

# MOUNTAIN SOCCER CLUB



## CONSTITUTION AND BY-LAWS

Updated December 11, 2019

### CONSTITUTION

#### **Organization Name**

Mountain Soccer Club, hereafter referred to as MSC, acts as a non-profit club affiliated with Midland Area Youth Soccer (MAYSL), Massachusetts Youth Soccer (MAYS), and the United States Youth Soccer Association (USYSA) and shall adhere to the Massachusetts Youth Soccer Constitution in all respects.

#### **Objective**

The object of MSC is to provide a spring only soccer organization for member towns (Paxton, Princeton, Rutland & Sterling) of the general Wachusett Area, promoting participation in the game of soccer and teaching the principles of soccer excellence, sportsmanship, athletic skills, team spirit, character and social interaction. The ideals of enjoyment, fair play, fun, safety, integrity and honesty will be emphasized through age- and ability- appropriate competition and soccer educational opportunities to enable every member, albeit a player, coach, or referee, of MSC to achieve their personal goals.

#### **Description and Governing Body**

MSC will be responsible for setting policy objectives, providing for game and field scheduling, game rules, officials, equipment, recruiting and training coaches.

#### **Governing Body (Board)**

The governing body of MSC will be the Executive Board, hereafter referred to as the Board. All members of the Board are considered voting members. The Board shall consist of the following:

- President
- Vice President
- Clerk
- Treasurer
- Registrar
- Equipment Coordinator
- Risk Manager / CORI Coordinator
- Director of Player Development
- One (1) Town Representative from Each Member Town

#### **Terms of Office**

All Board positions have one-year term limits. Town Representatives will be appointed each year by their respective town soccer programs. Any interested individuals for Board positions

will be voted in by the Board at the annual meeting in the fall. A simple majority vote of the previous/outgoing Board and current Town Reps will determine approval of aforementioned positions, or at the discretion of the outgoing President if a quorum is not present. Ties will be broken by the presiding MSC President. Unfilled positions may be voted on during a regularly scheduled Board meeting.

**Board Attendance Policy**

A Board Member must attend a minimum of two-thirds of the meetings throughout the year.

**Board Decisions**

All matters of policy shall be decided by a simple majority vote, except as noted in the FINANCIAL POLICY section of these By-Laws. If a person holds more than one Board position, then that person only gets one total vote per issue before the Board.

**Notice of Meetings**

Meetings will be held as deemed necessary by the Board. Notice to the public will be available on the MSC Website.

**Duties and Responsibilities of the Board**

The duties and responsibilities of the members of the Board shall be as follows:

**President** – The President shall officially preside at all meetings; be the official representative of the MSC; be authorized to sign checks; be responsible for appointing members to all non-elected positions; and perform such duties as required by members of the Board. The President will cast the deciding vote on any issue that results in a tie vote.

**Vice President** – in the absence of the President, shall be vested with all of the powers and perform all of the duties of the President. The special duty of the Vice President shall be to act as the MAYSL league rep for MSC.

**Treasurer** – shall report on the finances at all Board and General Meetings, and shall submit and distribute a full written report of the financial transactions and the status of the finances at the Annual Meeting. The Treasurer shall be authorized to sign checks. The Treasurer will prepare and propose the annual budget to the Board.

**Clerk** – shall keep minutes of all meetings of the Board and General Meetings, including a record of attendance. The clerk will make these available to the Board and perform such other duties as may be required by the Board.

**Risk Manager / CORI Coordinator** – The Risk Manager / CORI Coordinator will coordinate and collect all CORI forms & information from all adult volunteers. They will be the liaison

with the league CORI officer, the state Department of Justice and MAYS (or current league affiliation) regarding all such matters

**Registrar** – The Registrar shall be responsible for managing all registrations and validating all team rosters with league officials. The Registrar will also provide the Board an annual roster of available coaches for each team. In the event there is more than one coach applying for an open position the Registrar will notify the Board for discussion. The Board will make the final determination and fill the position with the best available coach. The Registrar will also provide all coaches with official copies of rosters and pass cards (if required) prior to the start of the season. The Registrar is responsible for submitting all documentation required to obtain MYSA sponsored insurance for the program. The resulting certificate of insurance requests are submitted in MYSA system by the Registrar, and then shared with the town reps when obtained.

