

# Williamson Wildcats Soccer Club BYLAWS



## **Article I. Name and Purpose**

### **Section 1. Name**

The name of the organization is the Williamson Wildcats Soccer Club (WWSC).

### **Section 2. Purpose**

The WWSC is a not-for-profit organization that organizes travel teams for youth in the Williamson and surrounding communities. The objective of the club is to provide training, instruction, and a highly competitive environment for the more serious youth soccer player. Our goal is to develop a skilled, dedicated, well-rounded player and to further develop and support the Williamson Central School soccer teams.

### **Section 3. Colors**

The WWSC colors are Maroon/White.

- A. All teams are to wear the approved club uniform printed with the approved WWSC logo.
- B. The club logo and uniforms are approved by a majority vote from the Board of Directors.

## **Article II. Not-For-Profit Status**

### **Section 1. Organization**

The WWSC is a non-profit 501(c)(3)-certified organization.

## Section 2. Earnings

No part of the net earnings of the corporation shall be used to the benefit of any member, trustee, director or officer of the corporation, or any private individual (except that reasonable compensation may be paid for services rendered to or for the WWSC), and no member, trustee, or officer of the WWSC or any private individual shall be entitled to shares in the distribution of any of the WWSC assets on dissolution of the WWSC. Upon dissolution, all assets will be transferred to the Williamson Civic Betterments Association.

## **Article III. Membership**

### Section 1. Club Participants

The WWSC shall consist of the Board of Directors and Members (Coaches, Team Managers, and Volunteers).

- A. The Board of Directors shall consist of seven (7) elected Officers, specifically the President, Vice-President, Treasurer, Secretary, Boys Coordinator, Girls Coordinator, and Equipment Coordinator.
- B. Members other than Officers are representatives of the teams within the club. All teams must have at least one representative as a Member. Coaches, while assigned to a team, are Members.
- C. Any team representative who wishes to become a Member may do so by making their request at a Board meeting or by submitting the request in writing to the Board. Upon approval of a majority of the Board of Directors present, the applicant shall be appointed a Member.
- D. Any of the Board of Directors who does not attend at least half of the meetings in a business year (September to August) shall be removed from the Board.
- E. A Member may be removed by a majority vote from the Board of Directors.

### Section 2. Membership Eligibility

The membership of the WWSC shall be open to all individuals who are not currently under suspension by the WWSC, Wayne Finger Lakes Youth Soccer League (WFLYSL), New York State West Youth Soccer Association (NYSWYSA), and United States Youth Soccer Association (USYSA).

**Article IV. Operation**

**Section 1. Age Requirements**

The WWSC will provide and oversee the programs designed to accomplish its purpose.

- A. The teams will be formed for boys and girls ages eight (8\*) to eighteen (18\*).
- B. The WWSC may conduct additional programs, clinics, and camps as authorized by the Board of Directors.

\*Players must currently be in 3<sup>rd</sup> grade through 11<sup>th</sup> grade. Kindergarteners through 2<sup>nd</sup> graders and 12<sup>th</sup> graders are not permitted to play.

**Section 2. Team Formation**

Team acceptance into the WWSC must be approved by majority vote of the Board of Directors.

- A. The club will hold open tryouts for all youth in the community.
- B. Coaches/Team Managers will notify players as to when and where tryouts are to be held.
- C. WFLYSL mandates roster sizes as follows:

TEAM	WFLYSL Max Game Roster	WWSC Max Game Roster	WWSC Extended Roster Players
U11*	18 players	15 players	3 players‡
U13	22 players	18 players†	4 players‡
U15	22 players	18 players†	4 players‡
U18	22 players	18 players†	4 players‡

\* U11 roster sizes will be evaluated each year based on tryout numbers and coach’s feedback.

† May be adjusted with coach/board discretion when it makes sense.

‡ Extended roster players pay a discounted rate and will suit up for all games regardless of whether they will play during the game or not. If an extended player is not scheduled on the roster, unattended events will not result in penalty.

