



# Elk River Soccer Club

PO Box 1001  
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Revised 2019

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## **I. Philosophy, Purpose, and Membership**

- A. The organization shall be known as Elk River Soccer Club (ERSC - referred to as “the Club” in the bylaws) and will abide by these bylaws
- B. Club membership will consist of players, coaches, referees, parents, guardians, and Directors.
- C. All guidelines, rules, and regulations shall be governed by FIFA and USSF except where amended by USYSA, WVSA, or the parent league (currently KVSL), unless otherwise specified in these bylaws. (In some cases where rules are specified by these authorities, the text may be labeled with the name of the organization.)
- D. The bylaws will ensure the orderly conduct of club business by creating a climate that promotes teamwork and fosters cooperation among all Club members.
- E. The bylaws will provide a uniform and consistent policy of operational conduct for the Club.
- F. Interpretation of the bylaws should reflect moderation, fairness, and sound judgment, with conscious consideration given to the total needs of the members.

G. The goal of the Club shall be the improvement of mental, social, and physical education of players through their participation in the sport of soccer within the bounds of our jurisdiction.

## **II. Board of Directors**

A. The ERSC Board of Directors are as follows: President, Vice-President, Secretary, Treasurer, Registrar, Coaching Coordinator, At Large Directors, Middle School Player Representative, High School Player Representative, KVSL Representative, Referee Coordinator, and Field Coordinator (in order of procession).

B. The Directors shall be elected by the voting members prior to June 30 of each year at a general election meeting. The following offices shall serve with no restrictions on the number of terms they may serve for a minimum of two (2) years: President, Vice President, Treasurer, Secretary, Registrar, and At-Large Directors. The following offices shall serve for one (1) calendar year with no restrictions on the number of terms they may serve: KVSL Representative, Referee Coordinator, Coaches Coordinator, and Field Coordinator.

- C. Open nominations for board positions will be taken from May 1 through May 30. A nominee may run for more than one position, but can be elected to only one position.
- D. A fiscal term year is July 1 through June 30.
- E. Each Director shall have one vote in Club policy decisions. The Directors shall have and exercise all the power necessary to control the scheduling, operations, grievances, protests, and policies of the Club.
- F. If any Board position is not elected due to a lack of nominees, Board members currently holding a position may also volunteer to hold another position. No Board member may hold more than three (3) positions on the Board.
- G. If a Director occupies more than one (1) Board position, they will only receive one (1) vote during any motion and voting process.
- H. The Board positions of President and Treasurer may not be held by members of the same household.
- I. Meetings:
  - 1. A properly called Board meeting is required to conduct business. Meetings are held monthly unless otherwise agreed

upon by a majority of the Board. Robert's Rules of Order will be followed unless specified otherwise in these Bylaws.

2. Directors and other interested parties must be notified at least seven (7) days in advance of a special or emergency meeting.
  3. A quorum of 4 members, two of which shall be Directors shall represent a quorum.
  4. Decisions will be by a majority vote of the Directors present except for votes to expel or suspend members from the Club which require a two-thirds ( $\frac{2}{3}$ ) majority vote of the Directors present.
  5. At any meeting for disciplinary actions, the attendance will be limited to those persons directly involved.
- J. A Director vacancy for the unexpired term will be filled by a Board appointment at an executive committee meeting.
- K. Directors may be removed by a two-third ( $\frac{2}{3}$ ) majority vote of voting members at a properly called, open, special, recall meeting.
- L. Coaches, Parents, or Directors who have been disciplined or removed as a coach from ERSC cannot hold an office for a period of two (2) years.
- M. Board Duties and Responsibilities

1. Supervise all functions relating to the registration of players, team formation, game scheduling, and practice scheduling and post season awards.
2. Perform administrative functions that are necessary for the conduct of Club business.
3. May appoint other non-Board voting positions to conduct business such as groundskeeper, event chairman, etc who may or may not be Club members.
4. Maintain a liaison with the various school districts, parks departments, and other organizations to procure contracts for playing fields.
5. Supervise the publishing and maintaining of information on the Club's website and social media accounts.
6. Supervise all promotional activities including Club ceremonies, team pictures, social events, and promotional games and clinics.
7. Supervise the recruitment, appointment, and training of coaches.

