



# **Vernon Soccer Club Constitution and Policies**

*Revised and Approved 09/04/2021*

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# BYLAWS OF VERNON SOCCER CLUB, INC

## Article I. **NAME AND LOCATION**

**Section 1.01** The name of this organization shall be the Vernon Soccer Club, Inc. and shall be located in the town of Vernon, Connecticut.

**Section 1.02** The VSC is to be a 501(c)(3) non-profit organization.

**Section 1.03** The initials for this club shall be VSC.

**Section 1.04** The VSC colors shall be Royal Blue and White.

## Article II. **PURPOSES AND OBJECTIVES**

**Section 2.01** The mission of the VSC is to provide the best opportunity for children of all ages to develop and enhance their soccer abilities, technically and tactically, while maintaining a level of enjoyment and love for the game of soccer, to develop great people and enhance our community through soccer and instill in the youth of the town principles of good citizenship, good sportsmanship, teamwork, honesty, loyalty and respect for authority, through the knowledge of and association with the sport of soccer and to provide the opportunity for all players to play at the level at which they are capable.

**Section 2.02** Notwithstanding any provisions of these Bylaws, the VSC shall not carry on any other activities not permitted to be carried on by a corporation exempt from federal income tax under Section 501(c)(3) of the Code.

## Article III. **BOOKS AND RECORDS**

**Section 3.01** The Vernon Soccer Club will maintain: minutes of the proceedings of its Board of Directors and committees of directors; accurate accounting records; a copy of the current Articles of Incorporation and bylaws of the Corporation; a list of the names and business addresses of the current officers and directors of the Corporation; and a copy of the most recent annual report for the Corporation as filed with the Secretary of State.

## Article IV. **CORPORATE CREST AND SEAL**

**Section 4.01** The Board of Directors may adopt a corporate crest and seal which has the name of the Vernon Soccer Club inscribed thereon, and such seal may be a facsimile, engraved, printed, or impression seal; provided, however, that in any event, the affixation

of such seal shall not be required to authorize or validate any document entered into or adopted by the Vernon Soccer Club.

## Article V. **AFFILIATION**

**Section 5.01** The VSC shall be affiliated with the Connecticut Junior Soccer Association, Inc. (CJSA). The VSC shall recognize the rules and the laws of the CJSA.

## Article VI. **MEMBERSHIP**

**Section 6.01 Eligibility** - Any person sincerely interested in active participation to affect the objectives of the VSC may apply to become a member. VSC membership shall be classified as Voting and Non-voting.

**Section 6.02 Voting Members** - The Secretary shall maintain the roll of qualified voting members, which shall consist of the following:

- (a) Voting members shall include the Board of Directors (Directors) and the immediate Past President of the VSC.
- (b) Each voting member is entitled to one vote in matters under discussion at any annual, regular or special meeting of the VSC.

### **Section 6.03 Non-voting Members**

- (a) Player members: Any player who resides within the authorized boundaries as described by the CJSA, shall be eligible for participation, but shall have no rights, duties or obligations in the management or in the property of the VSC.
- (b) Coach members: All coaches, as per Article VII, are considered non-voting members.
- (c) Parent members: The parent or guardian of any player member may attend any regular, special or annual board meeting, and shall be entitled to speak on any issue under consideration at such meeting, but shall not be entitled to a vote on any issue.
- (d) Honorary Members: Any person, including residents of other towns, may be elected as Honorary Member by a unanimous vote of all Directors present at any duly held meeting of the Directors, but shall have no rights, duties or obligations in the management of the VSC.

### **Section 6.04 Suspension or termination**

- (a) Membership may be terminated by resignation or action of the Directors.
- (b) The Directors, by at least a two-thirds vote of those present at any duly constituted meeting, shall have the authority to discipline, suspend or terminate

the membership of any member when the conduct of such person is considered detrimental to the best interests of the VSC.

- (c) The member involved shall be notified of such meeting, informed of the general nature of the charges, and given an opportunity to appear at the meeting to answer such charges.
- (d) The Directors shall, in the case of a player member, give notice to the coach of the team of which the player is a member and also give notice to the parents or legal guardian of the player member. Said parties shall appear, with the player, before the Directors, which shall have full power to suspend or revoke such player's right to future participation.

## Article VII. **BOARD OF DIRECTORS**

**Section 7.01 Management** – All powers and the management of the property and affairs of the VSC shall be vested in the Board of Directors.

**Section 7.02 Executive Directors** - The number of Executive Directors elected will be no less than (3) and no more than (6), the executive committee will be made up of the President, Vice President and (1) to (4) additional Board of Directors with 1+ years' experience as nominated and voted in by the majority of Directors.

**Section 7.03 Compensation** - The Board of Directors has the authority to fix the compensation of directors. Nothing in these Bylaws precludes any director from serving this Corporation in any other capacity and receiving proper compensation for such service.

**Section 7.04 Qualifications** - Directors must be natural persons who are 18 years of age or older and residents of Vernon (non residents may petition the Executive Board of Directors to be approved).

**Section 7.05 Number** - The number of total Directors elected will be twelve (12), including the Executive Vice President, who is to be elected from one of the non-president Directors. The number of directors may be increased or decreased from time to time by adoption of a resolution by the Board of Directors but shall at all times never be less than three (3). Unless the Board of Directors removes a director or directors, a decrease in the number of directors will not shorten the current term of any incumbent director.

**Section 7.06 Commencement** - The Directors shall upon election immediately enter upon the performance of their duties and shall continue in office until their successors have been duly elected.

**Section 7.07 Required members**

- (a) President
- (b) Executive Vice President (to be elected from one of the non-president members)
- (c) Secretary
- (d) Treasurer
- (e) Referee Director
- (f) Registrar
- (g) In-house Director
- (h) Division 5 Director
- (i) Travel Director
- (j) Field Director
- (k) Equipment Director
- (l) Training Director
- (m) Publicity Director
- (n) Concessions Director
- (o) Past President (1 year term)

**Section 7.08 Election and term of office**

- (a) New Directors are elected by the voting members at each Annual General Meeting
- (b) The number of Directors may be changed at any regular or special meeting of the voting members, and
- (c) If the number is increased, the additional Director(s) may be elected at the meeting at which the increase is voted or at any subsequent meeting.
- (d) All elections of Directors shall be by a majority vote of all voting members present or represented by proxy at the time of the meeting. The normal term of office is one year, or until the next AGM

**Section 7.09 Vacancies** - If any vacancy occurs in the Directors by death, resignation or otherwise, the vacancy may be filled by a majority vote of the remaining Directors at any regular meeting or any special meeting called for that purpose.

**Section 7.10 Resignation** – A director may resign at any time by delivering written notice to the Board of Directors. A resignation is effective when the notice is delivered unless the notice specifies a later effective date.

**Section 7.11 Suspension** – A director will be suspended from voting if they miss two consecutive meetings and will not be allowed to vote at the next board meeting they attend.

**Section 7.12 Removal** - Any director may be removed, with or without cause, by 2/3 majority action of the Board of Directors. The notice of the meeting at which a vote is taken to remove a director will state that the purpose or one of the purposes of the meeting is the removal of a director or directors. In the event that any one or more directors is removed, new directors may be elected at the same meeting.

**Section 7.13 Meetings, notice and quorum**

- (a) Regular meetings of the Board of Directors shall be held immediately following the annual election and on such days thereafter as shall be determined by the Directors.
- (b) The President or any two Directors may issue a call for a special meeting of the Board of Directors.
- (c) The Secretary shall give notice of each meeting to each Director either by mail, telephone, e-mail, or personal notice at least twenty-four hours before the meeting.
- (d) In the case of special meetings, such notice shall include the purpose of the meeting and no matters not so stated may be acted upon at that meeting.
- (e) A majority of the members currently holding Director’s positions will constitute a quorum.
- (f) Notice of a meeting of the Board of Directors need not be given to any director who signs a waiver of notice either before or after the meeting. Attendance of a director at a meeting constitutes a waiver of notice of such meeting and waiver of any and all objections to the place of the meeting, the time of the meeting, or the manner in which it has been called or convened, except when a director states, at the beginning of the meeting or promptly upon arrival at the meeting, any

objection to the transaction of business because the meeting is not lawfully called or convened.

**Section 7.14 Presumption of Assent** - A director of the Corporation who is present at a meeting of the Board of Directors or a committee of the Board of Directors when corporate action is taken is presumed to have assented to the action unless such director votes against it or expressly abstains from voting on the action taken, or, such director objects at the beginning of the meeting to the holding of the meeting or transacting specific business at the meeting.

**Section 7.15 Participation in Meeting by Conference Call** - Members of the Board of Directors may participate in a meeting of the Board of Directors by conference telephone or similar means of communication through which all persons participating in the meeting can hear each other at the same time. Participation by such means shall constitute presence in person at a meeting.

