

Freeport Soccer Club By-Laws (Updated 1/2012)

ARTICLE I - Name and Affiliation

The name of this organization shall be the **Freeport Soccer Club** (hereinafter referred to as FSC). FSC shall be affiliated with the Illinois Youth Soccer Association (hereinafter referred to as IYSA), a division of the United States Soccer Federation (hereinafter referred to as the USSF), and similar organizations that the Board believes will promote the purpose of FSC.

ARTICLE II – Club Purpose

Section 1 - To do any/and all acts necessary, and desirable, for the good of youth soccer.

Section 2 - To develop and encourage sportsmanship, playing proficiency and a positive childhood development experience

Section 3 – To provide an affordable experience for families and players to participate in competitive soccer

Section 4 - To provide extensive and intensive soccer coaching combined with travel to regional competitive events for talented & passionate soccer players under 19 years of age

Section 5 - To accomplish the above through affiliation and registration of FSC players with those organizations mentioned in Article I above.

Section 6 - To encourage and assist in the development and growth of community soccer leagues, associations, programs and teams at all levels of competition.

Section 7 - To develop the FSC organization and affiliations with the specific intent of expanding soccer within the community with hopes to sponsor and conduct a competitive tournament in Freeport at some point in the future.

ARTICLE III – Team Names, LOGO, Colors, Uniform, Merchandise

An important part of the club experience is the participation as a team and a club at competitive events. FSC seeks to provide a positive and consistent appearance with uniforms for play and will establish standards for team names, logo, colors, and uniforms style. Uniform – will be determined by the Board based on comfort, appearance, cost, and vendor availability. These standards will be addressed as FSC policy. Any proposed changes to uniform for any reason must be submitted to and approved by the FSC Board.

Section 1 – Team names

Girls Teams are Freeport Fire.

Boys Teams are Freeport Force.

Section 2 – Logo will be a Flaming Soccer Ball

Section 3 – Colors – Black, Orange, White

Section 4 - All FSC merchandise (bags, clothes, etc.) must be paid for in full prior to your order being placed. Exceptions will only be granted by the FSC President, Vice-President, or Treasurer.

ARTICLE IV – Tryouts, Membership, Fees

Section 1- FSC Tryouts are conducted annually to evaluate players for skill level. Parents are required to accompany the players so club representatives can discuss fees and expectations for attendance at practices, travel requirements, and any questions that may arise. Tryouts are coordinated by the Director of Coaching during June each year and announcements will be made in a public forum (newspapers, news flyers, FSC web site etc.) and be open to the general public. Tryouts may be moved to late fall or winter to accommodate U15 and above players. FSC Tryouts are considered open tryouts with supervision from the Director of Coaching and supported by the FSC coaches. Coaches may hold individual tryouts throughout the year if there are open positions on their team.

Section 2 - The members of FSC shall be comprised of players selected for each team, their parents and guardians, Coaches, Team Managers and Board members.

Section 3 - Member players, team qualifications, and registration must conform to the rules and regulations as set down in the By-Laws of the IYSA. FSC cannot make rules

contrary to the rules of the organization to which it is affiliated. FSC By-Laws define the policies of the club for all other aspects of club operation.

Section 4 - Annual fees will be required for each player. The purpose of the fees is to help offset the total cost of operating the club and to establish a level of commitment from parents and players toward practice attendance, coaching, and participation on competitive events. Fee levels will be established by the Board of Directors. It is the responsibility of the team coach and/or team manager to collect player fees and submit them to the club treasurer at the appropriate time. A payment form must be received by the FSC treasurer from each family.

If you are more than 15 days past due on your fees then your child (or children) will be considered suspended. Suspended players MAY NOT participate in any team event... indoor or outdoor practice, League games, and/or Tournaments. This suspension will continue until the fees are current or arrangements are made with approval of 2 out of 3 specific FSC Board Members (President, Vice-President, and Treasurer). You will be contacted by a FSC representative prior to a suspension taking place to make arrangements for payment. If a player (or players) is to be suspended then the family, coach, and team manager will be informed.

Section 5 - The Board of Directors may choose to waive these fees for certain "hardship cases" by awarding Scholarships. In the event of an FSC player needing financial assistance, the player's parent(s) must complete the FSC scholarship form. The scholarship form may be obtained from the team manager. The form, along with a letter describing the reasons for financial assistance must be received by July 1st. Refer to the Scholarship process that is attached to the end of the By-Laws for more specific details.

