

# **Roseville Youth Soccer Club Constitution, Bylaws and Policies *Revised AUGUST 2023***

## **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. The club's competitive programs runs under the alias of Roseville Premier. 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1:07:01 This Club shall be governed by its' Constitution, Bylaws, and Policies except as superseded by FIFA, USSF, USYSA, and US Club.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 consisting of 4 executive voting officers (President, Vice President, Secretary, and Treasurer) and 10 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 Program Director (Boys)
- g. 4v4 Program Director (Girls)
- h. U9-U14 Program Director (Boys)
- i. U9-U14 Program Director (Girls)
- j. U15-U19 Program Director (Boys & Girls)
- k. Recreational Program Director
- l. Director of Referees
- m. Director of Tournaments & Camps
- n. Director of Human Resources and Staffing

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 position may designate a 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.

RYSC seeks to rotate its executive voting officer positions as a best practice in ongoing organizational continuity. Executive voting officers (President, Vice President, Secretary, and Treasurer) may not serve in the same officer role for more than two consecutive years. Partial years of service due to a mid-year appointment do not count towards this limit provided 10 months or less were served in the partial year term. For the sake of continuity, in the event that no individuals are nominated for an open officer position vacated due to this term limit policy, the prior year officer is permitted to run for an additional term for the coming year with no maximum number of consecutive terms. This policy shall apply beginning with board elections in January 2023 and time served in roles prior to this date shall be included in eligibility considerations. Officers leaving a position due to this service limit, are free to run for a different officer position or any other board position.

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. The specific duties of this Director position 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 paid staff 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
  - Shall be the point of contact for all LiveScan communication
  - Together with Vice President, oversee, manage and delegate as necessary to ensure all field permits, club uniform and equipment contracts are in place.

**B. Vice President** The specific duties of this Director position 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
- Oversees the technical staff and acts as a liaison between technical staff and the board with any matters
- Assumes the role of Director of Coaching and Technical Director in absence of a paid employee assigned to that role for the duration of the absence
- 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
- Together with Vice President, oversee, manage and delegate as necessary to ensure all field permits, club uniform and equipment contracts are in place.

**C. Secretary** The specific duties of this Director position 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 this Director position 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 Directors 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 this Director position 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. **4v4 Program Director (Boys)** The specific duties of this Director position 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 Program Directors to conduct coaches' meetings prior to each season to explain procedures and responsibilities (in coordination with the Board)
- Shall work with the other Program Directors to prepare and maintain the seasonal Coaching Manual and the RYSC Parent Guide upon approval by the Board
- Shall work with the other Program Directors to be responsible for recruiting coaches for teams that do not have a coach
- Shall work with the other Program Directors 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. **4v4 Program Director (Girls)** The specific duties of this Director position 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 through paid staff
- Shall work with the other Program Directors to conduct coaches' meetings prior to each season to explain procedures and responsibilities (in coordination with the Board)
- Shall work with the other Program Directors to prepare and maintain the seasonal Coaching Manual and the RYSC Parent Guide upon approval by the Board
- Shall work with the other Program Directors to be responsible for recruiting coaches for teams that do not have a coach
- Shall work with the other Program Directors 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

H. **U9-U14 Program Director (Boys)** The specific duties of this Director position are:

- Oversees all soccer related aspects of the U9 through U14 recreational program for Boys teams. These are the age groups that play as part of Placer Alliance
- Oversees the U9-U14 competitive teams in absence of the paid technical staff or as needed to intervene or create corrective action within the program.
- Shall work with the other Program Directors to conduct coaches meetings prior to each season to explain procedures and responsibilities (in coordination with the Board)
- Shall work with the other Program Directors 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 information important for the assigned age groups
- Shall work with the other Program Directors to be responsible for recruiting coaches for teams that do not have a coach in the assigned age & gender group.
- Shall work with the other Program Directors to establish the amount of interest, prior to registration, of coaches who will return the following season
- Shall be responsible for coordinating training for coaches in partnership with the club technical staff
- 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 regularly communicate Club news and issues with the coaching staff
- Shall be responsible for maintaining, updating and enforcing the Club's Code of Conduct
- Work with paid technical staff to solicit and nominate coaches in the assigned age group prior to the competitive program tryouts
- Assist in- and resolve issues with the formation of teams as required by the Registrar
- Review and update program goals and direction with respect to the club age specific curriculum

