

**To the General Membership of the Fridley Heights Soccer Club:**

The following pages contain the proposed amendments to the “Constitution & By Laws” of the Fridley Heights Soccer Club, which are being made available to all club members for review.

All proposed amendments to the existing Constitution & By Laws are highlighted in yellow.

Proposed text additions are shown in red font.

Proposed text deletions are shown with a strike-through line over the text.

# FRIDLEY HEIGHTS SOCCER CLUB CONSTITUTION & BY LAWS

## ARTICLE I NAME & LOGO

- A. The name of the Soccer Club shall be the Fridley Heights Soccer Club (FHSC).
- B. The designated logo for the Soccer Club will be a soccer ball with "Fridley Heights" noted above the ball, and "Soccer Club" noted below the ball.
- C. ~~4.~~ Any modifications and/or changes to either the Club Name or Logo, must be in accordance with Article VI, E, 2.

## ARTICLE II AREA OF OPERATION

- A. Membership in the Soccer Club will be available to all residents of either the city of Fridley or Columbia Heights, and/or attendees of schools in Fridley or Columbia Heights areas.
- B. Any exceptions to the residency/attendee requirement must be approved by the Executive Board, as defined by Article VI, B.

## ARTICLE III PURPOSE OF THE SOCCER CLUB

- A. To provide the Membership with the opportunity and benefits incorporated with the experience of being involved in an Organized soccer program:
  - 1. Assist in the Development of Player and Coaching Skills
  - 2. Establish and Maintain Rules and Regulations consistent with the Standards of Good Sportsmanship and Fair Playing time, in accordance with the coaching policy, which can enhance Positive Growth and Self Image of all members.
- B. To Establish and Maintain MYSA and/or FHSC teams at the ~~Traveling, Noncompetitive, and Instructional~~ MYSA Competitive, Recreation Plus, and Recreation levels of Soccer Play.
- C. The intention of FHSC is to be a nonprofit organization.

## ARTICLE IV CLUB AFFILIATION

- A. MINNESOTA YOUTH SOCCER ASSOCIATION (MYSA)
- B. FRIDLEY YOUTH SPORT ASSOCIATION (FYSA)
- C. CITY OF FRIDLEY PARK AND RECREATION
- D. CITY OF COLUMBIA HEIGHTS PARK AND RECREATION
- E. COLUMBIA HEIGHTS SCHOOL DISTRICT
- F. FRIDLEY SCHOOL DISTRICT
- G. ~~COLUMBIA HEIGHTS ATHLETIC BOOSTERS~~

## ARTICLE V CLUB MEMBERSHIP

- A. Membership in the Club can be granted by the Executive Board (In accordance with Article II & VI, D), to anyone elected to, or appointed by the Executive Board, to an Authorized position of the Club; to any player who successfully completes the registration process, and the parents or guardians of a registered player. Therefore, Membership can be granted to, but not limited to, the following:
1. Registered Player
  2. Parents or Guardians of a Registered Player
  3. Registered Coaches
  4. Registered Assistant Coaches
  5. All Officers of the Club
  6. All Authorized Committee Members
  7. All Authorized Administrators for the Club
  8. ~~Licensed Referees on a home field of the Club~~
- B. Membership in the Club shall be accessible to all individuals without regard to Social Economical status, Race, Religion, Gender or Sexual Orientation.
- C. Membership will be contingent upon a Zero Tolerance for Abusive Language, Violent Behavior, or the use and/or abuse of Drugs/Alcohol while functioning as a member of the Club. **Negative results from a background check will justify denial of membership.**
- D. Membership can be granted by the Executive Board after an individual is Either Voted into Office, Appointed by the Executive Board to an authorized position, or successfully completes registration and has been assigned to a specific team.
- E. Membership remains effective throughout the current club fiscal year, and must be renewed annually through one of the membership options described in Article V A.**
- F.** Only the Executive Board can authorize the Termination/Release of an individual's Annual Membership in the Soccer Club. Such requests will be considered only after they have been submitted to the Executive Board in written form, through the assigned coach if possible, stating the reason for the requested release. Any requests for a refund, must be consistent with Article IX, C, and should take into account any dues paid to MYSA, and/or any expenses paid by the club, which are directly attributed to the terminated/released player.

