

**CHARTER,
BYLAWS
AND
RULES OF ORDER
OF THE
SALMON CREEK
SOCCER CLUB**

Revised December 2016 by Kathy Haslam	
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Salmon Creek Soccer Club Charter, Bylaws and Rules of Order	
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2009-05-19	Thomas O'Connor Initial version approved by the board, 5/19/2009 which restructured the club organization
2009-12-15	Thomas O'Connor Added Article 9.11 Independent Contractor Agreements
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SECTION I: INTRODUCTION AND CHARTER

This document describes the Charter, Bylaws and governing Rules of Order for the Salmon Creek Soccer Club.

This part of the document forms the organizations Charter and describes the organization's mission, vision and values. It forms the foundational set of principles which should guide all decisions involved in the operation of the organization. The charter provides guidance in the face of ambiguity not covered by the organization's bylaws or rules of order.

The Salmon Creek Soccer Club **Bylaws** establish the Organizational structure and organization, the Roles of members and officers and the governance model for the organization, specifically how decisions are made and conflicts of interest are resolved.

Rules of Order establish specific procedures for day to day operation and governance when those processes may deviate from, or are not adequately covered by the rules and guidelines established in Robert's Rules of order. The Rules of Order provide the opportunity to relax certain formalities described in Robert's Rules of Order to facilitate openness and communication in small group settings or where the benefits of member familiarity provide benefit over the formality described in Robert's.

MISSION

Established in 1976 and incorporated in 1985 as a non-profit organization, the Salmon Creek Soccer Club exists to:

- Promote the game of soccer
- Organize and administer the game for youth
- Partner with other soccer organizations to establish uniform rules applicable to youth soccer competition
- Provide membership programs
- Administer and conduct competitions.
- Partner with local government, school districts and business organizations to maintain, develop and equip fields for soccer related activities

VISION FOR THE SALMON CREEK SOCCER CLUB

The Club Vision describes the ideal of where we collectively see ourselves now and in the future:

- Salmon Creek Soccer Club endeavors to provide our young soccer players with a nurturing developmental environment and constructive athletic program which helps build their self-confidence at all competitive levels while enhancing their awareness of the importance of cooperation, teamwork and fair play.
- We believe Salmon Creek Soccer Club offers participants an opportunity to learn a few of life's important lessons, make lasting friendships, and understand the benefits associated with establishing and working toward the fulfillment of goals.

- Salmon Creek Soccer Club provides opportunities to help develop the community into something special: a friendly, close-knit neighborhood.
- We envision our club as successful at all ages and levels of competition.

VALUES OF THE SALMON CREEK SOCCER CLUB

The Values of the club establish the fundamental governing principles which guide day to day decisions. These are the principles we collectively agree to not violate:

- Salmon Creek Soccer Club values constructive athletic programs which help build the self-confidence of our youth while enhancing their awareness of the importance of cooperation, teamwork and fair play.
- We value fair play and respect for the rules of the game
- We value individuals and their right to be treated with respect
- Salmon Creek Soccer Club values participant, spectator, and visitor safety. We encourage a respectful and enjoyable social environment for all member families. Salmon Creek Soccer Club Charter, Bylaws and Rules of Order
- Salmon Creek Soccer Club is committed to developing players from U-6 through U-19 to their highest level.
- Salmon Creek Club is committed to developing coaching ability from Recreational through Advanced levels of coaching.
- The Club is committed to the highest advanced level of competition for our players.

SECTION II: BYLAWS OF SALMON CREEK SOCCER CLUB

PART I. MEMBERSHIP AND GOVERNANCE

ARTICLE 1.01 MEMBERSHIP

- (a) Club members will consist of all players officially registered through the Club registrars, and their parents or legal guardians who signed the membership forms of the players (or provided equivalent electronic authorization).
- (b) Members must register annually for continuation of membership.
- (c) To remain a member in good standing, a member must follow the by-laws of the Salmon Creek Soccer Club and applicable higher level governing organizations. A member who refuses to follow the governing rules faces possible suspension or expulsion from the Club. (See Judicial Process).
- (d) To remain a member in good standing, a member must meet their financial commitments to the organization or otherwise be awarded financial aid to meet those financial commitments. A member may not be released or transferred by the club unless have met their financial commitments to the organization.
- (e) *Recreational*: Any member in good standing can request a transfer or release by the club based on personal reasons. If the member is to be transferred to another club, Salmon Creek Soccer Club will use the guidelines set forth by the applicable governing organization. If the player is to remain within Salmon Creek Soccer Club, he/she will be transferred only with the permission of the Registrar. The Registrar will make an honest effort to determine if the transfer can be done based on the

number of players that are already on teams involved. If the player is the son/daughter of the Registrar, the President will make the transfer decision.

- (f) *Advanced Level:* All players seeking to transfer from one team to another within Salmon Creek Soccer Club must first discuss this with their team coach. After the first step and if the player still desires to be transferred, all such requests for transfer from one team to another must be submitted in writing to the Director of Coaching (DOC) and must be approved by the DOC and their decision is final. If the DOC is not available then the Chairperson of the Advanced Level Committee will make the decision

ARTICLE 1.02 BACKGROUND CHECKS

- (a) All board members, coaches, referees and volunteers or other members having contact with children will acquire Risk Management Assessment (RMA), and provide the RMA number to the Business Manager of the club.
- (b) All volunteers and paid representatives must state their right to work status as defined by the US Immigration and Naturalization Service, typically documented on an INS Form I-9.

ARTICLE 1.03 BOARD OF DIRECTORS

The Salmon Creek Soccer Board of Directors (hereafter referred to as the board), represents the voting, decision making body of the organization. The Board is responsible for the management and oversight of the overall organization including but not limited to:

- (a) Business Licensing
- (b) Field contracts
- (c) Field maintenance
- (d) Common equipment
- (e) Overall finances
- (f) Game and Field Scheduling
- (g) Referee Qualifications, Scheduling and Pay
- (h) Interactions with other organizations including higher governing bodies
- (i) Establishment of common rules, regulations and guidelines Salmon Creek Soccer Club Charter, Bylaws and Rules of Order
- (j) Oversight of the Division Subcommittees

ARTICLE 1.04 COMPOSITION OF THE BOARD OF DIRECTORS

The Board (see appendix, fig.1) constitutes the voting members of the organization. The Board will consist of the following officers:

- (a) President
- (b) Vice President
- (c) Secretary
- (d) Business Manager
- (e) Member at Large
- (f) SWYSA Commissioner
- (g) Treasurer
- (h) Coaching Director

- (i) Field Coordinator
- (j) The Chair of each Division of Play in the Club (See Division Subcommittees below)

ARTICLE 1.05 THE EXECUTIVE COMMITTEE OF THE BOARD OF DIRECTORS

The Executive Committee of the Board of Directors (hereafter referred to as the Executive Committee) is defined as a subset of the Board of Directors which may be called together to address immediate needs of the organization. Decisions of the Executive Committee must be reported and ratified at the next regularly scheduled board meeting (Except as described in the Judicial Process below). The Executive Committee will consist of the:

- (a) President
- (b) Vice President
- (c) Secretary
- (d) Business Manager
- (e) Director of Coaching
- (f) Member At Large

ARTICLE 1.06 DIVISION SUBCOMMITTEES

The Board will create subcommittees for each level of play. The chair of each subcommittee sits on the board of directors as a voting member to ensure adequate representation of that division in the operation of the larger organization.

