

DIXON SOCCER CLUB CHARTER



A Non-Profit Organization

REVISED 02-15-2011

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The Dixon Soccer Club Bylaws

NAME This organization shall be known as the DIXON SOCCER CLUB. Hereinafter, referred to as "LOCAL CLUB".

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 501(c) (3).

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, 2nd Vice President, Treasurer, Registrar, Head Referee and Metro Comp Coordinator shall be elected on even numbered years. The 1st 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.
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.

REGISTRATION FEES

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

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.

1ST VICE PRESIDENT – The 1st Vice President shall succeed to the powers of the President in their absence. The 1st Vice President shall assume any duties by the President.

2ND VICE PRESIDENT – The 2nd Vice President shall succeed to the powers of the 1st Vice President in their absence. The 2nd 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, along with the most current bank statement, shall be made available at the monthly meetings for review by any board member. All cash transactions will require a receipt to be issued.

All accounts shall be paid by check from the Local Club's account. Prior to any checks being issued for payment, an invoice listing the item and check amount will be forwarded to the President for review. Once the President approves the invoice, the Treasurer will then issue the checks that were authorize. The Treasurer shall be the only person allowed to issue checks.

The Treasurer, President and Secretary shall conduct a quarterly review of the Local Club's finances to ensure the account is in proper order. This review will be entered into the minutes during the monthly meeting that immediately follows the review. The Treasurer shall be responsible for ensuring that all of the required financial documentation for the Local Club (Federal and State tax filings, etc.) is completed as required by law.

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 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.

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.

COMPETITIVE COORDINATOR – Assist the President in setting club directions for yearly planning and activities in Metro and Competitive teams. Assist the Club Registrar with the Metro or Competitive registrations. Attend required league meetings as scheduled for the Metro or Competitive programs.

U-6 COORDINATOR - The U6 Coordinator shall work closely with the Club Registrar on the formation of the U6 teams as needed. The U6 Coordinator shall coordinate and hold informational meetings for the U6 age level coaches as soon as possible after the formation of the teams and as often as necessary to help facilitate the development of the coaches and teams. The coordinator shall be responsible for the managing and ordering of the U6 team uniform shirts and trophies. The coordinator shall arrange the scheduling of the U6 games and coordinate with the Executive Board as needed regarding the U6 program.

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, Competitive Coordinator, Public Relations/Fundraising Coordinator, Snack Bar Manager and U6 Coordinator. 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. Nominees for the positions of Board of Directors for the upcoming season will be nominated in the month of November. If more than one person is nominated for a position, the winner will be decided by an election at the Annual Meeting to be conducted in either January or February.
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.
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 1st 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.

COACHES AND 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.

The Dixon Soccer Club Rules and Regulations

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.

FINANCIAL POLICY

1. The Board of Directors shall decide all matters pertaining to the finances of the Local Club. The Local Club's direct expenditures shall give no individual or team an advantage over the other.
2. An annual budget shall be submitted by the President and Treasurer to the Board of Directors for approval for the upcoming season.
3. Any expenses outside of the annual budget will require the approval of the majority of the board prior to the expense being made.
4. All expense/purchase receipts must be turned into the Treasurer to be accounted for. All receipts 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.

In witnessed whereof, we have hereunto subscribed our names this Tuesday, March 15 of 2011.

_____ President Dixon Soccer Club

_____ 1st Vice President Dixon Soccer Club

_____ Treasurer Dixon Soccer Club

To take effect upon completion of the 501(c) (3) being completed and filed with the IRS.

1. Upon dissolution of the club, all assets shall be distributed to another youth sports organization in Dixon that meets the IRS code 501(c)(3) status for one or more exempt purposes within the meaning of section 501(c)(3) 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.
2. 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.

3. 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.
4. 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.
 - a. All Recreation Teams will be limited to \$500.00 yearly.
 - b. All Competitive teams will be limited to \$2,500.00 yearly.
 - c. No more than (2) corporate sponsors per team
 - d. All expenses must be appropriate team expenses such as team equipment, tournaments, etc.
 - e. All Competitive 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.
 - f. 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.
5. 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.

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.

Updated February 15, 2011 at Annual General Meeting.

Dixon Soccer Club Livescan Fingerprinting Policy

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.

WHO HAS TO GET LIVESCANNEED?

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 Section 5164 and Penal Code Section 11105.3. Under these regulations 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 coaches”.

BACKGROUND INFORMATION BEING RELEASED

Penal Code Section 11105 and 1330 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.

BACKGROUND CHECK TIMING

Livescan fingerprints 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.

LIVESCAN REQUIREMENTS

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

CHECKING STATUS IF FINGERPRINT SUBMISSION

Allow a minimum of seven days before a status inquiry. After this period contact the Department of Justice's 24 hr. 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 prompted for the necessary information to complete this process.

CUSTODIAN OF RECORDS

The approved designated person to receive this information. You must go through the approval process 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 and Omissions Policy.

AUTHORIZED ACCESS OF INFORMATION

(CORI) Criminal Offender Record Information shall only be accessible by the Records Custodian. Staff/Volunteer with access to 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 backgrounded 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.

SHARING INFORMATION

The sharing of information is strictly prohibited and infringes upon the right of privacy as defined in the California Constitution, 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.

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 check produces a response that no criminal record exists. This information is confidential.

NO LONGER INTERESTED FORM

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 vendor.

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 an as needed basis 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.

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.

WHICH AGENCIES ARE REQUIRED TO OBTAIN BACKGROUND INFORMATION

Education Code Section 10911.5 and Public Resource Code 5164 clearly requires 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.

The State of California Department of Justice has also established guidelines for any agency to obtain state summary criminal information on employee and volunteers other than those covered under Education Code Section 10911.5, Public Resource Code 5164 and Penal Code 11105.3. Included are 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 volunteers; or independent contractors and their employees.

**EMPLOYEE/VOLUNTEER STATEMENT FORM
USE OF CLETS CRIMINAL JUSTICE INFORMATION
AND DEPARTMENT OF MOTOR VEHICLES RECORD INFORMATION**

As an employee/volunteer of the **DIXON SOCCER CLUB**, you may have access to confidential criminal records, Department of Motor Vehicle records, or other criminal justice information, much of which is controlled by statute. All access to California Law Enforcement Telecommunications System (CLETS) related information is based on the "need to know" and the "right to know". Misuse of such information may adversely affect an individual's civil rights, and violates the law and/or CLETS policy.

Penal Code Section 502 prescribes the penalties relating to computer crimes. Penal Code Sections 11105 and 13300 identify who has access to criminal history information and under what circumstances it may be released. Penal Code Sections 11141-11143 and 13302-13304 prescribe penalties for misuse of criminal history information. Government Code Section 6200 prescribes the felony penalties for misuse of public record and CLETS information. California Vehicle Code Section 1808.45 prescribes the penalties relating to misuse of Department of Motor Vehicle record information. Penal Code Sections 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 employee/volunteer who is responsible for CLETS misuse is subject to immediate dismissal from employment. Violations of the law may result in criminal and/or civil action.

I HAVE READ THE ABOVE AND UNDERSTAND THE POLICY REGARDING MISUSE OF ALL CLETS ACCESSIBLE INFORMATION.

Signature: _____

Print name: _____

Date: _____

**This form must be completed annually

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.

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

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.

Settings: All

Types:

Office Staff, Equipment Distributors, Performers, Sports Officials, Adult-Only Events Staff, Adult-School Teachers, Adult-Sports Coaches, General Employees, General Volunteers

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.

-End-