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**ARTICLE I: NAME AND PURPOSE**

Section A: The name and purpose of this organization shall be stated in Article I. Section A through Section C of the Constitution of Tracyton Soccer Club.

**ARTICLE II: POLICIES**

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

**ARTICLE III: AFFILIATION**

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

**ARTICLE IV: THE BOARD**

**Section A. The Board** The Board will consist of the Executive Board (Elected and voting Officers of the Club), duly appointed positions as defined in TSC Bylaw Article IV Section B and C and contracted labor.

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

Any Executive Board member may be removed from office, by affirmative vote of two thirds of the Executive Board members for conduct the Executive Board deems in violation of the code of conduct. Any officer absent with no prior notice to the President or Secretary from three (3) Board meetings during their term, or being negligent in his or her duties to the Club, may be subject to removal by the Executive Board.

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

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

- President
- Director of Competition
- Director of Small Sided Competition
- Director of Coaching
- Registrar
- Director of Fields
- Director of Mod Fields
- Secretary
- Treasurer

Equipment Manager  
Uniform Coordinator  
NSYSA Club Representative  
Director of Fundraising  
Director of Club Select  
Webmaster  
Director of Small Sided Referees

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

**1. President:**

- A. Preside over Tracyton Soccer Club and over all Club and Executive Board Meetings.
- B. Nominate appointed positions, and Chairpersons for committees as designated by the Club Bylaws, deemed necessary, subject to approval by a majority vote of the Executive Board.
- C. Nominate from the Club membership a person or persons to fill the vacancy of any officer who does not, for any reason, fulfill his/her term of office until the next Annual General Meeting, subject to approval by a majority vote of the Executive Board.
- D. ~~Co~~-Sign all orders on the treasury as needed.
- E. Sign and execute, with the Secretary, all Deeds, Bonds, Contracts, and other legal documents.
- F. Review any Scholarship (Hardship) request along with Treasurer and/or Registrar to approve or disapprove in the event that the player(s) do(es) not qualify for the current financial aid procedures.
- G. Act as the Clubs alternate representative to NSYSA.
- ~~H.~~ Oversee the activities of the Director of Fundraising
- I. Additional duties as assigned by the Executive Board.

**2. Director of Competition:**

- A. Assist with the placement of teams at the appropriate level of competition within Region(s) for fall and/or spring league play. Serve as a member of the NSYSA Competition Committee.
- B. Attend annual NSYSA scheduling meetings.
- C. Assist in recruitment of full field soccer coaches for all teams.
- D. Provide all materials received from State, NSYSA, to DOC and coaches at scheduled coach's meetings.
- E. Review on-line match reports and disciplinary actions for all TSC (full field) teams, and ensure prompt submittal of game results.
- F. Assist the Director of Coaching (DOC) with training coaches, managers, and players.
- G. Communicate with DOC and coaches about complaints received.
- H. Additional duties as assigned by the Executive Board.

**3. Director of Small Sided Competition:**

- A. Attend annual NSYSA scheduling meetings.
- B. Assist in recruitment of small sided soccer coaches for all teams.

- C. Provide all materials received from State, NSYSA to DOC and coaches at scheduled coaches meetings.
- D. Review on-line match reports and disciplinary actions for all TSC (full field) teams and ensure prompt submittal of game results.
- E. Communicate any referee reports on ejections to Club President, and Director of Competition.
- F. Assist the Director of Coaching (DOC) with training coaches, managers, and players.
- G. Communicate with DOC and coaches about complaints received.
- H. Additional duties as assigned by the Executive Board.

#### **4. Director of Coaching:**

- A. Recommended coaching license of a State "D" or Higher
- B. Assist the Director of Competition with placement of teams at the appropriate level of competition within District(s)/Region(s) for fall and/or spring league play.
- C. Recruit/Review/Approve applicants for recreational and select coaching vacancies.
- D. Work to maintain and administer a coach and player development programs, to include club sponsored instructional clinics.
- E. Assist Recreational and Select coaches with team and individual training.
- F. Provide coaches and players information on upcoming clinics and camps.
- G. Recommend to coaches and players additional opportunities for training at the Select level.
- H. Work with the ~~VP~~ Directors of Competition (full field and small sided) on any select and recreational coaching issues.
- I. Prior to Club Select tryouts, hold informational meetings with all Club Select coaches and managers.
- J. Schedule, preside and assist with Club Select try-outs.
- K. Additional duties as assigned by the Executive Board

