



PCFC Bylaws, Rules, & Regulations Plant City Area Soccer Club Inc.

1 BOARD OF DIRECTORS (BOD)

The BOD shall be established and composed of the President, Vice President, Directors of Coaching, Secretary, Treasurer, Legacy Director, Sergeant at Arms, and Member at Large. The terms of office for members of the BOD shall be two (2) years and staggered to assure continuity, elected at the AGM and assuming the position specified date. This shall be accomplished by alternating election years. See 1-8 for terms of office.

1-1 DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE OFFICERS

Note – All elected Board Members must meet the State Back Ground check performed by FYSA

a. PRESIDENT

The President Shall:

1. Conduct all meetings of the BOD
2. Serve on Committees as ex-office member
3. Serve as liaison between Plant City Futball Club (PCFC) and the FYSA establishing mutual goals relative to both
4. Represent PCFC at State Meetings when directed to do so
5. Provide a vote in the presents of a tie at any club meeting
6. Authorize any expenditure less than \$2000.00



b. VICE PRESIDENT

The Vice President Shall:

1. Serve as a voting member of the BOD
2. Have programmatic authority for the operation and management of all programs and services related to the development of players and coaches in the absence of the President
3. Fill in for the President when he/she is unavailable
4. Shall be the PCFC representative at all League, district meetings, and FYSA AGM meetings or appoint someone to attend

c. SECRETARY

The Secretary shall:

1. Record, keep, maintain, and report on all official actions of FYSA
2. Be the recipient of such mail in voting
3. Shall receive all PCFC requests
4. Serve as a voting member of the BOD
5. Receive, send, and report correspondence pertaining to the business of PCFC and as directed by the BOD
6. Be the written record keeper of the minutes of every PCFC meeting as well as notify all Executive Board members about meetings in writing at least 7 days before said meeting

d. TREASURER



The Treasurer shall:

1. Maintain records and receipts on all funds received, obligated, and expended or held in trust or savings deposit
2. Report on the financial status of PCFC
3. Serve as a voting member of the BOD
4. Compile an annual proposed budget for presentation at the AGM
5. Submit financial procedures and recommend policies in accordance with the Bylaws and Rules of PCFC
6. Pay all approved expenditures of PCFC (approved by the Executive Board, and or normal amounts approved by the President)

e. LEGACY DIRECTOR

1. Attend all BOD meetings
2. Serve as a non-voting member on the BOD
3. Does not have an active player with the club, but has been an active member and had a player previously active with the club.

f. MEMBER AT LARGE

The Member At Large shall:

1. Serve as a voting member of the BOD
2. Attend all monthly meetings at the USA meetings
3. Attend any meetings requested by FYSA, USA, FSL, etc.

g. COACHES LIAISON



(Board appointed non-paid position and a voting member of the BOD)

1. Is appointed by the Board of Directors
2. Handle all operations with junior boys/girls
3. Work hand in hand with the Director of Coaching
4. Is a voting member on the BOD

h. SERGEANT AT ARMS

1. See that all meetings are conducted in an orderly manner
2. Is a voting member on the BOD

i. DIRECTOR OF COACHING/TECHNICAL DIRECTOR

(Board appointed paid position and a non-voting member of the BOD)

1. Is appointed by the Board of Directors
2. Point man/woman for all coaches in the club
3. Train/develop all coaches in the club
4. Must supply a full report on coaching abilities of all club coaches to the BOD for the next seasons coach selection process
5. Report to the BOD on all coaches in the club
6. Conduct coaches training programs thru out the year

1-2 DUTIES AND RESPONSIBILITIES OF THE BOD AND THE EC

The term of the office, duties, and responsibilities of the BOD including the Executive Committee are further enumerated within the Rules. They shall include, but not be limited to:



1. Interpret and enforce the PCFC Articles of Incorporation, Bylaws, and Rules
2. Reprimand, suspend, bar completely or otherwise discipline any player, coach, team manager, and assistant, for violation of the PCFC Articles of Incorporation, Bylaws, and Rules.
3. Approve the coaches for our club teams after presented by the Director of Coaching/Technical Director
4. Budget for and administer the funds of PCFC within the established Rules
5. Review, approve, and require amendments to the Articles of Incorporation, Bylaws, and Rules to assure conformity to and with PCFC requirements
6. Adopt temporary Rules for circumstances not provided for by the existing Rules and to address those issues deemed necessary and desirable in serving the best interest of PCFC
7. Appoint a Registrar who meets all requirements
8. Represent the PCFC professionally and ethically, to include media communications, team meetings, meetings with affiliates outside PCFC, and games
9. Adhere to the PCFC social media policy