I. **U9-U14 Program Director (Girls)** The specific duties of this Director position are:

- Oversees all soccer related aspects of the U9 through U14 recreational program, Girls teams. These are the age groups that play as part of Placer Alliance.
- Oversees the U9-U14 competitive teams in absence of the paid technical staff or as needed to intervene or create corrective action within the program.
- Shall work with the other Program Directors to conduct coaches meetings prior to each season to explain procedures and responsibilities (in coordination with the Board)
- Shall work with the other Program Directors 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 information important for the assigned age groups
- Shall work with the other Program Directors to be responsible for recruiting coaches for teams that do not have a coach in the assigned age & gender group.
- Shall work with the other Program Directors to establish the amount of interest, prior to registration, of coaches who will return the following season
- Shall be responsible for coordinating training for coaches in partnership with the club technical staff
- 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 regularly communicate Club news and issues with the coaching staff
- Shall be responsible for maintaining, updating and enforcing the Club's Code of Conduct
- Work with paid technical staff to solicit and nominate coaches in the assigned age group prior to the competitive program tryouts
- Assist in- and resolve issues with the formation of teams as required by the Registrar
- Review and update program goals and direction with respect to the club age specific curriculum

**J. U15-U19 Program Director** The specific duties of this Director position are:

- Oversees all soccer related aspects of the U15 through U19 recreational program. These are the age groups that play as part of the NorCal SuperRec League
- Oversees the U15-U19 competitive teams in absence of the paid technical staff or as needed to intervene or create corrective action within the program.
- Shall work with the other Program Directors to conduct coaches meetings prior to each season to explain procedures and responsibilities (in coordination with the Board)
- Shall work with the other Program Directors 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 information important for the assigned age groups
- Shall work with the other Program Directors to be responsible for recruiting coaches for teams that do not have a coach in the assigned age & gender group.
- Shall work with the other Program Directors to establish the amount of interest, prior to registration, of coaches who will return the following season
- Shall be responsible for coordinating training for coaches in partnership with the club technical staff
- 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 regularly communicate Club news and issues with the coaching staff
- Shall be responsible for maintaining, updating and enforcing the Club's Code of Conduct
- Work with paid technical staff to solicit and nominate coaches in the assigned age group prior to the competitive program tryouts
- Assist in- and resolve issues with the formation of teams as required by the Registrar
- Review and update program goals and direction with respect to the club age specific curriculum

**K. Director of Recreational Program-** The specific duties of this Director position 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 4v4, Placer Alliance, and Norcal Super Rec)

- Shall be responsible for overseeing & successfully managing recreational game schedules with Club Registrar & Scheduler
- Oversees all coach recreational coach education programs by ensuring the paid technical staff is hosting coach education events, sharing weekly training sessions and the recreational coaches are being supported by technical staff
- Work with individual program managers to ensure continued compliance of coaches' license & background certification
- Update & manage the coaching manual(s)
- Update the Parent's Handbook annually.
- Together with individual program managers & paid technical staff, recruit coaches and approve their appointments.
- Assist the registrar in the formation of teams & resolve team formation issues.
- Sets standards of league participation for Norcal Super Rec teams (Gold, Silver, Bronze)
- Resolve coach/player/parent issues after a DOC's attempt to mitigate situation
- Provide program communication to Board, coaches, and parents as needed together with COSPR Director
- Organize and facilitate annual coaches' meetings for Rec Program in coordination with individual Program Directors
- Shall keep a record of complaints about recreational coaches and any disciplinary actions taken as part of the PAD log on the cub google drive
- Shall represent the RYSC at the Placer Alliance and Norcal Super Rec meetings; report 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

**L. Director of Referees** The specific duties of this Director position are:

- Shall be responsible for scheduling referees for home league games
- Shall coordinate with Chief Operating Office 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 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 COO and Club Scheduler 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 Tournaments & Camps** The specific duties of this Director position 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](http://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 Director of Community Outreach, Sponsorships and 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

