adherence to the Bylaws and Rules established by the membership at its General Meeting and the Policies established by the Board of Directors.

President specific duties are:

- Principal officer and oversees all club operations, subject to the control of the Board

- Preside at the Annual General Membership Meeting- prepare agenda, clarify business, follow up if not clear where responsibility for action lies
- Preside at Regular and Special Board Meetings- prepare agenda, clarify business, follow up if not clear where responsibility for action lies
- Call Special Meetings of the Club or Board of Directors as needed
- Appoint chairpersons for special committees
- Ex-officio member of all committees except the Nominating Committee
- Serve as the RYSC representative to the US Club and Norcal (duties which may be delegated)
- Attend any District Meetings or official club business meetings and assign tasks to Board members as required.
- Shall co-sign all checks when required by Club policies
- Shall keep a chronological record of minutes from all meetings
- Suggest possible nominees to the board or committees who can make significant contributions to the club
- Assist the board in carrying out its fiduciary responsibilities, such as reviewing the organization's annual financial statement
- Ensure infrastructure of the Club allows all levels of soccer to be available - from recreational to highly competitive.
- Troubleshoot issues between Board members, Club members and Board members, etc., if necessary.
- Review budget proposals, contractor contracts, and operations of the Club on a regular basis.
- Works closely with outsourced Registrar to ensure all players are registered, insured and club is following all local & national youth soccer guidelines
- Works with governing league to secure and maintain annual club insurance
- Handle all legal matters

B. Vice President The specific duties of the Vice President are:

- Assumes the duties of the President in the absence of the President
- Assumes the office of the President, during the remainder of the current term, in the event of a vacancy
- Serves as the Chairperson of the Review Committee
- Serves as the Club's representative to the US Club Protest, Appeal and Disciplinary (PAD) Committee (Can be delegated by the Manager with approval of the Board)
- Works hand-in-hand with President, manages official club correspondence
- Shall co-sign all checks when required by Club policies if the President or Treasurer is not available
- Together with the Board, regularly review RYSC's Goals Vision and Core Values and communicate this to membership

- Oversees membership. Periodically review goals and objectives with each director.
- Point of contact for Coach Education Consultant and responsible to update, manage and enforce club curriculum with coach education
- Shall provide oversight and leadership in the development of player development and coaching education programs
- Establishing and communicating long and short-term seasonal and yearly objectives for specific age groups
- Creating, implementing, and communicating player development paths
- Coordinating and designing player development programs across multi-level organization
- Implementing the national coaching education plan and providing consistency at all levels

C. **Secretary** – The specific duties of the Secretary are:

- Shall keep minutes of all meetings
- Keeps a chronological record of minutes
- Distribute copies of the minutes to all Board member, Officers and other attendees and ensure they are posted online/publicly
- Custodian of the corporate records and shall be responsible to update and keep the Bylaws & Policies up to date
- Shall Chair the Nominating Committee as referenced in 2:05:01
- Shall notify the Board Members of Regular, General and Special Meetings
- Shall conduct all general Board correspondence
- Shall reserve all meeting sites unless otherwise delegated by the President
- Shall be responsible to enforce Roberts Rules of Order at Board meetings
- Shall be responsible to ensure Board compliance with current approved Club Constitution, Bylaws and Policies
- Shall issue all receipts/letters acknowledging all gifts and/or donations to RYSC
- Shall supervise the volunteer fulfillment of the Scholarship recipients
- Shall solicit and supervise the extracurricular volunteer fulfillment of teams and membership as needed
- Shall solicit and manage scholarship programs and communicate with recipients
- Shall notify Directors of their election or appointment.
- See that all notices are duly given in accordance with the provisions of these bylaws or as required by law
- In general, discharge all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him or her by the President or by the Board

D. **Treasurer** – The specific duties of the Treasurer are:

- Serve with the President and Vice President as a member of the Executive Committee.
- Attend monthly scheduled Board meetings and provide monthly Treasurer Board report, including a variance report for each Board Director as needed
- Shall allow the Board of Director's to review the current bank statement at the monthly Board meeting. The statement shall be retained by the Treasurer at meeting's end.
- Review attached invoices, sign checks, obtain second signature from other approved account signers, and mail checks.
- Review financial statements on a monthly basis for revenue and/or expense reclassifications.
- Shall keep accurate records and provide a complete financial report to the Board as required by the Club's Financial and Accounting Policies
- Submit an annual financial report at the first General Meeting of the year
- Shall be responsible for maintaining copies of the Club's bank statement
- Shall ensure that the proper tax documentation and returns are completed and filed with the appropriate agency in a timely manner so as to avoid any penalty
- Provide Board with a budget for the fiscal year (February 1 - January 31) at the January Board meeting. Lead each Board Director in the creation of a budget. Circulate draft budget by no later than December 20 for discussion and feedback from Board members.
- Shall prepare and distribute acknowledgement letters to sponsors at season end
- Shall implement the Club's Financial and Accounting Policies as related to the Treasurer's position and duties
- Provide Board with Treasurer Report on a monthly basis,
- Provide Board with updated financial statements/budget on a quarterly basis.
- Work with bookkeeper to ensure that funds are available in the general checking account for the Club's operating expenses.
- Work with Sportsengine software to ensure that processing and merchant fees are billed as agreed to.

E.