**Section 7.16 Action Without a Meeting** - Any action required or permitted to be taken at a Board of Directors' meeting or a meeting of a committee of the Board of Directors may be taken without a meeting if: (a) each of the directors, or each of the members of the committee, as the case may be, consents in writing to the action; (b) the consent sets forth the action to be taken; and (c) the consent is filed in the minutes of the proceedings of the Board or of the committee. The consents may consist of one or more writings and such written consents will have the same effect as a unanimous meeting vote.

**Section 7.17 Duties and powers**

- (a) The Board of Directors shall have the power to appoint such standing committees as it shall determine and to delegate such powers to them as the Board of Directors shall deem appropriate.
- (b) The Board of Directors may adopt such rules and regulations for the conduct of its meetings and the management of the VSC, as it may deem proper.
- (c) The same person may hold any two or more offices, but each person is allowed only one vote in Director's functions.
- (d) The Board of Directors shall have the power by a two-thirds vote of those voting members present at any regular meeting or special meeting to discipline, suspend or remove any Director, officer, committee member, coach, player, or parent in accordance with the procedure set forth in Article IV.
- (e) A director will perform the duties of director, including the duties as a member of any committee of the Board upon which such director serves, in good faith, in a manner reasonably believed to be in the best interest of the Vernon Soccer Club,

and with such care as an ordinarily prudent person in a like position would use under similar circumstances.

## Article VIII. **Officers and Duties**

**Section 8.01 Duties** - The duties of the Directors shall be to:

- (a) Administer the affairs of the VSC;
- (b) To vote on all policy changes of the VSC. Policy changes shall be voted on and passed only upon an affirmative vote of two-thirds (2/3) of the members of the Directors eligible to vote on the policy and present at the meeting where the vote is being held.
- (c) The VSC by-laws supersede the VSC policies. The policies are to cover items not specifically described in the VSC by-laws. Policies of the VSC are to be relied upon in all matters of the VSC's operation that are not specifically described in the VSC by-laws to determine the specific procedures to be followed by the VSC's membership and officers.

**Section 8.02 Officers** - the officers of the VSC shall be a President, Executive Vice President, Secretary, Treasurer, Referee Director, Registrar, In-house Director, Division 5 Director, Travel Director, Field Director, Equipment Director, Training Director, Publicity Director, Concessions Director and Past President.

**Section 8.03 President**

- (a) The President shall conduct the affairs of the VSC and execute the policies established by the Directors; shall present a report of the condition of the VSC at the annual meeting; shall communicate to the Directors such matters as deemed appropriate; shall make such suggestions as may tend to promote the welfare of the VSC; and shall be responsible for the conduct of the VSC in strict conformity to the policies, principles, rules and regulations as agreed to under the conditions of this Constitution.
- (b) The President shall be responsible for investigating complaints, responsible for level 3 grievances, irregularities and conditions detrimental to the VSC and reporting thereon to the Directors as circumstances warrant. The President shall

- prepare and submit an annual budget to the Directors and be responsible for the proper execution thereof.
- (c) The President shall be responsible for attending District meetings as VSC liaison; shall appoint subcommittees as needed; direct public relations; and shall represent VSC at town, group, and organizational meetings.
  - (d) The President shall be responsible for maintaining a calendared handbook; shall chair board meetings; and shall establish meeting agendas one week in advance of meetings and provide the Secretary for distribution.
  - (e) The President shall be responsible for delivering final scholarship selections, letters and checks; and shall work with executive committee on internal player scholarships.

#### ***Section 8.04 Executive Vice President***

- (a) The Executive Vice President (EVP) shall be elected from the Directors at the Directors meeting following the Annual General Meeting (AGM)
- (b) The Executive Vice President shall assist the President as directed and shall have full powers in the absence of the President.
- (c) The Executive Vice President shall be responsible for level 3 grievances, shall be responsible for all “on the field” activities.
- (d) The Executive Vice President shall oversee the Travel Director, Recreational Director, and Training Director.

#### ***Section 8.05 Secretary***

- (a) The Secretary shall be responsible for recording the activities of the VSC and maintaining appropriate files, mailing lists and necessary records.
- (b) The Secretary shall give notice of all meetings, shall keep the minutes of the meetings and keep them recorded in a book for that purpose; and shall notify members, Directors, officers and committee members of their election or appointment.
- (c) The Secretary shall arrange date and time of Board Meetings; shall prepare and distribute minutes, agenda, and the Treasurer's report for distribution to the Board one week prior to the monthly Board meeting; shall ensure notice of Board meetings are posted on website calendar and provided to press.
- (d) The Secretary shall prepare official VSC correspondence; shall maintain an official set of VSC Bylaws; shall ensure the Bylaws, amendments, office

nominations and the annual meeting notice are available on the VSC website and at the concession stand the last two weeks of the season.

### **Section 8.06 Treasurer**

- (a) The Treasurer shall receive all money and deposit same in a depository approved by the Directors; shall keep records and copies of all bills and maintain a complete ledger for the checking, savings and investment accounts and monthly balance of the ledgers with the bank statements or the receipt and disbursement of all money of the VSC; shall approve all payments from allotted funds and checks; shall prepare a monthly, as well as a comprehensive annual report for submission to the Board of Directors; shall provide the Secretary with a copy of the Treasurer's Report one week prior to the monthly Board meeting.
- (b) Authorized to sign checks and make deposits and withdrawals for all VSC accounts with all checks greater than five thousand dollars (\$5,000.00) requiring two signatures, the Treasurer's and another authorized Directors signature. Authorized Directors member's signatures shall include the executive director committee; shall cut checks to vendors, referees, player refunds & scholarship recipients when necessary.
- (c) The Treasurer shall be responsible for filing necessary and legally required financial documents and records. All funds collected or distributed by VSC shall flow through the Treasurer; shall hold all comp / travel / regional / recreational team funds in VSC account with individual balances; shall provide coaches team balances and distributions on request.
- (d) The Treasurer will be bonded with bonding expenses paid by the VSC; shall oversee the sponsors relations position.

### **Section 8.07 In-house Director**

- (a) The In-house Director is responsible in accordance to VSC policies for: coordinating team rosters, coordinating the selection of coaches and assistants and assigning them to teams, arranging for distribution or collection of player uniforms and equipment, and coordinating registration procedures with the Registrar; shall make recommendations to the Field Director to establish practice and game schedules.
- (b) The In-house Director will insure that coaches and their assistants understand their duties, responsibilities and the policies and procedures of VSC (Coaches Responsibilities, Coaching Contract, and Grievance Procedure); shall Monitor coaches performances.
- (c) The In-house Director will attend disciplinary meetings as necessary and shall be responsible for level 2 grievances; shall recommend the dismissal of any coach

that does not abide by VSC policies or procedures; shall ensure all coaches attend annual coaches meeting and/or clinics.

- (d) The In-house Director, with the Referee Director & President, shall be responsible for making decisions concerning weather postponements. The committee of Division Directors will notify the coaches.
- (e) The In-house Director will establish Division Directors to assist them in maintaining consistency among the respective In-house Divisions; shall bring coaching concerns to the Board of Directors; shall ensure scores are reported to the website and PR Director.
- (f) Annually the Board of Directors will review the need for Division Directors. Division Directors are to be non-voting board positions that report directly to the In-house Director. Division Directors shall assist the In-house director with sections (a), (b), and (e) of Section 8.07 In-house Director.
- (g) The In-house Director will recruit a non-voting Micro Director to establish the VSC multi week instructional program; shall recruit high school soccer players to oversee each team; shall recruit “ball” parents to assist in administering the program and to be assigned to each team; shall recommend uniform and equipment needs for program; shall make recommendations on scheduling needs with Field Director; shall coordinate set-up and breakdown of micro fields each week; shall coordinate ball parents meeting to explain program, distribute uniforms and rosters.

**Section 8.08 Division 5 Director**

- (a) The Division 5 Director is responsible in accordance to VSC policies for: coordinating team rosters, coordinating the selection of coaches and assistants and assigning them to teams, arranging for distribution or collection of player uniforms and equipment, and coordinating registration procedures with the Registrar; shall make recommendations to the Field Director to establish practice and game schedules.
- (b) The Division 5 Director will insure that coaches and their assistants understand their duties, responsibilities and the policies and procedures of VSC (Coaches Responsibilities, Coaching Contract, and Grievance Procedure); shall Monitor coaches performances.
- (c) The Division 5 Director will attend disciplinary meetings as necessary and shall be responsible for level 2 grievances; shall recommend the dismissal of any coach

that does not abide by VSC policies or procedures; shall ensure all coaches attend annual coaches meeting and/or clinics.

- (d) The Division 5 Director, with the Referee Director & President, shall be responsible for making decisions concerning weather postponements. The committee of Division Directors will notify the coaches.
- (e) The Division 5 Director will establish Division Directors to assist them in maintaining consistency among the respective In-house Divisions; shall bring coaching concerns to the Board of Directors; shall ensure scores are reported to the website and PR Director.
- (f) Annually the Board of Directors will review the need for Additional Division 5 Directors. Additional Division 5 Directors are to be non-voting board positions that report directly to the Lead Division 5 Director. Division Directors shall assist the Lead Division 5 director with sections (a), (b), and (e) of Section 8.08 Division 5 Director.