(a) Currently Defined Division Subcommittees:

1. Player Development Program
2. Recreational Program
3. Advanced Level Program

(b) Each Division Subcommittee will establish at least the following positions:

1. **Division Chair** – Represents the division on the Board of Directors and leads and oversees the operation of that division of the club.
2. **Secretary** – Is responsible for recording minutes and communication of division meeting minutes. Salmon Creek Soccer Club Charter, Bylaws and Rules of Order
3. **Treasurer** – Is responsible to the Club Treasurer for carrying out division level financial transactions and submitting receipts or reimbursement requests to the treasurer.

(c) In addition to the required subcommittee members, each Division Subcommittee may assign other positions as reasonable and appropriate. Because these positions are voting positions for the subcommittee, these positions must be approved by the General Board and entered into the minutes of the board.

(d) Examples of those positions that may be created for each Division Subcommittee include but are not limited to:

1. **Field Coordinator** – Coordinate field scheduling for practice, scrimmage or other use and schedule or field layout and lining in cooperation with the Salmon Creek Soccer Club Field Coordinator.
2. **Communications Director** – Communicate with division members by Email or Phone, write and publish Division News on the Web Site.
3. **Business Manager** – Manage the budget, contracts and relationships with other organizations, for example for fund raising, uniforms or other vendor relationships.

4. **Coach coordinator** – Manage coach communications, training and certification for division coaches.
5. **Tryout coordinator** – Schedule, arrange field use, and publicize team tryouts as applicable.
6. **Uniform coordinator** – Manage uniform purchases for teams and players and manage the relationship with vendors.
7. **Equipment Coordinator** – Inventory, purchase and distribute team equipment as needed by the teams in the division.
8. **Field Coordinator** – Manage team and game usage of fields within the bounds of the fields made available by the board. Work with the board level field coordinator to request and manage field allocations.
9. **Team Manager Coordinator** – Disseminate information to team managers.
10. **Registrar(s)** – Responsible for player registration and payments.

(e) Each Division Subcommittee operates under the guidance and direction of the Salmon Creek Soccer Club Board. The Division Subcommittee provides a venue for representation of that particular member constituency to the larger club.

(f) The division subcommittee must follow the same bylaws and rules of order as specified for the general board.

(g) All members filling approved subcommittee positions are voting members for that subcommittee.

(h) For the purposes of the Subcommittee, the Chair's vote is limited to tie breaking.

ARTICLE 1.07 BOARD OF ADVISORS

(a) The Board of Advisors consists of additional members who advise the board and provide services to the club, but are not considered voting members. The Board of Advisors shall consist of, but is not limited to:

1. Club Web Master
2. Referee Coordinator
3. Photo Coordinator
4. Fundraising Chair
5. Advertising and Marketing Director
6. Membership Coordinator
7. Tryout Coordinator
8. Uniform and Equipment Coordinator

(b) The Board of Advisors may make and second motions and participate equally in board discussions, but must defer to the voting members for approval of motions. Salmon Creek Soccer Club Charter, Bylaws and Rules of Order

ARTICLE 1.08 QUORUM AND VOTING MAJORITY REQUIREMENTS

(a) All financial, policy, judicial, or other organizational decisions will require a quorum of the decision making body be present or otherwise represented (for example in a Email vote, see Rules of Order) for club business to be acted on.

(b) A **quorum** requires 51% or more of the voting members of the board, executive committee or subcommittee member be present (or otherwise represented).

(c) **A Simple Majority** vote requires that greater than 50% of a quorum of voting members present agree to the passage of a resolution for that resolution to pass.

(d) **A Super Majority** vote requires that at least 2/3 of the quorum agree to the passage of a resolution for that resolution to pass.

(e) See Rule of Order for voting procedures.

ARTICLE 1.09 ELECTION OF BOARD OFFICERS

(a) The normal term of office runs one Calendar Year beginning on January 1.

(b) There are no term limits for officer positions for the General Board or for Division Subcommittee positions.

(c) A survey is conducted at the end of each October to determine pending vacancies for officer and other board or subcommittee positions.

(d) When vacancies appear, the Board will form a search committee chaired by the President to identify qualified candidates for the position(s).

(e) For positions that are vacated as part of the annual end of term process, nominations are presented to members, and confirmed by a simple majority vote of the membership at the Annual General Meeting (AGM).

(f) For positions vacated before the normal end of term, candidates are affirmed by a simple majority vote of a quorum of the board.

(g) Qualified Members (see Requirements and Duties of Officers) other than those chosen by the nominating committee may campaign for the position and will be elected by simple majority vote of either the general membership at the Annual General Meeting, or the board as appropriate to the timing of the vacancy.

ARTICLE 1.10 ELECTION OF SUBCOMMITTEE OFFICERS

(a) Committee chairs, Secretaries and Treasurers are elected by the General Board members.

(b) Other subcommittee members are identified by a search subcommittee led by the Division Subcommittee Chair. Candidates are elected by the General Board or by a quorum of the subcommittee members.

(c) The General Board of Directors may overrule an election of a subcommittee member by the subcommittee by a supermajority vote of the board.

ARTICLE 1.11 MEMBER-AT-LARGE

The member at large will be nominated and filled by the board of directors. The position is not required to be filled each year. The Member-at-Large must have a minimum of 5 (five) years on the Salmon Creek Soccer Club board.

ARTICLE 1.12 MEETING FREQUENCY

- (a) The General Board and each Division Subcommittee will meet at least monthly on a date agreed to by a simple majority of vote of the board or subcommittee.
- (b) The General Board and Division Subcommittees may meet more frequently on a date agreed to by a simple majority of members as required to support club activities.
- (c) The President may call a meeting of the Executive Committee at a date set by the President to address immediate needs of the club.

ARTICLE 1.13 MEETING ACCESSIBILITY

- (a) Any Club Member in good standing may attend as a Visiting Member the General Board or any Subcommittee.
Salmon Creek Soccer Club Charter, Bylaws and Rules of Order
- (b) Visiting Members are allowed to lobby, but will only be allowed to speak once on any motion.
- (c) With the exception of the Annual General Meeting (AGM) only Voting Members defined for the applicable meeting will be allowed to vote on any motion.
- (d) Only the Executive Committee may hold closed door hearings, and only as pertains to Judicial. See the Judicial Article for further details.