Director Community Outreach, Sponsorships & PR - The specific duties of the Director Community Outreach, Sponsorships & PR are:

- Shall be responsible for maintaining corporate sponsorship
- Shall, in conjunction with the financial forecast, develop fund raising activities to aide in covering anticipated expenses
- Shall obtain Club sponsors for as many teams as possible
- Shall prepare a list of all contributors for the Secretary and Treasurer (for the inclusion in the end-of-the-year minutes)
- Overseeing all aspects of marketing and public relations related to the club including our social media accounts, Twitter, Facebook, Instagram, YouTube
- Elicit sponsorship for club to help keep player fees minimized while maximizing the possible benefits to our sponsors
- Assist coaches and managers in contacting potential sponsors to obtain their support in person and in writing
- Collect sponsorship data and fees & regularly update website sponsor page
- Creating and managing advertising program within club budget and find new and creative ways to promote and market the club
- Responsible for managing and maintaining the club website and producing web content
- Responsible for managing our email database within godaddy.com platform
- Create and maintain media contacts and relationships both locally and nationally
- Work with local schools, colleges, misc. organizations, and other soccer clubs to create programs and relationships
- Works with local businesses to secure sponsorships and manages fundraising opportunities
- Works with Sacramento Republic FC for game outings and community events
- Manages all info@ emails, websites, social media and IT related aspects of the club.
- Shall handle and coordinate all publicity for the Club (subject to Board Approval)
- Shall work with the civic groups and organizations to promote RYSC
- Shall notify the membership of all Regular, General and Specific Meetings via all suitable media
- Shall be responsible for updating and maintaining Club NETS line

F. **4X4 Coaching Director & U8 Academy Director**– The specific duties of the 4X4 Coaching Director & U8 Academy Director are:

- Oversees all soccer related aspects of the U6-U8 recreational program
- Acts as competitive U7/U8 Premier Academy Program (Spring & Summer) Director and manages all aspects of the program
- Shall work with the other Directors of Coaching to conduct coaches' meetings prior to each season to explain procedures and responsibilities (in coordination with the Board)
- Shall work with the other Directors of Coaching to prepare and maintain the seasonal Coaching Manual and the RYSC Parent Guide upon approval by the Board
- Shall work with the other Directors of Coaching to be responsible for recruiting coaches for teams that do not have a coach
- Shall work with the other Directors of Coaching to establish the amount of interest, prior to registration, of coaches who will return the following season
- Shall be responsible for establishing training for coaches
- Shall be responsible for the conducting of certification and licensing courses for coaches coordinated through US Club
- Shall be responsible for enforcing coach license compliance and maintain a record for all coaches for their respective age groups.
- Shall keep a continual (season to season) record of complaints and discussions of record regarding coaches/and or parents and any disciplinary actions taken for their respective age groups
- Shall conduct additional meetings for their respective age groups as required
- Shall regularly communicate Club news and issues with the coaching staff
- Shall be responsible for maintaining, updating, and enforcing the Club's Code of Conduct
- Oversee recruiting coaches & coach communications and assist coaches throughout the season
- Work with Registrar and scheduler to solicit and nominate coaches in each age group
- Assist in and resolve issues with the formation of teams
- Work with the Registrar to assist in registration and issues resolution
- Assist in training program implementation for Recreational teams in coordination with Technical Director
- Review and update program goals and direction
- Work towards increasing participation and creating ONE CLUB at both the recreational and competitive levels

- G. **7v7 Coaching Director**– The specific duties of the 7v7 Coaching Director are:
- Shall work with the other Directors of Coaching to conduct coaches meetings prior to each season to explain procedures and responsibilities (in coordination with the Board)
 - Shall work with the other Directors of Coaching to prepare and maintain the seasonal Coaching Manual and the RYSC Parent Guide upon approval by the Board
 - Plan and present the annual coaches meeting in July.
 - Shall work with the other Directors of Coaching to be responsible for recruiting coaches for teams that do not have a coach
 - Shall work with the other Directors of Coaching to establish the amount of interest, prior to registration, of coaches who will return the following season
 - Shall be responsible for establishing training for coaches
 - Shall be responsible for the conducting of certification and licensing courses for coaches coordinated through US Club
 - Shall be responsible for enforcing coach license compliance and maintain a record for all coaches for their respective age groups.
 - Shall keep a continual (season to season) record of complaints and discussions of record regarding coaches/and or parents and any disciplinary actions taken for their respective age groups
 - Shall conduct additional meetings for their respective age groups as required
 - Shall regularly communicate Club news and issues with the coaching staff
 - Shall be responsible for maintaining, updating and enforcing the Club's Code of Conduct
 - Oversees all soccer related aspects of the U9-U10 recreational program
 - Oversee recruiting coaches & coach communications and assist rec coaches throughout the season
 - Work with Dir. of Soccer to solicit and nominate coaches in 7v7 age group prior to the competitive program tryouts
 - Assist in- and resolve issues with the formation of teams
 - Work with the Registrar to assist in registration and issues resolution
 - Assist in training program implementation for Recreational teams in coordination with Technical Director
 - Review and update program goals and direction with respect to the club age specific curriculum
 - Work towards increasing participation and creating ONE CLUB at both the recreational and competitive levels

