

Chichester Soccer Club Bylaws

Article I - Identification

Section 1 – 1: Name

The name of this association is the Chichester Soccer Club, formerly Chichester Youth Soccer League (CYSL). It may also be referred to as CSC.

Section 1 – 2: Location

The CSC is located in the southeast corner of the Commonwealth of Pennsylvania.

Article II - Purpose

The purpose of the CSC is to promote, foster and perpetuate the game of soccer on the amateur level, and to provide high standards for good sportsmanship and fair play with the communities of Lower Chichester, Upper Chichester, the Borough of Trainer, the Borough of Marcus Hook and other surrounding communities.

The recreational program is aimed at introducing and developing a love of the game of soccer. Playing under modified rules of competition, the goal is educate players and parents, develop skills and above all else, promote fun and sportsmanship! The travel program builds on our intramural program with a more intense level of commitment. The goal is to expand the level of education and training, to further develop skills in a more competitive environment while maintaining our commitment to fun and sportsmanship!

Article III - Membership

The CSC will maintain membership in the Eastern Pennsylvania Soccer Association and/or US Club Soccer.

All children ages 4 to 18 are eligible to play soccer within our league. Parents or guardians of paid children will be considered members of the club.

Article IV - Officers

President

The President will work with all Board Members and Committees when necessary with regards to Scheduling, Rosters, Sponsors, Sportsmanship Selection, Rules, etc... The President shall preside at all meetings of this association; appoint all committees and commissioners, subject to approval by the Board of Directors; enforce the constitution, by-laws and such rules and regulations which may be enacted by the Board of Directors; call such meetings as herein provided to be called; cast a deciding vote on all issues at any meeting of the Board; supervise the affairs of this association; act as Chairman of the Executive Committee which may be charged by the Board of Directors to perform such duties as the Board of Directors may determine, and which shall consist of the officers of this association; and perform such other duties as the Board of Directors may from time to time direct.

Treasurer

The Treasurer will maintain financial records for the league, Implement internal controls and Create and maintain a Budget. The Treasurer may be required to be bonded at the discretion of the Board of Directors, such bond costs to be borne by the association; shall deposit all Monies in the name of this association with a depository which shall be designated by the Board of Directors; execute receipts for such Moines which are paid to him/her; keep the financial accounts; liquidate all bills against the association; report the state of the finances of the association at the close of every meeting and whenever required to do so by the statement of accounts in writing to the Board at the Annual General Meeting; and perform such other duties as the Board may from time to time direct. All drafts and checks in excess of an amount defined by the Board of Directors shall be executed by two of the elected officers. Responsible for overseeing all assigned committees and managers.

The following positions will work with the Treasurer:

The Equipment Manager will prepare annual budget for equipment needs, Obtain input from Divisional Coordinators and other Board Members, Obtain input from Registrar for needs for uniforms, Obtain bids from 3 sources for presentation to the entire board before a purchase is made. Verify receipt of merchandise and handle distribution to appropriate Teams.

Director of League Operations

The Director of League Operations will handle the organization all League Events in addition to overseeing all assigned committees and managers.

The following positions will work with the Director of League Operations:

The Banquet Manager will handle all activities involved with the planning through execution of the end of season Banquets.

The Tournament Manager will makes recommendations to board on hosting tournaments, handles all aspects of CSC hosted tournament's planning and execution

The Fundraising Manager will be responsible for all activities involving raising funds for the club. Will actively participate in the planning and execution of such events. Will work with the Director of Communications to coordinate Sponsorship mailings.

Snack Bar Manager will prepare annual budget for Snack Bar Supplies, coordinate and maintain a volunteer list for working the snack bar, provide the Treasurer with signed deposit sheets and expense receipts, purchase supplies to keep the Snack Bar stocked, coordinate the opening and closing of the stand at the beginning and end of each season

Picture Coordinator will be responsible for obtaining 3 bids for club pictures and presenting to Board. He/she will also be responsible for creating the picture schedule and working with the Director of Communications for informing the club.

Sponsorship Solicitation coordinator will be responsible for bringing in Sponsorship donations to the club. He/she will mail Sponsor letters out in January of each year and work with the Treasurer to ensure donations are deposited and accounted for.

