

PARKROSE SOCCER CLUB

Bylaws and Policies

Approved November 17, 2016

Part I - General

Bylaw 101. Name

This organization shall be known as the Parkrose Soccer Club, hereinafter referred to as the Club. This Club is, and shall be known as a nonprofit organization constituted as an affiliated member club of the Portland Youth Soccer Association (PYSA) and shall operate on a perpetual basis.

Bylaw 102. Purpose

Section 1. The purpose of the Club shall be to teach the skills, rules and regulations of soccer; to foster the atmosphere of sportsmanship and team play at all times, to promote the game of soccer, and to facilitate game play for youth players.

Section 2. The first priority shall be the promotion of recreational soccer. This policy is established under reasonable assumption that the program for older competitive players would not exist in the absence of the program for the younger recreational players.

Section 3. The Club will not discriminate against any individual on the basis of race, color, religion, age, sex, sexual orientation, or national origin.

Section 4. The Club shall engage in any lawful activity, none of which is for profit, for which corporations may be organized pursuant to Chapter 61 of the Oregon Revised Statutes.

Bylaw 103. Colors

The colors of the Club shall be green, white and black, with the exception of the goalie who shall wear a contrasting jersey color from the rest of the team. Teams in the Micro program are exempt from this requirement.

Bylaw 104. Affiliation

The Club shall be an affiliate of, and comply with the authority of Portland Youth Soccer Association (PYSA), United States Soccer Federation (USSF), and United States Youth Soccer Association (USYSA).

Bylaw 105. Authority

The governing authority of this Club shall be vested in a body known as the Board, which shall exercise the right of decision on all matters pertaining to Club affairs.

Bylaw 106. Fiscal Year

The Club's fiscal year shall be from January 1 through December 31.

Bylaw 107. Rules of Order

The rules contained in the current edition of Robert's Rules of Order (see Appendix II) shall guide the Club in all cases to which they are applicable and in which they are not inconsistent with the Bylaws and any special rules of order the Club may adopt.

The order of business for a typical meeting is usually as follows:

- Roll Call
- Minutes of the last meeting
- Officers Reports
- Unfinished Business
- Proposals
- New Business
- Adjournment

Bylaw 108. Dissolution of Club

Should the Club be dissolved, all monetary and physical assets remaining after payment of all debts shall be turned over to the Parkrose Education Foundation for programs promoting youth soccer in the Parkrose School District.

Part II – Membership

Bylaw 201. Membership

Section 1. Application of players desiring participant membership in this Club shall be submitted to the Registrar in the format prescribed by the Board. A fee established by the Club, payable to the Club, shall accompany all applications. Acceptance by the Club of the foregoing shall constitute approval of the application providing there is space available, and the participant member shall abide by the rules and regulations of the Club. Participant members are players age 4 to under the age of 15 and do not have any voting privileges on matters pertaining to Club affairs.

Section 2. Voting membership is granted to each head coach appointed annually by the Board. Such member of his/her accredited team or alternate may vote on Club matters only during the Club's Annual General Meeting (AGM, See Bylaw 402).

Section 3. Club officers elected at the Annual General Meeting or elected by a majority vote of the Board to fill vacancies occurring during the subsequent Club fiscal year shall have full voting membership and may vote on all Club matters at all general and/or special Board meetings of the Club and during the Club's AGM.

Section 4. Appointed coordinators serving during the Club fiscal year shall have full voting membership and may vote on all Club matters at all general and/or special Board meetings of the Club and during the Club's AGM.

Part III - Organization and Board

Bylaw 301. Board

Section 1. The Board shall have the right of decisions on all matters pertaining to Club affairs. The Board will conduct the business of the Club and shall be composed of elected officers and appointed coordinators.

