

Riverview Soccer Club
Constitution and Bylaws

Preamble

This statement hereby establishes the Riverview Soccer Club (RVSC) of Fresno, California. The Goals of this organization shall include giving the boys and girls in the RVSC attendance area the opportunity to learn and participate in organized recreational soccer. The formation of programs to further develop these players and provide a safe environment for them will be implemented. To develop individual, group, and community pride through the game of soccer. To foster and support our members, their well-being and best interests always and foremost.

I. Contact

A. Name:

Henceforth the name of this organization shall be known as the Riverview Soccer Club or RVSC. It will conduct business as a Non-Profit organization or NPC.

B. Address:

The address of this organization shall be:

Riverview Soccer Club
C/O Riverview Elementary School
2491 E. Behymer
Fresno, CA 93720

Correspondence can also be left in the RVSC mail bin in the school office at Riverview Elementary. Please specify to whom it is directed to.

II. Membership

A. The General Membership of the club will be comprised of the following:

- a. The RVSC Board of Directors or the Board (See Part V.)
- b. Players and their guardians
- c. Coaches and their assistants
- d. Board approved volunteers
- e. Those people that have been waived into the club by our Board, having been released by theirs.

B. Joining the RVSC is automatic for

- a. Players and their families
- b. Coaches and their assistants

c. RVSC Board Members

C. Exceptions

Players that have a Board issued waiver. **Any Riverview Sixth Grader who has played at another member school in the CJSL will automatically be issued a waiver so that they may play at their previous school for the 2003 season. These players must secure approval to play from the club at their previous school. Any younger siblings of these players will not automatically be granted a waiver and must apply to the RVSC for said waiver on an individual basis.**

III. Club Meetings

A. There shall be a minimum of (1) General Membership Meeting (all inclusive) held each year. It will be held as early as possible in the New Year, on or about the first week of January. In addition to the General Meeting, there will be monthly Board meetings held on the second Tuesday of every month at 7:30pm at a location to be announced. The meeting times, location, times and date may be modified as necessary. Additional meetings may be called as the need arises.

B. Clarification of Meetings

a. Types of Meetings

- i. General – All Members or Prospective Members are welcome to attend, members may vote if required. (See Part IV. Voting for Eligibility)
- ii. Board of Directors Meetings – Members and their guests are welcome to attend, as space permits. Voting will be restricted to Board Members. There may be a closed session to last (15) minutes of the meeting which only board members may attend.
- iii. CJSL Board Meetings – Are held the first Thursday of every month at the Clovis Memorial Building in Room #1. All are welcome to attend, but only Commissioners are allowed to vote. CJSL Executive Board only during closed sessions.

IV. Voting

A. Eligibility: Who May Vote

a. RVSC members, including the following:

- i. Guardians of players or potential players. (2) votes per family

- ii. Actual players (this includes all Riverview players) are allowed to vote.
- iii. Returning coaches and their assistants; their vote counts towards the (2) votes per family rule if that Coach has a child within the Riverview boundaries. (The RVSC boundaries are the same as for Riverview Elementary as defined per CUSD Guidelines).
- iv. Board of Directors are allowed (1) vote, regardless of whether they are holding multiple offices at the same time. This is for any type of meeting.

B. Majority

- a. Parliamentary rules: 2/3 of the votes passes at all meetings.

V. Board of Directors

A. The Board of Directors for the RVSC shall be composed of the following:

- a. President
- b. Commissioner
- c. Vice President
- d. Treasurer
- e. Activities Coordinator
- f. Registrar
- g. Secretary
- h. Uniform & Equipment Manager
- i. Snack Bar Coordinator (Non-Voting)
- j. Members-At-Large: There will be a minimum of (3) voting positions only. Up to (8) Members-At-Large will be considered but will not have Board voting rights.

B. Exceptions:

Except for the offices of President, Vice President & Treasurer, the other positions may be split with a Co-Officer. (1) Vote will be shared between the (2) Co-Officers.

C. The Board of Directors for the RVSC shall be the sole policy making body for the organization & shall have the authority to:

- a. Submit & approve a yearly budget, authorize club expenditures & establish procedures for the payment of those expenditures.

- b. Approve any fundraising activity conducted on behalf of the RVSC.
- c. Receive & vote on any amendment changes to these by-laws, passage of said change with a 2/3 approval by the Board of Directors.
- d. Fill any vacancies in offices, which may occur from a voluntary or Board removal.
- e. Confirm or veto the selection of Coaches made by the Commissioner or Coaches Committee.
- f. Form committees to carry out Board approved projects or events. These may be comprised of voting & non-voting members. Authorize Members-At-Large to assist Office members to carry out their duties.
- g. A Quorum for the purpose of Board Meetings shall be a majority of its members.

