



Constitution and By-Laws
for the
Warren County Soccer Club

Approved: 10 May 2009

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Article I: Name

The name of the organization shall be the Warren County Soccer Club, hereafter referred to as "Club". The Club shall be a non-profit educational organization.

Article II: Purpose

A) The purpose of the Club shall be:

"to be recognized as the best youth soccer club at developing players of all backgrounds and talent levels – so that they achieve their goals, while fostering a lifelong love of the game"

B) To achieve this Purpose the Club shall:

- 1) Facilitate organization of teams to play in league competition through the club.
- 2) Provide opportunities for instruction and training of players, coaches, and referees.
- 3) Facilitate player movement between Club teams within an age group, when appropriate, so that each player is always on a team of similar skill level.
- 4) Develop an affordable cost structure.
- 5) Support a high school age playing and development program to facilitate college soccer exposure.
- 6) Promote the practice of good sportsmanship and fair play within the rules and regulations of the game.
- 7) Promote the use of parent coaches at all competitive levels through the U-10 age group.
- 8) Require professional trainer/coaches for the top level (Blue) teams at age U-11 and above.
- 9) Allow Club teams to compete with teams from other states and countries by participating in tournaments.
- 10) Participate in Olympic Development Programs.
- 11) Encourage participation in state, regional, and national championships.

Article III: Distribution of Revenue

No part of the revenue of the organization shall be used to the benefit of, nor be distributed to, its members, officers or other private persons; except that the Club shall be authorized and empowered to employ professional staff and pay reasonable compensation for services rendered.

Article IV: Affiliation

- A) The Warren County Soccer Club shall be a member of the Cincinnati United Soccer League (CUSL), the Ohio South Youth Soccer Association and the United States Youth Soccer Association and through it shall be affiliated with the United States Soccer Federation and Federation International de Football Association (FIFA). All Members shall abide by the authority and rules of these parent organizations unless said rules are specifically modified by the Club's own Constitution and By-Laws.
- B) For age groups not represented by CUSL, other affiliations will be assigned / approved by the Board. Additionally, teams may seek to play in a broader geographical/more competitive league, such as Buckeye Premier or Midwest Regional, with the approval of their respective Director of Coaching.

Article V: Membership

- A) The Club will be composed of individual players, hereafter called Members, which will remain in good standing so long as they adhere to and abide by the Constitution and By-Laws of the Warren County Soccer Club. The Members will be represented by two voting representatives for each team, to be called the "Member Representatives." These representatives will be the Head Coach and the Parent Administrator, or their designated substitutes. (A Head Coach may vote for more than one team they coach.)
- B) Each Member is responsible for his/her own financial obligations. Each team will manage the financial obligations of its Members. To remain in good standing, and not subject to sanction, each Member must have their fees paid as determined by the team. Age/gender groups may choose to manage the financial obligations of their Members as an age/gender group.

Article VI: Club Management

- A) The Board of Directors will consist of nine board members. These Board Members will be elected from the general membership each December in groups of four or five. Following the election, the board will convene to determine who the officers will be, with the exception of Treasurer which will be uniquely elected by the club membership as outlined in Section C, Paragraph 7(b).
 - 1) President - Directs day to day operations of the club and leads the execution of the strategic plan. The President will be responsible for running the Board and Club meetings and for being a positive, public face of the club.
 - 2) Vice President – Responsible for assisting the President in setting meeting agendas and directing the Board and Club meetings.
 - 3) Treasurer - Responsible for financial planning, budgeting, and proper disposition of the clubs finances. This will include giving reports at meetings as well as enlisting qualified accounting and tax professionals, as needed.
 - 4) Secretary – The Secretary will be responsible for documenting board and club meetings. This will include attendance information, minutes, as well as descriptions and results of votes.
 - 5) Board Members – Board members will be required to participate in board activities and vote on issues presented before the board.
- B) Duties of the Board of Directors:
 - 1) The Board of Directors shall establish policies for the Club by amending the By-Laws. A 2/3 vote in person or by E-mail will be required to amend the By-Laws.
 - 2) The Board of Directors may defer votes to Member Representatives at any time.
 - 3) The Board of Directors shall have the authority to discipline, eliminate duties from, place on probation, or remove any individual (or team) from the Club who has shown persistent or flagrant disregard for the Club's rules and regulations. Removal of a team or individual requires approval by at least 2/3 of all the Board Members, whether present or by E-mail.
 - 4) If a vacancy occurs on the Board for any reason, an interim Board Member may be appointed by majority vote of the remaining Board Members to fill the vacancy for the remainder of the term. Any persons appointed from outside the Board may not fill a club officer position and may only complete the duration of the replaced term prior to being elected by the club membership.
 - 5) The Board shall have responsibility to hear and investigate problems with Members.
 - 6) The Board shall have the power to establish league affiliations for age groups not represented by CUSL, BPYSL, MRL, or TPL. New affiliations require approval by at least 2/3 of the Board Members, whether present or by E-Mail.

