

2011

By Laws, Policy and Procedures
Deltona Youth Soccer Club

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***BY-LAWS DELTONA YOUTH SOCCER
CLUB***

ARTICLE 1: Name of Organization

The name of this organization shall be the Deltona Youth Soccer Club, Inc. (DYSC, Inc.).

ARTICLE II: Purpose

The purpose of the DYSC, Inc. shall be to teach and develop youth in the rules, laws, skills, and fundamentals of soccer, as well as fair play and good sportsmanship; and to promote, develop, control, and regulate amateur and youth soccer. To this end, the DYSC, Inc. shall do any and all acts desirable in the furtherance of the foregoing purpose.

ARTICLE III: Headquarters

The headquarters of the DYSC, Inc. shall be considered as being in the location of the President of the DYSC, Inc. All annual, regular, and special meetings shall be held at a location decided by the Executive Board.

ARTICLE IV: Affiliations

The DYSC, Inc. shall be affiliated with:

1. Florida Youth Soccer Association (FYSA)
2. United States Soccer Federation (USSF)
3. United States Youth Soccer Association (USYSA)
4. Federation International de Football Association (FIFA)
5. United Soccer League
6. The league in which we play.
 - a. Greater Central Florida Soccer
 - b. Florida State League
 - c. Super Y

ARTICLE V: Membership

Membership in the DYSC, Inc. shall consist of the following:

1. Executive Board members
2. Coaches
3. Parents or players
4. Other interested parties (see ARTICLE XII, 3)

ARTICLE VI: General Meetings

1. Annual meetings of the DYSC, Inc. shall be held in March of each year and other meetings of special importance shall be held as directed by the Executive Board. These meetings shall be open to the public. Notification of the time and place shall be made by the Secretary to all members of the DYSC, Inc. at least two (2) weeks prior to the meeting. The annual meeting held in March shall be considered the DYSC, Inc. annual meeting, the purpose of which shall be the election of new officers and consideration of proposed by-law amendments.
2. A quorum of five (5) members present in good standing shall conduct the business of the DYSC, Inc

ARTICLE VII: Government

1. The affairs and business of the DYSC, Inc. shall be conducted by the Executive Board.
2. Members of the Executive Board shall consist of the following:
 - a. President
 - b. Vice-President
 - c. Director of Coaching
 - d. Director of Player Development
 - e. Director of In-House Programs
 - f. Secretary
 - g. Treasurer
 - h. Club Registrar
 - i. Chairpersons of Standing Committees

3. Officers (a through i) shall be elected by the general membership of the DYSC, Inc. at the applicable annual meeting (see ARTICLE XI). The Standing Committee Chairpersons shall be appointed by the Officers to a term of one year.
4. Each member shall be entitled to one (1) vote on all matters brought before the DYSC, Inc. However, no individual shall be entitled to more than one (1) vote, regardless of the number of voting positions held, and any paid executive board positions shall not have voting rights.
5. The President of the DYSC, Inc. shall not vote except to break a tie.
6. The Executive Board shall be obligated to:
 - a. Enforce the game laws and rulings of FYSA, USYSA, USSF, FIFA and any affiliated league.
 - b. Enforce any other rules and regulations adopted by the DYSC, Inc.
 - c. Fill any vacancy among the members of the Executive Board.
 - d. Make decisions on all DYSC, Inc. matters not covered by the Constitution and By-Laws or other rules and regulations adopted by the DYSC, Inc.

ARTICLE VIII: Executive Board Members

1. Meetings shall be held monthly, as called for by the President. Notification of date and time of such meetings shall be made by the Secretary to all Executive Board Members.
2. A quorum of five (5) Executive Board Members shall be required to conduct the business of the Executive Board.
3. Any Executive Board Member may be discharged for conduct reflecting unfavorably on himself or the DYSC, Inc., including failure to conduct his duties as a member of the Executive Board, by a two-thirds (2/3) majority vote of the Executive Board Members present at a specially called meeting. Such meetings shall be called by the President, with the Secretary to notify all Board Executive Members of the time and place at least one (1) week in advance of the meeting.

ARTICLE IX: Duties of Officers

1. President

- a. The President is the Chief Executive Officer of the Corporation, ex-officio Member of all committees, and, subject to the direction of the BOD, shall have general supervision and control of its business.
- b. She/he shall ensure that all orders and resolutions of the BOD and mandates voted by the general Membership at the AGM are carried out.
- c. She/he shall preside, when present, at all meetings of the organization and the BOD.
- d. The president shall be the principal contact with all affiliations unless he/she delegates this responsibility in part or whole.
- e. The President shall appoint any additional committees deemed necessary to fulfill the needs of the DYSC.