- D. If numbers support it, the Club may form two U11 teams for boys and for girls; however, the Club will only support one U13, U15, and U18 team for boys and for girls to further support the Williamson Central School teams. If the WCS fields two teams for any age bracket, the Board reserves the right to support two Club teams for that age.

Section 3. Tryouts

**The WWSC will field teams in the following age brackets in the WFLYSL: U11, U13, U15, and U18. Players are to try out for their age-appropriate team regardless of grade.**

<b>Birth Year</b>	<b>Team Eligible For</b>
2010, 2011, 2012	U11*
2008, 2009	U13
2006, 2007	U15
2003, 2004, 2005	U18

**WWSC will follow the age matrix that is mandated by NYSWYSA.**

\*3rd graders will be allowed to try out for U11 but can't take the place of the traditional U11 players in grades 4 and 5.

Exceptions to playing on the grade-appropriate team are:

- A. If the WWSC does not have a team available for a player's age level, he/she will be allowed to play up.
- B. The WWSC recognizes that the cutoff date (December 31) used to determine the age matrix as defined by US Soccer does not coincide with the date school districts use to determine grade. Therefore players need to try out for their age-appropriate team.
- C. Any player who is currently playing up or is being considered for a school team higher than their current bracket.

Section 4. Player Selection

The WWSC will conduct open tryouts on a yearly basis. Players will be selected based on the following criteria in the following order:

1. Williamson Central School District students will have priority on all teams for all roster spots. Players from other districts are welcome but they will not take the place of a Williamson player.
2. Williamson Central School District students who participate on the school soccer team in 7<sup>th</sup> through 11<sup>th</sup> grades will have priority over students who do not play soccer for the school district. Any player in 7<sup>th</sup> through 11<sup>th</sup> grade who did not play school soccer in the fall season during which tryouts are held will neither take a roster spot from a player who played school soccer that season nor take a roster spot from 6<sup>th</sup> graders who may potentially play for the school in the following season. (This applies to U13, U15, and U18 levels only.)
3. Tryout evaluations will be considered.
4. The player's coach evaluation from the previous Wildcats season will be considered. Attitude and attendance receive a higher-weighted value.

Applicants are encouraged to attend both tryout dates to have a greater opportunity (more time) to display their skills. Any player who is unable to attend a tryout date must alert his/her coach of the impending absence as early as possible and no later than seven (7) days prior to the first tryout date. This communication will be forwarded to the Board for consideration. In these circumstances, the coach evaluation from the previous Wildcats season will be considered in addition to or in lieu of tryout-evaluation data.

U15 and U18 levels may not have tryouts if the number of applicants at the time of the tryout registration deadline is less than or equal to eighteen (18).

### Section 5. Late Applications

Applications may not be accepted after the deadline. Late applications will only be considered in extenuating circumstances. If they are accepted, late applications will only be considered for regular roster spots if spots are available. If the regular roster is full, late applications will only be considered for extended spots. If extended spots are full, late applications will not be considered.

### Section 6. Invitation Offers

Invitation/regret notifications will be sent out during the first week of November. Each tryout applicant will receive a notification. The notification will be 1 of 4 types, as described below:

1. Regular roster position.
2. Extended roster position. These players will pay a discounted rate, are encouraged to attend all practices, will receive a uniform, and will suit up for all games whether or not regular roster player(s) are absent. The decision to call upon an extended player will be at the discretion of the coach.
3. Practice position. These players will pay a further-reduced rate, may attend all practices, will not get a uniform, and cannot play in league games or matches that require a roster card. Practice players are not required to participate in fundraising events. Offers for a practice position will be at the discretion of the coach.
4. Cuts. Applicant was not selected for 1 of the 3 positions described above.

If any roster/practice position is declined, an offer may be made to the applicant next in line at the Board's discretion.

### Section 7. Primary and Secondary Players

1. Both NYSWYSA and WFLYSL allow a player to be rostered onto no more than two teams at one time. WFLYSL allows each player to be affiliated with a single club within the league. If a player rosters with two teams, the other team must be part of a separate league.

