



Carroll Manor Recreation Council Soccer Phoenix Football Club Bylaws



Article 1 The NAME

This organization shall be known as the PHOENIX FOOTBALL CLUB. Hereinafter, referred to as "LOCAL CLUB".

Article 2 ORGANIZATION

The Local Club shall be organized and operated as a subset of the Carroll Manor Rec Council ("CMRC"). The Local Club will include all CMRC soccer recreational programs ("Rec") and new competitive play club programs ("Club"), including teams previously considered Rec Travel.

Article 3 PURPOSE

The purpose of the Local Club is to provide the youth of the community a structured, recreational and competitive soccer program that will focus on developing fair play skills, good sportsmanship, honesty, loyalty and encouragement at all skill levels, including in coaches and parents, through the use of professional trainers and coaching where necessary.

Article 4 BOARD OF DIRECTORS

5.1 GENERAL AUTHORITY

The business, property and affairs of the Local Club shall be managed and controlled by a Board of Directors. All authority of the Local Club shall be vested in a Board of Directors unless specified otherwise in these by-laws.

The Board of directors is responsible for developing, reviewing, amending, and enforcing the by-laws, policies and activities of the Local Club, including but not limited to decisions affecting finance, membership status, and appeals procedures.

The Board of Directors may delegate responsibility for day-to-day operations associated with these activities.

The Board of Directors has the power to borrow money, raise funds, and determine spending for the Local Club and its members.

5.2 BOARD POSITIONS

CLUB PRESIDENT/REC COMMISSIONER – Shall conduct all meetings of the Local Club, shall cast a vote only in the case of a tie, and shall appoint additional officers as necessary. The President will also manage day to day operations of Rec and Club programs and coordinate with the BC Parks and Rec to secure and reserve the use of soccer fields for all Rec and Club games and tournaments. The President will act as the registrar for the Rec and Phoenix FC travel program in the program's chosen registration system. The President will Co-Chair the Soccer Program with the V.P.

V.P./COMPETITIVE (Phoenix FC) COMMISSIONER – Assist the Local Club in setting Club directions for yearly planning and activities for Club teams. Assist the Registrar with league and tournament registration procedures. Attend required league meetings as scheduled for the Club. The PFC Commissioner shall be responsible for ensuring the proper registration of players and teams according to the requirements set forth by leagues and tournaments entered. The V.P. will Co-chair the Soccer Program with the President.

Director of Coaching – The role of the DOC is to establish the Local Club's Rec and Club curriculum and manage and oversee all player and coaching development. Th DOC is a paid technical position and will not vote as a part of the Board of Directors.

TREASURER – The Treasurer shall maintain an updated monthly record of the Local Club's finances. This record, along with the most current bank statement, shall be made available at the monthly meetings for review by any board member. The Treasurer shall be responsible for ensuring that all of the required financial documentation for the Local Club (Federal and State tax filings, etc.) is completed as required by law.

SECRETARY – Maintains records of the Board and manages minutes of board meetings for distributes shortly after each meeting.

FIELD Commissioner –

1. Monitor the equipment needs of the Local Club. Balls, ball bags, flags or cones for practices, goal nets, tent stakes, net fasteners, goals and field marking paint.
2. Coordinate setup and break down as needed per week and seasonal events.

HEAD REFEREE & FIELD ASSIGNER –

1. The Head Referee shall recruit, train, and develop all referees. Establish a plan to meet the needs for the current season.
2. Assign referees as needed for all Rec games. The Head Referee shall monitor and evaluate the abilities of each referee.
3. Maintain field use schedule for In-house rec and Travel team training, scrimmages and games.

MEDIA/WEB COORDINATOR – Organize and arrange all announcements for public media and ads for registration. Maintain and update website to include game schedules and related Local Club activities and events.

AGE GROUP COMMISSIONERS – These Commissioners shall work closely with the Registrar on the formation of the Rec teams as needed. The Commissioners shall coordinate and hold informational meetings for the age level coaches as soon as possible after the formation of the teams and as often as necessary to help facilitate the development of the coaches and teams. The Commissioners shall arrange the scheduling of Rec games and coordinate with the CMRC Board as needed regarding the Rec program.

