

CROWN POINT YOUTH SOCCER CLUB, INC.
P.O. Box 432
Crown Point, Indiana 46308

Amended July 17, 2001

CONSTITUTION & BY-LAWS

ARTICLE 1 - Name

The name of the organization shall be the Crown Point Youth Soccer Club and is a not for profit organization and incorporated under the laws of the State of Indiana as Crown Point Youth Soccer Club, Inc.

ARTICLE 2 - Territory

The principle operation of this organization shall be in and about the City of Crown Point, County of Lake and State of Indiana.

ARTICLE 3 - Purpose

The purpose of this organization shall be the promotion, development, regulation and control of youth soccer within the territory as described in Article II.

Further said the purpose of this organization shall be to teach the children good sportsmanship and how to work together in a team atmosphere.

Promote interest and support for the Crown Point Youth Soccer Club. Promote communication between parents, coaches and players. Provide support (by raising funds, communicating to the public) for the athletic endeavors of the Crown Point Youth Soccer Club in all functions and activities.

ARTICLE 4 - Affiliation

This organization shall be affiliated with Northwest Indiana Soccer League.

ARTICLE 5 - Powers

- Section 1 Make and enforce rules and regulations to govern itself on a local basis, but consistent with and not contrary to the rules and regulations promulgated by Northwest Indiana Soccer league.
- Section 2 Solicit sponsors, contributions, receive gifts, bequests, and devices from any person, firm or corporation and administer such fees, gifts and devices on behalf of this organization.
- Section 3 Enter into contracts and to hold own property.

ARTICLE 6 - Membership

The membership of this organization is defined as any parent; stepparent or legal guardian who has a child currently registered in the Crown Point Youth Soccer Club Also, any coach, assistant coach, league official and all officers of the corporation regardless of whether he or she has a child currently registered with the club. Each member shall have one (1) vote. Maximum two (2) votes per family.

ARTICLE 7 - Administration & Board of Directors

- Section 1 This organization shall be governed by its constitution and by-laws, except where they conflict with or are supplanted by the constitution, by-laws and regulations of Northwest Indiana Soccer League.
- Section 2 The governing body of this organization shall be its Board of Directors which consists of the following:
- President
 - Vice-President
 - Secretary
 - Treasurer
 - Club Representative/Travel Coordinator
 - Instructional Coordinator

Assistant Instructional Coordinator
Field Coordinator
Equipment/Safety Coordinator
Sponsor, Fund Raiser & Public Relations Coordinator
Purchasing Agent

- Section 3 The officers of this organization/corporation shall be elected by separate balloting by the majority of the votes cast. Nominations for the Board will take place at the November meeting. The nominated party must be present when accepting position. The ballot voting shall take place at the annual club meeting to be held in December of each year. Elected officers shall hold office for one (1) year. No individual may hold more than one (1) office on the Board of Directors in the same calendar year. The new board shall assume their duties effective January 1st. All board officers must be members of the Crown Point Youth Soccer Club. The current President, Vice-President and a non-officer in the audience will count the ballots and report vote totals to the general membership.
- Section 4 In the event of a vacancy of an office other than that of the President, the President shall appoint a successor to fill the vacancy for the remainder of that term. In the event the office of President is vacated, the Vice-President shall assume all duties of the President for the remainder of that term and fill any vacancies that may have to be filled.
- Section 5 In the event that any officer position that is up for election and does not have anyone nominated for that position, then the newly elected President shall appoint someone to fill that position and fulfill the duties of that particular position for the upcoming year.
- Section 6 Officers may be removed FOR ANY REASON from the board by a majority vote of all board members.
- Section 7 Property and business of the club shall be managed by the board. Motions shall be approved by a simple majority of the board members present. The board shall approve by a majority vote all expenditures. A quorum for a legal meeting is six (6) board members.

ARTICLE 8 - Meetings and Quorums

- a. The President shall set the time for all regular meetings (the exception being the annual club meeting to be held in December) and all special meetings. The membership meeting shall take place in December. The December meeting shall be election of officers and to conduct club business.
- b. The Board shall meet monthly and as called for by the President.
- c. A majority will consist of over half (1/2) of those in attendance eligible to vote.
- d. Any member shall make a condensed version of minutes of all Board and Membership meetings available upon request.