- 7) The Board can, at its discretion, appoint non-paid individuals to act as special liaisons or coordinators on its behalf. Examples: Uniform Coordinator, Health & Wellness Director, etc...
 - 8) The Board will establish committees as necessary for managing the Club.
- C) The following provisions apply to the Board of Directors:
- 1) To be an officer of the Club, individuals will have to have served at least one year on the Board as a Board Member elected from the general Club membership, not appointed by the Board.
 - 2) The Board will retain the services of a Certified Public Accountant, or equivalent financial professional, to perform an annual bookkeeping review. The financial professional will be reviewed by the Board periodically.
 - 3) Individuals, or their spouses, holding leadership positions in other soccer organizations may not be elected to a Board Member position without first being reviewed and ratified by a 2/3 vote of the Board. Placement on committees, or other advisory functions, will be at the discretion of the Board.
 - 4) Each person elected to the Board will be required to submit a KidSafe/Risk Management Application with Ohio South and provide a signed hard copy of the receipt to the club Secretary at or before the first Board meeting in January.
 - 5) A person may hold only one officer position on the Board at a time.
 - 6) Each Board position carries one vote at Board meetings, and NO votes at Club meetings, unless the Board Member is acting as a Member Representative for their child's team. The President may cast the deciding vote during a Club meeting only in the case of a tie.
 - 7) All Board positions will have two-year, staggered terms and are elected at a regular monthly meeting each December.
 - a) Each even year (2008, 2010, etc...), four Board Members will be elected. Each odd year, five will be elected.
 - b) In years when the Treasurer position needs to be filled, members with interest in the position must submit their qualifications and background information to the board at, or before, the October Club meeting. The information will be distributed to the club 30 days prior to the December election. At this election, the Treasurer position will be elected separate from the other board seats.
 - 8) Nominations will be accepted thru the November Board meeting. If there are not enough nominations to fill all open board seats at the time of the November meeting, nominations may be made via e-mail to any Board Member up to one week prior to the election.
 - 9) No individual may run for a board membership if he/she, or their team, is currently on probation, or not in good standing with the Club.
 - 10) No more than three (3) members serving on the Board at any given time can be from the same age/gender group, unless they have additional children in the Club not from that same age/gender group.
- D) The Club encourages organized interaction with local recreational soccer programs. Recreational Trustees will be appointed by representative recreational organizations and must be approved by a majority vote of the Board.
- 1) The Recreational Trustees could come from:
 - a) Kings SAY
 - b) Lebanon Youth Soccer Association
 - c) Little Miami SAY

- d) Mason SAY
 - e) Other recreational organizations will be considered based on their interest.
- 2) The Recreational Trustees will operate under the following provisions:
- a) The Recreational organization may be requested to replace their Trustee with a 2/3 vote of the Board.
 - b) Trustee positions will have no length of term and will remain open if not filled by the Recreational organization.
 - c) Recreational Trustees will not be allowed to vote.
 - d) The Board may decide to meet without the Recreational Trustees.
- E) Paid personnel may be hired to the following positions by a majority vote of the Board:
- 1) Administrator(s) – Responsible for overall administration, marketing and resource coordination.
 - 2) Referee/Field Coordinator – Responsible for scheduling all referees as a licensed assignor, and for scheduling game playing fields.
 - 3) Directors of Coaching – Responsible for the overall direction of team training, as well as the hiring and/or approval of all new trainers brought into the Club. The Directors of Coaching will have the following core duties:
 - a) Identify, qualify, and assign coaches and trainers.
 - b) Oversee Try-Outs and player placement / team formation.
 - c) Run summer camps and winter training for the club.
 - d) Develop curriculum to pass on to trainers and coaches.
 - e) Be available to coaches who request input or advice on soccer related topics.
 - 4) The Board may approve additional paid positions with a 2/3 vote of the Board.
- F) Attendance and Removal of Board Members and Paid Personnel:
- 1) Board Meetings will be held monthly, usually on the third Monday of the month.
 - 2) A quorum at a Board meeting shall consist of a simple majority of the current Board members.
 - 3) Board Members must attend at least 3/4ths of all Board and Club meetings or be subject to removal from office.
 - 4) Administrators must attend 3/4ths of Board and Club meetings as part of their job requirement.
 - 5) Paid personnel will be reviewed periodically. -Paid personnel may be terminated or replaced during the year with a 2/3 vote of the Board.

