

## Mahopac Soccer Bylaws

Effective 11/18/2019

### **1. Organization**

Pursuant to the Certificate of Incorporation for the Mahopac Sports Association, Inc., this organization shall be known as “Mahopac Soccer”, which is a member of the Mahopac Sports Association (MSA) The by-laws of the soccer program constitute the supreme law of the organization as adopted by the board of the Mahopac Soccer on 11/18/2019. Mahopac Soccer will operate under these by-laws as well as the by-laws of MSA.

### **2. Objective**

Mahopac Soccer is a not for profit institution with the purpose of teaching the sport of soccer to the youth of the community, and to organize teams, practices, games, clinics, and events to achieve this goal. Mahopac Soccer will abide by the rules of governing bodies including US Youth Soccer and any leagues in which our teams participate.

### **3. Affiliations**

The organization is a member of the “Westchester Youth Soccer League (WYSL)”, which runs a travel soccer league. At times, our travel teams may be members of other leagues upon receiving permission from the board of Mahopac Soccer

### **4. Board of Directors**

The Board of Directors, as the governing body of Mahopac Soccer, is responsible for the overall management of all business of Mahopac Soccer, and for the formulation, review and enforcement of all policies and procedures of the program. The officers of this program shall be as follows.

- a. President – The President shall preside at all meetings of the organization and see that all the orders of the organization are faithfully executed. (S)He shall also have the responsibility for submitting a proposed budget to the Board of Directors on an annual basis. In the event of the disability or retirement of other Directors during their term, the President is responsible for naming an interim replacement Director until the next general election. The President will be responsible for identifying, as needed, individuals to run camps, clinics, and special programs.
- b. Travel Director - The Travel Director will assume all responsibility for management of the Travel Soccer program, including any discussions with the affiliated travel leagues (see section 3), approval of coaches (in conjunction with the Director of Coaching and President), coordinating and scheduling of travel games, and managing travel tryouts and team selection. Additionally, in

the event of disability or retirement of the President, the Travel Director will assume all duties thereof until the next election.

- c. Recreational Directors (2) – The Recreational Directors will assume all responsibility for management of the Recreational / In-House Soccer program, including approval of coaches (in conjunction with the Director of Coaching and President), coordinating and scheduling of games, and responsibility for travel tryouts and team selection.
- d. Registrar – The Registrar shall manage the setup and maintenance of all programs within the appropriate registration systems, including any systems utilized by affiliated travel leagues.
- e. Director of Coaching – The Director of Coaching is responsible for identification, approval, training, and support of all coaches who participate in Mahopac Soccer.
- f. Director of Officials – The Director of Officials is responsible for identification, approval, training, support, and scheduling for all referees and officials who participate in Mahopac Soccer.
- g. Secretary – The Secretary is responsible for capturing all meeting minutes, following up on open action items, and coordinating any clubwide communications and marketing efforts as needed.
- h. Treasurer - The Treasurer is responsible for the care and custody of the total budget delegated to the program, in accordance with Generally Accepted Accounting Principles. The Treasurer shall maintain accurate and complete financial records and submit a written report listing budgeted and actual expenses and revenues on at least a quarterly basis to the Board of Directors. All non-budget items over and above \$500.00 to be spent on program business must be approved by a majority of the soccer executive board. The Treasurer and the President are required to provide dual signatures on any outgoing cheque payments.
- i. Travel League Delegate - The delegate shall be the liaison between Mahopac Soccer and any affiliated travel leagues, and will report all pertinent information to the Board at its next regularly scheduled meeting or via electronic communications.

## **5. Meetings**

The Board of Directors will hold regular meetings, either in person or via telephone or other mediums, on at least a monthly basis. The club will also hold general meetings open to the public on at least a quarterly basis.

Special meetings may be called after due notice by the President or a majority of the Board of Directors, either by telephone or in person, so that all board members are notified of said meeting.

