



West Schuylkill Football Club, LLC Constitution and Bylaws

ARTICLE 1 – IDENTIFICATION

1. ARTICLE 1 – IDENTIFICATION

1.1. Name

1.1.1. The name of this organization shall be the West Schuylkill Football Club, LLC, a limited liability company incorporated in the state of Pennsylvania. The acronym for the organization shall be WSFC.

1.2. Boundaries

1.2.1. The territory served by this organization shall be the state of Pennsylvania.

1.3. Headquarters

1.3.1. The headquarters of this organization shall be within the boundaries as defined in item 1.2 above. Location of such headquarters shall be determined from time to time by the President.

1.4. Colors

1.4.1. The official representative colors of this organization shall be orange, navy blue, and white.

2. ARTICLE 2 – PURPOSE

2.1. Purpose

2.1.1. It is the mission of WSFC to enhance the skill sets of youth soccer players within Schuylkill County, PA and surrounding counties both on the field and off. WSFC is focused on developing each player within a well-defined team structure.

2.2. Objectives

2.2.1. FUNdamental Stage (U5-U8)

2.2.1.1. Introduce basic individual soccer skills

2.2.2. Learning to Train Stage (U9-U10)

2.2.2.1. Introduce team concept

- Positioning within a formation

2.2.2.2. Increased focus on proper form and technique for individual soccer skills

- Passing, dribbling, individual defending, etc.

2.2.3. Training to Train Stage (U11-U12)

2.2.3.1. Begin to merge team concept with individual soccer skills

2.2.3.2. Increased focus on basic tactics

- Passing and combining, team defending, etc.

2.2.4. Training to Compete Stage (U13-U15)

2.2.4.1. Increased focus on advanced team tactics

2.2.4.2. Introduce team strategies



- High pressure, counter-attacking, etc.
- 2.2.5. Training to Win Stage (U16-U19)
 - 2.2.5.1. Maximize team effectiveness by employing learned tactics and strategies
- 2.2.6. Retention Stage (competitive retirement)
 - 2.2.6.1. Provide opportunities for former players within the organization
 - Coaching positions, Board Member positions, etc.

3. ARTICLE 3 – MEMBERSHIP

3.1. Affiliates

- 3.1.1. WSFC is an affiliate of and will comply with the authority of the following organizations: Eastern Pennsylvania Youth Soccer Association (EPYSA), United States Youth Soccer Association (USYSA), United States Soccer Federation (USSF), and Fédération Internationale de Football Association (FIFA).

3.2. Membership

- 3.2.1. WSFC will not discriminate against any individual on the basis of race, color, religion, age, sex, national origin, disability, or sexual orientation.
- 3.2.2. Participation is open to any soccer player ages U5 through U19, and to coaches and volunteers who are not serving a suspension from participation by WSFC or any organization of which it is an affiliate.
- 3.2.3. Members include the following: family or guardian(s) of player(s) currently registered in the club (Type 1), players currently registered in the club (Type 2), coaches (Type 3), team managers (Type 4), any individual currently serving on the Board of Directors (Type 5), Managing Member of the LLC (Type 6).
 - 3.2.3.1. Family or Guardian(s) of Players(s) Currently Registered in the Club (Type 1)
 - Parents/guardians shall make every attempt to have their child attend all scheduled training sessions and games and shall notify his/her coach of the inability to attend a training session or game as early as possible.
 - Parents/guardians shall ensure that their child arrives at scheduled training sessions and games on time and is promptly picked up at the end of scheduled training sessions and games.
 - Parents/guardians must conduct themselves in a manner promoting good sportsmanship at both training sessions and games.
 - Under no circumstances shall a parent/guardian verbally or physically abuse a player, a coach, a referee, or a spectator.
 - 3.2.3.2. Players Currently Registered in the Club (Type 2)
 - Players shall be committed to the best interests of their team at all times.
 - Players shall make every attempt to attend all scheduled training sessions and games and shall notify their head coach of the inability to attend a training session or game as early as possible.
 - Players must wear the proper WSFC uniform and any other items required by WSFC and/or its affiliated organizations in order to play in any game.



- Players must conduct themselves in a manner promoting good sportsmanship in both training sessions and games.
- Under no circumstances shall a player verbally or physically abuse another player, a coach, a referee, or a spectator.

