



**Laguna Creek Soccer Club
(LCSC)
Bylaws**



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ARTICLE I – MEMBERSHIP

- Section 1** Application for membership must be on forms furnished by EGYSL and must be submitted during the annual registration period determined by EGYSL.
- Section 2** Selection of teams will be made in compliance with EGYSL. Players, who submit applications during the regular registration period, will be placed on teams based on the following:
1. Age appropriateness
 2. Prior year team placement
 3. Special requests
 4. Space availability
- Section 3** Protest and appeal procedures will be in compliance with EGYSL policy.
- Section 4** The governing Board shall be the LCSC Board of Directors. The Board of Directors shall consist of the Officers of the Club, both elected and appointed.
- Section 5** General membership shall consist of all coaches, team managers, and parents and guardians of each player in good standing with the LCSC.
- Section 6** Each member shall have a voice at the Annual General Meeting (AGM) and voting shall be limited to parents/caregivers of players (limit of 1 vote per registered player or 2 votes per registered family) and coaches registered with the Club.
- Section 7** Members who fail or refuse to follow the LCSC Constitution, Bylaws, Operating Procedures, or who attempt to circumvent a decision rendered by the LCSC, or who seriously damage the interest of the LCSC, face probation, suspension or expulsion. Members who face probation, suspension or expulsion LCSC will be reported to EGYSL, and all disciplinary actions will be in accordance with EGYSL policy.



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ARTICLE II – BOARD OF DIRECTORS

- Section 1** The Board of Directors is composed of the officers of the LCSC.
- Section 2** The Board of Directors shall:
1. Enforce the Constitution, Bylaws, and Operating Procedures of the LCSC.
 2. In conjunction with EGYSL, implement and enforce league rules and bylaws.
 3. Transact necessary business during monthly meetings, or supplemental meetings called by the President in order to complete the necessary business of the club.
 4. Approve, assign and monitor committees to conduct Club business.
 5. Interpret and enforce Club Bylaws and develop and implement policies.
 6. Suspend, bar completely, or discipline any individual from any team, club, or club function in accordance with ARTICLE I, Section 7, herein.
 7. Authorize all payments from Club banking accounts.
 8. Approve any and all contracts executed in the name of the Club.
- Section 3** Elected officers shall consist of the President, First Vice President/Coaching Coordinator, Second Vice President/Coaching Coordinator, Secretary, Treasurer and Registrar. These Officers shall be elected by open vote at the Annual General Meeting (AGM). The President, Second Vice President, and Treasurer will be elected in the even numbered years. The First Vice President, Secretary and Registrar will be elected in the odd numbered years. Elected officers will serve 2-year terms.
- Section 4** Appointed officers will include the Referee Coordinator, Equipment Coordinator, Field Coordinator, Uniform Coordinator, Events Coordinator, Scorekeeper, and Webmaster. The elected officers, by nomination and a simple majority vote, will appoint these board members. Appointed officers will serve 1-year terms.
- Section 5** The LCSC Board of Directors reserves the right to nominate and appoint assistants and ad hoc committees as necessary to carry out the business of the Club. Such appointments voting rights will be determined by the LCSC Board of Directors and shall expire as their express purpose is fulfilled, or at the end of the fiscal year in which they are appointed.
- Section 6** If an office is or becomes vacant at any time, the LCSC Board of Directors may nominate and vote in a successor at any scheduled board meeting when there is a quorum present.
- Section 7** Any officer who shall be absent from three (3) consecutive regular meetings of the Board shall stand automatically removed unless such action is excused by resolution of the remainder of the Board of Directors.



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Section 8 The elected officers may remove an appointed officer from the Board by a majority vote. The President may cast a tie-breaker vote in the case of a tie. An elected officer may only be removed from their position by a unanimous vote of the other elected board members.

ARTICLE III - DUTIES OF OFFICERS

Section 1 The President shall:

1. Oversee all Club operations and functions.
2. Preside at all Club board meetings.
3. Attend all EGYSL Board and league-related meetings.
4. Act as a liaison between the League and the Club.
5. Approve all requests regarding playing levels.
6. Approve scholarship requests.
7. Be an authorized signer on all Club banking accounts.
8. Mediate all Club issues not resolvable at another level.
9. Make the final determination as to whether a field is to be used for play or practice due to schedule, weather, wear or other considerations.
10. Delegate committee and representative roles to other board members.