8. Be responsible for all functions relating to the purchase, storage, issue, and return (as necessary) of all uniforms, balls, nets, and equipment.
9. Supervise the construction and maintenance of new and existing playing fields and facilities.

#### N. Directors' Duties and Responsibilities

1. President: Conducts the Club business within the framework of the bylaws; maintains a close liaison with the Directors and coordinates activities through the Board; schedules and presides over general and Board meetings; and calls special meetings.
2. Vice-President: Assists the President with various projects, performs all duties of the President in his/her absence, and chairs any special committees as determined by the board.
3. Treasurer: Keeps all funds, securities, evidence of indebtedness and other valuable documents in the name of the Club; deposits funds and securities in the name and to the credit of the Club in a bank or depository; keeps in appropriate books, an account of all money received and paid out; renders annual reports of the funds, receipts, and disbursements of the Club at

an annual general meeting just prior to the election of Directors and as requested by the Board; collects fees; pays expenses; has available an oral or written financial report at each Board meeting; submits the financial records for an audit at the discretion of the Board; and conducts reconciliation at the end of each Treasurer's term of office to the satisfaction of the Board.

4. Secretary: Keeps minutes of all meetings and presents them at the Board meetings for approval; issues notices of meetings; prepares and issues correspondence; maintains players and coaches lists.
5. Registrar: Schedules, promotes, and conducts registration; forms teams and recommends coaches for Board approval; determines eligibility of players; provides the parent league with registration information; and issues official team rosters.
6. Coaches Coordinator: Recruits and recommends coaches for Board approval; promotes clinics for improvement of coaching and player skills; informs coaches of applicable rule changes from State (or higher) and parent league; and promotes clinics

in conjunction with the Referee Coordinator to educate coaches, players, and parents on the rules of the game.

7. Referee Coordinator: Promotes clinics in conjunction with the Coaching Coordinator to educate coaches, players, and parents on the laws of the game; assigns referees for all home games not assigned by the parent league; interprets and communicates current KVSL laws of the game and serves as a resource for clarification; recruits new referees.
8. Field Coordinator: Coordinates field maintenance and construction including mowing; prepares field schedule for setup and takedown of field equipment and layout or lining of fields.
9. KVSL Representative: Attends parent league meetings on behalf of ERSC. Acts as a liaison between ERSC and the KVSL. Helps ensure compliance with KVSL rules and guidelines.
10. At Large Directors and Player Representatives: For general support of the Club, participation on various Board appointed committees, and to support the various needs including: player registrations, mailings, fundraisers, field maintenance, etc.

O. Votes may be taken by email, by the President.

### **III. Coaches**

#### **A. Selection of Coaches:**

1. Coaches who participated in the immediate past season (fall or spring) will be given first consideration of particular teams as long as they are applying for the same team in the same birth year age group. Consideration will also be dependent upon the coach's record in upholding the Club's philosophy and goals and executing the Club's coaching responsibilities. If two or more teams with returning coaches are combined, the Board will select a coach based on seniority and continue all of the coaches' participation for that season. Otherwise, applications will be considered in order of date registered.
2. Coaches must be approved by the Board by a majority vote each season.
3. Coaches may not hold a position on the Board if they have received disciplinary action from the board.
4. Coaches must register as a coach, and complete their risk management to be considered eligible to coach.

#### **B. Responsibilities**

1. The coach will have the maximum amount of latitude to function in an atmosphere that fosters cooperation and ensures compliance in the spirit and the letter of the rules, regulations, bylaws, and objectives of the club and parent soccer organizations.
2. A coach shall be responsible for the conduct of himself/herself, the players, and parents of team members.
3. A coach shall ensure that his/her team has the highest regard for “gentlemanly conduct” and for the game officials.
4. The coaches are permitted to provide “positive team encouragement” from the touchline. The coach and assistant coaches must remain on the same side of the field.
5. It is the Club policy that coaches will provide an opportunity for every eligible player to play at least half of every game unless an unusual situation exists.
6. A coach may bench or reduce playing time of a player for disciplinary reasons, including offensive, insulting, or abrasive language, and violation of published team rules.

