

# Oceana Soccer Club Constitution and By-laws

## Constitution

### Organization

This organization shall be known as the Oceana Soccer Club (Oceana S.C.). The Oceana S.C. will be an affiliated club and join the Massachusetts Youth Soccer Association (MYSA) each year to maintain that affiliation.

### Objective

The objective of the Oceana S.C. is to develop and promote a vital and exciting soccer program on the Lower Cape. This will be accomplished through programs designed to educate players, parents and coaches about the sport of soccer and increase public awareness about the game. These programs will provide an opportunity for training and play for all interested parties and shall be designed to develop individual skills, fitness, teamwork and fair play.

### Governing Body

The governing body of the Oceana S.C. will be the Board of Directors, hereafter referred to as the Board consisting of an Executive Board (Officers) and the Board at large, which shall consist of the following:

#### Board of Directors

##### Executive Board

President  
Vice President  
Secretary  
Treasurer  
Immediate Past President

##### Board at large

Coaching Director  
Instructional Program Director  
Committee Representatives

The Executive Board (not including the Immediate Past President) shall be elected at the Annual General Meeting (AGM) in the Spring.

The Coaching Director and Instructional Program Director will be appointed by the President with the approval of the Executive Board.

The Committee Representatives will be appointed by the committee they represent.

### Duties and Powers

The Executive Board is empowered to conduct the business of Oceana S.C. between meetings of the Board.

The Board of Directors will be responsible for; setting policy objectives, providing and scheduling all fields for games and practices, equipment, recruiting and training of coaches and attending to all matters that come before it and the overall organization of the Oceana S.C. The Board has the power and authority to deal with any matters not explicitly covered by the Constitution or By-laws.

### Terms of Office

Officers shall hold office for a one year term, September 1st -August 31st, and are eligible for re- election. A member can hold only one office.

### Resignation of Officers

If an officer resigns, the Executive Board shall have the authority to appoint an interim officer. The term of the interim officer shall last until the next AGM at which time an election will be held.

### Board Decisions

All matters of policy shall be decided by a simple majority vote, except as noted in the Financial Policy. A majority of the current active Board members constitute a quorum. There is no voting by proxy.

### Notice of Meetings

The Board will schedule a monthly meeting. The AGM shall be scheduled in the Spring. Public notice of the General Meeting shall be provided at least 15 days prior to the meeting. Special meetings may be called by the Board as

necessary.

### **Voting Members**

Voting members at the AGM shall be; players 18 years or older, parents or legal guardians of any player registered during the current year, coaches, assistant coaches and Board members whether or not they have children registered with Oceana S.C.

### **Duties and Responsibilities**

The duties and responsibilities of the members of the Board shall be as follows:

#### **President**

The President shall schedule and preside at all meetings; be Chairman of the Board; be the ~!!!! official representative of the Oceana S.C. He/She shall be authorized to sign checks, vote only !c to break ties at General, Special and Board Meetings and be the official representative to the South Coast Soccer League (SCSL). He/She shall be responsible for scheduling and rescheduling all games in accordance with the S.C.S.L. By-laws and Constitution. He/She shall submit a written report at the AGM.

#### **Vice President**

The Vice President shall succeed to the office and powers of President in his/her absence a vacancy, the Board shall elect a successor to the post of Vice President. He/She shall be responsible for inventory and equipment purchases and be an alternate representative to the SCSL.

#### **Secretary**

The Secretary shall attend to all correspondence for the club, keep minutes of all Board and general meetings, keep records as necessary. He/She shall act as Regi~trar and be responsible for scheduling and coordinating registration.

#### **Treasurer**

The Treasurer shall have charge of the finances of the club and be authorized to sign checks. He/She shall report on the finances at all Board meetings and submit a written report on the financial status and transactions at the AGM.

#### **Immediate Past President**

The Immediate Past President shall duties as requested by the President or Board and be entitled to vote at all meetings. He/She shall be an alternate representative to the SCSL.