#### **5. Registrar:**

- A. Be responsible for the proper registration of players within TSC following WYS or US Club and NSYSA regulations and guidelines for the registration process.
- B. Verify all players' proof of age.
- C. Form teams of registered players.
- D. Club select teams: Roster players picked for that team after they are selected.
- E. Recreational team guidelines:
  - First: by players requesting to return to the team they were on the previous year (must be assigned by the deadline date).
  - Second: by player requesting to play on a team with a friend (there must be an opening on the team and/or in the correct age group). Deadline dates for seasons are set IAW Article IV Section C.6.c.2.a.
  - Third:
- F. To avoid the perception of a conflict of interest, the Registrar shall not roster a team of which they are the head coach: The rostering of this team shall be done by the Director of Competition.

- G. Ensure that no player U15 and below is allowed to play up more than one (1) age bracket without NSYSA Board approval.
- H. Assign at least one Head Coach/Asst. Coach/Manager to each team (at least one staff member must be 18 years or older and present at all events).
- I. Prepare and distribute team rosters for regulation teams to coaches prior to each soccer season.
- J. Sign all tournament rosters. If the Registrar has a player on a tournament roster, signing will be completed by the Association Registrar.
- K. Assign the team staff on NSYSA website.
- L. Maintain a record in registration software system of each player's registration form and a copy of each team roster for three (3) years.
- M. Pick-up registration materials in conjunction with the TSC Treasurer from the PO Box and route mail appropriately.
- N. Set registration period dates (open and late) for each season and attend in person registration sign up.
- O. Additional duties as assigned by the Executive Board.

#### **6. Director of Fields**

- A. Obtain permission for the use of Central Kitsap School District, County property and community property for use by the Club for Club events including training sessions and games. This may include but not be limited to, special events such as tournaments, camps, jamborees, and clinics.
- B. Organize, maintain and oversee playing fields (to include lining and port-a-potties). Make arrangements for temporary and permanent lighting for practice as needed.
- C. Manage and maintain field assignments for full sided team practices.
- D. Ensure goals, nets, paint, and liners are in supply (if within budget order), available and in working order for TSC teams for trainings and games.
- E. Coordinate work parties for requested maintenance of fields and/or equipment, i.e. fill holes with topsoil, sod replacement, repaint goals, etc.
- F. Assist Equipment Manager with storage location of all maintenance items, and extra supplies.
- G. Additional duties as assigned by Executive Board.

#### **7. Director of Mod Fields (~~Small Sided~~)**

- A. Obtain permission for the use of Central Kitsap School District, County property and community property for use by the Club, for Club events, including training sessions and games. This may include but not limited to, special events such as tournaments, camps, jamborees, and clinics.
- B. Organize, maintain and oversee playing fields (to include lining and port-a-potties)
- C. Manage and maintain field assignments for small sided teams practice.
- D. Ensure goals, nets, paint, and liners are in supply (if within budget order), available and in working order for TSC teams for training and games.
- E. Coordinate work parties for requested maintenance of fields and/or equipment, i.e. fill holes with topsoil, sod replacement, repaint goals, etc.

- F. Assist Equipment Manager for storage location of all maintenance items, and extra supplies.
- G. Additional duties as assigned by Executive Board.

## 8. Secretary

- A. Keep an accurate and official record of all meetings and distribute to the Board prior to the next meeting.
- B. Be responsible for all correspondence of the Club.
- C. Arrange for meeting place for all meetings and give notice of all meetings as stipulated in the Bylaws.
- D. Notify all coaches for Coach Training and Information meetings and team representatives for Club business meetings prior to any meetings.
- E. Supply the following information to the club webmaster: a Club Calendar for the Board, Coaches, and Volunteers. The Calendar, at a minimum, is to include the following:
  - 1. Beginning Coaches meetings and Coaches Training and Information meetings;
  - 2. All scheduled Executive Board Meetings;
  - 3. All NSYSA meetings;
  - 4. Coaches Training dates;
  - 5. Deadlines for proposals to be submitted for Club approval;
  - 6. Nominations for Coach/Small Sided Referee/Volunteer of the Year;
  - 7. Uniforms and equipment disbursement and return dates.
- F. Co-sign all contracts and other instruments.
- G. Give notice of all meetings as stipulated by the Bylaws.
- H. Prepare a Club Annual Report for the Annual General Meeting
- I. Organize and make arrangements for the Annual Club Award Ceremony to be held in January of each year.
- J. Additional duties as assigned by the Executive Board.