#### ***Section 8.09 Travel Director***

- (a) The Travel Director shall chair and nominate competitive subcommittee to be selected from Directors; shall oversee all areas of the VSC's Travel team competition, including registering all Travel teams with the district and register all Travel teams for state cup competition; shall act as a liaison between competitive teams and registrar; shall be responsible for level 2 grievances.
- (b) The Travel Director will coordinate Travel team tryouts and will be involved in the selection of Travel team coaches. The Travel Director will attend disciplinary meetings as necessary.
- (c) The Travel Director will oversee all areas of the VSC's regional recreational teams, including registering all teams with the district and registering all teams for tournaments and jamborees.
- (d) The Travel Director will communicate information to Comp Coaches – important dates prior to seasons, rosters, player passes; shall attend NED meetings and report to VSC Directors and Competitive Committee on a monthly basis; shall ensure that match scores are reported as required.
- (e) The Travel Director shall work with the Training Director to shape the Travel program and ensure the coaches are following the plan.

#### ***Section 8.10 Publicity Director***

- (a) The Publicity Director will also be responsible for publicizing VSC announcements and events such as Travel team tryouts, registration and the Annual General Meeting. The Publicity Director will also be responsible for

maintaining the VSC's signs, social media sites, and website with appropriate announcement information.

- (b) The Publicity Director's duties also include two or three newsletters annually; heading fundraising and sponsor committees; heading any political action committees; coordinating contests; and coordinating VSC brand related materials (i.e. magnets etc.) with the Equipment Director.
- (c) The Publicity Director's duties also include coordinating picture day, publishing annual award winners, validating volunteer hours, and heading the scholarship committee.
- (d) The Publicity Director shall oversee Sponsor Relations; shall provide a list of sponsors to the webmaster to post online; shall work with the Equipment Director to coordinate uniform sponsors; shall be responsible for soliciting business sponsorships on behalf of VSC; shall be responsible for collecting sponsorship donations.
- (e) The Publicity Director shall report to the Treasurer.

### ***Section 8.11 Field Director***

- (a) The Field Director shall be responsible for working with Vernon Parks and Recreation to have fields prepared, maintained and lined properly before and during each season for travel, regional, and In-house fields in the spring and fall and periodically checking the conditions of the fields (nets, lines, dangerous holes, etc.); shall determine when to rest fields; shall determine the number of fields and which size fields are needed annually.
- (b) The Field Director is responsible for obtaining permits or approvals with the proper agencies prior to the start of the seasonal; shall also become involved in field development initiatives; shall arrange for initial field setup early in August and removal of goal posts as soon after the last day of the season as possible.
- (c) The Field Director is responsible to set all game and practice schedules in cooperation with all Division Directors for Travel, Regional, and In-house programs; shall attend scheduling meetings and coordinate master game schedule for Travel, Regional, and In-house programs; shall create master practice and game schedule to be used in handbook and posted online prior to the last week of

August; Shall notify Webmaster, Division Directors, Referee Assignor, and Comp director when schedules are modified during the season.

- (d) The Field Director shall report to the Referee Director.

### **Section 8.12 Referee Director**

- (a) The major responsibility of the Referee Director will be to assign referees to all VSC Travel, Regional, and In-house games as required.
- (b) The Referee Director and the Treasurer will be responsible for overseeing referee compensation; shall recommend referee pay scale to the Board for approval.
- (c) The Referee Director, along with the In-house Director or President shall make the decision concerning weather postponements and shall notify the referees of such postponements for In-house games as per the Cancellation Policy.
- (d) The Referee Director shall communicate incidents of serious misconduct reported by game referees to the President of the VSC within twenty-four hours.
- (e) The Referee Director shall remain abreast of current rule changes and communicate such changes to referees and coaches; shall monitor referees performance and discontinue the use of individuals who do not perform satisfactorily; shall recruit qualified individuals to become independent referees; shall insure the referees are fully aware of the VSC policies and procedures.

### **Section 8.13 Equipment Director**

- (a) The Equipment Director is responsible for purchasing, distributing, storing and maintaining all equipment owned by the VSC, including Travel, Regional, and In-house uniforms
- (b) The Equipment Director manages the vendor relationship with all our equipment suppliers.
- (c) The Equipment Director shall prepare and present a report to the Board of Directors at the Annual General Meeting concerning the status, condition and locations of all equipment owned by the VSC and provide an estimate of the cost of equipment and uniforms to be purchased in the coming year.
- (d) The Equipment Director shall manage the online store and fill any offline orders.

### **Section 8.14 Training Director**

- (a) The Training Director shall obtain and distribute training materials for coaches, players, and parents; shall make recommendations to the Board of Directors on

the direction of the training program; shall work with Competitive Director to ensure program plan is being followed by coaches.

- (b) The Training Director shall coordinates the dates, vendor, and location for annual Summer, Spring and In-Season camps/clinics and training sessions; shall coordinate the registrations for camps/clinics; shall provide communication to Board of Directors, Travel, Regional, and In-house coaches, and players of camp information.
- (c) The Training Director shall in support of keeping our competitive coaches current with the latest techniques and tactics. Coaches will be reimbursed for the course fee of completing a CT Youth License, E License or D License.

### **Section 8.15 Registrar**

- (a) The Registrar shall be responsible for the administration of the registration process for the VSC, including maintenance of the data base of players, coaches and Director members, reports as requested by other Director members for the purposes of recruitment, collection of fees and transfer of same to the Treasurer.
- (b) The Registrar is responsible for preparation of the coach's packages for distribution by In-house Directors and for administration of the district registration process for the VSC.
- (c) The Registrar must also ensure that all Travel and Regional players are registered properly, that team passes and rosters meet the VSC and CJSA requirements and that all fees are paid before a player can play.
- (d) The Registrar shall submit all necessary rosters to the District Registrar for approval/certification and shall coordinate with the District Registrar to validate and obtain player/coaches passes and rosters and provide them to the appropriate coach.
- (e) The Registrar shall provide the District Registrar with necessary lists of registration and reports as needed; shall provide proof of age for all players (as necessary) to the District Registrar.
- (f) The Registrar shall load all VSC registered players and adults/coaches to the CJSA Registration system according to CJSA guidelines and attach all applicable photos to the CJSA/VSC player profiles.
- (g) The Registrar shall attend CJSA district and general meetings when necessary.
- (h) The Registrar shall draft registration forms and present to Board of Directors for approval; shall arrange for printing of all registration forms and related materials; shall make arrangements for a place to conduct registration; shall work with webmaster to host online registration; shall schedule registration dates and times; shall work with PR Director to publicize registration dates; shall obtain

registration fee schedule from Board of Directors; shall Recruit individuals to assist with registration and development of volunteer lists for each day of registration; shall report the number of registrations per Division and the total fees collected; shall provide all fees collected to the Treasurer along with daily reports.

- (i) The Registrar is to report to the Treasurer.

### ***Section 8.16 Concessions Director***

- (a) The Director of Concessions is responsible for the effective management and running of venue concessions operations including event planning support, scheduling, food preparation and production, inventory, cash control, cleaning, safety, member service, employee/volunteer training and supervision, troubleshooting, opening/closing duties, and any other tasks assigned by the VSC Board of Directors.
- (b) Provide a high level of oversight and operational expertise resulting in the smooth, efficient and profitable execution of events.
- (c) Manage and run all concessions operations before, during and after the event. Duties include volunteer scheduling, employee check-in, equipment inspection, monitoring and troubleshooting, training, food production, clean-up, post-event reconciliation and reporting.
- (d) Willing to cover any open position to assure location is fully operational.
- (e) File for proper permits.
- (f) Recruit and ensure volunteers are aware of expectations; provide on-going assistance, training and mentoring to volunteers; promote a positive, enthusiastic and cooperative environment by working side-by-side with volunteers to reinforce.

### ***Section 8.17 Past President***

- (a) The Past President (PP) shall provide guidance and counsel to the President and other Directors.
- (b) The Past President should assist in providing continuity from one administration of officers to the next.
- (c) The Past President position will be retained or dissolved by the executive committee after the new sitting president's 1<sup>st</sup> year term.

## Article IX. **Coaching Personnel**

**Section 9.01 Numbers** - One Head Coach shall supervise each team and such assistant coaches as the Head Coach shall determine; travel teams shall not exceed CJSA maximum coaches.

**Section 9.02 Appointments** - All Head Coaches and assistants shall be appointed by the Directors and shall be subject to annual review. Each Head Coach shall select his assistants subject to the approval of the Directors.