Director of League Competition

The Director of League Competition will oversee and organize the Intramural Draft (if applicable), creates and publishes schedules, Work with the Recreation and Travel Coordinators to fix conflicts, organize the Skills Competition and King of the Hill Tournament as well as seeding and scheduling of events, work with membership to resolve Rule Disputes, and oversee all assigned committees and managers.

The following positions will work with the Director of League Competition:

Recreation Coordinator will manage all of the activities of the Recreation Divisions. He/she will coordinate the registration of all Rec players; work with the Director of Communications on advertising on Chi Channel, Web Site, News Papers, etc... He/she will work with the Treasurer to ensure all registration monies are deposited and recorded as well as coordinate refunds. Work with the Divisional Coordinators to build rosters and schedules for each recreation division as well as provide information to the Equipment Manager for uniform order and equipment needs.

Divisional Coordinators (*one per each Recreational Division* - I.e. U6, U8, U11 Boys and Girls, U16) will work directly with the Recreation Coordinator. Each Divisional Coordinator will provide input on team assignments (rosters) to the Recreation Coordinator, create and maintain their division schedules, and communicate all equipment and uniform needs to the Recreation Coordinator.

Girls Travel Coordinator will communicate all equipment and uniform needs to the Equipment Director and act as Delegate to PAGES. He/she will work with the Travel Team Managers on all aspects of Travel Player Registrations as well as coordinate and communicate all of the forms needed for CSC and PAGES registrations. He/she will work with the Director of Communications on advertising on Chi Channel, Web Site, News Papers, etc... to solicit player registrations. He/she will work with the Treasurer to ensure all registration monies are deposited and recorded.

Boys Travel Coordinator will communicate all equipment and uniform needs to the Equipment Director and act as Delegate to DELCO. He/she will work with the Travel Team Managers on all aspects of Travel Player Registrations as well as coordinate and communicate all of the forms needed for CSC and DELCO registrations. He/she will work with the Director of Communications on advertising on Chi Channel, Web Site, News Papers, etc... to solicit player registrations. He/she will work with the Treasurer to ensure all registration monies are deposited and recorded.

Director of Soccer Development

The Director of Soccer Development will oversee and organize the Intramural Draft, creates and publishes schedules, Work with Divisional Coordinators to fix conflicts, Skills Competition and King of the Hill Tournament as well as seeding and scheduling of events, work with membership to resolve Rule Disputes, and oversee all assigned committees and managers.

The following positions will work with the Director of Soccer Development:

Player Development Coordinator will coordinate all tryouts, run the Soccer Academy in both Spring and Fall, promote player development in all age groups, assist coaches in player assessments, etc...

Coaching Development Coordinator will schedule coaches' workshops and training, mentor, and develop coaches in both our Recreation and Travel Divisions. Work with the Director of Competition to identify key areas to improve our coaches' soccer training as well as develop coaching plans for each division, set and maintain Club rules etc...

Referee Scheduler will coordinate the scheduling of Referees for all intramural games with the Field Director. (DELCO and PAGES handles their games, however if a ref doesn't show try to get a replacement from league resources.) Handle referee disputes and report Red Card Violations to the Disciplinary Committee Set up Training classes for referees and hold clinics for coaches and referees.

The Disciplinary/Sportsmanship Manager will head-up all investigations of incidents reported to him/her by the Board, Committee Heads, and/or any member of the organization. He/she will organize a group consisting of the Vice President of Competition, the Divisional Coordinator involved, the Referee Director, two members of the Player Development Committee, and one Presidential Appointee. He/she will recommendation any necessary action be taken in accordance with the club by-laws.

The Field Coordinator will coordinate maintenance and upkeep of fields: Painting, Field Days, and work with the Director of Competition to develop Schedules for all divisional games Work with Director of communications to communicate schedules to all coaches.

Director of Communications

The Director of Communications will be responsible for all league communications. Will maintain a strong communication channel throughout the Club so that everyone is informed with all activities of the club. Will maintain Meeting Minutes and ensure Club by-laws are communicated and followed. He/she will work with the Recreation and Travel coordinators on advertising on Chi Channel, Web Site, and News Papers for soliciting players for registration. He/she will ensure a strong cohesiveness maintained between all divisions of the club. Responsible for overseeing all assigned committees and managers.