H. **9v9 Coaching Director**– The specific duties of the 9v9 Coaching Director are:

- Shall work with the other Directors of Coaching to conduct coaches meetings prior to each season to explain procedures and responsibilities (in coordination with the Board)
- Shall work with the other Directors of Coaching to prepare and maintain the seasonal Coaching Manual and the RYSC Parent Guide upon approval by the Board
- Shall work with the other Directors of Coaching to be responsible for recruiting coaches for teams that do not have a coach
- Shall work with the other Directors of Coaching to establish the amount of interest, prior to registration, of coaches who will return the following season
- Shall be responsible for establishing training for coaches
- Shall be responsible for the conducting of certification and licensing courses for coaches coordinated through US Club
- Shall be responsible for enforcing coach license compliance and maintain a record for all coaches for their respective age groups.
- Shall keep a continual (season to season) record of complaints and discussions of record regarding coaches/and or parents and any disciplinary actions taken for their respective age groups
- Shall conduct additional meetings for their respective age groups as required
- Shall regularly communicate Club news and issues with the coaching staff
- Shall be responsible for maintaining, updating and enforcing the Club's Code of Conduct
- Shall be responsible to keep record of all coaching licenses and compliance with RYSC license guidelines
- Oversees all soccer related aspects of the U11-U12 recreational program
- Oversee recruiting coaches & coach communications and assist rec coaches throughout the season
- Work with Dir. of Soccer to solicit and nominate coaches in 9v9 age group prior to the competitive program tryouts
- Assist in- and resolve issues with the formation of teams
- Work with the Registrar to assist in registration and issues resolution
- Assist in training program implementation for Recreational teams in coordination with Technical Director
- Review and update program goals and direction with respect to the club age specific curriculum
- Work towards increasing participation and creating ONE CLUB at both the recreational and competitive levels

- I. **11v11 Coaching Director**– The specific duties of the 11v11 Coaching Director are:
- Shall work with the other Directors of Coaching to conduct coaches meetings prior to each season to explain procedures and responsibilities (in coordination with the Board)
 - Shall work with the other Directors of Coaching to prepare and maintain the seasonal Coaching Manual and the RYSC Parent Guide upon approval by the Board
 - Shall work with the other Directors of Coaching to be responsible for recruiting coaches for teams that do not have a coach
 - Shall work with the other Directors of Coaching to establish the amount of interest, prior to registration, of coaches who will return the following season
 - Shall be responsible for establishing training for coaches
 - Shall be responsible for the conducting of certification and licensing courses for coaches coordinated through US Club
 - Shall be responsible to keep record of all coaching licenses and compliance with RYSC license guidelines
 - Oversees all soccer related aspects of the U13-U19 recreational program
 - Oversee recruiting coaches & coach communications and assist rec coaches throughout the season
 - Work with Dir. of Soccer to solicit and nominate coaches in 11v11 age group prior to the competitive program tryouts
 - Assist in- and resolve issues with the formation of teams
 - Work with the Registrar to assist in registration and issues resolution
 - Assist in training program implementation for Recreational teams in coordination with Technical Director
 - Review and update program goals and direction with respect to the club age specific curriculum
 - Work towards increasing participation and creating ONE CLUB at both the recreational and competitive level
- J. **Director of Equipment, Uniforms & Team Managers** – The specific duties of the Director of Equipment, Uniforms and Team Managers are:
- Manages field equipment for both recreational & competitive programs
 - Shall maintain an adequate inventory of all field equipment to meet the expected needs for the season
 - Shall notify the Board of field equipment status at the February Board meeting
 - Shall give notice to teams as to their responsibilities regarding field equipment

- Solicit, review, and make recommendations to the board and then manage club contracts for uniforms, field equipment and team photo(s) for both recreational & competitive program. Shall obtain bids for all field equipment purchases per the minimum bid policy stated in the Rules and Policy section of these bylaws
- Shall identify and coordinate placement of field equipment for each field for the season
- Shall possess a schedule of teams responsible for field preparation and clearing provided by the Club Scheduler
- Coordinate team photo event(s) including vendor relations and hold TM meeting to distribute TM packets & player passes and work with Dir of Fields to secure field space.
- Coordinate field equipment pick-up and drop off with a schedule of teams responsible for field preparation and clearing provided by the Club Scheduler
- Work with Director of Tournaments and Camps on trophy and award requirements.
- Handle ordering and distribution of player and coaches uniforms. Work with vendors to see that this process runs smoothly and provide timely updates on back ordered items.
- Shall maintain open communication with team managers during the entire soccer season
- Shall coordinate the selection, production, and distribution of RYSC seasonal practice t-shirts
- Shall prepare the Team Manager Guide for distribution at the Team Manager Meeting
- Shall conduct and hold a team manager meeting prior to the start of league play

K. Director of Fields – The specific duties of the Director of Fields are:

- Interact with City of Roseville regarding sports field scheduling, tournament play, user conflicts, etc.
- Shall negotiate field rental fees.
- Shall ascertain the need for playing fields and reserve the field according to the scheduling dates of the necessary agencies
- Shall review the conditions of the fields to be used and recommend any corrective action to the City of Roseville
- Shall establish a list of fields for practice and games designated appropriately by age group in a fair and open manner
- Shall be responsible for any keys issued in conjunction with fields
- Shall work with the Club Scheduler and coordinate with local league to reserve fields and offer "fill-in" games for teams with scheduled byes and for makeup games

