

Duly adopted by the Board of Directors on November 9 2009

1.01 NAME

This organization shall be known as the Napa Valley Soccer Club (NVSC) and shall be the governing and advisory body of its member teams.

1.02 Definitions

Any reference to the Club in these policies and Procedures shall be interpreted as meaning the Napa Valley Soccer Club. Any reference to competitive teams shall be interpreted as meaning Division I and Division III teams as defined by the CYSA, or Bronze through Premier as defined by US Club Soccer.

1.03 Affiliations

The Napa Valley Soccer Club is a subsidiary organization of the Napa Youth Soccer League (NYSL). The Bylaws, Rules, Regulations and Policies of the NYSL are incorporated in this document by reference. The Napa Youth Soccer League is affiliated with the California Youth Soccer Association (CYSA), United States Youth Soccer Association (USYSA), United States Soccer Federation (USSF) and the Federation International Football Association (FIFA) and US Club Soccer.

1.04 Boundaries

The Club's boundaries shall be the same as the boundaries of the NYSL and shall be altered automatically should the NYSL alter boundaries of the league.

1.05 Purpose

The purpose of the club is to develop, promote, and administer a competition level soccer program for youth boys and girls between the ages of eight and nineteen regardless of race, creed, or gender. The club shall also encourage the education and training of those coaches selected to administer to the training of participating players.

1.06 Colors

The club's colors shall be white, black, and any variation of red.

1.07.1 Membership

Membership in this club shall include all coaches, parents, and players associated with competitive teams within the Napa Youth Soccer League. Each team shall provide one non-voting member for each board meeting.

1.07.2

All member teams, their coaching staff, players, and parents shall abide by the Club's Policies and Procedures, as well as the rules of the league in which they are registered to play.

1.08 Organization and Government

1.08.1

The Club will be governed by a Board of Director chaired by the President in accordance with these Policies and Procedures and specific rules and regulations adopted by the Board of Directors; except where superseded by the Bylaws, Rules, Regulations and Policies of NYSL, CYSA, USYSA, USSF, or Us Club.

1.08.2

The Board of Directors shall be composed of the President, First Vice President/US Club Director, Second Vice President/CYSA Director, Secretary, Treasurer, CYSA Registrar, US Club Registrar, Referee Director, Field and Equipment Director, Tournament Director, Fundraising Director, Publicity and Communications Director, U10 Director, Director of Coaching (Boys), Director of Coaching (Girls), and NYSL Liaison Director. The immediate past President of the Club is an ex-officio member of the board. The Coaching Directors are a non-voting member of the board.

1.08.3

Any member of the Board of Directors may resign effective upon the date and time specified in a written notice given to the President. The President shall, with the approval of the Board of Directors appoint a replacement.

1.08.4

With the sole exception of the NYSL Liaison Director, no club director may concurrently serve as a member of the NYSL Board of Directors and the club Board of Directors.

1.08.5

No director may occupy more than one director position or assume the duties of another director position except when such a position is unfilled. In this case the President, subject to ratification of other board members, may ask a board member to assume additional duties.

1.09 Appointment of Officers

1.09.1

The President, First Vice President/US Club Director, Second Vice President/CYSA Director, Treasurer, Registrars, Referee Director, and Secretary shall be elected by the club's members at the Club's annual general meeting in January. The time and location of the annual general meeting will be advertised two weeks prior to the meeting.

1.09.2

Elected Board Members shall serve for a term of two years, and may be reelected for subsequent terms of office. The positions of President, Second Vice President/CYSA Director, Registrar and Treasurer shall be elected in odd numbered years. The positions of First Vice President/Us Club, Referee Director, and Secretary shall be elected in even numbered years.

1.09.3

The Fields and Equipment Director, Fundraising Director, Publicity and Communication Director, U10 Director, Tournament Director will be appointed by the President subject to ratification by the other members of the Board. The Coaching Director(s) will be selected by a vote of the Board of Directors. The NYSL Liaison Director shall be elected by the NYSL Board of Directors.

