

Eagan Wave Soccer Club Bylaws

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Overview

Eagan Wave Soccer Club (EWSC) is affiliated with the Eagan Athletic Association (EAA). EAA is a non-profit organization dedicated to the development of the community's young people through athletics. EWSC is managed by a Traveling Soccer Board whose actions are governed by the attached EWSC Bylaws. EWSC participates in leagues sponsored and governed by the Minnesota Youth Soccer Association (MYSA).

EWSC programs are planned, promoted, and administered by unpaid volunteers, under the direction of the club Technical Director. Our curriculum stresses basic skills, encourages team play and sportsmanship, and strives for fair playing time for all players.

Mission

The purpose of the Eagan Wave Soccer Club is to provide our players with an environment that will allow them to improve all of their technical skills, become tactically aware, build physical power, become mentally strong and have superior character. We will provide every player with a disciplined learning environment to insure that they develop into first class soccer players at all levels and outstanding citizens.

Vision

To be recognized as a leading soccer club that develops fundamentally-sound players who play the game the right way.

EWSC Board Goals

- To provide a rewarding experience for EWSC participants and their families
- To provide safe, well-prepared fields and equipment for use of the teams
- To provide education for coaches, referees, and players to improve their understanding of the game and to improve both team and individual skills
- To provide unbiased, non-discriminatory, and fair team selection
- To provide fair and knowledgeable officiating for games
- To represent the community in local and state athletic associations such as EAA and MYSA
- To provide communication to area residents (soccer participants, their families, and the community) about soccer related matters through:

Website (www.eagansoccer.org)

Traveling Soccer Newsletters

Local Newspaper Announcements

Section 1: General Provisions

- 1.1 This soccer organization shall be known as “Eagan Wave Soccer Club” (EWSC)
- 1.2 Although EWSC is affiliated with the Eagan Athletic Association (EAA), all management of EWSC programs shall be governed by the EWSC Board. The President of the EWSC Board will also serve as a Director on the EAA Board.

Section 2: Membership

- 2.1 Participation in EWSC programs is open to residents of the City of Eagan, Minnesota, Independent School District 196, and surrounding communities.
- 2.2 Each year in early October an Annual General Meeting (AGM) of the membership is held to share a summary of the past year and to hold elections for open Board positions. EWSC welcomes and encourages participation by its members. The monthly Board meetings are open to the public. The time and place of these meetings are published on our website (www.eagansoccer.org). We invite you to attend meetings, express your thoughts and concerns, and most important of all, volunteer to support our programs. If you are interested, please contact a Director.
- 2.3 Voting Eligibility Members are eligible to vote if they are 21 years or older and meet one of the following requirements:
 - Adult family member or guardian of an EWSC player registered in the current year
 - Adult volunteer active during the current year
 - Paid & volunteer coaches, trainers, managers, administrators, and officials not subject to suspension or disciplinary action issued by EWSC or the MYSA

Voting privileges may be suspended for a period or terminated for cause, such as violation of any of the bylaws or rules of the organization, or for conduct prejudicial to the best interests of this organization.

Section 3: EWSC Board

3.1 Board Membership

The EWSC Board structure is comprised of thirteen (13) voting members with staggered election years (“even” refers to an election in October 2000, 2002, etc. and “odd” refers to an election in October 2001, 2003, etc.). All terms of office are for 26 months (two years and 2 months) beginning in October. Outgoing board members retain voting responsibility for their position until the January board meeting.

President (even year election; non-voting member)

Vice President (odd year election)

Director of Girl’s Program (even year election)

Director of Boy’s Program (odd year election)

Treasurer (even year election)

Secretary (odd year election)

Director of Website and Communications (even year election)

Director of Equipment (odd year election)

Director of Tournaments (odd year election)

Director of Fields (even year election)
Director of Referees (even year election)
Director of Team Managers (even year election)
Director of Coach Operations (odd year election)
Director of Marketing and Fund Raising (odd year election)

Board members are expected to actively participate in Board meetings. Excessive absences may lead to removal from the Board or limiting voting on specific issues.