Section 2. The term of office for elected Board members shall be one (1) year; all terms to begin January 1 or the first day of the month following the AGM. All officers are eligible for election to the same office or any other office at successive elections. Any officer reelected to the same position remains in the same status of the position. All presidential candidates shall have served on the Board the previous year. Members of the same family shall not be eligible to simultaneously hold the positions of President, Vice President, Secretary or Treasurer. Vacancies occurring subsequent to elections shall be filled by the majority vote of the Board, except for the office of president. If the office of president is vacated, the Club vice president shall succeed to the office of president, and the Board will elect a new vice president.

Section 3. The term of office for appointed coordinators shall be one (1) year, all terms to begin January 1 or the first day of the month following the AGM.

Bylaw 302. Elected Officers and Duties

Section 1. PRESIDENT. This member shall supervise all activities of the Club and Board. This member shall chair the Executive Committee (see Bylaw 306). This member will serve as chairman at all Club/Board meetings. This member shall be the Registered Agent for the corporation with the State of Oregon. This member shall be the ex-officio head of all committees, and appoint other special committees as the need arises, or when requested by fifty percent or more of the elected officers. This member shall maintain a file for insurance claims. This member serves as a member of PYSA. The President shall act as the Club's representative to the AGM of PYSA. In this member's capacity as president of the Board, this member shall vote only in the case of a tie. This member shall act as liaisons between the player's parents, coaches and the Board, relaying information, concerns and needs between those concerned.

Section 2. VICE PRESIDENT. This member shall assume the duties of the President in his/her absence and otherwise assist the President as required. Maintain a cooperative program of player development to further establish player's skills through camps, academies, etc. This member shall serve as Club Parliamentarian, is a voting member of the Board, and shall serve on the Executive Committee. This member shall chair a committee to be responsible for the purchase of field maintenance equipment and supplies. This member will organize and oversee field maintenance activities and related equipment, including field lining and goal posts placement. This member shall secure the necessary use permits for all game fields with the Parkrose School District and the Portland Parks Department. This member shall be a voting member of the Board.

Section 3. SECRETARY. This member shall act as Business Manager and attend to all correspondence, records, and reports. This member shall also record and prepare all meeting minutes to be read or distributed at subsequent meetings. This member shall collectively manage all Club meeting action items. This member shall be a voting member of the Board and shall serve on the Executive Committee.

Section 4. TREASURER. It will be this member's responsibility to keep a financial record of all monetary transactions, including all incoming and outgoing monies. This member shall maintain a checking account with signature authority vested in the President and Treasurer. This member shall transmit monthly copies of all bank statements to the president for record keeping. This member shall provide a printed financial report at each regular Board meeting that details beginning balance, current categorized credits and debits and ending balance of the all the Club's financial accounts. This member shall be responsible for retrieving mail from the Club's post office box. This member shall be a voting member of the Board and shall serve on the Executive Committee.

Section 5. REGISTRAR. This member shall be responsible for certifying birth dates and all necessary forms and fees of all Club players. All fees shall be given to the Treasurer for deposit. This member shall be responsible for assigning all players to their prospective teams in accordance with established Club and PYSA guidelines. This member shall be responsible for submitting activated team rosters to PYSA, the Board and Club coaches in a timely manner. This member shall serve on the scheduling committee for the PYSA. The Board may appoint assistant registrars to assist the Registrar with his/her duties. This member shall be a voting member of the Board and shall serve on the Executive Committee.

Section 6. DIRECTOR OF COACHING PROGRAM. This member shall be responsible for the following functions:

- a. To develop and carry out a Coach Development program including clinics, regular meetings of coaches during the Club season, and any other training-related activities as are appropriate;
- b. Communicate to coaches information of programs and Club policies and general information relating to Club activities and team organization;
- c. Coordinate the recruitment of coaches;
- d. Coordinate with the Registrar the assignment of coaches to teams and;
- e. Report to the Board all matters relating to coaching.

This member shall be a voting member of the Board.

