

# Clay County Soccer Club By-Laws

## ARTICLE I - NAME

This body, known as Orange Park Soccer Club, shall also be doing business as Clay County Soccer Club (CCSC).

## ARTICLE II - MISSION STATEMENT

CCSC, a not-for-profit organization, is committed to providing a superior inclusive soccer experience for all of the area's youth by offering both recreational soccer and highly competitive travel team opportunities. This commitment is accomplished through an organization of volunteers and soccer professionals, who administer the training programs. It is our intent as an organization to promote honor, integrity, teamwork, perseverance, confidence and sportsmanship both on and off the field.

## ARTICLE III - OBJECT AND AFFILIATION

A. The CCSC shall be affiliated with the Florida Youth Soccer Association (FYSA) and shall be an integral unit of this body so long as it is in existence and in good standing with the United States Youth Soccer Association (USYSA).

B. The authority, rulings and laws of these two bodies for the duration of their existence shall at all time be recognized. In the event of conflict between rulings and laws of the CCSC and those of the higher associations, the USYSA shall prevail.

C. The Board of Directors shall make all decisions regarding the organization and operation of the club.

## ARTICLE IV - MEMBERS

The membership of the Clay County Soccer Club shall consist of adults who shall qualify for membership from the following:

1. Current coach of a team participating in a program of CCSC.
2. Parent of a child(ren) currently registered on a team and paid in full.
3. Member of a standing committee or an elected officer of the CCSC.

## ARTICLE V - CLUB ORGANIZATION

A. This club shall consist of members in good standing and will be governed by a Board of Directors elected at the annual general meeting. The Board of Directors will consist of the following:

Chairman

Vice-Chairman Director of Operations

Vice-President Director of Recreational Program

Vice-President Director of Advanced Program

Vice-President Director of Marketing

Treasurer

Secretary

Immediate Past Chairman

B. Officers are to be elected.

- Officers are not subject to term limits.
- The standard elected term shall be two (2) years and will commence January 1.
- The office of Vice President of Operations, Secretary and Director of Recreation will be up for election in even election years.
- The office of President, Director of Advanced, Treasurer and Director of Marketing will be up for election in odd election years.
- The term "election year" will be defined as the calendar year within which a particular election is held.

C. Should an office become vacant, a successor shall be nominated (within 30 days) by the Chairman of the Board and approved by the Board of Directors to serve the remainder of the term.

D. The Board of Directors shall transact all business of the CCSC and shall have the power to enforce the laws of the game, the Articles of Incorporation, and bylaws of the CCSC, the rules of FYSA, and the rules of the United States Youth Soccer Association (USYSA).

E. All officers shall deliver to their successors all official material within ten (10) days following the expiration of term of office.

F. The Board of Directors shall appoint in August a Nominating Committee consisting of three (3) members.

1. At the September Board meeting the Nominating Committee shall present nominees for each office to be filled. The Nominating Committee must canvas the general membership for the Board of Directors in an effort to provide representation from the club, which includes the boys & girls, recreational and advanced programs.

2. An opportunity shall be given for nominations from the floor at the annual general meeting.

3. Only those who have consented to serve if elected shall be eligible for nomination, either by the committee or from the floor.

G. The Board of Directors shall review all written and signed complaints and protests and take the appropriate action.

H. The Board of Directors shall create positions as required to serve the membership and the board where workload and membership growth dictates. Such positions shall not be voting positions on the board, and shall serve at the discretion of the board.

I. No member shall hold more than one office at a time on the Board of Directors (except for the position of Immediate Past Chairman).

