

Bylaws of the Monroe Soccer Club

The Monroe Soccer Club (MSC) was formed to provide a viable avenue for participation in travel level soccer, fostering good sportsmanship, competitive play and sound coaching practices. The MSC is a not for profit organization.

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I MSC Board of Directors

The MSC Board is comprised of the Executive Board of Directors and the Service Board of Directors. Board positions are non-compensated volunteer positions, unless individual circumstances are specifically approved by the Board.

All Executive Board and Service Board members will have one vote, except for the President, who only votes in the case of a tie. If an individual holds multiple board positions, they only get one vote. If their second vote is as a Team Representative, they may designate another parent on the team to exercise that vote.

All Executive Board and Service Board members must comply with CJSA rules, including the background check policy.

1 Executive Board of Directors

The MSC Executive Board of Directors consists of a President, Vice President, Secretary, and Treasurer.

a President

- Complies in spirit and letter with the club's mission statement and bylaws, as well as the rules and regulations of CJSA¹, USYS² and FIFA³.
- Exercises general supervision over all affairs of the club.
- Calls and presides at all meetings of the MSC board.
- Is the liaison between MSC registered teams and the CJSA, SWD⁴, Monroe Parks & Recreation, Monroe Board of Education, Monroe AYSO⁵.
- Represents the MSC as a voting member at SWD meetings.
- Fosters good community relations with the primary objective being youth development.
- Serves as an alternate signatory (to the Treasurer) for MSC bank accounts.
- Acts as the secondary (to the Registrar) liaison to the SWD Registrar.
- Acts as the secondary (to the Referee Coordinator) liaison to the SWD Referee Administrator (DRA).
- Along with the Coaching Director, approves all rosters and is involved with all decisions regarding age appropriate play and overall team alignment (i.e. balanced vs. tiered developmental)
- Obtains field use permits (through the Field Coordinator) every season from Parks and Rec. and/or the Board of Education on behalf of the MSC.
- Coordinates with CJSA on background check status for adult volunteers.
- Facilitates the application process each season for league play, CT Cup and State Cup participation.

¹ Connecticut Junior Soccer Association (CJSA)

² United States Youth Soccer (USYS)

³ International Federation of Association Football (FIFA)

⁴ CJSA Southwest District (SWD)

⁵ American Youth Soccer Association (AYSO)

b Vice President

- Acts under the direction of the President.
- Stands in for the President as needed.
- Oversees all club-sponsored training programs (through the Coaching Director).
- Oversees and/or coordinates the Recreation Plus (Rec Plus) program.
- Oversees and/or coordinates the U9 Tryouts and team formation.

c Secretary

- Acts under the direction of the President.
- Is knowledgeable of Robert's Rules of Order.
- Is knowledgeable of MSC policies and procedures.
- Records and keeps all agendas and minutes of the meetings of the board of directors and elections.
- Distributes meeting minutes, to all MSC board members, prior to the next meeting.
- Gives notice of all meetings of the board of directors and elections.
- Responsible for receiving and conveying board-meeting proxy votes.
- Ensures liability insurance policies are on file with Town, Board of Ed and other requesting organizations

d Treasurer

- Maintains and secures all financial transactions including insurance and IRS obligations of the club.
- Responsible for issuing all IRS 1099 documents to sub-contractors of the MSC.
- Handles all club receipts and disbursements.
- Along with the President, prepares an annual fee schedule for the club.
- Reports on the MSC financial status quarterly during meetings of the MSC Board.
- Safeguards the clubs assets and strives to seek a reasonable return on those assets.
- Has authority to audit any team's finances and intercede as appropriate if necessary.

The Executive Board may appoint a person who acts in an independent financial oversight capacity. This position is a non-voting position.

Financial Oversight duties may include:

- Auditing of club or team accounts/finances on an as needed basis.
- Performing special projects at the direction of the Executive Board or its members thereof.
- Consult on tax or other financial matters.

