

**TOPTON SOCCER CLUB**  
**BY-LAWS**

REVISION DATE – FEBRUARY 17, 2009  
FIRST ADOPTED FOR FISCAL YEAR 2009

**BOARD OF DIRECTORS:**

President	Steve Unis
Vice President	Blane Musser
Secretary	Heather Miller
Treasurer	Lori Yocco
Registrar	Ken Weidner
Board Member at Large	Bruce Bortz
Board Member at Large	Guy Miller

## MISSION STATEMENT

Our mission is to provide a positive, developmental and competitive soccer program for all players within the Brandywine Heights Area School District.

Our charter is to administer programs of education and instruction emphasizing the development of fundamental and advanced soccer skills and knowledge of the soccer laws while promoting an appreciation for the game in accordance with the high standards of good sporting conduct and fair play.

We strive to continuously improve the caliber of our training, coaching, equipment, and playing fields by fostering community pride and strong relationships with the Brandywine Heights Area School District, local government, other Brandywine Heights youth sports organizations, neighboring youth soccer organizations, other community organizations, and businesses.

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# **ARTICLE 1: MEMBERSHIP**

## **1.1 Categories of Members**

There shall be four categories of members, namely, the following: Board of Directors, coaches, youth members, and supporting members.

- A. Board of Directors. The Board of Directors shall consist of the officers of the club, namely president, vice president, secretary, and treasurer of this organization. Not more than one member of any family shall serve as an officer of the club at one time. Additionally, there shall be three at-large members elected to the Board of Directors from the general membership. One of these three, at-large members of the Board shall be the registrar.
- B. Coaches. Coaches shall consist of all coaches and assistant coaches of this organization.
- C. Youth Members. Youth members shall consist of all registered players pursuant to the rules and regulations of this organization.
- D. Supporting Members. Supporting members shall consist of the following:
  - 1. All parents and/or legal guardians of youth members.
  - 2. Any other person, 18 years or older, who is interested in supporting the organization and who is approved for membership by the Board of Directors.

## **1.2 Definition of Voting Members**

Voting members shall consist of the current Board of Directors, the head coach of each team, and any supporting member that has attended three of the previous six meetings.

## **1.3 Voting and Voting Rights**

Members must be present to vote. All voting members are entitled to one vote on each matter submitted to the club unless such matters are defined herein to be decided by the Board of Directors or a particular committee or board.

Unless otherwise defined herein, matters submitted to the club for vote will be decided by a simple majority of votes.

Unless otherwise defined herein, a quorum—defined as at least four (4) members of the Board of Directors—must be present at a scheduled, regular or extraordinary meeting to vote on matters.

## **1.4 Membership and Discipline of Members**

For suspension, reinstatement, and discipline of members, any member of the Board of Directors may call for an extraordinary meeting of the Board. A reasonable effort shall be made to convene the entire board within a reasonable time frame. If that is not practical, discussion and voting by e-mail is an acceptable alternative. That is, the Board of Directors may convene as a board of conduct to rule on matters pertaining to the conduct of any officer, coach, player, or other member or on matters pertaining to disputed decisions or actions of the officers. The ruling of the board of conduct on such matters is final.

The affirmative vote of a majority of the board of conduct may suspend or expel a member for cause after an appropriate hearing.

On written request signed by a former member and filed with the secretary, the board of conduct, by the affirmative vote of a majority of the board of conduct, may reinstate a former member to membership on such terms as the board of conduct deem appropriate.

Other disciplinary actions may be taken against any member by the affirmative vote of a majority of the board of conduct. The secretary shall maintain a record of all disciplinary actions.

## **ARTICLE 2: MEETINGS OF MEMBERS**

### **2.1 Annual Meeting**

An annual meeting of the members shall be held in Topton in the month of November each year for the purpose of electing officers and board members. Candidates will be nominated at or before the November meeting. Newly elected officers and members of the Board will take office December 1st. All members that are not re-elected have from the November elections until November 30th to turn over all of the club's belongings to the newly elected board members.

