



Bloomsburg Trappers Soccer Club (a non-profit organization) Constitution and Bylaws

Article I - Name

The name of this organization shall be the **Bloomsburg Trappers Soccer Club** (hereafter referred to as **BTSC**).

Article II - Purpose

The purpose of **BTSC** shall be to promote youth soccer as a sport, to organize soccer teams, to provide training in the sport of soccer. Additionally, the purpose of **BTSC** shall be to promote sportsmanship and fair play, and to provide an opportunity for young soccer players to develop their skills, have fun and achieve their potential.

BTSC is established as a Not for Profit organization for the benefit of youth in the area.

Article III - Affiliations

Section 3.01 Regional

BTSC is an affiliated member of Eastern Pennsylvania Youth Soccer Association (EPYSA) and thereby is affiliated with the United States Soccer Federation (USSF) as well as the Federation Internationale de Football Association (FIFA).

Section 3.02 Leagues

BTSC shall be primarily associated with the NorCenPenn (NCP) Youth Soccer League. However, **BTSC** teams may be associated, without restriction, in any other leagues to which they apply.

Article IV - Membership

Section 4.01 Extending Membership

Membership in the **BTSC** shall be by invitation of the Board of Directors. Membership shall be extended to youth players and their parents or guardians, via the invitation to play on one of the teams sponsored by the club. The Board of Directors may extend membership to other individuals at its discretion.

Section 4.02 Eligibility

Extension of membership shall in no way be influenced by an individual's race, sex, creed or national origin. The ability of a youth player to safely play the game must be taken into consideration.

Section 4.03 Good Standing

Members shall be considered to have good standing if they are current with their financial obligations to the club, and they are not on probation for violation of club rules or policies. Only members in good standing shall be eligible for election to the Board of Directors.

Section 4.04 Voting / Membership Types

Non Voting Members - All members shall be able to attend meetings and provide their opinions on club matters.

Voting Members - The following members shall be eligible to vote in board decisions:

- Each board member shall be able to cast (1) vote.
- Each coach, who is not already a board member, shall be able to cast (1) vote.

If a board position is vacant, the voting power of that position is lost and cannot be counted via proxy.

Voting board members must either be a coach of one of the teams or a parent or guardian of one of the club's players.

Any advisory members to the board do not have voting privileges.

Any board member or coach not present at the time of voting will forfeit their vote unless an official team representative is present. An official team representative must be either a registered assistant coach or a parent representative who has actively been to at least 3 meetings in the past.

All votes are final and will be abided by until/unless they are brought up on official business at the next Board meeting.

Certain decisions may only be voted on by board members. These include removal of a club team and removal of a club member (coach, board member or player).

All votes are decided by the majority of the voting members present. In the event of a tie, the President will cast a deciding vote.

Section 4.05 Registration Fees

The registration fee for players is determined by calculation from the annual budget. The fee is intended to cover the cost of running the program and meet the clubs financial obligations to the affiliate organizations. This is a nonprofit organization.

Section 4.06 Conduct

Membership is contingent upon compliance with the bylaws / constitutions, policies and procedures of the USSF, EPYSA, affiliates and **BTSC**. Members accept the responsibility to review and understand such bylaws / constitutions, policies and procedures. In addition, members are expected to conduct themselves in a sporting like manner at all times; exhibiting respect for the game, officials, players and spectators according to the Code of Conduct. Any abusive or violent behavior by a player or adult member may constitute grounds for the cancellation of membership.

Article V - Board of Directors

Section 5.01 Governance

The governing authority of **BTSC** shall be the Board of Directors. The powers of the Board of Directors are delegated by the club by-laws as approved or amended by the club's general membership. The members of the Board of Directors are the club's Officers and shall be elected by the club's general membership.

Section 5.02 Officers

The Officers shall be composed of the following positions:

- President (required)
- Vice President (optional)
- Treasurer (required)
- Registrar / Secretary (required)

Section 5.03 Eligibility

Only members in good standing shall be eligible for election as an Officer.

Section 5.04 Term of Service

Each position will be held for a one year term. Terms will run from August 1 to July 31 of the next year.

Section 5.05 Elections

Elections will be held every May for the following year. No one person may hold more than one position at a time. A position may be held by the same person for maximum of 3 consecutive years, unless the position is not filled after that time and the Board agrees to extend the term. The extension shall be for one year. Elections shall be conducted by confidential ballot.

