

Cheyenne Sting Soccer Club



RESTATED BY-LAWS, RULES AND PROCEDURES

MARCH 2006

CHEYENNE STING SOCCER CLUB
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RESTATED BY-LAWS OF CHEYENNE STING SOCCER CLUB

- I. NAME** - The name of the Corporation shall be the Cheyenne Sting Soccer Club.
- II. MISSION STATEMENT** - The Cheyenne Sting Soccer Club is organized to provide a competitive soccer experience, promoting the highest standards of youth athletics including player and team development and adult leadership. The club strives to cultivate a love for the game of soccer among players, coaches, parents, and other interested members of the community.
- III. SEAL** - The seal of the Club shall be as thus:



- IV. COLORS** - The representative colors of the Club shall be black, gold and white.
- V. MEMBERSHIP CATEGORIES**
- A. Members of the Club shall have the right to participate in all the sponsored or sanctioned activities of the Club. There shall be two (2) classifications of membership -- voting member and associate member.
- B. Voting members of this Club shall be individuals appointed by each team. These voting members will vote only at the August annual meeting, or at a special meeting called, to elect a Board of Directors who will govern the Club during the fiscal year, and to amend the By-Laws. Voting members may not represent more than one team.
- C. Associate members (players included) will be organizations or individuals devoted to soccer but who don't qualify as a voting member. They will have nonvoting status.
- D. Censuring, suspending or removing a member - any voting or associate member may be censured, suspended or removed from the Club by a two-thirds (2/3) vote of the Board of Directors for cause.

VI. VOTING MEMBERS QUALIFICATIONS AND DUTIES

- A. Each team properly registered may appoint four (4) team representatives as voting members. A written list of such members shall be provided by the head coach at

the annual meeting.

- B. Each team's head coach or designee shall be an additional voting member.
- C. The voting members will vote only at the August annual meeting to elect a Board of Directors, and to amend the By-Laws.

VII. OFFICERS AND DIRECTORS

- A. There will be nine (9) Directors of the Club.
- B. The Officers shall be President, Vice President, Secretary and Treasurer.
- C. The Officers shall perform the duties prescribed by these By-Laws and by the parliamentary authority adopted by The Club.
- D. The Directors have specific duties as assigned to them by the President or the Board of Directors.
- E. No Director of the Club shall receive a salary or other compensation for services rendered.
- F. No Director may make greater than 25% of his/her income in a sports related business where he/she may obtain or be perceived to obtain financial gain for being a Director.
- G. In the event of the absence or inability of any Officer to act, the Board of Directors may delegate the powers or duties to any other Officer, Director or person whom it may select.
- H. No loans shall be made by the Club to any of its directors.
- I. Election of Officers:
 - 1. At least thirty (30) days prior to the annual general meeting, a Nominating Committee shall be appointed by the President and approved by the Board. It shall be the duty of the committee to nominate at least three (3) candidates to be considered for election in the Board of Directors at the annual general meeting. Nominations may also be made from the floor at the annual general meeting.
 - 2. The Directors shall be elected by a majority vote of the membership present at the annual general meeting. Only the voting membership elects the Directors of the Club.
 - 3. The Directors term of office shall be for three (3) years, with only three

positions on the Board of Directors eligible for re-election each year. This will allow for continuity, officer advancement, and officer training. There is no limit on the number of terms a Director may serve.

4. The Directors shall elect among themselves the following Officers:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
5. At the conclusion of the term of office of the Treasurer, whether or not the same person is elected for a succeeding term, the Board of Directors shall cause an audit, either internal or external, to be conducted of all books of account of Cheyenne Sting. Such an audit shall also be conducted at any time at which the Treasurer shall leave his/her office by resignation, removal or for any other reason.
6. Officers or Directors may be removed from office by a (2/3) majority vote of the existing Board Members. (Revised 8/20/02)
7. The Board of Directors shall elect a new Director by a majority vote to fill any vacancy. The term of office of that Director shall be until the next annual meeting at which time a new Director shall be elected to complete the term of the vacant office.