Article VII: Club Meetings

- A) Regular Club meetings will be scheduled for March, June, August, October, and December. The meetings will be on the third Monday of each month, following the Board Meeting for that month. Circumstances could occasionally cause there to not be a monthly meeting. The board will announce this by e-mail and on the website as far in advance as possible.
- B) A majority of current Member Representatives must be present for a quorum at any scheduled meeting.
- C) Members may over-rule any decisions of the Board of Directors by a 2/3 majority vote of the Member Representatives present at a scheduled meeting that sustains a quorum.
- D) The Head Coach and Parent Administrator from each team will be given votes at Club meetings.

Article VIII: Amendments to the Constitution

- A) Amendments to the Constitution may be submitted to the Member Representatives at any scheduled meeting by the Board of Directors or by any Member Representative. If accepted for further consideration by a majority vote of those present, the proposed amendments will be referred to a Board Member for final consideration and wording.
- B) The final form of the amendment will be read at the next scheduled Club meeting, and final approval may also be made at this meeting.
- C) Constitutional amendments require agreement of a 2/3 majority of the Member Representatives present, and a quorum (simple majority) of the Member Representatives must be in attendance at the Club meeting.

Article IX: Appeals

- A) Parents, players, coaches or referees who have problems with any coach shall appeal to their AGC first, their Director of Coaching second, and the Board last.
- B) Parents, players, or coaches who have any problems with any referee shall appeal to the Referee Coordinator first. If the Referee Coordinator deems it necessary, the matter can then be escalated to the Board.
- C) Any decision by the Board may be appealed to the entire group of Member Representatives. The Member Representatives may overturn a decision of the Board with a 2/3 vote of the Members at a meeting that sustains a quorum of the membership.
- D) Appeals of Member Representatives decisions must be made in accordance with CUSL and Ohio South procedures.

Article X: By-Laws

Section I – Club & Team Guidelines

A) Teams

- 1) The maximum number of teams within the Club at any time will be determined by the Board.
- 2) Teams may be dropped from the Club if they have not registered to play for two consecutive seasons of play.
- 3) Teams wishing to play up at an older age level must be approved by the CUSL Operations Committee. The number of players playing up on any team is restricted by CUSL rules.
- 4) The Club will retain control of all CUSL-assigned Team numbers, or any other designations used for bracketing purposes. The bracket position of the Team shall remain in the control of the Club whenever a Head Coach chooses to leave the Club.
- 5) No EXISTING team will join the Club from another club or recreational organization without going through the Club tryout process, unless expressly approved by the Board and every team in the existing age/gender group.

B) Roster Sizes

- 1) An 11 v 11 team must have a minimum of 13 players at time of registration.
- 2) An 8 v 8 team must have a minimum of 10 players at time of registration.
- 3) A 6 v 6 team must have a minimum of 8 players at time of registration.

C) Uniforms & Identification

- 1) Teams will play using the name Warren County United or WC United and team color, for example, Warren County United White, or WC United White.
- 2) The official Club uniform must be worn by all players at all games participated in by the team. Keepers may wear keeper gear, or the opposite color from the rest of the team.
- 3) Each team is responsible for the ordering and purchasing of its own uniforms. Uniforms must be purchased from Club's official uniform supplier as directed by the Uniform Coordinator and approved by the Board.
- 4) Each team shall have two (2) different colored jerseys, two (2) different colored shorts, and two (2) different colored pairs of socks, one being the Primary Club uniform (all Royal Blue), and the other the Alternate Club uniform (all White). The Home uniform will be all Blue.
- 5) U-8 and under players will be allowed reduced cost uniforms consisting of basic t-shirts, shorts, and socks that may not conform to the normal color guidelines. However, these uniforms will be purchased through the Clubs official uniform supplier.
- 6) Changes may be made to the official Club uniform, based on recommendations by the Uniform Coordinator and ratified by the Club Board.
- 7) Whenever a change is made, Club member teams shall be given a reasonable time period in which to comply, such period is not to exceed two (2) seasons. Any existing team transferring to the Club from another club shall obtain the official Club uniform before the first season of play.
- 8) The Club will provide Coaches, free of charge, at least one (1) official coach shirt. Coaches are required to wear the official Club coach shirt at all games participated in by the team. In addition to the Club shirts, Coaches are required to wear black shorts, black athletic pants, or new-looking jeans as part of their uniform.

