

BRANDYWINE YOUTH CLUB (BYC) SOCCER COMMITTEE
BY-LAWS

PHILOSOPHY

The purpose of the Brandywine Youth Club Soccer Committee shall be to promote, foster and perpetuate the game of soccer on the youth level, and enhance our youth's physical, mental, and emotional growth through the sport of soccer. We are dedicated to providing intramural and travel players with a positive experience through quality coaching, training, continuing education, and communication.

ARTICLE I
NAME

The name of this Committee shall be the Brandywine Youth Club Soccer Committee (BYCSC), a standing committee of the Brandywine Youth Club (BYC).

ARTICLE II
OBJECTIVES AND PURPOSES

The BYCSC organizes and operates a youth soccer program for the benefit of residents in Concord Township, Bethel Township, Thornbury Township, Chadds Ford Township, and Chester Heights Borough.

The BYCSC has the responsibility of developing all aspects of the BYC soccer program for submitting to the BYC Board of Directors for approval.

This includes, but is not limited to, the following;

1. To establish and enforce the BYC soccer philosophy;
2. To establish and enforce the BYCSC objectives and purposes;
3. To determine resource requirements, including funding and playing/practice fields, and working to develop complete solutions to achieve the needed resources;
4. To develop and operate the Travel and Intramural soccer programs, including age group divisions, numbers of teams, playing rules, and development/competitive guidelines;
5. To develop a year-round (fall, winter/indoor, spring, summer and tournaments) intramural and travel soccer program;
6. To establish a "fun soccer" program for the U-7, U-6, and U-5 age groups;

7. To recruit and train program coordinators, coaches, assistant coaches, and managers;
8. To Promote and encourage coaches to attend development and certification courses with BYC reimbursing the fees. Mandatory coaches licensing will be required by a date established by the Executive Committee;
9. Prepare the soccer budget for submission to the BYC Board of Directors;
10. To operate a referee development program for the purpose of training our members to referee intramural games and to use as a basis to attaining their USSF referee license;
11. To follow the USSF guidelines for player development and playing time;
12. To provide awards for outstanding team, coaching, and player performance and sportsmanship;
13. To provide on-going communication to its members through general meetings or correspondence;
14. To Communicate and work cooperatively with the BYC Board of Directors and other BYC Committees to resolve program or resource conflicts;
15. To Create and establish an Executive Committee and Permanent Committees;
16. To conduct an annual soccer banquet.

ARTICLE III **MEMBERSHIP**

The BYCSC will include Executive Committee, Permanent Committee, Seasonal Committee members, and at least one member of the BYC Board of Directors not involved with coaching soccer.

Section 1. EXECUTIVE COMMITTEE: The Executive Committee is the governing body of the BYCSC. It is responsible for the direction and oversight of all aspects of the soccer program, the oversight of the Permanent Committees, the resolution of issues or conflicts with teams, coaches, players, and player's parents, the selection of intramural and travel coaches for presentation to the BYC Board of Directors, the enforcement of all procedures and policies of the BYCSC, and other responsibilities that will arise from time to time.

Section 2. PERMANENT COMMITTEE: The Permanent Committee positions shall include, at a minimum, the Soccer Chairman, a Soccer Registrar, a Communications Coordinator, a Boys Travel Coordinator, a Girls Travel Coordinator, an Intramural Coordinator, a Fields Coordinator, and an Equipment/Uniforms Coordinator.

February 4, 2006

The same person may serve more than one Committee assignment at a time. Additional Permanent Committees may be added or removed throughout the year at the discretion of the Executive Committee.

Section 3. SEASONAL COMMITTEE: The Seasonal Committee members will typically include Intramural age group Coordinators, Travel and Intramural Coaches, Assistant Coaches, and Team Managers. The seasonal members are not elected to the Committee, but are assigned automatically as part of their function within the BYC soccer organization.

Section 4. One member of the BYC Board of Directors not involved with coaching soccer.

ARTICLE IV **EXECUTIVE COMMITTEE**

This Committee shall consist of (5) individuals, which shall be comprised of the following:

A. CHAIRMAN:

A chairman shall be elected by the permanent and seasonal committee members and shall hold office for one fiscal year. The chairman shall preside at the BYCSC meetings and those of the Executive Committee. He/she shall be the official spokesman of this committee in matters before the BYC Board of Directors. He/she shall be responsible to oversee the functions of all committees. He/she shall be responsible for the preparation of the annual budget. He/she shall be responsible for the reporting of all newsworthy items, including plans, activities etc., to the Executive Committee and BYC Board of Directors.