The secretary shall maintain the order of business and minutes for all meetings. Standard agenda items (i.e. recreational and travel program updates, club-wide updates, club financials for board meetings) should be part of all general and board meetings.

## **6. Selection of Board of Directors**

All Directors will serve one-year terms. Directors planning to resign from the Board of Directors at the end of their term shall provide notice in writing to the President at least three months prior to the end of their term.

In the fourth quarter of each year, the club will accept nominees for Board of Directors for the following year. A general meeting will be held in which all current Directors as well as all teams who have participated in 75% of more of Mahopac Soccer general meetings will each receive one vote. Note that

Directors who also coach teams will not receive multiple votes. Voting will be conducted by secret ballot and reviewed by at least two members of the Board of Directors. New Board members will take office on January 1 of the following year.

## 7. Travel Program

- a. *Organization* - The Travel Program will be managed by the Travel Director. All teams will play in an approved, affiliated league. All travel teams will wear the same uniform. Travel teams are organized by the birth year of the players, and players must play for a team based on this birth year (i.e. cannot “play up”, with the exception of high school age teams which by definition include several birth years).
- b. *Player Selection* - Mahopac Soccer will conduct tryouts on an annual basis in the spring of each year, overseen by the Travel Director and executed by the Board of Directors, and, as needed, coaches. The results of tryouts will be shared with all participants within 5 business days of the final tryout. In the event that a travel team needs to incrementally add players mid-season, a tryout must be offered publically and open to any interested participant in the correct birth year before players can be added to a team. All players will be required to provide a birth certificate as their proof of age.
- c. *Coaches* - Coaches must request authorization to form a new travel team prior to registration and may not recruit potential players until approval by the selection committee. New coaches must be approved by the Travel Director, Director of Coaching, and President, based on criteria including:
  - Knowledge of the game
  - Coaching Ability
  - Years of experience
  - Dedication and Sportsmanship

The Travel Director, Director of Coaching, and President will reevaluate existing coaches on an ongoing basis.

All coaches must complete a background check and basic safety training at least once every two years, or more frequently as required by the travel league.

The number of coaches per team must be in accordance with league rules.

- d. *Funding* - Mahopac Soccer will pay for the cost of registration for each team in its’ affiliated travel league. Any additional leagues, tournaments, trainers, and incidental costs will be the responsibility of the team. Mahopac Soccer may, at its discretion and based upon the approved annual budget, provide an expense allocation to cover the costs of tournaments and trainers to each team who meets pre-defined and publically available criteria. Uniforms must be purchased, as needed, by each participant.
- e. *Playing time*: Ages U11 and below are considered developmental, and therefore all players should receive playing time of at least half of each game, assuming they have participated in practices/training. For ages U12 and above, while the coaches may use more discretion in

allocating playing time, it is recommended that all players participate in 25% or more of each game, again, assuming they have participated in practices and training.

- f. *Transfers/Recruiting*: We are bound by any league rules on recruiting from other clubs within our league and coaches are expected to abide by these at all times. If there are multiple teams within each age group, movement of players from one team to another within Mahopac Soccer will be supervised by the Travel Director, and coaches within Mahopac Soccer should not recruit players mid-season from one travel team at a specific age group to another.