3.2.3.3. Coaches (Type 3)

- Prior to the start of the playing season, coaches shall complete the EPYSA risk management process that includes background checks, a concussion certification, and a SafeSport certification in accordance with EPYSA policies.
- Prior to the start of the playing season, coaches shall meet with the parents/guardians of their respective players and explain the commitment that the team and WSFC expect of them and their child.
- Coaches are directly responsible for the conduct and sportsmanship of their players, parents/guardians, and spectators before, during, and directly after every game. Coaches shall ensure that players, parents/guardians, and spectators do not interfere with the playing of the game. Coaches shall ensure that players and parents/guardians are aware of any player and/or parent/guardian policies, written or implied, set forth by WSFC and its affiliated organizations. The midfield handshake at the end of each game is mandatory for all players and coaches, and the coaches shall see that it is conducted in an orderly fashion.
- Coaches are responsible for attending all WSFC coaches meetings and clinics and required league meetings (if any).
- Coaches are directly responsible for reasonably safeguarding any WSFC property issued to them and are responsible for returning such property at the end of their coaching term.
- Under no circumstances shall a coach verbally or physically abuse a player, another coach, a referee, or a spectator.
- Coaches shall follow all rules and regulations, written or implied, of WSFC and its affiliated organizations.

3.2.3.4. Team Managers (Type 4)

- Prior to the start of the playing season, team managers shall complete the EPYSA risk management process that includes background checks, a concussion certification, and a SafeSport certification in accordance with EPYSA policies.
- Team managers are directly responsible for reasonably safeguarding any WSFC property issued to them and are responsible for returning such property at the end of their term.
- Under no circumstances shall a team manager verbally or physically abuse a player, another coach, a referee, or a spectator.
- Team managers shall follow all rules and regulations, written or implied, of WSFC and its affiliated organizations.



- 3.2.3.5. Individual Currently Serving on the Board of Directors (Type 5)
 - Prior to the start of the playing season, Board Members shall complete the EPYSA risk management process that includes background checks, a concussion certification, and a SafeSport certification in accordance with EPYSA policies.
 - Board Members are directly responsible for reasonably safeguarding any WSFC property issued to them and are responsible for returning such property at the end of their term.
 - Board Members shall follow all rules and regulations, written or implied, of WSFC and its affiliated organizations.
- 3.2.3.6. Managing Member of the LLC (Type 6)
 - Prior to the start of the playing season, the Managing Member shall complete the EPYSA risk management process that includes background checks, a concussion certification, and a SafeSport certification in accordance with EPYSA policies.
 - The Managing Member is directly responsible for reasonably safeguarding any WSFC property issued to them and are responsible for returning such property at the end of their term.
 - The Managing Member shall follow all rules and regulations, written or implied, of WSFC and its affiliated organizations.
 - The Managing Member shall also serve on the Board of Directors in the same manner as a Type 5 Member with all rights and responsibilities associated with the respective Director position.

4. ARTICLE 4 – GOVERNANCE

4.1. Governance

- 4.1.1. WSFC shall be governed by its Constitution and Bylaws as presently constituted or as these may from time to time be amended and/or altered, and by such rules and regulations which may be promulgated by the Board of Directors, except when these conflict with or are supplemented by the constitution, bylaws, rules, and regulations of EPYSA to which WSFC shall be subordinate and with which shall be affiliated.

4.2. Board of Directors

- 4.2.1. The legislative and judicial powers of WSFC are vested in a Board of Directors appointed and removed by the President. No less than 7 Board Members shall constitute the Board of Directors. Board Members shall be members of WSFC. There is no limit to the term of office.
- 4.2.2. Board of Directors
 - 4.2.2.1. President – The President shall be the chief executive officer of the WSFC, and is ultimately responsible for the operation, achievements, and morale of WSFC. The duties of the President include but are not limited to:
 - Assuming the duties of the Director of Coaching and Program Development in his/her absence.



