



**Elk Grove TOPSoccer Club**  
 Constitution and Bylaws  
 November 2008



**1 :01 ~ Name**

1 :01 :01 The organization shall be known as the Elk Grove TOPSoccer Club (EGTC).

**1 :02 -Mission**

1:02:01 The mission of the TOPSoccer Club is to give youth players (boys and girls, ages 5-18) with physical and/or mental disabilities the opportunity to play in organized games and activities and have fun. The club shall provide an environment that allows players to be organized according to their ability and/or size, not age. The club may modify the rules of the game to allow flexibility to increase participation and safety of the players.

**1 :03- Authorities**

1 :03:01 The governing board, hereinafter referred to as the club board of directors (BOD), shall be comprised of EGTC officers known as manager, assistant manager, and secretary; EGTC coordinators known as registration coordinator (registrar), coaching coordinator, and buddy coordinator. There may be assistant coordinators and advisory members to the board, but who have no voting rights.

**1:04 ~ Annual General Meeting**

1:04:01 The club manager will call an annual general meeting (AGM) of the membership to be held during the month of November. Notice to members of EGTC will not be made less than 21 days nor more than 45 days before the meeting and shall include the date, time and location of the meeting.

**2:01 ~ Board of Directors**

2:01 :01 BOD officers shall be elected at the AGM and serve for a period of two (2) years. The manager shall be elected in odd number years and the asst. manager and secretary shall be elected in even number years. Annually, the club manager will solicit interested and recommend individuals for positions as club coordinators and make final recommendations of appointees to the club board of directors for approval. Club coordinators shall be a full voting member of the board of directors once approved for the seasonal year. Club coordinators are registration, coaching, and buddy. Each coordinator may have an assistant. Assistant coordinators are recommended by their coordinator and must be approved by the BOD. Advisory members can be appointed at any time at the discretion of the club manager.

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- 2:01 :01 :01 **Manager.** The manager shall conduct all meetings of the BOD and cast a vote only in the case of a tie. The manager shall appoint club coordinators at the beginning of each season subject to approval of the BOD. The manager shall be the representative to District 6 and CYSA-N TOPSoccer, and shall be the club representative on the EGYSL board
- 2:01 :01 :02 **Assistant Manager.** The asst. manager shall succeed to the position of manager in his/her absence. The asst. manager shall also be responsible for club events and fundraising activities.
- 2:01 :01 :03 **Secretary.** The secretary shall be responsible for prompt, respectful and accurate club administrative communications. The secretary shall keep accurate minutes of each meeting of the BOD.
- 2:01 :01 :04 **Registration Coordinator.** The registration coordinator shall be responsible for the accuracy, validity, maintenance and timeliness of all club registered players and coaches documentation. The registrar is also responsible for communicating all club registration information to the league registrar and attending league registrar meetings as needed.
- 2:01 :01 :05 **Coaching Coordinator.** The coaching coordinator shall be responsible for the adequate quantity, quality and performance of EGTC coaches. They are also responsible for planning and conducting trainings of the club coaches. The coaching coordinator, if not certified at the time of their appointment, shall obtain the TOPSoccer Coaches certification.
- 2:01 :01 :06 **Buddy Coordinator.** The buddy .coordinator is responsible for recruitment and training of buddies to assist players during playdays and games. The buddy coordinator provides orientation to new buddies; schedules buddies/teams for games and playdays and is present at games and playdays to organize their efforts.
- 2:01 :02       The BOD shall have responsibility for the following;
- a. Enforcing and interpreting the club constitution and bylaws, policies and procedures.
  - b. From time to time, make temporary rules or regulations for specific cases or occasions not provided for in the bylaws or policy/procedures, but are deemed necessary by the BOD to carry out the mission of this club and/or comply with the rules and regulations of the EGYSL.

## 2:02 ~ **Executive Committee**

- 2:02:01       The executive committee shall be composed of the manager, assistant manager and the secretary.

### 3:01 ~ **Fundraising**

3:01 :01 The EGTC may engage in fundraising activities throughout the fiscal year. All fund raising shall follow EGYSL policies.

### 4:01 - **Playdays**

4:01 :01 Playdays are a one-day soccer festival/jamboree that is free to players with special needs and is not a league. It allows players to try out different soccer games and drills under the direction of qualified coaches, and is an opportunity for players/parents to experience organized soccer activities. Buddies are available to players who may need extra help on the field.

4:01 :02 All players participating in playday activities will complete a playday registration form and liability/waiver form.

### 5:01 ~ **Buddies**

5:01 :01 Buddies are trained helpers who assist players on the field to participate in games/activities. They do not play for the players, but help to optimize their participation.

5:01:02 All buddies ages 18 and over will be fingerprinted prior to participation in any TOPSoccer activity.

### 6:01 ~ **Coaches**

6:01:01 Each team will have at least one parent/caregiver that participates as a head or assistant coach

7:01 - General Statement - The EGYSL bylaws will be referenced in any situation/item not specifically covered in these bylaws.