B. VICE-CHAIRMAN/SECRETARY:

A vice-chairman/Secretary shall be appointed by the Chairman from the Travel Coordinator-Boys, Travel Coordinator-Girls, Intramural Coordinator, or Registrar positions, to hold office for one fiscal year. He/she shall, in the absence of the Chairman or upon the Chairman's direction, perform all the duties of the Chairman. He/she shall keep a record of all of the official proceedings of the BYCSC. This is a non-voting position.

C. REGISTRAR:

The Registrar is responsible for the coordination and oversight of the registration process for the intramural and travel program.

D. TRAVEL COORDINATOR - GIRLS:

The Travel Coordinator-Girls is responsible for the coordination and oversight of all aspects of the girls travel program. They will report the progress of the girls travel program to the Executive Committee on an on-going basis.

E. TRAVEL COORDINATOR - BOYS:

The Travel Coordinator-Boys is responsible for the coordination and oversight of all aspects of the boys travel program. They will report the progress of the boys travel program to the Executive Committee on an on-going basis.

F. INTRAMURAL COORDINATOR:

The Intramural Coordinator is responsible for the coordination and oversight of all aspects of the intramural program and program coordinators. They will report the progress of the intramural program to the Executive Committee on an on-going basis.

ARTICLE V
PERMANENT COMMITTEES

The purpose of the Permanent Committees shall be as follows:

A. FIELDS:

To develop, organize, and coordinate the procurement and use of fields on behalf of the BYCSC.

B. COACHES DEVELOPMENT PROGRAM (CDP):

To promote, encourage, and organize coaches to attend development and certification courses with BYC reimbursing the fees. Mandatory coaches licensing will be required by a process established by the Executive Committee.

C. REFEREE DEVELOPMENT PROGRAM (RDP):

To develop, organize, and operate a referee development program for the purpose of training our members to referee intramural games and to use as a basis to attaining their USSF referee license.

D. COMMUNICATIONS:

To provide on-going communication to its members through correspondence and newsletters. To up-date the BYC-soccer web-site of all pertinent team and committee information.

E. UNIFORMS AND EQUIPMENT:

To develop, organize, and coordinate a program for the purchase of uniforms and equipment for the intramural and travel program. A listing of all required equipment shall be presented to the BYC Equipment Manager for purchase.

F. BANQUET

To develop and organize an annual banquet for the BYC soccer program. Details shall be submitted to the Executive Committee for final approval.

ARTICLE VI
TERMS/ELECTION

Section 1. Executive and Permanent Committee member positions are served for a period of one year, from January 1 through December 31. Nominations for persons to serve on the Executive or Permanent Committee shall be made to the Chairman at least 30 days prior to the annual meeting held in November. Executive and Permanent Committee members shall be elected by a majority of the permanent and seasonal committee members present at the annual meeting. Only permanent and seasonal members present at the annual meeting shall be able to vote.

Section 2. Seasonal Committee members are not elected to the Committee, but are assigned automatically as part of their function within the BYC soccer organization.

Section 3. Should any member of the Executive Committee be absent for three (3) meetings of the Executive Committee in his/her elected term, the remaining members of the Executive Committee shall have the authority to replace said committee member.

Section 4. Should any member of the Permanent Committee be absent for three (3) meetings of the BYCSC in his/her elected term, the members of the Executive Committee, by a majority vote, shall have the authority to replace said committee member.

Section 5. If a vacancy occurs on the Executive Committee or Permanent Committee, the remainder of the Executive Committee shall appoint a replacement.

ARTICLE VII
FISCAL YEAR

Section 1. The fiscal year of this Organization shall be the calendar year.

ARTICLE VIII
MEETINGS

Section 1. Regular Meetings

The time and place of regular BYCSC meetings shall be set by the Executive Committee.

Section 2. Annual Meetings

The annual meeting for the election of the Executive and Permanent Committee members shall be held in November of each year. The Executive Committee may change the date of the annual meeting if it is in the best interest of the BYCSC.

February 4, 2006

However, the annual meeting must be held no later than 60 days from the end of November.

Section 3. Special Meetings

A special meeting may be called by the Executive Committee and the purpose of the meeting shall be stated in the communication announcing the meeting.

ARTICLE IX **QUORUM**

Section 1. Thirty percent (30%) of the permanent and seasonal committee members present at the annual, regular, or special meeting shall constitute a quorum to transact all business.

