

# Bellevue Soccer Club



## BYLAWS

December 16, 2020



## Table of Contents

APPROVAL & CHANGE TRACKING .....	2
ARTICLE I – BOARD OF DIRECTORS POSITIONS .....	3
ARTICLE II – PERSONNEL .....	4
ARTICLE III – ADMINISTRATIVE POLICIES .....	5
ARTICLE IV – APPROVAL & AMENDING.....	10
APPENDIX A – TEAM FORMATION POLICY.....	A1
APPENDIX B – FINANCIAL CONTROLS .....	B1
APPENDIX C – CONFLICT OF INTEREST POLICY .....	C1
APPENDIX D – RISK MANAGEMENT POLICY.....	D1
APPENDIX E – TEAM TRAVEL POLICY & PLAYER CODE OF CONDUCT .....	E1



**APPROVAL & CHANGE TRACKING**

<b>Document</b>	<b>Date</b>	<b>Version</b>
Bylaws	December 16, 2020	Original
Appendix A – Team Formation	December 16, 2020	Original
Appendix B – Financial Controls	December 16, 2020	Original
Appendix C – Conflict of Interest	December 16, 2020	Original
Appendix D – Risk Management	December 16, 2020	Original
Appendix E – Team Travel & Player Code of Conduct	December 16, 2020	Original

**Summary of Changes**

These Bylaws and five appendices are original and replace any/all existing administrative policies.



## ARTICLE I – BOARD OF DIRECTORS POSITIONS

1.1. **President.** The President shall preside over all Board of Directors meetings, the annual membership meeting, and any special/emergent meetings. The President shall represent BSC at interclub, league and association meetings. The President, along with the Secretary, shall sign all contracts and documents of BSC when duly authorized by the Board of Directors. The President shall have such other duties and responsibilities from time to time as assigned to them by these Bylaws or the Board of Directors.

1.2. **Vice President.** The Vice President shall preside at meetings of the Board of Directors in the President's absence. The Vice President shall serve as BSC's Risk Management Director and chair of the Grievance Committee. The Vice President shall do and perform such other duties and responsibilities as are usually incident to the President's office when the President is unable to perform such duties or as may from time to time be assigned by the these Bylaws or the Board of Directors.

1.3. **Secretary.** The Secretary shall keep a record of the minutes of all Board of Directors, Committee, Member, Special, and Emergent meetings. The Secretary, along with the President, shall sign all contracts and documents of BSC when duly authorized by the Board of Directors. The Secretary shall maintain all corporate documents and correspondence of BSC and serve as the club's Historian. The Secretary shall have such other duties and responsibilities from time to time as assigned to them by these Bylaws, the Board of Directors, or the President.

1.4. **Treasurer.** The Treasurer shall have custody of BSC funds; keep full and accurate accounts of all receipts and disbursements, an inventory of assets, and a record of liabilities; deposit all monies in such depositories as may be designated by the Board of Directors, disburse funds as ordered by the President or the Board of Directors; and prepare all statements and reports required by law, by the President, or by the Board of Directors. The Treasurer shall have such other duties and responsibilities from time to time as assigned to them by these Bylaws, the Board of Directors, or the President.

1.5. **Fields Director.** The Fields Director shall be responsible for the scheduling of designated practice fields for BSC teams; serve as field scheduling liaison with soccer leagues; review and approve field usage requests; ensure all game and practice fields are in playable condition; determine the most economic use of the BSC fields; monitor and recommend purchase of field equipment and expendable supplies in coordination with the Board of Directors. The Fields Director shall have such other duties and responsibilities from time to time as assigned to them by these Bylaws, the Board of Directors, or the President.

1.6. **Competition Director.** The Competition Director shall represent the interests of the competitive teams, players and parents at all Board meetings; manage the affairs of competitive teams, players, coaches and trainers falling within BSC's Competitive soccer program; manage and coordinate with Team Managers; lead the Tryout Committee and organize all aspects of competitive tryouts. The Competition Director shall have such other duties and responsibilities from time to time as assigned to them by these Bylaws, the Board of Directors, or the President.

1.7. **Recreational Director.** The Recreational Director shall represent the interests of the recreational teams, players and parents at all Board meetings; manage the affairs of the teams, players, coaches and trainers falling within BSC's Recreational and TOPS soccer programs. The Recreational Director shall



have such other duties and responsibilities from time to time as assigned to them by these Bylaws, the Board of Directors, or the President.