#### ARTICLE VI - OFFICERS

A. Chairman

1. Shall preside at all meetings and conduct them to conform with parliamentary procedure.

2. Shall appoint committees as required and not established.

3. Shall assist with tournaments and special events.

4. Shall offer assistance to other board members as much as possible.

5. Shall hold remainder of Board responsible for fulfilling their obligation to the positions they hold.

6. Shall call or schedule all Board meetings.

7. Shall be Vice-Chairman of committee to select all Club Division Coaches.
  8. Shall cast deciding vote in case of a tie at all Board of Directors meetings.
- B. Vice-Chairman Director of Operations
1. Shall preside at all Board of Directors meetings, in absence of the Chairman.
  2. Shall be the liaison between the Board of Directors and the Operations Division committees.
  3. Shall appoint all committees as required for the Operations Division.
  4. Shall be responsible for all committee chairmen in this division and see that their responsibilities are carried out.
  5. Shall preside over meetings called exclusively for the Operations Division.
  6. Shall call a meeting of the Operations Division within two weeks prior to the monthly Board of Directors meeting.
  7. Shall delegate an operations committee member to report to the Board or to preside over Operations Division meetings in the absence of the Director of Operations.
  8. Shall provide a proposed budget to the treasurer.
  9. Shall bring proposed expenditures before the Board for approval.
- C. Vice President Director of Recreational Program
1. Shall be the liaison between the Board of Directors and the recreational committee chairman, coaches, parents, and players.
  2. Shall appoint all committees as required for the Recreational Division.
  3. Shall be responsible for all committee chairmen in this division and see that their responsibilities are carried out.
  4. Shall preside over meetings called exclusively for the Recreational Division.
  5. Shall call a meeting of the Recreational Division within two weeks prior to the monthly Board of Directors meeting.
  6. Shall delegate a recreational committee member to report to the Board or to preside over Recreational committee meetings in the absence of the Director of the Recreational Division.
  7. Shall provide a proposed budget to the Treasurer.
  8. Shall bring proposed expenditures before the Board for approval.
  9. Shall hold a coaches meeting two weeks prior to the start of the fall and spring seasons.
  10. Shall appoint an Education Committee Chairman who will be responsible for providing coaches with support through education, clinics, a parent's handbook, etc.,
  11. Shall appoint a Uniform Committee Chairman who will be responsible for ordering uniforms and coordinating this activity with the registrar.
  12. Shall appoint a Parent's Committee Chairman who will be responsible for the education of parents, and recruiting and organizing team mothers and parent volunteers for each team.
  13. Shall appoint Coaching Directors for the recreational program who will recruit coaches for individual teams as following but not limited to this list:
    1. Girls
    2. Under 6 & Under 8
    3. Under 10 and Under 12

14. Coaching Directors shall be the liaisons between the Vice-President for the Recreational Program and recreational coaches.
15. Coaching Directors shall recruit coaches for individual teams within their age groups.
16. Coaching Directors will meet with coaches as needed and are responsible for assisting coaches with obtaining team rosters, schedules, practice locations, maps to games and other necessary materials.
17. Coaching Directors shall coordinate any needed training programs and clinics with the Education Committee Chairman.
18. Coaching Directors shall coordinate any schedule changes with the club scheduler and the coaches.
19. Coaching Directors shall work with the registrar to assign players to teams and provide assistance as needed.

D. Vice-President Director of Advanced Program

1. Shall be the liaison between the Board of Directors and the Advanced (Club) Division committees.
2. Shall be delegate to North Florida Youth Soccer Board of Directors and attend all meetings.
3. Shall appoint all committees as required for the Advanced Division.
4. Shall be responsible for all committee chairmen in this division and see that their responsibilities are carried out.
5. Shall preside over meetings called exclusively for the Advance Division.
6. Shall call a meeting of the Advanced Division within two weeks prior to the monthly Board of Directors meeting.
7. Shall delegate an advanced committee member to report to the Board or to preside over Advanced Division meetings in the absence of the Director of Advanced Division.
8. Shall provide a proposed budget to the treasurer.
9. Shall bring proposed expenditures before the Board for approval.
10. Shall be chairperson of the committee to select all Advanced Division coaches.
11. Shall be responsible for overseeing that FYSA policy and procedures are upheld within the Advanced Division.
12. Shall oversee the subcommittees with the Advanced Division to include but not limited to: Parent, coordinator, education chairman, advanced director girls, advanced director boys, player advocate, uniform chairman.

