BY-LAWS OF
RIPLEY COUNTY SOCCER CLUB

ARTICLE 1: DUTIES & RESPONSIBILTIES OF BOARD OFFICERS

The elected officers of RCSC shall have duties and responsibilities as follows:

President

1) Uphold and enforce any and all rules of SAY and RCSC.
2) Coordinate and represent RCSC.
3) Conduct regular monthly meetings and call special meetings when necessary.
4) Prepare agendas for all meetings and distribute to all board members prior to the meeting if possible.
5) Appoint or assist in selecting the non-elected positions of the board.
6) Gather and pass along information about SAY and RCSC.
7) Ensure children registered for recreational soccer have a positive and fun experience with RCSC and help in recruiting new youth to the league.

Vice President

1) Conduct meetings or take over other situations in the absence of the president.
2) Review and approve all purchases and appropriations with the Treasurer.
3) Act as liaison to all committees and report to the president.
4) Help the president promote the RCSC in a positive light to the community.

Secretary

1) Record minutes of all meetings and place said minutes in the RCSC minutes binder.
2) Distribute copies of said minutes to all board members within one week of meetings. Copies may be distributed by paper copy, via e-mail, or posted on the RCSC website for review.
3) Give notice of meetings and other correspondence when requested by the president.

Treasurer

1) Maintain accurate accounts and financial records for RCSC by keeping a formal ledger and documenting all transactions involving RCSC funds in said ledger.
2) Provide a full and accurate financial statement at each board meeting. Copies of said financial statement should be distributed to all board members.
3) Responsible for payment of all debts of RCSC as deemed appropriate by the board. Receipts must be provided before any payment can be made.
4) Prohibited from making payment with RCSC funds totaling over $50 unless authorized by the board.

ARTICLE I1: DUTIES & RESPONSIBILTIES OF NON-ELECTED BOARD POSITIONS

Non-elected board positions are those positions that can be assigned to board members or to those not part of the board who wish to volunteer for assignments. Non-elected positions will be assigned with a majority vote of the board providing a quorum is present. All coordinators may enlist the help of assistants. All coordinators must be available to attend board meetings as requested. Coordinator assignments will be made at the annual election meeting or as soon thereafter as possible to ensure proper operation of RCSC. The following are non-elected positions of RCSC along with their assigned responsibilities.

Coaching Coordinator

1) Responsible for enlisting coaches and assistant coaches for all teams.
2) Responsible for training of coaches to ensure a quality experience for the players.
3) Responsible for the preparation of coaching materials (distribution to be handled by the Registration Coordinator).
4) Serve as a liaison between all coaches and the board.
5) Participate in team draws.

Concession Coordinator

1) Responsible for acquiring all items to be sold through concessions. Concession Coordinator will work with Treasurer regarding payment of concession items.
2) Responsible for enlisting volunteers to work concessions throughout all games on each day. Concessions are not sold during weekday games.
3) Responsible for ensuring cash box has adequate change available to begin the day.
4) Responsible for balancing the cash box at the end of the day and providing cash earnings to the Treasurer.

Field & Equipment Coordinator

1) Responsible for maintaining in a safe and clean manner all soccer fields in use by RCSC including fields at Ohio Rod Park, Jac-Cen-Del Elementary School and South Ripley Elementary School.
2) Responsible for striping all fields referred to in Item 1.
3) Responsible for reporting to the president when field supplies are needed.
4) Responsible for the distribution and collection of all equipment owned by RCSC including but not limited to game balls, flags, nets, cones, etc.
5) Responsible for keeping all equipment in good and safe condition.
6) Responsible for reporting to the president when new equipment needs to be purchased.

Grant Coordinator

1) Responsible for collecting information about area grants that RCSC would be eligible to apply for.
2) Responsible for writing grants as requested by the board.