2. A player registered to only one team is Primary to that team and Secondary to no other team.
3. A player registered to two different teams must be identified as Primary to one and Secondary to the other.
4. A player cannot be Secondary to a team unless he/she is first Primary to a different team. If the player transfers or is released from their primary team, or the primary team is disbanded, their secondary player pass becomes void.
5. A player cannot be Primary and Secondary to both A and B teams in the same age division/gender of WFLYSL. For example, if a girl is primary to the U11-B girls' team, she cannot be secondary to the U11-A girls' team.
6. In the case of conflicting game times between a primary and secondary team, a player is obligated first to his/her primary team. That obligation can be released by the coach of the primary team.

### Section 8. Guest Players

1. Guest Players are *different* from Secondary Players.
2. Guest players can be used as often as needed, to supplement a team roster in order to comply with roster minimums or to aid in competition.
3. Guest Players must already have a Primary or Secondary player pass with the club for a team other than the team with which they are to guest AND must bring that pass to the game in which they will guest.
4. A maximum of four Guest players can be used per team, for any game.
5. A boy is not permitted to guest onto a girls' team.
6. Guest players are not listed on the RosterPro roster for the team they guest on, but they must appear on the Game Roster if they are to participate.
7. Guest player selection for practices, tournaments, and games is left to the coach's discretion. Players may be selected by such criteria as skill exhibited at practices, coachability, attitude (of player and/or parent(s)/guardian(s)), attendance throughout the season, and field positions lacking coverage.

### Section 9. Coach, Assistant Coach, and Team Manager Selection

The Board will accept coach applications from prospective coaches prior to and immediately following tryouts each season. Returning coaches may notify the Vice-President at the end of the season if they would like to continue in the role of coach for the following season and are not required to submit a new coach application for the consecutive year. The Board will review all requests of returning coaches along with new coach applications to determine which coach will provide the ideal potential for growth for each team.

Once a coach is assigned to a team, he or she may select an assistant coach and a team manager for the season.

All coaches, assistant coaches, team managers, Board members, and any volunteers who will work with the players are required to be approved for and carry a risk management pass. Passes are good for two years. Should any coach, assistant coach, or team manager lose his or her risk management pass, he or she will be responsible for the replacement cost of said pass and/or any other penalties incurred due to the loss of said pass.

## **Article V. Government**

### **Section 1. Who Shall Govern**

The government of the WWSC shall be vested in the Board of Directors and Members.

### **Section 2. Operation**

The Board shall govern the day-to-day operation of the WWSC and shall have all the rights and authorities unless specified otherwise by the Bylaws. The Board shall establish a schedule of regular meetings. Notification of a meeting must be sent to the Board and Members two weeks in advance of the meeting date.

### **Section 3. Quorum**

A quorum shall consist of a majority of the Board of Directors. A quorum is required before any business can be conducted at the said meeting. If a quorum is not present, a member present may adjourn the meeting.

### **Section 4. Meeting Conduct**

The Board of Directors will meet as necessary to address issues deemed not appropriate for the general Members. A quorum will be at least four (4) voting members of the Board of Directors and will be required before any business can be conducted at the said meeting. In the event that one of the members of the Board of Directors is on an extended absence, another Member appointed by the voting Members will assume the duties of the missing Board Member.

### **Section 5. Higher Governance**

The WFLYSL, NYSWYSA, USYSA articles of incorporation, bylaws, policies, and requirements take precedence over and supersede the governing documents and decisions of the

WWSC to the extent applicable under state law, and the WWSC will abide by those articles, bylaws, policies, and requirements.

### Section 6. Hearings/Appeals

The WWSC will provide equitable and prompt hearing and appeal procedures to guarantee the rights of individuals to participate and compete. The individual must provide a written request for a hearing to the WWSC President. The hearing will be heard by the Board. A decision will be made by a majority vote of the Board of Directors.