The following staff positions are non-voting:

Referee Scheduler
Registrar
Director of Coaching and Player Development
Girl's Coaching Director
Boy's Coaching Director

The Board will form a Parent Advisory Committee ("PAC") to help with various club duties. Some of the responsibilities of these non-voting PAC volunteers include, but are not limited to helping with:

- Uniforms
- Equipment
- Tryouts
- Tournament

3.2 Elections

Elections for voting members of the EWSC Board are held during the Annual General Meeting (AGM) in October. Open positions will be advertised on the EWSC website at least one month prior to the date of the elections. If more than one candidate is nominated for any position, a secret ballot will be held and the person receiving a simple majority of the votes will be elected. If, during the twelve months between AGM's, a member of the EWSC Board resigns during his or her term or an open position exists, a replacement will be elected by a simple majority vote of the Board members present at the next-scheduled Board meeting. Board members do not enter the office until the Board meeting following his or her election. To be eligible for the position of President, the person must have served at least a previous one-year term on the EWSC soccer board or receive a simple majority vote approval of the EWSC Board.

3.3 Board Meetings

EWSC Board meetings are generally held monthly. All Board meetings are open to the general membership, but only the voting Board members are allowed to vote on Board matters. A quorum of a majority of the filled Board positions is required to pass formal and binding motions. The President of the EWSC Board is allowed to vote only in the case of a tie vote. Normal motions presented at a meeting require a motion and a second and are passed by a simple majority of the voting Board members present. No proxy voting is allowed during any Board votes. Robert's Rules of Order shall govern all

Board Meeting proceedings except as provided by these Bylaws. The general public may bring issues to the Board. In order make an issue part of a meeting agenda, it must be communicated to the Secretary at least 24 hours prior to the meeting.

3.4 Conflict of Interest

The term "conflict of interest" refers to situations in which financial, personal and family considerations may compromise, or have the appearance of compromising, a Board Member's judgment in the administration and management of various soccer activities. The bias that such conflicts could conceivably impart may inappropriately affect the soccer program. The proper governance of the Eagan Wave Soccer Club (EWSC) depends upon governing Board Members who give of their time for the benefit of EWSC. This service carries with it a requirement of loyalty and fidelity to EWSC. It is the responsibility of the Board Members to govern the affairs of EWSC with honesty and integrity, exercising their best care, skill and judgment for the benefit of EWSC. The giving of this service, because of the varied interests and backgrounds of the Board Members may, on occasion, result in an actual or perceived conflict of interest. It is recognized that the appearance of self-interest can be as damaging as actually permitting self-interest to guide board actions. If situations arise requiring an EWSC Board Member to render a decision directly involving their own financial, personal and family well being, they will be expected to excuse themselves from the decision process. In regards to the EWSC tryout process, the EWSC Board will assign an objective Board Member to these duties. Situations may also include coach selection, team formation, discipline and any other direct decisions regarding their child. All external contracts and agreements must be brought to the EWSC Board for consideration. In no circumstance, should a Board Member receive gifts, compensation or other perceived value in exchange for a EWSC contract. EWSC Board Members are expected to keep the interests of the Eagan Wave Soccer Club first and foremost in the performance of their duties.

Section 4: Bylaw Changes

By-law changes must be distributed to all Board members and discussed at two consecutive meetings (at least one week apart). Approval at the second meeting requires a positive vote of at least 66% of the Board members present.

Section 5: Fiscal Matters

5.1 BudgetEWSC

BudgetEWSC are produced for each season. BudgetEWSC must be approved by EAA, and will be designed so that an on-going balance of at least \$5,000 will be on account at the end of each season.

5.2 Checks

The Board must pre-approve all EWSC expenditures over \$500. The President and Treasurer will be authorized signers. In the event of an extended absence of one of these Board members, the Secretary shall be allowed to sign checks.