ARTICLE 1.14 GOVERNING RULES OF ORDER

- (a) The operation of all club meetings are run under the guidelines of *Robert's Rules of Order* as described in **Webster's New World Robert's Rules of Order, Simplified and Applied**, except as modified or otherwise allowed in the Operating Rules defined below.
- (b) All board or subcommittee decisions must be made in strict compliance with Robert's rules.
- (c) Except as specified in the next paragraph, the formality of Robert's Rules may be relaxed when running meetings to facilitate involvement or when familiarity of members makes the strict formality of Roberts an unnecessary overhead.
- (d) Any member, including visiting members may make a motion to implement strict conformity to Robert's Rules, and if seconded and adopted by a simple majority vote, the remainder of the meeting must follow strict parliamentary procedure.

ARTICLE 1.15 CHANGING OF THE CHARTER, BYLAWS AND/OR RULES OF ORDER

- (a) A member of the Club can submit a change proposal to the board at any regular Board Meeting.
- (b) Proposed Charter, Bylaw, or Rules of Order change proposals must be presented to the Board in writing at least thirty (30) days prior to a vote of by the Board on such a change.

(c) Adoption of a change to Charter, Bylaw, or Rules of Order will require a supermajority vote of the board.

PART II. REQUIREMENTS FOR AND DUTIES OF OFFICERS

ARTICLE 2.01 THE PRESIDENT:

- (a) The President shall have the following minimum requirements:
1. Exposure to all levels of competition.
 2. At least one year on the Executive Board or equivalent experience.
 3. Committed to participate year round and support all levels of competition.
- (b) Represents the club as the Chief Spokesperson for the club.
- (c) Represents the Club in Policy Setting meetings of applicable governing bodies.
- (d) Oversees the coordination of all Club Activities and may make immediate decisions on behalf of the club. Immediate decisions that meet any of the following criteria must be reviewed at the next meeting of the Board:
1. Any decision regarding financial transactions that are not already authorized in the approved budget.
 2. Decisions which set, change or are an interpretation of club policy.
 3. Facilitates the election of officers.
- (e) Chairs the Annual General Meeting.
- (f) Acts as the Alternative representative to CYSF.
- (g) Casts the deciding vote in case of tie votes for the Board or Executive Committee.
- (h) Sets initial board meeting agenda.
- (g) Files annual reports as required by applicable governing bodies. – to business manager job description. Note that president should be involved in budget process

ARTICLE 2.02 THE EXECUTIVE VICE-PRESIDENT :

- (a) The Vice President shall have the following minimum requirements:
1. Exposure to all levels of competition. Salmon Creek Soccer Club Charter, Bylaws and Rules of Order
 2. At least one year on the Executive Board or equivalent experience.
 3. Committed to participate year round and support all levels of competition.
- (b) Assists the President and presides in President's place in the President's absence or in the event of recusal of the President for reasons of conflict of interest.
- (c) Chairs the Club Officer nominating committee.
- (d) Is responsible for preparation and distribution of the Club Handbook.

- (e) Is responsible for proposed changes to the Charter, Bylaws or Rules of Order.
- (f) Organizes the Annual General Meeting and Awards Night.
- (h) Chairs any Investigation committee.

ARTICLE 2.03 THE SECRETARY:

- (a) Records and maintains minutes of Club meetings.
- (b) Schedules Board Meeting Agenda Items.
- (c) Is Responsible for Club correspondence and communications.

Article 2.04 THE REGISTRAR(s):

- (a) The Registrar(s) shall have the following minimum requirements:
 1. Prefer experience at all levels of play.
 2. Involved with year around soccer.
- (b) Coordinate player sign-ups including on-line and if appropriate, in-person registration events.
- (c) Certify player's age and registers them with the applicable governing bodies.
- (d) Assign players to appropriate teams.
- (e) Assign names to new teams.
- (f)Manages appropriate paperwork for players and teams.
- (g) Registers teams for events as needed.

ARTICLE 2.05 THE BUSINESS MANAGER:

- (a) The Business Manager shall have the following minimum requirements:
 1. Solid understanding of standard business practices.
 2. At least one year on the board or equivalent experience.
 3. Involved with year around soccer.
- (b) The business manager must sign a binding confidentiality contract.
- (c) Manages all professional consultants or services for the club.
- (d) Issues and manages all contracts.
- (e) Acts as Parliamentarian in Board and Executive Committee meetings. The purpose of the Parliamentarian is to insure compliance with Bylaws, Rules of Order and other Parliamentary process as appropriate for the situation. The Parliamentarian is the owner of the process by

which club business is completed, though not the content of the process.

(f) Coordinates with Field Coordinator in contract, lit field, and maintenance negotiations with the County, School District and/or other community representatives.

(g) Maintains current copies of all field contracts held with the County, School District and Partners.

(h) Maintains the business license and insures compliance with all state and federal regulations.

(i) Maintains the Budget.

(j) Provides oversight for Treasury Activities and approves bank transactions.

(k) Works with the Treasurer to prepare financial reports and statements.

(l) Responsible to file any federal and state tax reports.

(m) Maintains Insurance Contracts and Salmon Creek Soccer Club Charter, Bylaws and Rules of Order

ARTICLE 2.06 MEMBER-AT-LARGE

Is a consultant to the Salmon Creek Soccer Club board, on all matters that come before the board.

ARTICLE 2.07 THE SWYSA COMMISSIONER

(a) Represents the interests of Salmon Creek Soccer Club at SWYSA meetings.

(b) Reports SWYSA business back to the Board.

ARTICLE 2.08 THE TREASURER:

(a) Maintains all Club Institutional accounts (Bank Accounts).

(b) Responsible for all Invoices for Club sponsors and creditors (Accounts Receivable).

(c) Prints checks for all valid bills incurred by the club (Accounts Payable).

(d) Prints regular pay checks for Non-Employee Compensation (i.e. Referees and some Coaches).

(e) Manages the Chart of Accounts and allocations of revenue to those accounts (for example team accounts).

(f) Coordinates with the Business Manager to generate reports as needed for audits and licensing or contract activities.

- (g) Provides monthly Spent to budget and Account Balance Statements to the board.
- (h) Responsible for picking up mail for Salmon Creek Soccer Club at least weekly.

ARTICLE 2.09 FIELD COORDINATOR

- (a) Maintains list of all Club Equipment Assets (goals, nets, corner flags, paint, etc).
- (b) Recommends purchases of Club equipment for Fields as needed resulting from wear and tear and expected member ship growth or demographic shifts.
- (c) Coordinates the Maintenance of Club-used fields and facilities .
- (d) Arranges with school district Maintenance Supervisor, Clark Count Parks Department and/or Private and Public partners, to upgrade fields where necessary.
- (e) Represents Salmon Creek Soccer Club at Sports Council meetings.
- (f) Coordinates field assistants supplied by each team to line fields and put up and take down nets and corner flags.
- (g) Is responsible for coordinating after-game clean-up, whenever necessary.
- (h) Makes practice fields available and assigns them to teams.
- (i) Responsible for assigning fields for all games.