1-3 SOCIAL MEDIA POLICY

- Be honest about your identity.
- Make it clear that the views expressed are yours alone.
- You speak for yourself, but your actions reflect back to PCFC.
- Use your common sense.
- Play nice.
- Remember that all communication remains in the cyberspace.
- Respect the privacy of offline conversations.
- Don't write anything you can't say in public.
- Think twice before posting something that could offend a member of PCFC

1-4 SPECIAL CALL MEETINGS



The President may call for special meetings of the BOD at his/her discretion. Special called meetings may also be convened by written request of a minimum of four (4) Board members. In the event of a special called meeting, the President may limit the agenda for the purpose of addressing specific items.

1-5 OFFICERS – ALL MEETINGS

The Officers shall have one (1) vote except that the President may only, at his/her discretion, cast a vote to resolve a tie or as it may affect the outcome. Past Presidents shall be entitled to all privileges of this Association, including the right to make and second motions and excluding only the right to vote, with the exception of the immediate Past President, present at any meeting of this Association, be entitled to cast one (1) vote only at the AGM

1-6 ESTABLISHING COMMITTEES

The President with ratification by the BOD shall establish such standing and/or special Committees deemed necessary to conduct the business of PCFC. Further, the President is authorized to select the Chairperson of Committees, with ratification by the BOD. The Chairperson of each Committee shall select the Committee members with ratification by the BOD.

1-7 RESIGNATION, DEMISE OR REMOVAL

In the event of the resignation, demise, removal, or permanent incapacitation of any officer or appointee, the Executive Committee or President, as applicable, shall appoint a replacement to fill the un-expired term.

1. Missing two (2) or more Board Meetings may constitute removal from the Board position
2. Continuously arriving late to Board Meetings three (3) or more times may constitute removal from the Board position
3. Any one or more of the directors may be removed either with cause, at any time, by a vote of two thirds (2/3) of the Board of Directors at a special meeting called for that purpose.

1-8 TERM OF OFFICE



Each elected officer shall hold the office for a term of two years. The President, Sergeant at Arms, and Treasurer elected in odd numbered years and the Member at Large, Vice President, and Secretary elected in even number years. (added in 2009 and takes effect after two-year term is complete). Eligible Board members must meet the following requirements must have a registered child in the club or must be a registered coach in the club with an active team. At any point during the fiscal year (term of office) that an active Board member does not meet the requirements, their position is released and a temporary replacement will be assigned until the next AGM

1-9 REGISTRAR

1. Non-voting member of the club
2. Is appointed by the Board of Directors
3. Point man/woman for all club registrations
4. Required to follow all rules and regulations of FYSA player registration
5. Report to the BOD on all registration updates

1-10 REFEREE COORDINATOR

1. Non-voting member of the club
2. Is appointed by the Board of Directors
3. Point man/woman for all club Referees
4. This person shall assemble all local referees as needed throughout the season for training and assignment of games
5. Required to follow all rules and regulations of Florida State Referees
6. Repot to the board on all Referee updates



2 PCFC CODE OF ETHICS

2-1 PLAYERS

1. Will encourage good sportsmanship from fellow players, coaches, officials, and parents at all times
2. Will remember that soccer is an opportunity to learn and have fun
3. Deserve to play in an environment that is free of drugs, tobacco, and alcohol; and expect everyone to refrain from their use at all soccer games
4. Will do the best each day, remembering that all players have talents and weaknesses the same as him/her
5. Will treat my coaches, other players and coaches, game officials, other administrators, and fans with respect always, regardless of race, sex, creed, or abilities, and will expect to be treated accordingly
6. Will concentrate on playing soccer. Always giving his/her best effort
7. Will always plays by the rules
8. Will always control his/her temper, resisting the temptation of retaliation
9. Will always exercise self-control
10. His/her conduct during competition towards play of the game and all officials shall be in accordance with appropriate behavior and in accordance with FIFA's "Laws of the Game." And in adherence to FYSA rules
11. While traveling, he/she shall conduct him/herself to bring credit to him/her and the team
12. Shall not possess, consume, or distribute before, during or after any game or at any other time at the field and/or game complex alcohols, tobacco, illegal drugs, or unauthorized prescription drugs