### **2.2 Regular Meetings**

Regular meetings will be held on the third Tuesday of the month, except when otherwise notified by the secretary.

### **2.3 Place of Meeting**

The Board of Directors will designate the place for meeting.

### **2.4 Notification of Meeting**

A calendar of all Regular Meetings will be published in January of each year.

### **2.5 Extraordinary Meetings**

Any member of the Board of Directors can call an extraordinary meeting. Extraordinary meetings can be for the Board only or open to the entire membership.

## **ARTICLE 3: BOARD OF DIRECTORS**

### **3.1 General Powers**

The Board of Directors shall manage the affairs of the organization.

### **3.2 Term of Office**

Each officer and member of the Board shall hold office for one year after election, from December 1<sup>st</sup> to November 30<sup>th</sup>.

### **3.3 Succession of Terms**

Officers and members of the Board are elected for one-year terms and can succeed themselves.

### **3.4 Removal**

Notwithstanding the removal provisions in section 1.4, any officer or member of the Board may be removed by an affirmative vote of two-thirds (2/3) of the voting members present at an extraordinary meeting called by any member of the Board. A reasonable effort shall be made to have the entire Board present at this extraordinary meeting. If that is not practical, discussion and voting via e-mail by absent members is an alternative.

Any officer or member of the Board so removed shall have a lifetime ban from holding office. A record of officers and members of the Board who have been removed shall be maintained by the secretary.

### **3.5 Vacancies**

Any vacancy occurring in the Board of Directors shall be filled by a vote of a majority of the club members present at the next regularly scheduled meeting. An officer elected to fill a vacancy shall be elected for the un-expired term of his/her predecessor in office.

## **ARTICLE 4: DUTIES OF OFFICE**

### **4.1 General Duties of the Officers of the Club**

Each of the four (4) officers shall have the authority and the responsibility for the following:

- Call any special meetings.
- Promote and represent the Topton Soccer Club in the community.
- Authorize the disbursement of all funds except as provided for herein, requiring a written invoice, bill or statement before making any disbursement.
- Authorize purchases by and for Topton Soccer Club.
- Collectively authorize the person(s) who will serve as the club's representative to RBJSL.
- Collectively authorize the person who will serve as the club's representative at the RBJSL relegation meeting.
- Collectively authorize the person(s) who will serve as the club's representative to the Longswamp Township.
- Collectively authorize the person who will serve as the under-eight (U8) coordinator.

- Collectively authorize the person who will serve as the under-six (U6) coordinator.

## **4.2 President**

The president shall be the principal executive officer of the organization responsible for the following:

- Direct the on-going activities of the organization.
- Preside at all meetings, as available.
- Sole authority to affix his/her signature to legal documents on behalf of the organization. (Note: see section 7.1 regarding transfer or assignment of this authority.)
- Serve as the chairman of the board of conduct.

## **4.3 Vice-President**

The vice president shall—in the president’s absence—assume the duties of the president and be responsible for the following:

- If the president is unable to complete his/her term of office, serve the remainder of the un-expired term.
- Serve as a member of the Coaches Committee.
- Correspond and coordinate use of school facilities (outdoor and indoor) and assist with player and coach development.

## **4.4 Secretary**

The secretary shall maintain all historical records of the organization, safeguard those records, provide the Board of Directors with documentation upon request, and be responsible for the following:

- Prepare minutes for all meetings call by the president.
- Publish the minutes prior to the next regular meeting.

- Publish any changes of time or place for regular meetings as specified within these by-laws.

## **4.5 Treasurer**

The treasurer shall safeguard the organization's assets by maintaining accurate records of the source and application of all of the organization's funds, shall offer documentation upon request, and shall be responsible for the following:

- Maintain complete and correct records of source and application of funds.
- Submit a proposed budget for the following year at the last regular meeting of the year.
- Provide members of the Board with quarterly statements of source and application of funds.
- Maintain a checkbook of all disbursements.