**N. Director of Human Resources and Staffing** The specific duties of this Director position are:

- Chair and work with the HR committee to ensure that all personnel tasks are completed and dealt with in a timely manner.
- Oversee all staffing & Human Resources related aspects of the club. This includes paid staff utilized to manage the program on and off the field, including referees.
- Manage relationship with outsourced third party HR consulting & payroll service, to ensure proactively that RYSC is compliant with all federal, state and local payroll & HR regulations, incl. labor laws, forms & disclosures
- Manage and oversee the existing employee contracts, hourly and salaried. Maintain employee records in secured payroll records file depository
- Maintain the automated payroll system with new employee information, employee status changes, and all other records to ensure correct payments are processed.
- Assist the board making decision re: offer letters or how to compensate coaches or employees
- Work with the treasurer who runs bi-weekly payroll via automated payroll system to ensure we are compliant with all applicable rules
- Work with COO and Board to ensure that the payroll expenses meet the club's annual payroll budget
- Help create annual payroll budget in December
- Ensure availability of an RYSC employee handbook and that it is distributed and contents therein enforced & standards met

- Oversee the mandatory club retirement plan & identify potential benefits we can offer
- Create templates or forms that HR Committee or COO shall use when 'writing up' disciplinary notices to employees
- Navigate the 'termination' of an employee if needed together with Club attorney and the Board/HR committee
- Engage with club attorney as needed for the club re: HR matters
- Review and update program goals and direction with respect to the club HR policies and procedures



## **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 – An RYSC Officer 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) Monday 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 an RYSC Officer, 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 clubs operations manager and COO, 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 clubs operations manager and COO staff and designated Program Directors. Teams cannot add a player without the approval of the operations manager or COO.

2:04:03 Final selection of recreational coaches shall be the sole responsibility of the Club Operations Manager, the COO or the Director of Recreational Program 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 & Taskforces**

2:05:01 RYSC establishes committees and taskforces so that decisions can be made, and actions taken without needing to convene the entire Board. Committees and Taskforces are authorized to approve actions that fall within normal operating parameters of RYSC and/or have already been budgeted for, with the understanding that committees shall refer matters that fall outside of normal operating parameters to the Board.

Committees and taskforces are intended to streamline decision-making while increasing transparency and ensuring proper due diligence—but should not micromanage aspects of day-to-day operational activity. Empowering committees ensures and enables the following:

- **Awareness** - Impactful decisions can be shared with multiple representatives of the Board so that there is awareness of Club activity. This avoids unilateral decision-making by staff or Board members.
- **Advice** - Strong leaders benefit from wise counsel. A committee or taskforce of individuals with certain expertise can serve as a sounding board to provide feedback.
- **Consent** - Unless a matter falls outside RYSC's normal operating parameters, it is expected that a committee or taskforce will authorize and enable activity under its purview to proceed.

Temporary or special committees or taskforces may be authorized by the Board, with a relevant Chair selected by the President and at least two additional members selected by the Chair. Each Chair shall provide a report to the Board at each monthly meeting of the actions of their committee or taskforce. RYSC has the following standing Committees and Taskforces.

**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 and recommend a slate of Officers to the Board no later than Dec 1st of any given year, publish the slate publicly on social media no later than January 1st of any given year, 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 appropriate program director and the COO 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 selected by the Chair to serve on the Committee.
4. If the complaint involves the Recreational Program, the Committee shall be chaired by the recreational program director and include the appropriate program director and the COO. 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. Shall log the disciplinary decision in the disciplinary log on the club centralized file depository
10. Decisions delivered by the Complaint Resolution and Disciplinary Committee are final.

**C. Soccer 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 Soccer Committee shall be appointed the Annual General Board meeting

The Soccer Committee shall be chaired by the Chief Operating Officer. The Committee shall consist of the following members based on even or odd year.  
Even year: Pres, 4v4G, U9-U14B, VP(always) COO (always)  
Odd year: 4v4B, U9-U14G, U15-U19, VP(always), COO (always)

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 are listed in the RYSC Policy & Procedures manual.