2-2 COACHES/VOLUTEERS

1. Will never place their value of winning before the safety and welfare of all players
2. Will always show respect for players, other coaches, and game officials
3. Will lead by example, always demonstrating fair play and sportsmanship
4. Will never use abusive or insulting language. Will treat everyone with dignity
5. Will not tolerate inappropriate behavior, regardless of the situation



6. Will not allow the use of anabolic agents or stimulants, drugs, tobacco, or alcohol by any of the players
7. Will never knowingly jeopardize the eligibility and participation of a student athlete
8. Youth have a greater need for example than criticism, the coach will be the primary soccer role model
9. Will at all times conduct him/herself in a positive manner
10. Coaching is motivating players to produce their best effort, inspiring players to learn, and encouraging players to be winners
11. His/her actions on sidelines during games shall be in the spirit of “good sportsmanship” at all times. Profanity, profane gestures, arguing, inciting disruptive behavior by spectators and/or players, or any conduct not in the spirit of good sportsmanship, shall require disciplinary action from the affiliate
12. Shall not possess, consume, or distribute before, during, or after any game or at any other time at the field and/or game complex alcohol, tobacco, illegal drugs, or unauthorized prescription drugs
13. Will refrain from any activity or conduct that may be detrimental or reflect adversely upon PCFC, its members/ or its programs
14. Will accurately and completely complete the coach/volunteer application form and by application attest to the accuracy of the information submit

2-3 PARENTS/SPECTATORS

1. Will encourage good sportsmanship by demonstrating positive support for all players, coaches, game officials, and administrators at all times
2. Will place the emotional and physical well being of all players ahead of any personal desire to win
3. Will support the coaches, officials, and administrators working with their child, in order to encourage a positive and enjoyable experience for all
4. Will remember that the game is for the players, not for the adults
5. Will ask their child to treat players, coaches, game officials, administrators, and fans with respect
6. Will always be positive
7. Will always allow the coach to be the only coach
8. Will not get into arguments with the opposing team’s parents, players, or coaches
9. Will not come onto the field for any reason during the game



10. Will not criticize game officials
11. Shall not possess, consume, or distribute before, during or after any game or at any other time at the field and/or game complex, alcohol, tobacco, illegal drugs, or unauthorized prescription drugs
12. Will refrain from any activity or conduct that may be detrimental or reflect adversely upon PCFC, it's members or it's programs

2-4 NON-COMPLIANCE

Failure to comply may result in the suspension of your privilege to participate in FYSA sanctioned events, for the following periods:

1. 1st Offense – suspension for a minimum of thirty (30) days to a maximum of five (5) years
2. 2nd Offense – suspension for a minimum of one (1) year to a maximum of five (10) years
3. 3rd Offense – suspension for a minimum of five (5) years to a maximum of fifty (50) years

NOTE: Any individual charged with a violation of this Code of Ethics shall be afforded due process as defined in FYSA's Rule Section 600 before the implementation of any suspension.

3 COLORS

The representative colors of PCFC shall be red, white, black, and silver

4 ANNUAL GENERAL MEETING (AGM)

The Annual General Meeting shall be in the month of August for the purpose of electing offices and to transact any other business which shall come before the meeting, including, but not limited to, the amendment of the Constitution, Bylaws, and/or the Rules and Regulations of this club. The local media and the club members shall be notified by one of the following 30 days prior to the set meeting date: newspaper, club website, email, direct mailing.

5 VOTING

- 5-1 **INDIVIDUAL VOTING:** Each voting member of the PCFC current season shall be entitled to one (1) vote. The President may vote only in the case of a tie.