Section 7. DIRECTOR OF MICRO PROGRAM. This member shall be responsible for the following functions:

- a. To develop and carry out a Micro (U5-U7) program including scheduling, clinics, regular meetings of coaches during the Club season, and any other training-related activities as are appropriate;
- b. Communicate to coaches information of programs and Club policies and general information relating to Club activities and team organization;
- c. Coordinate the recruitment of Micro coaches;
- d. Coordinate with the Registrar the assignment of Micro coaches and players to teams and;
- e. Report to the Board all matters relating to the Micro program.

This member shall be a voting member of the Board.

Section 8. DIRECTOR OF EQUIPMENT. This member shall chair a committee to be responsible for the purchase of, maintenance, disposition, and accountability of all uniforms and equipment. This member shall also be responsible for issuance of all uniforms and required field equipment. This member shall be a voting member of the Board.

Section 9. DIRECTOR OF FUNDRAISING PROGRAM. This member shall be responsible for any and all fundraising activities approved by the Board. This member shall be a voting member of the Board.

Section 10. WEBMASTER. This member shall manage the Club website. Responsibilities include keeping the site updated, liaison with the website host, and managing Club email accounts.

This member shall be responsible for management of the Club domain names (i.e., parkrosesoccer.com) and will work with the Treasurer to ensure the domain name registrations remain current. This member will not commit the Club to any contract, agreement, or promise with a term of more than one year without Board approval. This member shall be a voting member of the Board.

Section 14. AT LARGE (Maximum of Two Positions). These members shall not have specific responsibilities within the Club, but are expected to assist other Board members and committees with the execution of their duties. These members shall be voting members of the Board.

Bylaw 303. Removal of Elected Board Members

Section 1. A Board member may be suspended or removed from office for his/her failure to meet his/her responsibilities as described in Bylaw 302, or for otherwise acting in a manner detrimental to the interests of the Club. Such suspension or removal shall require a two-thirds (2/3) affirmative vote of the Board. Such vote shall be taken during the fact-finding hearing before the Board.

Section 2. The President or Vice President shall appoint an impartial committee of fact-finders to review allegations and present a report to the Board within 15 days of being appointed.

Bylaw 304. Executive Committee

This committee shall consist of the President as Chairman, Vice President, Secretary, Treasurer and Registrar. Between regular Club Board meetings, as needed, the Executive Committee shall consider matters and problems of the management or operation of the Club or Board as are brought before it. The Executive Committee shall serve as a review committee for matters pertaining to protests or concerns regarding conduct of coaches, spectators, parents and/or players of Parkrose teams. Minutes will be kept and all activities of the Executive Committee will be reported to the full Board for review. All actions and decisions of the Executive Committee are subject to review and change by the Board. A quorum of the Executive Committee shall consist of three members.

Part IV - Meetings

Bylaw 401. Board Meetings

Section 1. A quorum of the Board shall consist of five (5) voting members of the Board plus the President or Vice President.

Section 2. General and/or special meetings shall be held at a time and place specified by the President and the Board or Executive Committee.

Section 3. Attendance Policy: Three (3) unexcused absences from board meetings shall constitute an automatic vacancy of that Board position. The Board shall appoint a person to fill the vacated position. To be excused, an absence requires contact and notification of any elected Board member. The Board may also automatically vacate a Board position and appoint a person to fill the vacated position if, in its judgment, the number of excused absences renders the Board member incapable of properly carrying out the duties of his/her office.

Bylaw 402. Annual General Meeting

Section 1. Annual General Meetings shall be held on or before the last day of December each year, preceded by timely notification of the time and place to all officers and coaches. Voting members shall consist of one (1) delegate from each team and each member of the Board. No member may have more than one vote. Each board member, regardless of how many position held with the club, will have one vote.

Section 2. The order of business shall be as follows:

Roll Call

Minutes of last Club/Board meeting

Officers Reports

Unfinished Business

Proposals

Review proposed Bylaw changes.

