

**Deschutes Youth Soccer Association
Blackhills Football Club**

Operating Procedures

Adopted March 19, 1998 by the District 7 Board of Directors.

Amended March 15, 2001 by the District 7 Board of Directors.

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Article I - Name, Affiliation and Jurisdiction

Section 1

The Blackhills Football Club, herein referred to as the “club”, is the select club of Deschutes Youth Soccer Association (DYSA). As an affiliated club of DYSA, the club shall abide by and follow the Bylaws and Rules and Regulations of DYSA, District 7, and WSYSA.

Section 2

The club is authorized by DYSA to form teams for each age and sex, and enter teams in appropriate leagues and tournaments in accordance with DYSA Rules and Regulations.

Section 3

The club shall have jurisdiction over all its member teams, as well as associated individuals, such as players, parents, coaches and administrators.

Article II - Objectives and Purpose

Section 1

The objective of the club is to support the development of high level soccer within DYSA. The club will:

- support the development of soccer skills and player commitment to be able to play at the highest level of competition possible,
- provide top level coaching and facilities,
- emphasize individual player development (rather than team accomplishments) to play at the highest level possible,
- operate in a manner that brings DYSA clubs and programs together rather than being divisive,
- provide support for other clubs within DYSA, and
- operate in a manner that allows all players, with the ability and commitment to do so, to financially be able to participate by providing financial aid opportunities for players who demonstrate financial need.

Section 2

The purpose of the club is to provide individual and team educational opportunities for players within WSYSA. The program will provide the best possible:

- organizational structure,
- instructional and competitive environment, and
- coaching staff available.

Article III - Administrative Authority

Section 1

The governing authority of the club shall be vested with the club Board of Directors. The club Board of Directors shall be governed by the Bylaws and the Rules and Regulations of DYSA and the club's Operating Procedures.

Section 2

The club Board of Directors shall have the authority from time to time to issue policies or instructions necessary to interpret, clarify or further define the Operating Procedures.

Section 3

The club and DYSA specifically disclaim financial responsibility from and shall not assume nor be held liable for, the debts or the financial obligations, either expressed or implied, of any affiliated team or any of their coaches, managers, or officers beyond commitments authorized by the governing body.

Article IV – Membership

Section 1

The membership of the club shall consist of the players selected for participation in the club's teams, parents of the participating players, the elected and appointed club officials, and team coaches and managers.

Section 2

Players must reside within the boundaries of WSYSA.

Section 3

The club acts across DYSA Member Club boundaries within DYSA, and as such is independent of the governing authority of any individual Member Club. The conduct of coaches, managers, players, officials and parents of the club shall be the responsibility of the club and DYSA Board of Directors.

Article V - Club Colors

Section 1

The representative colors of the club shall be red and black.

Article VI - Board of Directors

Section 1

The club Board of Directors shall be comprised of the Executive Board, one representative per team, and one representative from each Member Club of DYSA.

Section 2

The Board of Directors shall vote on the following matters:

- Proposed changes or amendments to the club's Operating Procedures;
- Appeals to the Board of Directors;
- Filling vacancies on the Executive Board;
- Removal of Officers based on detrimental actions or neglect of accepted responsibilities;
- Approval of hiring, dismissal, salaries and salary changes for the Director of Coaching, Coaches and the club Business Manager;
- Approval of club budget and fees.

Section 3

The Board of Directors shall meet as set forth in Article XIII of the Operating Procedures, herein.

Article VII - Executive Board

Section 1

The Executive Board (officers) of the club shall consist of the President, First Vice President/Director of Operations, Second Vice President/Director of Teams, Second Vice President/Director of Property and Facilities, the Secretary, the Treasurer, and the Registrar.

Section 2

The Executive Board shall be responsible for conducting the business and administering the affairs of the club to include, but not be limited to, the following:

- Enforce the club's Operating Procedures;
- Approval of the formation and operation of all club sponsored tournaments;
- Approval of tryout information (dates, location, times, age groups);
- Approval or removal of Committee Directors;
- Review and make recommendations on matters to be submitted to the Board of Directors;
- Sign orders on the Treasury;
- Strategic Planning.

Section 3

The Executive Board shall meet as set forth in Article XIII of the Operating Procedures, herein.

Article VIII - Officer Election Procedures

Section 1

The Officers of the Executive Board shall be elected at the club's Annual General Meeting (AGM) by the voting membership of the club's Board of Directors, as follows:

A. Officers to be elected in odd numbered years are:

- President
- Second Vice President/Director of Teams
- Second Vice President/Director of Property and Facilities
- Secretary

B. Officers to be elected in even numbered years are:

- First Vice President/Director of Operations
- Treasurer
- Registrar

C. Voting membership shall be the club's Board of Directors as described in Article VI, Section 1.

Section 2

A 30-day written or electronic notification stating the date and place of the election shall be sent to each member of the Board of Directors.

