

Troy Elite Football Club By-laws

Revised 06.02.2006

Article I: Terms of Membership

- Section 1: Board of Director positions shall be 2 years in length.
- Section 2: All Coaches shall be annual in length.
- Section 3: Players/parents shall be 1 year beginning with the effective date of the player contract.

Article II: Selection of Board of Directors

- Section 1: The Board of Director positions shall be elected at the B.O.D. meeting held in February by the voting membership.
- Section 2: The President, Treasurer, Boys Director of Coaching, Boys Technical Director, and MSPSL Head Manager shall be elected every even numbered year.
- Section 3: The Vice-President, Secretary, Girls Director of Coaching, Girls Technical Director, and MYSL Head Manager shall be elected every odd numbered year.
- Section 4: Each Board of Director position shall have one vote in addition to any other voting privileges from other T.E.F.C. held positions in the club.
- Section 5: Each T.E.F.C. Coach shall have one vote per team that he/she coaches.
- Section 6: All candidates wishing to run for a B.O.D. position must make the President aware of his/her intentions after January 1, but no later than January 15 in writing or by e-mail
- Section 7: If a voting member is unable to make the election meeting, he/she can obtain an absentee ballot from the President. All absentee ballots must be submitted to the President on or before the B.O.D. election meeting, but not before January 16.
- Section 8: In the event a B.O.D. position becomes vacant, during a members term, a simple majority vote by the remaining B.O.D. shall suffice to select that positions replacement.
- Section 9: The first Board of Directors will be appointed by the founder and creator of Troy Elite Football Club, Dale Garrish, in January 2006. Notwithstanding Article I, section 1, the first election of board positions shall take place in February 2007.

Article III: Board of Directors

Section 1: Responsibilities & duties of the Board of Director members.

- A. President
 1. Be responsible for overall running of T.E.F.C.
 2. Preside over B.O.D, coaches, and manager meetings
 3. Appoint advisory committee positions except for the parent representative
 4. Be responsible for creating an annual club calendar of events that shall include league play, tournaments, indoor games, and training.

- B. Vice-President
 1. Preside over all meetings when the President is unable to attend.
 2. Assist the President in all the President's duties.
 3. Be responsible for the overall running of the club tournament

- C. Treasurer
 1. Be responsible for collecting and depositing all funds due to T.E.F.C. under the highest fiduciary standards.
 2. Be responsible for providing a semi-annual financial report to the B.O.D.
 3. Be responsible for issuing all checks. The president shall be authorized to issue checks if necessary
 4. Shall be bonded
 5. Shall have an audit conducted annually by board of trustees.

- D. Secretary
 1. Be responsible for recording and the posting of minutes of B.O.D. meetings
 2. Be responsible for maintaining and updating the club's website.
 3. Be responsible for the T.E.F.C. tryout ad.

- E. Director of Coaching Boys/Girls
 1. Be responsible for appointment of coaching assignments in the U12-U18's
 2. Be responsible for creating & implementation of age appropriate curriculum
 3. Be responsible for handling all conflicts on the U12-U18 teams.
 4. Be responsible for the recruiting of teams to participate in the Club Tournament for U12-U18's
 5. Be responsible for the placement of teams entered in the Club Tournament for U12-U18's
 6. Be responsible for the placement of T.E.F.C. teams in their league play.
 7. Be responsible for helping T.E.F.C. players trying to play in college (e.g. writing letter of recommendations, calling the college coaches, and helping players create player profiles)
 8. Be responsible for conducting coaching evaluations
 9. Shall have a minimum of a USSF C license or equivalent at time of election and must obtain their USSF B License in their first year of office or be subject to removal.

- F. Technical Directors Boys/Girls
 1. Be responsible for appointment of coaching assignments in the U8-U11's
 2. Be responsible for creating & implementation of age appropriate curriculum
 3. Be responsible for handling all conflicts on the U8-U11 teams.
 4. Be responsible for the recruiting of teams to participate in the Club Tournament for U8-U11's
 5. Be responsible for the placement of teams entered in the Club Tournament for U8-U11's
 6. Be responsible for the placement of T.E.F.C. teams in their league play.
 7. Be responsible for conducting coaching evaluations
 8. Shall have a National Youth License or obtain it within first year of office.

