

Oceana Soccer Club Constitution and By-Laws

Constitution

Organization

This organization shall be known as the Oceana Soccer Club (Oceana S.C.). The Oceana S.C. will be an affiliated club and join the Massachusetts Youth Soccer Association (MYSA) each year to maintain that affiliation. The Oceana S.C. will represent the towns of Brewster, Harwich, Orleans, Chatham, Eastham, Wellfleet, Truro, and Provincetown within the existing regional league, the South Coast Soccer League (SCSL). Oceana SC may affiliate with any recognized USYSA/US Soccer recognized organization.

Objective

The objective of the Oceana S.C. is to develop and promote a vital and exciting soccer program on lower Cape Cod. This will be accomplished through programs designed to educate players, parents, and coaches about the sport of soccer and increase public awareness about the game. These programs will provide an opportunity for training and play for all interested parties and shall be designed to develop individual skills, fitness, teamwork and fair play.

Governing Body

The governing body of the Oceana S.C. will be the Board of Directors, hereafter referred to as the Board consisting of the following:

President	Coaching Director
Vice President	Instructional Program Director
Secretary	Immediate Past President
Treasurer	Club Director (league representative)
Registrar	Official Coordinator/Assignor

The Board of Directors (not including the Immediate Past President) shall be elected at the Annual General Meeting (AGM).

The Coaching Director and Instructional Program Director will be appointed by the President and approved by the Board of Directors.

Committee representatives may be appointed as needed (fundraising, Friendship Tournaments) and may participate in Board meetings but do not have voting rights.

Duties and Powers

The Board of Directors is empowered to conduct the business of the Oceana S.C. between meetings of the Board. The Board of Directors will be responsible for setting policy objectives, providing and scheduling all fields for games and practices, equipment, recruiting and training of coaches and attending to all matters that come before it and the overall organization of the Oceana S.C. The Board has the power and authority to deal with any matters not explicitly covered by the Constitution or By-Laws.

Terms of Office

Officers shall hold office for a one year term, September 1st to August 31st and are eligible for re-election. A member can hold only one office unless one of the Board positions is unable to be filled.

Resignation of Officers

If an officer resigns, the Board shall have the authority to appoint an interim officer. The term of the interim officer shall last until the first club meeting of the next fiscal year at which time an election will be held.

Board Decisions

All matters of policy shall be decided by a simple majority vote, except as noted in the Financial Policy. A majority of the current active Board members constitute a quorum. There is no voting by proxy. A Board member has only one vote, regardless of the number of positions held.

Notice of Meetings

The Board will schedule a monthly meeting. The election of new officers shall be held at the AGM. Special meetings may be called by the Board as necessary.

Voting Members

Voting members of the AGM shall be any club Board members, coaches, assistant coaches, players 18 years or older, parents or legal guardians of any club player registered for the current year.

Duties and Responsibilities

The duties and responsibilities of the members of the Board shall be as follows:

President

The President shall schedule and preside at all meetings; be Chairman of the Board; be the official representative of the Oceana S.C... He/she shall be authorized to sign checks, vote only to break ties at Board or special meetings and be one of the official representatives to the SCSL. He/She shall be responsible for scheduling and re-scheduling all games in accordance with the SCSL By-Laws and Constitution in conjunction with the Club Director. He/She shall be responsible for preparing a fiscal budget to present to the Board to be done with assistance from the Treasurer. He/She shall act as the liaison to the public and the players/parents of the club, gathering comments and feedback regarding the Oceana S.C. in general. He/She shall be responsible for overseeing inventory and equipment purchases for the club with help from the Vice President. He/She shall be responsible for coordinating all information and updating the club's website with help from the Secretary.

Vice President

The Vice President shall succeed to the office and powers of President in his/her absence. If the president resigns and the Vice President moves to the position of President then the Board shall elect a successor to the post of Vice President. He/She shall be responsible for managing the club's game and practice fields including all goals and field equipment. This is to be done with help from all club members particularly in the spring when the fields are being set up for the travel season. He/She may also act as an alternate representative to the SCSL.

Club Director

The Club Director is responsible for attending all SCSL meetings and acts as the Oceana S.C.'s voting member at all SCSL meetings and events. He/She is responsible for reporting back to the Board and the club all activities and policies of the SCSL. He/She may also participate as a member of any SCSL committees or board positions.

Secretary

The Secretary shall attend all Board and club meetings, keep minutes of these meetings, keep records of all Oceana S.C. Constitution and By-Law changes, and keep general records for the club. He/She shall be responsible for all mailings to club members regarding registrations and/or general meetings, and also be the manager of the club's mailing list. He/She shall be responsible for distributing registration flyers to schools within the club's towns. The Secretary shall work with the Registrar in updating the club's data base of players and coaches. He/She shall be responsible for coordinating all information and updating of the club's website with help from the President.