### Article VI. Elections

- A. The Board of the WWSC shall be elected by a simple majority of the Members. The elections for open Board positions will be held at the Board's Annual Meeting in the fall, with the new Officers beginning their term immediately.
- B. Notice of the election meeting will be made by the Board to every voting member in good standing, at least ten (10) days prior to the election.
- C. Those interested in seeking an open Board position shall notify the Board of the position which they seek. Nominations may also be made from the floor at the Annual Meeting.
- D. Voting will take place at the Annual Meeting and will proceed for one (1) officer at a time in the following order:
  - 1. President (even year)
  - 2. Vice President (odd year)
  - 3. Secretary (even year)
  - 4. Treasurer (odd year)
  - 5. Girls Coordinator (even year)
  - 6. Boys Coordinator (odd year)
  - 7. Equipment Coordinator (odd year)
- E. Only Members who have been active Members of the WWSC for thirty (30) days prior to the date of the election will be eligible to vote for Officers or be eligible to run for an office.
- F. Vacancies for Officer positions occurring during an Officer's term shall be filled from the active Members by recommendation of a Board member and agreement of a simple majority of the Board.
- G. Should a vacancy occur in the office of President, the Vice President shall assume the duties of the President.
- H. The elected Officers of the WWSC shall hold office for a term of two (2) years. Officers may seek another term through the normal nomination and election process.



## **Article VII. Meetings**

### **Section 1. Scheduling**

The President shall schedule all Board meetings.

### **Section 2. Time Limits**

In the interest of time, the President will be allowed to set a time limit to any discussions that may occur at a meeting.

### **Section 3. Public Forum**

WWSC will make time available at Board meetings open to the general public during which attendees may air their views and ask questions regarding the Club. Time needs to be pre-approved 2 weeks in advance of the Board meeting in writing to any of the Board of Directors.

## **Article VIII. Authority to Bind**

No Member of this organization shall contract for, or incur any debt, or enter into any agreement, or otherwise obligate this organization except by authorization of the Board of Directors pursuant to the Bylaws.

## **Article IX. Duties of the Officers**

### **Section 1. President's Duties**

The PRESIDENT shall:

- A. Schedule and preside at all meetings.
- B. Serve as the chief Officer of the organization and supervise the activities of the organization.
- C. Periodically report to the Members on the affairs of the organization.
- D. Appoint all committees.
- E. Oversee the business of all committees.

- F. Attend and report on all WFLYSL (date will be published) and NYSWYSA (Nov) meetings.
- G. Work with Vice President to set up Demosphere registrations (Aug/Nov).
- H. Organize annual parent meeting (Oct/Nov).
- I. Coordinate team photos with local photographer (June).
- J. Be at all Board meetings.
- K. Schedule and preside over any hearings for misconduct or suspension of a WWSC Member.

## Section 2. Vice President's Duties

The VICE PRESIDENT shall:

- A. Preside at meetings in the absence of the President.
- B. Serve as an ex-officio member of all committees.
- C. Fulfill the duties of President in the absence of the President.
- D. Perform other duties as directed by the President or the Board.
- E. Along with the Secretary, maintain website as needed.
- F. Manage coaching inquiries/applications (Aug/Sept).
- G. Communicate coaching appointments from Club e-mail account (Oct).
- H. Act as liaison for coaching staff to the Board (Oct to July).
- I. Act as coordinator of various volunteer opportunities and extra activities, including but not limited to (Oct, unless otherwise noted):
  - 1. Coaches for tryouts (Aug/Sept)
  - 2. Door duty
  - 3. Field lining setup
  - 4. Field lining maintenance
  - 5. Opening/closing both buildings
  - 6. Goalie clinics
- J. Coordinate discounts to be applied for each family and create discount codes as appropriate, including for fundraising players (Oct/Nov).
- K. Coordinate indoor gym practice schedule (Nov).
- L. Coordinate goalie clinics for all age brackets (Nov).
- M. Work with President to set up Demosphere registrations (Aug/Nov).
- N. Set up Google Form for expression of interest from coaches who are interested in continuing to coach during the following season (July).
- O. Organize annual appreciation event (Oct/Nov).
- P. Be at all Board meetings.

## Section 3. Secretary's Duties

The SECRETARY shall:

- A. Give notice of all meetings to the Board of Directors and Members.
- B. Provide agenda for all meetings, including annual parent meeting.

