

# **The Dixon Soccer Club Charter**



**(A Non-profit, Organization)**

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# The Dixon Soccer Club By Laws

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**Name** This organization shall be known as the DIXON SOCCER CLUB: HEREINAFTER REFERRED to as "LOCAL CLUB".

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**Purpose** The local club is for the youth in the community and is here to provide good sportsmanship, honesty, loyalty, and encouragement to teach fair play skills.

- A. This objective will be achieved by providing supervised competitive soccer games.
  - B. The development of Coaches, Parents, and Children is the primary goal of the local club. The achievement of exceptional athletic skills or winning the games is a secondary accomplishment.
  - C. The Dixon soccer club was formed exclusively to foster amateur sports competition within the meaning of IRS Section 501c3.
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- Meetings**
- 1. Annual Meeting: The Local Club shall conduct an annual meeting in either the month of January or February for the purpose of electing the Board of Directors. The President, 2<sup>nd</sup> Vice President, Treasurer, Registrar, Head Referee and Metro Comp Coordinator shall be elected on even numbered years. The 1<sup>st</sup> Vice President, Fields & Equipment Coordinator, Secretary, Head Coach Coordinator, Snack Bar Coordinator and Funding Public Relations Coordinator shall be elected on odd numbered years. All annual reports from the officers and or committees will be submitted at this time
  - 2. Special Meetings: Special or General Meetings may be called at any time or upon request of the majority of the Board of Directors or by request of the President.
  - 3. Board Meetings: Board meetings must be established and regular meetings held each month.
  - 4. Public meeting notices must provide the time, place, purpose of the Annual or General Meetings. These meetings must be announced at least seven (7) days in advance of the scheduled meeting date. They must be announced to the best of the Local Club's ability in the local media or the club website.
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## The Dixon Soccer Club By Laws, Continued

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-End-

### **Meetings** (continued)

5. Quorum: A quorum shall consist of a majority of the Board of Directors, or in the case of an Annual or General Meeting, a majority of eligible voters present.
  6. Any person wishing to speak at the board meeting shall contact the club President (2) two days prior to the meeting and request to be placed on the agenda. Only people on the agenda will be able to address the board at the meeting.
  7. Robert's rules of order will be used to conduct the meetings.
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## The Dixon Soccer Club By Laws, continued

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### Board Positions

President – The President shall conduct all meetings of the Local Club and shall cast a vote only in the case of a tie. The President shall appoint additional officers as necessary.

1<sup>st</sup> Vice President – The 1<sup>st</sup> Vice President shall succeed to the powers of the President in their absence. The 1<sup>st</sup> Vice President shall assume any duties by the President.

2<sup>nd</sup> Vice President – The 2<sup>nd</sup> Vice President shall succeed to the powers of the 1<sup>st</sup> Vice President in their absence. The 2<sup>nd</sup> Vice President shall assume any duties assigned by the President.

Secretary – The Secretary shall keep an accurate record of all meetings (agenda and meeting notes), handle all correspondence, give notice of meetings and maintain these records on file for the Local Club. The meeting notes shall be also be placed on the Local Club's web site.

Treasurer – The Treasurer shall maintain an updated monthly record of the Local Club's finances. This record must be made available at the request of the Local Club and with adequate notice being given to the Treasurer. All accounts shall be paid by check. Prior to the Treasurer issuing out checks, an invoice listing each check amount and what it is for, will be forwarded to the club President for review. Once the club President reviews and signs off on the invoice, the Treasurer will then issue the checks that were authorized on the invoice. The Treasurer shall be the only person allowed to issue checks.

Registrar – The Registrar shall be responsible for insuring the proper registration of players and teams according to the requirements set forth by the District Registrar / CYSA Registrar. The Registrar shall serve as the League Insurance Coordinator.