2 Service Board of Directors

The MSC Service Board of Directors consists of the Immediate Past President, Registrar(s), Field Coordinator, Field Maintenance Director, Referee Coordinator, Referee Advisor, Coaching Director, Equipment Coordinator, Communication Director, Recreation Plus Director and Team Representatives.

a Immediate Past President

- Facilitates the transition of leadership within the organization.
- Is available to the current President for advice and guidance.
- Takes a leadership role on special club projects.

b Registrar(s)

- Compiles and verifies birth certificates and all registration forms.
- Delivers registration forms and fees to CJSA SWD as required each season for all MSC teams.
- Generates league rosters and player passes (outdoor, spring and fall; not indoor) after complete payments and forms have been received and verified.
- Generates tournament rosters as required.
- Maintains current MSC membership list.
- Serves as primary liaison with district registrar to obtain player passes, roster certifications and permission to travel forms.

c Field Coordinator

- Obtains all seasonal field use and gym space permits on behalf of MSC.
- Schedules practice and game slots in collaboration with AYSO (and other organizations as necessary).
- Has the authority to adjust practice start times and practice duration during the season.
- Schedules game times and field locations for all MSC home games.
- In consultation with the President, makes final decision regarding field closures.
- Communicates game and/or practice cancellations via the voice mail system and the web site.

d Field Maintenance Director

- Coordinates field lining activities.
- Coordinates installation, repair and storage of the light towers.
- Works in conjunction with AYSO to ensure that all necessary equipment (e.g. goals, locks, anchors) are at the fields and meets acceptable standards.
- Works with the Board of Ed. to assure proper field maintenance (seeding, fertilizing, etc.).
- Works in cooperation with Parks and Rec to assess field conditions.
- Works with the Board of Ed. and Parks and Rec on field sizes and configurations.

e Referee Coordinator

- Must be a USSF⁶ certified assignor. Need not be an active referee, but must be knowledgeable of the Laws of the Game.
- Conducts, with the assistance of the Referee Advisor, mandatory meetings of all referees at least once per season to advise them of FIFA/CJSA and MSC policy changes.

⁶ United States Soccer Federation (USSF)

- Assigns from the current list of certified officials, a referee and assistant referees, to all home games (except where otherwise provided by CJSA or SWD for State Cup and CT Cup tournament play).
- Manages referee assignments to ensure equal opportunity for all, and in such a manner as to enable the more experienced referees to mentor the newer referees.
- Prepares and maintains a report of all currently certified referees and assistant referees, and any other information requested by the Treasurer and/or the Club.
- Reviews with the Referee Advisor assessments and recommends remediation and/or additional training/mentoring.
- In partnership with the Referee Advisor, issues to all certified officials a list of responsibilities governing their conduct both on and off the field.

f Referee Advisor

- Should have at least 5-years experience as a USSF referee.
- Knowledge in analyzing game situations and the finer points of the game in accordance with the Laws of the Game as set out by FIFA and USSF
- Advises the MSC on referee issues such as point of concern on the Laws of the Game.
- Interprets rules related questions arising from games.
- Assists the Referee Coordinator in conducting annual clinics.
- Mentors less experienced referees enabling them to be more proficient.
- Assists Referee Coordinator in preparing a list of responsibilities for conduct, both on and off the field, for certified officials.

g Coaching Director

The Coaching Director acts as a subcontractor and is compensated per the fee schedule established by the Executive Board.