VIII. DUTIES OF OFFICERS

- A. The officers of the Club shall exercise and perform the respective powers, duties and functions as stated below and as may be assigned to them by the Board of Directors.

1. PRESIDENT. THE PRESIDENT SHALL:

- a. be the Chief Executive Officer of the corporation and shall, subject to the control of the Board of Directors, have general supervision, direction and control of the business and officers of the corporation;
- b. shall preside at all meetings of the members of the corporation and at all meetings of the Board of Directors;
- c. be an ex-officio member of all the standing committees including

the executive committee, if any, and

- d. shall sign all documents of the Club or delegate an appropriate individual to do so;
- e. shall serve as the liaison between WSSA/CSYSA, WSSA and the Club;
- f. shall have such other powers and duties as may be prescribed by the Board of Directors or by the By-Laws.

2. VICE PRESIDENT. THE VICE PRESIDENT SHALL:

- a. in the absence or disability of the President, shall perform all of the duties of the President and when so acting shall have all of the powers of and be subject to all of the restrictions upon the President;
- b. have such other powers and perform such other duties as from time to time may be prescribed for him/her by the Board of Directors or the By-Laws.

3. SECRETARY. THE SECRETARY SHALL:

- a. keep, or cause to be kept, a book of minutes of all Board of Directors and Club meetings with the time and place of holding, whether regular or special, and if special, how authorized, and the names of those present at the meeting and the proceedings thereof;
- b. give, or cause to be given, notice of all the meetings to the members of the club and to the Board of Directors;
- c. keep, or cause to be kept, a book or books containing true and correct copies of all documentation submitted to the Secretary by each of the designated officers in Section VII, J-4, and shall maintain and keep said official records of this Corporation in a current and up-to-date status at all times;
- d. keep a current copy of player contact information to include phone, number, address, and e-mail.
- e. tender all such documents and records to the successor Secretary immediately when the successor Secretary assumes his/her duties.

4. TREASURER. THE TREASURER SHALL:

- a. keep and maintain, or cause to be kept and maintained, adequate and correct accounts of the properties and business transactions of

the Corporation, including accounts of its assets, liabilities, receipts, disbursements, gains, losses, capital, surplus and any other accounts. The books of accounts shall be at all reasonable times opened to inspection by any Director;

- b. deposit all moneys and other valuables in the name and to the credit of the Corporation with such depositories as may be designated by the Board of Directors. The Treasurer shall disburse the funds of the Corporation as may be ordered by the Board of Directors, shall render to the President and Directors whenever they request it, and account of all of his/her transactions as Treasurer and of the other such financial duties as may be prescribed by the Board of Directors or by the By-Laws;
- c. assist the Board of Directors in establishing a proposed budget;
- d. be responsible for maintaining the tax exempt status of the Club;
- e. be responsible for filing all tax returns required of the Club.

IX. THE RIGHTS OF THE PLAYER

- A. While development of the most competitive team in the age division is the goal of the club, the basic interest and well being of the player must also be taken into consideration

X. MEETING OF THE CLUB

- A. The annual general meeting of the membership shall be held on the third Tuesday in August unless otherwise changed by the Board.
- B. The location of the annual general meeting shall be determined by the Board of Directors.
- C. Special meetings of the Club may be called by the President or the Board of Directors.

XI. MEETINGS OF THE BOARD OF DIRECTORS

- A. Regular meetings of the Board of Directors shall be held monthly at least ten (10) times a year at a time and location to be determined by the Board.
- B. Special meetings shall be held as determined by the Board.

XII. FISCAL YEAR

- A. Subject to approval by the Internal Revenue Service, the fiscal year of the Club shall be from September 1 to August 31, commencing September 1, 1994.

XIII. COMMITTEES

- A. The Board of Directors may appoint or designate standing committees.