- G. MSPSL Head Manager
 1. Preside over manager meetings when president or vice president is unable.
 2. Disseminate information to the U13-U18 managers.
 3. Be responsible for registering all U13-U18 teams with their leagues.
 4. Be responsible for coordinating tournament information for all U13-U18 teams (e.g. hotel bookings, tournament applications, permission to travel)
 5. Be responsible for attending MSPSL delegates meetings
 6. Be responsible for creating and completing a volunteer list among the U13-U18 teams for the Club Tournament.
 7. Co-Chair and be responsible for organizing the Club Banquet(s)

- H. MYSL Head Manager
 1. Preside over manager meetings when president or vice president is unable.
 2. Disseminate information to the U8-U12 managers.
 3. Be responsible for registering all U8-U12 teams with their leagues.
 4. Be responsible for coordinating tournament information for all U8-U12 teams (i.e. hotel bookings, tournament applications, permission to travel)
 5. Be responsible for attending MYSL delegates meetings
 6. Be responsible for creating and completing a volunteer list among the U8-U12 teams for the Club Tournament.
 7. Co-Chair and be responsible for organizing the Club Banquet

Section 2: All B.O.D. and paid T.E.F.C. positions shall at the end of their term of office or paid position turn over any and all T.E.F.C. property (e.g. equipment, paperwork, software, documents)

Article IV: Selection of Coaches

Section 1: All T.E.F.C. Premier Coaches shall be appointed by the Boys and Girls Director of Coaching and Technical Directors and approved by the Board of Directors with a simple majority vote.

Section 2: All Select Coaches shall be appointed by the President and approved by the B.O.D. with a simple majority vote.

Article V: Coaches

- Section 1: All coaches must have a valid risk management card.
- Section 2: All T.E.F.C. Premier coaches must have a minimum of a USSF D License or equivalent.
- Section 3: No coach shall coach more than 3 teams during one season of play.
- Section 4: All T.E.F.C. Premier coaches are expected to attend all coaching meetings or will be fined \$50 for unexcused absences. An excused absence can only be granted by the President.
- Section 5: All T.E.F.C. Premier coaches must follow and implement the club's curriculum.
- Section 6: All T.E.F.C. Premier coaches must participate in the club's summer camp.
- Section 7: No T.E.F.C. Premier coach shall stay with a team for more than 3 consecutive years.
- Section 8: All U8-U14 T.E.F.C. coaches must complete a T.E.F.C. player evaluation for every player he/she coaches. These evaluations should be completed and distributed in November.
- Section 9: All U15-U18 T.E.F.C. Premier coaches must complete a player evaluation for every player he/she coaches. These evaluations should be completed and distributed at the end of their outdoor season.
- Section 10: All coaches shall conduct themselves professionally at all times following and abiding by T.E.F.C. constitution, by-laws, code of conduct, operating manual, and all league rules and regulations.

Article VI: Team Managers

- Section 1: Responsibilities and duties
- A.) Be responsible for the team's financial collection & disbursement of payments
 - B.) Be responsible for keeping the team informed of all team events.
 - C.) Be responsible for handling & providing all necessary team paperwork
 - D.) Be responsible for attending the monthly manager meetings
 - E.) Must attend league scheduling meetings
 - F.) Must provide semi-annual team financial statements to their respective teams.
 - G.) Must have a valid risk management card.
- Section 2: Team managers shall be selected by the team's assigned coach.

Article VII: Players

- Section 1: No player shall be allowed dual registration with another club.
- Section 2: No player shall be granted a release without the President's approval.
- Section 3: All players must inform their assigned coach when, if ever, he/she wishes to guest play for another team/club.

Section 4: All players shall conduct themselves professionally at all times following and abiding by T.E.F.C. by-laws, code of conduct, operating manual, and all other league rules and regulations.

Article VIII: Parents

Section 1: All parents shall conduct themselves professionally at all times following and abiding by T.E.F.C. by-laws, code of conduct, operating manual, and all league rules.

Section 2: All parents shall follow the problem escalation process to get their issues resolved. If the steps are not followed, the problem will not be addressed by the club.

- A.) Must wait **48 hours** after problem occurs before starting the process.
- B.) First step, speak with the team's coach to get the issue resolved
- C.) Second step, contact the technical director or the director of coaching to get the issue resolved. If your team's coach has this position, move to the final step.
- D.) Final step, contact the president of the club. The president will seek B.O.D. advice on how to resolve the matter.

Article IX: Advisory Committee

Section 1: Responsibilities & duties of the advisory committee.

- A.) Field Coordinator
 - 1. Be responsible for organizing home game requests for all T.E.F.C. teams.
 - 2. Be responsible for recording all scheduled T.E.F.C. league & state cup home games onto TYSL's master field schedule.
 - 3. Be responsible for scheduling all games in the club tournament
- B.) Referee Coordinator
 - 1. Be responsible for verifying assigned referees for all home T.E.F.C. games
 - 2. Be responsible for recruiting and assigning referees for the club tournament.
 - 3. Be responsible for gathering and providing information to the referees.
- C.) Promotions/Public Relations Liaison
 - 1. Be responsible for all fund raising and promotional activities
 - 2. Be responsible for finding club sponsors
 - 3. Be responsible for newspaper publications highlighting club accomplishments with President's approval.
 - 4. Be responsible for the tryout ad with President's approval.
- D.) Parent Representative
 - 1. Be responsible for gathering feedback from T.E.F.C. parents and sharing this information with the B.O.D.
 - 2. Self nominations or floor nominations will be accepted at the AGM in March to fill this position.
 - 3. This position shall be determined by a simple majority vote of T.E.F.C. parents in attendance at the AGM in March.
 - 4. This position shall be annual in length.
 - 5. This position shall be a voting member on the B.O.D.
- E.) Goal Keeping Coach
 - 1. Be responsible for creating age specific curriculum
 - 2. Be responsible for the training of all the club's goalkeepers.