## **ARTICLE 5: COMMITTEES**

### **5.1 General**

The Board of Directors may designate one or more committees, each of which shall consist of at least one chair appointed by the Board of Directors. The designation of such committees and the delegation thereof of authority shall not operate to relieve the Board of Directors, or any individual officer, of any responsibility imposed on it or him/her by law. Members of each such committee shall be members of the club, and shall be appointed by the committee chair. Any member thereof may be removed by either the committee chair or by the board of conduct whenever in their judgment the best interests of the organization shall be served by such removal.

The Board of Directors will define the scope and the deliverables for the committees. As defined by the Board, decisions by a committee must be presented to the Board prior to enactment. For instance, establishment of the soccer teams and any budget, legal, and policy decisions must be presented to the Board prior to enactment.

An exception to the appointment of committee chairs by the Board of Directors is that the registrar will be elected by the entire membership and will be the chair of the Registration Committee.

## **5.2 Term of Office**

Each member of a committee shall continue as such for a one-year term beginning December 1<sup>st</sup> to November 30<sup>th</sup> of that year, unless the committee would terminate sooner, or unless such members are removed from such committee, or unless such members shall cease to qualify as a member thereof.

## **5.3 Responsibilities of Committee Chairs**

The chair of each committee shall have the authority and the responsibility for the following:

- Conduct the business of the committee as established by the Board of Directors.
- Appoint and remove committee members.
- Report on the activities of the committee at each regular meeting of the club.
- Attend—at a minimum—five (5) of the eleven (11) regular meetings. For the other six (6) meetings it is acceptable to send a delegate to report or to send a written report to the secretary prior to the meeting.

## **5.4 Vacancies**

Vacancies in the membership of any committee may be filled by the Board of Directors or by the committee chair.

## **5.5 Rules**

Each committee may adopt rules for its own government, which must be approved by the Board of Directors.

## **ARTICLE 6: PERMANENT COMMITTEES**

**The following committees shall be designated at the first regular meeting of each fiscal year (new committees will be formed each year).**

## 6.1 Coaches Committee

The Coaches Committee will consist of a club member representing the RBJSL girls (i.e., U9+ Girls), a club member representing RBJSL boys (i.e., U9+ Boys), the U8 coordinator, and the U6 coordinator. The committee will also include the vice president. The Board of Directors will select the committee chair from these four (4)—or five (5)—committee members.

The authority and responsibility of the Coaches Committee shall be the following and as modified by the Board of Directors:

- Secure a list of all registered youths and registered coaches from the chair of the Registration Committee.
- Notify all coaches of all special coaches meetings held by the Topton Soccer Club, and preside at these meetings.
- Notify all coaches of any required league coaches meetings.
- Ensure that all coaches are aware of and understand their responsibilities as coaches of the Topton Soccer Club including any written or implied rules and regulations code of conduct or guidelines adopted by the Topton Soccer Club or any other organization that governs the Topton Soccer Club.
- Establish and conduct the various recreation division team drafts for Topton Soccer Club. Note that the U8 draft can be delegated to the U8 Coordinator and the U6 draft can be delegated to the U6 Coordinator.
- Arrange and publicize—within the club—camps, clinics, and educational opportunities for players and coaches.
- Report all instances of coach, player, parental, or other misconduct, as reported to it, to the Board of Directors.

The additional authority and responsibility of the U8 Coordinator shall be the following and as modified by the Board of Directors.

- Make a reasonable effort to reach consensus with all of the U8 head coaches regarding the conduct of the U8 season.
- Establish and publish the U8 schedule—including practices and games.
- Conduct all purchasing of shirts for players and coaches with the approval of the Board of Directors.

- Coordinate the set up of the U8 field(s) prior to the first U8 practice—including set up of goals and lining of field(s).
- Coordinate the lining of the U8 field(s) during the U8 season.
- Monitor state of fields and communicate any deficiencies to the chair of the Grounds Committee for resolution.
- Monitor state of equipment (balls, etc.) and communicate any deficiencies to the chair of the Equipment and Uniform Committee for resolution.