Section 2 The First Vice President/Coaching Coordinator shall:

1. Assist the President and, when necessary, perform the duties of the President in their absence.
2. Succeed to the Presidency if the office becomes vacant.
3. Recruit and confirm all coaches for the U10-U13 age groups.
4. Act as the liaison with other League Coaching Coordinators.
5. Organize and coordinate all club coaching functions and related activities (including fingerprinting).
6. Schedule clinics and procure of training materials.
7. Assist in the formation and seeding of U10-U13 teams.
8. Receive coaching complaints of U10-U13 teams and report resolutions to the LCSC Board of Directors.

Section 3 The Second Vice President/Coaching Coordinator shall:

1. Assist the First Vice President and, when necessary, perform the duties of the First Vice President in their absence.
2. Succeed to the First Vice President if the office becomes vacant.
3. Recruit and confirm all coaches for the U6-U9 age groups.
4. Act as the liaison with other League Coaching Coordinators.
5. Coordinate all league and club coaching related activities.
6. Assist in the formation and seeding of U6-U9 teams.
7. Receive coaching complaints of U6-U9 teams and report resolutions to the LCSC Board of Directors.



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- Section 4** The Secretary shall:
1. Keep an accurate record of all meetings. Prepare and distribute official minutes to all Board members prior to the next meeting.
 2. Notify Board members of forth-coming meetings.
 3. Supervise and maintain communication to/from Board members.
 4. Maintain a calendar of all Club and League events.
 5. Act as the custodian for all the Club's official books records and documents (except for matters that the Club Treasurer and Registrar are responsible for)
 6. Prepare agendas for all meetings.
 7. Provide notice of the time and place of the Annual General Meeting no later than twenty-one (21) days prior to the meeting.

- Section 5** The Treasurer shall:
1. Handle all funds for the Club. Receive all monies, make deposits and disbursements.
 2. Keep an accurate record of club transactions sufficient to establish items of gross receipts and disbursements.
 3. Present a statement of account at every scheduled board meeting.
 4. Prepare a proposed budget for each fiscal year.
 5. Submit a fiscal year end statement to the LCSC Board of Directors and League Treasurer prior to the AGM.
 6. Ensure that the Board of Directors authorizes all funds disbursed by the Club.
 7. Be an authorized signer on all Club banking accounts.
 8. Ensure that all checks disbursed by the Club are signed by authorized signers.
 9. Bill individuals holding non-returned equipment after the close of the season.

- Section 6** The Registrar shall:
1. Arrange and coordinate and LCSC player registrations.
 2. Keep records of all registered players including name, age, birth date, address, telephone number, and e-mail addresses.
 3. Keep records of all coaches and assistant coaches including name, address, telephone number, e-mail address, and coaching licenses.
 4. Assign players to teams according to their age, gender, school attended and preference.
 5. Oversee the Club hotline. Ensure relevant outgoing messages are placed on the hotline and check the hotline for incoming messages.
 6. Ensure that players play only for teams within their Club. Permission is required by the League, LCSC, and the desired playing club in order to transfer a player to another club's team or onto a LCSC team.
 7. Transfer registration and team data to the League and coordinate with the League Registrar.



