

SANTA CRUZ CITY YOUTH SOCCER CLUB BYLAWS

Article I: Organization

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

Article II: Aims and Goals

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

The SCCYSC is committed to promoting positive play and coaching so that players can compete, learn and enjoy the game of soccer in an atmosphere of safety and good sportsmanship. The SCCYSC adopts the principles of the Positive Coaching Alliance, www.PositiveCoach.org, and encourages players, families and coaches to engage with resources provided by the Positive Coaching Alliance, www.PCDevZone.org. All players are asked to sign and abide by the Positive Coaching Alliance social media agreement.

SCCYSC representatives, which includes all paid and volunteer positions, such as coaches, members of the Board of Directors (Board), trainers and managers are expected to abide by all SCCYSC rules and procedures. Governance documents for the SCCYSC can found under “Documents” on the SCCYSC website.

Article III: Status

SCCYSC is a 501c3 non-profit organization, committed to acting in the public interest. No part of SCCYSC’s net earnings shall inure to the benefit of any SCCYSC representative. At the end of each fiscal year, the balance, if any, of all funds received by SCCYSC, after payment of all SCCYSC payment obligations, shall be held and distributed exclusively for carrying out the purpose of the SCCYSC.

The SCCYSC is affiliated with the California Youth Soccer Association-North (CYSA-N) and the NorCal Premier Soccer League (NorCal) under the umbrella of the U.S. Soccer Federation (USSF).

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Article IV: Non-Discrimination

No person shall be denied participation in any activities of SCCYSC due to race, gender, sexual orientation, religion or national origin. The SCCYSC is committed to diversity and cultural inclusion.

Article V: Governance

The governing body of the SCCYSC is the Board, which is responsible for executing the business of the SCCYSC and all matters of policy, including fiscal, administrative and operational rules. The Board works together for the good of the Club and the players. Civility, respect and integrity are core principles by which all Board members are bound.

Board Meetings

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

Special meetings may be called by a minimum of three (3) other Board members, at the approval of the President, except in the event that the President has a conflict of interest, in which case approval of the Vice President or Secretary is required.

SCCYSC Board meetings are closed to the public, except during a public comment session that may be set aside at the end of each Board meeting. Interested parties may request to speak at a public comment session, subject to approval from the President, or in the absence of the President, the Vice President.

Voting and Quorum

Only Board members have the power to vote. A majority of the current members of the Board and in no event fewer than six (6) shall constitute a quorum for the transaction of business at any meeting of the membership, including regular Board meetings and emergency meetings as well as electronic and telephonic voting.

A decision of the Board is made by a simple majority of cast votes at a meeting at which there is a quorum. A Board member may cast only one (1) vote.

In emergencies or when immediate attention is required, as determined by the President, or the Vice President in the absence of the President, the Board may vote by electronic or telephonic voting, facilitated by the President, or the Vice President in the absence of the President. Any decisions taken by electronic or telephonic voting will be placed on the agenda for the subsequent Board meeting for the purpose of including the decision in the Minutes.

Board Member Terms, Election, Resignation and Removal

Board members are elected for two-year terms by the Board. Board members may serve for a maximum of five (4) terms. The Board shall strive to stagger Board positions to enable smooth operations of the Board. New Board members are voted to the Board by existing members of the Board, subject to a confidential written vote.

Upon identifying a Board vacancy, the President or his/her designee, will notify the SCCYSC volunteers, coaches, trainers and families that an open position exists. Such notification shall occur by email and by posting on the SCCYSC website. Two business weeks after such notice is given, the Board will review all interested candidates for Board membership. An interested candidate should state the reason for his or her interest in Board membership and also provide a summary of relevant past and current experience.

Any Board member whose term has ended may seek election to another position on the Board. Re-election of existing Board members to the same or different position shall be made by confidential written ballot. A Board member may fill a vacant Board position before his or her term has expired, after a vote by confidential written ballot of all other Board members.

A Board member who resigns before his or her term has expired must do so in writing and submit the resignation to the full Board. Any vacancy on the Board may be filled at any duly noticed Board meeting after a vote by the Board. Another Board member may fill a vacant Board position before his or her term has expired, after a vote by confidential written ballot of all Board members.