**1.7.1. TOPS Coordinator.** The TOPS Coordinator serves as an assistant director reporting to the Recreational Director and shall manage the affairs of the teams, players, and trainers falling within BSC's TOPS soccer program. The TOPS Coordinator shall have such other duties and responsibilities from time to time as assigned to them by these Bylaws, the Board of Directors, or the President.

**1.8. Micro Director.** The Micro Director shall represent the interests of the Micro teams, players and parents at all Board meetings; and manage the affairs of the teams, players, coaches and trainers falling within BSC's Micro soccer program. The Micro Director shall have such other duties and responsibilities from time to time as assigned to them by these Bylaws, the Board of Directors, or the President.

**1.9. At-Large Directors.** The two (2) At-Large Directors have no specified duties except those assigned to them by the Board of Directors or the President.

**1.10. Past President.** Upon the expiration of the term of the President, or their voluntary resignation with mutual consent of the Board of Directors, such person shall automatically be appointed to serve as the Past President. The Past President position sits on the Board of Directors as a non-voting member to advise and assist the transition to a newly elected President. This position will automatically terminate four (4) months after the installation of the new President unless extended by the Board of Directors.

## ARTICLE II – PERSONNEL

**2.1. Employees.** The President, in coordination with relevant program director, is responsible for developing employee job descriptions. The President can delegate this requirement to another director, as necessary. The President will post any hiring announcement or may delegate this requirement to another director or paid employee. The President and relevant program directors shall endeavor to interview three (3) persons (if possible) for any employee position.

**2.1.1. Club Administrator.** The Club Administrator, a paid employee, shall manage the clubs registration activities for all BSC programs except TOPS; assist players and families register for BSC programs; coordinate with Directors to ensure seasonal registrations are accurate and teams are formed; attend Board of Directors Meetings, as necessary, and provide updates on registration issues/concerns. The Club Administrator shall perform such duties and responsibilities outlined in the job description and assigned to them by the Board of Directors or the President.

**2.1.2. Director of Coaching (DOC).** The DOC, a paid employee, shall manage BSC's competitive programs on a day-to-day basis; ensures all competitive teams have professional coaches, adequate training personnel, resources and materials; develop and maintain BSC's competitive program lesson materials; attend Board of Directors Meetings, as necessary, and provide updates on competitive program and coaching issues/concerns. The DOC shall perform such duties and responsibilities outlined in the job description and assigned to them by the Board of Directors or the President.



**2.2. Independent Contractors.** The President is responsible for developing the scope of work for any independent contractor. The President can delegate this requirement to another director as necessary.

**2.2.1. Competitive Team Coaches.** Competitive Coaches, as independent contractors, shall perform Head Coach duties, functions and tasks for a BSC Competitive soccer team; abide by all BSC, NSSA, and league rules, policies, and regulations; and act ethically and professionally at all times so as not to bring embarrassment or disgrace to BSC or the team. Competitive Coaches shall perform such duties and responsibilities outlined in the coaching contract and assigned to them by the DOC or President.

**2.2.2. Trainers.** Trainers, as independent contractors, shall perform training duties, functions and tasks for assigned BSC program; utilize BSC approved lesson materials for all training activities; abide by all BSC, NSSA, and league rules, policies, and regulations; act ethically and professionally at all times so as not to bring embarrassment or disgrace to BSC or the players. Trainers shall perform such duties and responsibilities outlined in the job description and assigned to them by the DOC or President.

**2.2.3. Competitive Coach and Trainer Timesheets.** The club utilizes a cloud-based spreadsheet to input and track competitive coaching and trainer pay schedules. The DOC shall update the coaching spreadsheet with current names, associated team, and pay rate for all coaches and shall update the trainer spreadsheet with current dates, times, and rates for all trainers. The Treasurer will generate checks for all coaches and trainers based on the coach and trainer timesheet and maintain such timesheets for reporting and tax purposes.

**2.3. Volunteers.** BSC volunteers that will have regular, direct contact with youth players must complete the required risk management training. Volunteers may be removed from associated functions for failure to perform their duties in such a manner as to support and promote BSC programs, upon a majority vote of the Board of Directors.

### **ARTICLE III – ADMINISTRATIVE POLICIES**

**3.1. Registration.** The Club Administrator manages BSC's registration activities for all BSC programs.

**3.1.1.** One parent or legal guardian must complete and sign the registration form or complete the registration process online to include a current picture of the player.