ARTICLE 9 - Duties of Officers

Section 1 President

- a. Preside at all meetings of the organization.
- b. Appoint all non-elected board members and committees.
- c. Uphold the rules and regulations of the organization.
- d. Attend Northwest Indiana Soccer League club meetings.
- e. Responsible for the conduct of all officers.

Section 2 Vice-President

- a. Preside at all meetings, in absence of the President.
- b. Carry out such duties as may be delegated by the President.
- c. Assist the President in the conduct of all officers.
- d. Report directly to the President.

Section 3 Secretary

- a. Record the minutes of all meetings.
- b. Give notice of all regular meetings and special meetings.
- c. Maintain an official record of the activities for the organization.

- d. Perform such other duties as the office may require or as directed by the President.
- e. Report directly to the President.

Section 4 Treasurer

- a. Collect all funds due the organization (or etc.); to sign checks and dispense such funds as approved by the Board of Directors.
- b. Keep a suitable set of books and submit a year-end statement covering all receipts and expenditures (December meeting).
- c. Pay all bills authorized by majority of the Board.
- d. Assign Purchase Order numbers to the Purchasing Agent.
- e. Report financial transactions and financial status at meetings in written form at all general meetings and in oral form at all board meetings.
- f. Make books available to any club member upon request.
- g. Make books available for yearly audit.
- h. Prepare budget for the club with the assistance of the President and Purchasing Agent.
- i. Submit budget to the board in October of each year for the upcoming year. Final approval for the budget will be voted on in November of each year.
- j. Report directly to the President.

Section 5 Club Representative/Travel Coordinator

- a. Coordinate teams registered for travel league play.
- b. Register all travel league players and coaches with Northwest Indiana Soccer League or Indiana Youth Soccer League.
- c. Serve as liaison between the Crown Point Youth Soccer Club and Northwest Indiana Soccer League Board.
- d. Attend Northwest Indiana Soccer League meetings and represent the club with his or her vote. Report back to the board any news from these meetings.
- e. Maintain open communication with CPYSC, Inc. registrar.
- f. The President may delegate duties as.
- g. Report directly to the President.

Section 6 Instructional Coordinator

Organize the Instructional program as follows:

- a. Organization of instructional league for players 4 to 10 years of age.
- b. Set up teams with players and coaches.
- c. Prepare game schedule with referees.
- d. Cancel and reschedule games if need arises.
- e. Give Purchasing Agent the amount of shirts and trophies that will be needed.
- f. The President may delegate duties as.
- g. Report directly to the Vice-President.

Section 7 Assistant Instructional Coordinator

- a. Assist the Instructional Coordinator with ongoing tasks and duties.
- b. The President may delegate duties as.
- c. Report directly to the Vice-President.

Section 8 Field Coordinator

- a. Responsible for the preparation and continued care of all fields that CPYSC has. Set-up and maintain the fields for play.
- b. Initial lining of all fields at beginning of the season.
- c. Coordinate who will line all the fields during both the fall and spring seasons.
- d. Maintain the field markings with the help of a person that you will hire to help maintain the fields. The Board must approve this person.
- e. Raise and remove field nets. Set-up and remove corner flags on game days. Keep fields clear of trash.
- f. The President may delegate duties as.
- g. Report directly to the President.

Section 9 Equipment/Safety Coordinator

- a. Responsible for distribution, collection and inventory of all equipment. Including uniforms, balls, socks, goalie gloves, orange cones, orange discs, ball bags and Pugg nets.
- b. Assembly and distribution of team first aid kits.
- c. Keep inventory of all the supplies.
- d. The President may delegate duties as.
- e. Report directly to the President.

Section 10 Sponsors, Fundraising & Public Relations Coordinator

- a. Acquiring team sponsors and obtaining the funds involved.
- b. Organize and coordinate any possible fund raising events.
- c. Entertain any ideas for fundraising. The club may hold major projects anytime, which will be decided at any general membership meeting.
- d. Set-up player and team picture day.
- e. Responsible for the communication between CPYSC and the general public.
- f. Report directly to the President.

Section 11 Purchasing Agent

- a. Getting bids and purchasing all equipment for the club.
- b. Get Purchase Order numbers from the Treasurer.
- c. The President may delegate duties as.
- d. Report directly to the Treasurer.

ARTICLE 10 - Corporate Bookkeeping

Section 1

- a. The club shall conduct business on a calendar year. January 1 to December 31.