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- Section 7** The Referee Coordinator shall:
1. Recruit and assist in training all referees.
 2. Attend all appropriate EGYSL-sponsored referee meetings.
 3. Organize all club referee functions and activities.
 4. Coordinate attendance of referees at league referee clinics.
 5. Ensure that referees are appropriately assigned for all games played on Club fields.
- Section 8** The Equipment Coordinator shall:
1. Approve the purchase of all equipment.
 2. Keep an accurate inventory of all club equipment.
 3. Ensure that all goal nets and field flags are at any Club field scheduled for use.
 4. Distribute all equipment to coaches.
 5. Collect all club equipment from coaches.
 6. Furnish the Club with an itemized list of non-returned equipment and the names and addresses of individuals to whom it was assigned.
 7. Ensure storage for all club equipment.
- Section 9** The Field Coordinator shall:
1. Coordinate with EGYSL as necessary to ensure that all Club fields are in good playing condition.
 2. Assign work crews to provide field maintenance.
 3. Ensure that all fields are properly prepared (measured and painted) for scheduled club use.
 4. Coordinate the use of all practice fields.
- Section 10** The Uniform Coordinator shall:
1. Coordinate the purchase and distribution of shirts to all Club officers.
 2. Coordinate the purchase and distribution of all player uniforms to teams, including coaches' uniforms.
 3. Coordinate the purchase of spirit wear.
- Section 11** The Events Coordinator shall:
1. Plan and coordinate Club soccer camps
 2. Plan and coordinate Club Jamboree
 3. Plan and coordinate Club picture day activities
 4. Plan and coordinate the Board Appreciation Dinner
 5. Plan and coordinate the Annual General Meeting (AGM).



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- Section 12** The Scorekeeper shall:
1. Receive game scores from all Club games.
 2. Obtain and report club scores on time to appropriate League representative in format provided by EGYSL.
 3. Ensure that all standings and the determination of how standings are kept are followed in accordance with EGYSL policy.
 4. Report all run-up scores a game-related complaints to the President and Coaching Coordinators.

- Section 13** The Webmaster shall:
1. Maintain the website for the Club.
 2. Monitor clubs email and answer or forward on to appropriate board member
 3. Ensure that all posted materials follow EGYSL rules.

ARTICLE IV – FINANCES

- Section 1** The LCSC is and shall be a non-profit organization.
- Section 2** The Club shall not assume, nor be liable for, the debts nor financial responsibility, either implied or incurred, of any of its members.
- Section 3** The Club will not adjust the registration fee set annually by EGYSL. The annual fee shall be payable as directed by the EGYSL.
- Section 4** Refund of registration fees will in accordance with EGYSL Bylaws and Policies.
- Section 5** Registration fees may be waived for the Club's Board Members. Up to one (1) child per Board member may be waived.
- Section 6** The Club maintains the authority to issue scholarships, and awards as deemed necessary by the Board of Directors. Parent(s) of scholarship recipients shall be required to serve a minimum of four (4) hours of volunteer time, in activities or tasks as directed by the LCSC Board of Directors.
- Section 7** Should the LCSC be dissolved, all monetary and physical assets remaining after payment of all debts shall be dispersed in compliance with California State law and as directed by the EGYSL.



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ARTICLE V – MEETINGS

- Section 1** The LCSC Board of Directors shall hold regular monthly meetings at a time and place the Board shall determine.
- Section 2** All meetings of the LCSC shall be conducted using the current edition of the “Robert’s Rules of Order” as a guide.
- Section 3** At least a majority (51%) of the voting Board membership must be present to validly conduct Club business. The privilege of making motions and voting at monthly Club Board meetings or supplemental meetings shall be limited to the LCSC Board of Directors. Items voted on will be approved with a simple majority vote of those present.
- Section 4** Special Meetings of the Board of Directors may be called at any time by the President or by any three (3) members of the Board. The Secretary, three (3) days in advance, shall provide written or verbal notice, to all incumbent Board members.
- Section 5** The Board of Directors shall hold an Annual General Meeting of the general membership in December. The purpose of this Annual Meeting shall be to report the current fiscal position of the Club, to elect a new Board of Directors for the following year as described in Article X, and to approve proposed amendments to the bylaws.
- Section 6** The Secretary shall provide notice of the time and place of the Annual General Meeting no later than twenty-one (21) days prior to the meeting. Such notice shall specify the Board of Directors nomination and election procedures as well as any business, which the Secretary anticipates will be presented at the Annual General Meeting. Failure to indicate all matters, which may ultimately be presented for consideration, shall not affect or hinder the actual proceeding.