5.3 Board/Staff Member Remuneration

All Board/Staff members receive the following remuneration during their elected term:

- 5.3.1 Outgoing Board members may be presented with a gift to recognize their contribution to the organization (Not to exceed \$100 in value). Costs associated with attending Board meetings and other soccer meetings to represent EWSC including meals, parking, and mileage costs. This includes attendance at events such as the Annual State Soccer Fair. All copying, paper, printing costs, postage, and other incidental costs associated with conducting EWSC business are to be reimbursed based upon a receipt for the items concerned.
- 5.3.2 The Registrar is to receive a stipend determined annually plus reimbursement for any costs incurred for required trips to the MYSA office or to conduct registration business (as described above).
- 5.3.3 The Referee Scheduler is to receive a stipend determined annually plus reimbursement for any costs incurred for required trips to the MYSA office or to conduct referee scheduling business (as described above).
- 5.3.4 The Technical Director is an independent contractor who is compensated in accordance with the negotiated Technical Director contract.

5.4 Tax Exempt Off-Season League Fees

Teams that are formed to play in off season leagues such as Soccer Blast and others may use Eagan Wave Soccer Club's tax exempt status to exempt the team's league fees from state sales tax provided the following criteria are met:

- All players on the team roster are either currently on a fall season Eagan Wave Soccer Club team roster or will be on a spring Eagan Wave Soccer Club team roster in the event that teams have not yet been formed for the spring league.
- The team will wear jerseys that bear the Eagan Wave Soccer Club emblem.

These teams are not formed by the club and are the responsibility of the parents / coaches forming the team. All monies collected for the operation of the team will be managed by the parents / coaches forming the team.

Section 6: Players

6.1 Membership

Players are considered members of EWSC for the upcoming season when Parent/Guardian has completed and signed both the EAA and MYSA registration form.

6.2 Play-up/down Rules

A player will normally play in the age-group (single year) in which they belong with the following exceptions:

- At the Director's discretion, players may be allowed to play at their grade level if it is at a higher level than their age qualification.
- Players of any age (U-9 and above) may try out for a team at a higher level. In order to be rostered on that team, their tryout score must place them in a locked position for that age group.

- If the player is at the same grade level as the team being tried out for, that player does not have to conform to the above locked position rule.
- Players may be rostered on an older age level if there is no space on a team at their own age-group (U-9 and above).

Traveling players may not play down to a lower age-group.

6.3 Fees:

The registration fees are determined at the time each budget is approved by the EWSC Board. Fees are charged to cover the majority of costs associated with playing traveling soccer in Eagan. Registration fees are normally paid in full at the time of registration.

- Uniform and equipment
- League registration fees (MYSA) for both teams and individuals
- Referees
- Field maintenance
- Administrative costs
- Post season tournaments (District & State)
- EWSC Technical Director position
- Evaluators for try-outs
- Professional training sessions sponsored by EWSC.

The registration fees are not designed to cover the following. The individual team must pay these costs.

- Invitational tournaments
- Professional coaching sessions not sponsored by EWSC
- Payments to coaches

There will be scheduled, and advertised, registration events for both Spring/Summer and Fall soccer seasons. Sign-ups after the registration events are considered late sign-ups and may be assessed a late fee.

6.4 Refunds

Refund requests must be submitted in writing to the EWSC Registrar and may be granted for extenuating circumstances like injury, illness, or household move from community. All refunds are subject to fees that cover expenses incurred by EWSC in the registration process. Tryout fees are non-refundable.

6.5 Eagan Wave Soccer Club Player and Parent Handbook (Appendix C)

Section 7: Teams

7.1 Team Size Guidelines

Team sizes vary dependent on age groups and competitive level of play. Up to the time rosters reach the MYSA maximum, additional registration will be considered at coach's

discretion. In the event a player cannot be placed on a team affiliated with EWSC, other clubs will be notified for a possible player exchange.