Voting on proposed Bylaw changes

New Business

Election of Officers, Board Members, and Team Representatives

Adjournment

Section 3. Each head coach or team representative will have one vote at AGM and must be present to vote.

Part V - Grievance Appeals

Bylaw 501. Grievance, Protest, and Appeals

The Club and its Board shall enforce procedures for handling protest and appeals in accordance with the principles of due process; hearings shall be duly called, publicized, and held; all parties shall have a chance to be heard; and all rules will be fairly and evenly applied.

Bylaw 502. Hearing Procedures

The Club will conduct all hearings and all parties shall be accorded procedures outlined in the PYSA Bylaws and Policies.

Part VI - Amendments

Bylaw 601. Changes and Amendments to the Bylaws

Section 1. Changes or amendments may be effected at the AGM upon two-thirds (2/3) majority vote of the accredited delegates present. One vote may be cast per registered team.

Section 2. A proposed change or amendment must be submitted in writing to the Secretary of the Club not later than thirty (30) days before the AGM and be made available on the Club website by the Secretary not later than fifteen (15) days prior to said meeting. Any action or policy changes approved at the AGM are to be made available on the Club website no later than thirty (30) days after the said meeting.

Section 3. Any case in which these Bylaws are in conflict or become in conflict with the PYSA Bylaws, the PYSA Bylaws shall take precedence and the Club Bylaws shall be amended at the next AGM to eliminate the cause of conflict.

Bylaw 602. Provisional Changes

The Board, by two-thirds (2/3) majority vote, may from time to time make temporary policies or regulations governing specific cases or occasions not provided for in the Bylaws or Policies, but which may be necessary for carrying out the objectives of the Club. Provisional Policies so adopted will be submitted to the Club in accordance with Bylaw 601 as a proposal for a Bylaw or Policy amendment.

PARKROSE SOCCER CLUB

POLICIES

As of November 17, 2016

Policy I - Team Formation

Section 1. Purpose

In order to promote the orderly formation of teams, this policy will govern.

Section 2. Player Registration, Proof of Age and Age Division

- a. Player registration will be conducted in accordance with the Bylaws, Policies, and rules of the Parkrose Soccer Club and the Associations.
- b. Upon request, players shall be required to furnish proof of age in accordance with the rules and regulations of the Club and the Associations.
- c. After filling of team roster, coach shall not permit a player to participate in any practice or game whatsoever, unless that player is properly listed and assigned by the Registrar to a team roster.
- d. Teams will be organized by age and will play in age divisions specified by Parkrose Soccer Club and the scheduling association with which it is affiliated. At the time of registration a player may request to be placed on a team with a specific coach or player. The Club will make every effort to accommodate all requests; however, the final decision regarding player team assignments is at the discretion of the Club's Registrar.
- e. A player shall be allowed to play a maximum of one (1) year above his actual age with Registrar approval. Approval is not guaranteed, and must be obtained each year.
- f. Refunds of eligible fees shall not be made after the first game of the season.

Section 3. Player Assignment

- a. All teams whose roster is activated by registrar are eligible to play.
- b. Players will be assigned to teams by the Registrar in accordance with Board policy. Any complaints and/or disputes are to be forwarded to the Registrar for final resolution.

c. It is recognized that incomplete teams may result from assignment of players in strict accordance with this Policy. All such teams will be referred to the Board whom, at their discretion, may waive area or team size requirements as best fits the occasion.

Section 4. Team Size

a. A team shall have a maximum of twice the number of players fielded in an official game, up to the limit of eighteen (18), per PYSA roster size recommendations. If each team in an age division has the maximum number of players, additional players may be assigned by the Club Registrar, with the consent of both the involved team coach and the Board, up to the limit of eighteen (18).

b. Players may be dropped from a team roster for disciplinary reasons or other reasons satisfactory to the Executive Committee upon approval by the Board.

