

SANTA CRUZ CITY YOUTH SOCCER CLUB BYLAWS

Article I

Organization

The name of this Club is the Santa Cruz City Youth Soccer Club (SCCYSC).

Article II

Aims and Goals

The purpose of SCCYSC is to further the education and development of soccer players between the ages of 5 and 18 years of age and, on behalf of these players, to develop, promote, and administer the game of soccer at the competitive and recreational team levels. SCCYSC covers the area of the school districts of the City of Santa Cruz, Happy Valley, Bonny Doon, and Pacific.

SCCYSC promotes positive play and coaching so that players can compete, learn and enjoy the game of soccer in an atmosphere of safety and good sportsmanship.

Article III

Status

The SCCYSC is a charitable organization, registered as tax-exempt under section 501(c)(3) of the Internal Revenue Code. No part of its net earnings shall inure to the benefit of any officers or member of the SCCYSC. The balance, if any, of all funds received by SCCYSC, after payment of all debts and obligations, shall be held and distributed exclusively for carrying out the purpose of the SCCYSC.

The SCCYSC will operate as the Santa Cruz County Youth Soccer League (SCCYSL), affiliated with the California Youth Soccer Association-North (CYSA-N) and the NorCal Premier Soccer League under the umbrella of the U.S. Soccer Federation (USSF).

Article IV

Non-Discrimination

No person shall be denied participation in the activities of SCCYSC due to race, gender, sexual orientation, religion or national origin.

Article V

Governance

The governing body of the SCCYSC is the Board of Directors (Board). The Board is responsible for executing the business of the SCCYSC and all matters of policy, including fiscal, administrative and operational rules.

Board Meetings.

The order of business at all regular meetings of the SCCYSC shall be determined by the President, with the support of the Vice President and Operations Manager, as needed. Meetings of the Board shall be held monthly at a time set at a prior meeting, or at the call of the President, who shall give at least forty-eight (48) hours notice of the meeting.

Special meetings may be called by a minimum of three (3) other Board members, at the approval of the President, except in the event of conflict of interest or to address an allegation against the President.

The Annual General Meeting shall be held in November for the purpose of electing Members of the Board and for the transaction of other business as necessary.

All SCCYSC coaches, parents, trainers and other interested parties may attend board meetings for the purpose of speaking at the meeting. Any such person who wishes to attend a Board meeting must receive approval from the President or Vice President and may attend the portion of the Board meeting that applies to the matter on which he or she is speaking, or for the full meeting, if so approved by the Board.

Voting and Quorum.

Only Board members have the power to vote. A majority of the current members of the Board and in no event fewer than 5 (five) shall constitute a quorum for the transaction of business at any meeting of the membership.

Decision is made by a simple majority of cast votes at a meeting at which there is a quorum. A Board Member may cast only one vote. In emergencies or when immediate attention is required, as determined by the Board President or the Vice President in the absence of the President, the Board may vote by electronic voting. Any decisions taken by electronic voting will be placed on the agenda for the subsequent Board meeting for the purpose of including the decision in the Minutes.

Board Member Terms, Election, Resignation and Removal.

Board members shall be elected for one (1) two-year term at the Annual General Meeting and shall be eligible for re-election. Board member may serve for a maximum of four (4) terms.

A Board Member who resigns before his or her term has expired must do so in writing and submit the resignation to the full Board. Any vacancy on the Board may be filled at any duly noticed Board meeting.

A Board Member found negligent in the performance of his or her duties may be removed from office by a two-thirds majority vote of the remaining Members of the Board. Failure to attend 3 or more meetings without notice and good cause constitutes negligence and may be grounds for removal.

Article VI

Duties of the Board

All Board Members must be vigilant in eliminating and preventing any conflict of interest or appearance of a conflict of interest in the execution of his or her duties on the Board. This Article outlines the basic duties and responsibilities of each Board Member. The Board may assign additional duties and responsibilities at its discretion and upon the approval of the majority of the Board.

President: The President is the Chief Executive Officer of the Club, and presides over all meetings of SCCYSC, supervises and coordinates the activities and business affairs of the SCCYSC, appoints temporary committees when the need arises, and is the official liaison with local leagues, including CYSA and NorCal.

