



FC Salmon Creek Governing Rules

(February 7, 2006)

ARTICLE I – NAME AND DURATION

- Section 1** FC Salmon Creek, hereinafter referred to as FCSC, serves as the advanced competition division of Salmon Creek Soccer Club, a 501c.3 non-profit entity organized and existing under the laws of the State of Washington.
- Section 2** The duration of this club shall be perpetual.

ARTICLE II – OBJECTIVES AND PURPOSES

- Section 1** The objectives of FCSC are to:
- A. Promote and further develop the game of soccer, while demonstrating exemplary sportsmanship.
 - B. Organize and govern the game of soccer for the youth within the boundaries of the Columbia Youth Soccer Federation.
 - C. Establish uniform rules and regulations applicable to youth soccer competition within this club consistent with the principles and laws of the Federation Internationale de Football Association (FIFA), the world governing body for soccer, and those of the Washington State Youth Soccer Association (WSYSA), and those of the United States Youth Soccer Association (USYSA), a division of the USSF, and those of the United States Soccer Federation (USSF), affiliated with FIFA, and those of the Columbia Youth Soccer Federation (CYSF), affiliated with the WSYSA. Where the conditions and circumstances prevent full compliance, FCSC shall effect deviations best suited to its own particular needs.
 - D. Provide programs for the membership, as required.

- E. Administer and conduct competitions, as required.
- F. Represent this club in all matters of organized Youth Soccer with regards to CYSF, WSYSA, USSF and interested parties.

Section 2

The purpose of FCSC is educational and includes the following:

- A. Developing athletes to the fullest of their potential.
- B.

- Section 1** The governing authority of FCSC shall be vested with the FCSC committee as delegated by SCSC.
- Section 2** The FCSC committee shall be governed by its Governing Rules except when these are superseded by those of SCSC, CYSF, WSYSA and USYSA.
- Section 3** The FCSC committee will consist of at least five officers and as many additional members as needed, elected or appointed in accordance with this document.

Chair*

Liaison to the parent club, SCSC. The Chair shall set agenda for and facilitate all FCSC committee and Annual General meetings. Acts as ex-officio member of all committees. Represents FCSC at all meetings of SCSC. Upholds FCSC Governing Rules. Co-signs with the treasurer all club agreements.

Secretary*

Records minutes, organizes meetings, and keeps track of rules and decisions. The secretary shall keep the minutes of all official meetings and an updated roster of all FCSC committee members. The secretary shall also keep records of all official documents, correspondence, incorporation documents and minutes in an official notebook/binder, as well as electronically whenever possible. Publishes meeting dates on the SCSC website, and distributes agenda?

Treasurer*

Responsible for tracking money, liaison to team treasures, works with SC Treasurer. : The treasurer shall maintain FCSC checking accounts. A monthly financial report shall be presented at regularly scheduled meetings. A proposed budget will be presented at the Annual General Meeting for approval by the membership. Co-signs with chair all club agreements.

Membership Representative*

Responsible for resolving matters that have been brought up to the team representatives—including the coach and team manager—that have not been resolved to the satisfaction of the player, parent or coach. If the matter has not been resolved it is to be brought to the Membership Representative, who will contact all parties involved to gather information and decide on a best course of action, based on a review of the facts, feedback from all parties, and advice from disinterested parties if needed. A final decision will be presented to all parties, at the same time when feasible, and if warranted a brief report will be given to the FCSC committee. A record of the issue, associated correspondence and decision will be retained for a minimum of two (2) years by the secretary and membership representative.

PR/Marketing Coordinator*

Responsible for marketing and promotion of FCSC to the public and within the club.

ALC Registrar*

Organizes the required paperwork for players, and tryouts. The registrar shall arrange and coordinate FCSC player sign-ups, and assign players to teams.

Coach Coordinator*

Interface between coaches and the FCSC committee; responsible for Tournament Director.

Directors of Coaching

The FCSC Coaching Directors' (one for boys, one for girls) purpose is to develop and implement programs, events and activities that are designed to enhance the development of FCSC "Advanced Competition" coaches and players. This includes but is not limited to the following under the direction of the FCSC Committee: The coaching director has responsibility for coordinating staff recruiting and contracting, team assignment, and staff development and education. The coaching director is also responsible for coordinating mid-year coaches' surveys (i.e., parent/player) in October

and providing constructive feedback to coaches. In addition, the coaching director coordinates regular coaches meetings, player evaluations, player assignments, provides direction for camps and clinics.

Development and Fundraising Coordinator

Responsible for club fundraising.

Equipment/Uniform Coordinator

Under the direction of the FCSC Committee, estimates yearly uniform needs, gathers club uniform order information, tracks order with suppliers, and delivers uniforms to teams in a timely manner. Maintains club uniform inventory. Assists the development of uniform and equipment budgets. Assists the treasurer in tracking uniform and equipment expenses. Coordinates uniform changes in style and policy. Communicates information regarding uniforms delivery and policies with the Team Manager Coordinator. Helps to enforce uniform and player fee policies.

