

# BYLAWS OF THE MENTOR SOCCER CLUB, INC.

Updated April 2018

## ARTICLE I - REGISTRATION

### Section I - Rules

- a. Anyone residing in the greater Mentor area is eligible to play in the Mentor Soccer Club. Non-Mentor players are eligible to play in Mentor Soccer Club, but may be limited by the rules of governing leagues. All players **must** be registered through the Registrar.
- b. Birth certificates **must** be verified at the time of registration for any child not presently in the Mentor Soccer Club.
- c. The player's age **will** be determined in accordance with the rules of the governing league. In the event the governing league does not have rules for determining the age of a player, the player's age **will** be determined in accordance with USSF rules.
- d. Registration fees and dates **shall** be established prior to registration.
- e. The Trustees may suspend or deny membership to anyone, for conduct not acceptable to the Club.
- f. All required Club and League fees **must** be paid in full prior to a player participating in any Club or League function.
- g. The Trustees may accept registration fee payment plans or waive fees entirely, in cases of financial hardship.

### Section II - Late Registration

- a. Late registration **will** be at the discretion of the Registrar, Officers or Trustees. The decision to permit late registration **will** be based on the number of persons on teams and number of teams in the division.
- b. Anyone who registers after the published registration deadline **will** be placed on a "waiting list".
- c. Players from the "waiting list" **will** be assigned to divisions on a first-received, first-placed basis, except in case of extenuating circumstances, and **will** be handled by the Registrar. The respective Commissioner **will** be responsible for placing the player on a team. The Recreation Vice President and Trustees retain the right to approve the decisions of the Registrar and Commissioner in the event of any conflicts.
- d. The Registrar **must** consult with the respective Commissioner prior to accepting a player into the division, if the season is in progress.
- e. A team does not qualify for a player from the waiting list until the team has less than the prescribed maximum number of players. Exceptions may be made with the approval of the Commissioner and Recreation Vice President.

## ARTICLE II - ORGANIZATION OF TEAMS

The Club shall field Recreational, Travel, Premier, and State teams. The club will field Travel, Premier and State teams only if a sufficient number of skilled players are available to field a team. The organization of Recreational, Travel, Premier, and State teams will permit players to play at different competition levels based on their ability and their desire to play more competitive soccer.

### Section I - Recreational Teams

- a. Teams will be organized to emphasize basic soccer skills training.
- b. Teams will play other Recreational teams of the same age within the club.
- c. Teams will be allowed to participate in inter-club Recreational leagues if a sufficient number of Recreational teams do not exist within the club.
- d. Teams will be allowed to participate in tournaments.

### Section II - Travel, Premier, and State Teams

- a. Teams will be formed only if a sufficient number of highly skilled soccer players choose to play Travel, Premier, and State level soccer. All players must be properly registered with the Club and stay current on all fees in order to participate in any team, league or Club activity or function.
- b. Teams will participate in Travel, Premier and State leagues formed by Travel, Premier and State teams from surrounding communities in the State of Ohio and among other communities and States.
- c. Teams must/will only participate in tournaments as directed by Vice President of the Wave Program. However, a tournament that a Coach would like to participate in may be accepted at any time by the Vice President of the Wave Program in addition to the already provided tournaments. Additional tournaments must be agreed to in writing before registering for all additional by the Vice President of the Wave Program. ***(No exceptions)***

## ARTICLE III - SELECTION OF TEAMS

Travel, Premier, and State teams will be selected from players who meet the qualifications for the Wave program. The Recreational teams will be chosen from those players who are not participating on a Travel, Premier or State team. Teams in older age groups will be organized in accordance with the OHSAA rules governing a player's eligibility.