Section 5. Transfer of Players

a. A player may play on the same team during previous seasons except as otherwise specified in this Policy.

b. Any player registered with a member team which has been declared defunct by the Board is entitled to be transferred to any other team within the Club or scheduling association. The team to which the player is assigned will be reviewed and approved by the Board.

c. Once a player has been assigned to a team and the seasonal year has begun, a player may not be transferred unless sufficient cause shall be demonstrated to the Registrar, in writing.

Section 6. Payment

A player is not eligible to participate in practices or games until all fees are paid in full unless an alternate payment plan has been made with the Club Treasurer. Failure to adhere to the payment plan will be grounds for immediate suspension from all games and practices. Registration for subsequent seasons will not be accepted until all previous fees have been paid in full.

Section 7 - Play Time

It is the intent of the Club that all players be given equal opportunity for practice and game play. Per PYSA policy, except for injury or suspension, every player present and in proper uniform shall play one-half (1 / 2) or more of every game with the following exceptions:

1. A player does not attend at least 80% of all of the team practices as scheduled by the coach.

2. A player is disruptive to practices or games.
3. A player is late to games or practices.

If any of these exceptions are encountered, the coach, at their discretion, may reduce the amount of time the player plays at any game to no less than one-third (1/3) of the total time of the game. Any game and or tournament not approved or sanctioned by OYSA must be approved by the Board prior to play.

Policy II - Coaching

Section 1. Team Coaches

TEAM COACHES - This is a non-elected position. There will be one head coach for each team in the club. This member shall be responsible for coaching and managing one club team. This member shall be responsible for managing their team at all the games, scheduling and managing practices. Head coaches shall hold a minimum of an F License before the first game of the season. This member shall be a voting member at all general and Board meetings.

Each team may have a maximum of 3 assistant coaches. This is a non-elected position. This member is not a voting member.

No person shall be the head coach of more than one team during fall season. All coaches must have received, or commit to receive before coaching, some type of approved Club or PYSA sponsored training. Team equipment will be assigned and checked out to each team's head coach at the beginning of each season. Equipment will be returned to the Club immediately following the end of each season.

Section 2. Coaching Education

The Club will reimburse all coaches for the cost of receiving an F through D License through US Soccer. The PYSA website maintains a list of additional classes/licenses available to coaches not mentioned in these policies. A coach may petition the Board for reimbursement for education beyond the licenses mentioned previously.

Policy III. Disciplinary Procedures

Section 1. It is the desire of the Club to promote an atmosphere of good sportsmanship and fair play at all practices and games, whether at home or away. Any player, coach, or spectator violating basic good sportsmanship or the tenets set forth in the Bylaws who is a member of the Club or is attending a practice or game as a spectator of the Club will be subject to disciplinary

actions up to and including suspension from the Club or suspension from attending games and practices.

If a coach has a consistent problem (more than one incident) with a player or spectators behavior, the coach shall forward a written report to any Board member for appropriate action. Likewise if a player, player parent, or spectator has a consistent problem with a coach they also should submit a written report to the Board for appropriate action. Any coach, player or spectator violating basic good sportsmanship or the tenets set forth in the Bylaws who is a member of the Club or is attending a game as a spectator of the Club will be subject to disciplinary actions up to and including suspension from the Club or suspension from attending games.

Violations of the ideals of good sportsmanship or fair play must be dealt with to assure the safety and well-being of the referees, coaches, assistants, players and the general public. The following is meant to be nondiscriminatory and to apply equally to any party conducting themselves in an unsportsmanlike manner and to deal with the prescribed various levels of disciplinary actions that the Board deems appropriate for any given level of misconduct.

The coach shall be the spokesperson and club representative at all games. As such, the coach will receive the official penalties for the misconduct of all non-player persons that the referee deems are engaging in unsportsmanlike like conduct. These penalties may include ejection for the game and the field. It is the coaches' responsibility to control not only their actions but the actions of all spectators. If the coach has a consistent problem (more than one incident) with player or spectator behavior, the coach shall give a written report to the Board for appropriate action.