**Section 9.03 Requirements** - All coaches, assistants and parent volunteers are required to complete the appropriate applications and disclosure forms and submit such forms to the VSC Registrar as instructed. Coaching personnel shall be selected on the basis of the following qualities:

- (a) Good character, temperament and judgment;
- (b) Ability to work with youth in the five (5) to eighteen (18) year old age group;
- (c) A reasonable knowledge of the game of soccer; and
- (d) Willingness to conform to VSC By-Laws, policies and goals.

## Article X. **Committees**

**Section 10.01 Committees** - The Directors have the power to appoint and/or terminate such committees, as it deems appropriate. The chairman of any such committee shall render a report of all committee activity to the President or the Directors. Standing committees of the VSC will be:

- (a) Competitive Committee
- (b) Disciplinary Committee
- (c) Scholarship Committee
- (d) Sponsorship Committee

## Article XI. **Meetings**

**Section 11.01 Annual General Meeting (AGM)**

- (a) The Annual General Meeting of the members shall be held in the first week of February of each year for the purpose of electing Officers and Directors, receiving

reports and for the transaction of other business as may properly come before the meeting.

- (b) The President will present the annual budget for approval by the membership.
- (c) Notice of said meeting will be publicly published at least 2 weeks prior to the AGM.

### ***Section 11.02 Regular Meetings***

- (a) Regular meetings of the Directors shall be held monthly at such time and place, as the Directors shall determine.
- (b) Notices of each meeting of the members shall be publicly announced, mailed or otherwise delivered to each member or notice may be given in such form as may be authorized by the Directors.

### ***Section 11.03 Special Meetings***

- (a) Special meetings of the members may be called by the President or any two Directors to consider a specific subject.
- (b) No business other than that specified in the notice of the meeting shall be transacted at any special meeting.

***Section 11.04 Rules of Order*** - Robert's Rules of Order, or an alternative methodology as agreed by the Directors, shall govern the proceedings of all meetings except as provided by this Constitution and shall be the association's final authority on all questions of procedures not covered by the By-Laws. The By-Laws and rules of CJSA shall be the final authority on all rules not covered by these By- Law.

## **Article XII. PROHIBITION AGAINST SHARING IN CORPORATE EARNINGS**

No officer, Director, or member of a sub-committee, or person connected with the Vernon Soccer Club, or any other private individual shall receive at any time any of the net earnings or pecuniary profit from the operations of the Vernon Soccer Club, provided that this prohibition shall not prevent the payment to any such person of such reasonable compensation for services rendered to or for the Vernon Soccer Club in effecting any of its purposes as shall be fixed by the Board of Directors; and no such person or persons shall be entitled to share in the distribution of any of the Vernon Soccer Club assets upon the dissolution of the Corporation. Upon such dissolution or winding up of the affairs of the Vernon Soccer Club, whether voluntary or involuntary, the assets of the Vernon Soccer Club, after all debts have been satisfied, then remaining in the hands of the Board of Directors shall be distributed, transferred, conveyed, delivered, and paid over, in such amounts as the Board of Directors may determine or as may be determined by a court of

competent jurisdiction, exclusively to charitable, religious, scientific, testing for public safety, literary, or educational organizations which qualify under the provisions of Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended, and its regulations as they now exist or as they may hereafter be amended, PROVIDED, HOWEVER, that any distributions upon dissolution of this Corporation shall be to and for the exempt purposes of this Corporation as enumerated in the Articles of Incorporation of the Vernon Soccer Club.

### **Article XIII. EXEMPT ACTIVITIES**

Notwithstanding any other provision of these Bylaws, no officer, Director or representative of the Vernon Soccer Club shall take any action or carry on any activity by or on behalf of the Vernon Soccer Club to be taken or carried on by an organization exempt under Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended, and the regulations promulgated thereunder as they now exist or as they may hereafter be amended, or by an organization contributions to which are deductible under Section 170 (c) (2) of such Code and regulations as they now exist or as they may hereafter be amended.

### **Article XIV. AMENDMENTS**

These bylaws may be amended or repealed and additional bylaws adopted, in writing, by the Board of Directors. Any amendment, repeal or addition will be approved in writing and attached to these Bylaws.

## **Appendix I CODE OF CONDUCT**

The VSC shall have a code of conduct for parents, players and coaches as described below. Upon registering players for spring and fall seasons, every parent, player and coach must attest they have read the code of conduct and agree to abide by them. The following statement (with a signature block) will be added to the registration form:

*'I have read the VSC Code of Conducts as it applies to parents, coaches/volunteers, and players and agree to abide by the stated terms'.*

In order to play, coach or view games and practices from the sidelines the VSC must have signed agreement on the registration from parents (coaches) and players. The VSC Disciplinary Committee will review breach of this code of conduct and any disciplinary actions (such as player or coaching suspensions, permanent removal, parent suspension, etc) will be at the discretion of this committee.

### ***VERNON SOCCER CLUB CODE OF CONDUCT***

The primary purpose of the Vernon Soccer Club (VSC) sports program is to offer each participant the opportunity to pursue, through the game of soccer, the physical and emotional benefits of such activities. Too often, the emphasis in sports participation has been placed on winning at any cost. The purpose of the VSC Code of Conduct, to be followed by every participant, is to emphasize good sportsmanship and proper conduct. The VSC Code of Conduct applies to all players, coaches, officials, parents, and spectators. The VSC Code of Conduct is based on the following principles:

### **Parents Code of Conduct**

I therefore agree:

1. I will remember that children participate to have fun and that the game is for youth, not adults.
2. I (and my guests) will be a positive role model for my child and encourage sportsmanship by showing respect and courtesy, and by demonstrating positive support for all players, coaches, officials and spectators at every game, practice or other sporting event.
3. I (and my guests) will not engage in any kind of unsportsmanlike conduct with any official, coach, player, or parent such as booing and taunting; refusing to shake hands; or using profane language or gestures.
4. I will teach my child to play by the rules and to resolve conflicts without resorting to hostility or violence.
5. I will demand that my child treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
6. I will teach my child that doing one's best is more important than winning, so that my child will never feel defeated by the outcome of a game or his/her performance.
7. I will praise my child for competing fairly and trying hard, and make my child feel like a winner every time.
8. I will never ridicule or yell at my child or other participant for making a mistake or losing a competition.
9. I will respect the officials and their authority during games and will never question, discuss, or confront coaches at the game field, and will take time to speak with coaches at an agreed upon time and place.
10. Recognize the value and importance of referees and volunteer coaches. They give of their time and resources to provide recreational activities for your child.
11. Always keep in mind that VSC is a recreational sports program with an emphasis on developing skills and having fun. Although competition is a natural part of sports activities, I will not make winning the primary goal for my child.
12. I will refrain from coaching my child or other players during games and practices, unless I am one of the official coaches of the team.
13. I understand that it is solely my parental responsibility to ensure that my child safely arrives and departs practices and/or games.

I also agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:

- Verbal warning by official, head coach, and/or head of the Disciplinary Committee
- Written warning by official, head coach, and/or head of the Disciplinary Committee
- Parental game suspension by the head of the Disciplinary Committee with written documentation of incident kept on file by the head of the Disciplinary Committee
- Game abandonment (forfeit) through the official or head coach
- Parental season suspension by the head of the Disciplinary Committee with written documentation of incident kept on file by the head of the Disciplinary Committee.

Discipline can be appealed with final decisions taken by the VSC Disciplinary Committee.

### **Coaches/Volunteers Code of Conduct**

I therefore agree:

1. That I am an assistant to the game in teaching the players and an assistant to the players in their understanding of the game.
2. Players play for enjoyment; winning is only part of the game. I will never ridicule or yell at the players for making mistakes or losing a competition.
3. I will set a good example for participants and fans to follow.
4. I will respect officials and their judgment and abide by the rules of the event.
5. I will demand that my team treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
6. I will instruct participants in sportsmanship and demand they display good sportsmanship.
7. I will coach in a positive manner and do not use derogatory comments or abusive language.
8. I will recognize the importance of my behavior at games; harsh criticism of the referee sets a poor example for players and spectators (parents).
9. I will abide by the rules of the Vernon Soccer Club and the policies of the CJSA.
10. I understand that I have an ongoing responsibility while serving as a coach, assistant coach or volunteer to disclose to VSC any conviction of a crime of violence or a crime against a person, or a felony involving the welfare of a child.

I also agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:

- Verbal warning by official and/or head of the Disciplinary Committee
- Written warning by official and/or head of the Disciplinary Committee
- Coaching suspension by the head of the Disciplinary Committee with written documentation of incident kept on file by the head of the Disciplinary Committee.

- Game abandonment (forfeit) through the official or head coach
- Coaching season suspension by the head of the Disciplinary Committee with written documentation of incident kept on file by the head of the Disciplinary Committee.

Discipline can be appealed with final decisions taken by the VSC Disciplinary Committee.