Registrar

The Registrar shall be responsible for the registration of club players and coaches for both the travel and instructional programs. He/She shall be responsible for organizing each program's registration according to the requirements of the SCSL and MYSA. He/She shall send this information to both SCSL and MYSA registrars as required by their policy and deadlines. He/She shall organize all pass card information for the travel program and also keep files on all travel teams and players for the club's records. Any program fees for the child/children of the registrar are to be waived for the year which that person is holding the position.

Treasurer

The Treasurer shall have charge of the finances of the club and be authorized to sign checks and make deposits. He/She shall be responsible for balancing the club's banking account, paying all invoices, and assisting the President in preparing the fiscal budget. He/She shall report on the finances at all Board meetings.

Immediate Past President

The Immediate Past President shall have duties as requested by the President or the Board and be entitled to vote at all meetings. He/She may also be an alternate to the SCSL. The term of this position shall only be one year after vacating the position of President.

Coaching Director

The Coaching Director is responsible for supervising, recruiting, training, and developing quality coaches for the club. He/She shall organize coaching clinics for the club and in conjunction with other clubs. He/She shall provide information about future coaching courses and provide material on coaching to the club's coaches as needed. He/She may also assist the Instructional Program Director in developing the instructional program.

Instructional Program Director

The Instructional Program Director is responsible for the registration, administration, and structure of the instructional program. He/She shall be responsible for cancellation of sessions due to weather, scheduling of the program's coaches, keeping records of program coaches' hours, set up and breakdown of the program equipment, and communication with any outside coaching personnel.

Official Coordinator/Assignor

Official Coordinator/Assignor is responsible for recruiting, scheduling and evaluating officials for the benefit of the SCSL.

Board Member Compensation

The board positions are deemed volunteer positions – no compensation will be given. However, if a board member has a child or children playing on a travel team or in the Spring Instructional Program then those children will have their registration fee(s) waived for that season.

Conduct

The Board shall have the authority to suspend any member of Oceana S.C. whose conduct is considered inappropriate or detrimental to the organization and/or the South Coast Soccer League.

Financial Policy

Fiscal Year

The fiscal year will be from September 1 to August 31.

Budget

A balanced budget shall be prepared by the President and the Treasurer and approved by the Board after the first registration period of the fiscal year (Nov-Dec).

Major Expenses

Major non-budgeted expenses over \$250 shall require approval by the Board.

Bank Account

All moneys shall be deposited in either a savings or checking account in the Oceana S.C. name. Only the Treasurer or the President is authorized to deposit money in the club's account.

Expenses

Bills shall be paid when due. Checks shall be signed by authorized signers. The Treasurer and the President are authorized to sign checks for the club.

Expenditures

Funds shall be spent only in the interest of the Oceana S.C.

Disposition of Funds

Should Oceana S.C. be dissolved, all funds currently in the treasury will be donated to a like 501C(3) organization.

Modification to the Constitution

This Constitution, or any part of it, may be amended by a two-thirds vote of the members present at the club meeting or special meeting. The proposed amendment must be presented in written form and any changes made thereafter must be recorded by the secretary.

Modification to the By-Laws

The By-Laws, or any section thereof, may be amended by a simple majority vote of the Board members present at any scheduled Board meeting. In addition, changes may be proposed by the membership at any club meeting or special meeting and approved by a simple majority of the voting members present.

Revised 9/8/08

Revised 3/31/11

By-Laws

General Guidelines

Oceana SC shall develop and provide soccer programs in the spring and the fall.

The spring program shall consist of traveling teams and an in-house instructional program. Teams will be fielded as coaches, fields and equipment allow. All attempts will be made to accommodate all players that have signed up. All players must sign up with the appropriate age group. If it is not possible to accommodate all players that have signed up, some selection process will be used to determine teams. Teams will then be placed in leagues for play at appropriate levels of competition.

The fall program will be to support the existing town recreation programs and create travel teams where appropriate. The goal of the fall program will be player and coach development.

Oceana SC will provide equal playing opportunity for boys and girls.

The Oceana SC Board is responsible for the final design and execution of the soccer program throughout the year. Any matters of policy or direction shall be their responsibility.

In an attempt to foster better communications throughout the Oceana Soccer Club, a website will be maintained to provide information, policies and news. The website address is www.oceanasoccer.org.