ARTICLE 2.10 THE COACHING DIRECTOR:

- (a) The Coaching Director shall have the following minimum requirements:
 1. Shall hold a B or above license or experience acceptable to the board.
 2. Solid understanding of standard business practices.
 3. At least one year on the board of this or another similar soccer club.
 4. Involved with year around soccer.
- (b) Coordinates the activities of all Division Coach Coordinators.
- (c) Serves as liaison between the Board and the Division Coach Coordinators.
- (d) Organizes coaches' clinics.
- (e) Assists Competition Coordinators and Registrars.
- (f) Insures coaches have appropriate coaching credentials.
- (g) Responsible for performing Coach Performance Appraisals.
- (h) Recommends to the board salary structure for coaches in paid positions.
- (i) Insures coaches are current on first aid and CPR.

ARTICLE 2.11 THE DIVISIONAL CHAIR S:

- (a) The Divisional Chairs shall have the following minimum requirements:
 - 1. Experience acceptable to the board.
 - 2. Solid understanding of standard business practices.
 - 3. At least one year on the board of this or another similar soccer club.
 - 4. Involved with year around soccer.
- (b) Lead the organizing activities of the level of play they represent.
- (c) Recruit division subcommittee offers.
- (d) Represent the Chief Executive of that level of play during competition and on the General Board.
- (e) Manage and run subcommittee meetings.
- (f) Oversee budget and finances for the division.

ARTICLE 2.12 THE FUNDRAISING COORDINATOR:

- (a) Plans and coordinates major fundraising activities for the Club.
- (b) Provides the primary interface to outside fundraising partners.
- (c) Approves invoices for any fundraising sales commissions approved by the board.
- (d) Accounts for sponsor fees including when needed, working with the treasurer to set up payment plans.
- (e) Maintains Club Sponsor List.

ARTICLE 2.13 THE REFEREE COORDINATOR:

- (a) The Referee Coordinator shall have the following minimum requirements:
 - 1. Experience acceptable to the board.
 - 2. At least one year involvement with the club or equivalent experience.
 - 3. Involved with year around soccer.
- (b) Recruits Club referees and linesmen.
- (c) Schedules Referee training and qualification activities.
- (d) Coordinates attendance at Rules Clinics.
- (e) Schedules referees and linesmen for all home games.
- (f) Coordinates injury claims to applicable governing bodies.
- (g) Approves all referee pay invoices and other referee compensation.
- (h) Provides mentors for referees.

ARTICLE 2.14 THE PHOTO COORDINATOR:

- (a) Identifies and contracts with (subject to board approval) photo vendor.
- (b) Schedules all photo shoots for all player divisions.
- (c) Distributes photos to teams.
- (d) Distributes sponsor plaques to the divisional business manager or sponsor coordinator.
- (e) Coordinate with Division Sponsor Coordinators to:
 - 1. Collect sponsor logos
 - 2. Collect sponsor payments
- (f) Coordinates Club recognition of all sponsors including:
 - 1. Sponsor Banner
 - 2. Year End Columbian Newspaper Advertisement

ARTICLE 2.15 THE ADVERTISING AND MARKETING COORDINATOR

- (a) Promotes consistent message on a positive note to community.
- (b) Contacting local newspapers for all club activities.
- (c) Provides Web content including team stories, players etc.
- (d) Advertises Camps and tryouts

ARTICLE 2.16 WEBMASTER

- (a) Maintains the overall look and feel of the club web site.
- (b) Recommends technology and service providers (subject to board approval).
- (c) Manages Club Email Services.
- (d) Assists Advertising and Marketing Coordinator and individual Divisional Communications Coordinators in posting information.

ARTICLE 2.17 UNIFORM AND EQUIPMENT COORDINATOR

- (a) Coordinate with division Uniform Coordinators to develop vendor agreements to the club's best interest
- (b) Coordinate with division Uniform Coordinators to place orders early enough to ensure delivery by required dates.
- (c) Coordinate with Field Coordinator and Division Coordinators to place equipment orders as appropriate.

PART III. DIVISIONAL SUBCOMMITTEE OFFICER DUTIES

ARTICLE 3.01 THE DIVISION SECRETARY:

- (a) Records and maintains minutes of division meetings.
- (b) Schedules division meetings and initial agenda items.
- (c) Is responsible for club correspondence pertaining to the division of play.
- (d) Assists with newsletters, or divisional publications.

ARTICLE 3.02 THE DIVISION TREASURER:

- (a) Collects all records all division sponsor and fundraising monies, catalogs these and delivers to the Club Treasurer for deposit.
- (b) Tracks account balances for teams as appropriate.
- (c) Approves and submits payment invoices to the treasurer for disbursement.
- (d) Coordinates with the Division Business Manager to generate reports.
- (e) Provides monthly Spent to Budget and account balance statements for the division.

ARTICLE 3.03 THE RECREATIONAL DIVISION COMPETITION COORDINATOR

- (a) The representative to the CYSF competition meetings.
- (b) Coordinates with Field Coordinator to assure field availability.
- (c) Coordinates game changes with CYSF and Salmon Creek Soccer Club coaches.
- (d) Recommends team rating, with Board approval, to CYSF for assignment to proper division.
- (e) Coordinates the U-6 to U-8 game schedules.

ARTICLE 3.04 THE DIVISION SPONSOR COORDINATOR:

- (a) Coordinates soliciting of team sponsors for their division of play.
- (b) Provides sponsor team pictures to sponsors.
- (c) Coordinates with Board Fundraising Coordinator to insure collection of sponsor monies.
- (d) Assists team parents in identifying potential sponsors.

ARTICLE 3.05 THE DIVISION TEAM PARENT COORDINATOR

- (a) Assists coaches in recruiting team parents.
- (b) Distributes newsletters to team parents and coaches.
- (c) Assists with fund raising activities.
- (d) Coordinates team/Club correspondence with the team parents.
- (e) Conducts Team Parent's meetings as needed.
- (f) Coordinates with Team Parents to have team banners created and distributed.
- (g) See also Team Coordinator Responsibilities below.

ARTICLE 3.06 THE DIVISION SCOREKEEPER :

Compile all scores and report to CYSF scorekeeper as required.

ARTICLE 3.07 THE DIVISION TEAM EQUIPMENT MANAGER:

- (a) Maintains inventory of team supplies & equipment.
- (b) Coordinates with club level Uniform and Equipment Coordinator to order and distribute practice and game balls for the club (as approved by The Board).
- (c) Distributes equipment to coaches at the beginning of the season.
- (d) Collects all equipment at the end of the season as appropriate.
- (e) Maintains contact with coaches to assure equipment needs are met.