The following positions will work with the Director of Communications:

The Secretary shall keep a record of all proceedings of this association, update Club By-laws which are authorized by the Board of Directors, Send out mass mailing correspondence to parents and sponsors, perform such communication duties as the Board of Directors may from time to time direct.

The Website Manager will be responsible for keeping Club website updated with all important information.

The Newsletter Editor will be responsible for authoring and publishing the weekly newsletter.

League Advisor

The League Advisor will work with the President and the other Board Members advising on all Soccer related issues. This is a Board Appointed position, not an elected position.

Immediate Past President

The Immediate Past President will work with the President and provide assistance to all matters when necessary, will ensure smooth transition among all committees as well as Community and Sponsor Relationships. The Immediate Past-President shall be a member of the Executive Board and perform such other duties, as the Board of Directors shall from time to time request.

The Immediate Past President (who is not elected) shall serve a term of two (2) years with the term beginning the first day following his departure from office of President. The Immediate Past-President shall be a member of the Executive Board and perform such other duties as the Board of Directors shall from time to time request.

Article V – Open Meetings

Open Meetings are held the third Thursday of each month at Linwood Youth Center. Any changes in schedule will be posted on the website, current newsletter and blast email. All members are invited and encouraged to attend. Annual reorganization of committees and elections will take place at the December Open Meeting.

Article VI - Voting Rights

Amended, Reviewed and Approved by the CSC Board April 2014 – Effective immediately.

All members of the board, except the president of the league have one vote on all matters brought to the board. In the event of a tie, the president of the league will cast a vote to break the tie. Only Board Members vote on changes to the by-laws. At the discretion of the board, matters before the board can be voted on by the board or opened to a vote of the members in good standing in attendance.

**members in good standing are defined as active participants in CSC that have attended at least 50% of the board meeting within the last 12 months.*

Article VII - Officer Election

Amended, Reviewed and Approved by the CSC Board November 2009 – Effective January 1, 2010

Each officer is elected to a term of one year (Spring and Fall Seasons). The coaches, divisional coordinators, and current officers (Board) will nominate all officers, with the exception of the Treasurer, to hold positions on the board for the next year. Nominations

for Treasurer will only be made by the current Board of Directors (officers). Nominations will take place up to and including the second Tuesday in December. All Nominations must be accepted before the individual can be included in the election. Elections will take place at the open meeting on the Third Tuesday of December. The positions will begin after the close of that meeting.

Article VIII – Code of Conduct

Section 1 - Sportsmanship and Conduct Disciplinary Committee

Reviewed and Approved by the CYSL Board November 21,2002 - Effective January 1, 2003

The Board of Directors' Executive Committee shall have the right and authority to suspend, ban completely, or otherwise discipline any Chichester Youth Soccer League player, coach, manager, team official, or officer for violations of the Chichester Youth Soccer League's Constitution, By-Laws, General Operating Procedures, or Specific Association Rules. The Board of Directors' Executive Committee will act on the recommendation of the Sportsmanship and Conduct Disciplinary Committee, which shall consist of the Vice-President of Competition, Divisional Coordinator, Head Referee, Travel Director, two members of the Player Development Committee, and one Presidential Appointee.

A. The Board of Directors shall exercise its authority to suspend or expel any adult member whose conduct is considered detrimental to the best interest of CSC by a majority vote at a duly constituted meeting.

B. The use, by any member or youth in CSC of profanity, alcoholic beverages, drugs or fighting on CSC premises or wherever official CSC matches or practices are being held, shall be considered as grounds for expulsion from CSC and all of its activities in accordance with Paragraphs A and C of this Section.

C. The Sportsmanship and Conduct Disciplinary Committee, upon evidence of serious misconduct by any youth in CSC, shall notify the youth, parents and the Coach of the team of which the youth is a member within 72 hours and direct all to appear before a duly constituted meeting of the SCDC. The SCDC shall have the authority to suspend, revoke or extend such youth's right to future participation in CSC. The youth shall have the right to appeal an expulsion from CSC to the Board of Directors' Executive Committee. This appeal must be in writing and received by the Executive Committee within 72 hours of the SCDC decision.