XIV. CLUB FINANCES

- A. The moneys of the Club shall be deposited in the name of the Club in such government insured institution as the Board of Directors shall designate. The moneys may be drawn out only on checks signed by such individuals as the Board may designate.

XV. AMENDMENTS

- A. Any amendment to these By-Laws must be approved by a two-thirds (2/3) affirmative vote of the voting members attending the annual general meeting or a special meeting called for the purpose of amending these By-Laws.
- B. Any proposed amendment to these By-Laws may be submitted by a voting member, by the Board of Directors, or by a By-Laws Committee.
- C. Any proposed amendment to these By-Laws must be made in writing to the Secretary at least sixty (60) days in advance of the annual general meeting or a special meeting called for the purpose of amending these By-Laws.

Restated by-laws approved by Board: August 20,2002

Restated Bylaws approved by Board: March, 2006

RULES AND PROCEDURES OF CHEYENNE STING SOCCER CLUB

I. COACHING

- A. There shall be a Director of Coaching to be annually approved by the Board.
- B. Prospective coaches must submit a written application to the Director of Coaching and to be approved by the Board.
- C. The Director of Coaching shall be the main point of contact to discuss coaching problems and other issues of concern to coaches.
- D. Applications are due in sufficient time before the season in which the team is to play in order for the Director of Coaching to make a recommendation to the Board.
- E. A coach can only be a head coach of one soccer team.
- F. The Director of Coaching shall conduct timely meetings of instruction to address coaches' concerns.
- G. Assistants are to be selected by the head coach and approved by the Board.
- H. The Director of Coaching may select four coaches to assist in the evaluation and determination of issues when deemed necessary. Recommendations will be brought to the Board for approval.
- I. Should a player have a concern, the issue should be first addressed to the coach. If concern still exists, it can be brought to the attention of the Director of Coaching for resolution. Any unresolved issues can be brought to the Board of Directors for resolution.

II. CLUB REGISTRAR

- A. The Club Registrar shall be appointed by the Board of Directors of the Cheyenne Sting Soccer Club. The Registrar will be under contract for the fiscal soccer year to consist of the fall and spring seasons. A copy of the contract will be kept of file with the Secretary of the Club.
- B. Responsibilities of the Registrar. The Registrar will provide the following services to Sting:
 - 1. Administer and coordinate the registration of all club affiliated teams;

2. Ensure compliance with all registration requirements for United States Youth Soccer (USYSA), the Wyoming State Soccer Association (WSSA), and the Colorado State Youth Soccer Association (CSYSA);
3. Collect registration fees as required;
4. Maintain a computer data base with current team rosters for club use;
5. Maintain a record of the number of players registered by age and gender;
6. Provide current rosters of registered players and teams upon request;
7. Keep the Board of Directors informed on an annual basis of membership fees for WSSA and CSYSA;
8. Order, receive and maintain an adequate inventory of forms;
9. Maintain open communication with the State Registrars for the WSSA, CSYSA, and USYSA;
10. Maintain a computer data base of coaches and volunteers;
11. Assist members of the club with compliance with all Wyoming State Soccer Association rules, regulations and procedures;
12. Attend State, Regional or National workshops as requested by the Club's Board of Directors, subject to availability to travel.

III. FEES AND COSTS

- A. The season's fees, including summer, will be determined by the Board.
- B. Tournament fees are the responsibility of each team. The Board of Directors may opt to pay some tournament fees.
- C. Each team shall be accountable for all funds collected for team expenses. Within one month of the completion of the spring season, the team representative responsible for team finances, will present to the parents/team members an accounting of the financial activity for that year. This statement will begin from the start of the fall season to the completion of the spring season to the completion of the spring season, to include state and regionals, if applicable.
- D. A team may reimburse a coach for travel expenses. The Club may reimburse the coach for expenses with the team, (i.e., telephone calls, stamps, copies, etc.).