Section 2. A majority of Executive Committee members shall constitute a quorum necessary to conduct business at any meeting of the Executive Committee.

ARTICLE X **FINANCIAL**

Section 1. Dues and other funds collected by the BYCSC shall be forwarded to the Treasurer of the BYC for deposit.

Section 2. The Executive Committee shall, prior to the beginning of the next fiscal year, adopt a budget for the calendar year, and the BYCSC shall strive to function within the guidelines of the budget. Any expenditures in excess of the budget must be authorized by the Executive Committee.

ARTICLE XI **COACHES LICENSING**

Section 1. In order to provide the players in the soccer program with the highest level of coaching, the BYCSC will require coaches licensing as follows:

1. **TRAVEL COACHES:** Each travel coach must have a minimum of an "E" coaches license. An exception may be made by the Executive Committee for first year coaches. First year coaches may be allowed to coach a team the first year but they must obtain their E license prior to the tryouts for next season or they will not be considered by the BYC Executive Committee a travel coaching position.

It is the responsibility of the coach to provide the Executive Committee with proof of licensing.

The BYCSC will reimburse coaches for the cost of the licensing class after it has been successfully completed.

2. INTRAMURAL COACHES: Licensing will be encouraged but not required.

ARTICLE XII
TRAVEL PLAYERS PLAYING AGE APPROPRIATE

Section 1. Effective November 30, 1999, all players must play in their appropriate age group as outlined in the rules and regulations of the league(s) we are associated with. The following exceptions will apply:

a). U-9 age group – If the league(s) we are associated with allow players who are U-8 age appropriate to play U-9, the U-9 team may keep as many players as allowed. The following year, when those players are U-9 age appropriate, they must play age appropriate.

b). Any player playing at a higher age group effective November 30, 1999 is grand fathered and will be allowed to continue to play in their current age group. That player may not move to a higher age group than currently playing unless that team disbands and they are selected. If the player or their coach decides that player is to play age appropriate, that player will then not be able to play at a higher age group in subsequent seasons.

c). If a team is short on players, they can have a player(s) play at a higher age group only if that player does not make their age appropriate team. The following year, that player must tryout for their age appropriate team.

d). A player may play at a higher age group if that player is in the same school grade as the majority of the players on the higher age group team and if the player's age is not in conflict with the league age requirements.

ARTICLE XIII
PLAYER RESIDENCY REQUIREMENT

Section 1. INTRAMURALS: All intramural players must reside in the BYC Area of Operation as described in Article IV of the Bylaws of the Brandywine Youth Club.

Section 2. TRAVEL:

a). U-9 and U-10: All players must reside in the BYC Area of Operation as described in Article IV of the Bylaws of the Brandywine Youth Club.

b). U-11 and above: At least 11 players on a team must reside in the BYC Area of Operation as described in Article IV of the Bylaws of the Brandywine Youth Club. Adding any individuals residing outside the BYC Area of Operation to a team's roster must be approved by the Soccer Executive Committee prior to finalizing team rosters. The team shall provide justification to permit players from outside the area of operation and shall have attempted to fill the positions with BYC area resident first.

ARTICLE XIV
PLAYING TIME REQUIREMENTS

Section 1. INTRAMURALS: All intramural players must play at least ½ of each game.

Section 2. TRAVEL: U-9 and U-10: Each player must play at least 50% of each game. With any team, the skill level and ability of individual players will vary, however, our goal at these age levels is to develop all players by providing them with quality playing time. There may be times when the playing time may not be exactly equal due to game conditions but the coach will do their best to meet this objective.

U-11 and above: Each player must play at least 20% of each game. There may be times when the playing time may not be exactly equal due to game conditions but the coach will do their best to meet this objective.

ARTICLE XV
REGISTRATION OF COACHES

A volunteer for a head or assistant coach position must complete the volunteer section of the Player Registration Form and Pennsylvania State Police Request for Criminal Record Check Form during the BYC registration process. The Volunteer Coach Qualification Form will be submitted to the Director of Coaching and Executive Committee for review and approval. The Pennsylvania State Police Request for Criminal Record Check Form will be submitted to the Director of Coaching and the President of BYC Board of Directors. The President of the Board of Directors will review the club's records and determine the following:

- 1). BYC has an updated form on file and this volunteer may be considered for a coaching position.
- 2). BYC does not have an updated form on file and this form must be submitted to the Pennsylvania State Police for review.