- Presiding at and conducting all meetings of WSFC.
- Requesting the creation of committees as deemed necessary and assigning their duties.
- Appointing and removing Board Members/travel coaches/team managers/Futures Program coaches.
- Creating training schedules for all WSFC travel teams at each facility in coordination with each team's Head Coach and inputting initial training schedules into TeamSnap.
- Submitting initial training schedules for all WSFC travel teams at each facility to the appropriate third parties via external email.
- Inputting all initial game schedules into TeamSnap for all WSFC travel teams (including arrival times and uniform).
- Submitting initial game schedules for all WSFC travel teams at each facility to the appropriate third parties via external email.
- Inputting all training schedule updates for all WSFC travel teams into TeamSnap and communicating schedule updates via TeamSnap notification and/or TeamSnap alert.
- Submitting training schedule updates for all WSFC travel teams at each facility to the appropriate third parties via external email.
- Inputting all game schedule updates for all WSFC travel teams into TeamSnap and communicating schedule updates via TeamSnap notification and/or TeamSnap alert.
- Submitting game schedule updates for all WSFC travel teams at each facility to the appropriate third parties via external email.
- Notifying leagues/cups of any game schedule updates for all WSFC travel teams via external email, external phone, or the league/cup website.
- Notifying WSFC coaches of any training cancellations for all WSFC travel teams via external phone and inputting training cancellations into TeamSnap.
- Notifying WSFC coaches of any league/cup game cancellations for all WSFC travel teams via external phone and inputting game cancellations into TeamSnap.
- Notifying leagues/cups of any game cancellations for all WSFC travel teams via external email, external phone, or the league/cup website.
- Ensuring all facilities are ready for league/cup games (i.e. lining, goals, etc.) for all WSFC travel teams.
- Ensuring that all home league/cup games have been assigned referees and assigning referees as necessary for all WSFC travel teams.
- Notifying league/cup referee assignor if a referee does not show up for a game via external email for all WSFC travel teams.
- Inputting/updating all field locations in TeamSnap.



- Sending college coach listings for tournaments to all WSFC travel teams via TeamSnap alert.
 - Submitting all team applications for any leagues/cups/tournaments for all WSFC travel teams.
 - Booking hotels and other major travel arrangements for all WSFC travel teams.
 - Communicating travel arrangements for all WSFC travel teams via TeamSnap alert or TeamSnap email.
 - Supervising the ordering of uniforms by WSFC players.
 - Ordering apparel for Board Members/travel coaches/team managers/Futures Program coaches.
 - Ordering or renting equipment.
 - Performing inventories of equipment on a periodic basis.
 - Maintaining club website.
 - Maintaining social media accounts.
 - Approving the use of any form of the WSFC logo, image, and/or brand.
 - Attending any required meetings for WSFC and its affiliates.
- 4.2.2.2. Vice-President – The Vice-President shall serve as assistant to the President and must be familiar with the overall operation and programs of WSFC and shall supervise all programs administered by WSFC that are not exclusively for WSFC travel teams. The duties of the Vice-President include but are not limited to:
- Assuming the duties of the President in his/her absence.
 - Securing the facilities for the Futures Program, Friday Night Futsal, Summer Leagues, tournaments, or any other recreational programs administered by WSFC.
 - Advertising the Futures Program, Friday Night Futsal, Summer Leagues, tournaments, or any other recreational programs administered by WSFC via external email.
 - Tracking registrations and notifying registered participants for all recreational programs administered by WSFC via external email.
 - Tracking payments and sending payment reminders via external email as necessary for all recreational programs administered by WSFC.
 - Creating the game schedules for all recreational programs administered by WSFC and communicating it to the appropriate parties (i.e. coaches, participants, referees, volunteers, etc.) via external email.
 - Assigning referees for all recreational programs administered by WSFC.
 - Creating the schedules of volunteers for all recreational programs administered by WSFC and communicating it to all of the volunteers via external email.



- Ensuring facilities are ready for all recreational programs administered by WSFC.
 - Notifying the appropriate parties (i.e. coaches, participants, referees, volunteers, etc.) of any cancellations or reschedulings for all recreational programs administered by WSFC via external email.
 - Attending any required meetings for WSFC and its affiliates. Assuming the duties of the President in his/her absence.
 - Securing the facilities for the Futures Program, Friday Night Futsal, Summer Leagues, tournaments, or any other recreational programs administered by WSFC.
 - Advertising the Futures Program, Friday Night Futsal, Summer Leagues, tournaments, or any other recreational programs administered by WSFC via external email.
 - Tracking registrations and notifying registered participants for all recreational programs administered by WSFC via external email.
 - Tracking payments and sending payment reminders via external email as necessary for all recreational programs administered by WSFC.
 - Creating the game schedules for all recreational programs administered by WSFC and communicating it to the appropriate parties (i.e. coaches, participants, referees, volunteers, etc.) via external email.
 - Assigning referees for all recreational programs administered by WSFC.
 - Creating the schedules of volunteers for all recreational programs administered by WSFC and communicating it to all of the volunteers via external email.
 - Ensuring facilities are ready for all recreational programs administered by WSFC.
 - Notifying the appropriate parties (i.e. coaches, participants, referees, volunteers, etc.) of any cancellations or reschedulings for all recreational programs administered by WSFC via external email.
 - Attending any required meetings for WSFC and its affiliates.
- 4.2.2.3. Director of Coaching and Program Development – The Director of Coaching and Program Development shall supervise the overall development of the travel program including coaching education and player evaluations. The duties of the Director of Coaching and Program Development include but are not limited to:
- Assuming the duties of the Vice-President in his/her absence.
 - Determining the number of teams per age group each soccer year.
 - Determining on leagues/cups/tournaments in which to play each soccer year.
 - Setting the fee structure for the travel program.