- Should have a USSF A or B national license or equivalent.
- Organizes or promotes clinics for coaches.
- Collects, catalogues and distributes coaching materials (tapes, CD's, books, manuals, etc.).
- Tracks coaching development and organizes/promotes coaching certification courses.
- Recruits coaches when needed and maintains a list of local coaching/training candidates for use by all when appropriate.
- Proposes policy regarding coach's conduct and coaching philosophy.
- Conducts a mandatory meeting of all coaches at least annually, to ensure a working knowledge of FIFA/USYS/CJSA/SWD/MSA rules and regulations.
- Reviews the credentials of all coaches seeking to subcontract with the MSC.
- Along with the President, approves all rosters and is involved with all decisions regarding age appropriated play and overall team alignment (i.e. balanced vs. tiered developmental).

h Equipment Coordinator

- Procures, stores and distributes any materials currently being supplied by MSC in support of the teams, i.e., first aid kits, medical supplies, cones, balls, bags, corner flags, patches, etc.
- Approves the selection of MSC team uniforms.

i Communication Director

- Works with the President to maintain the Bylaws and Policies on a regular basis.
- Sets guidelines for any news articles submitted to the Courier.
- Oversees development and maintenance of certain sections of the Club's web page as directed by the President.
- Publicizes the MSC open team tryouts via newspaper, school distribution and posting throughout the town.
- Publicizes and solicits applicants for the annual Merit Scholarship.

j Recreation Plus Director

- Coordinates the Rec Plus program as directed by the Vice President.

k Team Representatives

- Each team is entitled to one representative having voting privileges on the MSC Board. This representative is normally the team manager, unless otherwise determined by a vote of the parents at the seasonal team meeting (see Team Formation below, paragraph 2).

l AYSO Representative

- To ensure continued collaboration and cooperation between the two Monroe youth soccer organizations, an AYSO representative is a voting member of the Service Board of Directors. The representative shall be the Regional or Assistant Regional Commissioner of Monroe AYSO or a designee.

II MSC Operation

1 Meetings

MSC Board meetings are generally held monthly. These meetings are always open to the entire membership. General announcements and business of the club will occur at the meetings, as well as matters requiring passage of a vote by the Board. Unless otherwise specified, all voting will be decided by a simple majority provided there is a quorum, which is defined as at least 50% of the voting membership and at least 2 members of the Executive Board

Minimum attendance at Board Meetings is 70% per year, by all Board members, to avoid a call for removal.

2 Nominations and Elections

All Executive and Service Board appointments must be approved by the Board. Nominations for each position are to be solicited at least once per year, ideally towards of the end of the fall season.

Board members returning unopposed in their current position need not be voted on, but must be announced at a Board Meeting. Nominations submitted and seconded are to be reviewed by the Executive Board for compliance to MSC Bylaws. Acceptable nominations are forwarded to the Board for a vote at a Board meeting. In the case of Executive Board positions, the vote will be at the next meeting.

If a nominee is running unopposed the vote may be by show of hands. If two or more candidates are vying for a position the vote shall be by written ballot tabulated by the Secretary and verified by the President. The Vice President or Treasurer may substitute if either the Secretary or President is unavailable.

3 Financial Activities

a Fee Schedule

Annually, the MSC Treasurer in conjunction with the President shall establish a Fee Schedule to be approved by the Board. This schedule shall include, at a minimum, the following items.

- Per player registration fee.
- Team reimbursement for tournament registration fee(s).
- Coaching Director Compensation amount.
- Forfeiture amount for insufficient Team attendance at MSC Board meetings.
- Referee and assistant referee fees.

4 Communications

a Web Site

The MSC utilizes a web site as its primary means of communication. Meeting notices, including notice of cancellation due to inclement weather, will be posted on the website. Documents required for registration and for liability waiver, as well as any other documents developed by the Board that require dissemination will be available on the web site.

b Phone Line

In the case of field closure due to inclement weather the Field Coordinator will update the message in the MSC voice mailbox at least 2 hours before home games are scheduled, and by 3 p.m. for weekday practices.

c Publications

MSC notification of Team tryouts and solicitation for applicants for the Merit Scholarships will be communicated to the Monroe community utilizing local and regional newspapers, posted notices and flyers distributed through the school systems.

MSC Teams may independently submit articles and photos to the local and regional newspapers. A request for distribution of flyers to the schools requires approval from the Communications Director or the Executive Board.