The FSC Board shall determine the amount of money available each year for scholarships.

Participation in all club fundraisers is required and volunteer participation shall be expected at any club events.

Section 6 – The FSC board has adopted the following guidelines in regards to full refunds, partial refunds, and/or credits.

Refunds or credits, of any kind, **will not** be allowed for the following reasons:

- Carded player voluntarily leaves team
- Carded player is involuntarily removed per FSC player policy
- Non-season ending injury
- Team disbands but is already registered for a tournament(s)
- Tournament is canceled, but does not include a refund due to tournament rules and guidelines.

Credits will be held until the next season** the player participates in. Credits can be transferred to a sibling. If a player chooses not to return the following season they will forfeit their credit. Credits will be allowed for the following reasons:

- Tournament is canceled and FSC receives a refund from the tournament. The refund amount may, or may not, be the full registration amount. The refund will be divided equally among rostered players.
- Team disbands, for the season, and families have paid fees based on tournaments that the team has not yet been registered for.
- Season ending injury. This will be a credit to be applied to the next season**. The credit amount will be based on remaining % of season. If the injury is such that the player will not be able to return, see refunds.

Refunds will be released at the beginning of the next season**. Refunds will be allowed for the following reason:

- If there is no longer an age appropriate team available, the player will receive a refund vs. a credit. If there is an age appropriate team, and the player chooses not to play on that team, the refund will be forfeited.

The board recognizes that there are, and will be, extenuating circumstances regarding credits and refunds. The above scenarios are meant to capture the situations that are most likely to happen. The board reserves the right to review any situations that are not listed above.

**Next season = the next available season the team will be able to participate. The refunds/credits will be held up to 1 calendar year.

ARTICLE V – Coaching & Communication

Section 1 – Coaches are volunteer positions and not compensated by the club.

Section 2 – Coaches must be approved by the FSC Board at the start of the fall season. Assistant Coaches are appointed by the Head Coach and must be approved by the DOC, the appropriate developments coach, and the FSC Board. The Head Coach has the right to remove an assistant coach with notification to the DOC. Coaches are required to abide by the FSC, IYSA, and ILLOWA guidelines for Code of Conduct and sign an annual acknowledgement of this agreement and submit to the FSC Board.

Section 3 – Coaches need to balance intensive skill development with a positive reinforcement approach to players. The goal of FSC is to make sure that all players have a positive club experience.

Section 4 - FSC coaches are responsible for the final roster of their team. The FSC Board & Coaches should be working to have a full roster for each team at all times and make every effort to make roster positions available to players and families who desire to be FSC members. Coaches are expected to provide skill coaching to all players and offer acceptable levels of play time while balancing the momentum of the game to provide the best chance for the team to win during competitive events.

Section 5 – Coaches determine the practice schedule and content, as well as deciding the competitive events they plan to attend. While seeking to match the competitive level of their team with a particular event, the coach should also do their best to attend events where other FSC teams are attending to make it easier to manage and more affordable for FSC families

Section 6 – Each team is required to have a team manager. The team manager will assist the coach with necessary communication for the players and families. The team manager is a volunteer position. The team manager collects the necessary fees and paperwork for all players.

Section 7 - The Board reserves the right to remove a coach and/or team manager from a team. The FSC Board reserves this right in the best interest of players and families as is their responsibility in the interest of all parties involved to ensure FSC commitment to the good of youth soccer and FSC Purpose. A coach or team manager shall not be removed without written notification from the FSC President or Vice President. The coach and or team manger will also be allowed a chance to speak at a board meeting. Dismissal of a coach or team manager will require two-thirds vote by the Board.

Section 8 - The FSC Website is maintained by the FSC Board (Webmaster) and is a tool of communication for FSC members, families and interested parties. The FSC Board will use the website as the official means of communication to Coaches and Team Managers. It is the responsibility of the Coach and Team Manager to check for information regularly to determine dates for meetings and deadlines for club related topics.

ARTICLE VI - Board of Directors

Section 1 - General Powers: The business and affairs of the FSC shall be managed by a Board of Directors (hereinafter referred to as the Board).

Section 2 - The Board shall consist of approved members. All approved members shall have voting privileges. There shall be between eight (8) and twelve (12) board members that can be filled on a voluntary basis to renew and fill vacancies. Board membership will be renewed/confirmed annually and confirmed in December. New Board members will begin serving in January.

