

Placer Hills Youth Soccer Club

ARTICLE: I CONSTITUTION

1.0 NAME

- 1.1 The name of this league shall be Placer Hills Youth Soccer Club, also designated as Placer Hills Youth Soccer, also as PHYSC.
- 1.2 This Club is a not-for-profit, tax-exempt organization under the laws of the Internal Revenue Service and shall maintain its tax-exempt status.

2.0 BOUNDARY & TERRITORIES

- 2.1 The territory of this league for administration and operations shall be those territories within Placer County, California. Territory begins with Placer County that may include areas zoned to Auburn and Foresthill soccer clubs, and may include parts of Nevada County.

3.0 PURPOSE

- 3.1 The purpose and objective of this league shall be to develop, promote and administer the game of soccer among youth (boys and girls under the age of nineteen (19) years of age), regardless of race, creed, and/or ability within the territory of the club.
- 3.2 The purpose of PHYSC is within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, and California Revenue and Taxation Code Section 23701d or the corresponding section of any future tax code, to charitably support Placer Hills Soccer Club by planning and organizing fundraising events.

4.0 AFFILIATION

- 4.1 This club shall comply with the authority of District VI, US Soccer, the United States Youth Soccer Association (USYSA), and the United States Soccer Federation (USSF).

5.0 AUTHORITIES

- 5.1 This club shall be governed by its Constitution, Bylaws, Rules and Regulations except when superseded by US Soccer, and/or USYSA., and/or USSF.
- 5.2 The governing authority of this league, whose powers shall be designated in these Bylaws, shall be vested with the Board of Directors of this club.
- 5.3 The Club's Board of Directors is charged with the responsibility and authority of the club's affairs by US Soccer, Bylaws and Rules and Regulations.
- 5.4 The governing board, hereinafter to be known as the Board of Directors, shall be composed of the President, Vice-President, Secretary and Treasurer, which shall function as the Club's Executive Committee.
 - 5.4.1 Members at Large (voting members): Registrar, Coach Coordinator, Field Coordinator, Web Coordinator, Uniform Coordinator, Referee Liaison, Assistant Registrar, Assistant Field Coordinator, Assistant Coach Coordinator, Equipment Coordinator and Social Media Liaison.
Additional voting members shall include registered Teams with the Coach acting as representative.
- 5.5 The Board of Directors shall not exceed the positions listed in section 5.4.
- 5.6 The election of the Board of Directors shall be by membership as set forth in the Bylaws.

6.0 MEMBERSHIP

- 6.1 Membership of this club shall be by a properly registered Team.

- 6.2 All member teams, their players, coaches, parents, referees, and associated participants shall abide by the Constitution, Bylaws, Rules and Regulations of this club as set forth by the Board of Directors, and all applicable rules and regulations of the association with which this club is affiliated.
- 6.3 All players sponsored, financed, coached, or administered by the club and its member teams must be registered whether they are members of traveling teams, competitive teams, Intramural programs, recreation programs or house programs.

7.0 ANNUAL/GENERAL MEETING

- 7.1 The President with the concurrence of the Board of Directors shall call a general meeting of the membership to be held between November 1 and January 31 of each seasonal year. Notification to Board members and registered member teams shall be sent or posted at least thirty (30) days prior to said annual general meeting.
- 7.2 Nominations for Officer Positions of the Board of Directors shall be accepted up to and during the Annual General Meeting. Nominations may only be made by the Board of Directors and Members at Large. Nominations must be accepted by the nominee. A quorum shall consist of any number of members present at the Annual General Meeting.
- 7.3 The order of business at the General Meeting shall be as follows:
 - 7.3.1 Call to Order
 - 7.3.2 Roll Call
 - 7.3.3 Introduction of guests
 - 7.3.4 Acceptance of Minutes of Previous Meeting
 - 7.3.5 Election of Board of Directors
 - 7.3.6 Proposals for changes to the Constitution and Bylaws
 - 7.3.7 Unfinished Business
 - 7.3.8 New Business
 - 7.3.9. Good of the Game
 - 7.3.10 Adjournment
- 7.4 Each registered Member at Large, Coach, and each member of the Board of Directors shall be entitled to one (1) vote. Voting shall be restricted to those teams which have registered during the most recent playing season.
- 7.5 No individual person may represent more than one team or have more than one vote.
- 7.6 Voting by proxy shall not be allowed and only those members of record in good standing shall be entitled to voting privileges. The President of the PHYSC shall cast a vote only in the event of a tie.