- Shall participate in any fields development committees to develop new playing space
- Shall coordinate with local field jurisdiction (i.e.: City of Roseville, school districts, etc) on field status
- Shall advise all coaches of field status and of the proper care and maintenance of the fields
- Shall communicate with the City of Roseville to negotiate and secure field allocations for RYSC.
- Shall coordinate with the Director of Competitive and Recreational Soccer on field allocations for the RYSC Competitive program
- Shall coordinate Club field assignments with the RYSC Board members and US Club for RYSC teams
- Shall Coordinate with City of Roseville and field liner for goal drops
- Shall ensure that all game fields are lined for games
- Interact with other field owners/stakeholders for same as above & maintain relationships with other sports field users, such as Little League Baseball
- Work with Dir of Equipment to ensure sufficient on field equipment: goals, nets, flags, etc.
- Work with schedulers and coaches to secure off-season field rentals

L. Director of Referees- The specific duties of the Director of Referees are:

- Shall be responsible for scheduling referees for home league games
- Shall coordinate with Director of Competitive and Recreational Soccer and schedule coordinators for referee assignments on make-up games
- Shall provide timely referee payment details to Treasurer
- Shall be a licensed USSF Referee and a USSF Assignor
- Shall appoint assignors as required
- Shall work with the Assistant Director of Referees for providing matches for referee evaluations/mentoring/training
- Shall be responsible for monitoring referee conduct and appearance
- Shall be responsible for maintaining a list of currently licensed referees available for Roseville Youth Soccer Club
- Shall be responsible for maintaining/updating the referee information in scheduling software
- Shall have an Assistant Director of Referees that has the following specific duties and reports to the Director of Referees:
 - Shall not be a voting Board member
 - Shall be responsible for establishing training for referees
 - Shall be responsible for certification of referees coordinated through US Club

- Shall be responsible for mentoring youth referees and identifying candidates for advancement
- Shall manage *referee* content for the seasonal RYSC Coaches Manual and Referee Manual upon approval of the RYSC Board
- Shall be responsible for all in-service training clinics through RYSC
- Shall be responsible for monitoring referee conduct and appearance
- Should be a licensed USSF Instructor and USSF Assessor
- Shall be a licensed USSF Referee and USSF Assignor
- Oversees all referee related activities incl. recruiting, education, and game assignments for both recreational and competitive program
- Responsible to work closely with Dir of Fields & Dir of Scheduling to ensure Club Referees are the best in the business, neutral, trained and that level or referee is assigned to the right competition level
- Appoints (3) assisting game assignors (rec, comp, asst) who are committee members and works closely with Dir of Soccer to ensure every game has an officiating crew assigned
- Recruit and train referees. Facilitate Referee Licensing classes & encourage and mentor referees to upgrade. Work with Dir of Fields to secure field space for on-field portion of training.
- Coordinate the scheduling of referees to assure appropriate game coverage.
- Represent RYSC and Roseville Premier at District CNRA referee meetings.
- Supervise the timely compensation of referees and maintenance of the referee assignment website.
- Provide methods to recognize good performance.
- Communicate changes to the laws of the game to the RYSC membership

M. **Director of Recreational and Competitive Soccer (Dir of Soccer)**- The specific duties of the Director of Recreational and Competitive Soccer are:

- Shall be responsible for working with all Coaching Directors to ensure club missions and goals are followed
- Key Administrator for the administration of the program within all leagues, both recreational (In-house rec, Super Rec and Competitive)
- Shall be responsible for overseeing & successfully managing both recreational and competitive game schedules & appointing coordinators as needed
- Shall be responsible for the organization of competitive tryouts and the final team formation. Work with Dir of Fields to secure field rentals
- Shall notify the eligible RYSC membership of Competitive tryout dates and processes

- Oversees all coach education, continued compliance of coaches' license & background certification
- Appoints technical advisory committee to maintain compliance and education updates
- Update & manage the coaching manual(s)
- Update the Parent's Handbook annually.
- Recruit coaches and approve their appointments.
- Assist in the formation of teams & resolve team formation issues.
- Sets standards of league participation for competitive Premier teams (Gold, Silver, Bronze)
- Resolve coach/player/parent issues.
- Assist in practice field assignments for both Recreational & Competitive teams with Dir of Fields and Club Scheduler
- Provide program communication to Board, coaches, and parents.
- Organize and facilitate annual coaches' meetings for Rec and Competitive Programs in coordination with Coaching Directors
- Shall chair the Competitive Committee
- Shall be responsible for all communication with all RYSC competitive teams
- Shall prepare and maintain the seasonal Competitive Program Policies and Procedures upon approval by the Board
- Shall conduct a Competitive coaches meeting prior to each season to explain specific Competitive procedures and responsibilities (in coordination with the Board)
- Shall establish the amount of interest of coaches planning to return to the competitive program the following season
- Shall keep a record of complaints about competitive coaches and any disciplinary actions taken
- Shall maintain a practice schedule for all competitive teams
- Shall represent the RYSC at the US Club meetings; report any important issues from the RYSC to the US Club rep and any important issues affecting the RYSC to the Board.
- Shall be the contact for any questions by the RYSC regarding all affiliates' policies, rules, laws or bylaws