Section 3 – There shall be six (6) Officer Positions on the Board – President, Vice-President, Secretary, Treasurer, Director of Coaching and Registrar. Officers shall be

elected within the board members. Elections shall occur annually in January. Elections shall occur among board members. An individual must have served on the board, within the prior twelve months, to qualify for President or Vice President. .

Section 4 – Board meetings will follow Roberts Rules of order. A roll call of Board members shall be made at the beginning of each meeting. Meetings shall consist of attendance, prior month's meeting minutes, treasurer's report, fundraising, event planning, coaching topics, FSC topics, and misc. topics. Topics requiring a Board decision will be made using a motion format and require a second, before the board takes a roll call vote. Minutes will be published from Board meetings and made available to the membership at large via the FSC website.

Section 5 – Coaches are required to attend two mandatory coach's meetings for tournament planning – (spring and fall)

Section 6 – Board meetings are held the second Sunday each month at 6PM. All attendees are requested to arrive at that time. Location will be determined by the President and the Board using facilities made available to the club for such meetings. Adjustments may be made to accommodate holidays or event planning at times so the website should be used for publishing the latest information. All notifications will be made via the website.

Section 7 - FSC will operate as defined by the By-laws, Policies, Procedures, and in accordance with IYSA guidelines.

Section 8- Quorum: If a simple majority of voting Board members are present at a meeting, then a quorum shall be deemed to exist. If less than 50% are present, the meeting shall be adjourned. If a quorum is present, the affirmative vote of the majority of votes cast at the meeting shall be the act of the members.

Section 9 – Officer Positions and Duties

A. President

The President shall: (a) be the chief executive officer of FSC and shall supervise and control all business affairs of FSC; (b) preside over all meetings and in some cases call special meetings; (c) sign checks in absence of the Treasurer; (d) represent FSC and it's members in meetings with other soccer associations; (e) perform all duties as assigned by the vote of the Board. (f) conduct background checks on membership as needed

B. Vice President:

The Vice President shall: (a) perform the duties of the President in the President's absence or inability to act; (b) maintain the FSC policy and Procedures (c) perform all duties as assigned by the President or the Board.

C. Secretary: The Secretary shall: (a) keep minutes of the meeting of the Board (a summary will suffice); (b) provide a directory of mailing addresses, phone numbers, etc of and for all Board members, coaches, team managers, etc, updating as need arises, (c) send general orders of correspondence to FSC families email addresses when necessary (d) perform duties as assigned by the President or the Board.

D. Treasurer: The Treasurer shall: (a) manage all FSC funds and property; (b) receive all money due FSC from whatever source, and deposit the same in an insured, local depository determined by the Board; (c) pay all bills by their due dates; (d) negotiate indebtedness for FSC only upon the direction and approval of the Board; (e) make regular, written reports at monthly Board meetings; (f) fulfill any other assignments by the Board or President; (g) complete and file annual incorporation papers with State of Illinois.

E. Dir. of Coaching The DOC shall: (a) support and promote all FSC coaching directives; (b) maintain and grow the coaching standards set forth by the Board; (c) keep the FSC coaching library for FSC coaches; (d) oversee team development; (e) fulfill any assignment by the Board or President.

E. Registrar: The Registrar shall: (a) maintain and update all FSC team information and submit all player and coach paperwork to IYSA by date due; (b) register all FSC teams in their IYSA sanctioned tournaments; (c) keep and maintain a record of FSC monies paid to various IYSA sanctioned tournaments that will host FSC competitive teams; (d) fulfill any assignment by the Board or President.

Section 9.1 – Other Board Duties

The following list includes additional duties that shall be performed, or coordinated, by the Board members.

- Fundraising
- Merchandising
- ILLOWA League
- Try outs
- Public Relations
- 3 v 3
- Webmaster

Section 10 – Removal of Board Member

The Board shall have the ability to remove board members based upon not fulfilling the responsibilities of the job description. The “Vote of Confidence” shall be preceded by a written warning from the President, or Vice President, and distributed to the board. If no further improvement is made, the board will proceed with a “Vote of Confidence”. If the board member does not receive a two-thirds majority by the “Vote of Confidence”, the board member will be dismissed.

The board member being voted upon may not participate in the vote.

ARTICLE VII - Fiscal and Seasonal Playing Year

The fiscal year will be the calendar year for tax purposes.

The seasonal playing year of FSC shall begin on the first day of August in each year and end on the last day of July in the subsequent year.