Section 5.06 Duties / Responsibilities

The Board of Directors shall have the following duties, responsibilities and authority:

- Implement and enforce all provisions of the club's by-laws, policies and procedures. In addition, the Board of Directors shall recommend changes and/or amendments to the by-laws to the general membership.
- Conduct the ongoing day-to-day operations of the club.
- Represent the club at meetings of any affiliated organizations.
- The Board of Directors has the right and authority to suspend, bar completely, or otherwise discipline any player, coach, assistant coach, manager or adult member for due cause. Due cause shall be defined as a violation of the Code of Conduct. These actions must be voted on at an official Board of Directors meeting.
- Once elected, a board member may only be removed from office via a two-thirds vote of the Board of Directors.

- Approve the formation of member teams. This includes determining the number and makeup (age groups and specific members) of member teams.
- Approve the applications of all youths desiring participation in the club programs.
- Develop the club's budget, approve budgeted operating expenditures and determine registration fees and special assessments. All of these actions must be approved at an official board meeting.
- Maintain the Problem Resolution Procedure handling any adverse decision.

Article VI - Officer's Duties

The specific duties of each officer shall be the following:

Section 6.01 President

- Be a supportive leader for all organizational members
- Preside at all meetings
- Set overall meeting agendas
- Responsible for club development (Arranging and promoting camps, player development programs, coach development programs, etc)
- Primary Liaison to member leagues
- Handles uniform ordering or questions/concerns related to uniforms
- Responsible for duties of any non-filled position on the Board

Section 6.02 Vice President

- Support the President in all of the above
- Fill in for the President if he/she unable to be active member for a short period of time
- Responsible for club compliance
- Field Maintenance Coordinator
- Webmaster
- Referee Director (Responsible for making sure our referee pool is at adequate numbers, Works with active referees and potential candidates to ensue payments of any fees they may have to maintain them in our club pool)

Section 6.03 Treasurer

- Prepare budget to reflect income and expenditures of the Club for present and 1st meeting of the season (Fall ->July/August), (Spring -> Feb/March)
- Budget should include an interim payment plan for an outstanding debt and cash flow plan for the ensuing year.
- Pays all invoices in a timely manner

- Maintains accurate accounts
- Present monthly (or every 2 month) report at meetings
- Issues receipts for any monies received if requested
- Issues all individual teams a check for referee fees at least 2 weeks prior to start of season
- Oversees club fundraising

Section 6.04 Registrar / Secretary / Field Coordinator

- Handles each teams registration for the club
- Resource for all parents/coaches either electronically or by phone
- Manages all registration issues
- Helps keep the club organized
- Submit minutes of each meeting to the BTSC dropbox
- Requests fields/assures club teams field space
- Schedules field usage for coaches
- Work with other clubs/organizations who share same fields

Article VII - Meetings

Section 7.01 Frequency

Board meeting shall be held at least bi-monthly. A meeting is required in May for the purpose of elections of Officers and budget review for the following year. Other meeting may be called at any time as required.

Section 7.02 Attendance

A quorum shall be required at all meeting to conduct club business. A quorum shall be defined as (3) or more Officers present or participating via electronic means.

Article VIII - Committees

Committees may be formed as needed by the President and / or Board of Directors. The committee head and duration shall be determined at its formation.

Article IX - Dissolution

In the event the club becomes defunct, merges with another entity, or is dissolved, the assets will be dispersed prior to the dissolution of the club to promote soccer in the Bloomsburg area. If the Board is unable to function, the President, or last remaining officer is so authorized to disperse the funds.

Article X - Amendments

These bylaws may be amended by a two-thirds vote of the voting members provided that the amendment has been presented in writing at the previous meeting.

It is the intent of these bylaws that they shall be reviewed on an annual basis, at a minimum, and modified as necessary based on discussion and vote.

Article XI - Operational Year

Section 11.01 Fiscal Year

The fiscal year begins on July 1st and end on June 30th of each year.

Section 11.02 Seasonal Year

The seasonal year is defined by USSF.

Article XII - Rules and Policies

BTSC shall maintain set of rules and policies that shall defined how the club operates.

Section 12.01 State and National Rules

BTSC shall comply with the official rules and requirements of the USSF and EPYSA and published by its affiliated organizations for that current season.

Section 12.02 Code of Conduct

BTSC shall maintain a Code of Conduct that shall be signed by each member of the club at the beginning of each seasonal year. The Code of Conduct may be obtain from the club website or from any Board member.