N. **Director of Tournaments & Camps** – The specific duties of the Director of Tournaments & Camps are:

- Shall be responsible for ensuring the Tournament Directors have formed the required Tournament Committee and adhering to their guidelines
- Oversee all Tournament Directors and report progress to Board
- Assist Tournament Directors in successfully hosting an event
- Shall be responsible for ensuring proper adherence to current affiliate's tournament rules & guidelines
- Manage tournament scheduling, event applications and post tournament events to gotsoccer.com

- Manage camps scheduling, field reservations and post to club websites, social media and share via email
- Manage the R2C (rec-to-comp) camps in Winter/Spring to prepare recreational club players for the competitive club tryouts
- Work with Dir of PR for tournament & camp promotion and marketing, solicitation of teams & players for high level of competition and attendance
- Create and Implement and update policies and rules of the tournament
- Review and coordinate with club Treasurer to ensure tournament(s) and camp's profitability
- Tracking team registrations and payments
- Work with fellow Directors to ensure proper scheduling of Games, coordination of Referees, Fields, Vendors, Trophies, Awards and Coaches Gifts
- Coordination with Director of Community Outreach, Sponsorships and PR to obtain Tournament Sponsors
- Central point of communication for all teams, coaches and participants including volunteers
- Appoint Onsite Tournament Director or Carry out Duties of a typical onsite Tournament Director

O. **Director of Special Programs** - The specific duties of the Director of Special Programs are:

- Shall be responsible to administer the U8 Referee program including but not limited to recruiting, training and support.
- Shall represent the RYSC and be responsible for attending quarterly (once during each quarter of the calendar year) meetings, report to the YSC any important issues affecting the RYSC and report to the Board any important issues brought up by the YSC.
- Shall serve in making recommendations to existing facilities, assist in planning future sports facilities and promote youth sports in the community.
- Provide advice and/or support to other Board members and/or committees
- Performs other duties as may be assigned by the President
- Manage and oversee The Outreach Program for Soccer (TOPS) and work with Dir of Tournaments & Camps & Dir of Fields to create annual successful events
- Board Liaison for all correspondence and matters related to the Youth Sports Coalition and the City of Roseville Sports Programs as well all matters related to funding & usage of the PYSC development funds in coordination with the RYSC Board
- Attend any meetings, with proper notice, that President/VP or Dir of Soccer may not be able to attend and assist per assignment with any special board duties

- Engage, solicit and create capital improvement projects for club owned, leased or held property, that would benefit the club, such as equipment donations, city wide park and field improvement measures
- Possesses experience and familiarity with the role of a board of directors, leadership related to embracing/managing positive change, and policy implementation, promoting a culture of inquiry and communication
- Thinks strategically, globally and futuristically taking into account the needs of the entire membership and identifies opportunities, addresses difficult issues and generates solutions
- Encourages and promotes diversity, equity and inclusion & facilitates productive resolution of conflict and consensus

2:02 Meetings

2:02:01 Annual General Meeting – During the month of December, the Board of Directors shall call for an Annual General Meeting of the membership of the Club to be held in January. Public notification will be made no later than thirty (30) days in advance of the meeting and shall include a request for items of discussion. Items must be received by the Board of Directors no later than fifteen (15) days prior to the meeting. Requests for nomination of the Board Officers will be handled by the Nomination Committee and also taken from the floor. Objectives of the meeting shall be to conduct the business of the Club, hold nominations and election of officers, consider changes to the Constitution and Bylaws, and to hear committee reports.

2:02:02 Special Meetings – The President may call Special Meetings at any time during the year to conduct urgent business.

2:02:03 Regular Meetings – The Board of Directors shall meet on a monthly basis at a public place on the second (2nd) Tuesday of each month throughout the year. The agenda for the regular monthly meetings shall be as follows:

- a. Call to Order
- b. Roll Call
- c. Introduction of Guests
- d. Acceptance of Minutes
- e. Correspondence
- f. Unfinished Business
- g. New Business
- h. Director of Committee Reports
- i. New Business
- j. Adjournment

2:02:04 All general meetings of the Board of Directors shall be open to the general membership and reasonable seating shall be provided. Each member should be notified in advance of all regular, general, and special at-large-meetings.

2:02:05 Upon approval of the Club President, the Board may conduct business and take action by email when necessary to expedite matters that come up between regular meetings.

2:02:06 The Board may elect to go into a Closed Session under the following circumstances:

- a. The confidentiality of a minor is at issue
- b. The confidentiality of a member during a disciplinary or protest/appeals hearing is at issue (unless said member waives in writing his/her right to confidentiality)
- c. Issues surrounding pending civil or criminal
- d. As deemed necessary by a 2/3 majority of the Board

2:03 Quorum

2:03:01 A quorum of the Board of Directors shall consist of a simple majority, more than half of the current Board

2:03:02 A quorum of the general membership shall be those members present at the Annual General Meeting after due notification of the general membership, at least five (5) days in advance on the RYSC website

2:04 Team Selection

2:04:01 Recreation teams will be formed each year under the direction and discretion of the Club Registrar, in accordance with adopted Board policy. Guidelines adopted by US Club will be considered but are not to be considered binding unless they are firm rules. The Board reserves the right to adopt team selection processes.

2:04:02 The assignment of players is the responsibility of the Registrar and designated Age Group Coordinator. Teams cannot add a player without the Registrar's approval.

2:04:03 Final selection of recreational coaches shall be the sole responsibility of the Registrar and the Director's of Coaching unless otherwise delegated by the Board.