**3.1.2.** At the time of registration, a copy of a birth certificate or other official document accepted by state policies must be presented for proof of age.

**3.1.3.** Registration fees for each program will be established by the Board of Directors.

**3.1.4.** Refunds for players that are not accepted or registered for team assignments shall be at the full registration rate. Refunds for players after they have been registered but withdraw before the first game shall receive a full refund, less the administrative fee stated on the registration form. After the first game of the season has been played, no refunds will be made unless approved by the President. BSC generally does not refund any transaction or convenience fees charged by our registration program vendor. All refunds will be made as quickly as possible.



3.1.5. Responsibility for the medical health and physical condition remains with the parents of each player and will not be assumed or accepted by the BSC. Each club member is assumed to be in good health and physical condition upon application and medical examinations will not be required.

3.2. **Team Formation.** The Board of Directors will develop and maintain team formation document that complies with state and youth soccer rules, policies, and regulations. Specific policies and procedures are outlined in Appendix A – Team Formation. The Team Formation appendix should be reviewed every year and updated as required to reflect changes/updates within state policies.

3.3. **Club equipment.** Any club equipment (including goal nets, balls, flags, etc.) issued to players or teams are the property of the BSC and will be returned to the club at the end of each season, as directed, or upon demand of the Board of Directors. Generally, players furnish their own protective equipment, uniforms and soccer balls.

3.4. **Field Scheduling.** The Fields Director will determine the layout of Walters Soccer Complex (WSC) to ensure there is adequate practice space and game fields.

3.4.1. **Practice Space.** Fields Director will, in consultation with the DOC and program directors, assign teams to specific areas and ensure that each practice/training area has goals.

3.4.2. **Game Fields.** Fields Director will coordinate with leagues to provide availability of WSC fields and keep the DOC and directors apprised of changes.

3.4.3. **Field Rental.** The Board of Directors will develop and maintain a Field Rental Application along with rules, guidelines and fee schedule for said usage. These documents shall be posted electronically. The Board of Directors will set the field rental fee schedule.

3.4.3.1. Fields Director maintains the authority to receive, review and approve any valid field rental request. Fields Director should consult with the Board of Directors on any large event (i.e. tournament) or extended regular usage outside of normal leagues (i.e. adult league) before approval.

3.4.3.2. Fields Director can approve an alternate payment plan for rental fees.

3.4.3.3. Fields Director will coordinate with the Treasurer to invoice the renting organization.

3.5. **Grievances.** Grievances of any nature against a BSC member must be filed with the Board of Directors or the BSC President within seven (7) days of the incident.

3.5.1. The grievance must be in writing, preferably in a letter format, addressed to the President, clearly defining the alleged offense, identifying the participants, listing the names of witnesses, to support the grievance and signed by the individual(s) making the complaint. Also provide any supporting documentation for the grievance (i.e. emails, texts).

3.5.2. Upon receipt of a grievance letter, the President will forward the letter and any supporting documents, within five (5) working days, to the chairperson of the Grievance Committee for action by the committee.

3.5.3. The grievance committee shall review the situation surrounding the formal written grievance; shall interview or obtain written statements from all witnesses; shall render a decision on the



grievance; and, shall forward a written report to the BSC President recommending the final action necessary to resolve the grievance. This report will be made a part of the next regularly scheduled Board of Directors meeting minutes.

3.5.4. Any grievance denied or turned down due to improper filing, beyond the time limit for filing a grievance or for being beyond the jurisdiction of the committee or club shall be considered as not sustained by the BSC.

3.5.5. Grievances filed against an individual or body that is not under the jurisdiction of the BSC will be returned to the initiator with explanation. The initiator will be advised of the proper filing procedures.

**3.6. Team Finances.** Individual BSC teams may maintain team financial accounts separate from BSC financial accounts. Teams may raise money through donations, sponsorships or fund raising projects.

3.6.1. All donations, sponsorships, or fundraising must be coordinated with and approved by the Fundraising Committee.

3.6.2. Teams with a separate account will produce a financial report outlining all income and expenses. This financial report is due to the Board of Directors by July 1st

3.6.3. The Treasurer shall provide a signed IRS Form W-9, as required, to the supporting business/organization for all approved fundraising projects.