## ARTICLE VI ORGANIZATIONAL STRUCTURE

- A. Officers of the Club
1. President
  2. Vice President  
~~Tournament Director~~  
~~Tournament Registrar~~
  3. Secretary
  4. Treasurer
  5. Registrar
  6. ~~Traveling Competitive~~ Boys Director
  7. ~~Traveling Competitive~~ Girls Director
  8. Equipment ~~Coordinator~~ **Manager(s)**

9. ~~Field and Referee Coordinator~~  
~~Referee Coordinator~~
  10. Player and Coach Development Coordinator
  11. ~~Instructional League U6/U8 Recreation Age Group Coordinator(s)~~
  12. U10 Recreation Plus Age Group Coordinator(s)
  13. Publicity Coordinator
  14. Website Coordinator
  15. Additional Positions Deemed Necessary by the Executive Board
- B. Executive Board (Primary Administrative Body of the Club for day to day operation)
1. Club President
  2. Club Vice President
  3. Club Secretary
  4. Club Treasurer
  5. Club Registrar
  6. Club ~~Traveling Competitive~~ Boys Director
  7. Club ~~Traveling Competitive~~ Girls Director
- C. ~~Standing Committees. Ad hoc committees will be established as necessary to address operational or administrative matters that require more detailed and ongoing consideration than is possible during regular meetings of the FHSC Board.~~
1. ~~Tournament (Primary Fundraiser for FHSC)~~
    - a. ~~Tournament Director~~
    - b. ~~Tournament Registrar~~
    - c. ~~Treasurer~~
    - d. ~~Field Coordinator~~
    - e. ~~Referee Coordinator~~
    - f. ~~Tournament Concessions~~
- D. Assuming and Term of Office
1. Positions on the Executive Board ~~may be filled by a current member voluntarily self-nominating to fulfill the roles and responsibilities of the position throughout the next Term of Office. In the event that two or more members self-nominate to hold the same Executive Board position, the position will be filled through an election conducted during the Annual General Membership Meeting. The position will be filled by the member must be~~ elected by a Majority Vote of all eligible FHSC Members, as stipulated by Article VII, C; ~~who are present~~ during the Annual General Membership meeting.
  2. All other positions can be appointed by the Executive Board.
  3. Since the FHSC represents two district communities, it is recommended that whenever possible, membership on any board and/or committee be equally representative of each community.
  4. Terms of Office will ~~be from August September~~ 1<sup>st</sup> to ~~July August~~ 31<sup>st</sup> of the following year.
  5. Duties and Responsibilities for all Officers and Board Members of FHSC are included in Addendum A of this Constitution/By Laws.
- E. Authority to Act for FHSC
1. The Executive Board is the only component of FHSC authorized to make and enforce Rules and Regulations.
  2. The Executive Board is the only component of FHSC authorized to grant use of the Club's Name and/or Logo, to include making any changes in the Club's Name and/or Logo.
  3. The Executive Board is the only component of FHSC authorized to accept gifts and/or donations for the Club, or any team associated with FHSC.

4. The Executive Board is the only component of FHSC authorized to commit to expenditures and obligate club funds for any purpose.

F. Fiscal Year

4. The fiscal year for the FHSC will be from August 1<sup>st</sup> to July 31<sup>st</sup> of the following year.

**ARTICLE VII  
ORDER OF BUSINESS**

A. Establishing and maintaining the Order of Business/Agenda of a General or Executive Board meeting will be the responsibility of the FHSC President, or the individual appointed by the President or the Executive Board to function in that capacity.

1. The FHSC President is required to convene an Annual General Membership meeting to be held within 30 days of the end of the summer soccer season.

a. To ~~accept and resolve the~~ present a Treasurers Reports for the Fiscal year as required by Article VIII,

b. To accept nominations and ~~vote on Officers~~ conduct Executive Board Officer elections, if necessary, for the next term, beginning the first of the month immediately following the Annual General Membership Meeting.

2. The Publicity Coordinator (or an individual assigned by the FHSC President) is required to distribute mail out a notice to households of all members of the Club, informing each member household of the meeting no later than 4 weeks prior to the date of the Annual General Membership meeting. The notice will include the date, time, agenda and location of the meeting.

B. "Roberts Rules of Order" shall be the parliamentary authority on all matters not covered by the Constitution/By-Laws, except when the Membership at the meeting votes to suspend that authority. 4. The purpose and intent is to ensure mutual respect for all points of view, such that every member is given equal opportunity to speak, during any authorized meeting of FHSC, provided the discussion does not prohibit the completion of the business at hand.