5 MSC Review Board

The Review Board principally participates in the discipline review process but it also contributes to the selection of scholarship recipients. The Review Board may also be convened by the MSC President to address and recommend actions on other infractions including but not limited to: failure of Coaches to complete required licensing, and disputes between teams. The Review Board is comprised of four Service Board members: three members are primary and one is an alternate. Should a primary member be unable to participate due to illness, absence or removal due to a conflict of interest (he/she or a family member is involved or their team is involved), the alternate would take their place.

6 Scholarships

MSC provides for the following scholarships. The merit scholarship is structured to endow a graduating MSC player who intends to further their education. The second type enables youngsters to participate in the club who might otherwise be unable due to a lack of financial resources.

a Merit Scholarship

The MSC, in conjunction with Monroe AYSO, may award a merit scholarship to graduating seniors - male and female. The criteria for determining the recipients includes but is not limited to:

- Commitment to further their education.
- Devotion to the sport of soccer.
- Grade point average ("B" minimum).
- A span of MSC involvement with a minimum of two years.
- Degree of MSC involvement (player, referee, Service Board, etc.).
- Notable soccer achievements (ODP, all-conference, etc.).
- Demonstrated leadership qualities (team captain, etc.).
- Conduct on and off the field (community involvement, etc.).

To be considered for a merit scholarship the player must submit a letter to the MSC president by April 1. Said letter should request consideration and indicate why the applicant believes they are deserving of the scholarship. Other scholarships are available - via Southwest District and CJSA, each with similar criteria.

The MSC Review Board will consider all requests and recommend final candidates for full Board approval.

b Financial Need

A family can submit a request for financial assistance which will be reviewed by the Executive Board on a case by case basis, based on criteria established by the Executive Board.

7 Monroe Soccer Field Development Fund

In response to a growing popularity of youth soccer in Monroe, the MSC and the Monroe AYSO have joined forces to raise funds to build soccer fields in town. Donations to the MSFDF will be used for the sole purpose of developing & building soccer field(s).

Payment from this fund for any expense must first have majority approval of the MSC and AYSO Boards, so long as both entities are in existence.

III MSC Teams

1 Team Leagues

a Recreational

Recreation-level play in Monroe, CT is provided through a separate organization, the Monroe AYSO. The MSC is open to and encourages collaboration between our two organizations.

b Recreation Plus

This is a program that follows CJSA and SWD guidelines, and is designed for those players that are looking to play a slightly more competitive schedule, but are not quite ready for the commitment of a travel soccer program. Teams in this program are structured by grade level as opposed to date of birth. Responsibility for selection of players and formation of teams is managed by the Recreation Plus Director, under the direction of the MSC Vice President. All players participating in Rec Plus must be registered with Monroe AYSO.

c Classic Travel

The Travel League comprises CJSA registered Division 4 teams. This league is subdivided within the CJSA into seven districts. The MSC is affiliated with the Southwest District (SWD). Travel soccer is for youngsters seeking a challenging and instructional environment and who are willing to commit to greater demands being placed upon them. Players are selected based on open tryouts. The SWD establishes residency restrictions for Travel Teams within their district.

d Premiere

The Premier League comprises CJSA registered Division 1, 2 & 3 Teams. Premier leagues are State run and are not bound by SWD residency rules that apply to Division 4 teams. Teams can be made up of players from anywhere in the state. However, the MSC, due to limited field capacity and in deference to residential

taxpayers, requires that each Premier team wishing to register with the MSC have a minimum of 8 Monroe residents with a roster of 16 or less and 9 Monroe residents with a roster of greater than 16.

e The Responsibility of the MSC to the Team:

- Provide a club "in good standing" with CJSA and SWD.
- Represent the club at the SWD meetings.
- Represent club teams to the town of Monroe.
- Contribute to Town and Board of Education Field Maintenance.
- Liaison to AYSO.
- Provide for Liability Insurance.
- Schedule Practice and Game fields.
- Provide for basic equipment (corner posts, anchors, balls, bag, scrimmage vests etc.).
- Reimburse for scheduled league games' referee fees, and a designated amount for tournaments per season.
- Provide coaching direction.
- Attract, Train and reimburse referees.
- Provide a forum for team in the MSC Web Page.

f The Responsibility of the Team to the MSC:

- Comply with all CJSA rules and regulations.
- Comply with all USYS rules and regulations.
- Comply with all MSC By-laws and Policies.
- Require all rostered adults to submit to a background check.
- Coaches that are in the US on a VISA must submit to a visa validation. Copy of visa must be presented.
- Agree to club service (board and non-board positions, misc. assignments i.e., field lining, fundraising, etc.).
- Contract the services of a Qualified Head Coach.
- Provide team representation at all board meetings.
- Participation in MSC sponsored training.
- Half-year or returning teams are expected to fully participate during the part of the year that they compete.

2 Team Formation

Based upon open tryouts the MSC may form male and female teams in age groups ranging from U9 thru U19. Tryouts for new teams are conducted by an independent evaluator assigned by the Coaching Director. Tryouts for returning teams are conducted by the Head Coach with input from an independent evaluator. Upon conclusion of these tryouts, players will be selected.

If there are enough interested and qualified players selected through open try-outs, or other qualifying methods sanctioned by the MSC, and if there is adequate parental

support, then a team is formed. A manager shall be selected by a team majority vote, (pending Board approval), after the team selection is concluded. The team shall then agree on a team name, which is then submitted to the Board for approval. For any age group fielding two teams, the teams shall have the same primary name and shall be designated as “Team Name” Green & “Team Name” White. The team name Power was retired in 2010, in memory of its long-time coach, Don Nickdow.

The MSC requires that each team contract the services of a Qualified Head Coach. Newly formed teams are eligible to participate in the Club sponsored training. Rostered adults (Manager, Head Coach, and Assistant Coach(s)) must comply with CJSA rules, including background checks.

3 Team Management

The administration and operation of a team is vested in the team manager, the coaching staff, and the parents/guardians of those players officially registered to that team in accordance with applicable CJSA, SWD and MSC policies. The smooth running of the team is dependent upon a clear delineation of roles and responsibilities and a cooperative relationship between the manager, coaching staff, and parents/guardians.

a Team Manager

The team manager shall be a volunteer who has been recommended by a majority of the team’s parents/guardians and has been approved by the MSC Board. The team manager shall act as the team’s administrative and financial manager. However, the manager may delegate the treasurer duties to another parent on the team to share the workload, as long as this arrangement is approved by the team parents/guardians and the MSC Board. This individual must submit to the CJSA background check.

The duties and responsibilities of the Manager are listed below:

- Contact for the services of a Head Coach.
- Coordinate registration of the team and players with the MSC and CJSA.
- Coordinate team schedule and field assignments.
- Maintain the team checking account, (for the avoidance of doubt, this account should only be used for team finances), and comply with all financial requirements of MSC.
- Register the team for tournament play.
- Maintain team rosters and player’s cards.
- Such other duties as mutually agreed to with the head coach.
- Each season, provide to the parents/guardians and the MSC Treasurer, a summary of the financial status of the team, and the budget for the upcoming season per MSC guidelines, which must be approved by the parents/guardians.
- Current U9 boys and girls team managers are responsible to orient/mentor the incoming managers.
- Liaison between the team and the head coach.
- The team’s representative to the MSC Board (unless team parents/guardians vote and designate another representative).

- Conduct annual team meeting to review team policies, procedures and philosophy.
- Any other duties not specifically vested with other individuals as outlined in this section.

