

Revere Soccer Club By-Laws

PREAMBLE

Upon enabling by the Constitution and ratification of the Board (membership), this document shall supercede any and all previously existing Bylaws of this Association.

ARTICLE I – PRESIDENT

Section 1 - The President shall preside at all meetings of the Board of Directors and general meetings.

In event of a tie, the President shall be the tie-breaking vote at general meetings and any other tied matters that come before the Board of Directors.

The President shall be an ex-officio member of all committees except the Nominating committee.

Section 2 - The President's duties shall be as follows:

- 1) To make such reports and recommendations to the Executive Board and to the association at any regular or special meetings concerning the work and affairs of the association
- 2) To require such reports from any office of the Executive Board, Chairperson of a committee or independent contractor as he/she feels necessary
- 3) To sign such papers as may be required by this office or as directed by the Executive Board
- 4) To perform such duties as may be incidental to the office
- 5) Be directly responsible for coordinating the activities of the members of the Executive Board.
- 6) To be the Club's representative to OYSAN and to appoint the association's official representative to GAASA
- 7) Will provide the monthly meeting agenda to the Secretary for posting on the Club's website at least one (1) week prior to the scheduled meeting date

ARTICLE II – 1ST VICE-PRESIDENT

Section 1 – The 1st Vice-President shall perform the duties of the President in case of his/her absence, resignation, or inability to act.

Section 2 – The 1st Vice-President duties shall be as follows:

- 1) Serve as a member of the Player/Coach Development Committee
- 2) To organize and chair a Disciplinary Committee if one becomes necessary
- 3) To perform yearly reviews of the Director of Coaching to the Executive Board
- 4) To negotiate and recommend contracts for all independent contractor contracts with all contracts being approved by vote of the Executive Board
- 5) To perform any duties assigned by the Executive Board
- 6) Is responsible for appointing all league commissioners

ARTICLE III – 2ND VICE-PRESIDENT

Section 1 – The duties of the 2nd Vice-President are as follows:

- 1) To be responsible for appointing field, equipment, and referee commissioners
- 2) To schedule fields for practice and games through the schedule commissioner
- 3) Is a member of the player/coach development committee
- 4) To perform any duties assigned by the Executive Board
- 5) Is to attend all park board meetings

ARTICLE IV – SECRETARY

Section 1 – The duties of the Secretary are as follows:

- 1) To issue, in writing, all notices of regularly scheduled meetings to Board Members and post the Club's website the agenda at least one (1) week in advance of the scheduled meeting.
- 2) To appoint registrars
- 3) To prepare any/all correspondence and mailings required by the association
- 4) To keep minutes of every meeting of the association and make available for review of the website one week prior to each meeting

- 5) Is responsible for determining the registration period
- 6) Is responsible for publicizing registration
- 7) Is a member of the nominating committee when not up for reelection
- 8) All nominations are submitted to the secretary
- 9) Shall be responsible for marketing, publicity, and web administration
- 10) To perform any duties assigned by the Executive Board

ARTICLE V – TREASURER

Section 1 – The duties of the Treasurer are as follows:

- 1) to serve as a member of the Finance Committee
- 2) to collect all monies due to the association
- 3) to pay all approved expenses of the association
- 4) to keep a detailed record of account for income/expenditures and present a report at each monthly meeting
- 5) to keep an inventory of all property owned by the association
- 6) to maintain at least one checking account in an FDIC approved bank, requiring two (2) authorized signatures being the Treasurer, the President, the Vice Presidents, or any member of the Executive Board of the association
- 7) to obtain a yearly audit by a CPA appointed by the Board of Directors
- 8) appoints a manager in charge of expenses such as uniforms, pictures and trophies
- 9) to perform any duties assigned by the Executive Board

Section 2 – The Treasurer shall be bonded by an approved bonding company in an amount equal to or great than the annual receipts of the association. The association will pay the costs of obtaining/maintaining said bond.

ARTICLE VI – COMMISSIONERS

Section 1 – Commissioners of Instructional, U7/U8, Boys U9/U10 and Girls U9/U10 for in-house teams be appointed by the 1st Vice President.

Section 2 – The duties of the Commissioners are as follows:

- 1) to organize teams, find coaches, coordinate play dates and ancillary items that are part of running an in-house league.

- 2) To perform any duties assigned by the Executive Board

Section 3 – Field Commissioner

- 1) making sure all home fields for traveling and all in-house game fields are maintained (cut, lined, with nets, flags, etc.) in a proper manner as to be able to play games as scheduled by GAASA and in-house commissioners.

Section 4 – Scheduling Commissioner

- 1) assigning practice fields for both in-house and travel coaches
- 2) coordinating game fields with various Park Boards and GAASA

Section 5 – Equipment Commissioner

- 1) is responsible for providing equipment as necessary for the teams to play

Section 6 – Referee Commissioner

- 1) for training and scheduling of referees for in-house games

ARTICLE VII – REGISTRARS

Section 1 – Registrars of In-house, Girls Travel, Boys Travel, and Indoor will be appointed by the Secretary.

Section 2 – The duties of the Registrar are as follows:

- 1) to be responsible for the registration of all teams playing in GAASA
- 2) to be responsible for registering all in-house teams with OYSA-North
- 3) to distribute registration materials to players prior to registrations and to the Coach/Team Manager after registration
- 4) to be responsible for submitting any paperwork/statistics to GAASA or OYSA-North
- 5) to perform any duties assigned by the Executive Board

ARTICLE VIII – MANAGERS

Section 1 – shall have a uniform for coordinating uniforms

Section 2 - shall have a picture manager for coordinating pictures

Section 3 – shall have a trophy manager for coordinating trophies

Section 4 – shall have a marketing manager responsible for PR

Section 5 – shall have a web administration manager responsible for the web site.