2:04:04 Coaches must apply and be assigned by the Club to a team each seasonal year. There is no guarantee of being returned to a team.

2:05 Committees

2:05:01 RYSC Shall have standing committees and may establish special committees. The Board Manager shall appoint all special committee chairs, subject to Board approval. The Chair of the committee may select the other members of the committee. The Chair of the committee serves as the responsible party to the President of the Club. All recommendations on new policy or changes to existing policy must be brought to the Board and approved by a majority vote. Each Committee Chair is responsible to keep a written summary of the actions and/or decisions of the committee at each meeting and provide a copy to the Secretary. Each Committee Chair shall also provide a report to the Board at each monthly meeting of the actions of their committee. RYSC has the following standing Committees.

A. Nominating Committee – The Nominating Committee shall be chaired by the Secretary of the Club and shall consist of the Club President and additional two (2) Board members chosen by random draw no later than the November meeting who shall not serve for two years consecutively on this committee. The responsibility of the Nominating Committee shall be the preparation of priorities for Board composition. The Committee will meet with prospective Board members, recommend candidates to the Board, recommend a slate of Officers to

the Board, conduct orientation for the new Board members, and suggest non-Board members for special committees formed by the Board.

B. Complaint Resolution and Disciplinary Committee – When a serious issue or incident involving coaches, player, or parent arises the Complaint Resolution and Disciplinary Committee shall be responsible for investigating and evaluating complaints or concerns from Club members brought to the attention of the RYSC Board of Directors. The following rules shall apply to this Committee:

1. Shall promote fair, objective, and open solutions to problems.
2. The Committee shall be chaired by the Club President or designee if necessary.
3. If the complaint involves the Competitive Program, the Committee shall include the Director of Recreational and Competitive Soccer and one Board member selected by the Chair. In the event that any of these three individuals are not available to participate, another Board member shall be select by the Chair to serve on the Committee.
4. If the complaint involves the Recreational Program, the Committee shall include two of the Director's of Coaching. In the event that any of these four individuals are not available to participate, another Board member shall be selected by the Chair to serve on the Committee.
5. As relates to points 2, 3 & 4, in the event the issue or incident directly involves any RYSC Board of Director members, the Committee should be formed by alternate members who were not directly involved.
6. Shall interview witnesses and review all pertinent information.
7. Shall provide decision regarding the issue and/or necessary disciplinary action to be taken.
8. The Committee Chair shall deliver decisions to the board, all involved parties and notify the club Secretary of all pertinent information for documentation purposes.
9. Decisions delivered by the Complaint Resolution and Disciplinary Committee are final.

C. Competitive Committee – The Committee is responsible for the recommendations to the Board of Directors about Competitive issue resolution and general planning of the RYSC Competitive program. The Competitive Committee shall be appointed no later than the April Board meeting and shall take effect the month following the completion of regular tryouts.

The Competitive Committee shall be chaired by the Dir of Competitive & Recreational Soccer. The Committee shall always consist of (5) members composed of the following personnel, incl. the Chair: Club President (or their

designee), the Vice President/Technical Director and (2) members chosen by the Dir of Competitive and Recreational soccer.

The two (2) members shall be chosen as follows:

1. Candidates must be a volunteer RYSC competitive-level coach
2. Candidates must be in good standing with RYSC.
3. Candidates shall have a good track record of coaching performance, general knowledge of competition levels and insight to the competitive program as a whole

Each Committee member shall have a vote on all policy recommendations for Board approval and decisions made by the Committee. The Competitive Committee's responsibilities include but are not limited to:

- Gathering and computing annual Competitive Coaches surveys
- Recommending a slate of coaches for the upcoming season
- Preparing revisions to the Competitive Policies and Procedures as needed
- Recommending the amount of teams to be filled each season
- Resolving any issues arising from or in regard to tryouts in a timely matter

D. Tournament Committee – The Tournament Committee shall be chaired by the Director of Tournaments and Camps and two (2) additional Board members selected by the Tournament Director and shall consist of the following Committee Members and duties:

Director:

Responsible for all tournament activities
Reports to Board Tournament Coordinator
Oversees all committee members
Applies to host tournament within US Club guidelines
Decides Information & Rules for tournament
Point of contact for tournament questions
Maintains US Club Tournament Directors Checklist
Receives / Reviews / Logs tournament entry forms
Selects tournament participants
Chairs PAD Committee

Treasurer:

Establishes budget for tournament
Maintains approved budget for tournament costs
Collects and logs tournament entry fees
Coordinates entry fee deposit with Club Treasurer no less than 2 weeks prior to tournament start
Coordinates with Club Treasurer payment to all vendors
Maintains receipts for all money spent for tournament

Prepares income and expense report within 2 weeks of tournament end

Secretary:

- Prepares tournament Information & Rules documents
- Organizes accepted teams into master binder
- Produces accept/reject letters
- Notifies teams of accept/reject & info/rules within 7 days of tournament entry deadline
- Prepares and reports to US Club electronically the accept/reject lists no later than 7 days of tournament entry deadline
- Prepares and reports to US Club tournament summary reports within 14 days of tournament end
- Provides teams with game schedule, maps & credential check in info no later than 14 days prior to tournament start date
- Oversees credential verification for each team prior to tournament play