ARTICLE VIII – Amendments

These By-laws may be altered, amended, or repealed at any meeting of the FSC Board by two-thirds vote of Board members and a quorum present. A copy of the proposed change must be sent to each Board member. The proposed changes will be discussed at the next immediate board meeting. The proposed changes cannot be voted on until the following board meeting.

Board Policies

FSC Guest Player Policy

The following is to be used to define the Guest Player policy for Freeport Soccer Club. The goal of FSC is to have as many players and as many teams, as possible, representing Freeport Soccer Club at all events. To accomplish this, it may be necessary for an FSC player to guest play on another FSC team.

Things to remember:

- Each coach should be open to allowing players on their team to guest play for other FSC teams.
- Guest playing should be viewed as an opportunity for the player.
- A guest player form needs to be completed and signed by both coaches and the player's parents. The form is located on the IYSA website, under tournaments, then forms.
- If a team has a scheduled event, it is expected the FSC player is to represent his/her team. There may be an extenuating circumstance when a player, even though his/her team is participating in an event, may still guest play on another team. If the coaches cannot come to an agreeable decision, the issue will be handled by the FSC board.
- Questions, or clarification, regarding this policy may be directed to any FSC board member.

Procedures for Coaches:

Guest Player Coach	Requesting Coach	Duties
	X	1. Contact the coach of the team you need guest players from.
	X	2. Provide the coach with the date of the event and the names of prospective players.
X		3. Be open to guest player requests
X		4. Contact the player's parents to ask if the possible guest player can be available for the requesting coach's name and let them know he/she will be contacting them.
X		5. Provide the player contact information to the requesting coach.
	X	6 As soon as the guest player coach has confirmed the player's availability, contact the player's parents to provide event information.
X		7. Have the player card ready and available for the requesting coach.
	X	8. Arrange a time to pick up the guest player card and have the coach sign the guest player form.
	X	9. Return the guest player card promptly after the event.

Tournament Selection and Registration

The following is used to define the Freeport Soccer Club policy regarding tournament selection, number of tournaments, registration process for extra tournaments, Off-season events, and parking fees.

Tournament Selection and Number of Tournaments

- Tournament Selection is completed in July for the fall season and in Jan/Feb for the spring season. Per Article V, Section 5 of the by-laws – *FSC coaches should do their best to attend events where other FSC teams are attending*. The selection process will generally occur at the coach's meeting in July and January.
- FSC teams are allowed 4 events each season. The 4 events are defined as 3 tournaments and participation in the Illowa League.
 - **Exception:** Entry level teams are allowed 3 events – 2 tournaments and participation in Illowa League – each season. An entry level team is defined as a newly formed team, never having participated in FSC. In most cases this would be a newly formed U8B or U9G team.
- FSC teams are not allowed to replace Illowa League participation with a tournament without prior board approval. The reasoning behind this is because Illowa fees vary vs. tournament fees. A team may request a 4th event instead of Illowa. The written request must be received by the board before the July board meeting for fall season; and before the February board meeting the spring season. The request must include a

financial breakdown showing the difference in cost between 3 tournaments with league and 4 tournaments. The request will be reviewed at the July and/or Feb meeting and a response will follow within the week.

Additional Tournaments and Registration Guidelines

- In addition to the 3 tournaments and Illowa league – a team may request an additional tournament. The following guidelines must be followed –
 - The additional tournament does not apply to entry level teams. The reasoning behind this is to provide a shortened season for first time club teams. This will generally apply to the U8B and U9G teams. This is designed to keep 8 and 9 yr olds at a reasonable level of play and about keeping perspective for this age group. The younger teams also cost more due to roster size.
 - The coach is to contact the club registrar with the tournament information.
 - The club registrar will contact the families, via email, with tournament dates and cost. The registrar will ask the families to respond to her and she will inform the coach if enough families are willing to participate in the extra tournament. |
 - The cost of the tournament is divided equally among the participating players. A scholarship player pays the same fees as the rest of the team or the rest of the team subsidizes the scholarship player's fees. The scholarship amount that is awarded at the beginning of the season is based on a flat amount. (ex: \$210) Any extra tournaments are not figured in that amount.
 - A player may only participate in the extra event, if their player fees are current.
 - The fees are collected by the team manager and given to the FSC treasurer in **one check** for the amount of the tournament.
 - After the treasurer has the money, he/she will contact the registrar so the team can be registered. The team will not be registered until **ALL** fees are collected.

