

# FSK Jr Eagles Soccer Club By-Laws

## **I. Name-**

- a. The name of the organization is FSK Jr Eagles Soccer Club (FSKSC).
- b. FSKSC works in conjunction with the City of Taneytown and the Taneytown Athletic Association (TAA), as well as the West Carroll Recreation Council (WCRC).
  - i. FSKSC will abide by all charters and amendments within the City of Taneytown, TAA, and WCRC.

## **II. Goals of the Organization-**

- a. Through the combined efforts of parents, coaches, players, and community, the FSK Jr. Eagles Soccer Program strives to achieve these goals:
  - i. To make the game fun and instill the importance of a strong work ethic in each player.
  - ii. To maximize each player's soccer skills through a positive and comprehensive instructional program.
  - iii. To strongly emphasize the importance of sportsmanship, teamwork, and commitment to a higher level of play.
  - iv. To provide each player the opportunity to fully understand and enjoy the game of soccer, to develop friendships, and to experience the pride and satisfaction of being a part of a successful program.
  - v. To emphasize player development over winning.

## **III. Membership and Structure-**

- a. FSKSC shall be comprised of teams in various age groups. The number of teams shall be determined by the number of players and qualified coaches to support the organization.
- b. An executive board shall govern FSKSC and the FSKSC Elite program with the support of the Program Director.
- c. The Executive Board shall also:
  - i. Ensure all teams in the league follow good sportsmanship.
  - ii. Vote to admit new teams or expand program.
  - iii. Foster communications between teams and age divisions.

- iv. Handle any protest that may be appealed above the Program Director.
- v. If an Executive Board Member fails to perform his/her responsibilities or violates FSKSC guidelines, the Board may vote to impose sanctions or removal as it sees fit.
- d. The Executive Board shall direct and preserve the image of the FSKSC by its authority to enforce these guidelines, appoint committees, approve various sanctions, and/or remove any coaches, players, or parents from the FSKSC that violate the guidelines or rulebook.
- e. The Executive Board will be elected by general membership vote at a postseason board meeting, based on nominations from the floor as positions become vacant. The individuals receiving a majority of the votes cast shall be declared elected and shall serve a one-year term beginning in July running through the following June.
- f. Any mid-season vacancies on the Executive Board must be filled by general membership vote.
- g. All members of the board will receive a discounted rate for their children's general registration fees. Discount amount will be determined by a majority board vote. Board members who have children playing for FSK Elite will receive the regular league discount.
- h. The members of the Board and the main duties of the positions are as noted below:
  - **Director**
    - Conduct all meetings
    - Make decisions as needed to align with "best interest of league"
    - Assist with all positions as needed
    - Fill any vacant positions
    - Break any tie votes that occur in any meeting he/she presides.
    - Attend monthly soccer board meetings
    - Assist with league events
    - Other tasks as determined by board
  - **Treasurer**
    - Maintain a full set of financial books for the club's account

- Attend monthly soccer board meetings with financial status updates and report
- Handle all deposits from cash-intake and withdrawals as needed
- Pay all bills encountered by the league
- Assist with league events
- Other tasks as determined by board
- **Secretary**
  - Keep records of the monthly meetings and distribute to board
  - Any administrative duties required by league
  - Assist with volunteer & background checks spreadsheet for each season
  - Attend monthly soccer board meetings
  - Assist with league events
  - Other tasks as determined by board
- **Community Liaison**
  - Attend Taneytown Athletics Associations meetings with a report from FSKSC
  - Attend West Carroll Rec meetings with a report from FSKSC
  - Attend monthly soccer board meetings with updates from WCR & TAA
  - Assist with league events
  - Other tasks as determined by board
- **Fundraising Coordinator**
  - Prepare and organize all fundraising opportunities
  - Organization of team and individual pictures, working directly with vendor
  - Collect all funds from fundraisers and hand off to treasurer for deposit
  - Distribute league sponsorship forms to local businesses and follow through with their kick-back
  - Post or send all fundraising updates to Social Media Coordinator
  - Attend monthly soccer board meetings with fundraising updates