8.0 CHANGES

- 8.1 Adoption to the Constitution and Bylaws of the PHYSC shall be made at the Annual General Meeting, if none exist. Amendments to the Constitution and Bylaws of the PHYSC shall be made at the Annual General Meeting or at the official monthly meeting. Proposed amendments shall be posted to the PHYSC's website at least fifteen (15) days prior to the next official meeting to gather public comment before a vote of formal adoption can be carried out.
- 8.2 Proposed amendments to the Constitution and Bylaws voted on for formal adoption at any official meeting shall be posted to the PHYSC's website. An

amendment shall be deemed adopted by an affirmative vote of two-thirds (2/3) of the voting members at the next official meeting.

- 8.3 Rules and Regulations may be amended by the Board of Directors, at their regular meetings, by majority vote of the quorum of the Board of Directors.
- 8.4 This Constitution shall be applied on an interim basis and ratified annually by a vote of two-thirds (2/3) of the Board of Directors at the next Annual General Meeting.

ARTICLE II: BYLAWS

1.0 BOARD OF DIRECTORS & MEMBERS AT LARGE

- 1.1 The Board of Directors shall be elected at the Annual General Meeting.
- 1.2 Nominations shall be considered no later than thirty (30) days prior to the Annual General Meeting and delivered to the Board of Directors to oversee the creation of a candidates list for consideration. Nominations from the floor may also be accepted at the Annual General Meeting.
- 1.3 The elected officers of the Executive Board of Directors shall be President, Vice-President, Secretary and Treasurer which shall also function as the Board's Executive Committee.
- 1.4 Members at Large can be nominated at the Annual General Meeting or during an official monthly meeting.
- 1.5 A nominated party for a Board of Directors position shall be approved by the acting Board of Directors and Members at Large by an affirmative vote of two-thirds (2/3) of the vote at the Annual General meeting. Members at Large shall be affirmed by a vote of two-thirds (2/3) at the Annual General Meeting or next official monthly meeting.
- 1.6 The term of office shall be one year.
- 1.7 No one person may hold more than 1 Executive Board position on the Club Board. Executive Board Members and Members at Large can hold 2 positions with the discretionary approval of the Executive Board. Board of Directors are elected for one (1) year and may serve no more than two (2) consecutive terms in the same office, unless that position is unopposed.
- 1.8 In the event any Director or Member becomes unable to serve, a new Member shall be appointed by a majority of the Board of Directors.
- 1.9 A Member may be removed by two-thirds (2/3) vote of the Board of Directors.
- 1.10 All new board members have to attend a minimum of 3 meetings before the board will vote them into a position unless agreed upon by the executive board. Roles and responsibilities for the Board of Directors are as follows:
 - A. **President:** The President shall preside over meetings of the organization and executive board, serve as primary contact for the Club, represent the organization at meetings outside the organization, serve as an ex officio member of all committees except the nominating committee, and coordinate the work of all the officers and committees so that the purpose of the organization is served. The President shall cast a vote only in case of a tie.

B. Vice-President: In the absence of the President, the Vice-President shall preside at meetings of the Board of Directors. The Vice-President will also keep the meetings on topic, on time and allow for equal communication. The Vice-President shall assist the president and carry out the president's duties in his or her absence or inability to serve.

C. Secretary: The secretary shall keep all records of the organization, take and record minutes, assist the President with preparing the agenda as needed, handle correspondence, and send notices of meetings to the membership. The secretary also keeps a copy of the minute's book, bylaws, rules, membership list, and any other necessary supplies and brings them to the meetings. Additionally, he/she will be responsible for maintaining an accurate up-to-date roll roster of membership for voting purposes. When opening and or closing any bank account the secretary must accompany the treasurer.