### **Players Code of Conduct**

I therefore agree to:

1. I will play soccer for the enjoyment of the game and not play just to please other people.
2. I will play by the rules.
3. I will cooperate with my coach and teammates and to be a team player.
4. I will treat other players, coaches, officials and spectators with respect regardless of race, creed, color, sex or ability.
5. I will always be generous when we win.
6. I will always be gracious when we lose.
7. I will always be fair always, no matter what the cost.
8. I will never argue with the officials' decisions and will accept the decisions of the officials with grace.

I also agree that if I fail to abide by the aforementioned rules and guidelines, I will be subject to disciplinary action that could include, but is not limited to the following:

- Verbal warning by official, head coach, and/or head of the Disciplinary Committee
- Written warning by official, head coach, and/or head of the Disciplinary Committee
- Coaching suspension by the head of the Disciplinary Committee with written documentation of incident kept on file by the head of the Disciplinary Committee.
- Game abandonment (forfeit) through the official or head coach
- Player season suspension by the head of the Disciplinary Committee with written documentation of incident kept on file by the head of the Disciplinary Committee.

Discipline can be appealed with final decisions taken by the VSC Disciplinary Committee.

## **Appendix II Registration**

### **Registration Dates:**

- Spring soccer registration will always be from Jan. 15 to March 1. Late fees apply to all registrations received after March 1. Spring soccer will be offered as needed.

- Fall soccer registration will always be May 1 to July 31. Late fees apply to all registrations received after July 31.
- Clinic, Camp, Jamboree, &/or Tournament soccer registration may be added as needed. Late fees may apply to all registrations received after the designated registration window closes.

### **Online Registration System**

Registration is conducted exclusively through our online registration system at: [www.VernonSoccerClub.org](http://www.VernonSoccerClub.org). In-person registration may be offered to members to assist in completing the registration process.

### **Player Registration:**

#### **-Dino & Dinomites Program**

- Children Ages 2-3 (Pre)
- Program: Players will learn soccer skills in a fun environment. There will be large and small group activities with small-sided games and/or fun game related activities incorporated into each session.
- Player Equipment: Players should bring shin guards, ball and water bottle

#### **-Little Kickers (Micro) Program**

- Children Ages 4-5 (Pre - Kindergarten)
- Program: Players will learn soccer skills in a fun environment. There will be large and small group activities with small-sided games and/or fun game related activities incorporated into each session.
- Player Equipment: Players should bring shin guards, ball and water bottle

#### **-In-House (Recreational) Program:**

- Children Ages 6-14
- The Recreational program is primarily devoted to the enjoyment and development of soccer players without the emphasis on travel or high-level competition. The purpose of recreational soccer is to provide an opportunity for the participants to have fun, learn the sport and develop life skills including a life-long love of the game. Practice is held once to twice a week. One game per week is played usually on Saturdays. Seasons run for about 8 – 10 weeks.

#### **-Division 5 (Recreational) Program:**

- Children Ages 6-14
- The Division 5 Recreational program is primarily devoted to the enjoyment and development of soccer players without the emphasis on a high-level of competition. Based on the number of players that register for each season, a team (or teams) may be entered into Division 5 play. Division 5 play requires “light” travel to neighboring towns to play other clubs Division 5 Recreational teams.

- The purpose of Division 5 recreational soccer is to provide an opportunity for the participants to have fun, learn the sport and develop life skills including a life-long love of the game when there may not be enough players to form multiple in-house teams. Practice is held once to twice a week. One game per week is played usually on Saturdays. Seasons run for about 8 – 10 weeks.
- **Division Segments**
  - In-House & Division 5 divisions are subject to change from season to season based on demographics and Board approval. Teams are created using the CJSA age matrix.
- **Request to Play Down**
  - If a player's parents/guardian request that a player play in a lower age group because medical issue or physical condition. The request should be made in writing to the VSC president. The player is to start in the age appropriate group and the 2 division directors affected by the request will observe the player at one or two practices and make a decision about the appropriate division for the player and will inform the B.O.D. of their decision. The president will inform the parent/guardian making the request of the decision and adjust the players division if applicable.
- **Request to Play Up:**
  - The parent or younger director requests an evaluation. The Player fits the criteria:
    - a) above average size
    - b) above average skill set
    - c) because of either of the prior criteria he/she maybe a safety hazard for others.
  - The player is to start in the age appropriate group and the 2 division directors affected by the request will observe the player at one or two practice and make a decision about the appropriate division for the player and will inform the B.O.D. of their decision. The president will inform the parent/guardian making the request of the decision and adjust the players division if applicable.
- **Uniforms**
  - All in-house & division 5 players will be issued a new uniform in the fall season. In the spring season, only the players new to a team will get uniforms - returning fall players to the same team should use the same uniform they were issued in the fall.
- **Silent Sidelines**

- There will be one weekend per season, “Silent Sidelines”, where VSC asks the parents to limit the cheering and "instruction" and allow the players free thought with coach's guidance.
- **Cancellation Hotline**
  - There is a cancellation hotline posted on the website to confirm any doubts about whether practices or games are still to be conducted
- **Internet Access**
  - Coaches are emailed a team password shortly after registration that gives them access to the games schedules and other information from the club, as well as the roster and contact information for their team.
- **Registration Fees**
  - Fees are set seasonally after review of club costs and offering
  - Late Registration Fees: a \$10+ late fee will be applied to all registrations received after the designated registration window closes.
  - Cancellation or Withdraw Fees: a \$10+ processing fee will be applied to all registrations.
  - A maximum of 3 payment installments may be offered to the club membership to settle their family balance. The maximum installment offering may be reduced to 2 (or none) based on the seasonal program offered.

#### **-Travel (Competitive) Program**

- Age 7 through CJSANED age cap
- All players trying out for travel must fully register and make payment before tryouts begins. If an applicant does not make a travel team, the applicant will receive either a full refund minus a processing fee if they choose not to play soccer, or a refund for the travel fee if they choose to play in-house or division 5 with no transfer fees.
- All player registrations must be processed and all necessary forms need to be completed (e.g., Medical Releases, Travel Program Policy Observance, etc.) before a player can participate on any field activities including practices.
- All teams must also submit a team roster that includes each player’s full name, birth date, address, parents or legal guardian’s name and address, telephone number, and e-mail address.
- If a player is unable to pay the registration fee, he or she must make arrangements to set up a payment schedule or submit a “hardship” request to the club. A hardship request covers only the club’s registration fee and doesn’t include the team expenses, including the travel uniform, additional club gear, trainer fees, winter training/leagues, etc.
- Every new player to the VSC Travel Program must submit a copy of a valid birth certificate & Photo.
- Competitive program teams may be entered into D3, D4 & Premier divisions.

- All of the above information is compiled and prepared by the VSC Registrar for submittal to the NED for certification of the team. The name and contact information of the VSC Registrar is posted on our website [www.VernonSoccerClub.org](http://www.VernonSoccerClub.org)
- **Late Fee**
  - The late fee is \$10+
- **Refund Policy**
  - In-house & Division 5: Registration fees are refundable prior to the first practice, game or clinic week (whichever comes 1<sup>st</sup>), minus the processing fee.
  - Camps & Clinics: No refunds will be made after the first game or event takes place (whichever comes 1<sup>st</sup>).
  - Travel & Premier: Registration fees are refundable prior roster positions being offered. No refunds will be made after the offer of a roster position on a travel team is made.
  - Exceptions to this policy (medical issues, etc) may be requested by writing the Registrar
- **Discounts**
  - **In-house Division Director Discount** - registration fees will be waived for one child for In-house Division Directors per season. Fee reimbursement must be requested in writing after the season is complete.
- **Coach/Asst Coach/Volunteer Registration Procedure**
  - Each volunteer will be required to register (there is no cost).
  - Birth Dates and photo are required for all Adult Volunteers.

## **Appendix III Travel Program Policy** *(revised 2/2015)*

### **Travel Soccer Program**

The VSC Travel Program's goal is to provide the boys and girls of the Town of Vernon a challenging and fun soccer experience. It is geared towards 8-15 year olds who enjoy playing soccer, who want to be exposed to the benefits of a team sport and who demonstrate the potential, discipline, interest and desire to improve their soccer skills. It is our goal to develop the skills of all players to their fullest potential while having fun. There are fall and spring travel soccer seasons with the coach's option of taking part in an indoor session(s) during the winter. Most fall and spring seasons consist of two training sessions during the week and one or two games on the weekends. Winter training and indoor league play is at the discretion of individual team coaches. It shall be voluntary for all players.

### **VSC AFFILIATIONS**

VSC is a member of the Connecticut Junior Soccer Association (CJSA). Most administrative and regulatory functions of the CJSA are carried out through the regional district in which Vernon is geographically located – the Northeast District (NED) of the CJSA.

## **TRAVEL TEAM SPONSORSHIPS**

A team can accept community, commercial and individual sponsorships upon application to and approval by the VSC Board. Such sponsorship shall be consistent with the purpose, goals and policies of VSC and should not conflict with or target traditional VSC sponsors.