**Equipment Coordinator** – The Equipment Coordinator oversees all activities related to equipment, supplies, merchandise and uniforms for the organization; obtains and controls storage space; maintains adequate records on inventory; sets minimum and maximum inventory levels; researches and recommends to the Board vendors and products to provide maximum value for the organization; orders equipment, supplies, uniforms as may become necessary from time to time with prior approval from the Board. He/she is responsible for distributing and collecting equipment, supplies and uniforms to their respective areas of responsibility.

**Director of Soccer Development** – The Director of Soccer Development shall be responsible for assisting with the training and development of quality coaches and players. This may include working 1:1 with coaches, attending practices, assisting with the development of practice plans, and running practices at a coach's request. It also may include contracting, as approved by the Board, with outside organizations to provide specialized training and education; hire professional coaches when needed; conduct clinics for players and coaches; maintain a database of coaches and their qualifications; aid the organization in their search for qualified coaches; schedule license certification courses and promote the general advancement of coaches. The coordinator is responsible to work with coaches to capture and maintain the annual player evaluation process and documentation.

**Town Representatives** – Town Representatives shall act on behalf of MSC and provide communication between MSC and the representative's town of origin. Town Reps will coordinate field space from their respective towns for official MAYS scheduled games and assign practice space for their town coaches. Town Reps are responsible for ensuring the accuracy of field fees and charges for field use for the spring season. Parents, players, coaches, and all other parties must communicate with the MSC Board through their respective town representative.

**Coach Selection and Approval**

The Registrar shall assign coaches for all teams. In the event there are more qualified coach's than teams at a given level, the Registrar will bring the situation to the Board and the Board shall appoint team coaches. Priority may be given to coaches based upon past service to MSC and coach licensing.

**Quorum**

A quorum is defined as a simple majority of existing Board Members.

**Conduct**

The Board shall have the authority to suspend and / or remove any member of MSC whose conduct is considered detrimental to the organization.

**Financial Policy**

**Budget** – A balanced budget for the forthcoming year shall be prepared by the Treasurer and approved by the Board before at the Annual Meeting.

**Major Expenses** – Major, non-budgeted expenses over \$250 from any individual or corporation shall require approval of the majority of the Board.

**Bank Account** – All moneys shall be promptly deposited in either a savings or checking account in MSC name.

**Expenses** – Bills shall be paid when due.

**Expenditures** – Funds shall be spent only in the interest of MSC.

**Signatories** – MSC shall maintain 3 signatories for the checking account. The President, Treasurer and Vice President, or a third member at the Boards discretion. This will be voted on as needed.

**Towns Leaving MSC**

A simple majority vote of the Board will be required if a member town requests to leave MSC. If approved, the departing town will not have any stake or claim in any financial, equipment or other assets owned and maintained by MSC. The MSC Board will approve waiver requests from the departing town players to play on a MSC team if there is room on a team for the appropriate age level, only after all players from a community in which MSC services have been placed on a team, regardless of registration date. The divisional placement of the departing town player will be made by the MSC Board, and may be based solely on numbers, and not the

players actual soccer ability. The MSC Board will consider any waiver requests to play in the departing towns program from players residing in the communities in which we continue to serve, on a case by case basis, with the general thought that the waiver request may not be approved unless we have too many kids in our program at that age level.

**Dissolution**

Upon the dissolution of MSC, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of MSC, dispose of all of the assets of MSC to such organization or organizations as shall at the time qualify as an exempt organization or organizations under Section 501 (c)(3) of the Internal Revenue Code and its regulations, as they now exist or may hereafter be amended, as the Board of Directors shall determine.