- 9) Board members and paid club personnel are required to wear a WCSC blue or white polo at club functions, or some other means of identification in support of the club, such as a name tag or hat. This policy includes all paid staff when they are representing the club at games, practices, or meetings.

D) Meetings and Fees

- 1) The regularly scheduled Club meetings shall be on the third Monday of each month except as adjusted due to holidays or scheduling conflicts approved by the Board.
- 2) Team fees will be set by a majority vote of the Board prior to each fall season. Each team will pay appropriate fees to cover Club operating expenses as determined by the Board.
- 3) Special Club meetings may be called by the Board if needed.
- 4) Board meetings may be open or closed at the discretion of a majority of the Board Members.
- 5) Board meetings are scheduled at the discretion of a majority of the Board Members.

E) Fields

- 1) Club home fields are located primarily at the Lebanon Sports Complex (McClure Park). Additional fields may be used with Board approval.
- 2) Field usage is provided at McClure Park based on a specific long term agreement with the City of Lebanon. The terms and conditions of that agreement are provided in that document.
- 3) Practices, scrimmages and games may be permitted on McClure Park fields with the prior approval of the Board or Referee/Field Coordinator.
- 4) All changes to game field schedules and/or Club referees must have prior approval from the Referee/Field Coordinator.
- 5) The first team scheduled to play on a field each game day will put up nets and flags as required. The last team scheduled to play on a field will take nets and flags down and pick up trash.
- 6) No glass bottles, alcoholic beverages, or pets are allowed at McClure Park.

F) Referees

- 1) Each Club team must provide two USSF certified referees for each playing season. These referees must meet the following criteria:
 - a) Must have a minimum of a Grade 8 classification
 - b) Must be available to referee a minimum of six (6) Club games each.
- 2) To qualify as a Club team referee, the team referee must be listed on the approved Ohio South Youth Soccer Association referee list as a primary referee for the Warren County Soccer Club. To be affiliated with a team, each referee must provide the team number they are affiliated with to the Club Referee Coordinator within one month after the start of the season.
- 3) Teams that fail to provide the number of primary referees prescribed above shall be fined. Fines shall be due to the Club Treasurer prior to the second week of scheduled play and are based on the following schedule:
 - a) First season: \$75.00 per unsigned or unscheduled referee.
 - b) Second season: \$125.00 per unsigned or unscheduled referee.
 - c) Third season: \$175 per referee. Subsequent seasons will result in a \$50 per referee increase in the fine.

- 4) New Club teams have a one (1) chronological year grace period to locate, train, or obtain primary referees. The year grace period begins the first season that a team is registered with the Club.
- 5) The Club Referee Coordinator makes the final determination as to which referees are representing which Club Team in the event of a dispute between Club Teams. This determination will be based on the understanding and/or desire of the disputed referee(s).