Publicity Coordinator

1) Responsible for providing RCSC information to the local newspaper to ensure widest community coverage for the organization. This includes spring camp information, fall league registration information, kickoff jamboree information, weekly scores and tournament results. Publicity Coordinator will work closely with local newspaper to encourage newspaper coverage (stories and pictures) of all RCSC events, games and tournaments.
2) Responsible for coordinating photographer for team and individual pictures and distribution of said pictures.
3) Responsible for receiving complaints about RCSC and bringing those complaints before the board. All complaints must be received in writing to ensure accuracy and to allow the board the opportunity to respond. **The Publicity Coordinator is not responsible for addressing any complaints about RCSC. The board will handle all complaints.** The Publicity Coordinator is encouraged to share information regarding things they see or hear that could be used for the betterment of RCSC.

Referee Coordinator

1) Responsible for enlisting individuals to act as referees for RCSC.
2) Responsible for training, certification and evaluation of referees.
3) Working with the Scheduling Coordinator, responsible for assigning referees to all games.
4) Working with the Treasurer, responsible for payment of referees.
5) Responsible for handling any situation involving protests or disciplinary action involving a player, coach or fan and reporting said situation to the president in a timely manner.
6) Responsible for compiling standards for soccer games for distribution in coaches' packets (distribution handled by Registration Coordinator). Said standards to be approved by the board prior to distribution.

Registration Coordinator

1) Responsible for distributing registration forms.
2) Responsible for collecting and separating registration forms.
3) Responsible for creating rosters for team draws divided by gender and age as appropriate.
4) Responsible for creating final team rosters for use by RCSC and for submission to SAY.
5) Responsible for notifying president of number of registered children in order for RCSC to pay proper insurance fees to SAY.
6) Responsible for collecting uniform size information for each team after completion of team draws.
7) Responsible for placement of new players registered after team draws are complete. Placement of new players will be in accordance with Article IV: Team Draws.
8) Responsible for assembly and distribution of team packets to coaches.
9) Responsible for ordering and distribution of team uniforms.

Scheduling Coordinator

1) Responsible for scheduling all games for the fall soccer season. Said schedules to be approved by the board.

2) Responsible for scheduling any make-up games.
3) Responsible for tournament draws and scheduling tournament games.
4) Responsible for preparing team schedules (distribution is handled by Registration Coordinator).
5) Responsible for working with the Referee Coordinator to assign referees for each game.
6) Responsible for scheduling of practice fields.

Sponsorship/Fundraising Coordinator

1) Responsible for obtaining sponsors for all teams.
2) Responsible for collecting sponsorship fees.
3) Responsible for obtaining artwork, logos, etc. from sponsors for printing on team uniforms.
4) Responsible for distribution of game schedules and team pictures to sponsors.
5) Responsible for coordinating fundraising activities including raffles, sales, etc.

Volunteer Screening Coordinator

Each year, the Board will appoint a member to serve as the Volunteer Screening Coordinator. RCSC will follow SAY's National Volunteer Screening Program (see attachment from SAY National Office). This individual will be responsible for:

1) Obtaining completed Volunteer Screening Application Forms from all board members, coaches, assistant coaches and any other adults over the age of 18 who will have unsupervised access to the children of RCSC.
2) Submitting a statement of compliance with the Volunteer Screening Program to the SAY National Office at the end of each soccer season.
3) Maintaining all Volunteer Screening Application Forms in a confidential location for at least two (2) years. Note: These forms may be turned over to the newly appointed VSC when the current VSC's tenure on the board is complete.
4) Establishing what local investigate agency (phone number and contact, if possible) will be used to work with the National Office when screening an applicant.
5) Forwarding any application that has a "YES" answer under the "Personal History" heading to the SAY National Office in compliance with the National Volunteer Screening Program and then working with the National Office to complete the process as outlined in the National Volunteer Screening Program.

Webmaster

1) Responsible for maintaining RCSC website with complete and accurate information.
2) Responsible for adding new sections to the website as requested by the Board or as Webmaster deems appropriate.
3) Responsible for setting up board email addresses and providing access to the website for others as appropriate.

ARTICLE III: FEES AND REGISTRATION

Registration

1) Registration will be handled by distributing registration forms to Jac-Cen-Del Elementary School, South Ripley Elementary School and preschools operating in the area. Registration will also be announced in the local paper. Forms will be distributed in May and the board will determine deadlines.
2) Late registrations will be accepted up to the date determined by the board. Registrations received after the late registration date will be subject to board approval.
3) The age cutoff is July 31.
4) All players must play in their age-appropriate group. In no case may a younger player be moved up to the next age group. In special cases, such as a physical handicap, a player may be moved down to a younger age group. RCSC will follow SAY rules and guidelines in this situation.