2. Vice-President

- a. In the absence of the President, the Vice President shall be vested with all of the powers and perform all of the duties of the President. In case of disability, resignation, or other long term absence of the President, the Vice President shall assume all presidential duties until the next AGM.
- b. The Vice President, when directed by the President or BOD, shall be responsible for fund raising and public relations activities of the Deltona Youth Soccer Club in addition to any other special assignments which, from time to time, may be given by the President or the BOD.
- c. The Vice President shall supervise and direct the activities of the Standing Committees of the DYSC and serve as the DYSC Parliamentarian.

3. Treasurer

- a. The Treasurer, subject to the direction of the BOD, has general charge of the financial affairs of the organization.
- b. She/ He shall keep or cause to be kept, accurate accounting
- c. She/ He shall submit a financial statement of the organization using generally recognized accounting methods for the AGM and regular monthly meetings.
- d. She/ He shall have custody of all funds, securities, and valuable documents of the organization and shall perform all the duties incident to the office of the Treasurer.

- e. She / He will reside on the Financial Committee in support role, not as a member of the committee.

4. Secretary

- a. The Secretary is the Clerk of the BOD and acts as Clerk at all meetings of the organization.
- b. She / He keeps all the records of the organization and performs all duties incident to the office and have such duties and powers as from time to time may be delegated by the BOD or by the AGM as recognized by the state of Florida as an officer of the organization.
- c. She / He are empowered to publish and distribute any and all publications of the organization.
- d. She / He are responsible for giving of flowers, monetary donations, in the event of sickness, death, or birth of someone close to the DYSC membership as approved by the BOD.

5. Director of Coaching

- a. The Director of Coaching shall function as a clinical, administrative, and managerial consultant to all Head Coaches and Instructional Program Staff within the club.
- b. His/ her primary function will be to assist the Head Coaches, and Instructional Program Staff, in the development, implementation, and support of coach/player education and training programs.
- c. The Director of Coaching shall represent all coaches at the DYSC Board Meetings.
- d. He/ She shall be responsible for the recruiting and training of coaches and referees as per the Executive Committee.
- e. Conduct regularly scheduled meetings to ensure information is delivered to the coaching staff in a timely manner.
- f. Work with the Director of Player Development to ensure a coordinated approach to achieving program goals regarding the soccer education of DYSC, Inc. players.
- g. Observe, on a regular and ongoing basis, the practices and games of all teams of the DYSC Inc. to aid the coaches with drills and advice appropriate for the age group.

6. Director of Player Development

- a. Arrange a minimum of two player clinics annually, to be held prior to the start of the Fall and Spring seasons. Clinics shall utilize available coaching resources from area professional soccer organizations, local colleges and high schools, FYSA, and the DYSC.
- b. Conduct and supervise open practices for player selection when required to form multiple teams in a single age group. Open practices shall be conducted in accordance with established DYSC rules.
- c. Help make final decisions with the coach and /or other assessors regarding the assignment of players to teams based on results of try-outs.
- d. Observe, on a regular and ongoing basis, the practices and games of all teams of the DYSC, Inc.
- e. Provide players with information on available soccer camps.
- f. Work with the Director of Coaching to ensure that a positive and educational soccer experience is provided for the players.
- g. It is recommended the DYSC Director of Player Development shall hold a minimum of a USSF National License or an NSCAA Advanced National Diploma AND a USSF National Youth License or an NSCAA National Youth License.
- h. Ensure the players are playing age appropriate as outlined by the organization governing affiliate.

7. Director of In House

- a. Facilitate an In-House recreation soccer program for DYSC with reference to participation in that the program will provide competition and foster growth in all player members of DYSC.
- b. Represent or delegate to the coaches of the club required functions and/ or meetings.
- c. Work with the Club Trainer and facilitate his/her needs for DYSC and its members.
- d. Attend all meetings of the Board and Special Meetings called by the President
- e. Coordinate with referee assignor for scheduling of games for the in-house program.
- f. Coordinate with the clubs Field Marshall(s) for supervision of all in-house games.
- g. Enforce DYSC By-Laws, rules, regulations and policies as outlined in the DYSC Handbook. Club Registrar

8. Registrar

- a. Conduct registration drives immediately following each spring season and as often as necessary thereafter; coordinate with Public Relations Committee to advertise all registration drives.
- b. Maintain record of all players and coaches registering with the DYSC, Inc., to include team assignment(s), registration fee payment, and any other necessary data.
- c. Process all tournament rosters and other related paperwork required for tournament participation by DYSC, Inc. teams.
- d. Process all player passes (ie. given to the coach ready for play) signed, pictured, and laminated. Special requests will be granted for coaches to laminate passes when emergencies arise.
- e. Prepare all rosters and keep updated with new players as they join the team, to be given to the coach as needed.
- f. Receive and consider requests for player transfers and other special situations involving DYSC, Inc. players on try-out teams; make recommendations to the DYSC Executive Board regarding same.
- g. Ensure that all players are covered by accident insurance, and process all insurance claims

ARTICLE X: Standing Committees

1. Public Relations Committee

- i. Actively promote positive name recognition of the DYSC, Inc. within the community.
- ii. Serve as liaison between the DYSC, Inc. and area media, to include newspaper, television, and radio.
- iii. Promote activities of the DYSC, Inc. in local media.
- iv. Coordinate publication and distribution of the DYSC newsletter.
- v. Coordinate the DYSC participation in community programs and activities.