Section 2: Advisory Committee Positions can attend any and all B.O.D. meetings.

Article X: Team Organization

Section 1: Players shall be selected by the assigned coach for all teams formed

Section 2: “A” teams shall be called Troy Elite F.C. – Coaches Name Year (Troy Elite F.C. – Garrish 97)

Section 3: “B” teams shall be called Troy Elite F.C. – Coaches Name Year (Troy Elite F.C. – Garrish 97)

Section 4: “Parent Coached” teams shall be called Troy Select (e.g. Troy Select – Smith)

Article XI: Funding

Section 1: T.E.F.C. shall be incorporated and operate as a 501 (c)3 non-profit organization.

Section 2: T.E.F.C. shall fund itself by accepting contributions from members, sponsors, the club tournament, and/or other fund raising activities

Article XII: Paid Positions

Section 1: Reasonable compensation to be determined by the President and approved by the B.O.D. shall be given for the following positions:

- a.) President
- b.) Vice-President
- c.) Secretary
- d.) Treasurer
- e.) Director of Coaches
- f.) Technical Directors
- g.) Goal Keeping Coach
- h.) T.E.F.C. Premier Coaches
- i.) MSPSL Head Manager
- j.) MYSL Head Manager
- k.) T.E.F.C. Premier Managers
- l.) Field Scheduler
- m.) Referee Coordinator
- n.) Promotions/Public Relations Liaison

Section 2: B.O.D., Advisory Committee Appointments, and T.E.F.C. Premier Team Managers shall be compensated in two equal payments on October 1st and May 1st.

Section 3: All T.E.F.C. Premier Coaches shall be compensated in two equal payments on September 1st and February 1st.

Section 4:

T.E.F.C. reserves the right to seek an apportioned reimbursement from paid T.E.F.C. persons that fail to finish their obligations with that paid position as determined by the B.O.D.

Article XIII: Insurance

- Section 1: Once players, coaches, B.O.D., and volunteers have completed US Club Soccer's registration process, they shall be covered under U.S. Club Soccer's insurance policy.
- Section 2: All US Club Soccer registered persons holding valid pass cards shall be insured by a \$100,000 secondary medical insurance policy.
- Section 3: The US Club Soccer organization and its member clubs and leagues are also covered for all US Club Soccer activities by a \$1,000,000 liability insurance policy with a \$5,000,000 aggregate.

Article XIV: Club Safety

- Section 1: T.E.F.C. shall not employ, in any capacity, an individual who has been convicted of a listed offense (a crime that requires registration as a sex offender).
- Section 2: T.E.F.C. may employ an individual who has been convicted of a non-listed offense felony only if the President and Board of Directors approve the employment in writing.
- Section 3: All Board of Director positions, coaches, & persons specifically working for T.E.F.C. shall report to the B.O.D. that he/she has been charged with a crime, within 3 business days after being arraigned for the crime.
- Section 4: If the person (described in section 3) does not report the charge or conviction, T.E.F.C. may discharge the person from their position in the club immediately without compensation.
- Section 5: T.E.F.C. shall work with Michigan State Youth Soccer Association to perform background checks (e.g. Risk Management Cards) on all T.E.F.C. persons working in the club.
- Section 6: Listed Offenses:
- A.) Accosting, enticing, or soliciting of a child for immoral purposes
 - B.) Involvement in child sexually abusive activity or material.
 - C.) First, second, third, or fourth degree Criminal Sexual Conduct (CSC)
 - D.) Assault with intent to commit CSC
 - E.) Any other violation of a state law constituting a sexual offense against an individual less than 18 years of age.

Article X: Quorum

- Section 1: Five Board of Directors in attendance constitutes a quorum.

Article XVI: Amendments

- Section 1: The board of directors can amend the bylaws and/or club's operating manual by a 75% vote of members present at that meeting.

Article XVII: The Inherent Clause

Section 1: If occasions or situations shall arise not fully covered by the constitution, bylaws, and/or club's operating manual, the Board of Directors shall have the full power to decide such cases with a simple majority vote

Article XVIII: Dissolution

Section 1: The Troy Elite Football Club may be dissolved by a 75% vote of its voting membership. In the event of the dissolution, after the payment of all creditor claims, the assets of the T.E.F.C. shall be transferred to the Troy Parks and Recreation Department with the stipulation that said assets are to be used for youth activities.

Board of Directors Approval of Troy Elite Football Club Constitution and By-laws

President

Girls Director of Coaching

Vice President

Boys Director of Coaching

Secretary

Girls Technical Director

Treasurer

Boys Technical Director

MSPSL Head Manager

MYSL Head Manager