Section 12.03 Financial Policies

BTSC shall maintain a set of financial policies defining the duties and rights regarding financial transactions in the club. These shall be maintained to prevent malfeasance to the best of the club's ability.

Section 12.04 Registration Policies

BTSC shall maintain a set of registration policies defining the requirements for club membership and participation.

Section 12.05 Team Policies

BTSC shall maintain a set of team policies defining the requirements for forming new teams as well as management of existing teams.

Section 12.06 Club Policies

BTSC shall maintain a set of miscellaneous policies covering instances not mentioned in the above policies.

Article XIII - Witness

These bylaws were approved and adopted by the Board of Directors of the BTSC and shall be in effect as of the _____ day of _____ in the year _____.

President, Bloomsburg Trappers Soccer Club

Date of Approval



Bloomsburg Trappers Soccer Club Miscellaneous Club Policies

The Board, and specifically the Registrar, shall be responsible for maintaining policies required to run the club on a day - by - day basis.

Uniform Policy

- 1.

Code of Conduct Violation Appeals

- 1.

Club Fine Policy

- 1.

Refund Policy

- 1.

Injury / Concussion Policy

- 1.

Tournament Policy

- 1.

Special Travel Funds Policy

- 1.



Bloomsburg Trappers Soccer Club Financial Policies

The Board shall decide all matters pertaining to the finances of the Club and its direct expenditures

1. Registration fees for Teams, Players, coaches, managers and trainers are determined by the Board to meet the needs of the Club.
2. The Board shall place all income in a common treasury or financial institution.
3. The Board may permit and solicit the contribution of funds for the benefit of the Club, as long as it is performed in an appropriate and commonly acceptable manner, such as, but not limited to: fundraisers, sponsorships and promotions.
4. All bills payable and purchases must be approved for payment, as noted below, by a motion and majority vote of the Board. The motion and bills are recorded in the minutes. Generally accepted and common day-to-day payments and purchases in order to sustain the Club can be made by the Officers and approved at the subsequent Board Meeting.
5. Any bills and purchases requiring immediate payment are paid with two Officer's approval and/or signature, and are approved at the next regularly scheduled Board Meeting.
6. All revenues and expenditures will be approved and accounted for in the yearly budget.
7. All receipts must be turned into the Treasurer to be accounted for and shall be approved by majority vote of the Board and recorded in the minutes.
8. All financial accounting will be done quarterly at the regular scheduled meetings by the Treasurer.
9. A yearly budget for the coming year will be established. This will be submitted and approved by the Board before the year ends, generally at the Board Meeting held in May.
10. At this meeting annual registration fees for the coming year will be established to set the budget.
11. All major purchases that can be planned will be placed in the budget and will not require voting by the Board until the budget has been approved.
12. All expenses must be appropriate Club expenses, including but not limited to: administration, training program for coaches, players and referees, promotional activities, High Performance (All-Star) tours and other activities, inter-Conference

tournaments, touring or visiting Team events, and equipment with mutual benefit to the Club.

13. At the year end accounting of these funds need to be presented to the Board and excess funds will be placed into the Club's account to be used in the current or subsequent years.
14. No part of the net earnings of the Club shall be taken advantage of benefit for, or be distributable to its Directors, Officers, members or other private persons, except that the Club shall be authorized and empowered to pay reasonable compensation for services rendered. No part of the activities or funds of the Club can be used for the purpose of furthering or influencing political legislation, propaganda, or any political campaign.



Bloomsburg Trappers Soccer Club Registration Policies

The Board, and specifically the Registrar, shall be responsible for registering teams, players and coaches with any regional or league bodies.

Player Registration

1. Registration for players shall be open prior to the start of each season in a year. The Registrar shall determine the date for opening and closing registration based on submittal dates from EPYSA and any leagues the club participates in.
2. Any prospective players must follow the registration procedure set for that year which may include but not be limited to the following tasks:
 - Online Registration on the club website
 - Completion of a RG6 or PS1 form as required by EPYSA
 - Completion of the Medical Release form for that year
 - Reviewing and signing the Code of Conduct for that year
 - Submitting a current "head shot" photo for the player pass
 - Submitting payment in full for registration as decided upon by the board.
3. A player shall NOT be considered registered and shall NOT be placed on a team until payment for registration has been received.
4. Any violations of the Code of Conduct in prior years may be grounds for denial of registration by the board.
5. The registrar will submit all registrations applications to EPYSA for processing and shall be responsible for rostering players onto team and collecting and distributing player passes.