2. Sponsorship Committee

- i. Coordinate the effort to obtain sponsors and Booster Club members for the DYSC, Inc.

- ii. Ensure the accrual of all appropriate benefits to sponsors and Booster Club members of the DYSC, Inc.
- 3. Fundraising Committee
 - i. Coordinate all fundraising activities of the DYSC, Inc.
 - ii. Prepare a fundraising plan for the year, to include projected activities and an estimate of expected revenue and expenses.
 - iii. Coordinate the solicitation of advertising for the DYSC newsletter.
 - iv. Coordinate operation of concessions for the DYSC, Inc., other than the Soccer Complex.
- 4. Uniforms and Equipment Committee
 - i. Coordinate the purchase and distribution of uniforms and equipment for teams of the DYSC, Inc.
 - ii. Maintain an inventory of property of the DYSC, Inc.
 - iii. Prepare, no later than April of the current seasonal year, a proposal for the selection and purchase of uniforms to be worn during the next seasonal year.
- 5. Field Maintenance Committee
 - i. Ensure the safe and proper playing condition of all fields to be used as home fields by the DYSC, Inc.
 - ii. Ensure that DYSC home fields are properly marked, and that all requisite equipment is present and in good condition; i.e. goal nets, corner flags.
- 6. Soccer Complex Concessions Committee
 - i. Coordinate operations of concessions at soccer complex.
 - ii. Ensure safe and proper handling of all concessions items, equipment and buildings under its supervision.
 - iii. Ensure all equipment and buildings under its supervision are clean and ready for Health Dept. and Fire Dept. inspections at all times.

- iv. Ensure that required personnel are instructed in the safe and proper operations of all equipment and are licensed or certified as necessary according to local laws.
- v. Maintain inventory and accountability of all items and equipment purchased by DYSC funds or the City of Deltona.
- vi. Have prepared monthly profit & loss statements and/or balance sheet of concession operations available for DYSC Board meetings and copies prepared to be submitted to the city upon request.
- vii. Coordinate with DYSC Treasurer for:
 1. Purchasing funds and deposits of income from concession sales.
 2. Help with monthly profit & loss statement and balance sheet.
 3. The distribution of profits and monetary credits as directed by the DYSC Board

ARTICLE XI: Elections

1. Election of Officers shall be held a DYSC, Inc. annual meeting. Prior to the DYSC, Inc. annual meeting, the Executive Board shall appoint a nominating committee which shall consist of:
 - a. President
 - b. Two (2) additional Executive Board members
 - c. Two (2) members-at-large
2. Officers shall be elected to terms as follows:
 - a. The President, Director of Coaching, Treasurer, and Director of In-House Programs shall be elected to a two (2) year term each odd year.
 - b. The Vice President, Director of Player Development, Secretary, and Club Registrar shall be elected to a two (2) year term each even year

Newly elected Officers shall assume office no later than June 1st following the annual meeting at which they were elected.

ARTICLE XII: Funding

1. The DYSC, Inc. shall incorporate as a non-profit Florida corporation.

2. The DYSC, Inc. shall fund itself through player registration fees but will, in addition, be permitted to accept contributions from members, participants, sponsors, and interested persons, and to conduct specific fundraising functions.
3. Any person interested in becoming a member of the DYSC, Inc. that is not affiliated via being an Executive Board member, coach, player or parent may become a member by paying a fee annually to be determined by the Executive Board.
4. All contributions received and funds raised shall be used only to further the specific purposes of the DYSC, Inc. as outlined in ARTICLE II.
5. In the event that the DYSC, Inc. should be dissolved, all assets, real and personal, shall be distributed only to organizations whose purpose and goals are like that of DYSC and who qualify as tax-exempt under Section 501 (c) (3) of the Internal Revenue Code, or under corresponding provisions of future United States Internal Revenue Laws. The Executive Board shall decide by majority vote the recipient(s) of such assets.

ARTICLE XIII: Amendments

1. Amendments to the By-Laws shall be made at any DYSC, Inc. general meeting.
2. An amendment must receive at least two-thirds (2/3) affirmative vote of all voting members in attendance at the meeting.
3. Amendments must be submitted in writing to the Secretary at least three (3) weeks prior to the meeting.