ARTICLE 3.08 THE DIVISION UNIFORM COORDINATOR:

- (a) Establishes relationship and/or contract for all divisional uniforms for the season. Any changes to the uniform or the uniform vendor need to be approved by the board.
- (b) Coordinates uniform distribution unless arrangements are made with the vendor to distribute directly to coaches, team parents or individual parents.
- (c) Act on behalf of teams, team parents or individual parents to resolve issues or disputes regarding uniform orders or purchases.
- (d) Coordinates with the Club Uniform and Equipment Coordinator to purchase uniforms on behalf of the division.
- (e) Recommends uniform purchase, orders new uniforms.

PART IV. BUDGETS AND FEES

ARTICLE 4.01 REGISTRATION FEES:

(a) The board shall establish a common fund portion of fees based on the annual budget for each division of play as appropriate to cover the following shared expenses:

1. Field Maintenance based on size, usage and impact on the fields.
2. Reasonable Field Development costs based on projected increase in future demand.
3. Common Field Equipment Costs including but not limited to Field Goals, Storage
4. Facilities, and Field Layout Materials.
5. Common Administration Costs including Office Salaries (if any), Registration (bonzi),
6. Banking, and Credit Card usage and discount fees.
7. CYSF Registration and Insurance Fees.

(b) Each Divisional of play shall additionally assess player and sponsorship fees such that each division of play is a self-sustaining entity. These fees should include where appropriate:

1. Divisional or play level Equipment Costs.
2. Coach, Manager and related Salaries as appropriate.
3. Tournament Costs.

(c) Registration Fees only will be refunded for recreational players based on our cancellation policy, or on a prorated basis for advanced level as determination of the board. The Executive Committee will rule on any case involving extenuating circumstances

(d) Salmon Creek Soccer Club Board members receive credit for the equivalent to one recreational registration for their child. (So for example, a board member that has a child in Advanced Level Play would receive credit for the amount of a recreational registration at that age level.) In order for board members to receive this benefit they need to attend at least half of the regularly scheduled board meetings AND meet the commitments of the office they hold on the board.

(e) Division Subcommittees may establish a policy providing credit for the recreational registration equivalent of one child, provided the cost of that registration is offset by divisional registration fees.

ARTICLE 4.02 BUDGET AND DISTRIBUTIONS

(a) The Executive Committee will prepare an estimated expense budget for the ensuing year and establish the methods of raising money to meet those expenses. Budget dates are described in the Rules of Order.

(b) The budget needs to be approved by a simple majority of the board.

(c) Check signers (signatories) are accountable for insuring that spending for any category does not exceed the amount allocated for that category in the approved budget. Permission for emergency spending which would exceed a budget category by more than 20% may be obtained by a supermajority vote of the Executive Committee. Any spending that exceeds budget items will be reviewed at the next general board meeting.

(d) All Salmon Creek Soccer Club funds will be issued by check, and will require the signature of two approved signatories.

(e) Approved signatories for issuance of funds are limited to the President, Vice President, and Business Manager.

(f) To avoid possible conflicts of interest, a check issued to a signatory or a member of a signatories family, must be signed by two unrelated signatories.

(g) Club financial records will be audited yearly by a Certified Public Accountant.

ARTICLE 4.03 SCHOLARSHIPS

(a) The board will establish a scholarship account to track donations for scholarships, and scholarships actually awarded.

(b) The scholarship account will be funded by proceeds from main fundraising activities. Scholarships are not awarded from registration fees.

(c) Requests for Scholarship are made to the Registrar and approved by the Executive Committee.

(d) Factors that may be taken into account in awarding scholarships include but are not limited to:

1. Financial Need based on income and size of the family
2. Volunteer activities of the players and/or parents
3. Availability of Scholarship Funds

ARTICLE 4.04 CONFIDENTIALITY OF CERTAIN FINANCIAL RECORDS

(a) Requests for, and grants of scholarship funds are strictly confidential and information is made available strictly on a need to know basis.

(b) While aggregate summaries of expenses related to salary, contract or other financial dealings are public record, the details of individual salary, individual contract or other personal financial details are considered privileged confidential information and made available strictly on a need to know basis.

PART V. JUDICIAL PROCESS

ARTICLE 5.01 STATEMENT OF RESPONSIBILITY

(a) We, as a club acknowledge responsible for the conduct of our officers, coaches, managers, players, officials, and parents. We shall insure that their actions, on and off the field, shall not bring disrespect upon the Club.

(b) Members are responsible to insure protection of all club equipment.

ARTICLE 5.02 ASSAULT ON AN OFFICIAL

(a) **Official Defined:** An official, for the sole purpose of this specific rule, shall be defined as a referee, linesman, player, coach, assistant coach, team manager, parent, or any officer of the Salmon Creek Soccer Club or it's divisional subcommittees.

(b) **Assault Defined:** An assault for the sole purpose of this specific rule, shall be defined as an attempt to commit a battery upon an official, an action that cause bodily injury or

harm to an official, engaging in conduct with the intent to intimidate or harass an official, and/or threatening bodily injury toward an official.

(c) In cases of Assault on an Official, **Judicial Remedy** shall be taken as appropriate to the magnitude of the offense in following increasing order of magnitude:

1. Issuance of a Yellow Card
2. Issuance of a Red Card
3. Suspension from all Salmon Creek Soccer Club activities for a period of time to be determined by the Executive Committee.
4. Termination of membership in the Salmon Creek Soccer Club.
5. When any person shall assault an official, the jurisdiction to adjudicate the matter shall rest immediately with the Executive Committee.

(d) It is mandatory that the Executive Committee execute the provisions of this rule within thirty days of the offense. See Inquiries and Hearings in the Rules of Order for details on the judicial process.

ARTICLE 5.03 ETHICAL VIOLATIONS

(a) Club Officers, Coaches and Officials are accountable to the membership to maintain the highest level of transparency and ethical behavior.

(b) Issues of suspected misconduct must be brought to the attention of the Executive Committee. The Executive Committee will pursue the allegations in accordance with the Inquires and Hearing in the Rules of Order.

ARTICLE 5.04 RIGHT TO PRIVACY AND APPEALS

(a) The sole remedies available to the club for any wrongdoing, ethical or assault, are censure, suspension or expulsion of the member, or referral to civil or criminal courts.

(b) Inquiries and Investigations shall be conducted in accordance with Discipline, Chapter 15 of Robert's Rules of Order.

(c) Unless referred to civil or criminal court, all information, including the identity of the individual under investigation, the charges, and results of the investigation are confidential and may not be shared beyond the Executive Committee by any member of that committee. An order of expulsion, should such action be taken occurs in the following preferred order:

1. A request for resignation is issues. If the request is honored and the individual resigns from the organization, no further information is released.
2. Should the request for resignation not be honored, the Executive Committee will issue an expulsion order. Should an expulsion order be issued, this order, and only this order will be make public.