G) Coaches

- 1) The Directors of Coaching have the authority to review all issues related to coaching. These issues will include assigning/approving coaches, resolving conflicts between any coach, member, or referee and, when deemed necessary, recommending the removal of coaches.
- 2) The Club encourages the use of parent coaches at all competitive levels. However, at age U-11 and above, the top level (Blue) teams are required to use a soccer professional as their head coach and trainer unless permission not to do so is granted by the Board and the Directors of Coaching. ("Professional" is defined as a certified soccer trainer being paid by the team for their services, and not a parent on that team).
- 3) Head coaches are required to possess a USSF coaching license as follows:
 - a) U-8 to U-10: F level license
 - b) U-11 to U-12: E level license
 - c) U-13 and above: D level license
 - d) All assistant coaches are required to possess an F Level license.
 - e) Extensive playing or coaching experience can be substituted for the certification to the above license levels if submitted to, and approved by, the Directors of Coaching.
- 4) The Club will allow a one season grace period for parent coaches to acquire the recommended license. If after one season the appropriate license is not obtained, the coach may be removed and the Director of Coaching will appoint a new coach.
- 5) A Coaching Conduct, Ethics & Principles sheet will be prepared by the Board and signed by each carded coach at the time of registration of a team.
- 6) If during the course of a season a Club coach receives a red card on their own or a spectator's behalf, CUSL rules state the coach is ineligible for the next game. If a Club coach receives a second red card, the circumstances surrounding the incident are to be reviewed by the Board and a range of actions may be taken. These actions include, but are not limited to the following:
 - a) If the situation involves a coach or a spectator - Written warning from the Board.
 - b) If the offender is a spectator – Suspended or banned from future Club games.
 - c) If the offender is a coach – Suspended or banned from the team and the Club.
 - d) If the offender is a player's parent, the player may be removed from the team and the Club.

H) Team Brackets

- 1) When assigning new Club teams, they will be named as the 1st (Blue), 2nd (White), 3rd (Red), 4th (Silver), 5th (Black) and 6th (Purple) level team within a gender/age group, as defined by skill/competitive level.
- 2) At the conclusion of the tryouts, the Directors of Coaching will decide which team is designated Blue, White, Red, etc...
- 3) Two teams in the same bracket will retain their status regardless of their records and where they finish until the lower ranked team moves up to the next bracket. For example, the White team

may become the Blue team in the event it passes the original Blue team into the next higher bracket at the end of a season.

- 4) Once designated, the teams will assume all rights and responsibilities stated in the Club Constitution and By-Laws.
- 5) Club team designations will then be selected by the color ranking, to be placed into the highest competitive brackets, in ascending numeric order, by following the applicable CUSL process for team bracketing.

I) Training

- 1) All teams in the Club will utilize a professional trainer at least once per week during the regular playing seasons.
- 2) All trainers must be hired or approved by the appropriate Director of Coaching (DOC).
- 3) All Teams in the Club will pay the Club for in-season (fall and spring) trainer services (Teams will not pay the trainer directly). These training fees will be set in a uniform fashion by the Board, and paid to the trainer by the Club. This applies to any and all training immediately preceding, and during, any Club sanctioned league playing seasons.

Section II – Club Fiscal Policy

A) Fundraising

- 1) Fundraising is intended to support the objectives of the Warren County Soccer Club (WCSC) and to maintain operations at a club and team level.
- 2) It is the policy of WCSC to help all team members, even if the team member or their parents are not active participants in fundraising activities. The support of a team member will not depend on the fundraising effort of the team member or their parents. WCSC will not participate in any fundraising program where there is any direct benefit specific to the member who raises the funds. The funds generated by WCSC fundraising will not inure to the private benefit of individuals.
- 3) It is the policy of WCSC for every fundraising event to publicize, in advance of the event, the fair market value of the benefit received in such a way that our contributors can clearly determine what portion is deductible, and what portion is not.
- 4) It is the policy of WCSC that fundraising will be coordinated centrally by the club. At a minimum, approval must be received before any fundraising is conducted by team(s) under the Warren County Soccer Club tax ID.
 - a) Proceeds from any club level fundraising will be under the direction of the board appointed fundraising coordinator.
 - b) Proceeds generated are to cover direct administrative costs and support club and team level commitments.
 - c) Proper accounting of these funds should track proceeds at a club level and disbursements to a club and team level.
- 5) Disbursement of Fundraising proceeds – Club Level
 - a) Team will receive a percentage of generated fundraising proceeds, with percentages set per fundraising program and approved by the club board.
 - b) Team disbursements will include, where possible, the necessary details of proceeds generated to facilitate complete and accurate accounting.