Fees

1) All fees must be paid at the time of registration, or at least by the date of team draws. The board must approve any special situations.
2) Fees will be determined each year by the board taking into account the cost of insurance, uniforms and operation of the club. All efforts will be made to keep the cost as low as possible.

ARTICLE IV: TEAM DRAWS

1) After the late registration date has passed, the board will meet to review the number of children who have registered. Based on those numbers, the board will determine the number of teams to be fielded in each age group. Sponsors, coaches and assistant coaches will also be determined at this meeting. Coaches will be decided by mutual agreement of the Board; or, in the case of disagreement, a majority vote of the board. The board will set a date for team draws.
2) Coaches will be notified of the date of team draws and will be requested to be present or send a representative. If the coach is unable to be present or send a representative, a designee will be appointed by the board to serve as a representative for the coach. If possible, the designee should not have child in the affected age group. Coaches will randomly draw a number to determine the order for team selection. The draw will go in number order with the coach drawing #1 going first and so on until all children have been selected.
3) Children of coaches, assistant coaches or sponsors will be placed on specific teams. Siblings in the same age group shall be assigned to the same team. No other special consideration will be given to any child in regard to team placement. Any exceptions must be approved by a majority of the board.
4) The registration forms for each age group will be broken down by age and by gender. An equal number of males and females by age will be drawn for each team. Children assigned to specific teams as described in #3 above are assigned to the team first.

5) If there are children remaining after an equal number has been drawn for each team, all females will be placed together and all males will be placed together and drawn out randomly until no children remain.
6) If additional children register after the team draw has occurred, they will be placed on teams as follows (regardless of gender or age):
    a. The first numbered team in the draw with fewer players than the other teams. This process will continue until all teams in the age group have the same number of players.
    b. If all teams have the same number of players, the first numbered team in the draw will receive the new player. This process will continue through the numbered teams until all teams have an even number of players.
7) Any exceptions to this procedure must be approved by a majority of the board.
8) In the interest of sportsmanship and fair play, the Board reserves the right to review teams and make reassignments to ensure balanced teams.

ARTICLE V: DISCIPLINE

Protests

1) All protests must be made at the time of infraction. The referee has the final say.
2) Any further protest can be brought before the board in writing. The board will decide if any follow-up is needed.
3) The president may choose to meet with the Referee Coordinator, coaches or anyone else involved before making a decision.

Suspension

1) This is an extreme step and should be used only in the event of a serious situation. The order of discipline shall be as follows:
    a. First offense – verbal warning
    b. Second offense – written warning
    c. Third offense – suspension.

Fines

1) At no time will fines be issued by RCSC. However, if it is found that anyone has misused RCSC funds, said funds may be ordered to be repaid immediately.

ARTICLE VI: GAME PLAY

Games

1) All games shall be played at the time scheduled if at all possible.
2) All games shall be played on the scheduled field unless the field is considered to be unsafe. This is to be decided by referees and the coaches with the referee having the final say. In the event a field is found unsafe, the game shall be played on another field or rescheduled at the soonest possible time.

3) The number of players to be fielded in each age group is to be decided before the season and to be followed unless a team does not have the required number of players. Every attempt should be made to conduct the games in a fair and sportsmanlike manner.

Weather

1) Games shall be played in most conditions as long as there is no danger to the children. If special conditions such as fog, extreme cold, or hail become threatening to the well being of the children, the referee can call the game.
2) If lightning is sighted during a game, all players and fans are to seek shelter in either a building or their vehicles. If after 15 minutes, lightning is still present or the conditions seem threatening, the game is to be delayed another 15 minutes. If after two delays the conditions are still not favorable, the game is to be rescheduled or considered a final. Games will be rescheduled and restarted where they were stopped unless stopped during the fourth quarter and then it will be considered a final.

APPROVED:

President	Date	Vice President	Date
Secretary	Date	Treasurer	Date
Board Member	Date	Board Member	Date
Board Member	Date	Board Member	Date
Board Member	Date		