Injury Policy

If a coach or the Oceana SC is aware that a player is unable to train or play as a result of receiving medical attention as the result of an injury, the player may not return to training or playing without written permission from their doctor. All injuries requiring emergency care must be reported to the designated Board member.

Registration

Adults and players shall register yearly with Oceana SC and pay a registration fee. Oceana SC may set registration deadlines. All players must register with their age appropriate age group (see below). If the deadline has passed, players and adults will be accommodated according to the late registration procedure.

Players/Guardians shall fill-out the MYSA/USYSA Membership Form and shall verify their date of birth with an acceptable copy of documentation, such as Birth Certificate. In-house players do not have to verify age.

Adults shall be listed on the Adult Affiliation Form and must fill-out a MYSA Volunteer Disclosure Form and an online CORI Form.

Late Registration Procedure

Adults and players, who do not register before the registration deadline, shall be placed on a time ordered waiting list with the registrar. Every attempt will be made to place adults and players in the Oceana SC programs. Adult and player placement will be determined by the Board. In the event it is not possible to place adults or players, the Oceana SC will investigate placement with a neighboring soccer organization.

Fees

All fees shall be set by the Board and shall be due upon registration. Oceana SC may set refund deadlines for any player who registers and then decides not to play. These deadlines will be based on the team declaration deadlines set by the SCSL for that year.

The Board may grant a waiver for all fees or a portion of them based upon financial hardship.

Age Grouping

Players shall be registered according to single year age groups as follows:

- U11 or 11 and under – have not reached 12th birthday before August 1 of playing year.
- U12 or 12 and under – have not reached 13th birthday before August 1 of playing year.
- U13 or 13 and under – have not reached 14th birthday before August 1 of playing year.
- U14 or 14 and under – have not reached 15th birthday before August 1 of playing year.
- U15 or 15 and under – have not reached 16th birthday before August 1 of playing year.
- U16 or 16 and under – have not reached 17th birthday before August 1 of playing year.
- U17 or 17 and under – have not reached 18th birthday before August 1 of playing year.
- U18 or 18 and under – have not reached 19th birthday before August 1 of playing year.

Player Placement Policy

- The Board will make every effort to place players on an age appropriate team.
- Players will not be allowed to play up for convenience (older sibling on team, parent coaches a team), because they wish to or feel they have the ability to. They may be placed on an older team by the Board.
- All returning players and new players will form the player pool that will be used to determine the teams.
- Players must sign-up and be part of the age appropriate player pool.
- Evaluations may be required for placement in some age groups. All players in the age group must attend one of the age appropriate evaluations.
- Players that don't attend the evaluation may be placed on the late registration list.
- Placement can be appealed by submitting in writing, to the Board, the argument for questioning the placement. The parent may attend and present at the Board meeting where the appeal will be discussed.

Evaluations

- Every effort will be made to provide neutral evaluators.
- Parents may request to see the evaluation of only their child.

Team Formation Policy

- All Oceana SC teams will be disbanded at the end of the MYSA playing year. All registered players, returning and new, will be placed in the age appropriate player pool.
- Teams will be formed and based upon the registration player pool and be designed to place every player.
- If there are not enough players in a single year age group, the players will be placed in the next age group offering a team.
- If there are enough players to form more than one team in an age group, the players will be placed with the approval of the board.
- If multiple teams are formed for U12 and younger; the evaluations will be used to create teams of equal strength and ability. They will be placed in the same competitive level in the SCSL.
- If multiple teams are formed for U13 and older; the evaluations may be used to create teams of equal strength or teams of different levels of ability. The teams will be placed accordingly.
- The Board is responsible for the formation of all teams. The Board will consider; player registration date, age, ability, grade, geography and other factors when forming teams.

Participation / Playing Time Guidelines

- Players are expected to participate in all practices and games. A player must play in each half of the game.
- Every player will be given meaningful playing time in every game they attend.
- Meaningful playing time is defined as:
 1. Playing in both halves of a match
 2. Starting in 25% of the matches.
 3. Approximately 1/3 of the match length.
- Efforts should be made so that no player starst every match (exception of specialized GK, U14 and older).
- Coaches have to follow these guidelines except; in the event of injury, unequal attendance at practices, games or in the event of needed discipline.

Parents

Parents should support the coach and help maintain discipline and good sportsmanship.

Parents are responsible to ensure that their children are arrive and are picked up on time for both practices and games.

Parents are to conduct themselves in accordance with the SCSL/MYSA Zero Tolerance By-law (see www.oceanasoccer.org and click on "PARENTS" in menu on the left).

Coaches are to conduct themselves in accordance with the Coaches Code of Conduct adopted by the MYSA.

Amended and adopted 3/31/2011