C. Voting Policy

1. Members eligible authorized to vote is defined as any active FHSC Member having attained the age of 20 years as of January 1<sup>st</sup> of the current calendar year and is an authorized member of the Board, Committee, or Meeting in question.

2. Issues requiring an open membership vote:

a. Election of to the Executive Board, in the event that two or more club members self-nominate to hold the same Executive Board position,

b. Any Amendments to the Constitution/By-Laws

c. Any Impeachment

~~Resolution of the Fiscal Year Treasurer's Report~~

d. Any issue Referred by the Executive Board

3. The Executive Board is authorized to take action in regards to all day to day functions not previously determined to require an Open Membership Vote. Those issues are not limited to the following list.

a. Authorized payment for all FHSC operating expenses.

b. Assignment of players to a specific team.

c. Releasing a member from their membership.

d. Authorizing refunds.

e. ~~Managing and maintaining all fields, to include locating additional fields.~~ Identifying field problems or concerns regarding field maintenance, making recommendations to the city or school for maintenance and repairs to enhance player safety, and locating additional fields when necessary.

- f. Resolving disciplinary/behavioral problems.
  - g. Resolving any conflicts involving members of FHSC.
  - h. Establish and maintain an operation budget (projected and annual).  
~~Insuring that all fields and equipment are maintained in a safe manner, and in compliance with all regulations.~~
  - i. ~~Elect~~ **Appoint** voting Delegates for the MYSA Annual Convention.
4. All open membership issues shall be resolved by a majority vote of all active members, as defined by Article VII, C, 1; **who are** present at the meeting. The Executive Board must first establish that a quorum of more than 50% of all Executive Board members exists, before a majority vote can be counted.

## ARTICLE VIII FINANCIAL BUSINESS

- A. The establishment and maintenance of all Financial Records will be the responsibility of the FHSC Treasurer as defined by Addendum A, of Article VI, subject to Executive Board approval.
- 1. ~~The FHSC Treasurer shall have the responsibility of acquiring from the Tournament Director Treasurer, a complete financial report outlining all expenses and income from the Tournament, no later than August 1<sup>st</sup> of each calendar year, so that it can be included in the End of the Year Fiscal Report.~~
  - 2. ~~Based on that information, during the Annual General Membership meeting, the Executive Board can determine how much the Tournament will pay the FHSC for service rendered during the Tournament.~~
- B. The FHSC Treasurer will submit a written End of the Year Fiscal Report to the Executive Board and the General Membership during the Annual General Membership meeting as required by Article VII,A; outlining the following information:
- 1. All income for the Year, for ~~both the Club and the Tournament~~, **listed** by source.
  - 2. All expenditures for the Year, for ~~both the Club and the Tournament~~, **listed** by item.
  - 3. Balances ~~in for both the Club and the Tournament~~ Accounts.
  - 4. **Outstanding expenditure commitments and obligations for the past year, listed by item, which have not yet been paid.**
- C. Expenditure Authorization
- 1. All **single** expenditures ~~over \$100.00~~ **equal to or exceeding \$300.00** must be approved by a majority vote of the ~~Executive Board Officers of the Club~~, and in accordance with Article VII, C, 4 **regarding the presence of a quorum of Executive Board Officers.**
  - 2. **Single** expenditures ~~equal to, or less than \$100.00~~ **\$300.00** can be Authorized by joint approval of the President and the Treasurer.
  - 3. **No one person can ever function as both the President and the Treasurer at the same time, nor can the positions of President and Treasurer be simultaneously held by individuals related as immediate family by blood and/or marriage.**
- D. ~~Management of "Fund Raising" Funds~~ **Registration Fee Scholarships and Volunteer Discounts**
- 1. ~~Any and all transfer of funds between Club Accounts (i.e. Club, Tournament, etc.) must be approved by the Executive Board in accordance with Article VII, C, 4.~~
  - 2. ~~During the Annual General Membership Meeting, the existing Executive Board must establish if the FHSC will sponsor a tournament in the upcoming Year and the dates and fees for the tournament.~~
    - a. ~~It is recommended that one of the first items of business for the new Executive Board during the September meeting will be to establish the needed seed money for all Fund Raising (tournament) activities. This~~