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

Article VI: Duties of the Board

All Board members must be vigilant in eliminating and preventing any conflict of interest or appearance of a conflict of interest in the execution of his or her duties on the Board. All Board members must disclose any financial benefit received related to service on the SCCYSC Board via the SCCYSC website, and any such financial benefit must be approved by the Board.

This Article outlines the basic duties and responsibilities of each Board Member. The Board may assign additional duties and responsibilities at its discretion and upon the approval of the majority of the Board.

President: The President is the Chief Executive Officer of the Club and presides over all meetings of SCCYSC, coordinates the activities and business affairs of the SCCYSC, oversees the Executive Committee, appoints temporary committees as needed, and is responsible for the operational and financial integrity of the Board. The President is the official liaison with local leagues, including CYSA-N and NorCal.

Vice President: The Vice President assists the President as needed and, in the absence of the President, undertakes all duties of the President. The Vice President oversees the Teams Committee, and is responsible for supervising the Members at Large. The Vice President is responsible for oversight of SCCYSC fundraising, tax reporting, insurance and business agreements, ensuring that they are subject to open, transparent and fair recruiting and bid processes. In partnership with the Operations Manager, the Vice President is responsible for oversight of the SCCYSC website, social media and other SCCYSC external facing communication regarding activities, membership and mission.

Treasurer: The Treasurer serves as the accountant for the SCCYSC, maintaining and recording all financial transactions of the SCCYSC, with oversight of all Board spending and income. The Treasurer submits a financial report at each Board meeting and, with the Executive Committee, develops the budget for the following fiscal year. The budget and any changes to the budget are approved by the Board at the February meeting of the Board. The Treasurer monitors use of the budget by the Board, and notifies the Board in the event that expenditures exceed line budget items or any concerns regarding expenditures arise. The Treasurer issues check reimbursements for SCCYSC business, after receipt of adequate documents regarding costs incurred. All payments to third parties in excess of \$1,000.00 require the signature of at least two (2) officers of the Board (the Treasurer and a member of the Executive Committee). The Treasurer must have educational and professional experience in accounting.

Director of Coaching: The Director of Coaching has overall responsibility for coach and player

development, recruitment, selection and evaluation of coaches, and for ensuring that the SCCYSC complies with all applicable guidelines, including but not limited to those of CYSA-N and NorCal. The Director of Coaching is responsible for overseeing team tryouts, holding a minimum of two (2) meetings of competitive coaches per year, assisted by the Teams Committee as needed. The Director of Coaching is responsible for approving coaches for each team, on an annual basis, and for ensuring that all coaches sign and adhere to the SCCYSC Coaching Agreement and participate in any Positive Coaching Alliance training mandated by the SCCYSC. The Director of Coaching has the authority not to approve coaches who fail to meet SCCYSC requirements and standards.

Governance Officer: The Governance Officer is responsible for ensuring that the SCCYSC Bylaws, operating rules, guidelines and grievance procedures are fair and transparent, and reflect the aims and objectives of the SCCYSC. The Governance Officer is responsible for ensuring that all grievances are heard and considered by the SCCYSC.

Secretary: The Board Secretary shall record the minutes of all meetings and shall maintain and distribute Board and Executive Committee meeting agenda, minutes, notices of meetings and calendar of events. The Secretary shall assist the President (or his or her designee) at all meetings in determining and maintaining the agenda.

Recreational Teams Coordinator: The Recreational Teams Coordinator has oversight of the Recreational Teams coaches and players, and serves as the liaison between SCCYSC and Recreational Teams coaches, subject to direction from the Director of Coaching. This includes recruitment of coaches, arranging clinics and meetings, assisting the Vice President and President in communicating all practices and games, and team building.

Operations Manager: The Operations Manager supports the President in scheduling and field reservations, and for facilitating the selection and order process for Competitive and Recreational Teams uniforms. The Activities Coordinator supports the Operations Manager.