#### **Caching Director**

The Coaching Director is responsible for supervising, recruiting, training and developing quality coaches for the club.

#### **Instructional Program Director**

The Instructional Program Director is responsible for the registration, administration and structure the instructional program.

#### **Committee Representatives**

A representative from each committee shall be responsible to report and submit to the Board for approval the programs and activities of their group.

#### **Membership**

Membership in Oceana S.C. shall be open to all in the towns of Provincetown, Truro, Wellfleet, Eastham, Orleans, Chatham, Brewster and Harwich.

#### **Conduct**

The Board shall have the authority to suspend any member of Oceana S.C. whose conduct is considered inappropriate or detrimental to the organization.

#### **Financial Policy**

#### **Fiscal Year**

The fiscal year will be from September 1st until August 31st.

**Budget**

A balanced budget shall be prepared by the Treasurer and approved by the Board before the fiscal year.

**Major Expenses**

Major non-budgeted expenses over \$250 shall require approval of the Board.

**Bank Account**

All moneys shall be deposited in either a savings or checking account in the Oceana S.C. name.

**Expenses**

Bills shall be paid when due. Checks shall be signed by authorized signers.

**Expenditures**

Funds shall be spent only in the interest of the Oceana S.C.

**Disposition of Funds**

Should Oceana S.C. be dissolved, all funds currently in the treasury will be donated to alike 501 C(3) organization.

**Modification to the Constitution**

This Constitution, or any part of it, may be amended by a two-thirds vote of the members present at the AGM or Special Meeting. The Proposed amendments must be submitted to the Secretary in written form . prior to the start of the AGM or Special Meeting.

**Modification to the By-laws**

The By-laws, or any section thereof, may be amended by a simple majority vote of the Board members present at any scheduled Board meeting. In addition, changes may be proposed by the membership at the AGM or Special Meeting and approved by a simple majority of the voting members present.

## **By-laws**

**General Guidelines**

Oceana S.C. shall provide a spring and fall program.

The spring program shall consist of traveling teams and an in-house instructional program. Teams will be fielded as coaches, fields and equipment allow. All attempts will be made to accommodate all of the players who have signed up. All players must sign up with the appropriate age group. If it is not possible to accommodate all players who have signed up, some selection process will be used to determine the teams. Teams will then be placed in leagues for play at appropriate levels of competition.

The fall program will be to support the existing town recreation programs and create travel teams where appropriate. The goal of the fall program will be player and coach development.

Oceana S.C. will provide equal playing opportunity for boys and girls.

The Oceana S.C. Board is responsible for the final design and execution of the soccer program throughout the year. Any matters of policy or direction shall be their responsibility.

In an attempt to foster better communications throughout the Oceana Soccer Club, a newsletter will be published and sent to the households of record on the Oceana S.C. database.

**Registration**

Adults and players shall register yearly with the Oceana S.C. and pay a registration fee. Oceana S.C. may set registration deadline dates. All players must register with their appropriate age group (see below). If the deadline has passed, adults and players will be accommodated according to the late registration procedure.

Players/Guardians shall fill out the MYSA/USYSA Membership Form and shall verify their date of birth with an acceptable copy of documentation, such as Birth Certificate. In-house players do not have to verify age.

Adults shall be listed on the Adult Affiliation Form and must fill out a MYSA Volunteer Disclosure Form.

### **Late Registration Procedure**

Adults and player, who do not register before the registration deadline, shall be placed on a time ordered waiting list with the registrar. Every attempt will be made to place adults and players in the Oceana S.C. programs. Adult and player placement will be determined by the Executive Board. In the event it is not possible to place adults or players, the Oceana S.C. will investigate placement with neighboring soccer organizations.

### **Fees**

All fees shall be decided at the AGM and shall be due upon registration.