5.3 Terms of Office

Board members shall serve three-year terms and may be re-elected for up to three additional terms for a maximum total twelve years of concurrent service. Elections shall be held at the annual meeting of the Members or as otherwise provided herein, and shall be scheduled so that only three board member positions are up for election at any annual meeting, to provide for staggered terms of service.

5.4 Vacancies

Vacancies during the term of any Director shall be filled by appointment by the President, subject to ratification by a majority vote by the Board. A vacancy in the Office of the President shall be filled by appointment by the Board. Any person appointed to fill a Director vacancy shall serve for the balance of the term of the vacating Director.

A Board member may resign at any time by delivering written notice to the Board President. A Board member may be removed for cause by a three-quarter (3/4) majority vote of the entire Board less the Board member proposed for removal. Cause for removal shall include, but is not limited to breach of fiduciary duty, violation of the conflict-of-interest provisions of these By-laws, and failure to attend or participate without reasonable excuse in three consecutive board meetings.

Board members must attend at least 50% of the Board Meetings held during the periods of 1/1 – 6/30 and 7/1 -12/31 in any given year. If a Board member is absent from more than 50% of the meetings held within either of these two 6-month periods the President has the authority to remove the member from the board, and a new board member will be elected, or assigned by the president to fill the vacant position.

5.5 Nominations and Elections.

Each year, at the Annual General Meeting, all Directors positions needing to be filled will be elected in accordance with these By-laws. The Board shall present a list of proposed candidates for each position to the members at least 10 days prior to the Annual General Meeting of the Membership. The Board shall prepare a ballot of Directors for consideration by the members at the Annual General Meeting, which shall include at least one (1) name for each position to be filled.

To be considered for election:

A. Candidates must be members in good standing of the local club.

B. For the position of President, candidates must have been a member of the Board of Directors for at least two years before assuming the role.

Voting may be voice vote, roll call vote or written ballot as determined by the Board

Article 5 MEETINGS

5.1 Annual Meeting

The Local Club shall conduct an annual meeting in either the month of January or February for the purpose of electing the Board of Directors. All annual reports from the officers and or committees will be submitted at this time.

5.2 Special Meetings

Special Meetings may be called at any time or upon request of the majority of the Board of Directors or by request of the President.

5.3 Board Meetings

- Board meetings must be established and regular meetings held at six times per year.
- Public meeting notices must provide the time, place, purpose of the Annual or Special Meetings. These meetings must be announced at least seven (7) days in advance of the scheduled meeting date on the CMRC soccer Website. They must be announced to the best of the Local Club's ability in the local media or the club website.
- Quorum: A quorum shall consist of a majority of the Board of Directors, or in the case of an Annual or Special Meeting, a majority of eligible voters present.
- Any person wishing to speak at the annual meeting, special meeting or board meeting shall contact the Local Club President (2) two days prior to the meeting and request to be placed on the agenda. Only people on the agenda will be able to address the board at the meeting.

Article 6 AMENDING THE BY-LAWS

Amendments to the By-laws require the approval of a simple majority during any formal board meeting in which a quorum is formed. Any voting member can submit a proposed amendment to the By-laws, requesting a vote by the general membership at least 5 days prior to the formal board meeting.

Soccer Club Rules and Regulations

RULES

1. The Local Club will comply with the official Playing Rules and Regulations published by its affiliated organizations for that current season.
2. The Local Club may make changes or adopt rules that will help govern the day-to-day operations of the Local Club. These rules shall be brought up at any meeting and changes to be made with the approval of the majority of the Board. These rules will only apply to the current season unless they are adopted into the Local Club bylaws.

FINANCIAL POLICIES

- The Board of Directors shall decide all matters pertaining to the finances of the Local Club. The Local Club's direct expenditures shall give no individual or team an advantage over the other.
- An annual budget shall be submitted by the President and Treasurer to the CMRC Board of Directors for approval for the upcoming season.
- Registration fees for players are determined by the Board of Directors to meet the needs of the Local Club.
- Any expenses outside of the annual budget will require the approval of the majority of the board prior to the expense being made. All expense/purchase receipts must be turned into the Treasurer to be accounted for. All receipts will require the board members name on the receipt for tracking purposes in accordance with CMRC regulations.
- No part of the net earnings of the Local Club shall be taken advantage of for benefit, or be distributable to its members, officers or other private persons. However, the Local Club shall be authorized and empowered to pay reasonable compensation for services rendered. Active Soccer Board members are eligible to register one child for free, per fall season into the CMRC soccer program. This applies to general registration only, not PFC team fees.