- Assist with league events
- Other tasks as determined by board
- **Snack Shack Coordinator**
  - Assist Director with determining days to open for the season
  - Obtain and maintain all inventory for Snack Shack
    - Food, drinks, & supplies
  - Assist with coverage for snack shack
  - Determine pricing for items
  - Collect all funds from Snack Shack and hand off to treasurer for deposit
  - Attend monthly soccer board meetings
  - Assist with league events
  - Other tasks as determined by board
- **Social Media/Website Coordinator**
  - Maintain social media including:
    - Post any updates for Registration/Fundraisers
    - Create Facebook events for Board meetings, and any Soccer related events
    - Respond to Facebook messages
  - Update website as needed
  - Attend monthly soccer board meetings
  - Assist with league events
  - Other tasks as determined by board
    - Parades
    - Create flyers for various events
- **Registration Coordinator**
  - Set up and maintain registration portal
  - Assist with the league email address for registration questions
  - Collect all registration fees and pass any checks/cash to treasurer
  - Assist with determining and approving scholarships
  - Create and maintain any required discount codes: Board Member, Free Registration, Scholarship, Etc.
  - Assist Director with email blast for league

- Attend monthly soccer board meetings with updates for registration
- Assist with league events
- Other tasks as determined by board
- **Equipment Coordinator**
  - Keep proper inventory of all equipment & paint for lining fields
  - Order/work with director to order any new equipment as needed
  - Distribute and collect all equipment to/from all coaches
  - Order uniforms for all players
  - Distribution of uniforms to players/coaches
  - Assist Fields Coordinator, as needed
  - Assist with league events
  - Attend monthly soccer board meetings with updates
  - Other tasks as determined by board
- **Fields Coordinator**
  - With assistance from Director, determine field layouts and usage
  - Coordinate the preparation and maintenance of fields for the season
    - Line painting
    - Goals & nets
    - Sandbags
  - Maintain all equipment for line painting
  - Assist with league events
  - Attend monthly soccer board meetings
  - Other task as determined by board
- **Banquet Coordinator**
  - Coordinate all items for End of Season Banquets
    - Trophies/awards
    - Securing location
    - Ordering food/drinks
    - Prizes & free registration certificates
  - Assist with league events
  - Attend monthly soccer board meetings
  - Other tasks as determined by board

- **URSL Coordinator**
  - Coordinate/Manage all URSL Teams
    - Including, but not limited to: U10, U12, U14, & High School
  - Attend URSL meetings (typically virtual)
    - Meetings Include:
      - Training session for website
      - Season preview/recap
      - Placements meetings
  - Registering teams for both the regular season & tournaments
  - Liaison between URSL & FSK
    - \*Copy league email in all emails with URSL
  - Assist Director with determining team placements
  - Assist with player evaluations
  - First line of conflict resolution for URSL coaches
  - Ensure and coordinate flags are in place and returned to shed for all URSL home games
  - Weekly referee check-in to ensure we have coverage for all URSL games home and away
  - Reviewing/entering URSL game scores
  - Assist with league events
  - Attend monthly soccer board meetings
  - Other tasks as determined by board
- **Elite Coordinator**
  - Coordinate and manage all Elite teams
  - Assist with determining coaches & rosters
  - Communicating info to coaches
  - Assist with creating practice schedule
  - Coordinate Elite team tryouts
  - Register teams for league
  - Register teams for tournaments
  - First line of conflict resolution for Elite coaches
  - Assist with league events
  - Attend monthly soccer board meetings
  - Other tasks as determined by board

- **In-House Coordinator**
  - Coordinate/manage all In-House teams
    - Including, but not limited to: Clinic, U6, & U8
  - Assist with determining coaches & rosters
  - Communicating all info to coaches
  - Assist with creating practice schedules
  - Create game schedules
    - Obtain referee coverage as needed
  - Communicate with fields and equipment coordinator for preparation of season
  - Assist with any distribution of fundraisers or other info to coaches
  - Plan any preseason activities
  - Plan end of season activities
  - First line of conflict resolution for In-House coaches
  - Assist with league events
  - Attend monthly soccer board meetings
  - Other tasks as determined by board