Advertising Director:

- Secures tournament logo design
- Orders participation pins with approved logo for all teams
- Orders tournament awards for 1-4th place in each age division
- Obtains coaches gifts if any
- Coordinates tournament information on Club/tournament website
- Prepares tournament program
- Gets approved program produced
- Arranges any financial or like kind contributions to the tournament
- Arranges preferred hotel arrangements for out-of-town teams
- Arranges for team credential check in venue
- Secure tournament T-shirt vendor if any

Fields Coordinator:

- Obtains / verifies field permits are in place
- Verifies field usage cost
- Coordinates / supervises field lining at all venues
- Arranges for field marshals at each site
- Schedules field set up / take down at each site

Referee Director:

- Schedules qualified referees for each match played
- Provides for minimal standby referees
- Provides master referee schedules to Field Directors
- Coordinates with the Club Treasurer funds for referees
- Responsible for referee payments
- Coordinates with Fields Coordinator any food services for referees
- Reports any / all send off's to Tournament Pad committee
- Advises on PAD Committee
- Appropriately reports to US Club any send off's within 48 hours of tournament completion

Site Director:

- Oversees all activities at their assigned venue
- Maintains field safety at assigned venue
- Maintains field cleanliness at assigned venue
- Point of contact in case of emergency at their venue
- Updates final scores and points for all venues on provided score boards
- Responsible for team check in prior to match play on the field
- Oversees award distribution for all division winners at their venue
- Coordinates with the Referee Director in overseeing referee staff
- Provide water at each venue for referees and staff

Scheduler:

- Selects team bracket formation per tournament guidelines
- Creates game schedule for each team
- Verifies US Club guidelines are met with minimum 2-hour break between games
- Creates Master game schedule and distributes to Committee Members
- Obtains score boards for all venues

PAD Committee:

- Chaired by the Tournament Director and 2 other Tournament Committee members to be decided on by the Tournament Director
- Advised by the Referee Director
- Reviews all send offs
- Decides appropriate penalties for all send off's
- Reports to the offending team's coach results of PAD decision

Vendor Coordinator:

- Obtains and oversee vendor placement at all venues
- Coordinates food options at all venues for referees / participants

2:06 Rules and Policy

2:06:01 The Board of Directors may, after its Annual General Meeting in January, establish a Rules Committee to develop and/or update rules governing the upcoming season as required. These rules, which shall be captured and maintained in the Club Policy Manual, shall cover all aspects of Club activities, team conduct and the conduct of those associated with teams. The Committee shall also develop policies governing proper care of equipment, participation in fund raising, coaching responsibilities, field use and maintenance of any other soccer related area. These rules and policies are to be reviewed annually in the following manner:

1. Rules are subject to US Club and those regulations or laws, which govern the Club's use of facilities and access to City funds.
2. Changes can be accomplished by a simple majority vote of the Board of Directors.

2:06:02 All Bylaws referring to specific times and dates shall be subject to change or cancellation due to unforeseen circumstances beyond the control of the Board of

Directors, such as weather, field and building availability, and/or termination of Board terms.

2:07 Amendments to the Constitution and Bylaws

2:07:01 These Constitution and Bylaws take effect when a 2/3 vote of the Board of Directors present at the Annual General Meeting is affirmative.

2:07:02 These Rules and Policies may be amended by a 2/3 vote of the Board of Directors present at a General or Special Meeting.

3 Policies

3:01 Roseville City Regulations

3:01:01 RYSC must abide by all rules and policies set forth by the City of Roseville Parks and Recreation and surrounding school districts while using the designated facilities. This includes, but is not limited to:

1. No pets are to be allowed on Roseville City Park property during an RYSC sanctioned event
2. No alcoholic substances are allowed on Roseville City Park property during an RYSC sanctioned event
3. No smoking is allowed on Roseville City Park property during an RYSC sanctioned event

3:02 General Club Policy

3:02:01 LiveScan Requirement Policy – It is a mandatory policy that all members of the Board of Directors, team management on roster (e.g. Head Coach, Assistant Coach, etc) and anyone assumed to be supervising players (e.g. trainers) must go through the Livescan process with the California Department of Justice. This will be arranged for and paid for by the Club. Once the scan has been submitted and cleared, the individual may assume their respective duties.

3:02:02 State Cup Team Name Retirement – Any Roseville Youth Soccer Club team (Recreational or Competitive) that takes first place in any of the four (4) California State Tournaments (State Cup, President's Cup, Association Cup or Founder's Cup) at any point in their association with the Club may request to have that team name retired from use by any future team within the Roseville Youth Soccer Club.

3:02:03 In order to promote competitive pricing a policy of three (3) minimum bids shall be obtained, from separate vendors, on all material and equipment quotes for purchases that exceed \$5,000.00. A two-thirds (2/3) vote of the Board of Directors can override this policy on a case-by-case basis.

3:02:04 Tobacco and Alcohol - The use of tobacco or alcohol products is prohibited at or near any Roseville Youth Soccer Club game and practice fields. By State Law, Public schools prohibit tobacco, vaping, drug or alcohol use on campus.

3:02:05 RYSC is a Drug-Free organization. Any use of illicit or illegal substances by any player or coach shall be cause for immediate suspension and disbarment from the Roseville Youth Soccer Club.