CLUB TEAM GUIDELINES AND FINANCIAL POLICIES

- Club teams may hire Paid Club Coaches and Trainers.
- Paid Club Coaches are expected to attend all training and game play for their respective teams.
- If coaching multiple teams, the coach must set proper schedules for training and game play to ensure attendance at all training and games.
- Club teams cannot hire the same person to be the coach and the trainer.
- Each Club team will submit a budget to the Board for approval per season of play to include appropriate team expenses such as uniforms, equipment, tournaments, training, and coaching fees.
- All Club team expenses are to be funded by additional team fees.
- All Club teams must designate a Team Manager to coordinate the collection and distribution of team funds.
- Club Team Managers will provide Treasurer with monthly account balances and list of expenditures.
- Any team that dissolves, folds or merges with another team must transfer team balance to the Local Club, at which point the Board will determine appropriate use or distribution of the funds.
- It is the responsibility of the coaches to communicate all Club Team Guidelines and Financial Policies to their respective teams.

COACHES

- The President, with the approval of the Board of Directors, may remove or suspend any Coach from his/her position after charges have been presented to him/her in writing. The Coach is entitled to be present at a hearing before the Board of Directors, which should be held within 48 hours after written notice is given.
- The Local Club Board will determine the appropriate level of coach training and potential certification required to participate as Coach, Trainer, and the DOC in collaboration with the Competitive Commissioner, and voting Board Members shall annually approve the assignment of coaches for all Club teams.

COACH, PLAYER, PARENT AND OTHER SPECTATOR CODE OF CONDUCT

- **COACHING CODE OF CONDUCT:** 1. Treats players, parents, opponents, and referees with respect. 2. Teaches and inspires soccer players to love the game, and instills the desire to compete fairly. 3. Is the type of person he/she wants the players to be. 4. Sets high standards of performance and conduct and maintain control and discipline of the team at all times. 5. Respects the judgment and interpretation of the rules by the officials. 6. Realizes that he/she is a teacher/coach and therefore understands the game and proper soccer behavior at all times.

- **PLAYER CODE OF CONDUCT:** 1. Treats opponents, teammates, coaches, and referees with respect. 2. Plays hard, but within the rules of the game of soccer. 3. Demonstrates self-control. 4. Respects the officials and accepts their decisions without gesture or argument. 5. Wins without boasting; loses without excuses and never quits. 6. Abides by team and club rules and policies including arriving at practices and games timely. 7. Remembers that it is a privilege to play on this their team
- **PARENT AND OTHER SPECTATOR CODE OF CONDUCT** 1. Treat players, coaches, referees, and other parents and spectators with respect. 2. View games from areas directed by coaches and/or referees. 3. Does not use offensive language or display unruly behavior. 4. Does not smoke or consume alcoholic beverages or drugs during a game or practice when players are present. 5. Parents shall immediately inform coaches about medical conditions that affect the player. 6. Parents shall endeavor to have their children abide by the Player Regulations set forth in these by laws.
- **DISCIPLINARY ACTION:** Any player, coach, parent, spectator or referee violating this policy will be subject to disciplinary action as determined by the Board. Disciplinary action may include:
 - Probation
 - Suspension
 - Permanent expulsion of an individual, team or club from the program.
- Decisions are final and no protests will be entertained. **If a coach or parent refuses to comply with the penalty, the player will serve the penalty and may suffer expulsion from the soccer program.**

SUPPLEMENTAL ACTIVITIES

Any additional activities must meet with the approval of the Board of Directors to include Local Club sponsored tournaments, camps, or training days.

MSYSA REQUIRED LANGUAGE FOR EDP LEVEL TRAVEL TEAMS

Phoenix Football Club agrees to abide by all rules, policies, and regulations of MSYSA, US Youth Soccer, and US Soccer.

Phoenix Football Club will register all players, coaches, and teams who participate in the organization's programs with MSYSA and other US Soccer members at least annually and pay the appropriate registration fees to comply with US Soccer's 100% affiliation rule.

Phoenix Football Club will not discriminate against any individual on the basis of race, color, religion, age, sex, or national origin.