- b. The President, Treasurer and Purchasing Agent shall prepare and present a proposed annual budget to the remaining Board of Directors at the November Board meeting.
- c. The general membership present at the November meeting must approve the budget for the next year forthcoming.

ARTICLE 11 - Selection of Head Coaches

Section 1

- a. The Board shall select Head Coaches in ALL age groups of traveling Teams.
- b. Any person who wants to coach a travel team must submit a written request to coach addressed to any Board Member. Any individual letter requests that are approved by the Board will allow that particular person to coach for a one year term, fall to fall, if they chose to. That Board member who receives that request must submit it to the President of the club.
- c. The selection of Assistant Coaches shall be chosen by the Head Coaches and approved by the Board.
- d. The selection of non-travel teams' coaches will be at the discretion of the President, Instructional Coordinator and Assistant Instructional Coordinator and approved by the board.

ARTICLE 12 - Dismissal of Coaches

Section 1 Travel Teams and/or Instructional Teams

- a. When a coach or assistant coach receives a Red Card, the Board will review his or her actions and any appropriate actions will be taken.
- b. The board has the authority for ANY REASON to take disciplinary action or removal of a coach or assistant coach. In doing so, the club will follow the Guidelines for Conducting Disciplinary Hearings set forth by U.S. Youth Soccer.

- c. If and when the board decides to remove a coach or assistant coach, it will require a two-thirds (2/3) vote of the eleven (11) Board Members. ALL MEMBERS must vote by being present or by proxy. (2/3) equals 7 members.

ARTICLE 13 - Selection of Players

Section 1 Procedure on how travel teams are picked

The Crown Point Youth Soccer Club board will try to put all players on a team that signs up. In the U-8, U-10 and U-12 age groups, the board will have the option of using the U-8 and U-11 in-house program for those players that we feel would learn more being in those programs. If the parent insists that the player travel, then the player will travel. We should only recommend to the parent that the player should play in the U-8 or U-11 in-house program. The travel coaches will not have the ability to take a certain number of players, if there are more players to be placed. The U-12 and U-14 teams can have up to 18 players on the team if that is what we have to do to accommodate all the players. The U-10 teams can have up to 14 players on a team. Player's selection must meet the requirements as stated in the Northwest Indiana Soccer League By-Laws.

Any player will be considered as playing last season, will keep the number of years with the club with no lapsed period, and will be considered as playing both spring and fall if the following applies: If any player, either boy or girl in under the age of 14 on August 1st of any particular year, attend high school in the fall of any particular year, and play on their high school team in the fall of that particular year. These players can play in the spring season for CPYSC, Inc. if they choose to sign up.

High school players lose their eligibility if: They participate in a team sport contest as a member of a non-school team where there are more than 6 - Soccer students, who have participated the previous year in a contest as a member of their high school team. They also can not be instructed by their high school coaching staff.

IHSAA rule changes effective June 1, 2002. Unlimited number of payers will be allowed and players can be instructed by their high school coaching staff. This rule change applies to all IHSAA sports.

Section 2 Procedure on how we determine who gets put on a team if we have too many players

If we have too many players after the sign up dates, then it is up to the board to determine who will be on the teams with these guidelines:

1. Did the player play last season?
2. How long has the player been with the club?
3. Does the player play both spring and fall?
4. Crown Point residence will take precedence over any other community.

If it can not be determined by the guidelines, then it will be up to the board, with the recommendation of the coach, to make the final decision.

Section 3 Moving players to different rosters from fall to spring

The club needs parental permission to remove a travel player from their fall roster to a different spring roster. If a child is not registered before the club Spring cutoff date, then parental permission is required to remove this child from the spring roster in order to make a spot for a new player. This parental permission is on registration form for each family.

Section 4 Late Sign-ups

A player who signs up late **can not be placed** on a team before a player who signed up on the proper dates.

When it comes to players signing up late it will be determined only by the order we receive their sign up forms with everything we need attached to it.

If the Board cuts a player, the player must receive a telephone call from the President or the Registrar. We can not just mail the form back without an explanation to the player.

Section 5

If a player desires not to play on a team as selected, his or her parents must write a letter to the Secretary of the Board stipulating:

- a. What team he or she wished to be removed from.
- b. Specifically what reasons he or she wishes to be removed (without generalities, hearsay, innuendoes or liable remarks. The specifics must be factual, truthful and to the point.
- c. Without any request as to a particular team that he or she would rather be placed.