- 5-1.1 A voting member is a Board Director, competitive coach, and one representative from each competitive team.
- 5-1.2 In an effort maintain team equity, only one (1) vote per voting member is allowed. If a coach has more than one team, he/she can only cast one vote in total.
- 5-1.3 If a coach has more than one team, the coach may appoint another representative for the team(s) that only have one (1) vote which will allow the team(s) to have a maximum of two (2) votes. Each appointed representative name must be submitted to the BOD at least 1 week in advance to the AGM. If the appointed representative name is not submitted to the BOD, they will not be allowed to vote.
- ~~5-2~~ ASSUMPTION OF OFFICE: The newly elected officers will assume office On August 30th of the New Season or the day after the AGM, whichever comes 2nd.
- 5-3 GOOD STANDING: For purposes of eligibility to vote, good standing shall mean that the voting member has (i) paid all fees, fines, and assessments owed to the club; (ii) maintained the requirements of his/her team
- 5-4 VOTING PROCESS
- 5-4.1 To ensure privacy of each individual voting, all votes will be written on paper and turned into a designated board member.
- 5-4.2 Two (2) board members will count the votes and will report on the total(s).
- 5-5 NOMINATIONS
- No person's name shall be submitted without first obtaining his/her consent.
 - No candidate may be nominated for President who has not served on the Executive Board of Directors for at least one (1) year, unless approved by the majority of the BOD
 - No current Board Director can retain his/her position or obtain a new Board position that has missed two (2) or more unexcused Board meetings in the 12 month period prior to his/her nomination.



- If it is in the best interest of the PCFC, then the current President may extend his/her term with the nomination from a current Board Director.
- At no time shall the voting membership consider any candidate or item not presented for nomination and written consideration at the previous executive board meeting.
- All nominees must submit a resume to the PCFC BOD either 30 days prior to the AGM or at the last PCFC BOD meeting prior to the AGM

5-6 All coaches in good standing that are a minimum of 21 years of age who have attended 6 club meetings during the 12 months previous to the vote may vote in the elections of officers to the board of directors of the PCFC and for bylaws. A proxy vote will only be accepted for the election of officers if the eligible voting member has provided verifiable proof (to the President) of a legitimate reason for being absent from the AGM election meeting (working, illness, death in family, etc.). Proxies must be submitted to the President prior to the day of the meeting.

6 AMENDMENTS

6-1 **TIMING:** Amendments to the Constitution and Bylaws of Plant City Area Soccer Club may be made at the Annual General Meeting-or a general board meeting, unless otherwise specified below or in the Bylaws

6-2 **ADOPTION:** An amendment shall be deemed adopted by an affirmative vote of two-thirds (2/3) of the voting membership as defined in the Bylaws that are present and voting

6-3 **PROPOSALS TO AMEND THE CONSTITUTION AND BYLAWS:** Proposals made by the Executive Committee shall be posted on the PCFC website at least 10 days in advance of the AGM meeting or general Board Meeting. Proposals may be submitted by any other member club representative and shall be submitted to the Executive Committee no later than the July Executive Committee meeting for posting on the PCFC website. When the President determines that an emergency situation exists, he/she may entertain motions to amend the Constitution and Bylaws of the Association at any time. After ten (10) calendar days, these motions may be vote on at any regular or special meeting of the Board of Directors.



6-4 **RULES AND REGULATIONS:** Rules and Regulations may be amended at any regular meeting provided written notice of the proposed amendments have been distributed at the immediately preceding regular meeting or mailed to all members at least ten (10) days prior to the meeting at which the vote will take place.

7 AFFILIATION PROCEDURES

7-1 MINIMUM REQUIREMENTS FOR PLAYERS/MEMBERS

1. Payment of all fees
2. Documentation of Birth Certificate and contact information

7-2 **FEES:** All PCFC Player Fees shall be payable at the time determine by the Executive Committee. Players will not be eligible for any scheduled competition unless player's fee are paid to the club

8 METHOD OF PAYMENT TO PLANT CITY AREA SOCCER INC.

All bank checks, drafts, and money orders submitted to the Club shall be made payable to Plant City Area Soccer Club Inc. or PCASC. Checks must be "Team" checks from PCFC Teams. The Executive Committee may establish procedures for payment over the internet.

9 SEASONAL YEARS

For the purpose of administration, the seasonal year for PCFC operations and activities is defined as commencing August 1 and ending July 31 annually or until the scheduled AGM. The AGM must be scheduled within 15 days before of after the expiration date.

10 REGULAR MEETINGS

10-1 **REGULAR MEETINGS:** Regular meetings of PCFC shall be held at least quarterly at a time and place determined by the Executive Committee. Each teams Head Coach, or his or her proxy, shall attend all regular meetings. Each proxy shall be delivered to the club on a form approved by the Club.