Fields & Equipment – There are two basic duties for the Board position of Fields & Equipment as listed below:

1. Work with the City of Dixon to secure and reserve the use of soccer fields for League games and tournaments. Starting in July through December with tournaments.
2. Monitor the equipment needs of the Club. Balls, ball bags, flags or cones for practices, goal nets, tent stakes, net fasteners, goals and field marking paint.

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## The Dixon Soccer Club By Laws, continued

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### **Board Positions**

Head Coach – Training, Certifications and Development of new coaches. Organizational Assistance and Soccer Program Development of the youth in Dixon.

Head Referee – The Head Referee shall recruit, train and develop all referees. Establish a plan to meet the needs for the current season. Assign referees as needed for all games played in the City of Dixon. The Head Referee shall monitor and evaluate the abilities of each referee.

Snack Bar – Organize all purchases of snacks and refreshments for the snack bar. Track a record of all sales of the snack bar. Track all income and expenses for the snack bar.

Public Relations/Fundraising – Organize and arrange all announcements for public media and newspaper ads for registration. Keep meeting information up to date as to location and time and advertised in the public media, newspaper and web site. Serve as the contact person for fundraising activities.

Metro/Competitive – Assist the President in setting club directions for yearly planning and activities as related to Metro and Competitive teams.

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## The Dixon Soccer Club By Laws, continued

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### **Registration Fees**

Registration fees for players are determined by the Board of Directors to meet the needs of the Local Club.

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### **The Board of Directors Duties**

1. The governing of the Local Club shall be under the supervision of the President and the Board of Directors. The Board of Directors shall be made up of the President, two Vice-Presidents, Secretary, Treasurer, Fields & Equipment Manager, Registrar, Head Coach, Head Referee, Metro/Competitive Coordinator, Public Relations/Fundraising Coordinator and Snack Bar Manager. The Executive Board shall be comprised of the President, two Vice-Presidents, Secretary, Treasurer and Registrar. The board members maintain all voting authority for the duration of their position.
2. Duties of the officers are set forth in the current bylaws appendix and CYSA operational guide with other duties as required.
3. All matters concerning the operation of the Local Club shall be decided by a vote of the Board of Directors, and no motion shall be carried without a quorum at one of our meetings as laid out in Article V. (Refer to Page 2, Heading Meetings, Section #5 Quorum)
4. At the General Meeting to be held in November, the nominees for the Board of Directors will be selected. If more than one member is nominated for a position, elections will be done at the AGM to decide the winner.
5. If any vacancy occurs in the Board of Directors by death, resignation, or otherwise, it may be filled by a majority vote of the remaining officers at any board meeting or any special meeting called. If a board member resigns his/her position and wishes to return to the board, the current board must vote to approve the returning person.

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## The Dixon Soccer Club By Laws, continued

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### Board of Directors (continued)

6. If a member of the Board of Directors is absent without cause for more than two successive regular board meetings or without cause from more than three regular Board Meetings in a fiscal year, the office becomes vacant automatically.

A member is not absent if his/her absence is:

Due to illness or unavoidable circumstances and the member gives the President or Secretary of the board notice before the date of the meeting that he/she will be absent and giving the reason for the absence.

7. Only current members of the Board of Directors will be authorized to vote during Monthly, General and Special meetings. Only current Board Members, coaches in good standing with the Club from the just completed season, Club Volunteers, Club Referees and one person per family, will be allowed to vote at the AGM. Verification of standing with the Club will be checked at the AGM. Voting by proxy is not allowed.
8. A stipend will be given to the Registrar for registering the players with the Club. The stipend will be set every year by the current board. The stipend shall be consistent with the stipend paid by other Clubs in the League but shall not exceed the amount paid to the League Registrar. The purpose of the stipend is to help the offset the costs associated with the required travel that is necessary to fulfill the duties of the Registrar. The stipend will be paid when the season is complete and the final fees to the League have been paid.
9. A Protest and Directors (PAD) committee shall be set every year by the 1<sup>st</sup> Vice President. The committee shall consist of at least 3 members. The committee will decide disciplinary actions on issues that evolve within the club that may or may not be applicable to the SYSL PAD review and other club issues as needed.
10. The Board of Directors shall have right and authority to suspend, bar completely or otherwise discipline any player, parent, coach, manager, team assistant, league office, referee or official, or any individual from the local club with a proper hearing.