IV. TEAM UNIFORMS

- A. The Board of Directors will determine the official club uniform(s) with input from the Club. Each player must have this uniform. The Board will inform the Club of the official uniform(s) annually prior to the fall season. (Approved 7/18/00)
- B. The Sting logo belongs to the club and can not be used without the consent of the Sting Board. This applies to both individuals and/or teams. Uniformity and team image of both the teams and the Club will be maintained.

V. TEAM COMPOSITION (Approved 11/16/99)

- A. If there are more than enough player to form one team, the teams will be called Gold, Black, and White. The Gold team will consist of those players determined by the coaches to be of that ability and capable to be the most qualified to make that team the most competitive.
- B. Selection and Player Movement
 - 1. Full tryouts for all Sting teams will be held once a year, at a date(s) set by the Board of Directors. The date(s) will allow adequate time for compliance with CSYSA/WSSA registration timelines. The date(s) will be set at least two months in advance.
 - 2. All players must tryout including those who were already on the team. If a player is unable to attend, including previous team members, written notification by the parents needs to be given to the Vice President (Club Development) or designee at least 7 days prior to the tryouts. Each situation will be considered individually by the board members.
 - 3. Gold team coach will conduct the tryout, but must discuss with Black (and White) team coaches various ideas. An outside third party will also participate in the tryout to assist with player evaluation. During the tryouts, Gold, Black and White coaches will confer about probable players (attitudes, coachability, attendance for practice, etc.).
 - 4. All players will be given numbers. All coaches will use the evaluation forms developed by the Director of Coaching for decision-making purposes. All players must be critiqued, no exceptions.
 - 5. At the end of the tryout all players must leave the field (go home) upon the departure of the last player the coaches and third party will begin the comparison of their player evaluations.

6. At the time of selection, coaches are free to select or cut any players, but must retain at least one-half of the players from the previous season roster if the coach wants to keep their division placement.
7. Coaches for each respective age group will determine the gold team based on the athletic ability, coachability, dedication of player and family, and willingness to be a team player. Upon completion, all coaches must meet with the Coaching Director, for final approval. After approval has been given, Gold team coaches are required to contact each individual trying out. Players will be given 24 hours after notification to make their decision and inform the coach.
8. After the Gold team roster has been set, then the Gold team coach will notify the Black team coach to inform him/her of the players he/she has gotten OK's from. At this time the Black team coach can notify his/her team. The same process and timeline as outlined in Rule V.B.7 is followed.
9. Player movement between Sting teams is designed to form the most competitive team in each age group. However individual situations will be considered. If a player and parent(s) disagree on team placement for a player, they may petition the Board of Directors. The player and parent must notify the Vice President (Club Development) or designee and present a written petition within 24 hours of notification by the coach of the players selection. The Board of Directors will meet within one week to discuss and rule on the petition request.

C. Player Movement

1. Movement between Gold, Black, and White teams must be initiated through coaches first prior to contact with a player and parents. The coaching director must then be notified of the potential for change. Players are not to be contacted directly until the Coaching Director gives authorization. Movement between the Gold, Black, and White teams must be cleared through the Coaching Director. Final changes are then reported to the Board of Directors and the Club Registrar.
2. No player signed for a seasonal year with another competitive Club's team or another Sting team, may play for a Sting team without obtaining a previously signed release form. The player should ask his present coach for the signed release form. If the coach refuses, this player, not the coach, should take the matter up with the Sting Board. Movement within an age division must follow USYSA/CSYSA/WSSA guidelines and be approved by the Board of Directors.

3. If a new player arrives during the season, the player will be placed on a team according to his/her abilities as determined by the Coaching Director and all interested age specific coaches. The athlete will be evaluated during a scheduled practice session determined by the Coaching Director and the interested coaches.
4. All player movement between the Fall and Spring Seasons must be completed ten (10) days prior to the Club's registration deadline.
(Approved 1/18/00)

VI. TEAM RESPONSIBILITIES

- A. State Cup (Approved 2/15/00)
 1. All Sting teams are encouraged to represent Cheyenne Sting Soccer in the Wyoming State Cup.
 2. If a team chooses not to play in the Wyoming State Cup, they are required to play in at least one (1) full-sided summer tournament.