## **TEAM MANAGEMENT**

Coaches of all teams playing under VSC affiliation will be appointed and supervised by VSC. The head coach has responsibility for the team, subject to the standards of VSC. Coaches serve for a single season subject to VSC standards and conduct requirements, and may be reappointed for succeeding terms. Each coach will assure that the team administration is managed whether by a designated team manager or the coach directly. Coaches may appoint assistant coach(es), subject to the approval of VSC, who may also serve as team manager, but Coaches will remain fully responsible for team performance and conduct.

## **TEAM FUNDS & FUNDRAISING**

**TEAM FUNDS-** All team funds collected via donation, sponsorship, solicitation, fundraising, or otherwise while using the VSC affiliation must be held by the VSC and to be used for the benefit of the team in its entirety. The treasurer will provide team balance reports monthly on request and provide reimbursement funds to the coach only after proper receipts are produced. At no time should coaches/managers hold money individually or rebate parents directly. ***This is for accounting purposes under VSC's non-profit status.*** If a team shall age out of the VSC's program or dissolve with money still in their account, it will be swept into the general fund.

**EXPENDITURES-** from team accounts must benefit the team in its entirety. Expenses must be submitted in writing to the Treasurer for approval by the executive board. Acceptable expenses include, but are not limited to; training equipment, additional uniform needs for the team, tournament fees, and the like.

**DONATIONS AND SPONSORSHIP-** Travel teams may solicit businesses which they have a personal relationship. Travel teams may not compete against the VSC's list of sponsors. Proposed business sponsorship/donations must be submitted to the VSC Board for approval.

**FUNDRAISING-** All team fundraisers must be submitted in writing to the Treasurer for approval by the executive board. Proposal must include vendor name as well as an estimated closing date. At time of fundraiser closing, ALL monies and receipts for reimbursement/payment to vendors must be given to treasurer. At no time shall any funds be taken by the team from the fundraiser money to pay vendors or other non related expenses. Failure to comply will result in immediate closure of your teams account. ***Certain types of fundraisers may be prohibited by state or federal law due to VSC's non-profit status.*** The VSC Treasurer can help advise teams on acceptable fundraisers to hold.

Any team fundraiser which overlaps with, or is expected to interfere with, a league wide fundraiser may be denied. We strongly encourage teams to communicate with the VSC Fundraising Committee and/or Board of Director early in the planning process to avoid any conflicts. Teams are discouraged from scheduling similar fundraisers at the same time.

## **TRAVEL TEAM COMPETITIONS**

### **➤ League Play**

- VSC Travel Teams compete in their age appropriate CJSA Northeast Competition Leagues and in the CJSA administered Connecticut Cup.
- The League Director will establish the league rules at the beginning of the season – number of points for a win, tiebreakers, playoffs, etc. – and will track results and keep standings. These standings are published weekly on the CJSA Northeast Competition Leagues Web Site.
- The VSC roster for each Competition Team shall comply with CJSA OR CJSANED standards.

### **➤ Tournaments**

- Teams may play in additional tournaments, at the discretion of the coach and the Travel Director. The registration cost of such additional tournaments shall be borne by those players who participate in such events.
- The roster for each VSC Competition Team entered into a tournament will consist of the same CJSANED league rostered players. At the discretion of the Travel Director and if roster space permits, additional approved VSC travel players or out-of-town guest players may be added to the tournament roster.
- At the discretion of the Travel Director, VSC CJSANED league rostered players may be removed from tournament rosters CT Cup rosters and replaced with approved VSC travel players or out-of-town guest players if they will miss (or miss) 2 or more matches.

### **➤ Connecticut Cup**

- The Connecticut Cup is sponsored by the CJSA and is open to all Travel Teams in each age group in the State of Connecticut. Each season, fall and spring, the Connecticut Cup is played. All accepted teams are entered into an open draw and paired and you may be drawn either home or away – in any town in the State. Games are played generally on Saturday. The Connecticut Cup is a single elimination tournament.
- The rules and regulations for the Connecticut Cup are different than those for the NED and are provided to each team. Teams cannot play in the Connecticut Cup unless the team is already registered with the NED.
- The roster for each VSC Competition Team entered into the Connecticut Cup will consist of the same CJSANED league rostered players. At the discretion of the Travel Director and if roster space permits, additional approved VSC travel players or out-of-town guest players may be added to the CT Cup roster. At the discretion of the Travel Director, VSC CJSANED league rostered players may be removed from the CT Cup

roster and replaced with approved VSC travel players or out-of-town guest players if they will miss (or miss) 2 or more matches.

**CJSA AGE BRACKETS FOR TEAMS**

CJSA determines the age brackets for each season. These age brackets are determined by CJSA and CANNOT be changed by VSC. Eligibility for each age group is as follows:



**Birth Year and Season Matrix**

When determining the age group for a season, the year the season ends should be used for determining the birth year. Also note that the format “U followed by age” really means that age and younger. For example, U8 should be read as 8 and younger. For more age-group information please reference [U.S. Soccer’s Player Development Initiatives](#).

Season	2016-2017	2017-2018	2018-2019	2019-2020	2020-2021	2021-2022	2022-2023	2023-2024	2024-2025
<b>Birth Year</b>									
<b>2020</b>									
<b>2019</b>									U6
<b>2018</b>								U6	U7
<b>2017</b>							U6	U7	U8
<b>2016</b>						U6	U7	U8	U9
<b>2015</b>					U6	U7	U8	U9	U10
<b>2014</b>				U6	U7	U8	U9	U10	U11
<b>2013</b>			U6	U7	U8	U9	U10	U11	U12
<b>2012</b>		U6	U7	U8	U9	U10	U11	U12	U13
<b>2011</b>	U6	U7	U8	U9	U10	U11	U12	U13	U14
<b>2010</b>	U7	U8	U9	U10	U11	U12	U13	U14	U15
<b>2009</b>	U8	U9	U10	U11	U12	U13	U14	U15	U16
<b>2008</b>	U9	U10	U11	U12	U13	U14	U15	U16	U17
<b>2007</b>	U10	U11	U12	U13	U14	U15	U16	U17	U18
<b>2006</b>	U11	U12	U13	U14	U15	U16	U17	U18	U19
<b>2005</b>	U12	U13	U14	U15	U16	U17	U18	U19	
<b>2004</b>	U13	U14	U15	U16	U17	U18	U19		
<b>2003</b>	U14	U15	U16	U17	U18	U19			
<b>2002</b>	U15	U16	U17	U18	U19				
<b>2001</b>	U16	U17	U18	U19					
<b>2000</b>	U17	U18	U19						
<b>1999</b>	U18	U19							

**Policy on Age Appropriate v. Grade Appropriate Team Selection**

VSC policy regarding “Playing Up” (playing in an age group higher than that in which the player belongs) is the player may be permitted to play up only if all of the following requirements are met.

- There are not enough age appropriate players to fill a roster.
- The Club deems it in the best interest on the club and player.
- The parent/guardian of the player involved petitions, in writing, the VSC Board to permit “playing up” prior to try-outs
- The Travel Director, in consultation with the affected coaches and Training Director, shall act upon such request and if agrees, in writing, that the player is of an adequate skill level and size requirements to "play up".
- If all these requirements are met, the VSC Board will consider the action and issue a ruling at the next Board meeting following the tryouts. Grade appropriateness is insufficient reason to request playing up and will not be considered.
- **Under no circumstances can any player ever “play down” at an age level younger than his/her age appropriate level.**
- Players are never allowed to play up more than 2 age groups due to safety concerns.
- The full VSC Board of Directors, whose decision is final, will hear any appeals.

### **Player Selection**

- VSC Competition Team (s) will be primarily selected from registered VSC players. Any guest players must be approved by the appropriate Travel Director and according to CJSA OR CJSANED governing rules. See out of town & guest players related to non-resident players.
- The emphasis will be to make odd aged teams a priority u09, u11, u13, u14/15). When there are an abundance of kids efforts will be made to best suit the children and the club by either consideration of even age groups or second teams at an odd age. All existing club members will be notified of the scheduled tryouts through the VSC website, blast email system and other means, as available.

### ***TRAVEL TEAM TRYOUTS***

- It is VSC’s intent that as many players as possible who have the ability to play Travel soccer have the opportunity to do so. The purpose of the team try-out process is to identify the most skilled players to form teams for all represented age groups. Occasionally, players have to be cut because they do not display the skills appropriate for Travel soccer, or teams will need to adjust rosters to predetermined maximums.
- At our younger ages, it is often the case that we have enough travel level players for more than one Travel Competition team. In these cases, Through U-10, every effort will be made to create team of equivalent strength competitively. Beginning at U-11, if competitive opportunities are available, the VSC Board may form teams based on level of play, as long as they do not have to compete in the same division or against mutual opponents.
- The tryouts will be advertised by the VSC through local media and other means. There will be two tryout sessions for each age group. The duration of the tryouts is approximately 2 hours each day. Players need to attend at least one tryout to be selected onto a travel team. If a player does not attend at least one night of tryouts, he/she will not be able to play on a travel team. This applies to everyone including coach’s sons or daughters. Any player who will miss the scheduled tryout(s), for any reason, must notify the VSC Travel Director prior to the first scheduled tryout session. Candidates missing scheduled sessions may still tryout at the comp

Director's discretion via an independent evaluation prior to the official start of the season (i.e. first match).