1.10 Responsibilities of the Board of Directors

1.10.1 The duties of the Board of Directors shall include attendance at all Board meetings and:

- Interpretation and enforcement of the Club's Policies and Procedures.
- Review and approval of all recommended changes to the Club's Policies and Procedures for compliance with the governing documents of those associations with which the club is associated.
- Submission of an annual operating plan and budget to the NYSL Board of Directors for approval.

- Selection, training, and supervision of coaches.
- All internal communications and meetings and communications with other leagues.
- Assuring that all players are properly registered.
- Performance of additional duties as assigned by the President or the Board, including serving on standing subcommittees.
- The Board of Directors shall have the authority to suspend or otherwise discipline any Player, Coach, Team Manager, Assistant Coach or Club official with a proper hearing.

1.10.2

President: the President shall act as the Competitive Director and as Chief Executive Officer of the Club, responsible for administering the day to day activities of the Competitive Program in accordance with the Policies and Procedures of the Club, the Bylaws, Rules, Regulations and Policies of the NYSL, and the direction of the Board of Directors. The President shall also:

- Prepare an agenda for meetings of the Board of Directors, including making recommendations to the Board on specific items;
- Preside over all meetings of the Board of Directors;
- Cast a vote in case of ties by the Board of Directors;
- Recommend for appointment by the Board of Directors positions on the board that become vacant due to resignation or that are not filled by election;
- Appoint ad hoc committees as may be necessary
- Develop and implement the processes and organization required to meet the needs of players, parents, coaches, and the Napa Valley soccer community.
- Develop and implement the processes and organization required to meet players development needs and assure players are prepared to compete at the highest level at which they are capable.

1.10.3 Secretary

The secretary shall assist the President in the preparation of an agenda for meetings of the Board of Directors.

The secretary shall also:

- Keep an accurate record of all meetings, handle correspondence, give notice of meetings and maintain files of the club;
- Secure meeting locations as required;
- Maintain separate from the minutes an indexed log of all actions by the Board of Directors;
- Other duties, as may be assigned by the President.

1.10.4 Treasurer

The Treasurer is responsible for the maintenance of all financial accounts of the Club, including checking, saving and investment accounts, as approved by the Board. The Treasurer shall:

- Serve as Chair of the Finance Committee;
- Submit monthly financial reports to the Board of Directors
- Certify all expenditures as being approved by the Board of Directors or President in accordance with these Policies and Procedures.
- Prepare an annual operating plan and budget for submission by the President to the NYSL Board of Directors.
- Act as the supervisor should the board vote to engage any outside party(e.g. a bookkeeper) to help maintain Club records.

1.10.5 First Vice President/US Club Director

The First Vice President/US Club Director shall:

- Attend all meetings as required in order to provide the information needed by NVSC to register teams.
- Coordinate the scheduling and rescheduling of all US Club games.
- Act as liaison between the Board of Directors and all US Club coaches
- Serve as a member of the competition committee

1.10.6 Second Vice President/CYSA Director

The Second Vice President/CYSA Director shall:

- Act as liaison between the Club and the CYSA district playing leagues.
- Act as liaison between the Board of Directors and all CYSA coaches.
- Serve as Chair of the competition committee.

1.10.7 Referee Director

The Referee Director shall:

- Maintain a list of USSF certified referees and serves as liaison with the NYSL referee coordinator to insure that certified referees and linesmen are scheduled for competitive games.
- Maintain game cards and records showing game scores, injuries, cautions, ejections, and other information provided by each referee;
- Investigate complaints regarding referees
- Provide opportunities for referee certification and training
- Evaluate referees for assignments appropriate to their level of skill and experience.
- Complete a monthly referee payroll to be processed by the Club treasurer

● **1.10.8 CYSA and US Club Registrars**

The Registrars will serve as liaisons between team coaches and or team managers and the league registration director during team formation.

1.10.9 Field and Equipment Director

The Field and Equipment Director shall:

- Maintain a current inventory of Club owned equipment and materials;
- Prepare a recommended list of equipment and materials needed for each season for submission to the Board of Directors;
- Procure and arrange distribution and storage of Club equipment and materials.
- Obtain, schedule and coordinate fields for practices and games with the NYSL Field and Equipment Coordinator;
- Makes sure all policies and procedures governing the use of fields are followed;
- Provides for proper goals, marketing, netting, and corner flags before games;
- Chair the uniform and equipment committee.