ARTICLE IX – DIRECTORS OF COACHING AND PLAYER DEVELOPMENT

Section 1 – the duties of the Boys Director of Coaching and Girls Director of Coaching are as follows:

- 1) is responsible for finding paid coaches for Board approval
- 2) is responsible for development of all volunteer and parent coaches
- 3) is responsible for player evaluation and providing evaluation results to the player committee
- 4) is responsible for player development
- 5) to have or obtain a minimum National **C** level or equivalent coaching license within a year of employment
- 6) Validating all hours to be paid to paid coaches through having a time sheet signed by the parent/volunteer coach which must be submitted to the Treasurer at the end of each Season
- 7) All time sheets for payment should be submitted to the treasurer at monthly meetings and the treasurer will have payments available at the subsequent meeting
- 8) To perform any duties assigned by the Executive Board

ARTICLE X – COACHES

Section 1 – Volunteer Coaches

- 1) must be limited to the community of parents/legal guardians of children residing in or attending the Revere Local School District
- 2) must submit to a background check
- 3) must verify paid coaches time sheets
- 4) head coaches of travel teams must have a minimum of an E licensure
- 5) will perform player evaluation at the end of each season and submit to Director of Coaching of league commissioners for in-house
- 6) to perform any duties assigned by the Executive Board

Section 2 – Paid Coaches

- 1) Names of paid coaches will be submitted by the Director of Coaching to the Board of Directors for approval
- 2) must submit to a background check
- 3) must be approved by the Board of Director of R.S.C. prior to the start of each season and at that time, the paid coaches rate will be established based on lincensure.
- 4) Must attend 8 practices and 4 games during the season. If a team should reach the playoffs, paid coaches will attend and receive payment for one additional practice and up to two additional game (3 contacts total).
- 5) Paid coaches must have time sheets signed by volunteer head coach prior to receiving payment
- 6) All paid coaches will provide evaluation input to volunteer head coaches. In the case the absence of a volunteer coach exists, the paid coach will be responsible for the evaluations.
- 7) To perform any duties assigned by the Executive Board

ARTICLE XI – GAASA REPRESENTATIVE

- 1) the GAASA rep is appointed by the president
- 2) must attend monthly GAASA meetings or if unable to attend, find a suitable replacement
- 3) is responsible for taking minutes at these meetings and reporting back the R.S.C. at their next Board of Directors meeting
- 4) rep is empowered to vote on behalf of the R.S.C. at the GAASA meeting
- 5) will be responsible for taking R.S.C. issues to the GAASA meetings
- 6) to perform any duties assigned by the Executive Board

ARTICLE XII-COMMITIES AND APPOINTMENTS

Section 1- Nominating Committee

- 1) This committee exists to present the slate of officers at the election of officers at the annual meeting.
- 2) The Board of Directors will appoint a chairperson for the nominating committee.

- 3) The nominating committee, which shall consist of all Board Members not up for election that year.

Section 2 – **Financial Committee**

- 1) This committee exists to create an operating budget for the R.S.C.
- 2) To review the treasurer's audits and make a recommendations for control as necessary.
- 3) The committee will consist of the president, treasurer, secretary, and a representative of the managers will form this committee.

Section 3- Player/Coaches Development Committee:

- 1) This committee exists to form and place travel team players on the appropriate teams
- 2) Will include the 1st Vice-President, the 2nd Vice-President, the President, the director of coaching and the appropriate coach or coaches for the individual team
- 3) Every effort will be made for all teams will remain intact for the full soccer year (Fall & Spring)
- 4) The club will provide open Spring Evaluations for it's travel teams at the conclusion of each Spring season.
- 5) This committee will sanction all travel teams in Ohio North affiliated organization or leagues
- 6) Each player must be evaluated
- 7) All team placements will be completed at the end of the June using completed registration forms submitted by the required deadline.
- 8) Evaluation forms are to be kept on file with the 1st Vice-President to enable any coach of parent some insight to player's ability
- 9) The Revere Soccer Club fosters an atmosphere of play at age appropriate level. Should a team request to play out of an age bracket, it must be approved by this committee.

Section 4- Disciplinary Committee

- 1) this committee exists in case any member is found in violation of the R.S.C.
- 2) This committee shall consist of the Board of Directors.
- 3) This committee will review facts and present recommendations at the next general membership meeting for a vote of the membership.
- 4) The Board of Directors has the ability to reinstate a suspended member after a period of 12 months.

Section 5- Constitutional Committee

- 1) this committee exists to make yearly reviews of the Constitution and By-Laws and add any new amendments that have been approved throughout the year.
- 2) Should recommend any revisions as seen through their review.
- 3) Should consist of 3 general members and an officer of the R.S.C.

Section 6 – All volunteer positions reporting to officers of the Club must be nominated for that position by the Board Member who is in charge of that position and voted on by the Board of Directors annually (or when filling an unfilled position).

Additions and Amendments Made Throughout the Year:

Notes:

1. Red, royal blue and white are the official colors of the R.S.C and are to be used for all travel uniforms.
2. Revere Soccer Club will field not under 9 travel teams
3. Waiver of club registration for licensed head coaches only (all children of this coach)
4. Girls may not play on Boys travel teams and vice versa
5. RSC is to purchase trophies for all *In- House* players based on the availability of funds for the Spring 2004 season

6. Parent Coach must sign off on Time/hours sheet of paid coach training that particular team
7. All licensed head coaches, officers, managers, registrars and commissioners shall have their fees waved by the soccer club should they have children playing in the club