- Coordinating tryouts for each age group and supervising the selection of players on each team in coordination with each team's Head Coach.
 - Supervising player evaluations in coordination with each team's Head Coach.
 - Supervising coaching evaluations.
 - Attending any required meetings for WSFC and its affiliates.
- 4.2.2.4. Treasurer – The Treasurer shall be the chief financial officer of WSFC and the custodian of its funds. The duties of the Treasurer include but are not limited to:
- Assuming the duties of the Secretary in his/her absence.
 - Keeping full and accurate accounts and preparing financial statements.
 - Creating annual budget.
 - Filing of all income tax and sales tax returns with respective jurisdictions.
 - Requiring a written invoice, bill, or statement before making any payments or reimbursements.
 - Maintaining a debit/credit card to be used for expenses at his/her discretion.
 - Maintaining a checkbook for all disbursements.
 - Tracking payments of all fees from parents for the travel program and optional programs for all WSFC travel teams and sending payment reminders via TeamSnap alert as necessary.
 - Advertising all club-wide fundraising events via TeamSnap email and external email.
 - Supervising all club-wide fundraising events on the day of the event.
 - Advertising all financial aid fundraisers via TeamSnap email.
 - Supervising all financial aid fundraisers on the day of the event.
 - Tracking the money in all financial aid accounts.
 - Tracking the money in the Chase Morgan Memorial Scholarship Fund.
 - Attending any required meetings for WSFC and its affiliates.
- 4.2.2.5. Registrar – The Registrar shall supervise the player registration process. The duties of the Registrar include but are not limited to:
- Assuming the duties of the Treasurer in his/her absence.
 - Defining and creating registration procedures in an online platform.
 - Contacting parents to acquire all required documents via external email.
 - Organizing individual photo sessions for travel players for player pass purposes.
 - Verifying all players and filing all paperwork with each respective league.
 - Maintaining the player database in an online platform.
 - Organizing all teams in an online platform.
 - Attending any required meetings for WSFC and its affiliates.



- 4.2.2.6. Risk Management Coordinator – The Risk Management Coordinator shall supervise the onboarding of all Board Members/travel coaches/team managers/Futures Program coaches for WSFC. The duties of the Risk Management Coordinator include but are not limited to:
- Assuming the duties of the Insurance Coordinator in his/her absence.
 - Ensuring club/Board Member/travel coach/team manager/Futures Program coach information is accurate on league/other affiliated websites.
 - Onboarding Board Members/travel coaches/team managers/Futures Program coaches and verifying that everyone has completed necessary risk management steps.
 - Organizing individual photo sessions for travel coaches/team managers for pass purposes.
 - Attending any required meetings for WSFC and its affiliates.
- 4.2.2.7. Insurance Coordinator – The Insurance Coordinator shall supervise the insurance process for all facilities utilized by WSFC. The duties of the Insurance Coordinator include but are not limited to:
- Assuming the duties of the Risk Management Coordinator in his/her absence.
 - Submitting insurance requests for new facilities to EPYSA via the online system.
 - Sending insurance certificates to existing and new facilities via external email.
 - Attending any required meetings for WSFC and its affiliates.
- 4.2.2.8. Secretary – The Secretary shall keep the minutes of the meetings and conduct the general correspondence of WSFC. The duties of the Secretary include but are not limited to:
- Assuming the duties of the Registrar in his/her absence.
 - Sending out notices of meetings to all Board Members via external email.
 - Keeping minutes and attendance of all meetings and distributing copies of such to all Board Members via external email.
 - Attending all EPYSA required meetings (Annual General Meeting, etc.).
 - Attending all league required meetings (Annual General Meeting, Board meetings, etc.).
 - Reporting EPYSA meeting minutes at WSFC Board meetings.
 - Reporting league meeting minutes at WSFC Board meetings.
 - Mailing thank you notes.
 - Attending any required meetings for WSFC and its affiliates.