**Other Matters**

The Board shall have the power to deal with any matters not explicitly covered by the By- Laws.

**Modifications to the Constitution**

This Constitution, or any section thereof, may be amended by a majority vote of the Board.

**Modifications to the By-Laws**

The By-Laws, or any section thereof, may be amended by a majority vote of the Board.

# MOUNTAIN SOCCER CLUB



## CONSTITUTION AND BY-LAWS

Updated December 11, 2019

### BY-LAWS

#### **Purpose**

The purpose of the MSC is to encourage and support amateur soccer in member towns, especially among young people as a means of promoting coordination, physical fitness and fair play. The purpose of the Board is to oversee a functional soccer program, set policies, dispense funds and make decisions for the good of the program. Our primary focus in MSC is to educate the children on the merits of sportsmanship, teamwork, and the skills needed to play the sport of soccer. It is our philosophy that each child should have the opportunity to enjoy the sport of soccer and develop good self-esteem while playing the game.

#### **Age Groupings**

For the Spring playing season, players shall be grouped by age / grade per MAYSL, MAYS and USYSA recommendations. Each player will play in the age / grade group appropriate to his or her birth date. It is recommended by the Board that players register and play at the same age grouping that they had played in during the previous fall season. Exceptions will only be made at the benefit of MSC and must be approved by the Board in Executive Session and closed to the general public. Executive Session for this purpose can be held in meeting, conference call or email as decided by the Board. Requests for exceptions must be made through the respective Town Representative. If the player has a parent on the Board then that parent shall be excused from the exception process.

#### **Eligibility**

MSC provides Spring soccer related programs. Children of the appropriate age (as indicated in pre- registration publicity) who live or attend school in MSC member towns are eligible to play. On rare occasions, and subject to Board approval, MSC may allow players that are not residents of MSC member towns to participate. MSC makes every effort to assign all registrants to a team. Some Spring age groups may be divided into divisions based on ability.

#### **Team Development**

Players will be placed on teams via a selection process. The MSC Board will oversee all selection processes. D1 teams will select first, D2 second, and D3 last. Teams in the same division should give consideration to town make-up. Every effort should be made not to strand one player from another member town, meaning a minimum of 2 players from any one town should take priority. Teams should also try to select no more than 2/3 of the team from any one town. Parent special requests including coaches and carpooling should be taken into consideration but are not a requirement during selection.

**Waivers**

Waivers are reviewed and granted at the discretion of the Board by majority vote. When considering waiver requests, the following circumstances will be considered:

- The age group and division in which the player requesting a transfer would be placed is completely full; or
- MSC is not able to field a team for the age group and division in which the player requesting a transfer would be placed.

Players from member towns who wish to apply for a waiver to play with a different town/club should make that request in writing to the Town Representative for their respective town. The Town Representative will bring that request to the Board for consideration. Appeals of this decision are available under MAYSL guidelines (Refer to the MAYSL website for that information).

**Fees**

Fees for participation and uniforms shall be decided upon by the Board and will be determined and incorporated into the Fiscal Year financial budget approved by the Board at a specified pre-determined meeting. All registration and fees shall be due and payable at registration.

**Playing Time**

It is our policy that as a member of a team every child must be given the opportunity to play approximately 50% of each regulation game during the spring soccer season.

**Participation**

Players are expected to participate in practices and games. Parents are expected to participate by insuring that their children are on time for, and picked up following practices and games, and that they have their equipment with them. If a player cannot be present for a scheduled game or practice, the coach should be notified in advance. Parents should support the coach, help maintain discipline, and promote good sportsmanship. If problems should arise that cannot be mutually resolved, they shall be brought to the respective Town Representative for resolution with the coach. The Town Representative then will inform the Board at the next meeting. If the Town Representative deems it necessary, they can convene the Board to resolve the situation.

**Protective Equipment**

Each player must provide and wear shin guards and soccer cleats, or they will not be allowed to practice or play.