3.6.4. Teams may choose to coordinate with the Treasurer to have team finances deposited into and distributed from BSC's Operating account that are specifically earmarked for said team.

**3.7. Financial Aid.** BSC offers Financial Aid (FA) to eligible and deserving families that meet certain household size and income criteria. FA discounts apply to registration fees only. BSC does not offer assistance for other expenses such as uniform, coaching fees, tournaments, or team fees.

3.7.1. **Eligibility.** FA Applicants must be registered players with BSC. BSC uses the State of Nebraska's income guidelines for Nutrition Services to determine eligibility for financial aid.

3.7.2. **Budget.** The Board of Directors shall set the amount for FA for the soccer year and determine the allocation between the Fall and Spring seasons.

3.7.2.1. The total amount of available FA money may be increased depending of the number and amount of any additional donations and/or grants specified for FA or scholarships.

3.7.2.2. BSC reserves the right to adjust the discount amount(s) if necessary due to demand. This is to ensure that all applicants get some level of assistance rather than a denial of FA for an otherwise qualified applicant.

3.7.3. **Applicant Process.** The Treasurer will manage the FA process to include developing and maintaining an FA Application in accordance with this policy. The FA Application and related information shall be posted on the club's website.

3.7.3.1. FA applications are approved for a single season only and applicants must re-apply in subsequent seasons.





## Bellevue Soccer Club Bylaws



3.7.3.2. Separate FA applications are required for multiple players in the same household.

3.7.3.3. BSC will accept the current school letter approving free or reduced lunch or the most recent Federal or State income tax return. BSC shall destroy any submitted financial records after confirming eligibility.

3.7.3.4. FA cannot be combined with any other scholarship or grant; applicant/family must decide which monetary aid they wish to accept.

3.7.3.5. Recreational players must submit application during the registration process and will have to pay full registration. If approved, BSC will send a refund of the registration fees (discount) after the season begins or within 30 days whichever is sooner.

3.7.3.6. Competitive players must submit application during the registration process and create a payment plan. They will receive a registration credit on their account after 50% of the required volunteer hours are complete. If their account has been paid in full or there is excess FA over the remaining balance, a refund will be sent.

3.7.3.3. Treasurer will notify all FA applicants of approval/disapproval within 14 days of application submission.

3.7.3.8. Treasurer will keep a record of all FA applicants that is readily accessible to the Volunteer Committee and Board of Directors.

3.7.4. **Volunteer Hours.** All approved FA applicants are required to complete volunteer hours to support the club in consideration for the granting of FA.

3.7.4.1. The Board of Directors will set the hour's requirement related to each program discount.

3.7.4.2. Applicants that do not complete the required amount of volunteer hours during the season, will forfeit any uncredited discount and will be denied FA in the future.

3.7.4.3. The Volunteer Committee will track and update volunteer hours and inform the Treasurer when applicants complete their volunteer hours; to include when Competitive players complete their 50% hours for their discount.

3.8. **Election Process.** Sixty (60) days prior to the Annual Membership Meeting, the President shall appoint an Election Committee to identify candidates and accept their nomination for Board of Directors positions.

3.8.1. Within 10 days of appointment, the Election Committee will announce/post a nomination call for all interested persons for nomination to fill the expected Board positions (Constitution Article III).

3.8.2. The Election Committee will report progress at the Board of Directors meeting the month preceding the annual meeting and make any changes directed by the Board of Directors.

3.8.3. The Election Committee will vet all nominees to ensure eligibility and fitness to serve.

3.8.4. Ten (10) days prior to the scheduled election, the Election Committee will publish/post the official ballot.



## Bellevue Soccer Club Bylaws



3.8.5. No nominations shall be accepted after the official ballot has been published.

3.8.6. At the meeting, the President shall appoint a disinterested Director or individual to oversee the tallying of election ballots. Only votes for names on the published ballot shall be tallied.

3.8.7. Election results shall be announced and made official before the annual meeting is adjourned and subsequently published electronically.

3.8.8. For an election conducted during a Special Membership Meeting, all the above processes must be adhered to within the time constraints for the planned meeting. At a minimum, the ballot must be published/posted 48-hours prior to the scheduled meeting.

**3.9. Scholarships.** The club annually awards scholarships to deserving youth who plan on attending college. The scholarship is named after longtime BSC member/volunteer Bill Brickman.

3.9.1. The Board of Directors, through the budget process, will set the total amount for the annual scholarships. The amount may be augmented by outside donations.