E. Vice-President Director of Marketing

1. Shall be the liaison between the Board of Directors and Marketing Division committees.
2. Shall appoint all committees as required for the Marketing Division.
3. Shall be responsible for all committee chairmen in this division and see that their responsibilities are carried out.
4. Shall preside over meetings called exclusively for the Marketing Division.
5. Shall call a meeting of the Marketing Division within two weeks prior to the monthly Board of Directors meeting.
6. Shall delegate a marketing committee member to report to the Board or to preside

over Marketing Division meetings in the absence of the Director of Marketing.

7. Shall provide a proposed budget to the Treasurer.
8. Shall bring proposed expenditures before the Board for approval.
9. Shall be responsible for the overall marketing and promotional activities of the club that include but are not limited to the following: Publicity, the Clay County Soccer Club Store, Fundraising and Sponsorship.
10. Shall appoint committee heads as necessary to be responsible for but not limited to the following activities:  
Publicity Chairman - responsible for generating publicity regarding club activities to be released to the print, TV, and radio media; responsible for publishing the newsletter.  
Fundraising Chairman - responsible for implementation of all fundraising activities to include but not limited to Eagle Harbor concessions, pictures and carnival.  
Sponsorship Chairman - responsible for developing proposals and soliciting both corporate and local sponsorship revenue.
11. Shall attend each monthly Board meeting and shall report to the Board as appropriate on marketing and promotional activities.

F. Treasurer

1. Shall present proposed annual budget after consultation with all Vice-Presidents and Vice-Chairman.
2. Shall maintain accurate up-to-date detailed written records of all income and expenditures.
3. Shall assure CCSC compliance with "Non-Profit Organization" rules and regulations within the Federal and State guidelines.
4. Shall receive all registration fees, entry fees, uniform replacement penalties, etc.,
5. Shall prepare a financial statement to be available at each annual General Meeting.
6. Bank records shall contain the names of the Chairman, Vice-Chairman, and Treasurer. Two (2) of the aforementioned signatures are necessary for writing checks. As needed, shall file required bank documents to reflect the current signatures for check writing.
7. Shall be responsible for filing of all necessary state, local, and federal tax returns.
8. Shall prepare a monthly treasurer's report for Board of Directors meeting.

G. Secretary

1. Shall record the minutes of all meetings and read them at each subsequent meeting. Shall also maintain attendance records.
2. Shall notify Board of Directors members of monthly and special meetings.
3. Shall be responsible for keeping a copy of the up-to-date CCSC bylaws and Articles of Incorporation.
4. Shall assist with tournaments and special events.

H. Immediate Past Chairman (non voting position) - Will act in an advisory position only, to help new Board Members.

## ARTICLE VII - MEETINGS

A. General Membership Meetings

1. There shall be an annual CCSC General Membership Meeting scheduled the last

Monday in October. All members are eligible to vote by being present.

2. A Special General Membership Meeting may be called by the Board of Directors or by a petition of a minimum of 10% of the general membership. A minimum of fourteen (14) days' notice is required for notification of membership.

B. Board of Directors Meetings

1. Board meetings shall be held monthly and Board members will be notified seven (7) days in advance. Location shall be determined by the Board. Only the Board members may vote on issues. Attendance is open to all members.

2. Special meetings can be called with 48 hours notice by the Chairman and or three (3) or more Board members, stating the purpose for which the meeting has been called. Business conducted at such meeting shall be limited to the specific topic for which the meeting was called. Quorum shall be same as for Board meeting. Attendance is open to all members.

C. Procedure for General, Board and Special Meetings

1. At the Annual General Meeting and Special Membership Meetings, a quorum shall be five (5) members of the Board of Directors plus a minimum of ten (10) other members.

2. At all CCSC Board or Special Board meetings, a quorum shall be five (5) members of the Board of Directors, one of which must be either the Chairman or Vice Chairman.

3. All decisions will be reached by a simple majority of members present and eligible to vote.

4. Votes may be taken by voice, show of hand, rising (if requested), or by ballot. Proxy ballot may be used by a Board of Directors member at any Board of Directors meeting. No proxy ballots will be accepted at the Annual General or Special Membership meetings.