The following actions were patterned after existing penalties that are already in use by other soccer sports clubs:

- Coaches may make an appeal in writing to PYSA.
- All accusations will be in written form before any action will be taken by the Board.
- The accused coach may be immediately suspended from games and practices until the President, Vice President and/or Director of Coaching can hold a hearing. The President shall choose three to five hearing committee members. In his/her absence, the Vice President or Director of Coaching will lead the hearing.
- The committee shall receive all evidence in writing from all parties concerned. It is the committee's right to choose to turn hearing matters over to PYSA.
- If a coach feels he will be unfairly judged by one or all Board members, he may request Board members to be removed and may request outside advice. He may also get advice from PYSA.
- The minimum penalty is a corrective letter from the Board.
- The maximum penalty is a letter to PYSA requesting that the coach be banned from soccer.

- The offending party will be notified in writing and will be allowed a period of time not to exceed ten (10) days from the Board's notification to appeal the Board's action.
- If a player, player parent, or spectator has a consistent problem with a coach they also should submit a written report to the Board for appropriate action.

Section 2. Penalties

The penalties described in this section are the-minimum-action the Board may take and are not meant to be a definitive and comprehensive guide. The Board, at its discretion, may enact harsher penalties, or opt to bypass the second and third chances for serious infractions.

Spectator Penalties

Violation	Penalty
Consistent verbal outbursts	Corrective letter from Board
Verbal outbursts, yellow card	Corrective letter from Board
Verbal outbursts, red card	Must leave immediate field area, may not attend next game, and corrective letter from Board
Verbal outbursts, red card, 2 nd offense	Must leave immediate field area, may not attend next 3 games, letter from Board, and the next violation will cause expulsion for season
Verbal outbursts, red card, 3 rd offense	Immediate expulsion for the season

Coach and Player Penalties

Violation	Penalty
Consistent verbal outburst	Corrective letter from Board
Verbal outburst, yellow card	Corrective letter from Board
Verbal outburst, red card	Ejection from the game, and next game suspension
Consistent verbal outburst	Ejection from the game
Red card, 2nd offense	3-game suspension
Profane language	Corrective letter from Board
Profane language, 2nd offense	Corrective letter from Board, and next game suspension
Physical threat, no card	Corrective letter from Board
Physical threat, yellow card	Corrective letter from Board, and possible suspension from next game
Physical threat, red card	Ejection from game, season probation, 3-game suspension
Physical threat, red card, 2 nd offense	Next offense, season suspension Minimum 6 game suspension
Fighting	Corrective letter from Board, next game suspension
Fighting 2nd offense	3-game suspension, season probation
Fighting 3 rd offense	Season suspension, Minimum 6 game suspension,

Section 3. Coach Removal

All requests for the removal of a coach must be in written form, should detail the reasons for removal, and be signed by the person and or persons initiating the action. Upon receipt of such

a request, at the Board's discretion, the Board may immediately suspend the accused coach pending an investigation into the details of the request. If upon investigation by the Board it is determined that the request is justified and the accused coach has acted in a manner inconsistent with the purpose of the Club as outlined in Bylaw 102, a vote for removal will be conducted. Upon two-thirds (2/3) majority vote of the Board, a PSC coach may be removed from the roster of their team and be denied the coaching privileges of the Club. Appeal in written form by the coach will be considered by the Board. An appearance by the Coach before the Board to review an appeal will be required before a final decision is rendered.

Section 4. Officer Removal

Four (4) unexcused absences from Board meetings shall constitute an automatic vacancy of that Board position. The Board shall appoint a person to fill the vacated position. To be excused, an absence requires contact and notification of any elected Board officer. The Board may also automatically vacate a Board position and appoint a person to fill the vacated position if, in its judgment, the number of excused absences renders the Board member incapable of properly carrying out the duties of his/her office. A Board member may be suspended or removed from office for his/her failure to meet his/her responsibilities as described in these Bylaws, or for otherwise acting in a manner detrimental to the interests of the Club. Such suspension or removal shall require a two-thirds affirmative vote of the Board. Such vote shall be taken following a fact-finding hearing before the Board. The President or Vice President shall appoint an impartial committee of factfinders to review allegations and present a report to the Board within 15 days of being appointed.