## **8. Recreational Program**

- a. *Organization* – The Recreational Program will be managed by the Recreational Directors. The in house program will be an instructional and recreational program held in both the spring and fall seasons. All teams will wear the same uniform. Recreational teams are organized by the school grade of the players, and a single team may include one or more grades. Players may not play above or below their grade. At the discretion of the Recreational Directors, teams from nearby clubs may be invited to participate in the Mahopac Soccer recreational program. All teams not directly affiliated with Mahopac Soccer must abide by the Mahopac Soccer code of conduct. Participation of affiliated clubs will be evaluated annually. Each team will have at least one practice per week during the season and play one game each weekend (or as scheduled).
- b. *Player Selection* – The players will be assigned to teams by the Recreational Directors.
- c. *Coaches* - This program will require adult volunteers to coach the teams. Coaches must be approved each season by the Recreational Directors and President. All coaches must complete a background check and basic safety training at least once every two years.
- d. *Funding* – Mahopac Soccer will provide basic equipment, such as balls, pinnies, and medical kits to each team. Uniforms must be purchased, as needed, by each participant.
- e. *Kindergarten Program* - The kindergarten program will be an instructional program held in both the spring and fall seasons. This program will be to introduce young children to soccer, conducted by adult volunteer coaches. The clinic will be held on smaller fields with small sized goals. There will be not be goal keepers. Coaches are approved in the manner described above in section C, and will have one practice during the week and one game on the weekend. During the games, there will not be a referee on the field. Coaches will be allowed on the field during the game to perform the same tasks as a referee and to provide instruction. At the discretion of the Recreational Directors and President, a non-board Kindergarten Director may be named to oversee the operation of the Kindergarten Program.
- f. *Pre-K Program* – The Pre-K Program will be held each spring for children expected to begin Kindergarten the following fall. This program will be a clinic to introduce young children to soccer, and where possible will have High School players as coaches. These coaches may be eligible to be paid a fee that will be set by the board before the season commences. The clinic will be held twice a week with instruction being the main purpose of the clinic and short scrimmages the lesser part. At the discretion of the Recreational Directors and President, a non-board Pre-K Director may be named to oversee the operation of the Kindergarten Program.

## **9. Officials**

All home travel and all in-house games (excluding Kindergarten), will have a licensed referee present to officiate the game. The minimum age for referees will be 14 years old and they must have completed a determined number of hours of instruction on refereeing, as determined by the Director of Officials.

## **10. Budget and Fees**

A budget must be set annually and approved by the Board of Directors. This budget will include registration fees for all programs, which also must be approved by the board of directors. All participants must pay the fee, with the exception being cases of extreme hardship which are evaluated by the relevant program directors, registrar, and president on a case by case basis.

## **11. Code of Conduct**

Mahopac Soccer will publish, and periodically refresh, a code of conduct. All participants, including Directors, Coaches, Players, and families/supporters, are expected to abide by this code of conduct at all times. Failure to abide by the code of conduct may result in disciplinary hearings and measures as determined on a case-by-case basis by the Board of Directors.

Any fines levied against Mahopac Soccer by a league or State Association as a result of a coach's or team's behavior, must be fully reimbursed to the program by that coach/team. Failure to do so will result in removal from all coaching responsibilities within the program.

## **12. Amendments to ByLaws**

Amendments to the bylaws of the soccer program may be offered in writing or verbally at any regular meeting, or prior to a meeting, but action thereon shall be taken only at a subsequent meeting regularly called, or at a special meeting called for that purpose, provided that this Mahopac Soccer is advised of such action at least seven days prior to said meeting.

Amendments will be voted on by the Board of Directors, with a 2/3 majority vote needed for any by-law changes.

## **13. Quorum**

Eleven participants comprised of both officers and members will constitute a quorum for the purpose of holding a general meeting of Mahopac Soccer. If a quorum is not present and it is deemed necessary to transact business, five officers shall be permitted to transact the business of the soccer program.

## **14. Honorary Members**

The Board of Directors shall have the power to select honorary members on the merit of their services. These honorary members shall have a voice in the proceedings. Honorary members shall consist of former or present Mahopac Soccer members in good standing only. Honorary members are to be decided by a 2/3 vote of all members in good standing.

## **15. Appeals**

The decision of any director, or the Board itself, may be appealed. Any appeal must be made in writing to the President within 7 days of the action being appealed. The Board will schedule a hearing to consider the appeal at its earliest convenience, no later than the next scheduled Board meeting. The decision of the Board, by majority vote, will be final in all appeals.