Vice President: The Vice President, in the absence of the President, undertakes all duties of the President, and assists the President with the business of SCCYSC when called upon to do so. The Vice President promotes the SCCYSC and leads all public relations and publications for the SCCYSC.

Operations Director: The Operations Director is responsible for ensuring that the SCCYSC is run in a financially responsible manner, that all contractors and contracts are subject to open, transparent and fair recruiting and bid processes. The Operations Director directs SCCYSC fundraising efforts. The Operations Director is in charge of SCCYSC sponsored activities outside of standard league play such as Winter Futsal, Spring 4 v 4 and Summer Camps.

Treasurer: The Treasurer maintains and records all financial transactions of the SCCYSC. The Treasurer ensures that all bank accounts utilized by SCCYSC are reconciled and shall submit a report summarizing the activities of the accounts to the Board at each Board meeting. All payments to third parties in excess of \$1,000.00 shall require the signature of at least 2 officers of the Board. The Treasurer shall prepare books as required for tax reporting and interface with tax authorities, insurance agencies and auditors as needed.

Director of Coaching: The Director of Coaching has overall responsibility for coach and player development, recruitment, selection and evaluation of coaches, and for ensuring that the SCCYSC complies with all applicable guidelines, including but not limited to those of CYSA-N and NorCal. The Director of Coaching is responsible for overseeing team tryouts, holding a minimum of two (2) meetings of competitive coaches per year, and ensuring that, on an annual basis, all coaches sign and adhere to the SCCYSC Coaching Agreement.

Governance Officer: The Governance Officer is responsible for ensuring that all bylaws, procedures, guidelines and grievance hearings for the SCCYSC are fair and transparent, and reflect the aims and objectives of the SCCYSC.

Secretary: The Board Secretary takes and maintains the minutes of all meetings of the Board of Directors. Upon approval of the Board of Directors, these minutes become the official record of actions taken by the Board of Directors.

Registrar: The Registrar collects all registration forms and assures that they are complete; reports these registrations to District 2 and CYSA-N or Nor-Cal; builds recreational teams; and prepares competitive soccer player ID cards.

Recreational Teams Coordinator: The Recreational Teams Coordinator has oversight of the Recreational Teams coaches and players, and serves as the liaison between SCCYSC and Recreational coaches, subject to direction from the Director of Coaching. This includes facilitating the recruitment of coaches in each age group, arranging clinics and meetings for recreational coaches, assisting the Vice President and President in creating and communicating all practices and games, as well as recreational team building, with an eye to keeping schools teams intact.

Uniform Coordinator: The Uniform Coordinator is responsible for facilitating the selection and order process for Competitive Team uniforms, in cooperation with Competitive Teams coaches and the Director of Coaching. The Uniform Coordinator is also responsible for ordering and distributing uniforms for the Recreational Teams uniforms, working closely with the Sponsor Coordinator and Recreational Teams Coordinator for Recreational team orders of new uniforms, balls and related soccer equipment, as needed, for the Recreational Teams.

Referee Coordinator: The Referee Coordinator assigns referees for all Recreational soccer games and Competitive team home games, holds referee meetings, conducts or arranges clinics, supervises the conduct of the referees, and acts as the referee liaison between SCCYSC, CYSA-N and NorCal. The Referee Coordinator shall pay all referees after requesting the Treasurer to fund Arbiter/Pay with the total amount needed and will supply the Treasurer with a yearly tax report from Arbiter/Pay. The Referee Coordinator must have an assignors license.

Schools Coordinator: The Schools Coordinator coordinates access for school-based field use and distributes informational flyers and banners in the schools, with the goal of promoting participation in SCCYSC. The Schools Coordinator supports and assists the Recreational Teams Coordinator as needed, including making arrangements and schedules for practices.

Sponsor Coordinator: The Sponsor Coordinator leads the solicitation of all the Recreational team sponsors and coordinates with the Uniform Coordinator and the Recreational Team Coordinator on sponsorship as needed.

Fields and Equipment Coordinator: The Fields and Equipment Coordinator supports the President with regard to field reservations, coordinates the preparation of fields, and supervises the acquisition, maintenance, storage and distribution of goals and other equipment. The Fields and Equipment Coordinator is responsible for ensuring that effective chains and locks are available at all sites, and facilitates any field relining process as needed.