**D. Tournament Committee** – The Tournament Committee shall be chaired by the Director of Tournaments and Camps. Generally speaking, that Director shall be in charge of coordinating all tournament and camp activities, including coordinating staff and other Board members for the purpose of ensuring that the events are properly executed, and the Director does not need to seek Committee approval to execute these responsibilities as approved by the Board. However, the Tournament Committee exists to approve exceptions that would substantially deviate from normal Club practice and/or alter events to an extent that additional oversight would be prudent. In the event that the Tournament Committee determines that decisions would substantially alter the Club and/or impose restrictions or liabilities on the Club, the matter should be raised to the RYSC Board.

**E. HR & Legal Taskforce** – The HR & Legal Committee shall be responsible for managing and evaluating staff, hiring/termination decisions, responding to or

investigating matters of a legal nature, and other matters related to personnel or legal compliance. Consistent with the Awareness/Advice/Consent principles outlined above, the HR & Legal Committee should be aware of activity in these areas; should provide advice; and should, generally speaking, quickly approve activities that fall within RYSC's normal operating parameters. In the event that the Committee believes that an HR or legal matter falls outside of normal operating parameters, it should be raised to the RYSC Board.

**F. Corporate Strategy Taskforce** – The Corporate Strategy Committee shall be responsible for assessing matters related to corporate strategy—mergers, acquisitions, partnerships, strategic relationships, or other changes that would result in substantial changes to RYSC structure or operations. Consistent with the Awareness/Advice/Consent principles outlined above, the Corporate Strategy Committee should be aware of activity in these areas; should provide advice; and should, generally speaking, facilitate evaluation and discussion of options that the Club should be considering. However, given the potential impact of such topics, the Committee should keep the Board apprised of its activity, and no substantial organizational commitments or strategic changes may be made prior to discussion with the RYSC Board.

**G. Equipment & Facilities Taskforce** – The Equipment and Facilities Committee shall be responsible for assessing, managing, and acquiring equipment and facilities necessary for RYSC operations. Consistent with the Awareness/Advice/Consent principles outlined above, the Equipment & Facilities Committee should be aware of activity in these areas; should provide advice; and should, generally speaking, quickly approve activities that fall within RYSC's normal operating parameters and/or for which funding has been previously approved. In the event that the Committee believes that an equipment or facilities matter falls outside of normal operating parameters, it should be raised to the RYSC Board.

## **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 fundraising, 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 Monthly, 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**

**3:01:01 Playing Rules - The RYSC playing rules are outlined in the RYSC Policy & Procedures. The policies set therein do not supersede the RYSC bylaws but rather work in conjunction with the rules and policies set herein.**

3:02:02 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.

3:02:03 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.

3:02:04 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.

3:02:05 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.

3:02:06 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.

3:02:07 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.

3:02:08 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.

3:02:09 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)

3:02:10 RYSC has adopted a Code of Conduct that is displayed on the Club website and may be found in other Club publishings.

3:02:11 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.

3:02:12 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 primarily on a check of the Club. Debit Cards are permitted against the club's operating account and can only be issued to the club President, Vice President, Treasurer, and/or COO/GM. Automatic ACH bill pay through the Club's bank may only be made to vendors approved by the Board. The Treasurer shall keep a list of approved vendors that may be paid via ACH and new vendors must be approved by the BOD prior to addition to the list. No cash, automated teller machine or credit cards shall be used or opened against any account of the Club or in the name of the Club. Debit Card issued to the club shall only be used for point of sale purchases as outlined in the club budget or approved deviations by the board.
- b. On-Line Bank access shall be granted to the club President, Vice-President, & Treasurer (Officers with Debit Card access). Read-only access shall also be granted to at least 1 board member who does not have access to a Debit Card. At least one board member who does not have access to a club Debit Card shall review transactions on a bi-weekly basis.
- c. 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,. In the event the Treasurer is not available, checks may be signed by the President or Vice-President as a backup. Checks in excess of \$10,000 must be signed by at least two of the following board members, Treasurer, President, or Vice President.
- 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 business 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 no later than 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.