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# The Dixon Soccer Club By Laws

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## Coaches & Referees

1. The President and Head Coach shall annually approve the assignment of coaches for all teams.
2. The President, with the approval of the Board of Directors, may remove or suspend any Coach from his/her position after charges have been presented to him/her in writing. If this removal is due to the Livescan response, please see the procedures under Livescan for the necessary process. The Coach is entitled to be present with representation at a hearing before the Board of Directors, which should be held within 48 hours after written notice is given.
3. The President and Head Referee shall annually approve referees. The President, with the approval of the Board of Directors, may remove or suspend any referee upon evidence of misconduct or gross incompetence. The Referee is entitled to be present with representation at a hearing before the Board of Directors, which should be held within 48 hours after written notice, is given.
4. All Board Members and Coaches must be Livescan Fingerprinted prior to working with the kids and or season starting. See Livescan Policy. If a Board member or Coach does not submit to, refuses to submit to or pass the Livescan check, the Registrar will notify them of their removal from the Club, this includes people who have been convicted or who are awaiting trial on pending arrests. The person that is removed from the Club will be entitled to a hearing to discuss his/her removal with the entire Board of Director if he/she chooses.
5. If there is any contradiction in the coaches (includes assistant and head) application that they have completed and submitted the Club reserves the right to suspend the coach until the outcome can be determined.

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*-End-*

# The Dixon Soccer Club Rules and Regulations

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## Rules

1. The local club will comply with the official Playing Rules and Regulations published by its affiliated organizations for that current season.
2. The Club may make changes or adopt rules that will help govern the day to day operations of the Club. These rules shall be brought up at any meeting and changes to be made with the approval of the majority of the board. These rules will only apply to the current season unless they are adopted into the Club by-laws at the AGM.

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## Financial Policy

1. The Board of Directors shall decide all matters pertaining to the finances of the local club and its direct expenditures that will give no individual or team an advantage over the other such as equipment, etc.
2. All bills payable by the Treasurer must be approved for payment by the board members, prior to them being made.
  - No purchases will be made unless approved or accounted for in the yearly budget.
  - All purchase receipts must be turned into the Treasurer to be accounted for. All purchases or services that are paid for will require the board members name on the receipt for tracking purposes.

Refund Policy – Once an application has been submitted and it is processed by the club Registrar, it is considered to be complete. If a refund is requested after this process has been completed a refund will be issued minus a club set administrative fee. Once a player has been placed on a team and/or a player(s) pass has been issued, a refund may be issued minus the club administrative fee. If a circumstance arises that prevents the child from playing soccer, the parent or guardian shall contact the Treasurer and submit a refund request in writing explaining the circumstances. The PAD committee will review the refund request and determine the course of action.

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# The Dixon Soccer Club Rules and Regulations, Continued

**Financial Policy**  
(continued)

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In witnessed whereof, we have hereunto subscribed our names this Tuesday of January 20<sup>th</sup> 2009.

\_\_\_\_\_ President Dixon Soccer Club

\_\_\_\_\_ 1st Vice President Dixon Soccer Club

\_\_\_\_\_ Treasurer Dixon Soccer Club

To take effect upon completion of the 501c3 being completed and filed with the IRS.