~~does not prohibit the Executive Board from considering additional Fund Raising activities throughout its term.~~

1. Scholarships: The Executive Board may authorize "scholarships" to reduce individual player registration fees. The number of scholarships available in a given season, if any, will be established by the Executive Board in consideration of the club treasury account balance at the beginning of the fiscal year, as well as the budget projections for the fiscal year. In no case will the Executive Board authorize or give scholarships that reduce an individual player's registration fee to less than 50% of the normal fee applicable for other players of the same age. The Executive Board will specify the method of requesting scholarships; set criteria for receipt of scholarships; and will determine the mode of applying scholarships to recipient's fees (i.e., reduced fee at time of registration, or post-season reimbursement of a portion of the fee paid at registration).
2. Volunteer Discounts: The Executive Board may authorize registration fee "discounts" to reduce individual player registration fees paid by club volunteers serving as board members or coaches. The availability of such discounts for any given season will be established by the Executive Board in consideration of the club treasury account balance at the beginning of the fiscal year, as well as the budget projections for the fiscal year. In no case will the Executive Board authorize or give discounts that reduce an individual player's registration fee to less than 50% of the normal fee applicable for other players of the same age. When the Executive Board determines that volunteer discounts will be available, each volunteer is eligible for a single discount. In no case will the Executive Board authorize or give discounts to multiple players for one volunteer, regardless of whether the volunteer fills multiple roles (i.e., as both board member and coach, or two board positions, etc.). The Executive Board will set criteria for receipt of such discounts; and will determine the mode of applying discounts to fees paid by the volunteer (i.e., reduced fee at time of registration, or post-season reimbursement of a portion of the fee paid at registration).

E. Authorized signers of the FHSC Checking Account will be as follows, ~~but all checks must have at least the signatures of two of the authorized signers, and no check may have the signatures of individuals related by blood and/or marriage.~~

1. President
2. Vice President
3. Treasurer
4. ~~Traveling Competitive Boys~~ Director
5. ~~Traveling Competitive Girls~~ Director

## ARTICLE IX REGISTRATION

- A. The Executive Board will be responsible for determining, by December 1<sup>st</sup> of each year, the following:
1. The Dates of Registration
  2. The Times of Registration
  3. The Location of Registration
  4. The cost/fees of Registration. ~~a.~~ It should be the intent and desire of the Executive Board, that any cost/fees to one player, should be the same as any other player in that same age group, regardless of geographical residence, ~~before the application of a scholarship or discount authorized by the Executive Board in accordance with Article VIII, D.~~

- B. The Executive Board will ensure that every affordable means available will be utilized to inform all residents involved on the registration.
- C. Refunds
1. Only the Executive Board can authorize a refund of any type. All such requests must be submitted in written form by the Member making the request, through the Coach whenever possible, to the Executive Board, before any action can be considered.
  2. Requests received can be authorized a partial refund, **at the Executive Boards' discretion**, provided the roster of the team ~~effected~~ **affected** does not drop below ~~maximum~~ **minimum** allowable players authorized by MYSA, or any other governing agency of FHSC. The amount withheld will be, at a minimum, charges paid by the FHSC to any governing body that can be directly attributed to the player/family making the request, **and any other fees or expenses paid by the club, which are directly attributed to the player/family making the request.**
  - ~~a. Refund requests received by the Executive Board after May 15<sup>th</sup> of the existing year can be authorized a partial refund, but only if the roster of the effected team does not drop below the maximum number of players allowed by MYSA, or any other governing agency. The partial refund will involve subtracting any MYSA dues paid, and any other fees or expenses paid by FHSC that can be directly attributed to the player/family making the request, from the fees paid to FHSC.~~
  3. Refunds due to season ending inquiries can be authorized as follows:
    - a. Such refunds should be in accordance with Article IX, C, ~~1, a & b,~~ **2** whenever applicable.
    - b. If the season has begun before the injury is sustained, then the Executive Board can authorize a prorated partial refund, contingent upon how many games the Player could have played in.
    - c. ~~Instructional and Noncompetitive~~ **Recreation Plus and Recreation Age Group** Player refunds will be consistent with the policies established in Article IX, C; with roster limits adjusted to the age group level.
- D. Additional Charges
- The Executive Board can assess additional costs to members, for expenses incurred by the FHSC to maintain the operation of the Club. Some expenses that may be incurred, could include the following, but not limited to:
1. Late Registration Fee
  2. Costs related to individual tryouts for teams
  3. Roster changes