### Section I - Recreational Teams

- a. Teams will be organized by age groups consisting of one or more birth years. The age group for the Recreational teams will be based on the number of available players in the birth years with consideration given to the physical development of children in the birth year. Age groups may be combined into one bracket, where necessary.
- b. The maximum number of players for teams will be established by the Recreational league rules

for the age group.

c. The size of teams for each age group **will** not vary by more than one player difference between any two teams in the age group at the start of a season, unless authorized by the Commissioner & Recreation Vice President.

d. The head coach and one assistant coach from each team **will** be allowed to have their own child(ren) selected for their team. Commissioners are responsible for team formation for their division, with balanced teams being the primary consideration. For ages U8 and younger, special requests to play with another player or coach may be accepted. For ages U9 and older, special requests **will** not be guaranteed.

e. Vacancies on a Recreational league team during the year **will** be filled from the waiting list by the Registrar in accordance with the Recreational team selection method.

f. No player may play on more than one Recreational league team without the approval of the Commissioner and Recreation Vice President and, the knowledge of both affected coaches.

g. No Travel or Premier league player may play on a Recreation League team without the approval of the Commissioner and Recreation Vice President, and the knowledge of the affected Travel team coach.

## **Section II – Travel, Premier, State Teams**

a. Teams **will** be organized by individual birth years. A team may have players from younger birth years play up by two years only. Players that play up at all birth years **must** be at the skill and physical level required for such birth year. However, at any time if player(s) do not meet the skill or physical level that is required to be competitive to remain playing at a higher birth year such player(s) **will** return to their natural birth year, but only if there is a higher team level of competition at their birth year.

b. Team tryouts **will** be scheduled by the Mentor Wave Vice President and Coach Leadership typically after the Spring season or as needed. Tryouts can be held at any time during the year if the roster permits for additions.

c. All Club members with children registered in the club with the correct birth year **will** be notified of the tryout in writing at least one month prior to the tryout.

d. All players who wish to participate on a team that have not accepted a position if one was offered before tryouts **must** be tested in accordance with the current skill tests as defined by the Mentor Wave Vice President and Coach Leadership.

e. Individuals **will** be selected as players on the team provided the selection does not violate OHSAA rules governing player eligibility.

f. If there is more than one team in a particular age group, selection of players **will** be the same as (d) with the best group of players being assigned to the first team, the next best group of players being assigned to the second team and so on. Exceptions to this policy are at the discretion of the Mentor

Wave Vice President, in the absence of the Wave Vice President this discretion is that of the Coaching Leadership.

g. A team's roster size and make up **will** be at the discretion of the Mentor Wave Vice President with the consideration of the Coaching Leadership direction. In the absence of the Mentor Wave Vice President this discretion is that of the Coaching Leadership, but are subject to the governing league's rules or bylaws.

h. Vacancies on a team during the year may be filled in accordance with the team selection method described previously in this section and **must** be pre-approved by the Mentor Wave Vice President in the absence of the Mentor Wave Vice President this discretion is that of the Coaching Leadership. Exceptions to this policy are only at the discretion of the Mentor Wave Vice President in the absence of the Mentor Wave Vice President this discretion is that of the Coaching Leadership.

i. All players on the roster **must** earn playing time at the discretion of each Head Coach or Assistant Coach acting on behalf of the Head Coach. Players or Members **must** not expect equal playing time. Playing time **must** be rewarded based off performance in games, practices, knowledge of the game, sportsmanship, and attitude.

j. Dual-carded (playing in Travel, Premier, and State leagues. Players are expected to be Dual-Carded and play in games when needed) players **will** be Dual-Carded at the discretion of the Mentor Wave Vice President in the absence of the Mentor Wave Vice President this discretion is that of the Coaching Leadership. Coaches are not to prevent players from Dual-Carding for any reason. The maximum number of dual carded players on the competitive teams **will** be limited in accordance with the governing league's bylaws.

## **ARTICLE IV - COACHES and MANAGERS**

### **Section I - Selection**

#### **a. Recreational Coaches**

The respective division Commissioners **will** fill coaching positions after reviewing all the applications and **will** make the selections which **will** be most beneficial to the Club. The Officers and Trustees reserve the right to disapprove the selection of any coach, and the right to remove any coach during the course of the season for just cause.