D. Treasurer:

- a. Serves alongside the President, Vice President, and Secretary as a member of the Board of Directors.
- b. Attends monthly scheduled Board meetings and gives a receipt for all monies deposited in a recognized bank in the name of the PHYSC, as necessary.
- c. Shall allow the Board of Directors to review the current bank statements at the monthly Board meeting, as requested.
- d. Shall report all receipts/letters acknowledging all gifts and/or donations to PHYSC.
- e. Review invoices, sign checks, obtain second signatures from other approved account signers, and mail checks.
- f. Submit an annual financial report at the Annual General Meeting.
- g. Shall be responsible for maintaining the PHYSC's bank accounts.
- h. Work with PHYSC partners (i.e. US Club, Registration software) to ensure that processing and merchant fees are billed as agreed.
- i. Shall ensure that the proper tax documentation and returns are completed and filed with the appropriate agency(ies) in a timely manner so as to avoid any penalty.
- j. The Treasurer shall be responsible for the preparing of all papers pursuant to the Articles of Incorporation and tax-exempt status of this Club.

E. Members at Large:

-Registrar: The Registrar is a compensated position. The registrar position will be compensated \$2.50 per registration each season. The Registrar and Assistant Registrar will agree on a percentage of the compensation based on the amount of work they will be completing during the upcoming season. They will inform the Executive Board on the agreed amount before registration opens for the season. The Registrar shall be responsible for ensuring that all players within the League have met League certification requirements. The Registrar shall coordinate with the Coach Coordinator player placement and team formation. The Registrar shall coordinate with the Assistant Registrar during the season to ensure all duties are being performed.

-Coaching Coordinator: The Coaching Coordinator shall be responsible for ensuring that all coaches within the Club have met the Club certification requirements. The Coach Coordinator shall coordinate appropriate training and clinics. The Coaching Coordinator will work with the Executive Board when team disciplinary issues arise.

The Coaching Coordinator shall coordinate with the Assistant Coaching Coordinator during the season to ensure all duties are being performed.

-Field Coordinator: The Field Coordinator shall be responsible for making sure all fields are painted properly, maintained, and in a timely manner. Will act as the point of contact for all field related issues and questions. The Field Coordinator will work with other companies or organizations to reserve fields for the season. The Field Coordinator shall coordinate with the Assistant Field Coordinator during the season to ensure all duties are being performed.

-Assistant Field Coordinator: The Assistant Field Coordinator will work with the Field Coordinator and help in the responsibilities of the Field Coordinator

-Assistant Registrar: The Assistant Registrar will work with the Clubs Registrar and help in the responsibilities of the Registrar.

-Assistant Coach Coordinator: The Assistant Coach Coordinator will work with the Coach Coordinator and help in the responsibilities of the Coach Coordinator

-Web Coordinator: The Web Coordinator will maintain the Club website with up-to-date information.

-Uniform Coordinator: The Uniform Coordinator will maintain the Clubs official uniform including: Players, Coaches, and Board Members. The Uniform Coordinator will work with the Club and Treasurer in purchasing the correct amount of uniform items needed for the season. The Uniform Coordinator will provide uniform sales during the season.

-Referee Liaison: The Referee Liaison shall be responsible for coordinating referees within the PHYSC and working alongside the Referee Assignor/Scheduler overseen by the Placer Auburn Pact (PAP) Memorandum of Understanding referenced in section 2.0 of the Bylaws.

-Equipment Coordinator: The Equipment Coordinator will be responsible for all the Clubs equipment and maintain the proper signing out and signing in of borrowed equipment. Will make sure all equipment is in good standing order. Will have the responsibility of organizing the shed in good working order.

-Social Media Liaison:

The Social Media Liaison will manage Social Media platforms and keep our information up-to-date.