3. Upon dissolution of the club, all assets shall be distributed to another youth sports organization in Dixon that meets the IRS code 501c3 status for one or more exempt purposes within the meaning of section 501c3 of the Internal Revenue Code. Any such assets not so disposed of shall be disposed of by a court of competent jurisdiction of Solano County, exclusively for the purposes, or to such organizations, as said court shall determine, which are organized and operated for such purpose.
4. A yearly budget for the coming year will be established. The budget must be approved by a majority of the board prior to the new season starting.
5. Park Lighting Policy – The Dixon Soccer Club is not responsible for the costs associated with the use of the lights at Hall Park. If teams wish to practice under the lights, these teams will be responsible for paying for this expense. The funds must be collected and given to the Dixon Soccer Club prior to the use of the lights. The club will contact the City with the approved schedule.

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# The Dixon Soccer Club Rules and Regulations, Continued

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## **Financial Policy** (continued)

6. The Board discourages individual teams from fundraising unless they will be participating in tournaments or events that charge entrance/participation fees and/or need to cover expenses associated with these types of events. All teams will have a limit placed on how much can be donated or earned through fundraising. Teams use these funds to cover costs and expenses incurred during the year.
  - All Recreations Teams will be limited to \$500.00 yearly.
  - All Metro Teams will be limited to \$2,500.00 yearly.
  - No more than (2) corporate sponsors per team.
  - All expenses must be appropriate team expenses such as team equipment, tournaments, etc.
  - All Metro accounts must have a Team Coordinator to oversee these funds. The Coordinator must supply the Club Treasurer with a monthly account balance and list of expenditures.
  - Any team that dissolves folds or merges with another team, they must give all funds to the local club. The local club will at this point determine the use of these funds.
  
7. No part of the net earnings of the club shall be taken advantage of for benefit, or be distributable to its members, officers, or other private persons. However the club shall be authorized and empowered to pay reasonable compensation for services rendered. No part of the activities or funds of the club can be used for the purpose of furthering or influencing political legislation, propaganda, or any political campaign.

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## **Amendments**

This Constitution, with the exception of rules required by SYSL, CYSA, USSF and its affiliates may only be amended or repealed by a two-thirds vote of the Regular Members in attendance at a Special or General Meeting.

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## **Last Update**

**Updated February 17, 2009 at Annual General Meeting**

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*-End-*

# Dixon Soccer Club Livescan Fingerprinting Policy

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**What is Livescan** Livescan fingerprinting systems capture your fingerprints optically and electronically without the use of ink or paper forms. Effective July 1, 2005 Penal Code Section 11077 mandates the Department of Justice to only accept electronically transmitted images from regulatory entities.

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**Who Has to Get Livescanned?** The Dixon Soccer Club falls under the guidelines of volunteers and working with minors. The State of California, Department of Justice has also established guidelines for any agency to obtain State summary criminal information for volunteers other than those covered under the Education Code Section 109115.5 Public Resource Code 5164 and Penal Code 11105.3. Under these regulation we fall under the category of must be fingerprinted due to the classification “all those who are involved in the care, security of children or contact with children” “volunteer or coaches”.

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**Background Information Being Released** Penal Code Section 11105 and 13300 identifies who may have access to criminal history information and under what circumstances it may be released. Penal Code Section 13101 has a statutory provision relating to youth organizations providing limited information dissemination to convictions for a specific offense. This includes arrest information for certain narcotic and sex crimes.

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**Background Check Timing** Livescan fingerprinted have to be submitted within 24 hours of being taken. Once the electronic submission has occurred from the provider to the Department of Justice receive this information within minutes. From this point the criminal background check is usually processed within 72 hours.

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**Livescan Requirements** You need the following items to be fingerprinted.

1. Request for Livescan Form BCII 8016
2. ORI Code
3. Valid Photo ID (Expired identification is not accepted)
  - State Drivers License
  - State Identification Card
  - Passport / Immigration Documentation
4. Submission fees for background check and rolling fee
5. Valid Social Security Number or Worker Number

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## Dixon Soccer Club Livescan Fingerprinting Policy, Continued

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**Checking Status if Fingerprint Submission**

Allow a minimum of seven days before a status inquiry. After this period please contact the Department of Justices 24 hour automated telephone service center at 916.227.4557. You must have your ATI number which is located on the bottom of form BCII 8016, Request for Livescan Form. You will be promoted for the necessary information to complete this processes.