- C. Take and maintain the minutes of Board meetings in accordance with applicable regulations and laws.
- D. Be at all Board meetings.
- E. Update the Bylaws and policies as required by the Board, and post updated Bylaws in PDF format on WWSC website (currently on “About Us” page).
- F. Perform other duties as directed by the President or the Board.
- G. Maintain all WWSC documentation and forms, and back up all electronic data.
- H. Advertise registration information to the community (July).
- I. Monitor the club gmail account, forwarding or responding to incoming e-mails in a timely manner (within 48 hours of receipt) and organizing incoming and outgoing emails into folders for ease of locating later.
- J. Along with the Vice President, maintain website as needed.
- K. Coordinate for Tryout Registration/Tryout Event (Aug/Sept).
  - 1. Roll out Demosphere registration link to coaches to send to previous players; also post on website (“Registration” page but also link to “Registration” page on “Home” page) and Facebook page (Aug).
  - 2. Generate the tryout evaluation forms from tryout registrant information in Demosphere (Sept).
  - 3. Coordinate who will bring the following items to fall tryouts (Aug/Sept):
    - a. canopy (and tarp if windy)
    - b. tables (2)
    - c. chairs (3-4)
    - d. numbered pinnies/hangers
    - e. clipboards
    - f. evaluation sheets for coaches
    - g. pencils
    - h. some paper forms
    - i. pens
    - j. highlighters
    - k. cash box
    - l. 5-gal water jug + small table/cups/recycle bins
    - m. WCSD volunteer application packets
- L. Create Google Form for player acceptances for each team and provide coach with link to monitor responses (Oct).
- M. Send out player notification emails with link to player acceptance Google Form (Oct/Nov).

#### Section 4. Treasurer’s Duties

The TREASURER shall:

- A. Maintain the financial records of the WWSC.
- B. Be responsible for the payment of bills and disbursement of funds as authorized by the Board of Directors.
- C. Receive and deposit all funds submitted to the organization.

- D. Prepare a proposed budget for approval by the Board (Sept).
- E. Report to the Board on the financial condition of the WWSC (Quarterly).
- F. Negotiate and schedule turf time (late Fall, once winter sports schedule is available/Mar).
- G. Coordinate spirit-wear sale (Nov).
- H. Order coaches' shirts (May).
- I. Present a final report at the end of the fiscal year (Aug?).
- J. Be at all Board meetings.
- K. Perform other duties as directed by the President or the Board.

#### Section 5. Girls Coordinator's Duties

The GIRLS COORDINATOR shall (with respect to the girls' teams):

- A. Stay current of all WFLYSL and NYSWYSA registration requirements for players, coaches, team managers, and club volunteers.
- B. Develop draft rosters for girls' coaches to notify players of tryouts (Aug).
- C. Along with Boys Coordinator, coordinate risk management passes for Board, coaching staff, team managers, etc. (start in Sept.)
- D. Collect all documentation required by the WFLYSL registrar (Nov/Dec).
- E. Distribute players' and coaches' passes to team managers as well as Board members' passes (Jan/Feb).
- F. Order and distribute the uniforms to the team managers (Dec/Jan—takes 4-6 wks to get uniforms).
- G. Be point-of-contact for all team manager questions and bring to the Board any concerns (Dec to July).
- H. Be at all Board meetings.

#### Section 6. Boys Coordinator's Duties

The BOYS COORDINATOR shall (with respect to the boys' teams):

- A. Stay current of all WFLYSL and NYSWYSA registration requirements for players, coaches, team managers, and club volunteers.
- B. Develop draft rosters for boys' coaches to notify players of tryouts (Aug).
- C. Along with Girls Coordinator, coordinate risk management passes for Board, coaching staff, team managers, etc. (start in Sept.)
- D. Collect all documentation required by the WFLYSL registrar (Nov/Dec).
- E. Distribute players' and coaches' passes to team managers as well as Board members' passes (Jan/Feb).
- F. Coordinate Easter Plant fundraiser (Easter—Mar/Apr).
- G. Be point-of-contact for all team manager questions and bring to the Board any concerns (Dec to July).
- H. Be at all Board meetings.