#### IV. **Meetings and Voting Rights-**

- a. The Board shall meet monthly.
  - i. Date determined by program director
  - ii. Additional meetings may be necessary to carry out the work of the FSKSC.
- b. All meetings and proceedings of the FSKSC are open to the public.
- c. Coaches are encouraged to attend all FSKSC board meetings.
- d. If an individual holds more than one position with voting rights, only one vote shall count.
- e. Decisions concerning the operation of the FSKSC shall be made by majority vote of the Executive Board. Board votes requiring a tiebreaking vote by the Program Director may be brought to the floor for a general membership vote, at the request of the minority Board members. Such floor votes shall require a 75% majority vote of those members eligible and present at the time of the voting to overturn the Executive Board's decision. A minimum of eight eligible voters must be present for such actions.

- f. Changes to meeting and voting right guidelines must be brought to a general membership vote and be approved by 75% of those present and eligible to vote. A minimum of eight eligible voters must be present for such actions.
- g. The Program Director has the authority to act "in the good of the league" if not enough voting members are present and league business must be conducted.

**V. Governing Rule Book-**

- a. Team play will be governed by the rule book used by the league(s) in which the FSKSC teams play.
- b. FSKSC will adapt In-House rules to align with the development and goals of the organization.

**VI. Rules-**

- a. Player's division/age shall be determined to align with the league in which they are playing.
- b. The number of teams for any age group shall be determined by the number of players and qualified coaches needed to support the organization.
  - i. The FSKSC alignment for the coming season shall be determined after registration has been completed.
- c. Team roster sizes are up to the discretion of the program director and should be determined by weighing proper playing time with the desire to have more kids play.
  - i. Exceptions to these limits shall be made at the discretion of the Executive Board.
  - ii. Under no circumstances shall any player be permitted to play until the roster information has been submitted.
  - iii. A players team placement will be determined by the program director with the assistance of the league registrar and coordinator to fit the goals of FSCK.
    - 1. Parent request will be considered but not guaranteed.
- d. A copy of the player's birth certificate must be made available upon request for age verification.
- e. The program registration fee shall be set by the Executive Board each year and is due at the time of registration. The fee may be fully or partially refunded based on the disclosed policy for that current season.



- f. In-House coaches shall attempt to give all players equal playing time in all games played. Any persistent issues with playing time may be subject to coaching discipline.
- g. URSL/Elite coaches will make their best effort to give all players equal playing time but are not subject to any governance.
- h. The Program Director, or his/her designee, shall issue cancellations of games/practices due to inclement weather. Notification of game cancellations may be via telephone, website field announcement, and social media.
  - i. This rule shall in no way infringe upon the official's right to cancel the game at the site or stop the game because of inclement weather.
- i. Coaches/Board Members shall not use or be under the influence of any form of tobacco, Marijuana, illegal drugs, or alcohol at any FSKSC sponsored event during the supervision of children.

#### **VII. Sportsmanship-**

- a. Good sportsmanship is one of the primary lessons being taught to the players and is important to the image of FSKSC.
- b. Teams and individuals can be penalized for the failure of players, coaches, and parents to maintain the proper demeanor before, during, and after games.

#### **VIII. Violations-**

- a. Situations in which parents, fans, players, or coaches fail to comply with the guidelines of the FSKSC, or whose behavior discredits FSKSC, will be investigated and ruled upon by the Executive Board.
  - i. The Executive Board is empowered to impose the following sanction(s):
    1. Suspension of voting rights (Board Member & Coach).
    2. Forfeiture of games.
    3. Suspension from coaching or playing in FSKSC.
    4. Removal of members from the Board.
    5. Dismissal of a player, coach, or parent from FSKSC.
    6. Other actions as deemed appropriate.

**IX. Procedure for Complaints and Concerns-**

- a. Any complaints and concerns should be addressed through the following hierarchy:
  - i. Team Coach
  - ii. Division Coordinator
  - iii. Program Director
  - iv. Executive Board
  - v. West Carroll Recreation Council
  - vi. Taneytown Athletic Association/City of Taneytown.

Amended November 2023