VI. Code of Conduct

All members of RVSC shall conduct themselves in a manner which is in compliance with the requirements of CJSL & CYSA at all times. All members & supporters must maintain a sense of decorum & sportsmanship at all times. All people joining the RVSC will be held accountable for following the rules set forth by the Constitution & By-laws, with no exceptions. Ignorance of the rules & standards by which this Club runs is not an acceptable excuse, defense or alibi for offenses committed against RVSC interests.

VII. General Rules of RVSC

No Club activity will be undertaken without direct adult supervision & RVSC approval. Coaches and Guardians shall keep themselves informed of their players eligibility to play or practice & insure that said players are in compliance with insurance coverage requirements to avoid censure by the league. This includes the holding of practices prior to August 1st of the present playing season. Formal practices may not be held till players have been registered & their fees and club waivers are turned into the RVSC Registrar. This is due to the fact that Player insurance runs out on August 1st of the present season. Non-registered players who have turned in their fees & waivers & are injured after that date, are not covered by CJSL insurance coverage. RVSC will not allow those players practice or play as that is a liability to the Club. There will be absolutely NO EXCEPTIONS to this rule. Non compliance with this mandate could result in removal or expulsion from the club as directed by a 2/3 Board vote. The RVSC President or Commissioner shall make rulings or

interpretation of this Constitution or By-Laws. Only a 2/3 Board of Directors vote can override those determinations made by the Commissioner or President.

VIII. Definitions of Club Officers and Responsibilities

A. President

- a. Presides over all General Membership & Board of Directors meetings.
- b. Provides leadership, inspiration & direction for the RVSC during his/her tenure in office.
- c. Is responsible for the generally smooth operation of the RVSC.
- d. Coordinates the activities of the other officers on the Board of Directors & makes sure that they fulfill the duties and obligations of the offices they hold.
- e. The President is without authority to remove an Officer from their position alone, but may do so with a 2/3 majority Board vote.
- f. Reports on the activities of the office to the Board.
- g. Represents the RVSC in affiliated organization meetings or functions.
- h. Provides & ensures avenues of open communication from the Board to the membership & vice-versa.

B. Vice-President

- a. Responsible for all RVSC publicity with the public. This will include making flyers & acquiring materials for the advertising of RVSC interests.
- b. Responsible for procuring Sponsors as the need arises & maintain compliance with CJSL guidelines. This may or may not include the implementation of fund-raising efforts for the entire Club & aiding the Activities Coordinator in the above. They will have the authority to assign Members-at-Large to tasks as needs arise.
- c. Keep Sponsors aware of club activities, team schedules, newsletters, achievements & awards ceremonies in gratitude for their support. Obtain competitive bids for the purchase of club related items & awards & submit bids for Board approval. Upon Board approval, arrange for the purchase of said awards with the appropriate winning bidder & the RVSC Treasurer. This is specific to player trophies & Coaches appreciation awards. These awards must be ordered no later than (3) weeks prior to the last regular season

game played by a RVSC team. A complete and corrected club player roster must be obtained from the Registrar. This will ensure enough time to make corrections if needed for the awards & to deliver them to ceremonies.

- d. Takes over the duties of the President in their absence. May also take over for a vacant Office until the earliest possible election is held or a Member-at-Large can assume a vacant Office.
- e. Will serve as liaison from the RVSC to Riverview Elementary. Responsible for securing permission for use of school facilities for meetings & Snack Bar for games.
- f. Reports on the activities of the Office to the Board. Assigns Members-at-Large to assist in carrying out the duties of the office.

C. Commissioner

- a. Responsible for attending CJSJ meetings & representing RVSC's interests at said meetings. If the Commissioner cannot attend a CJSJ meeting, they are responsible for insuring that another Board member attends with a written proxy.
- b. Reports the outcome of CJSJ meetings with a written and verbal report at the next RVSC Board meeting.
- c. Responsible for voting on behalf of RVSC on CJSJ matters.
- d. Responsible for recruiting & training Coaches.
- e. Provides an open line of communication between the coaches & relates their concern to the RVSC Board of Directors.
- f. Investigate and report on tournament possibilities that may be of interest to teams.
- g. Coordinates the assignment of players through an evaluation of player skills through RVSC seeding clinics. (Providing a sufficient amount of players are present to accomplish this properly and fairly.)
- h. Enforce the "Must Play" rule of CJSJ & the Disciplinary Rulings & Penalties of the Code of Conduct.
- i. Work with the Registrar in the registration & rostering of eligible players & timely submission of all player lists to CJSJ.