5. "Robert's Rules of Order Newly Revised" shall be used to settle any parliamentary questions unless they are covered by these by-laws.

#### ARTICLE VIII - METHOD OF AMENDING BYLAWS

A. The bylaws may be altered at the Annual General Meeting, or at a specially convened General Meeting called for that purpose.

B. All proposed amendments with the name of the proposer shall be sent in writing, to the Secretary, at least thirty (30) days prior to the fixed date for the meeting for consideration at that time, or fourteen (14) days prior to a call for a special meeting.

#### ARTICLE IX - INTERNET AS A MEANS OF COMMUNICATION

A. [www.claycountysoccer.com](http://www.claycountysoccer.com) will be used to enhance communications between club administrators, directors and coaches, and the general membership.

B. Email will be used between board members to discuss items of interest before and between scheduled board meetings. Email voting will not be accepted except to approve the minutes from the previous board meeting. In this instance board meeting minutes must be typed and emailed to board members within 96 hours (4 days) of the meeting. Board members will then have 96 hours from receipt of email to approve or correct the minutes. Any responses not received within this time frame will be deemed acceptance of the minutes. The minutes will then be published on the web site within 48 hours from notification of acceptance from Secretary.

C. Email to coaches and the general membership will be used to enhance communication, but will not replace other forms of communication.

#### ARTICLE X - ASSIGNMENT OF PLAYERS

A. Assignment of players to teams shall be done in the following manner:

B. Club teams will be selected first from all interested and properly registered players, as outlined in the Advanced Division Policy & Procedures.

C. Recreational teams will be constructed by using the following:

a. Players will be assigned to teams according to FYSA age-group guidelines for that current year.

b. Core groups will stay together providing all registration deadlines are met. A "core group" will be defined as:

1. A group of players remaining on a team from one season to the next or from one year to the next.

2. A group of players from one team moving from one age group to the next.

3. A player who is moving from one age group to the next may have the option of rejoining his prior core group or moving with his current core group.

4. Players who play only one season per year are not considered a member of a core group.

5. A player may request that he/she be removed from his core group for assignment. He may not request assignment to a particular team.

6. After core groups have been determined, teams will be constructed with the objective of overall balance of talent, and grouping of players by schools attended and/or residential location. Parental requests (car pools, relatives, personality conflicts) will be considered when possible in light of the above general objectives.

#### ARTICLE XI - PLAYING RULES

A. F.I.F.A., U.S.S.F., U.Y.S.A., and F.Y.S.A. rules govern the playing rules of this club except for the following:

B. Each recreational player, not restricted for health or other reasons, **MUST** play a **MINIMUM** of one half of each game. Coaches must make disciplinary measures known to the parents and players **IN WRITING** prior to the season if his sanctions include forfeiting game time. Rules must be enforced uniformly.

There is no limit to the number of substitutions during games.

#### ARTICLE XII - CLUB AND PLAYER RESPONSIBILITIES

A. The conduct of the coaches, players and parents shall reflect the moral standards of the CCSC. Swearing, insubordination, excessive absence, unsportsmanlike conduct, or verbal abuse of players, officials, coaches or spectators will be sufficient cause for disciplinary action including expulsion from the club.

B. Players wearing an orthopedic cast or metal brace will follow current FYSA guidelines for play/or practice eligibility.

C. All registered players **WILL BE REQUIRED** to wear protective shin guards (to be worn beneath their socks) at all times while actively participating in a game or practice. Such shin guards shall be of the type and style of protective athletic equipment specifically designed to protect the player's lower leg (shinbone).

Shoes utilizing "screw in" cleats will be allowed for all age groups per FYSA guidelines.