VII. COACHES GUIDELINES AND RULES

- A. Coaches Meetings
 1. Coaches meetings are held at the discretion of the Director of Coaching. Notification shall be given by the Director of Coaching in advance of each meeting. The coach and assistant coach are expected to attend. Coaching issues, rule changes, tryouts, and other coaching items, will be addressed. Coaches' concerns will be addressed at coaches meetings. The Director of Coaching will approach the Board with concerns.
- B. Equipment Inventory
 1. Each coach is required to maintain an inventory of team soccer equipment, which was acquired for the team through team or Club funds.
 2. Each team shall be provided a first-aid kit by the Club annually. The Director of Coaching shall also assure that first-aid kits are maintained and filled at Club expense.
- C. Behavior
 1. While coaches are expected to do their best to field winning teams, it is equally important that they set an example of fairness and sportsmanship for their players, assistants and all team family members. Their conduct at games and practices should be courteous and sportsmanlike toward their

players, opponents and referees. Coaches are responsible for assuring that their spectators behave in the same way. If they are dissatisfied with the officiating, coaches will use available channels to voice their complaints. Any violations of rules of appropriate coaching behavior will result in appropriate action by the Club.

D. Coaches' Licenses

1. Sting coaches, like players, are expected to learn and improve. A Sting coach must have an "E" license after completion of the first year of coaching, and a "D" license within two years after obtaining an "E" license. Coaches may be removed from positions for failure to comply with this requirement. Coaches should avail themselves of other instructional sources. Assistant coaches are also encouraged to continue their education.

E. Use of Fields

1. The Director of Coaching shall determine rules for practice times and use of soccer fields in Cheyenne. The Director of Coaching shall coordinate with the Cheyenne Soccer Association.

F. First-Aid Training

1. All coaches must attend first-aid training to be arranged by the Director of Coaching at least once every two (2) years.

VIII. STANDARDS OF CONDUCT FOR PLAYERS

A. The following standards are established by Sting or WSSA/CSYSA to govern the behavior of soccer players before, during and after soccer matches, including, but not limited to:

1. Do not address remarks to opposing players, coaches, spectators or referees. (Except when remarks convey genuine friendship and respect or in response to questions by the referee).
2. Do not retaliate when fouled.
3. Avoid comments or gestures, which express disagreement with referee's calls. (These are cardable offenses).
4. Never use foul language or obscene gestures.
5. Displays of temper will not be tolerated on the field or in the playing area.

6. Convey a consistently positive attitude toward your teammates and coaches. Your true strength of character will be displayed on the field when you are under pressure and your team is losing. What kind of person are you in such situations?
7. Play against your opponents, not the referee. Worry over referee calls with which you disagree can distract you from playing your best. Fewer than one in one-hundred calls have any influence in the outcome of a game.
8. Players who persist in violating these standards of conduct will jeopardize their standing as players within Sting or WSSA/CSYSA. Flagrant disregard for rules of play and conduct will result in strong disciplinary action including possible loss of standing, loss of out-of-state travel privileges, or complete removal from the Club.

IX. STANDARDS OF CONDUCT FOR SOCCER SPECTATORS

- A. The explosive increase in the popularity of soccer in the United States is partly due to spectator enjoyment of the free form continuous play, which characterizes the game. This is in marked contrast to other sports where play is stopped frequently, often giving time for abusive and destructive comments from spectators. Unfortunately, there are a limited number of people who derive personal satisfaction from those situations. We do not need such persons in soccer.
- B. The following standards are set forth to govern spectator conduct before, during and after soccer matches:
 1. Take a position on the opposite side of the field from the other team's supporters.
 2. Do not address remarks to referees, opposing players or opposing fans. (This, of course, does not apply where remarks express genuine friendship and encouragement).
 3. Never use foul language or obscene gestures.
 4. Avoid remarks toward your own team players that make mistakes. If you are aware of the error, you may rest assured that the player is even more aware.
 5. Applaud superior play by both teams.
 6. Give consistent support to coaches and managers whether winning or losing. Coaches are contributing hundreds of hours to your players and

are committed to their own continued improvement as a coach. In winning, they deserve your congratulations; in losing, your encouragement.