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- Section 7** The order of business at all LCSC Board of Director meetings should include the following:
1. Call to order
 2. Roll call
 3. Introduction of guests
 4. Acceptance of meeting minutes
 5. Proposals
 6. Treasurer's report
 7. Registrar's report
 8. Coordinator's reports
 9. President's reports
 10. Committee reports
 11. Unfinished business
 12. New business
 13. For the good of the game
 14. Announcements and time and place of next meeting
 15. Adjournment

ARTICLE VI – VOTING AND QUORUM

- Section 1** The privilege of making motions and voting at monthly Club Board meetings or supplemental meetings shall be limited to the LCSC Board of Directors. Items voted on will be approved with a simple majority vote of those present.
- Section 2** In addition to the Board of Directors, the privilege of making motions, debating and voting at the Annual General Meeting shall be limited to parents/caregivers of players (limit of 1 vote per registered player or 2 votes per registered family) and coaches registered with the Club.
- Section 3** Quorums shall consist of at least a majority (51%) of the voting Board membership to validly conduct Club business.



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ARTICLE VII – JUDICIARY

- Section 1** The Board of Directors shall have the power to affect the penalties when the LCSC Constitution, Bylaws, or Operating Procedures are violated. Penalties may consist of warnings, temporary or permanent exclusion from the activities of the LCSC.
- Section 2** The Board of Directors shall have the power to report any player, coach, manager, or members whose actions are detrimental to the purpose of the LCSC or have willfully violated the Constitution, Bylaws, or Operating Procedures of the LCSC to the EGYSL. A PAD committee will afford an opportunity for the coach/player/guardian to be heard. Penalties may consist of warnings, temporary or permanent suspension from participation in activities of LCSC.
- Section 3** Falsification of records shall be grounds for disbarment from future participation or membership in the LCSC.

ARTICLE VIII – DISCIPLINARY ACTION

- Section 1** The probation of any Referee, Coach or player for violation of any of the rules of CYSA or this League shall be in accordance with EGYSL rules. Notification will be made to the Club Board in writing of any probation of a Referee, Coach or player within the Laguna Creek Soccer Club prior to the probation.
- Section 2** Referees, Coaches and/or players may be suspended from regularly scheduled League games for any of the following violations:
1. Failing to play all registered players who have attended and participated in practice (exceptions for attending practice are for illness, school conflict, etc.) the week prior to the game, at least one-half (1/2) of the said game, except for Club disciplinary purposes, illness or injury, provided that the notice is given to the Referee and opposing Coach.
 2. For playing a player whom is not registered with EGYSL, Laguna Creek Soccer Club, and/or other Principal Organizations as deemed appropriate for each soccer year by EGYSL.
 3. For playing a player who is over the age for the division in which the team is registered (without prior consent).
 4. For committing, while on probation, the same or similar violation.
 5. For violation of or ignoring any ruling by the League or Club



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ARTICLE IX – PROTESTS AND APPEALS

- Section 1** Any member desiring to appeal decisions made under the aspects of Article VIII (above) must submit a written appeal to the Board of Directors (LCSC Secretary) not later than eight (8) days after the first decision was made.
- Section 2** Decisions rendered by the LCSC Board of Directors shall be binding on all parties.
- Section 3** Further appeals regarding a LCSC decision or protests must be submitted to EGYSL Board.
- Section 4** In the matter of protests and appeals, no person or team may invoke the aid of an Attorney-at-law or the courts of any State or the United States.

ARTICLE X – COMMITTEES

- Section 1** Committees shall be established by the Board of Directors during each year as required.
- Section 2** Appointment or removal of Committee Directors is subject to Board approval.
- Section 3** Committee Directors shall administer their respective activities and shall be responsible to the Board.

ARTICLE XI – COACHES

- Section 1** Coaches will have complete control of the activities, conduct and welfare of their team while on the playing field. They will conduct themselves at all times in compliance with the rules established by the league and in a dignified and ethical manner. Coaches are responsible for following and supporting all programs developed and adopted by the League and the Club. Any coach of a player involved in disciplinary action may be required to attend the Club Board Meeting.
- Section 2** Coaches are responsible for all uniforms and equipment issued to them by either the Club or the League. Equipment must be returned to the Equipment Coordinator no later than two weeks after the final game of the season or the AGM. If the equipment is needed longer than this time, permission must first be received by the LCSC Board of Directors. Reimbursement to the Club for the equipment not returned to the Club shall be the responsibility of the Team Coaches.