## ARTICLE X RULES OF PLAY

- A. **FIFA FHSC teams playing in MYSA Competitive leagues will follow rules of play established in the MYSA Policies and Rules Manual, current version.**
- B. **MYSA FHSC teams playing as Recreation Plus teams will follow rules of play established in the MYSA Policies and Rules Manual, current version. Additional modifications may be implemented for a Recreation Plus league season if mutually agreed to by both the FHSC Executive Board and the authorized officers of the other club(s) participating in the Recreation Plus league for the season.**
- C. **FHSC teams playing as U6 or U8 Recreation teams in a Recreation league will follow the US Youth Soccer Official Under 6 Playing Recommendations and US Youth Soccer Addendum - Modified Recommendations of the Game for U6, and US Youth Soccer**

*Official Under 8 Playing Recommendations and US Youth Soccer Addendum - Modified Recommendations of the Game for U8, respectively. With approval from the FHSC Executive Board, U6 or U8 Recreation Age Group Coordinators may implement additional modifications for a Recreation league season, if beneficial for player development and consistency with fair playing time considerations.*

## **ARTICLE XI AMENDING THE CONSTITUTION**

- A. Only the Officers of FHSC can propose and/or submit Amendment's to the Constitution. Such request must be submitted to the Executive Board in written form. The Executive Board can take the following action:
1. Endorse the proposed amendment in its current form and send it to the General Membership for discussion and an eventual vote.
  2. Modify the proposed amendment before sending it to the General Membership.
  3. Table the proposed amendment for future consideration.
  4. Refuse to act, effectively terminating the proposed amendment. To be reconsidered, the proposed amendment would have to be resubmitted.

Any votes taken by the Executive Board would need to be in accordance with Article VII, C, 4.

- B. The General Membership review and action on proposed Amendments should be as follows:
1. If the Executive Board elects to forward a proposed Amendment to the General Membership, then the first reading and discussion of the proposal should be scheduled at the earliest convenient meeting, contingent upon when the Secretary can ensure that adequate copies of the proposed amendment and any other needed paperwork can be completed and made available to the Membership.
  2. There must be at least 60 days between the Executive Board forwarding a proposed amendment and a final vote occurring. During that period of time, there must be at least two readings and discussion, which have to be at least 20 days apart, before a final vote can take place.
  3. At the conclusion of the first reading and discussion of the proposed amendment, the FHSC President will establish a date, time and location of the second reading and discussion and the final vote.
  4. After the first reading and discussion, the FHSC Secretary will ensure that a notice of the second reading and discussion and final vote is **mailed out distributed** to every active Member of the FHSC, to include a draft of the proposed amendment.
  5. All final votes on the proposed amendment changes to the Constitution, should be done in accordance with Article, VII, C, 4; which allows any active Member present at the meeting can cast one vote. In the interest of active participants, a Member must be present to vote.
  6. It is the hope and intent, that whenever possible, the Executive Board will schedule the second reading and discussion and final votes on amendments, for the Annual General Membership Meeting.

**ADDENDUM A**  
**DUTIES & RESPONSIBILITIES OF ALL CLUB OFFICERS AND POSITIONS**

**PRESIDENT**

1. Preside at all meetings of the Fridley Heights Soccer Club.
  - a. Establish an agenda for every meeting
  - b. Ensure that the business at hand is completed at each meeting
2. Assume full responsibility for the operations of the Soccer Club.
3. Uphold the rules and regulations of MYSA and the Soccer Club.
4. Chair player and team selection and discipline (if needed) Committees.
5. Serve as an Ex-Officio member of all Committees.
6. Maintain the FHSC archives.
7. Any other duties and responsibilities established by the FHSC Constitution and By Laws (ARTICLE VII).
8. Ensure that the duties and responsibilities of operating the FHSC are equally distributed among all Club Officers and positions.

**VICE PRESIDENT**

1. Preside at meetings in the absence of the President.
2. Attend and represent FHSC at all MYSA District Meetings.
3. Carry out such duties as may be delegated by the President.
4. Any other duties and responsibilities established by the FHSC Constitution and By Laws.