Volunteer Coordinator: The Volunteer Coordinator is responsible for organizing picture day, the coaches and sponsors appreciation dinner and the annual board dinner. The Volunteer Coordinator leads SCCYSC volunteer recruitment and works in conjunction with the Operations Manager and the Sponsor Coordinator on fundraising, with the aim of increasing donations and generating increased revenue to support scholarships and enhanced training programs for players.

The Board Member having jurisdiction over a particular budget item shall be authorized to spend up to the level authorized for that item without the requirement for further Board action. In cases where no single member is designated, the Treasurer shall have the jurisdiction to authorize expenditure up to the level authorized for that item.

All Board Members must disclose any financial benefit received related to service on the SCCYSC Board via the SCCYSC website, and any such financial benefit must be approved by the Full Board.

Article VII

Committees

Tournament Committee: The Tournament Director is responsible for organizing and running the Santa Cruz Classic and any invitational tournament held within SCCYSC boundaries and approved by the Board. The Tournament Director represents SCCYSC regarding tournaments. The Tournament Committee is led by the Tournament Director and her or his appointees, with oversight from the Operations Manager.

Grievance Committee: The Grievance Committee is responsible for hearing grievances and determining disciplinary action, in accordance with SCCYSC Grievance Procedure and Guidelines set forth in Article X.

The Grievance Committee is led by the Governance Officer, supported by the President or Vice President, Director of Coaching, Recreational Teams Coordinator (in the event that the Grievance involves a recreational team) and one additional Member of the Board, appointed by the Governance Officer on a case to case basis.

Competitive Teams Committee: The Competitive Teams Committee is responsible for assisting the Director of Coaching fulfilling his or her duties, including organizing tryouts, assessing coaches and teams and ensuring the good conduct of all competitive players and coaches (in accordance with the Coaching Agreement). The Director of Coaching leads this Committee, and is supported by the President or Vice President, the Governance Officer, and two additional Members of the Board, appointed by the Director of Coaching, to serve on the Committee for the duration of his or her term on the Board.

Executive Committee: The Executive Committee is responsible for ensuring the smooth operations and continued health of the SCCYSC. It is convened at the discretion of the President or Vice President, in the absence of the President, and addresses time sensitive needs of the SCCYSC. It is also responsible for issuing requests for bids and evaluating bids for contractors, including trainers for off-season soccer camps in the SCCYSC area. The Committee includes the President, Vice President, Operations Manager and Treasurer. The President may appoint one additional Member of the Board to serve on the Executive Committee as needed.

Ad hoc committees may be formed on an as needed basis. The Board may, by resolution, create one or more committees to serve at the pleasure of the Board. The President of the Board

appoints members to these committees and may add members to permanent committees on an ad hoc basis as needed. The SCCYSC Board may delegate certain decision making to the Committees; the Committees are not authorized to make decisions in the absence of such delegation.

All Committees report their activities to the SCCYSC Board as part of the general monthly meetings of the Board, so that these activities can be duly reported in the monthly minutes. The Committee structure shall in no way impact the responsibilities of Board positions defined in these Bylaws. In the event that an issue arises in a Committee that may implicate Board position responsibilities, the Committee shall contact the full Board electronically or at the next Full Board meeting for discussion. In no event shall the Committee make a decision that encroaches upon the authority of individual Board members as defined in these Bylaws, without due participation and notice to that Board Member and the Full Board.

Article VIII

Competitive Team Selection and Rules

Purpose. Competitive Teams are intended to provide a higher and more competitive level of play than available in Recreational Teams. Competitive Team members are selected via tryouts.

Quantity. The SCCYSC will attempt to develop as many Competitive Teams as are needed and possible. The need will be based on the number of available qualifying players, coaches, referees and playable fields. There must be a minimum of 10 capable players available for each U9-U11 team and 13 capable players for each U12-U19 team. A capable player is defined as a player who has the basic coordination and skills that will allow her/him to play at a competitive level.