3:02:06 Members of the coaching or management staff of any RYSC team may not currently be engaged in or enter into a relationship with a member of any playing team with the Roseville Youth Soccer Club.

3:02:07 Privacy Policy – Access and use of RYSC membership information will be limited to Club business only. The membership information will not be sold or given to outside entities without prior Board approval.

3:02:08 RYSC has approved a policy for the Recreational Program to allow a player to play up in a higher age division a maximum of a one (1) year age span unless additional years are approved by the Board of Directors. For the maximum allowed years to play up in our Competitive Program, refer to the Competitive Program Policies and Procedures. (amended Feb 2020)

3:02:09 RYSC has adopted a Code of Conduct that is displayed on the Club website and may be found in other Club publishings. ■

3:02:10 The current RYSC approved uniform for the Recreational Program must be worn at all sanctioned events with the exception of Halloween tournaments where an alternate uniform is allowed. For the Competitive Program, refer to the Competitive Program Policies and Procedures.

3:02:11 All Premier coaches will sign a Roseville Premier Coach Volunteer Agreement prior to taking on a team. The Roseville Premier Coach Volunteer Agreement will set the standard s of behavior, commitment and expectations.

3:03 Financial and Accounting Policies

3:03:01 Reporting

- a. The Treasurer of the Board shall prepare a written financial report (“Treasurer’s Report”) on a monthly basis.
- b. The Treasurer’s Report shall consist of, at a minimum, a Balance Sheet, Income Statement and a comparison of the current annual budget versus actual expenditures and revenue for the previous month. The report shall identify all monthly disbursements and cash receipts.
- c. The Treasurer’s Report shall be distributed to all members of the Board at least three days before the meeting by email.
- d. In January, the Treasurer shall provide a list of financial milestones for the calendar year to the Club President and Secretary (e.g. date tax returns

are due; dates key insurance policies expire, due dates for premiums, etc.).

- e. Secretary shall include upcoming milestones on the agenda for the monthly board meetings.

3:03:02 Security

- a. Club funds shall be paid out only on a check of the Club or in the case of referee payments, by automatic bill pay through the Club's bank. No cash, automated teller machine, point of sale or credit cards shall be used or opened against any account of the Club or in the name of the Club.
- b. Bank statements shall be mailed to the Club's main mailing address. The bank statement shall be opened only by the Club President, who shall review the bank statement and cancelled checks. After completing his review, the President shall immediately transmit the originals to the Treasurer.
- c. The Treasurer shall sign any checks. The Board approved Accountant shall draft all checks drawn against the Club account. The Treasurer must approve all expenses prior to the drafting of any check against the Club account. Checks may only be signed by the Treasurer or the President. Checks in excess of \$1,000 must be signed by at least two of the following board members, Treasurer, President, Vice President or Secretary.
- d. Upon the resignation or removal of a Treasurer, the Club shall consider having an independent certified public accountant conduct an examination of the Club's books and records for the period during which the prior Treasurer served.
- e. The Treasurer shall only be authorized to issue checks that are consistent with annual budget approved by the Club Board.

3:03:03 Timeliness of Transactions.

- a. Deposits shall be made with three days of receipt.
- b. All valid bills/invoices should be paid within 30 days of receipt.
- c. If a vendor offers a discount for prompt payment, Treasurer should make every effort to pay within the discount period.
- d. All officers and board members should promptly forward Club funds or bills/invoices to the Treasurer.

3:03:04 Protecting RYSC Tax Exempt Status.

- a. An audit or review of the Club's books and records may be conducted biennially by an outside Certified Public Accountant. The outside accountant shall be selected by a vote of the Board. Any recommendations made by such accountant shall be discussed at the meeting of the Board immediately following receipt of such recommendations. Implementation of the recommendations shall be considered by and voted upon by the Board.

- b. The Club's annual tax returns shall be prepared by a Certified Public Accountant and filed by the annual deadline.
- c. All vendors must complete W-9 forms annually to receive payment from the Club.
- d. The Club shall issue 1099s as required by IRS regulations.

3:03:05 Reimbursement Policy

- a. Within 30 days, the Club shall reimburse all valid expenses incurred by members of the Board upon written request on a form approved by the Treasurer. An expense is not deemed valid if it has not been submitted for reimbursement within 45 days of the date the expense was incurred. All reimbursements shall be subject to review and approval by the Treasurer to insure the expenses are valid Club expenses and consistent with the adopted budget.
- b. The written request shall include a copy of the bill, receipt or invoice for the incurred expense plus evidence that such bill, receipt or invoice has been paid.

3:03:06 Email Communication Policy

Regulators and courts treat email messages as written documents. Managing these email messages as business records assures that we meet the burden of proof of regulations such as the Federal Rules of Civil Procedure. This regulation requires every corporate litigant to recognize, declare and produce emails in civil litigation. With this in mind, and for proper transparency during a dispute, the following rules regarding official board business communication shall apply:

1. All Board members and board coordinators shall be given access to an email account including log on and password information upon commencement of their term. Access to the email account is only valid for the duration of the term and access must be removed within 7 days of termination or the end of a term.
2. Any and all club related business matters shall be communicated with and through the designated email address adherent to the the proper care and conduct that is to be expected by a board member and board coordinator as listed in 2:01:05
3. The Director of Community Outreach, Sponsorship and PR will be responsible to designate, manage, oversee and assist with any email related matters.