**SECRETARY**

1. Record and maintain a file of the official Minutes of all meetings.
2. Give notice of all regular and special meetings of the Soccer Club.
  - a. ARTICLE VII, A, 2.
3. Maintain an Official record of the activities of the Soccer Club.
4. Maintain a roster of all Board Members of the Soccer Club.
5. Perform other duties such as the position may require, or as directed by the President of the Soccer Club and the FHSC Constitution and By Laws.

**TREASURER**

1. Maintain accurate records of all financial ~~procedures~~ transactions conducted by the Soccer Club.
2. In conjunction with the Executive Board of the Soccer Club prepare and maintain the annual budget.
3. Assume responsibility for all FHSC finances.
  - a. Ensure timely payment on all debts ~~occurred~~ incurred by the Club in accordance with ARTICLE VIII.
    - i. Referee Fees
    - ii. MYSA Fees
    - iii. Equipment costs
    - iv. Other authorized costs
4. In accordance with ARTICLE ~~VII~~, VIII, B; submit an End of the Year Fiscal Report at the Annual Membership meeting of each calendar year.
5. Any other duties and responsibilities as directed by the Club President or the FHSC Constitution & By Laws.

**REGISTRAR**

1. Primary Club Officer responsible for registration.
  - a. Maintain **contract contact** with MYSA to ensure all registration requirements are met:
    - i. Club officers list
    - ii. Coaches & Team lists
    - iii. Player lists
    - iv. Work with Treasurer to ensure Club, Team and Player fees are paid in a timely manner.
2. Maintain computer registration database **f** of all club participants.
  - a. Maintain a mailing list to be shared with the **Secretary and Treasurer Newsletter Secretary and Publicity** Coordinator.
  - b. Maintain registration records for one year
    - i. Designated Club registration form
    - ii. Player **birth dates as verified at registration through any of the documents listed in the MYSA Rule Manual, current edition. Birth Certificates**
    - iii. ~~Verification that the Coaches have a Medical Emergency Form for each player.~~
    - iv. Team Rosters
3. Coordinate with the Publicity Coordinator on all registration dates and requirements. Distribute Rosters, Registration Forms and Players Passes to the **Traveling Directors and Instruction Coordinators U6/U8 Recreation Age Group Coordinator(s), U10 Recreation Plus Age Group Coordinator(s), and Boys and Girls Competitive Directors.**
4. Any other duties and responsibilities as directed by the Club President or the FHSC Constitution and By Laws.

**BOYS TRAVELING COMPETITIVE DIRECTOR**

- ~~1. Attend and represent FHSC at all MYSA District Meetings.~~
2. Regularly update the FHSC Executive Board on MYSA policies and procedures.
3. ~~Response~~ **Respond** to all parental concerns.
4. Distribute Rosters, Registration Forms, Player Passes, Uniforms and other necessary club related information to the **boys competitive team** Coaches.
5. Any other duties and responsibilities as directed by the Club President, the FHSC Constitution and By Laws, or the District Manager.

**GIRLS TRAVELING COMPETITIVE DIRECTOR**

- ~~1. Attend and represent FHSC at all MYSA District Meetings.~~
2. Regularly update the FHSC Executive Board on MYSA policies and procedures.
3. ~~Response~~ **Respond** to all parental concerns.
4. Distribute Rosters, Registration Forms, Player Passes, Uniforms and other necessary club related information to the **girls competitive team** Coaches.
5. Any other duties and responsibilities as directed by the Club President, the FHSC Constitution and By Laws, or the District Manager.

**EQUIPMENT COORDINATOR MANAGER(S)**

1. Collect, store and maintain an inventory of all equipment belonging to the FHSC.
2. Submit to the Executive Board of the FHSC a recommendation of equipment needed for the next season, as well as respond to immediate equipment needs during the course of a season.
3. Acquire at least two **questions quotations** for any recommended or authorized purchase, which will be part of the FHSC record.

4. Procure the money to purchase authorized equipment from the FHSC Treasurer and Executive Board.
5. Equitably distribute equipment to the coaches and maintain records reflecting what equipment each coach received.
6. Perform any other duties and responsibilities as directed by the Club President or the FHSC Constitution and By Laws.