The team manager should at least annually solicit members to determine if any others are interested in the position. If so, a vote should be held by the parents, and if a new candidate is selected, the parents then make a recommendation to the MSC Board for approval of this new candidate.

b Head Coach

The nature of competitive sports necessitates that the head coach be given considerable latitude in the exercising of authority required to run a team effectively. Commensurate with that authority is the responsibility to use it solely in the interest of the players, and in accordance with the policies of CJSA, SWD and the MSC. The MSC requires teams to contract for the services of a paid coach who is approved by the Coaching Director, and will be voted on by the team parents/guardians annually prior to year commencing with the Fall season. The Head Coach will be an independent contractor to the team and the MSC.

A head coach can only have 2 rostered teams within the MSC at any one time.

Acting in accordance with the guidelines established by the MSC Coaching Director, the head coach should be given discretion to implement those guidelines, as a minimum in the following areas:

- Team player selection (in conjunction with the Coaching Director).
- Team roster size.
- Team philosophy.
- Team policies and procedures.
- Team discipline.
- Conduct of practices.
- Implementation of tactical game plans.
- Player positions.
- Player substitutions.
- Playing Time.

In addition to the duties above, the head coach is responsible for maintaining an appropriate CJSA coaching license at their own expense. In an effort to facilitate a cooperative environment between the coaching staff and the team's parents/guardians, the head coach shall participate in team meetings as necessary, and at least annually must clearly outline the team philosophy, and that philosophy's impact on matters such as playing time.

c Assistant Coach

The Assistant Coach(s) are selected by the head coach and assist the head coach in the execution of his/her duties. It is recommended that assistant coaches complete CJSA

Youth Module Certification, with the fee to be reimbursed by the MSC if they are a volunteer.

d Parents and Guardians

The involvement of the player's parents/guardians is essential to the operation of the team. This group elects the manager (subject to MSC Board approval) and the Head Coach (subject to Coaching Director approval). The Parents/Guardians have a minimum say in the day to day operation of the team, but they influence the management of the team in the following ways.

- Approval of the Manager (subject to MSC Board approval).
- Approval of the Head Coach.
- Approval of a team representative to MSC Board (if other than the team manager)
- Approval of the team's budget.
- Approval of the level of competition (Classic Travel or Premier).
- Approval of the number and location of tournaments to be played by the team.
- Determination to participate in non-MSC off-season events (Indoor play, tournaments and training).

The above matters shall be decided by a majority of the parents/guardians of the players registered to that team. One vote shall be granted for each player registered to the team.

Additionally, the parents/guardians of a team's player may make a recommendation for the removal of their head coach or team manager during a soccer year, provided two-thirds of all eligible votes (total players registered to a team) are cast in favor of removal. In the event that the head coach is also a parent of a player on the team, that player's family is not entitled to a vote and shall recuse him/herself from that portion of the meeting. Such vote must be taken at an open team meeting. The results of the vote shall be forwarded to MSC Board of Directors for final disposition. Because of the inherent disruptive nature of such votes, they should only be contemplated when best interest of the teams players are not being served and all other attempts at resolution of the situation have been exhausted within the team.

e Removal of a Head Coach or Manager

The removal of a Head Coach or Manager for reasons other than by resignation shall be viewed as a serious matter that should be undertaken only after careful consideration and with the approval of a two-thirds majority of the MSC Board.

A recommendation to remove a Head Coach or Manager may be presented to the MSC Board for a vote as a result of:

- A removal recommendation approved by a two-thirds majority of the parents/guardians of the team.
- Disciplinary action handed down by the MSC, SWD or CJSA.
- A removal recommendation by the MSC Review Board established to investigate allegations of misconduct or violation of MSC or CJSA rules. The coaching director shall conduct a preliminary review in the case of a Head Coach, prior to a Review Board being empanelled to dispose of these charges. The Coaching

Director, after reviewing the charges and discussing them with the coach, shall report his findings to the Review Board and the President of the MSC. The ultimate responsibility for the removal of a coach or manager rests with the MSC Board.