## 9. Treasurer

- A. Receive and issue receipts for all monies of the Club.
- B. Keep an accurate written record of all financial transactions, according to the Club Bylaws, Policies and Procedures, and Board of Directors, and present a monthly report.
- € Co-sign all orders on the Treasury-
- D. Review board member budget status. Provide at the October Executive Board Meeting a proposed budget for the next year.
- E. Prepare and maintain yearly state and federal forms which establish the Club as being a non-profit youth organization.
- F. Provide books and financial records for annual audit to committee assigned by the President.
- G. Responsible to obtain audit and turn in appropriate IRS forms.
- H. Pick-up registration materials and monies in conjunction with the TSC Registrar from the PO Box and route mail appropriately
- I. Obtain up to five (5) signatures on the treasury, as deemed necessary, with board approval.

- J. Additional duties as assigned by the Executive Board.

**10. Equipment Manager**

- A. Obtain bids and purchase equipment for use by the club members.
- B. Maintain an ongoing inventory of all club field equipment and uniforms for reordering and insurance purposes to be turned over to the TSC BOD no later than January 31<sup>st</sup>.
- C. Recommend dates for issuing and collecting equipment.
- D. Assist in maintaining a neat and orderly Club storage center.
- E. Additional duties as assigned by the Executive Board.

**11. Uniform Coordinator**

- A. Obtain bids and purchase uniforms for use by the club members.
- B. Maintain an ongoing inventory of all club uniforms for reordering and insurance purposes to be turned over to the TSC BOD no later than January 31<sup>st</sup>.
- C. Recommend dates for issuing uniforms to teams.
- D. Assist in maintaining a neat and orderly Club storage center.
- E. Additional duties as assigned by the Executive Board.

**12. NSYSA Club Representative**

- A. Be a voting member of the NSYSA Board of Directors.
- B. Be thoroughly familiar with the Constitution, Bylaws, and Policies and Procedures of the Club and Association.
- C. Present the Club's position on all Association business.
- D. Promote Club proposals considered to be relevant to sustain growth and improvement within the Association.
- E. Be responsible to the Club and Association to perform the duties of the Club's Association Representative.
- F. Additional duties as assigned by the Executive Board.

**13. Director of Small Sided Referees:**

- A. Recruit, develop, mentor and assign "Small Sided" soccer referees.
- B. Be responsible for the "Small Sided" referee scheduling.
- C. Schedule, promote, and supervise all referee clinics.
- D. Additional duties as assigned by the Executive Board.

**14. Director of Finance and Fundraising:**

- A. Work under the direction of the President and Treasurer.
- B. Obtain sponsorship and secure partnerships within the local community.
- C. Assist Club and/or teams with sponsorship and fundraising opportunities.
- D. Work with Club Treasurer in a timely manner to deposit all funds received.



- E. Promptly acknowledge both individuals and businesses who have assisted with fundraiser and/or sponsorships.
- F. Additional duties as assigned by the Executive Board.

**15. Webmaster:**

- A. Maintain the Tracyton Soccer Club website.
- B. Be the primary point of contact for the Club's website provider.
- C. Assist the registrar with user security to all restricted portions of the website. This includes, but is not limited to, any account used to maintain content including administrative and team page accounts.
- D. Ensure content posted meets all Club, Association, and State policies.
- E. Maintain site content by posting information, or links to information on other sites, as directed by the Executive Board This may include but not limited to:
  - a) List of Board Members by position, including email links;
  - b) Links to other sites deemed pertinent by Executive Board
- F. Receive from the Administrator and post via the Club website a Club calendar. The Webmaster shall work closely with various Board Members to actively advertise Club activities and schedules. The calendar, may include but is not limited to:
  - a) Beginning Coaches meetings and Information meetings
  - b) All scheduled Executive Board meetings
  - c) All NSYSA meetings
  - d) Coaches Training dates
  - e) Deadlines for proposals to be submitted for Club approval
  - f) Nominations for Coaches/Small Sided Referee/Volunteer of the Year
  - g) Uniform and equipment disbursement and return dates.
- G. Post on website/email other information as as directed by the Executive Board.
- H. Additional duties as assigned by the Executive Board.