The additional authority and responsibility of the U6 Coordinator shall be the following and as modified by the Board of Directors.

- Make a reasonable effort to reach consensus with all of the U6 head coaches regarding the conduct of the U6 season.
- Establish and publish the U6 schedule.
- Conduct purchasing of shirts for players and coaches with the approval of the Board of Directors.
- Conduct purchasing of balls for players with the approval of the Board of Directors.
- Conduct purchasing of participation medals for players with the approval of the Board of Directors.
- Monitor state of fields and communicate any deficiencies to the chair of the Grounds Committee for resolution.
- Monitor state of equipment (cones, goals, etc.) and communicate any deficiencies to the chair of the Equipment and Uniform Committee for resolution.

## **6.2 Equipment and Uniform Committee**

The authority and responsibility of the Equipment and Uniform Committee shall be the following and as modified by the Board of Directors:

- Conduct all purchasing of equipment—excluding Grounds equipment—and uniforms that use the Topton Soccer Club funds with the approval of the Board of Directors.

- Determine uniform needs based on the information supplied on the registration form.
- Order uniforms by such date that uniforms can be issued by July 31.
- Issue all equipment and uniforms to coaches and maintain records of equipment and uniforms issued.
- Conduct a complete and accurate physical inventory of all equipment and uniforms annually by the last day of the fiscal year.

### **6.3 Fields and Grounds Committee**

The authority and responsibility of the Fields and Grounds Committee shall be the following and as modified by the Board of Directors:

- Resolve known safety concerns regarding fields and grounds.
- Conduct all purchasing of equipment for fields and grounds—namely, goals, nets, and line painting equipment and supplies—that use the Topton Soccer Club funds with the approval of the Board of Directors.
- Arrange field preparations.
- Arrange field maintenance for fields that the club maintains.
- Prepare a master practice schedule in consultation with the Coaches Committee.
- Arrange for maintenance and storage of nets, goals, and line painting equipment and supplies.
- Issue all equipment for fields and grounds to committee members or coaches and maintain records of equipment issued.
- Conduct a complete and accurate physical inventory of all equipment for fields and grounds annually by the last day of the fiscal year.

### **6.4 Publicity Committee**

The authority and responsibility of the Publicity Committee shall be the following and as modified by the Board of Directors:

1. Review and approve any game summary, tournament summary, article, interview or any other item that is directly related to the Topton Soccer Club before publication of set item in any newspaper, magazine or any form of publication.
2. Prepare all weekly game summaries as reported by coaches, for publication, during regular season play.
3. Actively seek opportunities to promote the Topton Soccer Club.

## **6.5 Reading/Berks Representative Committee**

The authority and responsibility of the Reading/Berks Representative Committee shall be the following and as modified by the Board of Directors:

- Attend all Reading/Berks Junior Soccer League meetings and report back to the Board at each monthly meeting.
- Because club representation at each and every Reading/Berks Junior Soccer League meeting is mandatory, the Board will confirm at least one alternate.

## **6.6 Registration Committee**

The authority and responsibility of the Registration Committee shall be the following and as modified by the Board of Directors:

- The registrar of the Topton Soccer Club will be the chair of the Registration Committee.
- Follow all registration rules and regulations of the Topton Soccer Club.
- Attend any and all registration meetings required by the Topton Soccer Club.
- File all registration information required by the Topton Soccer Club.
- Provide a list of registered youths to the chair of the Coaches Committee.
- To coordinate the overall registration of youth and coaches for the Topton Soccer Club.
- Make determinations regarding the eligibility of players to compete for the Topton Soccer Club according to the by-laws and decisions adopted by the general membership and the Board of Directors.

- To have knowledge of the by-laws of the following organizations
  1. Eastern Pennsylvania Youth Soccer Association
  2. Reading/Berks Junior Soccer League
  3. Topton Soccer Club.

## **6.7 Ways and Means Committee**

The chair of the Ways and Means Committee will not be in the same family as the treasurer.