Section 5. Appeals

Anyone who is accused of violation of Club rules will be allowed to appeal the Board decision up to ten days after the Board has issued its notification. Any penalty shall be in force until a written appeal is received via certified at the Club post office box and signed for by a Board representative. Upon receipt of an appeal letter, the Board will convene a judiciary hearing to hear all sides and give the issue full consideration. The judiciary committee shall be made up of at least three members and not more than five members.

Policy IV. Board Operations

Section 1. Online Security

Passwords for any part of the website and administration of the Bonzi online registration system are to be kept confidential to only members of the Board. Any Board member giving a Club password to anyone not explicitly authorized by the Board will be considered immediately suspended from their position on the Board and may face dismissal. The Board will review the breach of security and vote to determine the status of the violating Board member at the next

scheduled Board meeting. The decision can be postponed one meeting to gather additional information regarding the violation.

Section 2. Player Refund Policy

If a player wishes to withdraw from participation before the first game of the season, the Board will refund 100% of the registration fee. The Club will, at the Board's discretion, refund up to 50% of paid registration fee, if the player in question is deemed unable to play due to a medical condition. The Club will refund 100% of paid registration fee if the player in question is not placed on a team due to lack of space. Please submit, in writing (postal letter or email), all refund requests. Include a copy of a signed Doctor's order if applicable. The Board will review all requests at the next monthly Board meeting and will notify applicants of their decision within seven (7) days after the meeting.

Section 3. Coach and Board Member Refunds

A coach and/or Board member with a child registered as a player is offered a refund of registration fees for that player in appreciation of the member's volunteered time to the Club. Head coaches and Board members are refunded 100% of one (1) registration fee per season, regardless of the number of positions held in the Club. Assistant coaches are refunded 50% of one (1) registration fee per season, regardless of the number of positions held in the Club. Refunds are issued by check at the end of each season.

Section 4. Fundraising and Sponsorship

Any and all fundraising projects shall be approved by the Board. All sponsorship fees shall be set each year by the Board. Fundraising will be an opportunity to ensure that the Club will be able to provide necessary equipment, coaching, training, camps, and materials to run the Club. No individual team shall fundraise without prior PSC Board approval. ALL sponsorships must be approved by the Board. Application for sponsorship must be presented to the Board in writing with the intention and expectations of the sponsor. NO individual team shall endorse or accept sponsorship prior to Board approval.

Section 5 – Need-Based Scholarships

If a player needs assistance towards registration fees only he/she may fill out an application for assistance. All applications will be reviewed by the Board and a decision will be made on each application. Scholarship assistance is based on and is limited to funds budgeted. Scholarships do not cover other costs such as uniform items nor does it cover individual team fees such as tournaments, trophies, Jamboree, and so on. Scholarships will not be given with clauses attached (i.e. volunteer hours, coaching, and so on); they are intended to help children who would not be able to play soccer. Player or parent history with the club (i.e., "this boy attended

less than half of my practices") will not be valid considerations. When granted, scholarships will cover 50% of all registration costs per player per season.

Section 6. Academic Scholarships

The Club shall offer two (2) academic scholarships in the amount of \$250 each to be awarded to one male and one female graduating high school senior. Students must have previously been a registered player, employee (i.e. referee), or volunteer at the Club for minimum of one (1) season. Each student must submit to the Club a completed scholarship application and written essay. The Board will review the applications at the May Board meeting and vote on the recipients of the scholarships. Recipients are notified of their award by the end of the school year in June. Recipients must provide proof of registration (i.e. copy of class schedule with student ID number) at an accredited post-secondary institution as well as that institution's Registrar contact information. Scholarship checks will be made payable to the institution for the benefit of the recipient and mailed by the Club Treasurer directly to the institution to be applied toward educational expenses.