4.2.3. Vacancies in the Board of Directors shall be filled by the President.

4.3. Voting

4.3.1. Each member of the Board of Directors (Type 5 Members) shall have the right to cast a vote. Each Director shall have only 1 vote. In no case shall a Director have more than 1



vote on any issue on the basis of plurality of interest. In no case shall any vote be made by proxy.

- 4.3.2. The majority for the voting power present shall be necessary to decide affirmatively any issue which is presented to the Board of Directors.

5. ARTICLE 5 – FISCAL POLICY

5.1. Fiscal Year

- 5.1.1. The fiscal year of WSFC shall be on a calendar year basis (January 1-December 31).

5.2. Structure

- 5.2.1. WSFC shall operate as a pass-through limited liability company as defined by the IRS code.

5.3. Budget

- 5.3.1. The Treasurer shall present to the Board of Directors for their approval a proposed annual budget for the upcoming fiscal year. The budget for the upcoming fiscal year must be approved by the membership.

6. ARTICLE 6 – MEETINGS

6.1. Board Meetings

- 6.1.1. The Board of Directors shall meet every February, May, August, and November during the fiscal year at a time and place to be determined by the President. Such meetings may be attended by any of the Voting Members.
- 6.1.2. In the event a club decision needs to be addressed between Board of Director meetings, voting may be done via email where majority vote is required.

7. ARTICLE 7 – AMENDMENTS

7.1. Amendments to the Constitution and Bylaws

- 7.1.1. Any proposal to amend the constitution and bylaws of WSFC may be made in writing to the President in advance of the meeting.
- 7.1.2. All Directors (Type 5 Members) shall be given advance notice of proposed amendments.
- 7.1.3. Passage of an amendment shall require an affirmative vote of the majority of the Board of Directors (Type 5 Members) present.
- 7.1.4. Such amendments shall take effect immediately at the conclusion of the meeting at which the amendment was approved.
- 7.1.5. The President may pass a resolution congruent with the amendment(s) as may be required.

8. ARTICLE 8 – DISSOLUTION

8.1. Dissolution

- 8.1.1. Dissolution shall be governed by the Operating Agreement of WSFC.

9. ARTICLE 9 – VIOLATIONS, GRIEVANCES, PROTESTS, AND APPEALS

9.1. Violations



- 9.1.1. Situations in which members fail to comply with the constitution and bylaws of WSFC or whose behavior discredits WFSC will be investigated by the Board of Directors.
- 9.1.2. A complaint shall be made in writing and provided to the President within 30 days of the incident giving rise to the complaint. The complaint shall contain a statement of the facts, the complainant's position, and the action requested of the Board of Directors. Other statements supporting the complainant's position may be provided with the complaint.

9.2. Notice and Hearing

- 9.2.1. If there is a complaint, the President shall provide a synopsis of the complaint with notice of the hearing to the person(s) accused.
- 9.2.2. The President shall call a special meeting, if necessary, or allow the complaint to be heard at a regular meeting. The person accused and the complainant(s) must be provided 5 days written notice of any hearing by the Board of Directors.

9.3. Discipline

- 9.3.1. After collecting all of the relevant facts it is the Board of Directors' responsibility by a majority vote to act in the appropriate manner that may include a suspension from WSFC for a period of time or a removal from the respective position at WSFC.
- 9.3.2. Communication of any disciplinary action must be made in writing within 7 days of the hearing.
- 9.3.3. Any member receiving disciplinary action may petition the Board of Directors to appeal his/her case. In all cases, including those related to appeals, the decision of the Board of Directors is considered final.

9.4. Appeals

- 9.4.1. Appeals of the results from any hearing conducted by WSFC must be submitted in writing to the President within 10 days of the ruling. The decisions or sanctions imposed shall remain in effect unless the decision is overturned by an appeal. The Board of Directors may call a special meeting to review and discuss the written appeal. The President will communicate the results of the appeal or date of an appeal hearing.