The authority and responsibility of the Ways and Means Committee shall be the following and as modified by the Board of Directors:

- Organize fund raising activities with Board approval and general membership support.
- Submit an annual budget for fund raising activities to the Board.
- Submit requests for additional funding approval to the Board as additional fund raising opportunities arise during the year.
- Timely transfer of funds received by fund raising to the treasurer.

## **ARTICLE 7: CONTRACTS, CHECKS, DEPOSITS AND FUNDS**

### **7.1 Contracts**

The Board of Directors may authorize any officer or officers, agent or agents, in addition to the officers so authorized by these by-laws, to enter into any contract or execute and deliver any instrument in the name of and on behalf of the organization, and such authority may be general or confined to specific instances.

### **7.2 Deposits**

The treasurer shall deposit all funds of the organization in such banks, trust companies, or other depositories as the Board of Directors may select.

The Club will issue written receipts for all incoming payments. The exception is for retail-type fund raising activities (e.g., concession stand).

At the conclusion of any event—or session if the event has multiple sessions—two members of the club will verify all receipts. This verification will be confirmed by way of co-signed documentation. Examples of events include registration and fund raising events. One of the two members can be the treasurer. The two members must not be from the same immediate family. One of the two members—not the treasurer—will forward the documentation to the secretary for record.

### **7.3 Gifts**

The Board of Directors may accept on behalf of the organization any contributions, gifts, bequests, or device for the general purposes, or for any special purpose, of the organization.

### **7.4 Power to Loan Money**

The organization shall not have the power to lend its funds to any of its members. The organization may advance money to committees if approved by the Board of Directors.

### **7.5 Bills Against the Organization**

All checks for disbursement of the club's funds must be signed by any two of the following officers: president, vice president, secretary, and treasurer. The signing order should be as follows: President/Treasurer, Vice-President/Treasurer, Secretary/Treasurer. In the absence of the Treasurer, the signing order should be as follows: President/Vice-President, President/Secretary, Vice-President/Secretary. Each individual cannot indorse a check made payable to themselves, a family member, or a company that they may have a financial interest in.

### **7.6 Reconciling Bank Statements**

The monthly bank statements—or other periodic bank statements, e.g., certificates of deposit—shall be reviewed and signed by the treasurer and the president.

### **7.7 Budgeting**

The treasurer will propose a budget for the following year at the last regular meeting of every year.

The Board will review and revise that proposed budget as necessary. The Board will approve the agreed budget at the first regular meeting of every year by an affirmative vote of the majority of the Board.

By way of this budgeting process, the Board will establish—as a minimum—the registration fees and fund raising obligation for the budget year.

Any mid-year request for non-budgeted expenditure (or budget revision) will be proposed at one regular meeting and voted upon at the next regular meeting.

## **7.8 Tax Preparation**

The Topton Soccer Club's tax return will be prepared by a third-party tax preparer. This tax preparer will not be in the immediate family of any of the members of the Board of Directors.

The Board of Directors will resolve, by majority vote, who the tax preparer will be.

The treasurer will be responsible for gathering and conveying the appropriate documentation to the tax preparer. The president will sign the tax return.

## **7.9 Organization Dissolution**

In the event that the Topton Soccer Club should cease to exist for any reason other than that of name change, all equipment belonging to the organization shall be sold and the proceeds added to the Topton Soccer Club account.

All funds belonging to the organization, after all obligations have been met, shall be held in the club's account(s) for, at most, 2 years. If, within those 2 years, there is sufficient interest in reviving a non-profit, youth soccer organization within Brandywine Heights Area School District, then the club's funds will be transferred to that new organization.

Otherwise, the remaining funds will be donated to a non-profit entity. The exact allocations and distributions of these funds shall be the responsibility of the Topton Soccer Club Board of Directors at the time of dissolution.