**Referee Support**

The coaches, players, and parents shall provide support to the referees at all times.

**Registrations**

Players shall register with MSC and pay registration and participation fees. If the registration date is missed, or if the player number cap as determined by the Board is reached, there is no guarantee of receiving a spot on a team. The Registrar will compile a waitlist and determine if a late request can be accommodated. Players may be required to verify their date of birth with an acceptable form of documentation, such as a birth certificate.

**Waitlists**

Players who do not register before registration deadlines, or before the player number cap is reached, shall be placed on a time-ordered wait-list. Every attempt will be made to place players in MSC soccer programs, but due to timelines and registration procedures, not all requests will be met. The Executive Board shall determine player placement.

**Rules of Play**

Current FIFA International rules shall govern play with exceptions as noted. If a team is playing in a league, the team shall abide by the constitution and By-Laws of that league as appropriate.

**Uniforms**

Players on a team shall wear uniforms selected by the Board. Cutoffs, jams and visible boxer shorts are not allowed. Sweats, spandex, etc. are only allowed if weather, medical conditions, or league rules dictate their use. No jewelry is permitted.

**Unbecoming Conduct**

Player, coach, referee or parent behavior that is judged unbecoming or inappropriate shall be referred to the Board in writing for immediate review and action. If the Board concurs, the offender will be suspended for 1 game at a minimum. Additional penalties may be assessed as deemed appropriate by the Board and current league affiliation rules.

**Other Board Policies**

1. No teams or coaches may conduct any private fundraising without prior Board approval.
2. Players cannot be added or dropped from a roster without the consent of the Registrar.
3. Following Mass Youth Soccer regulations, it is our policy that in all age groups the team and the coaches will be on one side of the field, while the parents and spectators will be on the opposite side of the field. Spectators shall not sit behind goals at either end of the field.

4. The Board will review and consider any extraordinary circumstances or situations which arise during the course of the season to maintain fair play and the spirit of the game.
5. If any player, coach or parent refuses to comply with the rules of MSC or USYSA and its affiliates, they are subject to suspension or expulsion from the MSC program.
6. No coach, assistant coach, and/or Board member may participate in any activities within MSC without a valid Massachusetts CORI background check, or without meeting requirements put forth by MAYSL and/or MAYS.

#### 7. Refund Policy

- All refund requests must be in writing to the Board via the respective Town Representative (e-mail is considered a written request) to withdraw a player from the program by March 1st, approximately one month prior to the start of the season. The request must include the parent(s) name, name(s) and age(s) of the child(ren) enrolled and the reason for the refund request.
- Any refund granted under this policy will have a 25% administrative fee deducted from the original amount being requested for refund. If uniforms have been ordered, an additional uniform fee will be deducted. This fee is to help offset costs that have already been incurred by MSC (processing fee, registration fee with the league, etc.)
- Refunds will not be given for requests that are after March 1st, which is approximately one month from the scheduled start of the program.
- Refunds will be issued 4 weeks after the written request had been processed.
- Exceptions may be made for medical issues, injuries or a move out of town (25% Administrative fee will be assessed, and a uniform fee will be assessed if uniforms have been ordered)

#### 8. Parents Code of Conduct

Please realize that everyone wants you to enjoy the games. This page is provided in an effort to assist you and your child in gaining the maximum benefit possible from the soccer match.

Below are some simple rules you should observe. Please consider them carefully. Our coaches have been advised to ask parents to follow this code of conduct at games and practices.