Coaching Agreement. The Director of Coaching is responsible for maintaining coaching standards and coach selection. Coaches are required to sign a Coaching Agreement, setting forth the requirements and expectations for Competitive coaches every year. As set forth in the Coaching Agreement, competitive coaches are required to attend all coaches meetings, including at minimum one meeting before fall tryouts to organize and inform about the tryouts, one meeting after tryouts to discuss logistics and registration, one meeting before Fall league for any needed updates, one meeting after Fall league to evaluate the season, pass out awards and discuss Spring participation, and one meeting before Spring tryouts for those coaches who will have a spring team. All coaches within the applicable age group will attend the Tryouts and pre- and post-Tryout meetings. Tryouts for Competitive teams shall include all players in a given age group at the same time. At least two Tryouts for each age group are held at least several months prior to the start of the next season.

Team and Player Selection. Coaches in good standing who have the highest level of license have priority for coaching the “Blue” team. If a second team is created it is designated the “White” team. A third team may be allowed, at the discretion of the Director of Coaching. Competitive teams are open to any player who wants to be selected for Competitive team level play, is aged between 7-18 and attends Tryouts. Each season both returning and new coaches must apply for the opportunity to develop and coach Competitive Teams. Returning coaches in good standing may keep their team unless doing so is contrary to the rules of the SCCYSC. All players are required to attend at least one Tryout, but are encouraged to attend all Tryouts. Players may be added to rosters after Tryouts only if there is good cause for the player missing Tryouts, space is available, the coach has evaluated the player’s skills and determined he or she is capable of playing for a Competitive team, and the Director of Coaching approves the addition.

The U9-U12 Age groups will be viewed as developmental teams. This will provide the Club with a deep pool of experienced Competitive team players when rosters adjust to 11 v. 11 play at the U13 age group. At the U13 level and above, the SCCYSC will aim to create a higher-level team, but will also work to accommodate a lower-level team if coaches and interested players are available.

To help in the draft process, coaches should record written information on the performance of each player during Tryouts. Coaches may also be asked to serve on selection committees whose purpose will be to determine the number of qualified players trying out in a particular age group. Coaches have no right to specific players except for the children of the head coach and one assistant.

During Tryouts, the Blue Team coach shall have player selection priority over the White Team coach, subject to the ability of each team coach to keep his or her players from the prior year, with parental agreement. The Competition Committee is responsible for presenting selection procedures to all coaches at the Coaches’ meeting prior to Tryouts.

Age Brackets. As of Fall 2016, age groups shall be determined based on the calendar year, rather than the school year. Each team is allowed to have up to three (3) players “playing up” (defined as playing with a team that is one (1) year older; players two (2) or more years younger will not be permitted to play up). SCCYSC reserves the right to evaluate such players and approve or disallow this option depending on a) the feasibility of forming the team in the younger age bracket and b) the talent and performance level of the player in question.

Poaching. Coaches in the SCCYSC may not approach players or their families from other Club teams (i.e., those outside of Santa Cruz City) while such players are rostered with another Club’s team. A similar restriction exists within SCCYSC. An SCCYSC coach may not approach players or their families who play for other SCCYSC Competitive teams with the intent of persuading

the player to move teams. In the event that a player currently playing for a team in the SCCYSC or the player's parent approaches another coach in the SCCYSC regarding the possibility of moving to or training with this coach, the coach must promptly inform the current coach and the Director of Coaching. The only time this rule does not apply is during Spring or Fall tryouts. Coaches who violate this policy will be subject to sanction, including immediate removal, by the Director of Coaching.

Playing Time. U9, U10, U11 and U12 teams are intended as developmental age groups for Competitive Teams, which means that playing time rules are different for these groups than for a subset of the older groups. All U9-U12 players in good standing with the team are expected to get to play a minimum of 50 percent of each game. U13 and older age groups at Copper and Bronze levels are also considered developmental, such that players in good standing with the team are expected to get to play a minimum of 50 percent of each game. U13 and older players playing for teams at Silver, Silver Elite, Gold or Premier levels are granted playing time at the coaches' discretion. Players who attend practice regularly and do their best to follow directions and participate to the best of their abilities are usually deemed in good standing, subject to the coach's discretion. Coaches should inform the parents of a player who is at risk of not being in good standing and should offer concrete ways the player can return to good standing.