- j. Investigate new avenues for furthering soccer instruction & development for RVSC approval for those players to represent the RVSC.
- k. Responsible for evaluating the All-Star selections made by coaches & give final approval for those players to represent the RVSC.
- l. Report activities of the office to the Board of Directors.

D. Treasurer

- a. Responsible for receiving & depositing all funds of the RVSC into a Board approved bank account.
- b. Maintain accurate & current records of all receipts & expenditures according to accepted accounting practices.
- c. Make payments from the RVSC account within the approved operating budget as the needs of the Club arise.
- d. Submit to the Board an annual financial report by the January Board meeting for approval & ready it for submission to CJSL by the February Commissioners meeting.
- e. Provide an up-to-date report on the Club's financial status for Board review during the September Board meeting.
- f. Prepare & timely file all required Internal Revenue Service forms & other forms as required by law.
- g. Provides a monthly expenditure report at Board meetings.
- h. Reports on the activities of the office to the Board.
- i. Assigns Members-at-Large in carrying out of the duties of the office.

E. Activities Coordinator

- a. Responsible for researching, initiating, promoting & the operation of all fund raising events. Develops new sources of fund raising for RVSC with the Vice-President.
- b. Responsible for planning & coordinating awards ceremonies with the Commissioner.
- c. Oversees & assists the Team Parent(s) for each team. Disseminates information to the Team Parents & provides an open line of communication between them & the Board.

- d. Responsible for overseeing the yearly Tailgating event & procuring tickets no later than (4) weeks prior to the event. They will coordinate with Coaches & Team parents to issue tickets, collect monies & turn over to the Treasurer for deposit into the RVSC general account.
- e. Submits all receipts for expenditures to the Treasurer for all fund raising activities.
- f. In the event the Snack Bar Coordinator position is vacant, is responsible for running the Snack Bar & all the duties of that office.
- g. Responsible for notifying the Secretary as to the dates, times & locations for any & all Club notifications.
- h. Works with the Vice-President to organize the end of the season awards ceremony.
- i. Assists in the formation of special committees & aids the Registrar with the preparation of registration materials & carrying out the registration/sign-ups of players prior to the start of the season.
- j. Reports on the activities of the office to the Board.
- k. Assigns Members-at-Large to carry out the duties of the Office.

F. Registrar

- a. Responsible for organizing & carrying out the yearly player registration.
- b. Responsible for accurate records & paperwork on every player, Coach. & maintaining RVSC team rosters. Responsible for the timely submission of those records to CJSL.
- c. Assists the Treasurer in receiving monies from player registration events.
- d. Responsible for assisting the Commissioner with late registration of players, transferring players & submitting their paperwork to CJSL.
- e. Maintains an updated & corrected Member roster to include players, coaches & Board Members.
- f. Responsible for procuring any & all player & coaches forms from CJSL & make them available as needed.
- g. Responsible for filling out & distributing player passes to Coaches.
- h. Maintain a log of Coaches License status & provide that information to Commissioner for the review & planning of licensing clinics.

- i. Provide the Vice-President with a complete player roster so that they may submit bids to prospective bidders.
- j. Provides Club data to the Secretary to reproduce when required.
- k. Reports on the activities of the office to the Board.
- l. Assigns Members-at-Large to carry out the duties of the office.

G. Secretary

- a. Responsible for the keeping of minutes for all RVSC meetings. They will have a hardcopy ready for review & approval at the next meeting.
- b. Responsible for the general correspondence of the RVSC. Responsible for all Thank You correspondence to Members, Coaches & Sponsors.
- c. Provides notification of all meetings to the membership & the Board via approved mediums. Responsible for placement of meeting & registration notices in the Riverview Elementary Newsletter & Calendar.
- d. Will be notified by the Activities Coordinator as to upcoming events that the Club needs notification of. They will determine the best possible way of notifying the membership.
- e. Reports on the activities of the office to the Board. Assigns Members-at-Large to carry out the duties of the office.