- c) Club will retain remaining proceeds to cover administrative costs and to serve the benefit of the club.
- 6) Disbursement of Fundraising proceeds – Team Fundraising (Approved by Coordinator)
 - a) Complete accounting of proceeds and costs must be tracked. (keep your receipts)
 - b) All funds must be direct deposited to team account.
- 7) Additional Rules:
 - a) Fundraising proceeds must be deposited into team accounts. No personal accounts are permitted.
 - b) No payments of fundraising proceeds should ever be made to a player or parent. Teams should make efforts to avoid player or parent reimbursements. The team must notify the fundraising coordinator if a player or parent reimbursement has been made. No reimbursement is allowed without a receipt and other appropriate documentation.
 - c) Fundraising proceeds may not be used for player travel and hotel expenses. (Funds may be used to pay professional coaches and trainers travel and hotel expenses)
 - d) Events or items using fundraising proceeds must be available to all team players on roster. (Uniforms, player equipment, or training is acceptable when purchased for the entire team.)
 - e) Funds may not be transferred between teams once proceeds are disbursed under any circumstances, unless approved by the Club Fundraising Coordinator.
 - f) All fundraising proceeds are team funds and must be used for team financial commitments. (Team fees, team bench, team trainer, etc)
 - g) At the retirement of a team, all fundraising proceeds are to remain in the team account when team account is returned to the club Treasurer.

B) Club Finance Policy

- 1) Club Expectations
 - a) The Club shall be a non-profit organization.
 - b) The Club shall maintain tax-exempt status.
 - c) The Club fiscal year shall run one calendar year from January 1st to December 31st.
 - d) The Club shall make no loans.
 - e) The Club shall incur no debt, nor maintain a line of credit, unless expressly authorized by a 2/3 vote of the entire Board of Directors.
 - f) All monies collected by the Club are to be used exclusively in the pursuit of the Club's purpose.
 - g) No monies shall go to the benefit of any club member, director, or officer of the club, unless it is for reasonable compensation for work or services rendered in pursuit of the club's purpose, and with prior approval of the board.
- 2) Financial Oversight
 - a) All non-budgeted payment requests for amounts between Five Hundred Dollars (\$500) and One Thousand Five Hundred Dollars (\$1500) shall require approval from the Finance Committee.
 - b) All payment requests for amounts over \$1500 shall require the approval of the Board of Directors, with the following exceptions:

- i) Annual contract obligations that have been reviewed and approved by the Board of Directors. (Contract with City of Lebanon, DOC Contracts, Trainer or Coach agreements, etc...)
 - ii) Recurring seasonal items that are in the Board approved budget. (CUSL Team Fees, Card Fees, Field Lining, Field Layout, etc...)
- 3) The Treasurer and President shall be the only club members authorized to sign and execute an instrument on behalf of the club.
- 4) A listing of all payouts made from last Board meeting must be available for review by only the Board at each regularly scheduled Board meeting.
- 5) Payroll advances may not be made without review / recommendation from the Personnel Committee, and approval from the President, and requires notification to the Board of Directors.
- 6) The Treasurer, with President approval, is authorized to make financial assistance to club teams to address team budget crisis.
 - a) Specific details of the team crisis are to be provided at the next Board meeting.
 - b) A team financial crisis is solely the responsibility of the Club Treasurer to review, assess, and recommend a resolution plan.
- 7) There shall be an annual budget for the following year proposed to the Board at a regular Board of Directors meeting.
 - a) The proposal will be no later than January 31st.
 - b) The budget shall detail how much money is to be spent by budget line item.
 - c) The budget shall be a balanced budget. It is not acceptable for the Board to knowingly approve a budget with a deficit greater than \$1,000 in a fiscal year.
 - d) It is a mandatory item of business that the budget proposal be approved in whole or modified, by a majority vote of the Board of Directors at a regular or special Board of Directors meeting no later than February 28th.
 - e) Any deviation from the budget line item exceeding 3% of the specific allotment shall require prior approval of the board.
 - f) Changes to the budget will require majority approval of the Board of Directors.

C) Team Finance Policy

- 1) Team Expectations
 - a) Each team is expected to have an assigned team administrator.
 - b) Each team is to work with the Club Treasurer to open a team checking account.
 - c) Team accounts will be used strictly for team activity and there will be no commingling of non-team funds.
 - d) Each team will prepare a team budget before the beginning of each season in writing and distribute to each player family and maintain a copy with the team administrator.
- 2) The team administrator will be expected to:
 - a) Communicate contact information to the club Treasurer.
 - b) Maintain a coach / player roster with detailed contact information and provide updates to the club registrar.
 - c) Protect and balance the team account on a regular basis and maintain a player break out and tracking.