# **ARTICLE 8: RESPONSIBILITIES OF OTHER MEMBERS**

## **8.1 Coaches' Responsibilities**

Coaches and assistant coaches are representatives of the entire Topton Soccer Club and shall conduct themselves in accordance with the paragraphs that follow:

- 8.1.1 A coach shall not place unreasonable pressure on a player to lessen a commitment to another activity (i.e., baseball, football, band, church, etc.). It is the goal of the organization to peacefully co-exist in the Topton area community with other youth organizations.
- 8.1.2 Coaches shall be responsible for notifying parents of the schedule and any scheduling changes (practice and games) and for arranging appropriate refreshments for the entire team for each game and clean up any resultant debris.
- 8.1.3 Coaches are directly responsible for the conduct and sportsmanship of team players, parents, and spectators associated with the team, and assistant coaches during and directly after each game. Coaches shall ensure that spectators, coaches, and players do not interfere with playing of the game. Coaches will have the obligation to ask any offending party to leave the area.

Under no circumstances should a coach physically or verbally abuse a player.

The midfield handshake at the end of the game is mandatory for all team players, and coaches shall see that it is conducted in an orderly fashion.

- 8.1.4 Coaches should make an effort to play each player equally in each game. As a minimum each player should play at least half of each game.

Coaches who need to bring up players from another team in emergency situations shall use those players as substitutes, equalizing playing time with the team's original players.

A coach may make a decision not to allow a player to play or reduce his/her play time if:

- The player has excessively missed practices sessions.
- The player possesses an attitude that in the opinion of the coach is detrimental to the team and/or individual development.
- The player's physical condition limits playing ability.

- 8.1.5 Questionable conduct of a coach may result in warnings, suspensions, or revocation of coaching privileges, which will be decided by the Board of Directors. The coach will be duly notified of the Board's decision by a current board member.

- 8.1.6 Coaches shall be encouraged to attend all coaches' clinics. It is suggested that all coaches hold certification at a basic level and attempt to gain certification to a higher level as they continue to coach.
- 8.1.7 Coaches are directly responsible for reasonably safeguarding any club property issued to him/her and are responsible for returning such property at the end of the playing season.
- 8.1.8 All coaches and assistant coaches must be registered with the Topton Soccer Club and on the EPYSA's Risk Management website and will be subject to background check according to EPYSA regulations.

## **8.2 Players' Responsibilities**

Players will be responsible for being committed to other team members and maintaining a positive attitude in accordance with the statements that follow:

- Make a reasonable effort to participate in all scheduled practices.
- Make a reasonable effort to participate in all games.
- Notify the coach or assistant coach of non-attendance of a practice or game as early as possible.
- Conduct himself/herself in an orderly manner in both practice and game situations.

Note that conduct unbecoming a player will be reported to the Board of Directors by the respective coach and may result in a warning, suspension or expulsion as decided by the Board of Directors. A current board member will notify the player's parents/guardians of the Board's decision.

Note that players will not be allowed to participate in a game if they are not wearing proper uniform—including safety equipment. Proper uniform will be determined and communicated by the team's coaches.

## **8.3 Parents' Responsibilities**

Parents/Guardians shall conduct themselves in an acceptable manner by acting in accordance with the statements that follow:

- Exhibit a sincere interest in youth soccer by supporting the rules and regulations as set forth by the Board of Directors, and obtain membership in the organization.
- Fulfill fund raising obligations—including buyout—by supporting fund raising that benefits the organization as defined by the chair of the Ways and Means Committee.
- Provide coaches with requested support to make each player’s experience an enjoyable one.
- Notify coaches of any concerns or incidents that should be brought to the attention of the Board of Directors.
- Put forward a maximum effort to have the players attend all games and practices.
- Notify respective coaches of a player’s non-attendance as far in advance as possible.
- Conduct themselves in manner promoting good sportsmanship in both game and practice situations.

Under no circumstances shall a parent/guardian verbally or physically abuse a player, a coach, a referee or a spectator. Any infraction of this rule or any other questionable conduct of a parent/guardian will result in removal from the field area and will be reported to the chair of the Coaches Committee.