### **FIELDS AND REFEREE COORDINATOR**

1. Work with both Fridley and Columbia Heights Park and Recreation Departments and School Districts to acquire authorization to use fields owned by those Public Organizations.
2. Work with any other organization, either public or private, that may be willing to allow FHSC to use their fields.
3. Work with the necessary organizations to ensure the fields being used by FHSC are maintained in good and safe condition.
  - a. If the fields are not in safe condition, the Field Coordinator will work with the Referee Coordinator and the Coaches involved to either change the location or reschedule the match.
  - b. Regularly inspect all play fields, to including nets and field markings.
4. Assist MYSA in scheduling all **traveling Competitive** league home games of the FHSC.
  - a. Ensure that all field assignments are reported to MYSA.
5. Ensure that there are adequate restroom facilities at each location and that all keys to building and lighting equipment are secured.
- ~~6. Any other duties and responsibilities as directed by the Club President or the FHSC Constitution and By Laws.~~

### **REFEREE COORDINATOR**

6. Schedule referees for all FHSC ~~(including FHSC Tournament games)~~ home matches as follows and in accordance with USSF, FIFA and MYSA:
  - a. For U11 through U19 ~~(Traveling League)~~ **MYSA Competitive League** matches, 1 center referee and 2 linesman. ~~4.~~ If 3 referees are not available, at least 1 qualified center referee will be assigned.
  - b. For U8 **Recreation League** through U10 ~~(Instructional League)~~ **Recreation Plus League** matches, 1 qualified referee will be assigned.
  - c. Ensure as much as possible ~~that~~ the scheduled referees are qualified for the age level games to which they are assigned.
- ~~1. Assume the responsibility of seeing that all referees are properly trained in accordance with USSF, through franchise sponsored clinics, or by conducting FHSC sponsored clinics.~~
- ~~2. Prepare and maintain a list of all existing and potential referees, and ensure that they are aware of the available clinics.~~
  - ~~a. Cooperate with Referee Coordinators of other clubs in sharing referee lists to ensure the optimal work and availability of qualified referees.~~
  - ~~b. Maintain contact with the USSF Minnesota State Referee Administration (SRA).~~
- ~~3. Recruit new referees and assist new and exiting referees in their development.~~
7. Work closely with the Registrar, Field Coordinator and Coaches involved in scheduling and rescheduling matches, **and ensure coordination and notifications are provided to MYSA as required by its current rules.**
8. Coordinate payment to referees for services with the FHSC Treasurer.
9. Any other duties and responsibilities as directed by the Club President or the FHSC Constitution and By Laws.

## PLAYER AND COACH DEVELOPMENT COORDINATOR

1. Assume responsibilities to ensure that all coaches are properly trained either through franchise (MYSA) conducted clinics or by conducting FHSC sponsored clinics.
  - a. When possible, encourage and assist coaches in advancing their coaching license.
2. Notify coaches of ~~regular and/or special meetings~~ **coach training sessions** and ensure the coaches attend such ~~meetings~~ **sessions** when possible.
3. Ensure coaches are aware of any special instructions from MYSA or the FHSC.
4. Responsible for coordinating player tryouts (if necessary) and work with traveling **Competitive Boys and Girls** directors to notify impacted players.
5. **Annually evaluate player development/training needs for the next season through end-of-season consultation with coaches and league directors/coordinators.**
6. **Provide recommendations for conducting club-sponsored age-appropriate player development.**
7. **Identify and interview potential player/coach training vendors, and make recommendations to the Executive Board regarding vendor selection.**
8. **Assist in recruitment of volunteer coaches.**
9. Any other duties and responsibilities as directed by the Club President or the FHSC Constitution and By Laws.

## **INSTRUCTIONAL LEAGUE COORDINATOR**

1. ~~Organize and schedule the instructional games.~~
2. ~~Provide information to coaches on the Instructional league rules and procedures.~~
3. ~~Response to all parental concerns.~~
4. ~~Work closely with the Referee and Field Coordinator in scheduling all matches.~~
6. ~~Distribute Rosters, Registration Forms, Player Passes, Uniforms and other necessary club related information to the Coaches.~~
7. ~~Any other duties and responsibilities as directed by the Club President, the FHSC Constitution and By Laws, or the District Manager.~~