Funds. Money left in Competitive Team accounts at the end of the season will remain with the team account for team use in the following Spring or Fall season unless the team is disbanded, in which case excess funds are equitably redistributed to team families. Team funds may be used to pay team fees including rescheduling fees, fields and associated costs in excess of amount covered by the SCCYSC, and any plaques, trophies or other items provided to the team. The SCCYSC pays for enrollment in CYSA or NorCal, but not both; enrollment covers a 9-10 game playing season and covers fields and referees for 4-5 home field games. In the event that Competitive Team games require rescheduling, the SCCYSC shall pay one-half of field setup and all referee fees. In addition, although Competitive Teams are required to solicit their own sponsors, at the end of the season, the Club will pay for any extra team photos for sponsor plaques. Anything in excess must be paid by the team and is not covered by the SCCYSC. SCCYSC teams may make use of any discounts offered the SCCYSC by vendors.

Article IX

Recreational Team Selection and Rules

Team Selection. The Registrar assigns recreational teams based on number of registered players and school and geographic location, ~~with the aim of keeping school teams together when possible~~ (repeated in the next sentence). Recreational team building shall be organized with the following priorities: 1) mixing the abilities of players so as to create relatively comparable teams,

and 2) keeping kids from the same geographical area (i.e. school) together on a team to help with logistics.

Team Organization and Management. The Recreational Teams Coordinator manages all aspects of the Recreational Team activities and organization, subject to input from the Director of Coaching.

Funds and Supplies. Recreational teams do not replay games when games are cancelled. Coaches may arrange friendlies, but must pay referees and field setups, without support from the SCCYSC. The Uniform Coordinator and the Sponsor Coordinator handle all uniform and sponsor requirements for the Recreational Teams. All Recreational teams shall receive a uniform, balls and goalie jerseys.

Age Brackets. As of Fall 2016, age groups shall be determined based on the calendar year, rather than the school year. All Recreational Teams span two (2) calendar years.

Article X

Grievance Procedure and Guidelines

The SCCYSC strives to maintain a positive environment for all players to learn and play soccer. To foster this environment, the entire SCCYSC community including coaches, players, and parents work together in the best interests of positive soccer play. All players, coaches and assistant coaches are expected to conduct themselves in a sportsmanlike manner; failure to do so may result in suspension from participating in SCCYSC games.

The Grievance Procedure and Guidelines are intended as part of the SCCYSC Board's role to foster an environment for positive soccer play and to offer a vehicle to address concerns of parties who feel such concerns cannot be or have not been adequately addressed in an informal manner, and is also available when a suspension is challenged.

A grievance may be submitted to the SCCYSC Board's Grievance Committee. If the grievance is filed against one of the Committee Members, the President or Vice President shall appoint another, uninvolved Board member to the Committee.

Grievance Guidelines. Any parent, player or assistant coach should, whenever possible, discuss the matter in question with the coach directly, in the event that a complaint involves the team coach. No such discussions may take place during or just prior to or after a game or practice, unless the coach has previously agreed to schedule a discussion at such times. No children may be present during the discussion. For issues arising from games or practices, a 24-hour wait before discussion is recommended. In cases involving a problem with the coach, a team or

players and when discussion with the coach does not resolve the issue, the complainant should contact the Director of Coaching, who will consider and seek to resolve the issue. In the event that the Director of Coaching is not able to resolve the complaint or chooses to refer the case to the Grievance Committee, a formal grievance with the SCCYSC Board may be filed. In the event that a complaint involves the Director of Coaching, the complainant may file a formal grievance after notice to the Director of Coaching.

Grievance Procedures. Grievances may be submitted by email (info@santacruzsoccer.com or to the current President) or by mail (Grievance Committee, SCCYSC, P.O. Box 2039, Santa Cruz, CA 95063). Within 72 hours of receiving a Grievance, the Grievance Committee shall meet and identify a timely and efficient process for investigating the grievance.

The Grievance Committee will consider information gathered via its investigative process within 48 hours of receipt and make a recommendation as to Board action to address the Grievance. The Grievance Committee will report this recommendation to the full Board at the next scheduled meeting or in the event that urgent action is required, by electronic voting. Where the issue is likely to impact an upcoming game, the Grievance Committee shall make all efforts to resolve the grievance prior to the next game.

The Grievance Committee's recommendation may be appealed to the Full Board.

The Board shall maintain documentation of all Grievances for two (2) years.

Article XI

Amendments

Bylaws may be amended at any meeting of the Board by a majority vote of Members then holding office.