- d) Meet the financial obligation of the team in a timely manner.
- e) Notify player parent, and copy the club Treasurer, for any player payment that goes more than 30 days past due.
- 3) Any and all financial crisis situations must be reported to the Club Treasurer for review and remediation.
- 4) All training and soccer services purchased or provided to the team must comply with all tax reporting requirements.
- 5) Teams will turn over any requested team financial information to the Club Treasurer upon request for review. No explanation for the review is required.

Section III – Club Tryout Procedure

- D) Each year, after the spring season, the Club will hold tryouts. The tryouts will be organized and conducted in a way to fulfill the following purposes:
 - 1) Provide all soccer players an opportunity to have skills and talent assessed.
 - 2) Group players of similar ability together to form the teams into Blue, White, Red, etc...
 - 3) Provide all soccer players an opportunity to play at the appropriate level of competition, based on their ability.
 - 4) Provide the DOC's, trainers, and coaches an opportunity to evaluate ALL current and new players with the intent of helping each team become better.
 - 5) Provide players and families the opportunity to evaluate coaches and teams before selecting a team to join.
 - 6) Provide team placement for as many competitive players as possible.
 - 7) To insure that the Club develops teams that can compete at the highest level in CUSL, regionally and nationally.
- B) The following principles are to govern the tryout procedures:
 - 1) The procedure will be based on a minimum of one (1) and maximum of two (2) sessions.
 - 2) The Club will help manage and administer these tryouts.
 - 3) Annual player evaluations will be coordinated through the DOC's.
 - 4) Drills and games will be set up by the DOC's to provide a good overview of all players.
 - 5) Coaches will make quick and efficient offers to players.
- C) Management
 - 1) The Club will provide overall management for the tryouts. The age/gender group will be responsible for advising the Club Administrators regarding scheduling and volunteers to take applications, pictures, birth certificates, etc...
 - 2) Schedule and Timing
 - a) The Club Tryouts will be scheduled over a two-week period to begin on or after the first dates allowed by the Clubs league affiliations.
 - b) Tryouts will begin and end on time.
 - 3) Current Club Players
 - a) Current players must attend tryouts before being allowed to register for the new soccer year.

- b) If registered with a team in the current season, an absent player will be allowed to stay on the team for the new season, provided that that player is "waived" by all the other coaches in the age/gender group.
 - c) Current players will not be assigned to any team within the Club unless all coaches have an opportunity to evaluate them or decide to waive their evaluation.
 - d) Coaches can decline to evaluate players that did not attend the tryout.
- 4) In the spirit of offering players team positions based on player ranking, the DOC's, trainers, and coaches of each age group should focus their energy on the evaluation of all players. The DOC's and coaches of all teams must work together to insure that the Club has conducted a professional and positive tryout.
 - 5) At the tryout venue, parents and players will be provided with a hardcopy document explaining the goals, commitment level, and expected fiscal impact for each team in the age/gender group. The parents will be reminded of the tryout procedure and the options available to them.
 - 6) The current teams will be ranked based on the most recent CUSL rankings, if applicable. The highest ranked team will henceforth be called the Blue team, the second highest ranked team will henceforth be referred to as the White team, the third Red, etc... If rankings are not applicable, the only team in the age/gender group will be referred to as the Blue team.
 - 7) Each team shall provide and schedule a technically able coach and one assistant to assist the Directors of Coaching in organizing and running drills for at least one other age group. This will allow the trainers and coaches of the age group being evaluated to focus on player evaluation during their tryouts.
 - 8) Drills and Skill Assessment Activities
 - a) A standard set of drills or scrimmages will be implemented by the Director's of Coaching.
 - b) If coaches wish to add drills to the standard format, they need to identify the desired drill to the appropriate DOC **at least** 1 week prior to the tryout date.
 - c) In the case of a conflict, the DOC will have final say on the tryout format.
 - d) The DOC's will need to set up the tryout area prior to the posted start time. Coaches and parent volunteers are expected to help with this effort.

D) Pre-Registration Process

- 1) Current players who would like to continue playing for the Warren County Soccer Club will pre-register.
- 2) Pre-registration forms will be e-mailed to all current players. These forms are to be mailed back to the club by the date indicated in the letter.
- 3) Pre-registration packets will include the following:
 - a) Club letter
 - b) Instructions for pre-registering
 - c) Registration form
 - d) Medical release form
 - e) Team overview hardcopies.