ARTICLE XVI
SELECTION OF COACHES

INTRAMURAL COACHES

- A. The Executive Committee will select the coaches based upon the volunteers playing experience, coaching experience, licenses attained, responses from coach evaluations, and reputation of the volunteer as a coach and individual.
- B. If the volunteer is not approved, they will be notified by the Executive Committee.

- C. The names of the approved coaches will be submitted to the BYC Board of Directors for final review and approval. If approved by the Board, the Executive Committee will provide their name to the respective age group coordinator for assignment to a team. The age group coordinator will then contact each approved coach. If not approved by the Board, the volunteer will be contacted directly by the President of the Board of Directors.

TRAVEL COACHES

- A. Selection of a head coach will be performed on an annual basis by the Executive Committee. Head coaches will be selected based upon their coaching experience, playing experience, licenses attained, responses from coach evaluations, reputation of the volunteer as a coach and individual, and the prospect that the child of the volunteer is talented enough to be selected to the team. A volunteer is not guaranteed the position of head coach solely because they were the head coach of the team the previous year.
- B. If there is not a volunteer for a head coach position for a particular team, or the Executive Committee cannot determine who the head coach should be prior to tryouts, the Executive Committee will appoint two independent evaluators to conduct the tryout sessions and select the team.

If during the tryout process a volunteer for the head coach position becomes identified and the child of the volunteer would be selected to the team based upon the selection criteria outlined in Article XVI, the independent evaluators may recommend that the Executive Committee appoint that volunteer as the head coach. As head coach, they would then be involved in the final team selection process.

- C. If a volunteer is not selected as a head coach, they will be classified in one of two ways:
- 1). May be considered for an assistant coach position
 - 2). May not be considered for an assistant coach position.
- The volunteer will be notified of their classification by the Executive Committee. If they are approved as an assistant coach, their name will be provided to the head coach for consideration **after** the tryouts and selection of the team is completed.
- D. The selection of assistant coaches is performed on an annual basis by the head coach after the tryouts and team selection. The head coach may only select an assistant coach from a list of names provided by the Executive Committee. In no instance may an assistant coach be selected prior to the tryouts and team selection. It is the philosophy of the BYCSC that players are selected based upon their ability and not because their parent is a head or assistant coach.

- E. The Executive Committee will submit the names of the approved coaches to the BYC Board of Directors for final approval. If approved by the Board, the Executive Committee, through the Director of Coaching, will contact the approved coach. If not approved by the Board, the volunteer will be contacted directly by the President of the Board of Directors.

ARTICLE XVII
SELECTION OF TRAVEL PLAYERS

- A. Each team must have at least two tryouts. The head coach (if already selected by the Executive Committee) or the independent evaluators may conduct additional tryouts to better evaluate the players.
- B. Although each player is encouraged to attend all tryouts to better display their ability, they are required to only attend one tryout. If a player does not attend a tryout, they cannot be considered for a position on the team. If a player is injured and cannot tryout, they may be considered for a position on the team based upon the criteria established in Section F and past performance.
- C. Evaluation of players is performed by the head coach and an independent evaluator appointed by the Executive Committee. The head coach may also request the input of additional independent evaluators or a prior year assistant coach(s).
- D. The selection of players for a team is to be conducted at a meeting with only the head coach and independent evaluator(s) in attendance. The final selection of a player is at the discretion of the head coach.
- E. Players are selected on the basis of their soccer ability, team play, ability to be coached, and commitment to the team. No player is guaranteed a position on a team because he/she was a member of that team the previous year.
- F. Whether a player is selected for a team or not, they will all be contacted within seven days of the final tryout by the head coach. Each participant will be contacted by telephone on the same day.
- G. If the provisions of this By-Law are not adhered to, the Executive Committee has the discretion to immediately remove the head coach and appoint another head coach.

ARTICLE XVIII
RULES AND PROCEDURES

Section 1. Robert's Rules of Order shall govern the procedures at all meetings of this Association.

February 4, 2006

ARTICLE XIX
AMENDMENTS

Section 1. These By-laws may be amended at the annual meeting provided that the proposed amendment has been submitted in writing to the Chairman at least sixty days prior to the annual meeting. The Chairman shall forward a copy of said amendment to each member of the Executive Committee. The Executive Committee shall review and vote on the proposed by-law amendment at a special meeting of the Executive Committee. If the amendment is approved by the Executive Committee, the Chairman shall forward a copy of said amendment to each Permanent and Seasonal Committee member at least fourteen days prior to the annual meeting. The By-laws may be amended by a two-thirds affirmative vote of the Permanent and Seasonal Committee members in attendance at the annual meeting.