## Section 7. Equipment Coordinator's Duties

The EQUIPMENT COORDINATOR shall:

- A. Indoor:
  - 1. Reserve indoor gym time by filling out the appropriate building use forms with the school (Sept).
  - 2. Provide updated insurance doc (COI) to schools/NVP as needed (Sept/June).
  - 3. When contacted, work with any team wishing to supplement their gym time (Dec to Mar).
- B. Outdoor:
  - 1. Pick the field set-up date and notify volunteers (Apr/May).
  - 2. Schedule the field usage for tryouts, practices, and games, and fill out the appropriate building use forms with the school (May).
  - 3. Monitor volunteers for maintenance of all the fields for the summer season (May to July).
  - 4. Coordinate with all teams field availability and oversee all game changes as they relate to fields (May to July).
- C. Inventory and coordinate with the coaches all equipment needs (Aug/Dec).
- D. Manage distribution and collection of all equipment through season (Dec to July); investigate missing equipment and report discrepancies to Board (Aug).
- E. Be at all Board meetings.

## Section 8. Additional Duties

Miscellaneous Positions: Currently none.

## **Article X. Amendment**

These Bylaws may be amended by a majority vote of the Board of Directors, providing that the notice of the proposed amendment is communicated to each Board Member not less than ten (10) days before the meeting at which the vote is to be taken.

## BYLAWS Revision History

Revision 7.1. Approved 9/28/2020:

- Restored team roster size to 18 roster and 4 extended, with the caveat that the coaches/board may adjust this when it makes sense.
- Updated the age matrix to reflect the 2020-21 season birth years.

Revision 7. Approved 3/30/2020:

- Updated role responsibilities for each Board position.
- Added timing for when various responsibilities must take place.
- Reordered responsibilities to reflect timing through the season whenever possible.

Revision 6.4. Approved 11/15/2018:

- Updated roster details.
- Broke out discussion of late applications to new Article IV Section 5 and renumbered remaining sections under that article.
- Added “Primary and Secondary Players” section under Operation.
- Added “Guest Player” section under Operation.

Revision 6.3. Approved 10/17/2017:

- Added “Coach, Assistant Coach, and Team Manager Selection” section under Operation.
  - Noted that any coach, assistant coach, or team manager who loses his or her risk management pass will be responsible for the replacement cost of the pass.
- Included during which calendar year (even/odd) each position is up for election under Elections.
- Updated details regarding management of team equipment under Equipment Coordinator’s Duties.
- Minor wording, formatting, and punctuation changes.

Revision 6.2. Approved 11/5/2016:

- Clarified that U11 rosters will be evaluated each year before designations are made for roster versus practice players.

Revision 6.1. Approved 9/18/2016:

- Updated to state that extended players will suit up for all games, regardless of whether there is a plan for those players to have field time during that game.
- Replaced invitation/regret “letters” with “notification” to denote shift to e-mail notification.
- Updated to state that an extended player who is not guaranteed field time during a game will not be penalized if the player does not attend the game.
- Updated to note changes to WFLYSL age brackets.
- A few minor wording, formatting, and punctuation changes.

Revision 6. Approved 11/15/2015:

- Began tracking Bylaws' revision history.
- Specified that Wildcats supports WCS soccer teams.
- Added specification that club is 501(c)(3) certified.
- Updated officer position descriptions.
- Specified that students in K-2 and 12 are not permitted to play.
- Added note that use of extended players is at the coach's discretion.
- Clarified that U11 level may be split into two teams if there are enough applicants but that only one team will be supported for U13, U15, and U18 levels.
- Amended exceptions to rule that all applicants will play at the grade-appropriate level.
- Added priority criteria used to determine roster/extended/practice spots and cuts.
- Added explanations of invitation/regret letters.
- Moved discussion of Board Officer elections to fall under "Elections" heading rather than under "Meetings" heading.
- Added heading for sections that did not have headings; eliminated section levels when there was only one section in an article.
- Corrected Article numbering beginning with V. Government (there were two Article IVs).
- Added page numbers to document.
- Numerous minor wording and formatting changes.