1.10.10 Tournament Director

The Tournament(s) Director chairs the tournament subcommittee which is responsible for the planning, organizing and carrying out the annual Wine Country Classic Tournament(s) sponsored by the Club.

1.10.11 Fundraising Director

The Fundraising Director chairs the Fundraising Committee, which is responsible for planning, organizing and carrying out fundraising events sponsored by the Club.

1.10.12 Publicity and Communication Director

The Publicity and Communication Director chairs the Publicity and Communication Committee. In addition, the Publicity and Communication Director Shall:

- Maintain the Club section of the NYSL voice mail system and respond to or distribute messages.
- Respond to or distribute emails to the club
- Prepare and distribute documents to coaches, managers, and parents as assigned by the President/President and/or the Board.

1.10.13 U10 Player Development Director

The Player Development Director shall develop and coordinate all programs for U10 and younger players with the goal of preparing them for Club play at the level of U11 and up.

- Develop and implement a program for training of coaches
- Develop age-group specific player training goals
- Develop and implement a player training curriculum with focus on required age group specific skills.
- Coordinate annual on-field player evaluations and coordinate formation of teams.
- Recruit and recommend coaches and trainers to Coach Selection Committee.

Serve as a member of the Competition Committee

1.10.14 NYSL Liaison Director

The NYSL Liaison Director shall ensure that activities between the club and the NYSL are coordinated and mutually supportive for the betterment of all youth soccer in the Napa Valley.

- Keep the club informed of NYSL activities and schedules
- With the President, represent the club at NYSL Board meetings

1.11 Appointment of and Responsibility of Coaches

1.11.1

Candidates for Club coaching positions shall submit resumes to the President. The resumes will be reviewed by a committee consisting of the President, First Vice President/US Club, Second Vice President /CYSA Director, Referee Director and Director of Coaching. The committee will appoint a head coach for each competitive team. Head coaches will be appointed for a period of one year and may be reappointed. Head coaches shall report directly to and be accountable to the respective Director of Coaching.

1.11.2 Coaches:

The team head coach shall be the primary authority of the team and shall be responsible for all actions of the players in training and matches, and is responsible for their team's sideline spectators in matches. The Coaches report directly to the respective Director of Coaching. The team head coach shall:

- Shall assist with player evaluations for his or her competitive team as directed by the Director of Coaching
- Appoint an Assistant Coach and Team Manager to assist with the operations of the team.
- Seek to improve his skills and technique through the attendance and completion of coaching training courses.
- Participate in **ALL** Club sponsored coaching meetings and activities.

1.12 Club Year

The seasonal and fiscal years shall be from April 1 to March 31 with a traditional playing season from May to January or February depending on state tournaments.

1.13 League of Play

All member team shall be registered for League play with either CYSA or US Club.

1.14 Meetings

1.14.1 The Club's Board of Directors shall meet monthly through out the year and at such times as the President may deem necessary. Roberts Rules of Order shall govern procedure at all meetings. The agenda for regular meetings shall be as follows:

Call to Order

Acceptance of the Minutes of the previous meeting

Treasurer's report

Correspondence

District Reports

Committee Reports

Old Business

New Business

Scheduling of Next Meeting

Adjournment

1.14.2 The President shall set a specific Agenda for all meetings. The agenda shall be available to the directors in advance of the board meeting. Items not on the agenda cannot be voted on at the meeting unless two thirds of the Board members present choose to vote on a non agenda item.

1.14.3 A quorum of the board of Directors must be present to conduct Club business. Fifty percent plus one, of currently filled board positions, shall constitute a quorum.

1.15. Financial Responsibilities

1.15.1

This Club shall not assume, nor be liable for the debts nor the financial responsibilities either implied or incurred of any of its members, member teams, member coaches or other parties without prior approval of the board of directors.

1.15.2

All expenditures of monies shall be presented by the Board of Directors at regular meetings. Approval is needed for expenditures of non-budget and over budget items. The Director shall report all such expenditures to the Board of Directors.

1.15.3

All accounts of the Club shall be paid by check and shall bear the signature of the President or Treasurer for amounts up to \$1000. For amounts in excess of \$1000 the check shall bear the signature of both the President and Treasurer.