E) Registration Process

- 1) Provision will be made to handle new players who were unable to pre-register, the day of the tryouts. As a goal, all candidate registrations will be completed prior to tryouts

- 2) All candidates (current or new) will bring a copy of a birth certificate, picture, and a signed, notarized medical waiver to registration.
 - 3) The candidates will sign in at the Club administration table.
 - 4) If the pre-registration packet is not already completed and submitted, the candidate will complete the proper forms and provide information, as required.
 - 5) Each candidate will be assigned a number that they must wear for the duration of the tryout.
 - 6) No candidate will wear any part of their club uniform to tryouts.
- F) Player assessment will be completed using the following guidelines:
- 1) Coaches should rank their own players prior to tryouts.
 - 2) As skill stations and scrimmages are run, the DOC's, trainers, and coaches will assess each candidate in various areas of skill and ability on a numeric scale.
 - 3) Upon completion, the DOC's, trainers', and coaches' assessment scores of all candidates will be used to determine the ranking.
 - 4) Player rankings should be used to help DOC's select players for the appropriate level of team.
- G) Pre-Offer Guidelines
- 1) Coaches and trainers will not make direct contact with parents or candidates regarding coaches and/or team interest between a tryout and an offer being made, prior to final team selection.
 - 2) Parents and candidates will be given the opportunity to review team/coach information and are permitted to call the Club Administrator or appropriate Director of Coaching for additional information.
 - 3) Individual coaches can schedule additional tryouts, with the Club's consent, after the first and second tryouts. Any further registration and tryout activities after the second tryout will be left to the individual age groups.
 - 4) Once existing rosters are full, if there are enough interested and qualified players, as evaluated by the DOC's and existing coaches, another team may be formed.
 - a) The club will attempt to find a Head Coach, Assistant Coach and a parent administrator who will manage the new team.
 - b) New team formation will be completely dependent on the Club's ability to identify these individuals.
- H) Offer Process
- 1) Players in any age/gender group will be ranked 1 through the last ranked player.
 - 2) Blue team will make offers beginning with player #1, and complete acceptances until team roster is complete.
 - 3) White team will make offers beginning where the Blue team left off, and complete acceptances until team roster is complete.
 - 4) Remaining teams are chosen in the same manner as above.
 - 5) Each player has the option to accept an offer from a higher level team, or remain with a lower level team.
- I) All coaches in an age/gender group must work together under the direction of the appropriate Director of Coaching who will be assisted by the Age/Gender Coordinator (AGC).

- 1) The AGC may be a Head Coach, Assistant Coach, or parent, deemed by the group to possess organizational, communication, and team-building skills.
- 2) The AGC will be appointed by the appropriate Director of Coaching with input from the coaches in the age gender group.
- 3) The AGC will be reviewed by the DOC's as needed.
- 4) The AGC will be responsible to closely assist the DOC with the tryout and offer procedures.
- 5) To help the teams in an age/gender group work together:
 - a) The Club will provide field space for all of the Teams in the age/gender group to practice together as much as possible.
 - b) The time and location will be set to best meet the needs of the teams in the age/gender group.
 - c) It is suggested that all teams in an age/gender group practice together at least three times per season.

J) Placement Meeting

- 1) The placement meeting will happen within 24 hours of the conclusion of the tryout.
- 2) The DOC and/or AGC will run the placement Meeting.
- 3) The first order of business at the placement meeting will be to determine the number of teams that can be fielded. This will be based on the number of players at the tryouts who are projected to be able to fairly compete in the league(s).
- 4) The second order of business is to determine prospective coaches and/or parent administrators.
- 5) The third order of business is to determine how the players will be divided by skill level, and in relation to potential coach assignments.
 - a) This will typically be grouped by skill level on a stair step approach with one team on each step.
 - b) There may be circumstances that will allow for two teams on one step if there is agreement that there are enough players with like skills.
 - c) Consideration must be given to ensure that at least one Club team is playing at the highest possible level.
 - d) The DOC with trainer, AGC, and/or age group coaches input, will have the final say in settling all discrepancies in the number of teams, the level of teams, and the evaluation of players.
- 6) After the teams are selected and offers are made, via a telephone call, players have 24 hours to respond to their offer. After the first team is filled offers are made to the second ranking team and so on until all teams are filled. The DOC and age group coaches must support appropriate player moves both up and down.