H. Uniform & Equipment Manager

- a. Responsible for the accounting, maintenance & storage of RVSC uniforms & equipment.
- b. Maintains an accurate record on the quantity & quality of RVSC property.
- c. Report to the Board if there is an equipment or uniform need & make suggestions for procuring those items.
- d. Responsible for compiling competitive bids for the replacement of uniforms & equipment & presenting them to the Board for approval. Upon Board approval, work with the Treasurer to purchase said uniforms & equipment.
- e. Work with the Commissioner & Vice-President in setting up a pick-up & turn-in date for uniforms & equipment by the Coaches. Pick-up should be no earlier than (3) weeks prior to the start of regular seasonal play. Turn-in should be no later than (1) week after the last scheduled game played by a Riverview team.

- f. Arrange for the storage of RVSC equipment on an on-going basis. If commercial storage is used, work with the Treasurer to acquire bids for Board approval.

I. Members-at-Large

- a. There will be (3) voting Members-at-Large only. There may be up to (8) total Members-at-Large to perform duties as assigned by the Board. The Board gives implied approval to their Officers by assigning duties to the Members-at-Large to carry out those office duties. The (3) voting Members-at-Large may be required to at any time assume the duties of absent Officers or fill a vacancy that may arise upon approval of the Board.

J. Snack Bar Coordinator

- a. Responsible for coordinating the Snack Bar for the RVSC. Will work with the Activities Coordinator to secure Members to work in the snack bar on game days.
- b. Procures & maintains product inventory for sale in the snack bar.
- c. Collects all monies from Snack Bar & turns them over to the Treasurer every week for deposit.
- d. Reports on the activities of the office to the Board.

K. Responsibilities of Non-Board Members

a. Coaches

- i. Responsible for the safety and well-being of players under their supervision.
- ii. Will contact players & advise of practices and games.
- iii. Will acquire player roster cards from Registrar, equipment & uniforms from the Uniform & Equipment Manager & game cards from the RVSC Commissioner.
- iv. Will conduct (2) practices a week to train players. Coaches will have a final say on where and when to have practices.
- v. Will disperse equipment and uniforms to parents & players.
- vi. Be aware of the rules of the sanctioning bodies of RVSC & CJSL. assure that they are in compliance with CJSL requirements prior to

commencing regular play. Seek clarification from a RVSC Board Member if there is anything that are in doubt about.

- vii. Be aware of and comply with the requirement that all Coaches & Assistant Coaches hold a minimum of a CYSA "F" coaches license prior to starting or organizing practices or play. This is available to coaches & assistant coaches at no cost.
- viii. Will train players in the game of soccer & instill a good sense of sportsmanship & fair play in their players.
- ix. Will ensure that players & their families maintain a sense of decorum during practices & games.
- x. Ensure that they implement the "must play" rule.
- xi. Appraise players guardians as to how the player is developing & involve them as possible.
- xii. Will not leave a game or practice until all players have been picked up.
- xiii. Will play all players a minimum of half the game if their roster allows.
- xiv. Will ensure that they themselves serve as a good role model & lead by their own example. They will follow RVSC policies in regards to controlled substances as well as lewd conduct.
- xv. Have open communication with players, guardians & act as a liaison between them & the RVSC Board if need should be.

b. Guardians and Players

- i. Guardians of RVSC players will ensure that all requirements for their registration as players are fulfilled before regular play starts. They are responsible for picking them up & dropping them off in a timely manner, not later than (15) minutes after the end of a scheduled practice. A coach will attempt to call a guardian if the time exceeds (20) minutes. If a coach is unsuccessful in reaching a Guardian, then CPS will be called to come & pick up the child. Dropping off a player without a coach present will not be tolerated. The Board will support a coach's decision regarding calling CPS. Players have the

responsibility to make scheduled practices whenever possible. They will follow directions to the best of their ability & respect their coaches. Misbehavior will not be tolerated & guardians will be instructed to remove a disruptive player.

- ii. Guardians are asked not impose or overburden the coach as a babysitter. Coaches & assistants are volunteers.
- iii. Players & their supporters are representatives of the RVSC, CJSL & CUSD & as such we expect them to maintain a sense of decorum & sportsmanship.
- iv. Prior, during & after match play, no player or supporter shall make derogatory comments to any Referees, Coaches or opposing team players or their Coaches. For the safety of the Referees they should only be talked to by team captains & coaches. If play becomes heated & there are presumed bad calls there will be referee comment cards available at the Snack Bar. These can be used for a complaint or to praise a referee.
- v. If a referee feels that there is excessive abusive behavior towards them or others they may issue a red card to a coach, player or supporter. Sanctions may be taken against the offenders.
- vi. Above all else we need to remember that soccer is a GAME. It is being played by children, not by professionals. Let's ensure that the children are having fun, learning & enjoying a great sport. They need to feel safe & not unduly pressured.