1.15.4

All fund raising activities conducted on behalf of the Club shall be approved in advance by the Board of Directors at a meeting where the matter is on the agenda. An accounting of fund raising and expenditures must be made annually or at other times as the Board requests.

1.15.5

Individual Club teams shall support and promote all Club sponsored fund raising activities.

1.15.6

Individual Club teams are required to secure approval from the Club's Board of Directors prior to any team sponsored fund raising activities. Individual teams shall state the purpose and financial need for the fund raiser. All sponsorship and fund raising proceeds shall be deposited in the Club's general fund to be distributed to the team that raised the money as they incur expenses. All funds raised in excess of the team's needs, will carry over to the next year.

1.15.7

There will be no sponsorship advertising on Club uniforms. Any advertising on items other than uniforms shall be subject to approval by the Board of Directors.

1.15.8

Donations shall be approved, accepted and distributed at the discretion and direction of the Club's Board of Directors.

1.15.9

All bank checks, drafts and/or money orders submitted to this Club shall be made payable to the Napa Valley Soccer Club or NVSC.

1.16 Standing Committees

1.16.1

The following standing committees shall be maintained to aid the club in fulfilling its responsibilities:

- Finance Committee
- Fund Raising Committee
- Tournament Committee
- Publicity/Communication Committee
- Competition Committee
- Coach Selection Committee
- Uniform and Equipment Committee

All committee members in addition to the permanent members shall be appointed by the Board of Directors. There shall be two community members on each standing committee. The committees shall perform specific duties listed below and other related duties as may be assigned by the President or the Board of Directors. All committees shall submit a report annually to the Cub and at other times as requested by the Board of Directors.

1.16.2 Finance Committee

Treasurer,- Chair
President
NYSL Liaison Director
Field and Equipment Director

Responsibilities

Aid the Treasurer in developing annual budgets for presentation to the board of directors and review all financial activities of the club. The finance committee shall examine and bring to the attention of the full board of directors all issues that bear on the financial wellbeing of the club.

1.16.3 Fundraising Committee

Members:
Fundraising Director – Chair
Treasurer

Responsibilities

Develop methods of raising money and oversee any fund raising activities;
Research costs and procure uniforms and equipment for the club

1.16.5 Tournament Committee

Members:
Tournament Director – Chair
Second Vice President

Responsibilities:

Plan, organize and carry out the annual Wine Country Classic Tournament sponsored by the Club

1.16.6 Publicity Communication Committee

Members:

Publicity and Communication Director – Chair
Registration Director
NYSL Liaison Director

Responsibilities:

Maintain the web site.

1.16.7 Competition Committee

Members:

Second VP/CYSA Director – Chair
Director of Coaching (as appropriate for girls' or boys' teams)
President
First Vice President/ US Club Director
Referee Director

Responsibilities:

Schedule and supervise player tryouts
Develop a program for training of coaches
Develop age specific goals for training of players

1.16.9 Coach Selection Committee

Members:

Director of Coaching (as appropriate for girls' or boys' teams) – Chair
President
First VP/US Club Director
Second VP/ CYSA Director
Referee Director

Responsibilities:

Review applications for head coaching positions and select qualified head coaches
Committee will set pay rate and obtain signed coaching agreements

1.16.10 Uniform and Equipment Committee

Members

Fields and Equipment Director – Chair

President

First Vice- President

Second Vice-President

Research costs and procure uniforms and equipment for the club

1.17 Amendments or Additions

1.17.1

Any member of the board of directors may propose changes to the existing Policies and Procedures. The proposed changes must be submitted in writing thirty (30) days prior to consideration. The Club's Board of Directors may establish a committee to review the proposed changes for recommendation to the full Board.

1.17.2

The Club secretary must provide each Board Member with written notice of any proposed amendments or additions to the Policies and Procedures fourteen (14) days prior to the meeting at which the changes will be addressed. The notice shall include the date, time, and place of the upcoming meeting.

1.17.3

Any change to the Policies and Procedures shall require a two thirds vote of the Board Members present at the time of consideration.

1.17.4

Any and all amendments to the Policies and Procedures adopted by the Board of Directors shall become effective on the day following adoption.