Off-season events

- Many teams participate in winter soccer events. (ex: Chula Vista, Geneseo 3v3) For these events all registration, fee collection, etc is the responsibility of the coach and/or team manager. FSC will not register teams or cover costs of winter events.
- Teams are allowed to wear their FSC uniforms for the off-season events. However, it is only considered an off-season event when the season has ended for all FSC teams. This is generally November through March.

Parking fees

- FSC **will** pay parking fees for the following situations:

- The parking fees are included with the tournament fees.
- The parking fees are mandatory, and if they are not paid, FSC cannot participate in the tournament.
- FSC **will not** pay parking fees if they are collected at the gate. If the tournament offers the option of collecting and submitting parking fees early, for a reduced parking cost, this is handled within the team. Parking fees should be paid to the coach and/or team manager and they will be responsible for obtaining the parking passes.

Scholarship Process

In an effort to help provide opportunities for children in the community to enjoy the experience of club soccer, FSC offers scholarships to assist families in times of need. To be considered for a scholarship the attached form should be completed and returned to the coach or team manager. Along with the form please include an additional sheet stating why you need financial aid to participate in FSC. ALL sections on the form are mandatory, if any section on the form is left blank the request will be returned. The necessary information includes:

- Players information
- Parent or Guardian information
- Other sibling information
- Evidence of need
- Signature

Letters/forms can be delivered to the coach or team manager who will advance to the FSC Vice-President. All requests are confidential within the team manager, coach, and Club Board.

*****The request letter and forms are due by July 1st*****

The board will review all requests and make a decision whether to award or not.

Scholarships

- FSC pays for up to ½ of the Tournament/League fees for one season***
- The player pays the remainder of the Tournament/League fees for one season***
- It is the parents/player responsibility for travel to practice and tournaments

*****If a scholarship is awarded then participation in all club fundraisers is required and volunteer participation shall be expected at club events. This can be the player or the parents and includes events like concession sales at League games, etc.*****

FSC responsibilities – The Board reviews and makes a decision on each individual request and records that decision for Club records. Approval letters are sent to parents for review. A signed copy is requested to be returned to the Board. **Approval of a scholarship DOES NOT mean that a scholarship will be granted for the following year.** A new form must be completed and submitted each year for a scholarship.

Scholarship Acknowledgement Letter from the FSC Board

We hereby inform you that based on your scholarship request to the Freeport Soccer Club Board, we have decided to

() Approve scholarship request

() Decline scholarship request for the following reason_____

For Player _____

Scholarship coverage:

- FSC pays up to ½ of the Tournament/League fees for one season
- The player pays the remainder of the Tournament/League fees for one season
- It is the parents/player responsibility for travel to practice and tournaments

To date this player has received the following value in FSC scholarships over their time in FSC:

Year _____ () Fall () Spring () \$ Value
Year _____ () Fall () Spring () \$ Value
Year _____ () Fall () Spring () \$ Value

Regards,

The FSC Board of Directors

Parents – if you agree to these terms you need to sign a copy of this form and return in the stamped, self-addressed envelope that is included.

Parent's Name: _____

Parent's Signature: _____

Date: _____

The signed copy is for the Board's records. This receipt is required for fees to be paid by the club from monies we have generated through fundraising activities. Thank you.

Freeport Soccer Club

*****Scholarship Request - Player Information**

Players

Name _____ Age _____ Gender _____

How long has the player been with the Freeport Soccer Club _____

Team _____ Coach _____

*****Parent/Guardian Information**

Home Address _____

Home Telephone # _____ Cell _____

E-mail Address _____

Resident Parent or Guardian Name/s _____

*****Other Children in Family playing for the FSC**

1 Name _____ Age _____ Team _____

2 Name _____ Age _____ Team _____

*****Evidence of Financial need**

Does family have single or multiple incomes_____?

Please identify Occupation/s_____

Title/Position_____

Currently working or employed_____

***Please state reasons (in less than 100 words) for requesting financial aid (attach additional sheet with reasoning):

*****Certification by Parent/Guardian w/whom player resides**

Signed_____

Printed Name_____

Date Signed_____

Future policy enhancements:

- About FSC – General Information
- Player Expectations
- Parent Expectations
- Tryouts
- Practices
- Reporting of Competitive Play Results
- Special Events
- Fundraisers
- Grievances
- Money collection and Payments