Coach Registration

1. Registration for coaches shall be open prior to the start of each season in a year. The Registrar shall determine the date for opening and closing registration based on submittal dates from EPYSA and any leagues the club participates in.
2. Any prospective coaches must follow the registration procedure set for that year which may include but not be limited to the following tasks:
 - Online Registration on the club website
 - Completion of a RG6 form as required by EPYSA

- Submittal of clearances as defined by EPYSA and the state of Pennsylvania including Child Abuse Clearance, Criminal Record Check and FBI Fingerprinting (for paid coaches)
 - Reviewing and signing the Code of Conduct for that year
3. Any coach shall NOT be considered registered and shall NOT participate with a team until all clearances has been received.
 4. Any violations of the Code of Conduct in prior years may be grounds for denial of registration by the board.
 5. The registrar will submit all registrations applications to EPYSA for processing and shall be responsible for collecting and distributing coaches passes.

Team Registration

1. Teams shall not be registered until the minimum number of primary players are registered.
2. The registrar will submit all registrations applications to EPYSA for processing and shall be responsible for collecting and distributing the official roster.



Bloomsburg Trappers Soccer Club Team Policies

The Board shall decide all matters pertaining to the admission of teams to the club.

New Teams

1. Each prospective new team shall submit an application to the Board for approval.
2. The Board shall vote on the suitability of the team based on age group, number of players, number of coaches and coach's ability to develop, manage and promote a positive image of the club.
3. Each new team shall be on probation for (1) year or (2) seasons. During the probationary period, the board may decide to dissolve the team and not renew its membership at the end of the current season.
4. Any violations of the Code of Conduct by a new team shall be reviewed by the board and it will be at the board's discretion to not allow the team to renew its membership.
5. If a team or coach is asked to leave during probationary period, they may not apply for membership until a minimum of 2 years have elapsed.
6. If a team is asked to leave the club, it will forfeit all funds that the club holds and be required to return any items given to them by the club.
7. A distinction will be made between a league team and a tournament team. Differing dues may apply to tournament only teams; however, all rules of conduct apply.
8. Any new league team must be prepared to supply a certified referee or referee candidate upon application. The club shall reimburse any candidate for training or certification costs once the training is complete and the referee is registered for the club.

Existing Non-Probationary Teams

1. All existing club teams will remain with the club unless they remove themselves.
2. In the event of a coach or team violating the Code of Conduct, the coach and/or team may be removed from the club upon the board's discretion.
3. If a team is removed the club, it will forfeit all funds that the club holds (including the team bond) and be required to return any items given to them by the club.
4. Removal of a coach or team will be done by a vote by the Board. The vote will be conducted at the next scheduled meeting, an emergency meeting may be called upon for a vote by the President or the Vice President.

Players on Club Teams

1. All players on club teams must be registered in EPYSA. Non-registered players are not permitted to participate with the team at any time. All players must follow the Registration Policy to be considered registered including being in good standing with the club.
2. Any player who chooses to leave a team in middle of paid season / year, their fees will not automatically be refunded. If the coach informs the board this was a mutual decision to better the overall team, their fees will then be refunded. Board members will always review any situation, as requested by parent or coach, but unless a mutual decision was made it is unlikely any refund will be issued.

Coaches on Club Teams

1. All coaches on club teams must be registered in EPYSA. Non-registered coaches are not permitted to participate with the team at any time. All coaches must follow the Registration Policy to be considered registered including being in good standing with the club.
2. All registered coaches must have USSF, EPYSA and any state required clearances submitted to the club before they may participant in ANY function with the team.
3. The club will reimburse coaches for the cost of apply for required clearances. The coach must submit the receipt showing payment for the clearance to the club treasurer.

Parent Assistants on Club Teams

1. All parent assistants must have USSF, EPYSA and any state required clearances submitted to the club before they may participant in ANY function with the team.
2. Parent assistants or helpers need not apply to EPYSA as an assistant coach. However, only registered coaches are permitted on the team sidelines during official games.

Club or Individual Team Tryouts

1. Individual teams (or the club itself) may have tryouts during any part of the year.
2. The tryouts may be announced by any means at the discretion of the coach. This includes newspaper ads, social media, radio ads or word of mouth.
3. Per EPYSA rules, no coach, parent or player may approach another player currently registered on team in an attempt to recruit the player.
4. Any non-club member at a tryout must sign a waiver of responsibility for the club since they would not be covered under club insurance.