**16. Director of Club Select:**

- A. Be the liaison between the Executive Board and Select Teams.
- B. Provide information to Select Teams regarding Tournaments and Tournament selection criterion.
- C. Coordinate team tryouts and practices with the DOC and Director of Fields (Full Field).
- D. Make recommendations to the Board concerning coach selection, team placement, player selection process, player and coach development plans and overall program development.
- E. Assist Registrar with all Select Team player registration.
- F. Assist Club Select teams and ~~Select Team~~ uniform coordinator with uniform issues/ordering.
- G. Update Executive Board on team status for monthly Board Meetings.
- H. Coordinate with Webmaster to maintain the Select Program portion on the Club Website.
- I. Additional duties as assigned by the Executive Board.

**Section D: Vacancies on the Executive Board**

1. Any vacancy that occurs on the Executive Board will be filled as follows:

- a) The Club President will nominate an individual to fill the vacant Executive Board position for the remainder of the current term.
- b) The Executive Board will vote to approve or reject each such nomination.
- c) Successful filling of a vacant position shall be by a simple majority vote of the Executive Board present.

## ARTICLE V. ORGANIZATION

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

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

1. All dues and fees for players shall be payable at the time of registration. Players are not eligible for participation (practice and/or games) until all dues and fees are paid or arrangements are current.
2. All persons requesting membership with this Club shall register annually via the Club's registration system (i.e. Bonzi). Only players properly affiliated and in good standing, shall be permitted to participate under the jurisdiction of the Club.

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

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

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

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

## ARTICLE VI. ADMINISTRATION

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

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

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

## ARTICLE VII. MEETINGS

**Section A. Annual General Meeting (AGM):** An AGM shall be held in November of each calendar year as specified in the Constitution.

1. **Notification** of this meeting shall be posted on the club's website at least thirty (30) days prior to such meeting for all to see, and shall include the following:
  - a) Date, Time, and Location of the AGM.
  - b) A copy of the recommendations for Nominations.
  - c) Any proposed amendments to the Constitution.
  - d) Any resolutions offered for consideration of the assembly.
2. **Recommended Order of Business-**
  - a) Roll Call
  - b) Approval of Minutes of previous AGM
  - c) Officer's reports
  - d) Unfinished business
  - e) Proposed amendments to the Constitution
  - f) Proposed resolutions
  - g) New Business- General
  - h) Nominations
  - i) Elections of Officers
  - j) Good of the Game
  - k) Adjournment
3. **Voting**
  - a) Any Club member, that is in good standing, present at the AGM ~~who~~ and is at least 18 years of age shall have the right to vote at this meeting.
  - b) Voting by proxy or absentee ballot shall not be allowed.
4. **Quorum**
  - a) A quorum for the AGM shall be a minimum of 2/3 of the current Executive Board members present of whom one must be the President or Director of Competition or Director of Coaching.

## ARTICLE VIII. COMMITTEES

**Section A.** Ad Hoc Committees Are formed by the President for a specific purpose, case, or stipulation at hand and for no other.

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

## ARTICLE IX. AMENDING THE BYLAWS

**Section A.** To be considered, the proposed amendment shall meet the following requirements:

1. Proposed amendments must be submitted in writing to The Executive Board.
2. The originator of the proposed amendment shall present the proposed amendment at a monthly Executive Board Meeting under "New Business".
  - a) Upon entry into the minutes, it shall be tabled until the following Executive board meeting.
3. At the following Executive Board Meeting, the Order of business will be discussed following the approval of the previous Executive Board Meeting minutes. At this time the Club President shall take from the table for consideration by the Executive Board, the proposed amendment(s).
  - a) Debate on the proposed amendment(s) shall be limited to thirty (30) minutes.
4. To be approved, the proposed amendment must pass by a two-thirds (2/3) vote from all Executive Board Members present.

## ARTICLE X. DISSOLUTION OF THE CLUB

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