1.11 The Board of Directors shall be responsible for and have sole authority for the following:

- a. Being familiar with, interpreting, and enforcing the Constitution, Bylaws, and Rules & Regulations of the Club and all applicable Rules & Regulations of the Association with which this Club is affiliated.
- b. Approving procedures for registration of member teams. Ensuring proper registration for all players, coaches, teams and related participants.
- c. Ensuring proper accounting of fiscal transactions and accurate reporting to the board and/or his/her appointed assistant.
- d. Establishing a common set of Administrative Rules for all teams registered to the Club.
- e. Establishing a common set of playing rules for Club play.
- f. Providing a common set of Risk Management guidelines.
- g. Providing levels of competition within the Club for all players within the boundaries of the Club.
- h. Providing opportunities to play for all youth within the boundaries of the Club.

1.12 The Board of Directors shall have the right and authority to suspend, bar completely or otherwise discipline any team, player, coach, manager, team assistant, referee, Club Official or any other person associated with the operation of the Club from any member team or affiliated club.

2.0 AGREEMENTS

2.1 The PHYSC holds a Memorandum of Understanding (MOU) with soccer clubs in the surrounding territory.

2.2 The MOU provides shared oversight and directs the actions of the participating clubs for the greater good of the sport of soccer throughout our region.

2.3 The MOU includes, among other things, a Referee Account and Position that supports the clubs with oversight of those responsibilities shared amongst the participating clubs.

2.4 Membership in the MOU consists of two (2) representatives from each of the participating clubs.

2.5 All procedures to operate the MOU are contained within that agreement.

3.0 MEMBERSHIP

3.1 Membership shall be open to and consist of the Board of Directors and any team, with properly registered players and coaches, who submit appropriate documentation per the Rules & Regulations of this club, and its affiliates.

4.0 MEETING

4.1 Regular Meetings of the Club will be held at least monthly. Meetings will be run based on Robert's Rules of Order (document present at each meeting) and shall include an agenda and Treasurer's report monthly.

4.2 A regular monthly meeting may be waived in advance by a two-thirds (2/3) vote of the Board of Directors

4.3 Special Meetings may be called by any Board of Director, with seven (7) calendar day notice to all Board of Directors.

5.0 QUORUM

5.1 At all meetings of the Board of Directors, fifty percent (50%) of the Board of Directors membership shall constitute a quorum for the transaction of business.

6.0 SEASONAL YEAR

6.1 The seasonal year for the membership/registration shall be from August 1 through July 31 of the next year. Insurance coverage shall be for the same period of time.

7.0 PROTESTS AND APPEALS

7.1 Only violations of the Constitution, Bylaws, general Procedures, Rules & Regulations, misapplication of the "Laws of the Game" shall be proper subjects to be considered for action.

7.2 Protests and Appeals are to be in writing and delivered to a member of the Board of Directors within seven (7) calendar days of the action being protested or appealed.

7.3 Hearing by committee or by the Board of Directors shall be conducted within thirty (30) days of written notice of Protest or Appeal.

7.4 Any decision rendered by a committee or the Board of Directors shall have a decision letter drafted and delivered to the complainant within seven (7) calendar days. The decision may be delivered electronically to the complainant in lieu of a draft letter.

- 7.5 Any decision rendered by committee may be appealed to the full Board of Directors.
- 7.6 Upon rendering a decision, the committee will share findings and decisions to the board for future reference. All pertinent data must be forwarded within fourteen (14) days of the committee's decision.
- 7.7 In the matter of Protest and Appeals, no person associated with the operation of this Club shall invoke the aid of the courts of any state or of the United States without first exhausting all available remedies within the appropriate soccer organization, including final appeal to the annual general meeting of the USYSA.

8.0 DISSOLUTION

- 8.1 Should this Club be dissolved, all assets remaining after payment of all debts shall be distributed to a nonprofit fund, foundation or corporation which is organized and operated exclusively for the purpose of the development of youth soccer.

9.0 RULES OF ORDER

- 9.1 Robert's Rules of Order shall be deemed as adopted at all meetings of the Club, unless otherwise agreed to by the participants; insofar as such rules are not inconsistent with or in conflict with the Constitution, Bylaws, Rules & Regulations of this Club or any organization with which this Club is affiliated.