(d) To insure privacy, judicial meetings are conducted by the Executive Committee, and are closed door and limited to the members of the Executive Committee except as requested by the individual under investigation.

(e) Any person suspended or expelled as a result of an Inquiry or hearing may appeal to the General Board. An appeal to the board constitutes a release of information and releases the Executive Committee of their confidentiality commitment.

(f) A decision to override an executive committee suspension or expulsion will require a supermajority vote of a quorum of the general board.

ARTICLE 5.05 RESTRICTIONS ON THE RIGHT OF PARTICIPATION

(a) A member dismissed from the club is prohibited from:

1. Acting in any capacity for the club.
2. Use of any facilities owed by or under contract by Salmon Creek Soccer Club.
3. Use of any equipment owned by Salmon Creek Club.

(b) A member dismissed by the club may not be contracted for, either in writing or by verbal agreement, any services by any current member for soccer related activities.

(c) A member in good standing may not contract with or provide soccer related services to a dismissed member while also providing services, paid or unpaid to Salmon Creek Soccer Club.

PART VI. AWARDS

ARTICLE 6.01 CLUB AWARDS

(a) The only awards presented by the Club will be official CYSF awards (trophies, patches, rockers, etc.).

(b) If any team parent or coach wants to recognize their team for their accomplishments, it will be their decision alone. The awards presented to the players must be given outside of the Annual General Membership Meeting.

PART VII. TEAM, COACH, PARENT AND PLAYER

RESPONSIBILITIES

ARTICLE 7.01 COACH RESPONSIBILITIES

(a) Recreational Coaches shall have experience, training or certification appropriate to the age of the players.

(b) Advanced level coaches shall have a minimum of a D license or equivalent experience.

(c) After a coach has been assigned their players; they are required to have a team meeting to introduce themselves to the players and their parents

(d) The coach is responsible for acquiring a team manager, and subsequently delegating communication and coordination responsibilities to the team manager.

(e) The coach shall give instructions to the players on soccer skills, points of strategy, and team tactics.

(f) The coach should use all possible teaching techniques to insure that players and parents know what is expected of them.

(g) The coach should provide moral support to encourage players to do their best, be good sports and make soccer a positive experience.

(h) Each player participating in club recreational soccer, when in attendance at an association sanctioned game, shall play 50% of the game. The only deviation from this rule will be for disciplinary reasons.

(i) The coach will be in control of all practices.

(j) Coaches need to educate parents on soccer etiquette, coaches philosophy and playing time.

ARTICLE 7.02 ASSISTANT COACH RESPONSIBILITIES

Assist the head coach in each of the above assignments or as assigned by the coach.

ARTICLE 7.03 TEAM MANAGER

(a) The Team Manager acts on the Coach's behalf to organize parents in support of the team and fully supports the coach in all decisions.

(b) The team parent is the primary communication conduit between parents, the coach and the club and Coordinates all Club activities with team players and parents.

(c) The Team Coordinator is responsible for recruiting and coordinating parent activities. (See Team Parents). The Team Coordinator tracks contributions of Team Parents and reports these to the Coach Coordinator on a schedule established by the coach coordinator.

(d) Recreational Team Managers are responsible for finding one corporate or other sponsor. The team manager is accountable for recruiting and managing the relationship with the sponsor, or for delegating this responsibility to another parent from the team.

ARTICLE 7.04 PARENTS

(a) Parents are primarily responsible for supporting their children, coach, team and club in pursuing the game of soccer in a positive and fun manner.

(b) The Salmon Creek Soccer Club is a volunteer run and supported organization. In order to distribute the workload of an organization this size without overloading those volunteers, each team is required to provide support for essential services as follows:

1. When the team is the first team on a field, at least one team parent needs to be scheduled for field lining—refreshing line paint (generally) the day before the scheduled game.
2. When the team is the first team on a field, at least one team parent needs to be scheduled to set up that field, including setup of goals and nets, and corner markers.

3. When the team is the last team on the field for the day, at least one team parent needs to be scheduled to take down and stow goals, nets, and corner markers. They should
 1. additionally remove any trash that may have been left on the field during the day.
 4. At least one parent from each team needs to participate in the setup of fields at least once during the season.
 5. Team Parents are encouraged to get involved on the board and/or Division
 2. Subcommittees.

(c) Parents are responsible for good sportsmanship at all times.

(d) Abuse of referees, coaches, players or other parents will not be tolerated.

ARTICLE 7.05 PLAYER EQUIPMENT

(a) Players must purchase Jerseys and Shorts as needed as arranged by Division Subcommittees.

(b) A sponsor may purchase uniforms for their team if they wish, but these uniforms must conform to CYSF regulations concerning color, number, size and placements. The Salmon Creek Soccer Club Board must approve the uniforms before purchase.

(c) The Club will provide each team with a good game ball.

(d) The players will furnish their own sweats, socks, soccer shoes, shin guards, and practice balls.

(e) As a safety precaution, shin guards and soccer shoes will be worn in all team scrimmages and in all games.

ARTICLE 7.06 PLAYER ASSIGNMENT

(a) The following will determine the assignment of Recreational players by the Registrar:

1. The player's age
2. To fill up existing teams
3. To develop a positive attitude toward soccer
4. To be placed on the fall team from the previous year whenever possible, if the player is registered by the regular registration deadline of the season year.
3. Regular registration is defined as registrations not subject to a late fee.
4. Where possible, teams will be formed within school boundaries.
5. Any ties in team placement resulting from the above criteria will be decided between non-returning player registration time. Time of registration is to be determined as time of final approval in the registration system.

(b) For PDP teams, players are placed by PDP coordinator.

(c) For Advanced Level, tryouts are required.

(d) If a player must be placed up a year in age level, it will only be with the permission of the coach, player and the player's parents and requires Executive Committee approval.

ARTICLE 7.07 USE OF FIELDS

- (a) The use of fields that are leased and maintained by Salmon Creek Soccer Club are for the exclusive use of teams and coaches registered with Salmon Creek Soccer Club.
- (b) Teams and coaches that are registered with Salmon Creek Soccer Club must apply for and receive permission from the Field Coordinator for all practice times on the fields.
- (c) All league games to be played on Salmon Creek Soccer Club Fields will be assigned by the Field Coordinator of Salmon Creek Soccer Club and the Competition Coordinator of the organization that has jurisdiction for scheduling league games.
- (d) Each game scheduled on Salmon Creek Soccer Club fields must have at least one participating team properly registered with Salmon Creek Soccer Club.
- (e) Each properly registered team with Salmon Creek Soccer Club may have unlimited friendly games or scrimmages with another properly registered team with Salmon Creek Soccer Club. Salmon Creek Soccer Club teams may only have one friendly game or scrimmage a month with a non-registered Salmon Creek Soccer Club team without prior approval of the Executive Committee.
- (f) A team not registered to Salmon Creek Soccer Club may apply to the Executive Committee for permission to use Salmon Creek Soccer Club fields. Permission may be granted on an individual basis with conditions.