7.2 Tryout procedures

Teams are selected at formal tryouts. All players eligible for a team are invited to the age group tryout. The Technical Director and the appropriate Directors administer tryouts. Formal tryouts are held for the Spring/Summer season only.

The Technical Director is responsible for establishing the Eagan Wave Soccer Club Tryout Procedures, to be presented and approved at a Board Meeting.

Independent evaluators (not involved in the age group or having a relationship to any of the players) are used to evaluate players. Head coaches may take notes during evaluations, but may not speak with players or evaluators during the tryout process.

Players may, in certain circumstances, be granted an excused absence from tryouts. The player's parent or legal guardian must contact the appropriate age group director to request an excused absence. Players who do not attend tryouts and have not been granted an excused absence waiver are considered unexcused absences. The effect of an unexcused absence on the player's placement on a team will be in accordance with the guidelines set forth in Appendix D of this document.

Team formation and posting of teams will be done in accordance with the guidelines set forth in Appendix D of this document.

See Appendix D – Tryout Guidelines and Procedures for more detailed information.

7.3 Team Selection

The appropriate Director will review tryout results and rankings.

Coaches for teams will review results and rankings. Lock players, as defined in Appendix C, will be automatically placed on the top team for the age group. The coach will select the balance of the players for the team.

Section 8: Coaches

8.1 Technical Director

EWSC retains the services of a Technical Director, whose duties, responsibilities and compensation are defined in a contract that is reviewed annually by the Board. The Technical Director reports to a Technical Director Committee consisting of the President, Girls Director(s), Boys Director(s), and at least one other member of the board.

8.2 Coaches Selection

The Coach Selection Committee (CSC) is responsible for the selection of all traveling head coaches. The CSC consists of the appropriate Age Group Director, the Technical Director,

and the Coaching Director. If a conflict exists another Board Member will be assigned to the CSC to replace the member with a conflict.

8.3 Coaches Remuneration

Eagan Wave Soccer Club Coaches receive the following remuneration:

- An EWSC Coaching Shirt
- Paid MYSA fees
- Reimbursement for coaching education courses, licenses, etc as outlined in Appendix E.

If the CSC is unable to find a qualified volunteer to be the head coach, a coach will need to be hired. Please refer to Appendix E for more information on paid coaches.

8.4 Background Check

All coaches are subject to a background check.

8.5 Head Coach Requirements

General Information

One of the objectives of the EWSC is to acquire and retain the best head coaches for all teams while ensuring the players are exposed to multiple coaching styles and game strategies. To help meet this objective, EWSC has defined expectations for coaching experience.

Certification Requirements

EWSC recognizes that adequate training and certification is an essential part of successful coaching. EWSC believes that the following requirements are essential to realizing our vision to develop fundamentally-sound players who play the game the right way.

The following certification requirements will become effective for the 2011 calendar year.

Age Group/Level	Minimum Requirement	Preferred
U9-10 Maroon and Gold	USSF "E" or equivalent	USSF "E" and USYS "Y" module
U11 and above	USSF "D" or equivalent	USSF "D" and USYS "Y" module, USSF "C" and USYS "Y" for C1 teams
All Premier Teams	USSF "C" or equivalent	
All C3 Teams	USSF "E" or equivalent	USSF "D" and "Y" Module

See www.mnyouthsoccer.org/coaches/clinics.cfm for requirements and training schedules.

Coaches will be given a one-season deferral of their applicable certification requirements if they commit to meeting the minimum requirements during the current season. Note that the cost for the certification will be reimbursed by EWSC as described in Appendix E.

Each year, all EWSC Coaches will be required to attend at least 4 hours of additional training that will be submitted to the Director of Coaching. Examples include MYSA Winter Symposium, Y Modules, Craig Lange Coaching Excellence Series, PACT Coaches Seminar, etc. Coaches who do not meet the 4-hour annual training requirement will not be considered for coaching positions.