Team Manager Coordinator

Liaison between committee and team managers and responsible for dissemination between FCSC Committee and team managers.

Tournament Coordinator

Coordinates tournament activities within FCSC.

*** denotes executive member**

The FCSC committee shall have the authority to modify and change the above-referenced duties of each committee member, as they deem necessary.

Section 4 The FCSC committee shall be elected by a simple majority vote of the voting membership present at the Annual General Meeting. The Chair, Treasurer, and Secretary shall be elected in even calendar years. The Coaching Directors and Registrar shall be elected in odd calendar years, except when circumstances dictate a special election, i.e. expulsion of an officer, resignation, etc.

Section 5 The FCSC committee shall serve for a period of two (2) consecutive years with their term beginning at the Annual General Meeting and continuing until the conclusion of the Annual General Meeting two (2) years thereafter.

Section 6 In the event any officer is incapable of performing their duties because of illness or resignation, the FCSC committee may appoint a temporary replacement and arrange for an election to fill the position. Election shall be within 12 months of appointment.

Section 7 The FCSC committee shall be responsible for conducting the business, administering the affairs, and establishing the policy of FCSC, which shall include, but not be limited to, the following:

A. Enforcing the Governing Rules of FCSC.

B. Approve the participation of all member teams in exhibition games and tournaments except for such tournaments conducted by CYSF based on the recommendations of the coaching directors.

C. Approval of formation of all teams and coaches.

D. Suspension or removal of FCSC officers or members.

E. Approval of the annual budget before submission to the voting SCSC Board.

F. Appoint an auditor to review the books prior to the Annual General Meeting.

Section 8 No committee member shall serve more than (4) four consecutive years in one position unless the position is unfilled.

Section 9 The additional committee members will be appointed by the officers for one year terms not to exceed four (4) consecutive years in one position on the committee.

Section 10 All officers of FCSC shall be covered by insurance against personal liability claims for performing duties and acts directly related to the work of FCSC.

ARTICLE VIII – VOTING MEMBERSHIP

Section 1 The executive voting membership of FCSC shall be composed of these members of the FCSC committee: the Chair, Secretary, Treasurer, Membership Representative, PR/Marketing Coordinator, ALC Registrar, and Coach Coordinator.

Section 2 The executive voting membership shall vote on the following:

- A. Changes in the Governing Rules.
- B. Election of Officers.
- C. Establishment of or changes in Rules and Regulations.
- D. Suspension of Members.
- E. Other matters as requested by the committee.

Section 3 The entire FCSC committee shall vote on the following:

- A. All matters relating to the operation of the club.
- B. Monetary expenditures within the budget.
- C. The establishment of temporary rules.
- D. Reprimand or temporary suspension of members.

ARTICLE IX - MEETINGS

Section 1 The FCSC committee shall meet once a month to conduct club business. Additional meetings may be called as needed by the committee. Meeting times are to be published on the SCSC website calendar.

Section 2 Any member or guest may attend a committee meeting; however, they will not be allowed to participate in any discussion unless their testimony is requested by a member of the committee.

Section 3 Quorums for the committee will consist of any four (4) committee members. Emergency meetings of the committee can be called by the Chair or any two (2) other officers upon twenty-four (24) hours notice.

Section 4 There will be one Annual General Meeting (AGM) to be held in April. This meeting will be held for the purpose of electing officers and for approval of proposed amendments to the Governing Rules. Each shall require a simple majority of the membership present.

Section 5 The order of business at all Annual General Meeting shall be as follows: roll call, review & acceptance of previous month's minutes, officers reports (correspondence from outside the club, etc.), old business (committee reports), new business, report on all nominated officers and election of officers. All other meetings shall be as follows: roll call, minutes, officer's reports, old business, new business, adjournment.

Section 6 All meetings of FCSC shall be conducted using the current edition of "Robert's Rules of Order" as a guide.