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

Activities Coordinator: The Activities Coordinator, working closely with the Operations

Manager, supports activities of the SCCYSC, including positive coaching and play training, volunteer events such as the volunteer appreciation dinner, and picture day, and ensures these activities are represented on the SCCYSC website, social media and other SCCYSC external facing communication regarding activities, membership and mission. The Activities Coordinator leads the solicitation of all the Recreational team sponsors.

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

Member at Large: Member at Large is a position that may or may not be filled, depending on the activity and needs. There may be more than one Member at Large at a time. The purpose of this position is to assist with special projects. This position will be appointed by the Board and will be for a period no longer than one year. After one year, the Board will review the need for the appointed position and determine whether it should be renewed. Members at Large do not have voting rights on the Board but are invited to attend Board meetings. They report to the Vice President.

Registrar: A Member at Large, the Registrar is a paid employee of the SCCYSC . The Registrar collects all registration forms and assures that they are complete; reports these registrations to District 2 and CYSA-N or Nor-Cal; builds recreational teams; and prepares competitive soccer player ID cards.

Article VII: Committees

Executive Committee: The Executive Committee is responsible for ensuring the smooth operations and continued health of the SCCYSC. It meets monthly and also may be convened at the discretion of the President, or his or her designee. The Executive Committee is tasked with overseeing Club finances, non-profit and tax issues, personnel issues, fundraising and development issues and issues around Board process, club policy, and governance. The Committee includes the President, Secretary, Treasurer, Referee Assignor and Governance Officer. At the approval of the President, other members of the Board may participate on specific issues, as needed.

Teams Committee: The Teams Committee supports the Director of Coaching and the Recreational Teams Coordinator, and considers policies and guidelines relating to outward

facing activities of the SCCYSC, including Competitive and Recreational Teams events and operations, Competitive Team Try-outs, Coaches meetings, good conduct of all players and coaches, volunteer and fundraising activities, and public communications from the SCCYSC. It meets monthly and also may be convened at the discretion of the Vice President, or his or her designee. The Vice President, Director of Coaching, Recreational Teams Coordinator, Operations Manager, Activities Coordinator and Fields Coordinator are members of this Committee.

Grievance Committee: The Grievance Committee is responsible for hearing grievances and determining disciplinary action, in accordance with SCCYSC Grievance Procedure and Guidelines. The Grievance Committee is led by the Governance Officer. Any interested party can submit a grievance to the Board for consideration, using the form available on the SCCYSC website

(https://docs.google.com/forms/d/1WN79xKjOloNNfXc3MwxNHrtfNEgsUeUPB0_xheg-7E4/edit). The Governance Officer is responsible for reviewing the grievance and identifying 2-3 Board members to form a Grievance Committee, which is charged with reviewing the grievance. All Grievances shall be heard by at least three (3) Board Members, appointed by the Governance Officer, and screened by the Governance Officer for any conflict of interest. No Board member with a conflict of interest shall review a grievance. The Governance Officer will participate in all grievance reviews, except in cases of a conflict of interest.

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

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

The SCCYSC Board may delegate certain decision making to the Committees; the Committees are not authorized to make decisions in the absence of such delegation except in the case of time sensitive events that require immediate action and only subject to approval of the President or Vice President.

All Committees report their activities to the SCCYSC Board as part of the general monthly

meetings of the Board, so that these activities can be duly reported in the monthly minutes. In no event shall the Committee make a decision that encroaches upon the authority of individual Board members, without due participation and notice to that Board Member and the Board.

Article VIII: Competitive Team Selection and Rules

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

Quantity

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

Coaching Agreement

The Director of Coaching is responsible for maintaining coaching standards and coach selection. Coaches are required to abide by a Coach Code of Conduct, setting forth the requirements and expectations for Competitive coaches every year, including attendance at a minimum of one meeting before fall Tryouts, one meeting before Fall league for any needed updates, and one meeting before Spring tryouts for those coaches who will have a spring team. All coaches within the applicable age group will attend the Tryouts and pre- and post-Tryout meetings. Tryouts for Competitive teams shall include all players in a given age group at the same time. At least two Tryouts for each age group are held at least several months prior to the start of the next season.