SECTION III: RULES OF ORDER

PART VIII. MEETINGS OF THE SALMON CREEK SOCCER CLUB

BOARD

ARTICLE 8.01 MEETING FORMAT

The format outlined in this article is intended as a compromise between the formality needed for large group meetings as described in Robert's Rules of Order and the informality characteristic of effective small group meetings.

ARTICLE 8.02 REQUIRED MEETING COMPONENTS

Salmon Creek Soccer Club Board Meetings must include the following items:

1. Call to order
2. Review and approval of previous Minutes
3. Agenda review
4. Treasurer/Business Manager Report
5. Report of the officers
6. Report of subcommittees
7. Review of future action items and setting of due dates
8. Closing of business

ARTICLE 8.03 MEETING SCHEDULES

Meetings will be scheduled in accordance with the Bylaws. Additional meetings may be called as deemed appropriate by the president.

ARTICLE 8.04 CALL TO ORDER :

The President will call the meeting to order at the arranged start time. If a quorum is not present within 10 minutes of the arranged start time, the meeting is closed for official business.

ARTICLE 8.05 MEETING AGENDAS:

- (a) All meetings will begin with a proposed agenda prepared by the President or by the Secretary on behalf of the President. The proposed agenda will be issued to the board members at least three working days in advance.
- (b) The proposed agenda will be presented to the board in the following general order:
1. Old business carried over from the previous meeting
 2. New business that must be addressed for the period between now and the next regularly scheduled meeting.
 3. New business at the request of members in good standing.
- (c) The President sets the initial order of business.
- (d) When the meeting is called to order, board members may add to or revise the proposed agenda. The Salmon Creek Soccer Club Board will agree to a time schedule for each agenda item.
- (e) Agenda items may be elevated in priority order by a super majority vote.
- (f) The Secretary or Business Manager will act as time keeper, notifying the board when the time allotted for each agenda item has been exhausted. To continue an agenda item beyond the allotted time requires a vote of the board.
- (g) Items on the agenda which are not addressed in a board meeting are automatically carried over to the next board meeting.

ARTICLE 8.06 ENTRY OF MOTIONS

- (a) A motion begins with a proposal from a member of the board (voting or non-voting).
- (b) The motion must be recorded by the Secretary.
- (c) The secretary reads the text of the motion, and discussion may ensue regarding the wording of the motion.
- (d) The motion must be seconded by another member of the board (voting or non-voting).
- (e) A call for discussion is made. The president may set a time limit for discussion based on the time allocated in the agenda. Generally, any member should be limited to two minutes.
- (f) When a motion has been discussed, the president will make a call to vote.
- (g) Motions may not be made which request or include private or privileged information.

ARTICLE 8.07 CALL TO VOTE

- (a) Votes will normally be taken by voice as "Eye" in support of a motion or "Nay" opposing a vote. Any member may abstain by remaining silent during the vote.
- (b) If the "Nay's" have the vote, a secondary motion may be made to refer the primary motion to subcommittee for revision or clarity. The secondary motion requires a simple majority vote.
- (c) A roll call vote may be requested by any member present at club meeting.
- (d) An anonymous vote may be called by making a secondary motion, with a second of the secondary motion, and super majority vote in support of the anonymous vote.
- (e) The president's (or the Vice President in the President's absence) voting power is limited to casting a tie breaker vote, should a quorum reach a deadlock vote.
- (f) A failing motion may be revised and raised for vote a maximum of two times before being permanently tabled.

ARTICLE 8.08 VOTE BY EMAIL

- (a) Because the low frequency of board meetings, if an issue requires action of the board when it is not convenient to call a board meeting, or if a quorum cannot be obtained for a board the President may make a motion and call to vote by Email.
- (b) The call to vote by Email may be made to the Executive Council or General Board as warranted by the circumstances.
- (c) The motion is distributed by the Secretary by Email to Club Email accounts from a Club Email Account.
- (d) The call for vote will include at a minimum:
1. The reason for the call for an Email vote (why the urgency)
 2. The context of the issue
 3. Available Options
 4. Recommended option (the motion)
 5. The allowed time for reply
- (e) Replies are sent to the club secretary at the club account
- (f) When the allowed time for reply has expired, the secretary collects a vote count and determines:
1. Was a quorum present? That is, did 51% of the board members respond.
 2. Did the vote of the quorum support the motion
- (g) The vote results will be shared by Email with the board
- (h) The motion will be reviewed at the next board meeting

ARTICLE 8.09 TREASURER/BUSINESS MANAGER REPORT

- (a) The Treasurer's report shall be in writing.
- (b) The Treasurer's report may also be verbal, particularly if board members have questions, however a verbal report is not required.
- (c) The Treasurer's report shall at a minimum include the following:
 - 1. Previous Bank Account Balances
 - 2. Spend to budget for each category in the period between the last board meeting and this meeting.
 - 3. Current Bank Account Balances
 - 4. Pending significant Expenditures

ARTICLE 8.10 ACTION ITEMS

- (a) Members may volunteer for action items.
- (b) The President may assign action items to members. Assigned action assignments (other than as volunteered) must be approved by a vote of the board.
- (c) All action item assignments are recorded in the meeting minutes.
- (d) It the responsibility of the President and the members of the board to assign actions in such a way to insure fair work load leveling. That is, the work load should be spread as evenly across members as possible.

ARTICLE 8.11 DUE DATES

- (a) Members who are assigned action items are responsible for estimating completion dates.
- (b) All assigned action items should be completed before the due date.
- (c) If an action item cannot be completed on or before the due date, the member assigned the action item must be able to show due diligence in attempting to meet the due date.

ARTICLE 8.12 REPORT OF THE OFFICERS :

- (a) The President shall allot sufficient time based on feedback of the officer to report and conduct business as required for the current activities of the club.
- (b) Each officer shall report status of action items previously assigned.
- (c) Each officer shall report issues and/or concerns as appropriate for the current activities of the club.
- (d) Officers may propose motions to address relevant activities.

PART IX. CRITICAL BUSINESS ACTIVITIES AND DATES

ARTICLE 9.01 FINANCIAL AUDIT

(a) A yearly audit of the financial records of the entire club shall be arranged such that the audit of the previous year's records is completed by March 31 of each new year.

(b) The audit shall be performed by an external accountant, the cost of which shall be included in the annual budget.

ARTICLE 9.02 APPROVED BUDGET

(a) The Business Manager and Treasurer shall propose a budget for each calendar year and distribute to the board by the 15th of January of the year of effect.

(b) The board shall review, propose changes and approve the proposed budget by the 31st of January of the year of effect.

ARTICLE 9.03 SPENDING TO BUDGET

(a) All money disbursements shall be done by check.

(b) All checks will require two signatures.

(c) Control of spending within each budget category is managed by due diligence of the check signatories.