## **U10 RECREATION PLUS AGE GROUP COORDINATOR(S)**

1. **Organize and schedule the U10 age group games, in coordination with the other club(s) participating in the Recreation Plus league for the season. .**
2. **Provide information to coaches on the age group league rules and procedures.**
3. **Respond to all parental concerns.**
4. **Work closely with the Referee and Field Coordinator in scheduling all matches.**
5. **Distribute Rosters, Registration Forms, Player Passes, Uniforms and other necessary club related information to the Coaches.**
6. **Any other duties and responsibilities as directed by the Club President, the FHSC Constitution and By Laws, or the District Manager.**

## **U6/U8 RECREATION AGE GROUP COORDINATOR(S)**

1. **Organize and schedule the age group games.**
2. **Provide information to coaches on the age group league rules and procedures.**
3. **Respond to all parental concerns.**
4. **Work closely with the Referee and Field Coordinator in scheduling all matches.**
5. **Distribute Rosters, Registration Forms, Uniforms and other necessary club related information to the Coaches.**

6. Any other duties and responsibilities as directed by the Club President, the FHSC Constitution and By Laws, or the District Manager.

### **PUBLICITY COORDINATOR**

1. Collect all news in regard to the FHSC (elected board members and dates, times and location of registration, etc.) and distribute such news and information to the members of FHSC.
2. Ensure that information in regards to registration is properly disseminated to both Fridley and Columbia Heights Schools.
3. Arrange for the annual taking of team and individual pictures, and ensure delivery of the picture order forms and pictures to the appropriate coach.
4. Any other duties and responsibilities as directed by the Club President or the FHSC Constitution and By Laws.

### **TOURNAMENT DIRECTOR**

1. Chair all meetings involving the organizing, operating and the structure of the Annual Tournament.
2. Responsible for making all decisions on tournament structure any unforeseen questions (i.e. who advance into the medal round that wasn't covered in the tournament instructions).
3. Reports directly to the FHSC President.
4. Works closely with the Tournament Registrar on any needed changes based on the number of teams that have registered as per gender and age.
5. Works closely with the Field Coordinator to ensure that there are enough fields and that they are in good and safe condition.
1. Works closely with the Field Coordinator in scheduling all matches and field assignments.
6. Works closely with the Referee Coordinator in scheduling referees for all matches.
7. Works closely with Treasurer to submit the tournament entry fees and that all acquired tournament expenses are paid in a timely manner.
8. Work closely with the Tournament Concession Coordinator to ensure concession stands are properly stocked and maintained during the tournament matches.

### **TOURNAMENT REGISTRAR**

2. Ensure that all needed materials to register a team for the tournament are mailed out to teams requesting said materials.
3. Receive and confirm that applications have been received.
  - a. A team's registration is not completed until the full entry fee has been received.
4. Reports regularly to the Tournament Director as to the number of accepted registration per gender and age group.
5. Sends out Tournament schedules to all registered teams.
6. Any other duties and responsibilities as assigned by the Tournament Director.

## **ADDENDUM B COACHING POLICY**

Youth sports play an important part of our children's lives that can help them develop good life skills. We as adults impact every child's life that we teach. The FHSC promotes fun of the game, teamwork, and good sportsmanship. The behaviors, attitudes and actions that coaches make do affect the players that they teach, whether good or bad. Therefore, we have enacted the following coaching code of conduct.

### **Coaches will:**

- Demonstrate respect to all players, parents, other coaches and referees
- Give each player a chance to participate no matter where their talent level
- Rulings by the referees are accepted without comments or complaints during games. (remember the referees are usually learning and developing too, you can discuss a call or problem calmly and respectfully with the referee after the game if needed)
- If you have a major problem with the referee report it to your director or coordinator to get the matter resolved.
- Always thank the referee after the game encourage your players to do the same
- Cheating is NOT ever acceptable behavior.
- Whether you win or lose do it graciously. Tempers or gloating should never be allowed by coaches or players.
- Do not use or tolerate inappropriate language
- Verbal, physical abuse or aggressive behavior toward a player, other coach, referee or parent is unacceptable
- Tobacco, Drugs and/or alcohol should not be used on or near any FHSC event
- FHSC bans all weapons
- Coaches should assist and/or participate in all player development clinics as sponsored by the club
- Do your best to make practices fun yet challenging for all players
- Provide opportunities for players to develop skills in all positions
- Encourage teamwork
- Remember the game is for the players not the adults

If you fail to abide by these guidelines while coaching, training, or attending a FHSC event you could be subject to disciplinary action or removal.