Questionable conduct of a parent/guardian may result in warnings or revocation of membership. The parent/guardian will be duly notified of the Board’s decision by a current board member.

## **ARTICLE 9: PLAYER AND COACH SELECTION**

### **9.1 Player Selection**

The following guidelines must be adhered to for the selection of players to participate on travel division teams—T1, T2 and T3.

- The Board of Directors will determine the age levels for which teams will be available following the guidelines of the league you’re playing in.
- A minimum of one evaluation will be held for each age group.

- Players must attend an evaluation in order to be eligible to be selected. Exceptions are illness, injury, or another condition deemed appropriate by the Board of Directors.
- The head coach is given the discretion to select up to two players to play on the team, as long as these players are in the eligible pool of players for the Topton Soccer Club. These discretionary selections can be players who missed the evaluations or did not excel at the evaluations and with whom the coach is familiar and is confident that they can be competitive on that team. The Board must give final approval before any changes can be made.
- Otherwise, players will be selected based on their performance at the evaluation.
- The following areas shall be considered during the selection process:
  1. Game situation performance
  2. Skills
  3. Intangibles – previous coaches’ recommendations, coach-ability of the player.
- Evaluators at the evaluation sessions:
  1. Shall not evaluate their child’s age group during the evaluations.
  2. Will provide a quantified score for each child.
  3. There shall be a minimum of four evaluators.
  4. The head coach of the team(s) to be selected will not be an evaluator.
  5. In the event of a tie, selection shall be at the discretion of the head coach.
- Player selections and notifications of selections for both travel division and recreation division teams need to be accomplished within 2 weeks after the last evaluation for that age group. One person will be responsible for notification of each age group.
- Players not chosen for travel division teams will be placed in the recreation division pool.
- The maximum number of players on the rosters of teams is determined by the league that we are members of.

## **9.2 Coach Selection**

The following guidelines shall apply in the selection process for head coaches for travel and recreation division teams.

- If you are interested in being a coach for the fall or spring season, you must express your interest in a written form before the end of registration.
- The Board of Directors shall interview each applicant.
- The Board of Directors shall make their decision based on the following criteria:
  1. Knowledge of the game.
  2. Past performance as a coach.
  3. Personal skills.
  4. Information from application.
  5. Interview impression.
- The Board of Directors shall make the final decision as to who shall be the coach for each team.
- Once a head coach has been selected, he/she may select their own assistant coach. Assistant coach selections are independent of player selections.

## **9.3 Recreation (In-House) Division Team Drafts**

The club will expend every reasonable effort to give any player registered the opportunity to play. The Board of Directors will determine the age levels for which teams will be formed.

The Coaches Committee will determine how the recreation division team draft will be conducted. The primary goal will be parity of the recreation division teams within an age group.

The Coaches Committee will make a reasonable effort to honor requests by parents to keep siblings in the same age level on the same recreation division team.

# **ARTICLE 10: MISCELLANEOUS**

## **10.1 Fiscal Year**

The fiscal year of this organization shall start on the first day of January and end on the last day of December of each year.

## **10.2 By-laws, Rules and Regulations**

This organization may adopt a set of rules and regulations to be known as “Topton Soccer Club By-Laws” relating to the conduct and scheduling of soccer games, team formation, the conduct of coaches, assistant coaches, players, and like matter.

## **10.3 Adoption**

These By-Laws shall be adopted—without modification—annually by a majority vote of the Board of Directors.

## **10.4 Amendment to the By-Laws**

These By-Laws may be amended by affirmative vote of two-thirds (2/3) of the voting members at any regular meeting. Amendments must be presented one month and voted upon the following month.

## **10.5 Governing Club By-Laws**

EPYSA rules and Reading-Berks rules shall take precedence over these Topton Soccer Club By-Laws.

## **10.6 Rules Committee**

The Board of Directors may convene as a Rules Committee to rule on any matter of interpretation regarding these By-Laws. The Rules Committee will publish a ruling in the form of a proposed clarification/amendment to the By-Laws.