D. Disciplinary action taken against any CSC member within any CSC program (Intramural or Travel) will be served in all programs unless otherwise stated by the SCDC. All incidents will be reviewed by the SCDC. The SCDC has the authority to rescind the disciplinary action if necessary.

Section 2 - CSC Parent/Coach Code of Conduct

Reviewed and Approved By CYSL Board November 21,2002 - Effective January 1, 2003

A. In order to instill a positive environment for learning and playing the game of soccer it is imperative that the Chichester Youth Soccer League establishes a Parent/ Coach Code of Conduct. Recent instances of unsportsmanlike behavior in the world of youth sports make this policy an important and necessary step to ensure the development of youth soccer. In order to implement this, all parents will be required to read and sign a "code of conduct" document before being allowed to register their children.

The code of conduct document is as follows:

Parent/Coach Code of Conduct

- I WILL MAINTAIN A "FUN IS #1 ATTITUDE".
- I WILL TEACH MY CHILD(REN) BY GIVING THEM A GOOD EXAMPLE OF SPORTSMANSHIP.
- I WILL ENCOURAGE GOOD SPORTSMANSHIP BY DEMONSTRATING POSITIVE SUPPORT FOR ALL PLAYERS, COACHES AND OFFICIALS AT EVERY GAME AND PRACTICE.
- I WILL TREAT OFFICIALS, COACHES, MY CHILD(REN), THEIR TEAMMATES AND THEIR OPPONENTS WITH RESPECT AND AVOID RIDICULE OR SARCASM.
- I WILL PRAISE MY CHILD(REN), THEIR TEAMMATES, AND OPPONENTS FOR PARTICIPATING, REGARDLESS OF THEIR ATHLETIC SKILLS.
- I WILL REMAIN CALM WHEN MY CHILD(REN) OR THEIR TEAMMATES MAKE A MISTAKE, AND HELP THEM LEARN FROM THEIR MISTAKES. I WILL NEVER RIDICULE OR YELL AT MY CHILD(REN) OR ANY OTHER PARTICIPANT FOR MAKING A MISTAKE OR LOSING A COMPETITION.
- 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.

- I WILL TRY NOT TO TAKE MYSELF TOO SERIOUSLY WHEN IT COMES TO MY INVOLVEMENT IN YOUTH SPORTS, REMINDING MYSELF THAT YOUTH SPORTS ARE FOR CHILDREN, NOT ADULTS.
- I WILL EMPHASIZE TEAMWORK IN TEAM SPORTS WITH MY CHILD(REN), TEACHING THEM TO THINK “WE” INSTEAD OF “ME”.
- I WILL INFORM THE COACH OF ANY PHYSICAL DISABILITY OR AILMENT THAT MAY AFFECT THE SAFETY OF MY CHILD(REN) OR THE SAFETY OF OTHERS.
- I WILL LEARN THE RULES OF THE GAME AND THE POLICIES OF THE LEAGUE.
- I WILL TEACH MY CHILD(REN) TO PLAY BY THE RULES AND TO RESOLVE CONFLICT WITHOUT RESORTING TO HOSTILITY OR VIOLENCE.
- I WILL TEACH MY CHILD(REN) THAT DOING ONE’S BEST IS MORE IMPORTANT THAN WINNING, SO THAT MY CHILD(REN) WILL NEVER FEEL DEFEATED BY THE OUTCOME OF A GAME OR HIS/HER PERFORMANCE.
- I WILL PROMOTE THE EMOTIONAL AND PHYSICAL WELL-BEING OF THE ATHLETES AHEAD OF ANY PERSONAL DESIRE I MAY HAVE FOR MY CHILD(REN) TO WIN.
- I WILL DEMAND A SPORTS ENVIRONMENT FOR MY CHILD(REN) THAT IS FREE FROM DRUGS, TOBACCO, AND ALCOHOL AND I WILL REFRAIN FROM THEIR USE AT SPORTING EVENTS.
- I WILL REFRAIN FROM COACHING MY CHILD(REN) OR OTHER PLAYERS DURING GAMES AND PRACTICES, UNLESS I AM ONE OF THE OFFICIAL COACHES OF THE TEAM OR AM ASKED TO DO SO BY THE COACH.