(d) Spending on any budget category in excess of that budgeted requires approval of the business manager and shall be reported to the board.

ARTICLE 9.04 DEPOSITS, INVOICES AND REIMBURSEMENTS

(a) All deposits, except as made through on-line Bonzi transactions, shall be made with club approved deposit request forms. These forms shall document the source of the deposit, tax status (if it is a charitable contribution) and appropriate deposit account.

(b) All requests for reimbursement shall be made on a club approved reimbursement request form. These reimbursement request forms shall identify the budget item from which funds are allocated. Reimbursements must include copies of all receipts or invoices.

(c) All deposits, invoices and reimbursement requests must be made through the treasurer.

ARTICLE 9.05 EMAIL FOR OFFICIAL BUSINESS

(a) The Club shall establish and maintain an Email account for each member of the board.

(b) Using these accounts provides:

1. Consistency of contact information during change of officers
2. Consistent identities for club business
3. Record of Email received and sent for official club business

(c) All official club business of the following roles shall be conducted using the club provided Email accounts:

1. President
2. Vice-president

3. Treasurer
4. Business Manager
5. CYSF Representative

(d) Other members are encouraged to use club provided Email accounts, but may use mail forwarding for their correspondence.

(e) Support for club Email is provided by the club webmaster.

(f) All non-spam correspondence should be maintained for at least one year.

ARTICLE 9.06 TAXES

(a) It is the responsibility of the Business Manager to insure tax returns are filed on or before May 15th of each year.

(b) It is the responsibility of the Treasurer to make financial records available to the Business Manager by April 15 of each year.

(c) Independent Contractor form 1099 records must be created and mailed by January 15 of each year.

(d) Letters acknowledging charitable contribution must be made to all donors by January 31 of each year.

ARTICLE 9.07 BUSINESS LICENSE

(a) Salmon Creek Soccer Club is categorized as a 501(C)3 entity for tax purposes.

(b) The Business Manager is responsible for renewal of the business license. The license must be filed with the Washington Secretary of State by July 31, of each year.

(c) The business license renewal must reflect the current (new) state of the principle officers of the organization.

ARTICLE 9.08 ANNUAL GENERAL MEETING (AGM)

To facilitate the renewal of the business license, The Annual General Meeting shall be held the beginning of each December to elect officers for the new year.

ARTICLE 9.09 FIELD MAINTENANCE AGREEMENT AND BILLINGS

(a) Field use contracts for school property are created through the Vancouver School District in October for Spring and in March for fall usage.

(b) Field Maintenance contracts must be negotiated with parks department and the school district to by the end of April of each year.

(c) Field Maintenance shall be paid by the end of April for all maintenance performed the previous year.

ARTICLE 9.10 CRITICAL OPERATIONAL DOCUMENTS

(a) The President, Vice President and Business Manager will each maintain binders with the most current of the following information:

1. Copy of the Charter, Bylaws and Rules of Order
2. Current list of board member contact information
3. Current copy of the business license
4. Approved annual budget
5. Most recent treasurer's report
6. Current Field Contracts
7. Current Proof of Insurance
8. Previous 3 months of Meeting Minutes, with the previous 12 months be available electronically.

(b) The business manager is responsible for making copies of updated documents and distributing.

(c) In addition to the copies of documents mentioned above the Treasurer and Business Manager shall have copies of all current independent contractor agreements.

(d) The treasurer maintains 3 years of all club financial records in the club provided file cabinet.

(e) All financial records between 3 years and 7 years of age are to be stored securely.

(f) The Secretary maintains 7 years of board meeting minutes.

(g) Original Contracts are maintained by the business manager indefinitely, including but not limited to:

1. Articles of Incorporation
2. Original Field or Partnership Contracts

(h) Each Coach and team manager will have the following information:

1. Current list of board member contact information
2. Current Field Contracts
3. Current Proof of Insurance

ARTICLE 9.11 INDEPENDENT CONTRACTOR AGREEMENTS

(a) Any activity that will result in a payment to an individual not representing a licensed business, in which the annual proceeds from Salmon Creek Soccer are expected to exceed \$600 in one calendar year, shall require an independent contractor agreement unless previously approved by the board by a simple majority vote.

(b) Independent Contractor Agreements must be issued before any work may begin. Any work that is begun by a contractor before a contractor agreement in place may be considered volunteer work by the club.

(c) The division responsible for the budget from which the contractor is to be paid shall set payment terms with the contractor.

- (d) The chair of the division responsible for the budget from which the contractor is to be paid is responsible for creation of the contract under the guidance and approval of the business manager. This activity may be delegated, however remains the responsibility of the division chair.
- (e) Finished Contracts are reviewed by the business manager, and once approved, are assigned a tracking contract number before returning to the division chair for issuance.
- (f) The Contract must be signed by the division chair and the independent contractor. Two copies must be made, one remaining with contractor, the other returned to the club treasurer.
- (g) All Independent Contractors must have a current year form IRS W-9 on file before any paycheck may be issued.
- (h) All contractors will be RMA cleared and supply proof of such, before being contracted with.
- (i) All contracts shall include at a minimum the following information:
1. Objective of the Contract, for example "coach a select team."
 2. Timing, time commitment and Duration.
 3. Deliverables, for example any written reports, running of workshops or clinics etc.
 4. Joint Accountabilities, what the contractor is responsible for and what the club is responsible for
 5. Expected Communications, if any, to a division chair, director of coaching, to parents etc.
 6. Termination terms by which the contractor or the club may terminate the contract.
 7. Payment Terms and Conditions, including total payment sum, monthly or quarterly payment (if applicable), final payment (if applicable) and dates of payments.
 8. Acceptance signatures and dates for both the contractor and the club representative.
- (j) The contract may be in the form of a letter of agreement so long as it contains the Minimum information described above. Examples and templates for agreements will be available on the club web site.

APPENNDIX

ORGANIZATIONAL CHART

Executive Committee	President	Vice President	Secretary	Registrar	Business Manager	Member at Large	Director of Coaching	Board of Directors
	Player Development	Recreation Chair	ALC Co-Chair	ALC Co-Chair	Association Rep	Field Coordinator	Treasurer	
Required Positions	Secretary	Secretary		Secretary				
	Treasurer	Treasurer		Treasurer				
Optional Positions	Communications	Team Manager		Team Manager				
	Uniform Coordinator	Communications		Communications				
	Equipment Coordinator	Business Manager		Business Manager				
	Field Coordinator	Coach Coordinator		Coach Coordinator				
	Academy Director	Uniform Coordinator		Tryout Coordinator				
		Field Coordinator		Uniform Coordinator				
				Field Coordinator				

Webmaster	Referee Assignor
Photo Coordinator	Fundraising
Advertising-Marketing	Membership Coordinator
Tryout Coordinator	Uniform Equipment

Advisory Positions

Salmon Creek Soccer Club Board and Divisional Committees

Fig. 1