In the event that the Club receives applications from only male or only female students, two (2) scholarships will be awarded from among those applicants. In the event that the Club receives only one application, the Board may vote to award \$500 to a single recipient.

Appendix I

Indemnification of Officers, Board Members, Coaches, Employees

The Club shall indemnify and hold harmless the officers, members of the Board, coaches, and employees of the Club (collectively "Indemnities") from and against any and all claims, suits, loss, damage, or injury expense (collectively "Liability"), including attorney fees, incurred by or imposed upon an indemnity may be a party, or in which the indemnity having been an officer, member of the Board, coach, or employee of the Club, whether or not the indemnity is an officer, member of the Board, coach, or employee at the time the Liability is incurred, except in such cases where the indemnity is adjudged guilty of willful malfeasance or malfeasance in the performance of the indemnities duties; provided that in the event of a settlement the reimbursement as being in the best interest of the Club. The Foregoing right of Indemnification shall be in addition to and not exclusive of all other rights to which the indemnity may be entitled.

Appendix II

Robert's Rules of Order

Guidelines

- Obtain the floor (the right to speak) by being the first to stand when the person speaking has finished; state Mr./Madam Chairman. Raising your hand means nothing, and standing while another has the floor is out of order! Must be recognized by the Chair before speaking!
- Debate cannot begin until the Chair has stated the motion or resolution and asked "are you ready for the question?" If no one rises, the chair calls for the vote!
- Before the motion is stated by the Chair (the question) members may suggest modification of the motion; the mover can modify as he pleases, or even withdraw the motion without consent of the seconder; if mover modifies, the seconder can withdraw the second.
- The "immediately pending question" is the last question stated by the Chair!
Motion/Resolution - Amendment - Motion to Postpone
- The member moving the "immediately pending question" is entitled to preference to the floor!
- No member can speak twice to the same issue until everyone else wishing to speak has spoken to it once!
- All remarks must be directed to the Chair. Remarks must be courteous in language and deportment - avoid all personalities, never allude to others by name or to motives!
- The agenda and all committee reports are merely recommendations! When presented to the assembly and the question is stated, debate begins and changes occur!

The Rules

- **Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!
- **Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result, or raise a point of order
- **Point of Information:** Generally applies to information desired from the speaker: "I should like to ask the (speaker) a question."
- **Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules)
- **Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made
- **Main Motion:** Brings new business (the next item on the agenda) before the assembly
- **Divide the Question:** Divides a motion into two or more separate motions (must be able to stand on their own)

- **Consider by Paragraph:** Adoption of paper is held until all paragraphs are debated and amended and entire paper is satisfactory; after all paragraphs are considered, the entire paper is then open to amendment, and paragraphs may be further amended. Any Preamble cannot be considered until debate on the body of the paper has ceased.
- **Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions
- **Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor
- **Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).
- **Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time
- **Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time
- **Postpone to a Certain Time:** State the time the motion or agenda item will be resumed
- **Object to Consideration:** Objection must be stated before discussion or another motion is stated
- **Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending
- **Take from the Table:** Resumes consideration of item previously "laid on the table" - state the motion to take from the table
- **Reconsider:** Can be made only by one on the prevailing side who has changed position or view
- **Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session
- **Previous Question:** Closes debate if successful - may be moved to "Close Debate" if preferred
- **Informal Consideration:** Move that the assembly go into "Committee of the Whole" - informal debate as if in committee; this committee may limit number or length of speeches or close debate by other means by a 2/3 vote. All votes, however, are formal.
- **Appeal Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business
- **Suspend the Rules:** Allows a violation of the assembly's own rules (except Constitution); the object of the suspension must be specified