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- Section 3** All coaches must meet the following requirements before being considered for assignment to a team for the season:
1. Sign and submit the LCSC Coaching Conduct Agreement Form
 2. Submit the CYSA Adult Registration and Team Management Disclosure Form with photo
 3. Be fingerprinted and cleared by the Department of Justice
 4. Be in good standing with EGYSL and the Club
 5. Sign and agree to conduct themselves as outlined in EGYSL coaches conduct
- Section 4** All coaches of LCSC shall show prudent judgment in keeping their coaching ability up to the level of the team they are coaching. This could require attendance at coaches' clinics.
- Section 5** All new coaches for U8 and lower age groups shall possess at least a CYSA "F" coaching certification. Waiver of this requirement shall be at the discretion of the LCSC Board of Directors.
- Section 6** All coaches for U9 and above coaches shall attend a Level 9 referee course or possess prior referee certification. Waiver of this requirement shall be at the discretion of the LCSC Board of Directors.
- Section 7** The final assignment of coaches to teams shall be at the discretion of the LCSC Board of Directors.
- Section 8** Coaches of recreational teams must not recruit players and must accept new players from the Registrar.

ARTICLE XII – LIABILITY INSURANCE

- Section 1** All officers, coaches and players of the LCSC are covered against personal liability claims by the California Youth Soccer Association (CYSA) for performing acts and duties directly related to the work of this Club.



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ARTICLE XIII – GAME REGULATION

- Section 1** All coaches shall present their player passes to the Referee prior to participation in the game. If a coach does not present a player pass to the Referee prior to the game, that player with the missing player pass may not participate in the game. All passes are to be returned to the Coach or Manager of the team at the conclusion of the game, unless a player is ejected. All retained passes are to be forwarded to the Club President immediately.
- Section 2** The Laws of play shall be in accordance with EGYSL rules.
- Section 3** The home team must change colors which are distinct from all other uniforms on the field when colors of uniforms are similar. LCSC teams will wear the designated Club colors, unless they are playing another LCSC team. In that case, the designated home team will wear scrimmage vests.
- Section 4** The home team is responsible for the condition of the grounds, the proper field markings and proper equipment. Nets and corner flags are required equipment.
- Section 5** It will be the responsibility of both teams to have a game ball.
- Section 6** It is the responsibility of both teams to see that their team and their fans behave in a proper and respectful manner.
- Section 7** Teams must report the result of the game to the Club Scorekeeper by 9 o'clock pm the evening of the conclusion of the game.
- Section 8** Teams must notify the opposing team Coach when a scheduled game is canceled by the Club.
- Section 9** Referee responsibilities shall be in accordance with EGYSL rules.
- Section 10** The referee's judgment with regard to the physical condition of the field and it's acceptance for play, to the actual happenings and occurrences related to the conduct of the game and those prerogatives granted to them by the "Laws of the Game" as published by the FIFA, shall not be challenged.
- Section 11** The coaches and referees must meet immediately prior to each game to be played in order to specify any special "ground rules" mandated by the unusual conditions at the time before the game.



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ARTICLE XIV – OPERATING PROCEDURES

- Section 1** Operating Procedures establish additional guidelines and procedures to be followed in administering the LCSC.
- Section 2** The Operating Procedures shall be developed by the LCSC Board of Directors and may be changed or amended by the Board.

ARTICLE XV – AMENDMENTS

- Section 1** Proposed changes or amendments to the Bylaws can only be affected at the Board of Directors meetings.
- Section 2** Such proposed changes or amendments to the Bylaws must be made in writing to the LCSC Secretary prior to the meeting at which they are acted upon.
- Section 3** Amendments to the Bylaws will be approved with a simple majority vote of those present at the Board of Directors meetings.
- Section 4** All approved Bylaw changes or amendments shall be included in the AGM minutes.
- Section 5** The Bylaws shall become effective immediately after their adoption. At that time, any and all Bylaws of the Club are hereby repealed.