For coaches who have obtained certifications through the NSCAA or outside of the State of Minnesota, the CSC will review other certifications on a case-by-case basis's to determine whether they are equivalent to the MYSA certifications listed above.

Coach Selection Overview

As described in Section 8.2, the Coach Selection Committee (CSC) is responsible for the selection and approval of the head coach for each team. The committee bases its decisions on several factors including, but not limited to (in no particular order):

- the candidate's coaching and playing experience,
- the candidate's credentials including state or national licenses (and ref licenses),
- the candidate's past coaching evaluations and references,
- the candidate's availability, commitment, and organizational ability,
- the candidate's coaching style, playing philosophy, and adherence to fair play,
- the candidate's conduct with officials,
- the candidate's prior history for team relegation and promotion,
- the candidate's willingness to seriously consider changing members to the team,
- the preference among parents on the team

The CSC has the right to waive the minimum coach training requirements in circumstances where they believe it is in the best interest of the players. The CSC appointment of all head coaches is valid for one season. All head coaching candidates must reapply once a year to remain within the coaching candidate pool.

Head Coach Application Deadlines

Anyone wishing to be a head coach for EWSC must submit a coaching application form. All head coaches must attend an annual interview conducted by the CSC. To participate in team selection, head coaches must submit their application to the CSC at least 2 weeks before team tryouts. This allows time for the CSC to select coaches in advance of the tryouts.

Tenure Requirements

The following tenure expectations became effective for the 2007 calendar year.

EWSC recognizes that exposing players to different coaching styles is mutually beneficial for the players, parents, and coaches. For this reason, the CSC will give serious consideration to replacing a coach after 2 years with the same team. The CSC may waive this limitation, at its discretion, for coaches that actively share training and game management responsibilities with assistant coaches and guest trainers during their tenure with a team.

8.6 Head Coach Evaluations

Head coaches will be evaluated by parents at the end of the summer season. The questions on the evaluation will be determined by the Coach Selection Committee (CSC). Among the questions on the evaluation will be a preference to have the coach return next year (Yes or No). One evaluation (one vote) may be submitted for each player. The results will be tabulated by EWSC Directors and the summary results may be shared with the head coach for constructive feedback. The summary results will also be used by the CSC during coach selection for the following season.

Team Managers are expected to facilitate having parents fill out their completed on-line evaluation by July 15th. The EWSC Directors are expected to have the evaluations tabulated by August 1st.

Upon tabulating the results, EWSC will provide a rating to indicate whether the coach's performance was acceptable for the season. The rating will be one of the following:

<u>Rating</u>	<u>Description</u>
Acceptable	Acceptable to continue coaching without condition
Conditional	Acceptable to continue coaching subject to certain conditions
Unacceptable	Significant concerns discourage future coaching at EWSC

All ratings may include comments to emphasize particular strengths or weaknesses expressed in the evaluations. A conditional rating will include one or more areas that need improvement such as more training, better preparation, or limitations to specific roles such as assistant only. The coach will be notified of the rating and be allowed to discuss it with the CSC provided no details of individual evaluations are revealed.

Section 9: Referees

Payments to Eagan Wave Soccer Club referees are approved annually by the Eagan Wave Soccer Club Board. The current rates are included in Appendix B. Eagan Wave Soccer Club hosts certification clinics in Eagan.

Section 10: Uniforms and Equipment

Parents pay the cost of these uniform items as part of the registration fees (which disclose the cost of these items).

Shoes and shin guards are the responsibility of the players and are required for all practices, games, and tryouts.

Section 11: Publicity

All publicity and press releases are the responsibility of the Director of Website and Communications. The primary source of communication to existing club members will be through the Eagan Wave Soccer Club Website (www.eagansoccer.org).

The appendices to this document, which combined with the Bylaws form the guidelines for club operation, are located in a separate document.

Appendix A: Board Member Duties

Appendix B: Referee Fees

Appendix C: EWSC Player and Parent Handbook

Appendix D: Tryout Guidelines and Criteria

Appendix E: Coach Selection Process