

Bylaws of the Sun Prairie Soccer Club



Revised November 10, 2013

Article I – Rules of Order

The current edition of Roberts Rules of Order is the final source of authority in all questions of parliamentary procedure.

Article II – General Policy Considerations

The SPSC Board of Directors will be responsible for the formulation of club policies and procedures. A Board member, under advice from the Board, may form a committee as necessary to assist with the completion of duties and responsibilities, provided that the Board member reports on the committee's information, membership, and changes in membership at the next Board meeting. The Board will discharge committees when their work has been completed or when it deems it appropriate to discontinue the committee. No attempt by a SPSC Board member, committee or Club member to commit the Club to a long-term contract or financial commitment will be binding upon SPSC or constitute an expression of SPSC policy until the SPSC Board of Directors have formally approved such action.

Article III – Fees

The SPSC Board of Directors will set the rate, schedule and/or formula of player registration fees.

Fees for SPSC will cover the "Individual Player Sanction Fee" with the Wisconsin Youth Soccer Association, US Youth Soccer or other similar fee for a similar organization. Additional fees charged to the players may include referees' fees, field usage fees, uniform fees, tournament entry fees, and other costs approved by the Board.

A parent, or guardian, may submit a Scholarship Application to the Registrar for a waiver of player fees for a youth whose family cannot afford player fees. The Registrar may consult with the Board for consideration and determination of this request. The Registrar will report the number of applications and a general recommendation on acceptance of each scholarship, and the Board will have the final determination.

Article IV – Finances

The SPSC Treasurer will place all monies paid to SPSC in such approved institutions as may be designed by the Board. Funds not used from the current year's budget will be advanced to successive years operations.

Disbursements

The Treasurer is authorized to make disbursements on accounts and expenses provided for in the budget. Disbursements of expenses will be made by check only. All other expenses require approval of the Board. Two signatures are necessary on every check.

Fiscal Year

The SPSC fiscal year will run from January 1 to December 31.

Budget

The President and Treasurer or a committee nominated by the Board will prepare a budget for the fiscal year and they shall deliver it to all members of the Board at least ten (10) days before it is to be voted on at a Board meeting.

Annual Audit

SPSC accounts will have an annual financial review performed by an independent party at the close of the fiscal year. The report of audit will be provided to SPSC members upon request.

Article V – Playing Season

The traditional playing season will begin after August 1 of the current year and will end no later than July 31 of the following year. Player sign up will be coordinated by SPSC in accordance with the sign up schedule established by the SPSC or the leagues with which it is affiliated. Schedules and rosters will be produced by the SPSC registrar or by the leagues with which SPSC is affiliated.

Article VI – Coaches

The term “team” refers to the coach(es), the manager(s), and the players on an official roster who meet the requirements set forth by the SPSC officers and/or by the affiliated organization(s) that schedules league games.

Selection of Coaches

Coaching assignments will be made by the Director of Coaching or, in the absence of a Director of Coaching, by a Board appointee, and approved by the Board of Directors.

Factors that will be used in determining coaching assignments:

- All head coaches must hold the USSF license that is required of the level and age group that they will be coaching.

- Interest of the person in coaching at that level and age group.
- Family relations (the more select the team the less that family relations will be factored in).
- Annual Evaluation of Coach which may include:
 - Adherence to Club coaching curriculum;
 - Ability in conducting a productive practice;
 - Grasp of tactical awareness of age group/skill level;
 - Disciplinary record;
 - Availing themselves of opportunities to improve as coaches (attending coaching education classes, attending soccer expos, joining other coaches in watching/evaluating games (club, college, professional, etc.));
 - Attendance at and participation in Club coaching clinics; and
 - Feedback of Parents/Players.

The SPSC Board assigns a coach to every SPSC team.

Coaches' and Members' Duties and Responsibilities

SPSC coaches and Members have the responsibility to conduct themselves on and off the field in a manner that is consistent with the policies and procedures of SPSC. This includes good sportsmanship to players and parents of SPSC teams and their opponents, as well as referees and other game officials. Their conduct shall reflect well on SPSC and the sport of soccer.

SPSC coaches have the responsibility to develop their knowledge of soccer skills and tactics and the Laws of the Game and their ability to teach them to players.

SPSC coaches have the responsibility to control the behavior of team players at games and practices.

SPSC coaches and Members have the responsibility to cooperate with referees and preserve the authority of referees.

Coaches' Privileges

If the Budget allows, each SPSC coach, limited to one coach per team, is entitled to 100% reimbursement limited to the current fee to obtain a Wisconsin Soccer Association Class E coaching license or its equivalent, subject to the pre-approval of the SPSC Board.

Each SPSC coach, limited to one coach per team, is entitled to 100% reimbursement limited to the current fee to obtain a Wisconsin Soccer Association Class D coaching license or its equivalent, subject to the pre-approval of the SPSC Board.

Coaches' Termination

A coach may resign from SPSC by written notification to the Director of Coaching or to the Board of Directors.

The Board, by a two-thirds vote of all board members, may expel a coach for conduct unbecoming a member or conduct detrimental to the policies and principles of SPSC. The coach will receive reasonable notice of the complaint and will have the opportunity for a hearing before the Board prior to determination.

Article VII – Meetings

Annual General Meeting

SPSC's Annual General Meeting of the SPSC membership will be held prior to the end of the fiscal year. The SPSC officers will fix the time and place of the annual meeting. The Annual General Meeting is open to all interested parties.

General Membership Meetings

The SPSC President has the authority to call additional General Membership Meetings upon the petition of any coach or any Board member. General Membership Meetings are open to all interested parties.

Board Meetings

The Board of Directors of SPSC will meet at least quarterly. Board meetings are open to all interested parties.

The President or any two Board members have the authority to call a Board meeting, provided all Board members receive at least five-days notice of the time, place, and purpose of the meeting.

Six Board members will constitute a quorum for a Board meeting.

Article VIII – Unspecified Matters

SPSC is fully empowered to decide all matters not specifically provided for in the Constitution and Bylaws.