#### ARTICLE XIII - GUIDELINES TO COACHES

- A. All representatives to the CCSC should keep in mind that youth soccer is a service to the community. It can prosper only if we make the welfare of the boys and girls our primary concern.
  - B. A recreational coach is expected to keep his/her team for the full season, be it the fall or spring season.
  - C. A club division coach is expected to keep his/her team for the full year (fall and spring). See Advanced Division Policy & Procedures.
  - D. A coach is to teach the players the game of soccer and good sportsmanship. Abusive language and obscene gestures are strictly NOT allowed. Any complaints will be handled by the appropriate Vice-President and the Board of Directors.
  - E. Winning should NOT be the first priority of the coach, if it is done in such a manner that players are denied the right to play.
  - F. Absence of the coach is not acceptable for cancellation of the game; the coach must provide a replacement.
  - G. NO alcohol, tobacco products, or controlled substances will be allowed at practice or game sites.
  - H. The officials shall be treated with respect. Honor their decisions and teach the players to do likewise. Harassment by players, coaches and spectators, as well as verbal abuse, will not be tolerated.
  - I. Assignment of Club Division coaches will be handled as per Advanced Division Policy and Procedures of the CCSC. Assignment of all other coaches will be handled in the following manner:
  - J. Returning coaches will be given first choice of their team. New coaches will be assigned to a team per the Coaching Director.
- Coaches cannot cancel a game due to weather conditions. Cancellation for weather may only be made by the officials, or by the Director of Operations, or Chairman, or if not available, by joint decision of two (2) Board of Directors members.

#### ARTICLE XIV - REFEREES

- A. All games under the jurisdiction of the FYSA shall be refereed by current, certified USSF officials.
- B. Should the assigned referee fail to appear for any game, a substitute should be chosen and agreed upon by the two (2) coaches concerned. Club linesmen may be used.

#### ARTICLE XV - FURNISHING COPIES OF THE BYLAWS

- A. A copy of the CCSC bylaws shall be given to each member of the Board of Directors and all coaches. Copies will be made available to interested parties, for use, upon request. These bylaws shall govern the operation of CCSC. Ignorance of their content will not be deemed sufficient reason for failure to comply.

#### ARTICLE XVI - DISCIPLINE

- A. Any complaint which pertains to one or more violations of CCSC, FYSA, and USYSA bylaws and regulations shall be referred to a duly appointed disciplinary committee for

review. The disciplinary committee will consist of at least 3 members of CCSC (with the attempt of cross representation of all divisions) and shall be appointed by the CCSC Chairman. This Committee shall report its recommendations to the Board of Directors for a formal vote

B. The disciplinary committee hearings shall be conducted in accordance with FYSA bylaws. Penalties shall be handed down in accordance with the FYSA bylaws regarding discipline and sanctions. Certain CCSC bylaws may be more strict than the FYSA and/or USYSA bylaws.

#### ARTICLE XVII - DUAL REGISTRATION

A. If a player wishes to dual register, the player must pay the registration fee and uniform fee (if uniform is different) and a dual registration fee.

B. All intra-club dual registrations must be brought before the Executive Director for approval.

C. Dual registrations must be reapplied for every year.

D. Advanced (Club) Division players may not dual register to a recreational team.

E. Recreational Division players may not dual register to an Advanced (Club) Division team during regular season play.

F. Recreational players dual registering temporarily to an Advanced Division team will be handled by the Board on a case by case basis.

Permission of both coach and parents is required to allow a player to dual register inter club.

#### ARTICLE XVIII - REMOVAL FROM OFFICE

A. Conduct prejudicial to the best interest or objectives of this club, or nonfeasance, malfeasance, or misfeasance with official Club duties will be cause for the removal of a member of the Board of Directors, provided the following conditions are met:

B. Allegations are brought to the CCSC Board in writing by another member of the Board of Directors.

C. The Board member so charged is notified of these allegations in writing by mail at least 14 days in advance of any Special Board Meeting called for the purpose of reviewing such allegations.

D. Removal of a member of the Board of Directors shall require a special Board of Directors meeting and a two-thirds (2/3) vote of the Board members present.

Malfeasance - is the doing of an act which a person ought not to do at all.

Nonfeasance - is the omission of an act which a person ought to do.

Misfeasance - is the improper doing of an act which a person might lawfully do.