Section 3

Nominations should be submitted in writing 30 days prior to the AGM. However, nominations shall be accepted from the floor at the AGM.

Section 4

Prior to the election, the President shall appoint a person who is not a candidate for office to conduct the election. The election results shall be announced to the membership by the election chair who shall state the number of eligible votes, the number of votes counted, the number of votes necessary to elect, and the results of the balloting. The election chair shall then entertain a motion to destroy the ballots.

Section 5

A majority of votes cast shall be necessary to elect.

Article IX - Terms of Office

Section 1

The term of office for club Officers shall commence immediately upon election, and shall continue until the AGM two years hence. Outgoing officers shall assist their successors for a period not to exceed the remainder of the fiscal year, in order to assure a smooth transition.

Section 2

In the event the office of the President, the First Vice President/Director of Operations and the Second Vice President/Director of Teams are all vacated, the Board of Directors shall elect replacements for the remainder of their respective terms. In the interim, the Board of Directors shall designate a member of the Board of Directors as acting President.

Section 3

Any officer being absent from three (3) consecutive meetings of the Executive Board and/or Board of Directors, or being negligent in responsibilities to the club, shall be subject to suspension or removal by the Board of Directors.

Section 4

Elected members of the club's Executive Board may not be a compensated agent of the club, or an employee of the club. A compensated agent refers to a person receiving fees for services rendered, not a person who is compensated for expenses incurred in order to fulfill official duties in connection with business of the club.

Article X - Responsibilities of Officers

Section 1

President: The president shall supervise all activities of the club; the work of the Executive Board, the Board of Directors, and shall chair all meetings of same. The responsibilities of the President shall include, but not be limited to, the following:

- Be the club representative at the DYSA meetings, which responsibility may be delegated, subject to approval of the Executive Board;
- Provide assurance that the club's Operating Procedures are adhered to;
- Appoint directors of committees as the needs of the club may require;
- Be responsible for oversight of the office procedures and personnel, although these responsibility may be delegated;
- Risk Management;
- Sign orders on the Treasury.

Section 2

First Vice President/Director of Operations: The First Vice President/Director of Operations shall assist the President in all business of the club, become Acting President during any temporary absence of the President, and succeed to the Presidency if that office becomes vacant mid-term for any reason. The responsibilities of the First Vice President/ Director of Operations shall include, but not be limited to, the following:

- Oversee the daily operation of the club;
- Develop Request for Proposals (RFPs) for vendors supplying goods or services to the club;
- Oversee the uniform purchase and distribution process;
- Oversee the acquisition of brochures, public relations media, and club manuals;
- Ensure that tryout flyers are distributed to players, media, and associations at least four (4) weeks prior to the tryouts;
- Oversee all special events and club social activities;
- Sign orders on the Treasury.

Section 3

Second Vice President/Director of Teams: The Second Vice President/Director of Teams shall assist the President in all business of the club, become Acting President during any temporary absence of both the President and the First Vice President/Director of Operations, and succeed to the Presidency if both offices become vacant mid-term for any reason. The responsibilities of the Second Vice President/Director of Teams shall include, but not be limited to, the following:

- Establish and guide the tryout committee and support the coaching staff in identifying and appointing qualified selectors for the tryouts of each team;
- Provide guidance and direction to the administrative structure of each team through its Team Manager and Team Representative;
- Oversee daily operations of teams;

- Monitor the compliance of each team with its club responsibilities, including its financial commitments;
- Oversee the active participation of each Team Representative in the affairs of the league in which the team is playing;
- Maintain a high level of expertise in the current structure, organization and rules (including judicial) for all leagues in which club teams are entered and State Tournaments;
- Oversee and monitor the entry of each team into Tournaments and Leagues;
- Sign order on the Treasury (as necessary).

Section 4

Second Vice President/Director of Property and Facilities: The Second Vice President/Director of Property and Facilities shall assist the President in all business of the club. The responsibilities of the Second Vice President/Director of Property and Facilities shall include, but not be limited to, the following:

- Procurement of all club property;
- Club asset management and inventory;
- Club facilities whether owned, leased, or rented;
- Provide fields and facilities for team practices throughout the calendar year;
- Schedule fields and referees for all games of club teams during the regular season, State Cup, and friendlies;
- Oversee all club-sponsored tournaments.