- 10-2 ANNUAL MEETINGS: Annual Meetings shall be as set forth in the Constitution
- 10-3 EXECUTIVE COMMITTEE MEETINGS: The Executive Committee shall meet on a regular basis, whenever the President deems it necessary or whenever the President is instructed to do so by at least two (2) members of the Executive Committee
- 10-4 QUORUM: At all meetings of the Board of Directors or Executive Committee, a Quorum shall be a majority of those entitled to appear and vote
- 10-5 RULES OF ORDER: Robert's Rules of Order shall be the Parliamentary authority for all meetings of the Club unless otherwise agreed to by the membership of required by the PCFC Constitution, Bylaws, or Rules and Regulations
- 10-6 MEETING LOCATIONS: Except for occasional special events, all meetings shall be held at a location within Plant City

11 PROTESTS AND APPEALS

- 11-1 PROCEDURE: All protest and appeals shall be filed with the President of the Club, together with a filing fee in the form of a check or money order payable to the Club in the amount of \$100. In the event the protest or appeal involves another member, the person filing the appeal shall also serve a copy of the protest to the member. In the event the protest or appeal is granted in all or in part, the filing fee shall be refunded to the person or member who filed the appeal or protest
- 11-2 MATTERS SUBJECT TO APPEAL OR PROTEST: Only matters which relate to the Constitution, Bylaws, and Rules of the Association, disciplinary actions imposed in league play, results of competitions sanctioned by the Club, specifically published rules for a competition, the misapplication of the LAWS OF THE GAME or matters relating to the Bylaws and Rules of FYSA shall be subject to Appeal and/or Protest. Judgment calls of the referee are not subject to appeal or protest
- 11-3 HEARING AND NOTICE: The Executive Committee of the Association shall hear all protests and appeals. The Association shall provide notice of the time, date, and place of the hearing to the person or member that filed the appeal or protest and any other affected member at least five (5) days prior to the hearing. Service on a member shall be made upon the Club President. Any notice may be made by email, facsimile or mail. All hearings shall be conducted informally, unless otherwise required by the Bylaws or Rules of FYSA. All interested parties shall have the right to present evidence prior to any decision by the Executive Committee.



11-4 **APPEALS FROM DECISIONS OF THE EXECUTIVE COMMITTEE:** Any decisions of the Executive Committee are subject to review by the Board of Directors at its next regularly scheduled meeting, but only if an interested party notifies the President of the Club and all other interested parties at least five (5) days prior to such regularly scheduled meeting. Such notice may be made by email, facsimile, or mail

Any interested party may appeal the decision of the Board of Directors for a decision by the Affiliates at the Annual General Meeting of the Association, but only if an interested party notifies the President of the Club and all other interested parties, at least ten (10) days prior to such annual meeting. Such notice may be made by email, facsimile, or mail

11-5 **APPEALS FROM THE DECISIONS OF THE ASSOCIATION:** Only those matters subject to the jurisdiction of the FYSA may be appealed to the FYSA and only to the Bylaws and Rules of the FYSA

11-6 **LIMITATIONS OF CIVIL ACTIONS, COSTS, AND ATTORNEY FEES:** No member, member or either the Affiliate or Associate, player, parent, official, team, club, referee or other person or entity shall invoke the aid of any court or tribunal without first exhausting all of the available remedies provided herein and by the Bylaws and Rules of the FYSA and PCFC.

If any such member, member or either the Affiliate or Associate, player, parent, official, team, club, referee or other person or entity (hereinafter referred to as the “Offending Party”) fails to exhaust such available remedies before seeking the aid of any court of tribunal, the Offending Party shall pay the Association its reasonable expenses including attorney fees and compensate any officer of the Association at the rate of \$40 per hour for the time spent that is reasonably related to such court or tribunal proceeding including travel expenses. The Offending Party may be subject to suspension from the Association and any other discipline as permitted by the Bylaws and Rules of the Association

12 **DISSOLUTION**

1. Should a Plant City Area Soccer Club Team be dissolved, all assets remaining after payment of all debts shall be transferred to the main club account
2. Should the Plant City Area Soccer Club be dissolved, all assets remaining after payment of all debts shall be transferred to an appropriate 501(c) (3) tax exempt organization for the express purpose of developing and promoting amateur youth soccer.



3. (added 2010 AGM) Should the Plant City Area Soccer Club Team be dissolved; all bank accounts shall be locked immediately until the next Executive Board Meeting.