ARTICLE X – FINANCIAL POLICY

- Section 1** FCSC serves as the advanced competition division of Salmon Creek Soccer Club, a 501c.3 non-profit entity organized and existing under the laws of the State of Washington.
- Section 2** Should FCSC be dissolved, all monetary assets remaining after payment of all debts shall be turned over to Salmon Creek Soccer Club (SCSC). Physical assets shall be held in trust by SCSC.
- Section 3** The fiscal year for FCSC shall be the ALC soccer season year, from try-outs in March to the conclusion of state cup tournament competition.
- Section 4** Yearly budgets will be prepared by the Treasurer with the advice of the committee.
- Section 5** The financial books and accounts of FCSC, maintained by the Treasurer shall be reviewed once yearly prior to the Annual General Meeting, a fiscal year statement of source and use of funds, certified by the auditor, shall be submitted by the Treasurer to the Secretary for inclusion in the annual report. No members of the voting membership shall act as auditor.
- Section 6** All checks for transactions over \$300 will require two FCSC or SCSC committee member signatures.
- Section 7** The registration fee shall be set by the voting membership based upon the proposed budget as approved by the membership.
- Section 8** Dues shall be collected from all players upon selection to teams and acceptance by player. No additional assessments against members or players will be levied by the FCSC committee during a fiscal year without two-thirds (2/3) majority vote of a quorum of the voting membership. Assessment levies must be paid within thirty (30) days following approval of an assessment. Parents and players are encouraged to review any and all contracts and documents related to fees, coaches, or tournaments.
- Section 9** No player bags or warm-ups will be distributed without payment.
- Section 10** Any exceptions to player fees or requests for refunds are to be made with committee approval, following specified procedures (see Refund Request Form, Appendix C).

ARTICLE XI - AMENDMENTS

- Section 1** Proposed changes or amendment to Governing Rules can only be affected at the Annual General Meeting (AGM).
- Section 2** Such proposed changes or amendments must be made in writing to the FCSC secretary at least 30 days prior to the AGM for approval.
- Section 3** The FCSC secretary shall notify each member of the club at least 15 days prior to the AGM by mailing out such proposed changes or amendments to these Governing Rules.
- Section 4** All approved changes or amendments shall be included in the AGM minutes.

ARTICLE XII – TEAMS/COACHES/PLAYERS

- Section 1** The purpose of our club is to allow players with above-average skills and desire to develop in competition at the highest levels in league and tournament play.
- Section 2** FCSC will form teams in age groups of U-11 through U-19, with no more than one team per age division and gender.

- Section 3** Head coaches shall have a WSYSA Class D coaching certificate or its equivalent. FCSC reserves the right to approve head coaches for placement in the club with other credentials.
- Section 4** Coaches are to be CPR and first aid certified.
- Section 5** Head coaches will be selected from applicants or by invitation from the committee
- Section 6** The head coach may choose his/her own staff, subject to review and approval of the committee, upon recommendation by the Coaching Director.
- Section 7** All coaches of FCSC shall show prudent judgment in keeping their coaching ability up to the level of the team they are coaching. This may require attending coaching clinics.
- Section 8** Players shall be selected by tryouts open to all players in the age groups for which select teams are to be formed.
- Section 9** All club volunteers in contact with players (coaches, referees etc.) including committee members shall complete and submit Washington State Patrol and WSYSA background check forms. Volunteers failing these checks shall be immediately removed from duties connected with FCSC.

ARTICLE XIII - OFFICIALS

- Section 1** All FCSC referees shall hold current USSF registrations.

ARTICLE XIV - JUDICIARY

- Section 1** The members of the FCSC committee shall constitute an Appeals Board. Judiciary action of the Appeals Board shall be at the request of the member(s) and its decisions are final. An attempt will be made to resolve all issues at the FCSC level.
- Section 2** The committee shall have the power to affect the penalties when the Governing Rules are violated. Penalties may consist of warning, temporary or permanent exclusion from the activities of FCSC.
- Section 3** The committee shall have the power to penalize any player, coach or member whose actions are detrimental to the purpose of FCSC or have willfully violated the Governing Rules of FCSC after an opportunity to be heard before the Appeals Board has been afforded. Penalties consist of warning, temporary or permanent suspension from participation in FCSC activities.
- Section 4** Members may appeal any penalty imposed by FCSC to the SCSC executive board.

Mission Statement

To continually provide a quality program that attracts and serves top level players and coaches for long-term commitment towards personal improvement.

FC Salmon Creek Committee Members

2006 – 2007 SEASON

Chair – Liaison to parent club, SCSC – *Jeffrey Thomas*

Secretary – records minutes, organizes meetings, keeps track of rules and decisions – *Donna Hunting*

Treasurer – responsible for tracking money, liaison to team treasurers, works with SCSC Treasurer – *Gerry Lazo*

Membership Representative – addresses needs of customers (players and parents) – *Jeffrey Thomas*

PR/Marketing Coordinator – responsible for marketing of FCSC to the public and within the club – *Open*

ALC Registrar – organizes players, paperwork for, and tryouts – *Kelly Brown/Paige Grening*

Coach Coordinator – liaison between FCSC coaches and committee – *open*

Development and Fundraising Coordinator – responsible for club fundraising – *open*

Equipment/Uniform Coordinator – responsible for organizing teams' equipment and uniforms needs – *Franci Brinkman*

Team Manager Coordinator – liaison between committee and team managers – *Penny Thomas*

APPENDICES

- I. Player/Parent Contract
- II. Coaches Contract
- III. Team Manager Handbook
- IV. FCSC Team Policy
- V. FCSC Uniform Policies
- VI. Medical Release Form
- VII. Player Withdrawal Form
- VIII. Try-Out Registration Form

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