Section 5

Secretary: The responsibilities of the Secretary shall include, but not be limited to, the following:

- Custodian of all office assets and correspondence;
- Compile and publish the club Directory, Team Kit, and Annual Report
- Record, prepare, and with the help of the office staff, publish and distribute minutes in a timely fashion for all meetings of the Executive Board and Board of Directors to required attendees;
- Signs order on the Treasury (as necessary).

Section 6

Treasurer: The responsibilities of the Treasurer shall include, but not be limited to, the following:

- Oversees the club Business Manager in the maintenance of the check register and the deposit of all moneys of the club in a chartered bank in the name of Blackhills Football Club;
- Maintain records of all club budgeted funds and other fees, and of funds raised from all sources, including player registration;
- With the assistance of a Certified Public Accountant, the club Business Manager, and/or other qualified professional help, keep the proper accounting on all financial items;

- Direct the club Business Manager in the preparation of financial reports for all Executive Board Meetings and Board of Directors Meetings including the AGM as requested;
- Direct the club Business Manager in the preparation of a proposed budget for each fiscal year, including team budgets, with the inputs from the other officers. The proposed budget will be developed for the April Meeting;
- Signs orders on the Treasury (as necessary).

Section 7

Registrar: The responsibilities of the Register shall include, but not be limited to, the following:

- Be responsible for registering each player within the club;
- Be responsible for registering each team official within the club;
- Be responsible for collecting and maintaining proof of age from each registered player;
- Be responsible for keeping a current database of all club participants, coaches, and team personnel information;
- Prepares rosters for association registrar for submission to WSYSA in both electronic and paper form;
- Signs orders on the Treasury (as necessary).

Article XI – Committees

Section 1

Club Committees shall be established as required to satisfy the needs of the club. An Executive Board member shall be an ex- officio member of all committees except the Nominating Committee.

Section 2

1. Standing Committees, which have a continuing existence, are enumerated in Article XV. Each standing committee shall be the responsibility of a specific member of the Executive Board.
2. The Executive Board shall confirm committee directors annually; and shall publish a list of said committee directors not later than the beginning of the fiscal year. In the event that the responsible club officer fails to submit a name for approval, the President shall appoint the committee director with the approval of the Executive Board.
3. Members of standing committees shall be appointed by the responsible member of the Executive Board, after consultation with the committee director.
4. The budget for each committee shall be included in the club's budget under the department of the Executive Board officer responsible for the committee.

Section 3

Special Committees may be formed as deemed appropriate by the Executive Board for accomplishing specific tasks. The authorization for these committees shall include provisions for a budget, for the duration of the committee, and for appointing a member or members of the Executive Board to be responsible for the committee. The President shall appoint a director of such committees, subject to the approval of the Executive Board.

Article XII – Finances

Section 1

Fiscal Year: The fiscal year of the club shall begin at 12:01 on April 1, and end at 11:59 PM on March 31, of the following year. All financial rules and regulations are in effect during the twelve (12) months of the fiscal year.

Section 2

Budget:

- The Treasurer and club Business Manager, with support of the club's Executive Board, shall prepare a proposed budget for the next fiscal year. Copies of the proposed budget, by line item, shall be submitted to the Executive Board at least thirty (30) days prior to the meeting at which it is scheduled for adoption. Copies of the approved budget, by line item, shall be printed in the Annual Report.
- The budget shall be limited for any given year to expected income plus reserve for that year. The total budget shall include a contingency fund each year, 3% the first year, 5% the second year, and 10% thereafter.

Section 3

Audit: The financial books and accounts of the club, maintained by the Treasurer, shall be audited or examined biannually immediately following the Treasurer's current term of office. A member of the Executive Board can not act as the auditor. The auditor may not be a member of the Board of Directors or an employee of the club.

Section 4

Financial Reports: A monthly report should be provided to the Board of Directors. A current fiscal year statement of the Income and Disbursements of Funds will be included in the club's Annual Report. An audited fiscal year statement of Income and Disbursements of Funds shall be prepared and distributed to the club's Board of Directors.

Section 5

Disbursement of Funds: All amounts shall be paid by check, which shall be signed by two (2) club officers, or one club officer and the club Business Manager, signers to be designated by the President.

Section 6

Fundraising: Any fundraising programs, including marketing, in the name of Blackhills Football Club and/or using the logo of Blackhills Football Club require Board of Directors approval.

Section 7

Business Conflict of Interest: No members of the club shall engage themselves in a club position or function in an effort to gain advantage for their personal or business gain. Any potential conflict of interest shall be declared in a disclosure statement to the Executive Board, either voluntarily or upon the request to the Executive Board. If a conflict of interest is evident, the Executive Board shall request the withdrawal of the person or recommend an investigation by the Board of Directors for removal.