## **10.7 Registration Fees and Fund Raising Obligation**

Registration fees shall be reviewed annually and established by the Board of Directors. Each player that registers with the Topton Soccer Club shall pay the required registration fee. Families with multiple registered players shall pay the full fee for each of the players that are registered.

Fund raising obligations shall be reviewed annually and established by the Board of Directors. Each player that registers with the Topton Soccer Club shall be responsible for the required fund raising obligation. Depending upon the fundraiser, the Board of Directors may opt to reduce the fundraising obligation for families with multiple registered players (the first player shall be responsible for the full fund raising obligation and a reducing rate for each of the other players that are registered may be offered). The Board will review this option annually. The Board shall consider a buy out option annually.

Any player, who decides not to play and is, requesting a refund, must request the refund in writing from the registrar prior to the July 1<sup>st</sup> of the appropriate year for fall season and January 1<sup>st</sup> of the appropriate year for spring season. If the written request is received prior to the deadline a full refund will be provided—including any fund raising obligation buy out paid. If notification is received after the deadline, no refund will be provided; however, any outstanding fund raising obligation will be waived.

Registration fees are expected to be paid in full at the time of registration. If payment is not made, your child will not be put onto a team roster. If fundraising obligations are not met (after your child has already been added to a team), then your child will not be able to participate in any TSC activities until their financial obligations have been met.

Any check that is returned will be subject to a returned check fee, which will be reviewed and determined annually by the Board of Directors.

## **10.8 TSC Waiver of Fees and Fund Raising Obligation**

A player should not be denied the opportunity to play soccer due to financial reasons. A player's family may provide a written letter of financial hardship to the Board of Director's. The Board will review each situation on an individual basis and will respond to the player's family with a reasonable alternative. All cases will be treated confidentially.

## **10.9 Registration**

Registration dates, including the close of registration, will be determined and announced at least 30 days prior to the first registration date. Any registration forms received after the final registration date shall be deemed late. Late registrants will be placed on the waiting list and assigned to teams on an as needed basis.

Late fees will apply; they will be reviewed and determined annually by the Board of Directors.

- Some exceptions apply (move-in); a written letter may be presented to the Board of Directors asking to be exempt from the late fee. The board will review each situation and someone from the board will contact the families once a decision has been made.

Announcement of fall season registration dates will be pre-arranged with the various public schools. The Registration Committee will prepare flyers and arrange to have them sent home with each appropriately aged child in those schools.

The Registration Committee and the Publicity Committee should consider additional announcement.

All Board members and the supporting staff that help out at registration must present their payments for their child/children to another person that is helping out at registration in order to be officially registered.

Announcement of spring season registration dates will be announced as soon as possible, but not less than 30 days prior to the first registration date.

## **10.10 Eligibility**

Any player who resides in the Brandywine Heights Area School District as indicated on the registration form is eligible to play for the Topton Soccer Club if age appropriate. The Board of Directors will consider the eligibility of any registrant (player) who lives outside the Brandywine Heights Area School District considering the following guidelines:

- The club where the player resides does not offer any play in that player's age bracket.
- The date for the close of registration for the Topton Soccer Club has expired.
- The rosters for the teams in that age bracket are not full.
- Prior registrants shall be considered club members. Siblings automatically meet eligibility requirements.

Eligibility for the individual age brackets shall meet the following conditions. Exceptions shall be approved by the Board and may be made to fill team rosters or to fill a coaching position.

- The player must obtain the appropriate age before August 1st of the current season.

- A player must obtain the age of 4 before August 1st of the current season to be eligible to play (U6 ball).
- The eligibility requirements based on age shall comply with those established by the Eastern Pennsylvania Youth Soccer Association.
- Requests to play out of your age group must be submitted in writing to a Board member prior to the end of registration.

## 10.11 Insurance

The club will purchase insurance for each registered team through the league. Insurance benefits are determined by the league's insurance provider.

### Revision History:

Revision Date	Description
02/20/07	General Revision
02/17/09	General Revision