7. If a coach receives a red card during a game for either his or a spectator's behavior, he shall be required to report to the Board for examination and possible disciplinary action.
8. When it is necessary that a coach be disciplined by the Board for his/her actions on more than one occasion in any one season, he/she shall be subject to suspension for the remainder of that season. If a new coach cannot be found to take over the team, the team will be disbanded, and a partial refund will be given to each player, the amount of which will be determined by the Board.
9. The coach will keep an official roster as supplied by the Registrar at each game.

#### **IV. Protests and Appeals**

- A. All protests and appeals concerning Club issues must be submitted on the provided complaint form to the President or Vice President of the board within 7 days of the event that caused the protest or appeal.
- B. All Club protests and appeals will be investigated by the President or someone appointed by the President to gather as many facts as possible. All club protests and appeals will be kept confidential and

reviewed by the board. A decision must be reached by the board within 10 days and a written response will be issued as to whether the protest or appeal will be accepted or rejected.

- C. If the board feels that the complaint is valid, the person in question must respond to the Board in writing within 2 days of Board contact. Once the Board has reviewed both sides and a disciplinary meeting is called, the protesters will be given five (5) minutes to present their side of the issue. This time will be supervised by someone appointed by the President. The Board will concern themselves only with the protests dealing with field conditions, league or Club rules, player eligibility, and disciplinary actions and not the aspects of any judgment decision made by a referee.
- D. Once the presentation is completed, the board will decide what if any action will take place by asking for a vote. The protester has the right to appeal the Board's decision by submitting a protest appeal complaint to the President of KVSL.

## **V. Teams**

### **A. Registration**

1. The Registrar is responsible for ensuring the eligibility of players on teams.

2. No player may register without the consent of a parent or guardian.
3. A player becomes an official team member only after payment of required registration fee and acceptance of registration form. Scholarships for deserving players will be available as determined by the board.
4. No refunds shall be given without approval of the President or Vice President and written communication from the parent.
5. No registration of players will be accepted after the published cutoff date unless players are needed to fill out existing teams. The Board and/or Registrar will approve these late registrations.
6. The age groups will be determined by State and parent league guidelines unless modified by the Board.

#### B. Formation of Teams

1. When players return from the previous season, priority shall be given to keeping them on the same team unless they request an assignment by blind draw or their team has been disbanded. While the Club will not guarantee a player a position on his/her "old team," every effort will be made to

keep teams together. It must be noted that should extenuating circumstances arise (such as, the addition of a new team in a given division or roster size of one team shrinking to the point it may need to be folded, if extreme measures are not used) the Club reserves the right to place another player on another team. This reassignment will be done via a blind draw.

2. New players to the Club or those that did not register for the previous season will be divided among the teams by a blind draw.
3. No player will be allowed to play in any age group other than his/her own unless the Board/Registrar approves a parent's or guardian's written request to the Club before the close of open registration. The Registrar may move a player to another age group because of insufficient players in a given age group. The Board, parent or guardian, and the parent league must approve the moves. Additional play up restrictions may apply depending on State or parent league rulings.
4. A player can be a member of only one recreational team.

5. Minimum and maximum number of players on a roster (unless minimum otherwise approved by the Board) will be set by the parent league.
6. Brothers and sisters in the same age division may be placed on the same team by the Registrar if requested by a parent or guardian and only if there is room on the roster, although boys may not be placed on a girls team. If the request involves two different age divisions, then a written request must be submitted and approved by the Board. A true age player takes priority each year over a player being played up.
7. The children of the head coach and two assistants may be placed on the same team by the Registrar providing only one age division is involved. If more than one age division is involved, then a written request must be submitted and approved by the Board.
8. Girls will be assigned to mixed (boys and girls) teams if requested by a parent or guardian. If no request is made, then they will automatically be assigned to a girls team.
9. A player may transfer to another team if both coaches, a parent or guardian, and the Board approve.