- I ALSO AGREE THAT IF I FAIL TO ABIDE BY THE CODE OF CONDUCT I WILL BE SUBJECT TO DISCIPLINARY ACTION THAT COULD INCLUDE, BUT IS NOT LIMITED TO THE FOLLOWING:
 - VERBAL WARNING BY LEAGUE ADMINISTRATOR, OFFICIAL, AND/ OR HEAD COACH
 - WRITTEN WARNING FROM THE LEAGUE
 - PARENTAL GAME SUSPENSION WITH WRITTEN DOCUMENTATION OF INCIDENT KEPT ON FILE BY CSC
 - GAME FORFEIT THROUGH THE OFFICIAL OR COACH
 - PARENTAL SEASON SUSPENSION

WINNING WITHOUT GLOATING

LOSING WITHOUT COMPLAINING

- B. The administration of the Parent Code of Conduct is governed by the Sportsmanship and Conduct Disciplinary Committee established by the Executive Committee of the Board of Directors. Infractions of the Code of Conduct are reviewed by the SCDC and disciplinary action is recommended to the Executive Committee, which governs suspensions and expulsions from CSC. Appeals of any disciplinary decision are governed by the by-law that establishes the SCDC. All appeals must be in writing and received by the Executive Committee within 72 hours.
- C. *Any Coach’s conduct that is detrimental to the purpose of CSC and non-compliant with its laws will be reviewed by the Disciplinary Sportsmanship Committee.*

Section 3 –Coaches Code of Conduct, Addition

Reviewed and Approved by CYSL Board November 21,2002 Effective January 1, 2003

- A. Conduct of the coach and assistant coaches during practices and game sets the tone for the entire team and the league as a whole. *Coaches should:*
 1. *Encourage clean and sportsmanlike behavior.*
 2. *Stress good effort instead of winning.*
 3. *Develop team morale.*
 4. *Maximize praise and minimize criticism.*
 5. *Make corrections slowly and calmly.*
 6. *Coach all players, regardless of skill, with equal enthusiasm.*
 7. *Welcome feedback from players and parents.*
 8. *Take appropriate action to prevent running up the score on an opponent.*

- B. Treat game referees with respect. Set a good example by accepting all calls by the referees graciously. All calls are "in the opinion of the referee", who is a trained official. If you disagree with a critical call, discuss it with the referee after the game is over, and perhaps you (or the official) will learn something. Dissent of a referee's decision in an abusive or overt manner could result in the issuance of a caution (yellow card) by the referee. Continuing dissent could result in being sent off (red card). Any incident resulting in send-off of a CSC coach shall be reviewed by the Sportsmanship and Conduct Committee in accordance with the CSC By-Laws to determine if the misconduct warrants further disciplinary action.

Section 4 - Players Code of Conduct

Reviewed and Approved By CYSL Board November 21, 2002 - Effective January 1, 2003

- A. In order to instill a positive environment for learning and playing youth soccer, the Chichester Youth Soccer League hereby establishes a player code of conduct to be followed by every member of the CSC. The aim of youth sports is the personal and character development of each participant and that each player is entitled to equal opportunity and consideration in every situation. With that in mind it is incumbent upon each participant to display sportsmanlike and positive behavior on the field during games and practices. The Player Code of Conduct is as follows:

CSC Players’ Code of Conduct

- I UNDERSTAND THAT BEING ALLOWED TO PLAY SOCCER IN THE CSC IS A PRIVILEGE, AND THAT I AM EXPECTED TO FOLLOW THIS CODE OF CONDUCT AT ALL TIMES.
- I WILL TREAT MY FELLOW TEAMMATES, OPPOSITION PLAYERS, THE COACHES, THE OFFICIALS, AND ALL OF THE TEAM PARENTS WITH RESPECT AND DIGNITY.
- I WILL OFFER POSITIVE ENCOURAGEMENT AND ASSISTANCE TO MY TEAMMATES.
- I WILL REFRAIN FROM USING PROFANE LANGUAGE, OBSCENE GESTURES, TAUNTING, OR YELLING AT TEAMMATES, OPPOSITION, COACHES, OFFICIALS, OR PARENTS AT ALL TIMES.
- I WILL STRIVE TO BE THE BEST SOCCER PLAYER THAT I CAN BE, BOTH IN GAMES AND PRACTICES. THIS MEANS I WILL BE ATTENTIVE TO MY COACHES' INSTRUCTIONS AND RESPECT THE TIME SPENT BY THE COACHES TO IMPROVE ME AS A SOCCER PLAYER.
- I UNDERSTAND THAT I MUST "PLAY THE WHISTLE" AND NOT WHINE OR COMPLAIN TO THE REFEREE, AND THAT I MUST GIVE THE BALL PROMPTLY TO MY OPPONENT FOR THEIR THROW-INS, FREE KICKS, ETC. IN OTHER WORDS I MUST ALWAYS DISPLAY GOOD SPORTSMANSHIP.
- I UNDERSTAND THAT TEAM SPIRIT DOES NOT JUST HAPPEN. IT COMES WITH HARD WORK AND COMMITMENT TO MYSELF AND TO MY TEAM. I WILL WORK HARD AND COMMIT MYSELF TO MY TEAM AND ITS SUCCESS BY ATTENDING ALL PRACTICES AND GAMES AND GIVING MY BEST EFFORT WHENEVER I INVOLVE MYSELF WITH THE TEAM. IF I CAN NOT ATTEND A GAME OR PRACTICE I WILL NOTIFY THE COACH OF MY ABSENCE.
- I UNDERSTAND THAT FAILURE TO ABIDE BY THIS CODE OF CONDUCT COULD RESULT IN MY SUSPENSION OR EXPULSION FROM THE TEAM OR CSC. ZERO TOLERANCE IS THE POLICY OF CSC FOR ANY ABUSIVE BEHAVIOR TOWARDS ANY OFFICIAL, COACH, OPPONENT, PARENT OR TEAMMATE. RESPECT YOUR TEAM, RESPECT YOURSELF.
- I HEREBY PLEDGE TO PROVIDE A POSITIVE ATTITUDE AND BE RESPONSIBLE FOR MY BEHAVIOR WHILE PARTICIPATING IN CSC BY FOLLOWING THE CSC PLAYERS' CODE OF CONDUCT.

Each player shall read and sign the Code of Conduct prior to first practice. Code of Conduct will be read aloud at beginning of first practice by designated player. Code of Conduct can be read by coach to team at any time during season to reinforce the principles and be used as a learning tool. Code of Conduct will be recited at formal functions of CSC by designated player or official.

- B. The administration of the Players' Code of Conduct is governed by the Sportsmanship and Conduct Disciplinary Committee established by the Executive Committee of the Board of Directors. Infractions of the Code of Conduct are reviewed by the SCDC and disciplinary action is recommended to the Executive Committee, which governs suspensions and expulsions from CSC. Appeals of any disciplinary action are governed by the by-law that establishes the SCDC. All appeals must be in writing and received by the Executive Committee within 72 hours.

Article IX – Registrations

1. Registration fees will not be refunded for any reason except under the following situations:
 - A. A Child cannot play permanently due to medical issues (a note from a doctor is required)
 - B. A child is withdrawn prior to the start of the evaluations for his/her age group or prior to teams being divided (clinic)
 - C. The organization cannot field a team in a given age group. Those players affected will be issued refunds.
2. Children withdrawn after evaluations are started or teams divided, but prior to start of games, will be issued credit vouchers for a future season.
3. Players who are injured within the first half of the season and cannot return to play that season may be issued a pro-rated voucher at the discretion of the program director.
4. Fees collected from players who start, but do not complete a season will be considered a donation to the association.
5. Refunds will be processed and mailed out within 4 weeks after approval.
6. Any uncollected registration fees must be paid prior to the end of the season.
7. Any outstanding fundraising fees not collected must be paid prior to the start of the next season.