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**Custodian of Records**

The approved designated person to receive this information. You must go through the approval processes with the DOJ and or FBI. Complete the DOJ Livescan Non Profit & DOJ Live Scan Processing Packet and submit the designated fee. After they have received the necessary information the DOJ will forward you the necessary documents to get fingerprinted to proceed with the background checks. Once approved you must carry a one million dollar professional liability policy and Errors & Omissions Policy.

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**Authorized Access of Information**

(CORI) Criminal Offender Record Information shall only be accessible by the Records Custodian. Staff/ Volunteer with access CORI have received training and counseling on the handling of the CORI and have signed a statement form of acknowledgement and understanding of the criminal penalties for the misuse of CORI. Penal Code Section 502, 11142 and 11143. These individuals have also completed the necessary background check through the DOJ and FBI. Volunteers must be back grounded to pursuant to Section 45125. (I) of the Education Code. Background checks conducted pursuant to Penal Code Section 11105.03 does not meet the Education Code requirements for Volunteer Organizations or State and Local Agency requirements.

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**Sharing Information**

The sharing of information is strictly prohibited and infringes upon the right of privacy as defined in the California Constitutions as defined in Loder v. Municipal Court (1976) 17 Cal. 3d 859. This also precludes the DOJ to control dissemination of CORI as outlined in Section 11105 of the Penal Code.

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## Dixon Soccer Club Livescan Fingerprinting Policy, Continued

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### **Privacy of Information**

State summary criminal background information is officially known as Criminal Offender Record Information (CORI). The California constitution grants California citizens absolute rights to privacy, any individual or agencies violating these privacy rights by the unauthorized release of this information places themselves at both criminal and civil liability. Even when a criminal background checks produces a response that no criminal record exists. This information is confidential.

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### **No Longer Interested Notification**

Once the volunteer is no longer affiliated with the designated organization it is the responsibility of that organization to submit the No Longer Interested form to the DOJ and or FBI for processing. At this time the designated Request for Livescan Form BCII 8016 and corresponding background report must be cross shredded and disposed of per the guidelines of the DOJ and or FBI. This is including having the shredded paperwork destroyed by an approved vender.

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### **Storage of Information**

All record information that is retained by the applicant agency must be stored in a secure and confidential file. This person and area is subject to inspection and record reviews on as needed bases and or yearly by the Department of Justice. All this information shall be under lock and key and only accessible By the Custodian of Records.

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### **Notification**

After completion of being fingerprinted the applicant that does not pass the background check will receive a letter in the mail indicating why. The Custodian of Records will also receive a notice indicating that this individual did not pass the background check. The Custodian of Records will have to speak with the applicant in regards to the finding.

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# Dixon Soccer Club Livescan Fingerprinting Policy, Continued

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## STATEMENT REGARDING THE USE OF CRIMINAL JUSTICE INFORMATION

As the Registrar of the Dixon Soccer Club, it may be necessary for you to have access to confidential criminal record information in making decisions. Access to such criminal record information is controlled by statute. Misuse of such information may adversely affect the civil rights of prospective volunteers and violates the law. Penal Code Section 502 prescribes the penalties relating to computer crimes. Penal Code 11105 and 1300 identify who I permitted access to criminal history information and under what circumstances information may be released. Penal Code Section 11140 – 11144 and 13301-13305 prescribes penalties for misuse of criminal history information. Government Code Section 6200 prescribes the felony penalties for misuse of public records and California Law Enforcement Telecommunications Systems (CLETS) information. Labor Code Section 432.7 prescribes penalties for misuses of certain criminal record information in volunteer decisions.