1.17.5

In addition to the Policies and Procedures, the Club shall maintain and uphold a set of Rules and Regulations, which shall be reviewed and adopted annually by the Board of Directors. After they are formally adopted, further changes of or additions to the Rules and Regulations may be made by a majority vote of the Board of Directors. Board members must be given fourteen (14) days notice, in writing, of any proposed change or addition to the Rules and Regulations.

1.18 Disciplinary Procedures

A member of this organization found to be in violation of the Club's Policies and Procedures or rules and regulations, the Bylaws of the NYSL or the league in which they play may be asked to appear before the Board of Directors of this Club to explain his/her action(s). After a hearing, the Board of Directors may elect to suspend or otherwise discipline the Club Member.

1.19 Dissolution

Should the Club be dissolved, all assets remaining after payment of all debts shall be turned over to the NYSL for the express purpose of the development of youth soccer.

1.20 Items Not Covered

All items not covered in these Policies and Procedures or the Bylaws of NYSL shall be left to the Board of Directors for decision.

Rules and Regulations

Updated November 2008

1. All non-member teams from leagues or organization not affiliated with the California Youth Soccer Association North, The United States Youth Soccer Association, or US Club, shall be deemed as "Unaffiliated Organizations". Any registered team of this Club playing games or doing business with an unaffiliated organization, shall face disciplinary action and/or suspension by the board.
2. Falsification of records shall be grounds for disbarment from future participation in this club.
3. Refunds of Club fees will be considered on a case-by-case basis. No refund is guaranteed to any player dropping out of the Club after being assigned to a team, being registered, and paying Club fees.
4. Club fees for late adds will be assessed on a pro-rated basis, to be determined case-by-case by the US Club and CYSA Directors respectively.
5. Club fees cover the cost of equipment, referees, training, field use, insurance and other items.

6. Players will play in the appropriate age group assigned per CYSA or US Club age group categories. Exceptions are made for players to “play up” on a case-by-case basis. A player may try out in an older age group at any time, but will only be assigned to that age group if the assignment is seen as appropriate for player development. Determination of appropriateness will be made by the Coaching Director and the Competition Committee.
7. Monthly financial status reports will be reviewed by the Board of Directors on a team by team basis.
8. Team registration must occur after adequate open tryouts have occurred and all selected players have been registered.
9. Annual player fees (or a commitment to a payment schedule) are due and payable at the time of team registration but no later than July 1.
10. Head coaches of all Club teams shall hold a minimum of the CYSA E license or equivalent unless approved with a waiver by the Coach Selection Committee. All coaches and trainers are encouraged to seek coaching education above the required minimum level. CYSA F and E courses can be taken at no cost when they are sponsored by NYSL. Coaches and trainers successfully passing higher level approved courses are eligible for reimbursement upon proof of passing.
11. Trainers are assigned by the Club to teach soccer skills and tactics to one or more teams and are compensated commensurate with their assignment and level of skill and experience. Trainers are expected to work cooperatively with volunteer head coaches, assistant coaches, and managers to provide the best training for players. Trainers may not be assigned to every Club team depending on the skill and experience of available parent volunteer coaches, availability of qualified trainers, and the Club budget. A trainer may be a head coach, or assistant coach but will not be paid for training their own child's team. All trainers, whether selected by the Club or by an individual team must submit a coaching application and proof of fingerprinting. The Club reserves the right to deny the use of any trainer.
12. Teams receiving no training support from the Club are eligible to receive an equitable share of the training budget (Equal to the total training budget of the Club divided by the number of teams formed that season) for the purpose of reimbursing volunteer coach expenses, or for scholarships to players based on need. Scholarship money must be used for training only, such as training fees, and not for travel expenses, uniforms or non-training purposes. Request for scholarships must be made to the NVSC Scholarship committee via the Club Director and must be accompanied by a letter of request.

13. Teams using full time paid trainers and receiving money from the Club for scholarships are required to pay their trainers on a “pass-through” basis in order that trainers are paid by NVSC. In this event trainers will receive 1099 forms as required by law. If a team employs a full time paid trainer and does not receive any Club monies for scholarships, expenses, or from bingo fundraising, they may compensate their trainer directly without the “pass-through”.