- Support your child. Please do your best to attend practices, clinics, and games. Your child's skills will improve only with practice. Remember to pick up your child on time. Make sure your child arrives to activities with proper equipment, water, and dressed for the weather.
- Do not shout instructions to your child. This will cause confusion and may result in erroneous play on your child's part. The coach has instructed your child on how to play. If you shout instructions, your child will probably try to please you and the coach at the same time. In trying to do two things at once, the child may fail at both.
- Cheer for him or her when your child successfully plays the ball. However, remember your child is a member of a team. Let the other players know you support them. Refrain from disparaging or degrading remarks.
- "Suffer in silence" whenever something occurs that goes against your child's team. A display of anger may inflame a delicate situation resulting in embarrassment for you or your child. Some parents embarrass their own children by making a spectacle of themselves.
- Always be a gracious competitor. Remember that the parents from the other team are equally enthusiastic about their team's success.
- Do not run up and down the sidelines. Find a comfortable place to sit down or stand and enjoy the match.
- Do not shout insults at the referee. The referee has the power to stop the match if the crowd becomes discourteous. To have been the cause of such drastic action would be a humiliation to you, your child, and the team.
- If your team loses, adopt a positive attitude. Compliment your child for good plays and effort. Ignore the mistakes. A child will be happy you noticed the good qualities over a loss.
- Remember -- you child will forget about today's game. Next week he or she will probably have forgotten the score. However, both of you will remember that you had a good time playing the most popular sport in the world.

- No pets are allowed at the soccer fields at any time.
- All non-playing children must be supervised at all times.
- Absolutely no alcoholic beverages are permitted at any soccer game - home or away.
- Don't be a sideline coach or referee. MSC coaches and referees are usually parents just like you. They volunteer their time to help make your child's soccer experience a positive one. They need your support, too. That means refrain from coaching or refereeing from the sidelines. In a volunteer organization like MSC there's always an opportunity to take your interest in coaching or refereeing to the next level and become one yourself!

Coaches must ensure that the parents of the players are thoroughly familiar with the code of conduct that is expressed in these rules. Remember, the referee has the authority and responsibility to eject a coach from a game if he or she does not keep proper spectator control.

## 9. Coaches Code of Conduct

We want to ensure that games are fair, positive and enjoyable experiences for all of the children and adults involved. A soccer game should be friendly and unifying - a spirited social and athletic occasion for players, coaches, referees and spectators.

To clarify expectations of coach conduct, we jointly expect all coaches to conform to this Code of Conduct:

- Before, during and after the game, be an example of dignity, patience and positive spirit.
- Before a game, introduce yourself to the opposing coach and to the referee.
- During the game, you are responsible for the sportsmanship of your players. If one of your players is disrespectful, irresponsible or overly aggressive, take the player out of the game at least long enough for him/her to calm down. During the game, you are also responsible for the conduct of the parents of your players. It is imperative to explain acceptable player and parent behavior in a preseason meeting.

- Encourage them to applaud and cheer for good plays by either team. Discourage them and you may need to be forceful and direct from yelling at players and the referee.
- During the game, you are also responsible for the conduct of spectators rooting for your team.
- During the game, do not address the referee at all. If you have a small issue, discuss it with the referee calmly and patiently after the game.
- If you have a major complaint, or if you think the referee was unfair, biased, unfit or incompetent, re- port your opinion to your League. Your reactions will be taken seriously if they are presented objectively and formally.
- After the game, thank the referee and ask your players to do the same.

We stress two points:

- Referees - especially young and inexperienced ones - are like your players and yourself, in that they need time to develop. You can play an important role in helping them to improve by letting them concentrate on the game. You can help by encouraging them, by accepting their inevitable, occasional mistakes and by offering constructive post-game comments. On the other hand, you could discourage and demoralize the referees by criticizing their decisions, by verbally abusing them and inciting - or even accepting - your own players' overly aggressive behavior.
- Your example is powerful, for better or worse. If you insist on fair play, if you concentrate on your players' enjoyment of the game and their overall, long term development, and if you support the ref- eree, our players and their parents will notice. If you encourage (or allow) your players to play outside the rules, if you're overly concerned about results, and if you criticize the referee harshly, your players and their parents will also notice.

Think about what you're doing during a game! Uphold the Spirit of the Game! If you follow the expectations described above, the spirit of the game will be alive and well and will grow, along with the enjoyment of all.

Coaches who don't follow the expectations described above will be disciplined or removed.