- Tryouts are held by the end of June of each year for the sanctioned age groups from U8 through U14/15. All players should be notified by July 1.
- Practice plans for all VSC travel tryouts will be established by the Travel Director, in conjunction with the Vice President. Tryouts will utilize primarily small-sided situations and physical testing to determine the roster.
- Each age group tryout shall be directed by the Travel Director or designee. The Comp Committee Chairs (Travel Director and Vice President), will make final roster decisions and team decisions. They will seek input from coaches and other evaluators. They shall receive input from independent evaluators, assigned by VSC, including, but not limited to written evaluation forms from the tryout. No player is guaranteed a roster spot based on a prior year's participation.
- The Travel Directors shall establish a methodology of evaluating players that is uniform as practical to allow a consistent approach to objective evaluation. This may include:
  - Scoring by an independent group of coaches appointed by VSC and no parents are involved.
  - Scoring will take into consideration skills, performance, attitude, attendance at training, sportsmanship and other factors.
  - Each player is ranked by the coach and another independent qualified observer.
  - Players will be assigned to a roster based on and by achieving a minimal passing score or higher during tryouts.
  - The results of the tryouts are provided to the Travel Director.

### **Acceptance**

- Participation in a VSC travel tryout presumes acceptance of position on travel team, if offered. Due to the complicated process of forming multiple travel teams, a decision not to accept may impact large numbers of other children. If there is any chance that a roster spot will not be accepted, parents are urged to let coach know at the tryout. No refunds will be made to individuals offered a roster spot on travel who choose to play premier instead or do not accept the travel team/coach roster spot as offered. Once parents/guardians have been notified, players have 48 hours to accept or decline a position on the team. If after 48 hours the position has not been accepted or declined, the coach may select another player.

### **Additions**

To add players to an existing roster following the first match of any VSC sanctioned season, a separate tryout must be held and noticed through the same means as the original tryouts and include all interested parties.

### **Playing Seasons**

- Players selected for participation on a sanctioned travel team are on that team through a complete playing season, unless removed for disciplinary reasons or at the parent's request or the need to rebalance teams.

➤ **Fall Season**

- The Fall playing season for VSC runs from August 1 until the completion of the scheduled CJSANED Fall season concludes. Once registered, all league costs are borne by the VSC. Tournament costs are to be borne by the individual players.

➤ **Spring Season**

- A new Spring season starts on January 1st the following year. The roster for each Travel Team shall remain the same as the Fall where able.
- Spring Fees are to be charged and shall be the same as the Fall fees.
- At the discretion of the Competition Committee, Spring rosters may be rebalanced based on the number of interested players.
- Rostered Fall players shall take precedence over new players regardless of Spring players tryout scores.
- Fall players are not required to tryout in the Spring.
- New Spring players are required to complete a traditional tryout.
- Spring rosters are to comply with CJSA OR CJSANED standards and seasons.

**Non VSC Premier vs Travel**

Many of the youth in our club choose to play Premier or Developmental Premier in addition to their VSC playing experience. Conflicts are going to arise, but the Club and coaching staff will work to minimize them wherever possible. Premier games and practices shall not take precedence over VSC games and practices. Clear and early communication between coaches, parents and players can help alleviate potential concerns as our kids look to balance their schedules. It is however a requirement that at all age groups a child playing with a VSC team must participate in at least 50% of all practices and attend 90% of all games or they may forfeit the roster spot and fees paid. Exceptions for illness, injury or other extenuating circumstances should be communicated by the coach to the competitive committee for approval.

**Out of Town & Guest Players**

The priority for roster spots on VSC travel teams are to be given to Vernon residents first. The VSC understands that there are occasions where out of town players may want to join a VSC team or coaches will want to use a guest player. The VSC will allow out of town players & guests if the following conditions are met:

- Out of town players must attend the scheduled tryout. No special tryouts will be granted unless extenuating circumstances are present.
- On travel teams, out of town players should demonstrate the capability to make clearly superior contribution to the team than a Vernon resident who might be displaced. Vernon residents and those attending Vernon public schools, take precedence otherwise.
- As long as the Vernon players meet the minimal eligible scores, an out of town player can never replace a Vernon player regardless of how well the out of town player scores.

- Guest players may be used to supplement rosters for tournament or CT Cup rosters. Guest players must be released by the board of the town of the eligible player and approved by the VSC Travel director and governing board.
- The eligible out of town player must be approved by the VSC Travel director and governing board; and must be released by the board of the town of the eligible player.

### **Uniforms**

Travel Competition Team uniform costs will be borne by individual players. Uniforms and supplemental materials will be ordered centrally through the club. All players participating at Travel tryouts should get fitted for appropriate gear to facilitate ordering should they make the squad. Replacement uniforms and accessories may be purchased directly through VSC's website. Teams may opt to purchase "conflict" uniforms, but the style and colors must be approved by the VSC Board of Directors.

### **Coach Selection**

- VSC strives to provide the best learning environment for kids throughout our club. To that end, we strongly suggest that anyone interested in coaching in our travel program contact the Travel Director as early in the process as possible. Early notification allows the Travel Director, in conjunction with the Vice President, to encourage appropriate coaching instruction and evaluate the prospective coach in available settings. Coaches are strongly encouraged to comply with the recommended coaching licenses and are required to complete their E license by the end of their first year coaching.
- Current coaches should notify the Travel Director of their desire to continue with the team by April 1st of the seasonal year. The Travel Director, in conjunction with the Vice President, shall evaluate all interested persons and present to the Board at or before its June meeting, the names of all head coaches recommended for the Fall Season contingent upon tryouts and player selection.
- Open positions and all assistant coach positions shall be filled following the June travel team tryouts and prior to the fall season. The Travel Director, in conjunction with the Vice President, shall again present recommendations to the VSC BOARD OF DIRECTORS for their approval.

### **Background Checks**

At no time shall a coach oversee a VSC team match without prior Board approval and required CJSA OR CJSANED background check. Any adults assisting with team practices or managers shall also submit to mandatory CJSA OR CJSANED background check. No individual shall assist with any team practice without the express approval of the VSC BOARD OF DIRECTORS.

## **Appendix IV VSC Premier**

For the purpose of recognizing the need for additional competitive advancement for individuals, teams and the club, the VSC will offer Premier division training with professional outside individuals and groups on an as needed basis.

- The cost of Premier training will be solely determined by the Executive Board.
- Training may be offered on an individual, team or club level.
- Training may be offered to non-Vernon residents.
- The determination of any competitive team/s to be entered into sanctioned CJSA (or other) Premier leagues will be solely the competitive committees.

## **Appendix V Disciplinary Policy and Disciplinary Committee**

### **Parents Code of Conduct**

Parents must abide by the Parents Code of Conduct. Failure to abide by the aforementioned rules and guidelines, they will be subject to disciplinary action ,Verbal warning by official, head coach, and/or head of the Disciplinary Committee

- Written warning by official, head coach, and/or head of the Disciplinary Committee
- Parental game suspension by the head of the Disciplinary Committee with written documentation of incident kept on file by the head of the Disciplinary Committee
- Game abandonment (forfeit) through the official or head coach
- Parental season suspension by the head of the Disciplinary Committee with written documentation of incident kept on file by the head of the Disciplinary Committee.

Discipline can be appealed with final decisions taken by the VSC Disciplinary Committee.

### **Coaches/Volunteers Code of Conduct**

Coaches/Volunteers must abide by the Coaches/Volunteers Code of Conduct. Failure to abide by the aforementioned rules and guidelines, they will be subject to disciplinary action that could include, but is not limited to the following:

- Verbal warning by official and/or head of the Disciplinary Committee
- Written warning by official and/or head of the Disciplinary Committee
- Coaching suspension by the head of the Disciplinary Committee with written documentation of incident kept on file by the head of the Disciplinary Committee.
- Game abandonment (forfeit) through the official or head coach
- Coaching season suspension by the head of the Disciplinary Committee with written documentation of incident kept on file by the head of the Disciplinary Committee.

Discipline can be appealed with final decisions taken by the VSC Disciplinary Committee.