ARTICLE III: RULES AND REGULATIONS

1.0 RULES

- 1.1 The Board of Directors may change/update the Club Rules for each playing season and adopt them each year during the June meeting of the Board of Directors.
- 1.2 The Club Rules do not apply to Division III or Division I play.

2.0 DISCIPLINE

- 2.1 PHYSC adheres to US Club Conduct and Discipline policies along with additional discipline as identified.
- 2.2 PHYSC may only discipline players, coaches, parents and board members who are in their own club.
- 2.3 A multi-tiered discipline approach is utilized by PHYSC:
 - 2.3.1 Tier 1 - Education. This includes investigation, discussion, right conduct and behavior, remediation and communication with affected parties. Intervention may include written notification or discussion with "known" party at a Board meeting, over the phone or in writing.
 - 2.3.2 Tier 2 - Restriction. Includes Tier 1 approach and conduct or behavior that willfully stands in contrast to the PHYSC discipline policies. Intervention may include a written behavior agreement or 'silent saturday'.
 - 2.3.3 Tier 3 - Suspension. Includes Tiers 1 and 2 and conduct or behavior that is egregious and stands in contrast to the PHYSC discipline policies. Intervention may include a layoff period of a parent, child, coach, or player from the League or legal action.
 - 2.3.4 Tier 4 - Expulsion. Includes Tiers 1, 2, and 3, and conduct or behavior that is extreme and stands in contrast to the PHYSC discipline policies.

Intervention may include dismissal of a parent, child, coach, or player from the League or legal action.

- 2.4** Depending on the nature of the incident the PHYSC reserves the right to determine right Tiered discipline on a case-by-case basis.
- 2.5** Failing to comply with the discipline delivered by the PHYSC will result in escalation to another Tier, as appropriate to each case.
- 2.6** A party serving Tier 1 or 2 discipline may attend team activities as long as remediation steps are followed.
- 2.7** A party serving Tier 3 will serve that suspension away from the team and team activities. This includes practice, friendly games, scrimmages, and official games.
- 2.8** A party serving Tier 4 will no longer be allowed to participate in the team and team activities. This includes practice, friendly games, scrimmages, and official games.
- 2.9** It is understood that discipline may be required immediately during the course of team activities. As such, the following rules apply:
 - 2.9.1** A coach or assistant coach who has been “sent off” during a team activity must leave the ‘activity’ area.
 - 2.9.2** A player who has been “sent off” may remain on the sideline or leave with permission from the coach.
 - 2.9.3** A spectator who is sent off must leave the ‘activity’ area.
- 2.10** All games and practices must be under the direction of the coach or assistant coach of record. If neither the coach or assistant coach is available, then the practice or game shall be terminated or an authorized PHYSC official shall oversee the team activity. This may be a result of the coach or assistant coach not attending the practice or game, that they had to leave suddenly or that they have both been ejected from the game.
- 2.11** A coach may be disciplined for intentionally not providing pertinent information about a spectator who has violated PHYSC rules or policy if it is reasonable that the coach should know that spectator. The same holds true for a team parent who does not divulge a child’s name to the referee when the child has violated rules or policy. It is not reasonable for the coach to know spectators who are not members of their team.
- 2.12** Parents/guardians are not allowed to confront a coach, team, player, board member, or league official to discuss any “negative” game or practice situation(s) until at least 24 hours has passed from the completion of the game or practice.
 - 2.12.1** A confrontation shall consist of any conversation, which is elevated from a normal speaking tone and demeanor to one which involves yelling, profanity, or derogatory comments toward said coach, team, player, board member or official.
 - 2.12.2** Violation of the 24 hour rule policy will result in parents being suspended for 7 calendar days. Difficult parent/player situations shall be brought up

to the PHYSC, who will support coaches with any parent/player discipline as needed.