3.9.2. BSC disperses scholarship money directly to the awardee's college. The Treasurer is responsible for sending scholarship award(s) to the awardees' respective college.

3.9.3. The BSC President will appoint a scholarship committee in January to coordinate efforts to advertise, collect, and evaluate scholarship applications and recommend awardees.

3.9.3.1. The Scholarship Committee will develop the criteria, qualifications, and weighting for evaluating applications.

3.9.3.2. The Scholarship Committee will establish the due date for applications and ensure this information is published and posted.

3.9.3.3. Applications received after the deadline will not be accepted unless approved by the Scholarship Committee.

3.9.3.4. The Scholarship Committee will evaluate all legitimate applications. The committee will recommend to the Board of Directors the scholarship winners and the amount of the individual scholarships prior to the end of the Spring season.

3.9.3.5. The maximum scholarship for any individual is \$1000 and the minimum is \$250. The committee has the flexibility to recommend awarding any number of scholarships up to the budget limit in concert with the above minimum and maximum amounts. The committee may also award less than the budgeted amount if so determined by applicant qualifications.

3.9.4. The Board will approve scholarship awardees and their respective amount. The Board reserves the right to review the applications and adjust winners or amounts.

3.9.5. The Scholarship Committee chair will contact the awardees and request they provide the following information: school, school address, contact person and student ID number.

3.9.6. The Scholarship Committee will coordinate with the Communication Committee and recipient's High School on the announcement of the awardees.



3.9.7. A member cannot serve on the Scholarship Committee if their child plans to apply for the scholarship. Any Board Director whose child has applied for the scholarship will recuse themselves from all discussions and voting for scholarship winners.

3.10. **Physical Security.** The club maintains physical security of its assets to ensure only authorized persons have physical or indirect access to money, accounts, real estate and other valuable property.

3.10.1. The BSC clubhouse will remain locked and alarmed at all times when not in active use for sports activities or other club approved functions.

3.10.2. The President will be responsible for setting and changing the entry code or combination for the clubhouse door, security system and money safe. These codes or combinations should be changed annually or when significant Director turnover occurs (i.e. elections)

3.10.3. The President is responsible for distributing and tracking the keys to the clubhouse.

3.10.4. The President will approve persons requiring access to the clubhouse.

3.10.5. The President will maintain a list of persons authorized access to the clubhouse.

3.11. **Financial Controls.** The Board of Directors will develop, maintain, and approve a financial controls document that includes the principles and guidelines for BSC's financial actions. Specific policies and procedures are outlined in Appendix B – Financial Controls.

3.12. **Conflict of Interest.** The Board of Directors will develop, maintain, and approve a Conflict-of-Interest document designed to protect BSC's tax-exempt status. No director, employee, volunteer or staff may personally benefit from transactions involving BSC normal business operations with prior disclosure and Board of Directors approval. Specific policies and procedures are outlined in Appendix C – Conflict of Interest Policy.

3.13. **Risk Management.** The Board of Directors will develop, maintain, and approve a risk management document designed to protect BSC's youth players. The Risk Management policy will support and complement affiliated association's risk management policies for youth sports. Specific policies and procedures are outlined in Appendix D – Risk Management Policy.

3.14. **Team Travel Policy & Player Code of Conduct.** The Board of Directors will develop, maintain, and approve a team travel and player code of conduct document designed to protect BSC's youth players during local travel and out-of-area travel that requires an oversight stay. These policies will support and supplemental the requirements and guidelines outlined in the risk management document.

#### **ARTICLE IV – APPROVAL & AMENDING**

4.1. **Review and Approval.** These Bylaws and the associated Appendices shall be reviewed and updated every two (2) years and approved by the Board of Directors. Changes in affiliated association's policies and/or statutory requirements may require earlier review and updating of these Bylaws/Appendices.

4.2. **Amending BSC Bylaws.** The Bylaws of BSC may be amended or revised by a majority vote of the Board of Directors present at any formal meeting of the Board of Directors. Proposed amendments or revisions to the Bylaws shall be published/posted at least seven (7) days in advance of the meeting.



Bellevue Soccer Club Bylaws



I certify the above constitution was voted on and approved at BSC's Board Meeting on December 16, 2020.

*Maggie Carr*

\_\_\_\_\_  
Secretary

*Dec 21, 2020*

\_\_\_\_\_  
Date