The Board will then have the right to review each request and vote on the request. If the request is approved for change, the player will be placed in a general pool and drafted by another team which is short players by order of their age division (Gold, Silver, etc.) and birth year.

ARTICLE 14 - Code of Ethics

The purpose of the Crown Point Youth Soccer Club (CPYSC) is to promote, develop and regulate the game of soccer on the youth level in the Greater Crown Point, Indiana area.

The Primary goals of CPYSC are to develop team and individual soccer skills and that the participants will be able to carry them throughout their middle and high school years.

We hope to achieve our primary goal by developing strong players through participation in a fun, educational environment that encourages fair play and that builds positive character.

In order to achieve our goals the CPYSC adopted by the following Code of Ethics on May 16, 2000:

PLAYERS:

All players participating in CPYSC shall...

- Demonstrate good sportsmanship by example on and off the field of play.
- Play by the laws of the game.
- View sports as a privileged opportunity to learn and have fun.
- Remain respectful toward other players, coaches, referees and spectators.
- Never argue or complain about referees' calls or decisions.
- Make every effort to be at ALL practices and games on time.
- Maintain an even temperament and resist retaliation.
- Concentrate on playing hard for both their team and themselves.
- Focus on doing their best in school.
- Not partake in drug, alcohol or tobacco use.

PARENTS:

ALL parents shall...

- Encourage good sportsmanship and self-discipline by demonstrating positive for ALL players on both teams.
- Make athletic participation for their child and others a positive, fun experience.
- Give encouragement and show interest in their child's teams.
- Help their child work toward good sportsmanship in every game.
- Attempt to relieve the pressure of competition and place the Emotional and Physical well being of players ahead of a desire to win.
- Be respectful toward coaches, referees and other parents.
- Alert coaches of any player's health conditions.
- Support all efforts to remove verbal and physical abuse from youth sports activities.
- Refrain from coaching and refereeing from the sidelines.
- Make every effort to drop off and pick up players at designated practice times.
- Not partake in drug or alcohol use at any CPYSC event.

COACHES

ALL coaches shall...

- Encourage good sportsmanship by example; the game is for the children, not for adults.
- Learn the rules of soccer.
- Maintain the safety and well being of their players, remembering the large range of emotional and physical development at any age.
- Explain to parents what is expected of them and their children.
- Provide a positive, enjoyable atmosphere for the players and parents.
- Refrain from open arguments with referees and other coaches.
- Encourage parents to support the team with their presence as much as possible.
- Provide necessary guidance and equipment at game and practices.
- Discipline players in a FAIR and CONSISTENT manner.
- Refrain from making negative comments about other coaches, players and referees.
- Be prepared to deal with injuries in a timely manner by reviewing first aid principles.
- Maintain a consistent practice schedule that is fun and challenging for the players.
- Not partake in drug, alcohol or tobacco use at any CPYSC event.

All participants of CPYSC shall abide by the club's Code of Ethics at all times. Inappropriate behavior that violates this Code of Ethics shall result in disciplinary action by the CPYSC Board of Directors.

ARTICLE 15 - Amendments

Any amendment of the Constitution or By-Laws may be altered, amended, or repealed at any general membership meeting by a two-thirds (2/3) vote of any eligible voting member present. The request to alter, amend, or repeal must be made IN WRITING to the CLUB SECRETARY AT LEAST TEN (10) DAYS PRIOR to the general membership meeting.

ARTICLE 16 - Hardship Cases

Section 1 Children can participate in program, regardless of ability to pay. The Board will treat each situation on a case-by-case basis and review the situation before a final decision will be made. The Board will cast a vote to approve each case.

ARTICLE 17 - Roberts Rules of Order

Crown Point Youth Soccer Club will follow The New Roberts Rules of Order with regards to meeting arrangements, meeting conduct, organization and conduct of business.

ARTICLE 18 - Discontinuance of Club

If club dissolves for any reason whatsoever, all of the assets are to go to Crown Point High School Girls Soccer & Boys Soccer teams respectively. The assets will be divided equally between both teams.

Approved and adopted November 14, 2000.
Amended July 17, 2001
Crown Point Youth Soccer Club, Inc.