The Executive Board may grant a waiver for all fees or a portion of them based upon financial hardship.

### **Age Grouping**

Players shall be registered according to single year age groups as follows:

- 11 and under- have not reached 12th birthday before August 1 of playing year
- 12 and under -have not reached 13th birthday before August 1 of playing year
- 13 and under- have not reached 14th birthday before August 1 of playing year
- 14 and under- have not reached 15th birthday before August 1 of playing year
- 15 and under- have not reached 16th birthday before August 1 of playing year
- 16 and under- have not reached 17th birthday before August 1 of playing year
- 17 and under- have not reached 18th birthday before August 1 of playing year
- 18 and under -have not reached 19th birthday before August 1 of playing year

Teams will be formed based upon the registration and be designed to place every player in their appropriate age group.

If there are enough players for more than *one* team in an age group, the player will be placed with the approval of the Executive Board.

If there are not enough players in a single year age group, the players will be placed in the next age . group offering a team.

### **Participation.**

Players are expected to participate in all practices and games. A player must play in each half of the game. Coaches have to follow this rule except in the event of unequal attendance at practices, games or *in* the event of needed discipline.

Parents are expected to participate by ensuring that their children are on time and picked up for both practices and games. Parents should support the coach, help maintain discipline and promote good sportsmanship.

Coaches are to conduct themselves in accordance with the Coaches Code Of Conduct adopted by the MYSA (attached).

## Coaches Code of Conduct

The Board of Directors of Massachusetts Youth Soccer Association, Incorporated (Mass Youth Soccer) and the leaders of the affiliated Leagues are concerned about the conduct of all coaches and referees during games at all levels, from recreational to premier to ODP.

We want to ensure that games are fair, positive and enjoyable experiences for all of the children and adults involved. A soccer game should be friendly and unifying - a spirited social and athletic occasion for players, coaches, referees and spectators.

To clarify expectations of coach conduct, we jointly expect all coaches to conform to this code of conduct.

- Before, during and after the game, be an example of dignity, patience and positive spirit.
- Before a game, introduce yourself to the opposing coach and to the referee.
- During the game, you are responsible for the sportsmanship of your players. If one of your players is disrespectful, irresponsible or overly aggressive, take the player out of the game at least long enough for him/her to calm down.
- During the game, you are also responsible for the conduct of the parents of your players. It is imperative to explain acceptable player and parent behavior in a preseason meeting.
- Encourage them to applaud and cheer for good plays by either team. Discourage them and you may need to be forceful and direct from yelling at players and the referee.
- During the game, you are also responsible for the conduct of spectators rooting for your team.
- During the game, do not address the referee at all. If you have a small issue, discuss it with the referee calmly and patiently after the game.
- If you have a major complaint, or if you think the referee was unfair, biased, unfit or incompetent, report your opinion to your League. Your reactions will be taken seriously if they are presented objectively and formally.
- After the game, thank the referee and ask your players to do the same.

We stress two points:

Referees - especially young and inexperienced ones - are like your players and yourself, in that they need time to develop. You can play an important role in helping them to improve by letting them concentrate on the game. You can help by encouraging them, by accepting their inevitable, occasional mistakes and by offering constructive post-game comments. On the other hand, you could discourage and demoralize the referees by criticizing their decisions, by verbally abusing them and inciting - or even accepting - your own players' overly aggressive behavior.

Your example is powerful, for better or worse. If you insist on fair play, if you concentrate on your players' enjoyment of the game and their overall, long term development, and if you support the referee, your players and their parents will notice. If you encourage (or allow) your players to play outside the rules, if you're overly concerned about results, and if you criticize the referee harshly, your players and their parents will also notice.

Think about what you're doing during a game! Uphold the Spirit of the Game! If you follow the expectations described above, the spirit of the game will be alive and well in Massachusetts and will grow, along with the enjoyment of all.

Coaches who don't follow the expectations described above will be disciplined or removed.