3.0 COACH/TEAM OFFICIAL REQUIREMENTS AND APPROVALS

- 3.1** All PHYSC coaches/team officials shall pass a background check.
- 3.2** Review of the Live Scan reports shall be by the US Club.
- 3.3** Live Scan report information is confidential, therefore US Club will only report to the Board of Directors that a coach has passed/failed the Live Scan.
- 3.4** Coaches that have failed the Live Scan can appeal to the Board of Directors, but they must be willing to divulge and disclose the confidential information from the Live Scan with the Board of Directors. The Live Scan appeal will be held in closed session with the appealing coach/team official.
- 3.5** The decision of the Board of Directors shall be final, with no additional appeal rights to District VI or US Club.
- 3.6** It is the Coaches' responsibility as a representative of PHYSC to require players to wear all appropriate safety equipment (i.e.: shin guards) during all games and practices. In addition, the coach will not allow a player to play with any equipment not sanctioned for use during games (i.e.: no toe cleats). This also includes but is not limited to casts of any kind, piercings, and any brace that contains metal. Failure to enforce these requirements will be a cause for immediate removal from the team as coach.
- 3.7** **UNDERAGE STAFF INSTRUCTIONS:** The minimum age for a coach is 16. Any youth (age 16 or 17) serving in the capacity of coach needs to complete the following qualifications: Submit Disqualification-Suspension Review, Complete and sync SafeSport Training (17-year-old only). Parental permission is required, Add a headshot/profile photo. A parental permission letter is required. Please submit a Zendesk ticket with the parental approval letter. In the body of the ticket, advise this is for underage staff. Be sure to include the members' name and club name.

4.0 GUEST PLAYERS

- 4.1** The use of guest players from other PHYSC teams is allowable, under the following conditions:
 - 4.1.1** The player must be a currently registered player and have their player pass at the game.
 - 4.1.2** Guest players may not be used in inter-league games with Gold Country Soccer League or during any post league play.
 - 4.1.3** The guest player must have the current medical release form at the game.
 - 4.1.4** Use of guest players must be brought to the attention of the referee and opposing coach.
 - 4.1.5** Guest players can be one age group younger and play up with prior board approval, requested by the coach (no older players playing down an age group is allowed).
 - 4.1.6** By adding guest players to a team, the total number of players on that team must not exceed the total number of players on the opposing team. For example, if the opposing team only has ten players and the team adding guest players has eight regular team players and three guests, only two of the guests can be added.
 - 4.1.7** Use of guest players is limited to half of the team's league games.

ARTICLE IV: INDEMNIFICATION OF BOARD

1.0 INDEMNIFICATION OF THE BOARD

1.1 Placer Hills Soccer Youth Club agrees to indemnify, defend, and save harmless its Board members, officers and employees from and against all liability, loss, cost or expense, including attorney fees, by reason of liability arising out of or contributed to by the members of any party indemnified herein, unless caused by the sole negligence of the member or any other party. Placer Hills Youth Soccer Club may purchase director/officer liability insurance should the Board choose. In the event, the terms of such insurance policy shall control this article.

ARTICLE V: CONFLICT OF INTEREST POLICY

1.0 CONFLICT OF INTEREST POLICY

1.1 Whenever a Board member has a financial or personal interest in any matter coming before the Board, the Board shall ensure that:

- 1.1.1** The interest of such Board member is fully disclosed to the Board.
- 1.1.2** No such interested Board member may vote or lobby on the matter or be counted in determining the existence of quorum at the meeting of the Board at which such matter is voted upon.
- 1.1.3** Any transaction in which a Board member has a financial or personal interest shall be duly approved by Board members not so interested or connected as being in the best interests of the organization.
- 1.1.4** Payments to the interested Board Member shall be reasonable and shall not exceed fair market value.
- 1.1.5** The minutes of meetings at which such votes are taken shall record such disclosure, abstention and rationale for approval.

HISTORY

1. Amendments proposed 03/30/2024. Formal Adoption 06/27/2024.
2. Amendment proposed 11/25/24. Formal Adoption 1/27/25
3. Updated to Article II Section 1.7 at AGM 1/27/25