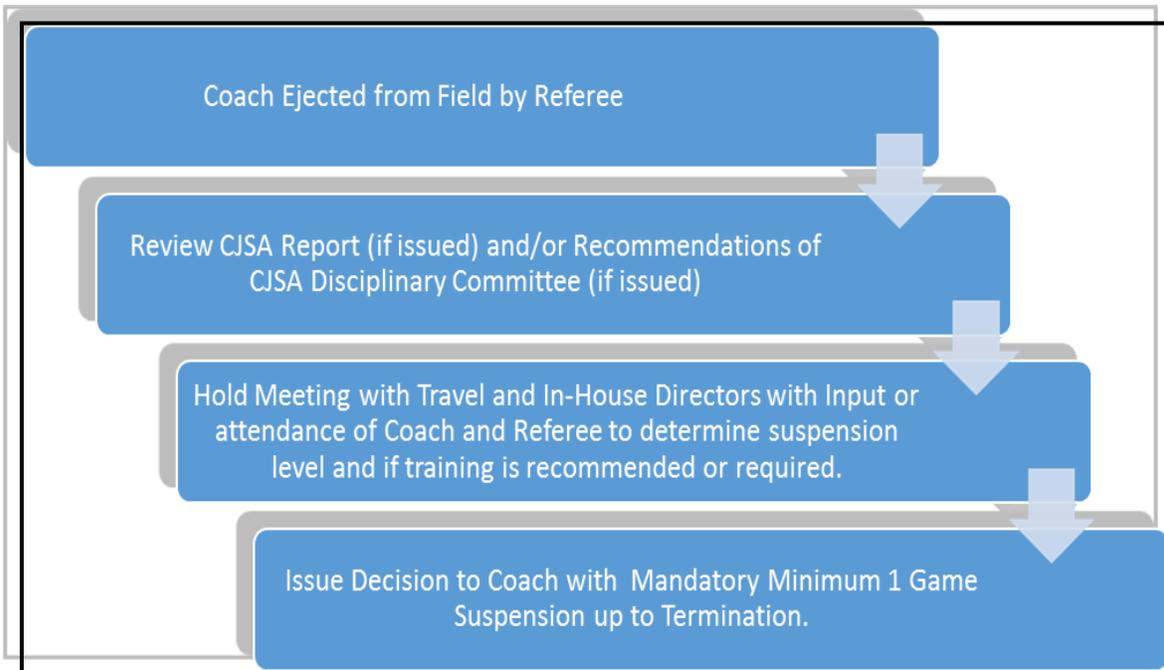
### **Players Code of Conduct**

Players must abide by the Players Code of Conduct. Failure to abide by the aforementioned rules and guidelines, they will be subject to disciplinary action that could include, but is not limited to the following:

- Verbal warning by official, head coach, and/or head of the Disciplinary Committee
- Written warning by official, head coach, and/or head of the Disciplinary Committee
- Coaching suspension by the head of the Disciplinary Committee with written documentation of incident kept on file by the head of the Disciplinary Committee.
- Game abandonment (forfeit) through the official or head coach
- Player season suspension by the head of the Disciplinary Committee with written documentation of incident kept on file by the head of the Disciplinary Committee.

Discipline can be appealed with final decisions taken by the VSC Disciplinary Committee.

## Appendix VI In-House and Travel Coaches Disciplinary Policy



<p><b>Other Comments/Considerations:</b></p> <ul style="list-style-type: none"> <li>• Coaches required to notify In-House or Travel Directors within 24 hours of suspension. If not conducted, level of suspension will be increased from set minimum amount.</li> <li>• If In-House or Travel Director is also the coach being reviewed for disciplinary action, then the Club President will act on his/her behalf.</li> <li>• In-House and Travel Directors are required to keep track of any disciplinary issues.</li> <li>• Effective: For Season</li> </ul>	<p><b>Potential Suspension Levels:</b></p> <p>Level 1: 1 game suspension          Level 2: 2 game suspension          Level 3: Season suspension          Level 4: Termination with VSC</p>
<p><b>Recommended/Required Training:</b></p> <p>Option 1: Anger Management Class          Option 2: CJSa Referee Certification          Option 3: Coaches License with emphasis on children psychology          Club may elect to require coaches to pay for classes</p>	

## **Appendix VII VSC Board of Director's Non-monetary Compensation**

For the purpose of recognizing individuals with outstanding contributions to the VSC, the Directors may provide gift certificates, sports apparel, and credit towards an equipment exchange program, if applicable, waiver of registration fees, or other such reasonable non-monetary compensation to an individual member or members including coaches, parents, mentors, players or member(s) of the Directors. Any non-monetary compensation must be approved by a majority vote of the Directors.

This policy does not supersede the Article VI Sections 6.11, 6.12, and 6.13 concerning the monetary compensation of the Referee Director, Equipment Director, and Registrar.

The Directors have already approved a non-monetary compensation as described above for Executive Board Members annually for a value not to exceed \$300. To be eligible, a Director member must attend at least 75% of scheduled or non-scheduled Board of Director meetings or otherwise provide service to the VSC in terms of attending external meetings important to the VSC or some other services requiring significant personal time investment.

The Treasurer, Equipment Director and Registrar shall ensure non-monetary compensation has not exceeded \$300 value for an individual Director. The non-monetary compensation shall be distributed throughout the year as requested by the receiving Director. Non-monetary compensation as it pertains to this policy cannot be carried over into ensuing years.

The Board of Directors may be reimburse for reasonable and customary expenses while conducting VSC business.

## **Appendix VIII Scholarship Committee**

### **Scholarship Committee**

- The Scholarship Committee shall be appointed by the Board. The Club President shall appoint this Committee no later than the March general meeting.
- A Committee member may not have a relative participating in the VSC as a senior in high school during their term on the Committee.

### **Amount of Scholarship**

- The VSC will present two scholarships of \$500 each for a total of \$1000.
- No gender requirements.

- The only criteria to apply are that the applicants must have participated in the VSC for a year or more.
- At the recommendation of the scholarship committee and the approval of the VSC executive board, an additional (third) male or female (or both) may be awarded in an amount not to exceed \$500.

## Appendix IX Housing Credit Policy

For the purpose of recognizing VSC families for their continued support with housing professional trainers that work with the VSC, the Directors may provide credit in the amount of \$50 per week for each trainer housed during our regular seasons. The credit may be applied towards apparel or equipment purchases made through VSC, regular seasonal VSC registration fees, regular VSC camp fees, or other such reasonable non-monetary compensation as approved by a majority vote of the Directors. The credit may also be applied towards a gift card after the credit has been used for VSC registration. The Treasurer will be responsible for tracking the number of weeks trainers are housed by each family during the course of the year.

## Appendix X REFEREE COMPENSATION

Age	IN-HOUSE (SOLO)	D5 CENTER	D5 AST. REF	D5 SOLO	COMP CENTER	COMP AST. REF	COMP SOLO	FRIENDLY SOLO	FRIENDLY 2 CENTER REFS
U8	\$30	\$35	\$20	\$55	\$40	\$25	\$55	\$55	-
U9	\$30	\$35	\$20	\$55	\$40	\$25	\$55	\$55	-
U10	\$30	\$35	\$20	\$55	\$40	\$25	\$55	\$55	-
U11	\$30	\$35	\$20	\$55	\$40	\$25	\$55	\$55	-
U12	\$35	\$40	\$25	\$65	\$45	\$30	\$65	\$65	-
U13-15	\$35	\$40	\$25	\$65	\$45	\$30	\$65	\$65	-
U16-19	-	-	-	-	-	-	-	\$75	\$45

## Appendix XI Chronology of Tasks – VSC Registrar

<b>Time Frame</b>	<b>Task</b>
March/Early April	Registration for spring travel soccer, new registrations, conversions from rec to travel, player pass preparation and registration affirmation.
March	Determine walkup registration dates Reserve VCMS for registration
March/Early April	Verify and sign travel rosters, verify player passes for District Registrar/Spring travel scheduling meeting
March	Submit <b>VSC</b> board members to CJSA
3 weeks prior to registration	Submit request to town to display signs in front of VCMS and YMCA to announce registration dates
3 weeks prior to registration	Send to all <b>VSC</b> board members to notify them of the registration dates and recruit help for each registration date
3 weeks prior to registration	Re-paint signs with new registration dates/put signs up
3 weeks prior to registration	Request webmaster to add dates on site. If email addresses available, put together mass email to remind previous players of registration dates.
3 weeks prior to registration	Send email to Journal Inquirer, Reminder, & Patch to request notification in Local Digest section
2 weeks prior to registration	Update school flyer and bring to Minuteman printers for copies
1 week prior to registration	Distribute flyers to all town schools, St Bernards, St Josephs and the Vernon Recreation Dept. Request school PTO's email out information.
End of April	Submit registration/spring roster changes to CJSA. Work with treasurer for amount to be forwarded to CJSA
June	Determine final/mid-summer walkup registration date In previous years held next to snack shack at VCMS – no town reservation required
3 weeks prior to registration	Send email to Journal Inquirer, Reminder, & Patch to request notification in Local Digest section
3 weeks prior to registration	Send email to all email addresses on file that had registered kids in previous years but have not yet registered for current year
3 weeks prior to	Send post card via snail mail to all addresses on file that had registered kids