7. Always stay two (2) yards or more from the playing field.
8. Cooperate immediately with any referee request.
9. Avoid comments and gestures, which express disagreement with referee calls. Prolonged remarks or abusive disagreement with referees' calls may result in a cardable offense chargeable to your team's coach or manager.
10. Persons who cannot conduct themselves in the above manner are not welcome at WSSA/CSYSA soccer matches. Individuals who persist in violating these standards will be asked to leave the playing area and play will be suspended until they do. Failure to respond to such a request within two (2) minutes will result in a forfeiture against the offending spectator's side.

X. MISCONDUCT

- A. All participants in Club activities shall be subject to all misconduct rules contained herein or in the Rules and Procedures of Sting and WSSA/CSYSA, regardless of whether a yellow or red card was displayed by the referee.
- B. Misconduct is difficult to define with clear guidelines but may include use of profanity, acts of violence, disrespect for referees, or as otherwise defined in the Club or WSSA/CSYSA.
- C. Misconduct may be reported directly to the Board. Allegations of misconduct shall be handled in conformance with the Sting or WSSA/CSYSA rules on misconduct including disciplinary procedures and penalties and the protest and appeals procedure.

XI. ALCOHOL, DRUGS OF ABUSE/CONTROLLED SUBSTANCE

- A. The possession, consumption or use of any alcoholic beverage, drug of abuse or controlled substance at the field area by any player, coach, referee, team or Club official or spectator immediately prior to (including travel), during or after the playing of any Club soccer game or Club function is prohibited. Any individual who violates this prohibition shall be subject to disciplinary action by the Club as set forth herein.

XII. WSSA/CSYSA

- A. The Club is governed by the By-Laws, Rules and Procedures and league

operations of WSSA/CSYSA. Pursuant to WSSA/CSYSA rules, Clubs may adopt Rules and Procedures that differ from WSSA/CSYSA rules for “the purposes of in-house team play.” WSSA/CSYSA Rules and Procedures govern where applicable.

XIII. CHANGE

- A. These Rules and Procedures are established, reviewed and published by the Board of Directors, and are subject to change by the Board of Directors.

XIV. PROTEST AND APPEALS PROCEDURES

- A. There shall be a Protest and Appeals Committee, which shall have jurisdiction to hear and determine the following, matters: appeals from censuring, suspending or removing members, directors, coaches, or players from the Club. Notices of appeal must be submitted to the Protest and Appeals Committee within fourteen (14) calendar days following a decision by the Board. The Protest and Appeals Committee may hold a hearing and receive evidence. A decision must be issued within seven (7) calendar days from the date of the hearing, or, if no hearing is held, within seven (7) days from the date the Committee holds its meeting. The decision of the Committee is binding.

Rules and procedures approved by Board: August 17, 1999

Revisions/Additions/Deletions:

- V. Team Composition (revised 11/16/99)
- VI. Team Responsibilities; A. State Cup (revised 2/15/00)
- V. Team Composition; C. Player Movement; 4 (addition 1/18/00)
- III. D. Fees and Costs (revised 03/06)
- IV.B. Team Uniforms (revised 03/06)
- V.B. 4. Team Composition (revised 03/06)
- VI. A.1. Team Responsibility (revised 03/06)
- VI. A. 2. Team Responsibility (added 03/06)
- VII. B. 2. Coaches Guidelines & Rules Equipment Inventory (revised 03/06)
- VII. D. 1. Coaches Guidelines & Rules Coaches Licenses (revised 03/06)
- VII. F. 1. Coaches Guidelines & Rules First Aid Training (revised 03/06)
- XIV. A. Protest and Appeals Procedures (revised 03/06)