Article XIII – Meetings

Section 1

Annual General Meeting (AGM):

- The club's AGM shall take place prior to tryouts of each calendar year. Notification of this meeting shall be mailed or emailed to all voting members of the club thirty (30 days) prior to the AGM date.
- All club committee directors, and members of the Executive Board will submit an annual report covering their respective activities no later than one month prior to the AGM date, or as requested by the Secretary, for inclusion in the club's Annual Report.
- Nominations of candidates for the Executive Board positions will be made at the AGM. The last order of business at the AGM shall be the election of Officers. Regular Minutes of the AGM will be prepared and published.

Section 2

The club shall have at least four (4) meetings of the Board each operating year: one of which shall be held in the spring and one of which shall be held in the winter. The date for the spring meeting of each fiscal year shall be set at the AGM of the same fiscal year. The date of the winter meeting and AGM of each fiscal year shall be set at the spring meeting of the proceeding fiscal year.

Section 3

The Executive Board of the club shall meet a minimum of six (6) times per year to conduct the business outlined in Article VII, herein. Regular minutes will be prepared and published. Special meetings may be called by any member of the Executive Board with concurrence of one-third (1/3) of the Board. Reasonable notice of all meetings will be provided.

Section 4

Order of Business: The order of business at all meetings shall be as follows:

- Roll Call
- Minutes
- Communications
- Officers' Report
- Committee Reports
- Unfinished Business (old)
- Constitution / By-law Changes
- Election (AGM only)
- New Business
- Good of The Game
- Adjournments

Article XIV - Voting and Quorum

Section 1

Voting: Proxies will not be accepted. The President shall exercise voting rights only in case of a tie.

- **Board of Directors:** Each Board member shall have one (1) vote.
- **Executive Board:** Each Officer shall have one (1) vote.

Section 2

Quorum:

- **Executive Board Meetings:** A quorum for all Executive Board Meetings shall consist of at least the President, or Acting President, and two (2) additional Officers.
- **Board of Directors Meetings:** A quorum for all Board of Directors Meetings shall consist of at least the President, or Acting President, and two (2) members of the Executive Committee, and three other members.
- **Loss of Quorum:** The regular members present at duly called or duly held meetings at which a quorum is present may continue to transact business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum, if any action taken (other than adjournment) is approved by at least a majority of members required to constitute a quorum.

Article XV - General Operating Procedures

Section 1 – General Program

- The Executive Board is responsible for the hiring and dismissal of the Coaching Director;
- The Executive Board is responsible for the hiring and dismissal of team coaches. The Coaching Director, President, Director of Operations and Director of Teams will recommend team coaches of each age/sex group;
- The Executive Board will hire a club Business Manager;
- The Director of Coaching, team coaches and club Business Manager will be employees of the club;
- The Executive Board will be responsible for formalizing the details (salary, pay schedule, length of employment, accountability) for the Director of Coaching, team coaches and club Business Manager positions;
- The Executive Board will be responsible for annually evaluating the Coaching Director, team coaches and club Business Manager no later than February 1. The Coaching Director will be responsible for providing team coaches evaluations to the Executive Board;
- The Director of Teams in conjunction with each age/sex group team coach will appoint a Team Manager for that same/age group team;
- Within two (2) weeks of the formation of each team, the parents of the team will select a Team Representative to represent that team on the Board until the completion of tryouts for the following year;
- No player will be denied the opportunity to participate due to financial standing.

Section 2 - Responsibilities of Club Employees

2.1 Coaching Director

The responsibilities of the Coaching Director shall include, but not be limited to, the following:

- Attends Board meetings representing the entire coaching staff and providing the coaching staff with policy decisions made by the BOD;
- Schedules, organizes and chairs all coaches meetings;
- Provides leadership as to the direction each age group is to take;
- Has direct contact with each team once per week (contact meaning): training, observation of match, training or consult with coach/players;
- Offers guidance with the development of players in DYSA programs;
- Oversees the tryout and selection of individual players for the club;
- Recommends coaches for the club;
- Leads the development and maintenance of a club Player Developmental Plan;
- Ensures the competition, coaching and training are of the highest level possible.

2.2 Team Coaches

The responsibilities of the team coaches shall include, but not be limited to, the following:

- Primarily responsible for training and preparation of team to compete at the highest level attainable;
- Primarily responsible for guiding individual athletes to establish developmental goals and providing support and advisement on how to achieve these goals;
- Primary coach at all matches (league and tournaments);
- Communicates and reports directly to Coaching Director, regarding team/individual development;
- Encourages and supports fair play, a healthy lifestyle, athletic excellence and academic excellence;
- Evaluates each player twice per year.