Penal Code Section 11142 and 13303 state:

Any person authorized by law to receive a record or information obtained from a record who knowingly furnishes the record or information to a person not authorized by law to receive the record or information is guilty of a misdemeanor.

Any volunteer who is responsible for such misuse of criminal record information may be subject to discipline up to and including immediate termination. Violation of this may also result in criminal and or civil action.

**I HAVE READ AND UNDERSTAND THE ABOVE AND DIXON SOCCER CLUB POLICY FOR CRIMINAL BACKGROUND CHECKS AND SECURING RECEIVED CRIMINAL HISTORY INFORMATION. I AM AWARE OF THE STATUES AND POLICIES PERTAINING TO THE MISUSE OF CRIMINAL RECORD INFORMATION.**

The duration of this agreement is based valid per board year. This agreement expires after the election of a new board even though the person may retain the same position.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Typed / Printed Name

\_\_\_\_\_  
Date

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## **Dixon Soccer Club Livescan Fingerprinting Policy, Continued**

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### **WHICH AGENCIES ARE REQUIRED TO OBTAIN BACKGROUND INFORMATION**

Education Code, Section 10911.5 and Public Resource Code 5164 clearly require agencies that operate recreational areas, programs or centers to obtain State summary criminal information on employees and volunteers, existing or new, who have specific contact with minors. Education Code, Section 10911.5 and Public Resource Code 5164 allow agencies that operate recreational areas, programs or centers to obtain State summary criminal information on independent contractors and their employees who have specific contact with minors.

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The State of California, Department of Justice has also established guidelines for any agency to obtain State summary criminal information on employees and volunteers other than those covered under Education Code Section 10911.5, Public Resource Code 5164 and Penal Code Section 11105.3. The following, also taken from the Penal Code, provides the basis for those guidelines.

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## Dixon Soccer Club Livescan Fingerprinting Policy, Continued

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**Must Be** The following table can be used as a guide by your agency to help determine which employees, volunteers, and/or applicants can, and must be fingerprinted.

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**Must Be  
Fingerprinted** **Test:**  
Must Fingerprint

**Classifications:**

All who are, or will be, involved in the care and security of children, the elderly, or the handicapped or mentally impaired. Can be full or part-time; paid or volunteer; or independent contractors and their employees.

**Settings:**

Preschool  
School  
After School  
Camps  
Sports Centers  
Recreation Centers/Leagues  
Adult Centers  
Recreational Trips

**Types:**

Teachers  
Coaches  
Camp Staff  
Recreational Staff  
Senior Staff  
Chaperones  
Drivers  
Child Care Staff  
Volunteers  
Non-Licensed Staff

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## Dixon Soccer Club Livescan Fingerprinting Policy, Continued

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### Should Be

**Test:**  
Should Fingerprint

**Classifications:**

Those who would be at sites, recreational centers or facilities, and do not have specific contact with children, the elderly, or the handicapped or mentally impaired.

**Settings:**

Schools  
Camps  
Pools  
Beaches and Lakes  
Sports Centers  
Recreation Centers  
Museums  
Adult Centers

**Types:**

Lifeguards  
Docents  
Other Volunteers  
Custodians  
Building Attendants  
Groundskeepers  
Special Events Staff

**Test:**

At Discretion of Agency (1)

**Classifications:**

Those who could be at sites, recreational centers or facilities, and do not have specific contact with children, the elderly, or the handicapped or mentally impaired.

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## Dixon Soccer Club Livescan Fingerprinting Policy, Continued

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**Continued**

**Settings:**

All

**Types:**

Office Staff

Equipment Distributors

Performers

Sports Officials

Adult-Only Events Staff

Adult-School Teachers

Adult-Sports Coaches

General Employees

General Volunteers

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**Note**

*(1) A Code, statute or regulation must exist, containing specific reference to, and include requirements and/or exclusions, expressly based upon specific criminal conduct. See Exhibit B for example of policy statement that meets this requirement.*

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