10. The Board will approve all changes in team rosters.

## **VI. Conduct**

- A. It shall be the duty of each player, coach, parent, guardian, and spectator to conduct himself/herself in a manner becoming a good sportsman.
- B. If a red card or a second yellow card is received, the referee may order the offending person to leave the immediate area of the field. If this person refuses, the referee may terminate the game. In the event that a game is terminated, the referee will file a written report with the Board within 48 hours giving the circumstances and the score of the game. The Board will then decide the outcome of the game.
- C. Any unseemly conduct of a coach, player, parent, guardian, or spectator resulting in a dismissal will be brought before the Board for review and possible disciplinary action. A player receiving a red card is automatically ineligible to participate in the team's next game.
- D. Serious or continued misconduct can result in a suspension from the Club by the Board by a two-thirds ( $\frac{2}{3}$ ) majority vote of the Directors present.

- E. Fighting or unacceptable language among players, coaches, parents, guardians, or spectators could result in instant dismissal from participation from the rest of the game and the following game. The Board may impose additional disciplinary action after an investigation.
- F. At the conclusion of each game, each team will line up to exchange gestures of good sportsmanship unless waived by the referee. Any misconduct in the line will be dealt with by the referee, coach, or by the Board if any coaches are involved. A coach may bench a player for all or part of the next game for an infraction. Ejected players will not participate in this activity.
- G. Club referees will forward copies of all reports of ejection to the Referee Coordinator who will advise the Board of the situation. The team coach is responsible to report any ejection to the Referee Coordinator that occurs at away games and to enforce the non-playing rule for his/her own team.
- H. Alcoholic beverages, smokeless tobacco, and smoking are prohibited at Elk River Soccer fields.

## **VII. General Rules of Play**

- A. Regularly scheduled games must be played.

- B. In inclement weather the games shall be played as scheduled. Only the home field coach or the referee may cancel or postpone a game. The deciding factors will be the player's safety and the damage that may be done to the fields. If possible, the President, Field Coordinator, or Referee Coordinator will make a decision on the expected field conditions in advance of the games and notify the appropriate people to cancel the games at the affected fields. Field closings will be announced by website and social media by 8:00am on game mornings and 5:00pm on practice days. A representative of the owner of the field may also cancel games.
- C. Any injury to a Club member must be reported to the Registrar (responsible for the insurance program).
- D. Any damage to Club equipment must be reported to the President or any board member by the coach.
- E. Any damage caused by a Club member to any non-Club equipment must be reported to the President by the coach.
- F. Tournament play, including local, State, and Interstate tournaments, will be conducted at the discretion of the Board. It is the participating team's or coach's responsibility to adhere to the rules and regulations of any tournament. The Club will assist where

possible to contact organizers and to provide information on tournaments.

- G. Coaches that cancel a game and fail to notify the referee will be required to cover the expense of the referees.

## **VIII. Club Finances**

- A. Operating funds will be derived from gifts, donations, sponsorship, registration fees, fund raisers, and tournaments.
- B. A financial report will be provided at each monthly Board meeting.
- C. The Club will only have one (1) checking account for financial operations, with the possible exception of a token amount for the operation of a concession stand.
- D. Three (3) authorized Board of Director signatures must be filed with the bank: President, Vice-President, and Treasurer.
- E. All expenditures must have prior approval of the board, unless under \$200.00. For recurring activities such as grass mowing, field lining, etc. the Board may approve seasonally.
- F. The Club will not typically pay fees or registration for tournament play for teams, but may act as a temporary clearinghouse if required by the tournament. Where practical, the teams will reimburse the Club prior to the Club forwarding any moneys.

- G. No one can conduct fundraisers in the name of the Club or Club team without the approval of the Board.
- H. No team can accept any donations for the benefit of their team only. All donations, gifts, etc must go to the Club via the Board of Directors for disbursement in a fair and equitable manner for the good of the entire Club.
- I. As a matter of practice, the club will not pre-pay any non-league expenses on behalf of a team with the anticipation of receiving reimbursement from that team.

#### **IX. Amendments**

- A. Any Club member who wishes to change the bylaws must submit those changes in writing to the Board for consideration. The Board must act upon this request in a timely manner (the next scheduled meeting or within four weeks, whichever occurs first). The bylaws may be changed or amended by a majority vote of the Directors present at a properly called meeting.