Team and Player Selection

Coaches in good standing who have the highest level of license have priority for coaching the “Blue” team. If a second team is created it is designated the “White” team. A third team may be allowed, at the discretion of the Director of Coaching. Competitive teams are open to any player who wants to be selected for Competitive team level play, is aged between 7-18 and attends Tryouts. Each season both returning and new coaches must apply for the opportunity to develop and coach Competitive Teams. Returning coaches in good standing may keep their team unless doing so is contrary to the requirements and standards of the SCCYSC. All players are required to attend at least one Tryout, but are encouraged to attend all Tryouts within their age group.

Players may be added to rosters after Tryouts only if there is good cause for the player missing Tryouts, space is available, the coach has evaluated the player's skills and determined he or she is capable of playing for a Competitive team, and the Director of Coaching approves the addition.

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

To help in the draft process, coaches should record written information on the performance of each player during Tryouts. Coaches have no right to specific players except for the children of the head coach and one assistant coach. During Tryouts, the Blue Team coach shall have player selection priority over the White Team coach, subject to the ability of each team coach to keep his or her players from the prior year, with parental agreement. The Director of Coaching is responsible for presenting selection procedures to all coaches at the Coaches' meeting prior to Tryouts, and for monitoring the Tryout and selection process.

Age Brackets

Age groups, up through U14, are determined based on the calendar year, rather than the school year. Each team is allowed to have up to three (3) players "playing up" (defined as playing with a team that is one (1) year older; players two (2) or more years younger will not be permitted to play up). SCCYSC reserves the right to evaluate such players and approve or disallow this option depending on a) the feasibility of forming the team in the younger age bracket and b) the talent and performance level of the player in question. U15 and above players may attend Tryouts for any teams in the U15 or above age brackets, without restriction as to birth year. Consistent with CYSA and NorCal rules, a team ages out when the team year reaches 19 years in the fall soccer season (for example, a 2000 team will age out of youth soccer in the fall of 2019). When a team bracket ages out, the coach ages out with the team. The coach of the out team may continue coaching with a different team upon the approval of the Director of Coaching.

Poaching

Coaches in the SCCYSC may not approach players or their families from other Club teams (i.e., those outside of Santa Cruz City) while such players are rostered with another Club's team. A

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

Playing Time

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

Funds

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

Article IX: Recreational Team Selection and Rules

Team Selection

The Registrar assigns recreational teams based on number of registered players and school and geographic location, with the aim of keeping school teams together when possible (repeated in the next sentence). Players will be assigned by the Registrar to recreational teams based on several factors, including 1) age; 2) experience; and 3) diversity of ability and experience. When possible, kids from the same geographical area (i.e. school) will be kept together on a team to assist with logistics; however, this is unfortunately not possible in all cases. The primary objective at all times is to create relatively comparable teams.

Team Organization and Management

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

Funds and Supplies

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

Age Brackets

Age groups shall be determined based on the calendar year, rather than the school year. Age groups are generally aligned with county guidelines, subject to adjustments made annually by the Board to accommodate registration needs.

Article X: Form 990

The SCCYSC's Form 990 is prepared by an outside CPA. The CPA submits a draft to the Executive Committee for review and approved at the SCCYSC Board meeting. Questions, corrections or areas that require additional explanation are sent back to the CPA. When all questions are addressed, the Board may vote to approve the 990.

Article XI: Grievance Procedure and Guidelines

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

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

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

Grievance Guidelines

Any parent, player or assistant coach should, whenever possible, discuss the matter in question with the coach directly, in the event that a complaint involves the team coach. No such discussions may take place during or just prior to or after a game or practice, unless the coach has previously agreed to schedule a discussion at such times. No children may be present during the discussion. For issues arising from games or practices, a 24-hour wait before discussion is recommended. In cases involving a problem with the coach, a team or players and when discussion with the coach does not resolve the issue, the complainant should contact the Director of Coaching, who will consider and seek to resolve the issue. In the event that the Director of Coaching is not able to resolve the complaint or chooses to refer the case to the Grievance Committee, a formal grievance with the SCCYSC Board may be filed. In the event that a complaint involves the Director of Coaching, the complainant may file a formal grievance after notice to the Director of Coaching.

Grievance Procedures

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

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

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

Article XII: Amendments

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