2.3 Club Business Manager

The responsibilities of the club manager shall include, but not be limited to, the following:

- Assists Executive Board, Board of Directors and Director of Coaching with correspondence, form letters and the gathering of information;
- Answers calls, faxes, E-mail and mail regarding the club;
- Assists in publishing brochures, newsletters and other promotional types of material;
- Assists in contacting colleges and news agencies with press releases in regards to tryouts, leagues or tournaments;
- Files player registration and, using best office skills, organizes the club administratively;
- Prepares payroll and financial paperwork required for club employees: (e.g. tax documents);
- Maintains and prepares accounts receivable/payable records and pays all authorized club disbursements in a timely manner;
- Assists Treasurer in preparation of financial reports for all Executive Board meetings and Board of Directors meetings, including the AGM, as requested;
- Maintains check register and deposits all moneys of the club in a chartered bank in the name of Blackhills Football Club;
- Signs orders on the Treasury.

Section 3 - Responsibilities of Appointed Positions

3.1 Team Managers

1. The Director of Teams in conjunction with each team coach will appoint a Team Manager for that same/age group team. The manager reports to the 2nd Vice President/Director of Teams and Team Coach. The term of the manager is one (1) year;
2. The Manager must work directly with the Coach and Team representative regarding

- team disputes or problems that may arise during the soccer year;
3. The manager has sole responsibility for managing the team which means performing and/or delegating all of the administration duties necessary for the functioning of the team, including, but not limited to, the following:
 - Registering the team for league and tournament play;
 - Organizing and conducting team meetings to discuss and communicate all information necessary for the administration of the team;
 - Delegating the following responsibilities:
 - Team reporter
 - Equipment coordinator
 - Fund Raising coordinator
 - Phone Tree
 - First Aid
 - Maintaining files and paperwork;
 - Nominating a Team Representative to be elected by the parents.

3.2 Team Representatives

- The team parents, subject to the approval of the club and Team Manager elect the Team Representative. The term is one (1) soccer year;
- The Team Representative is responsible for representing the team at meetings of the Board of Directors. Each team through its representative has one (1) vote;
- The Team Representative is responsible for communicating and obtaining a team consensus concerning issues that will be presented to the Board for a vote;
- The Team Representative is responsible for presenting to the Board of Directors and/or Executive board issues or concerns that the team desires the Board to consider;
- The Team Representative is responsible for attending club meetings and disseminating information from the club to the team.

Section 4 - Fund Raising

- The Board may from time to time approve fund raising activities. For each fundraiser, the Board shall establish a committee and a proposal shall identify the purpose of the funds to be raised and establish a budget for expenses to be incurred in the course of the activity;
- The Treasurer shall establish a separate account to track the flow of funds for each fund raising activity, including the carrying over to future operating years those funds dedicated to specified future activities with Board approval and provide a monthly accounting report to the Board and yearly accounting to all members.

Section 5 – Tryouts

- Tryouts shall be completed by the last day of March;
- All club players will be selected through a club administered tryout process;
- The Executive Committee, Coaching Director and team coaches will be responsible for organizing and running the tryouts;

- The Coaching Director will oversee the tryout process. This will include but not be limited to: provide evaluators, develop a means of player evaluation/rating system, ensure proper equipment is available (pennies, balls, medical kit, field site, and tryout brochures distribution);
- Evaluators must not have any family members involved in the age group they are evaluating;
- Each age group coach will contact all players attending tryouts to communicate the tryout results. This communication will be done by telephone, in person or by letter;
- All players within DYSA, District 7, and WSYSA will have an equal opportunity to tryout for the club. The club is designed to select the best players within DYSA, District 7, and WSYSA. Players will be judged on commitment, soccer skill, athleticism, and attitude;
- No player will be denied the opportunity to participate due to financial standing.

Article XVI – Amendments

Section 1

Proposed changes or amendments to these Operating Procedures are to be provided to Club board members 30 days before consideration by the Club Board.

Section 2

Changes to these Operating Procedures may be made at any regular Club Board of Directors meeting by a majority vote of the board.

Section 3

Changes or amendments to the club's Operating Procedures shall be in effect from the date of adoption, unless determined otherwise by the Board of Directors at the time of adoption.

Section 4

The club Secretary shall mail or email notice of changes within thirty (30) days to all DYSA Officers, Club presidents and representatives, and voting members of the club.