#### **b. Travel, Premier, and State Coaches**

The Mentor Wave Vice President **shall** supply the Board with a list of recommended Travel, Premier, and State licensed coaches. The Trustees **will** vote for approval and reserve the right to remove any coach during the course of the season for just cause.

#### **c. Travel, Premier, State Team Managers**

The Mentor Wave Vice President may select a team manager which **will** be most beneficial to the Club. However, each coach may select a Team Manager to be approved by the Mentor Wave Vice President. The Trustees reserve the right to disapprove the selection of any team manager.

## **Section II – Responsibilities**

### **a. Recreation Coaches**

#### Administrative

- \* Cultivate an effective team environment, promoting sportsmanship and fair play. Demonstrate respect for players, competitors, referees, other league, and Mentor Soccer Club officials.
- \* Effectively communicate player expectations, practice and game times to the parents and players.
- \* Attend monthly league business meetings.
- \* Have a working knowledge of First Aid, or arrange for a team parent or assistant with this knowledge. Come prepared to games and practices for minor cuts and bruises. Develop an action plan for a medical emergency.

#### Coach Development

- \* Participate in coaches clinics offered by the Mentor Soccer Club, Mentor High School, or other clinics to strengthen their knowledge of the sport.
- \* Be a positive representative of the Mentor Soccer Club in all that you do.

#### Player Development

- \* Conduct 1-2 team practices each week prior to the start of the Fall and Spring seasons.
- \* Promote and support the team's participation in the Mentor Soccer Club's foot skills and goalie skills training sessions. Be available to assist in the training sessions as necessary.
- \* Ensure every player plays at least 1/2 of each game as long as the player participates in the team practices and follows the team rules.
- \* Especially in the younger ages (U8-U10), ensure players are allowed to play multiple positions throughout the year. We are trying to develop well-rounded soccer players.
- \* Work with the Mentor Soccer Club Coach Leadership to identify players who should progress into the Mentor Wave Program.
- \* To be informed of all Club and league rules and functions.

### **b. Travel Coaches**

#### General Conduct/Philosophy

- \* Support the MSC mission statement and represent MSC well in all actions.
- \* Adhere to MSC Code of Conduct as agreed to during registration process and as published on MSC website.

- \* Follow U.S Youth Soccer coaching philosophy to 'prepare players to successfully recognize and solve the challenges of soccer on their own'.
- \* Follow published MSC Coaching Guidelines.
- \* Be dependable and prepared for games and practices.
- \* Effectively communicate player expectations, practice and game times to the parents and players.
- \* Strive to continually become more knowledgeable and a better teacher of soccer.
- \* Attend any required league or MSC coach clinics/classes (currently US Youth U9-12 module is required for first-time Travel coaches).

### Coach Development

- \* Each coach ***must*** have a F or a Grass Roots license. If possible, the license should be obtained prior to the start of the season. If this is not possible, certification should be obtained within 5 months after the start of the season.
- \* Participate in coaches clinics offered by the USSF, OYSA-N, or other clinics and observe professional games to strengthen their knowledge of the sport.
- \* Be a positive representative of the Mentor Soccer Club in all that you do.

### Practice Expectations

- \* Conduct 2 practices per week during the Spring and Fall season
- \* Be prepared for each practice, with a specific theme, and including the following elements – warmup, several games/activities related to theme, and scrimmage with and/or without restrictions
- \* Games/activities should 'look like soccer' (i.e. includes ball(s), opposition, method of scoring for all player/team(s), rules, time limit, boundaries).
- \* Encourage participation at Technical Training sessions.

### Game Expectations

- \* Refrain from harassing or yelling at a referee.
- \* Help control parents or players who are harassing or yelling at a referee
- \* Control any players who are playing dangerously, or not within the spirit of the game
- \* Approach referees in a civil manner at halftime or after the game if there are issues which you would like to address. Leave immediately if requested by the referee. Follow up with feedback on referees through the Travel VP if you desire.

\* All players on the roster ***must*** earn playing time at the discretion of each Head Coach or Assistant Coach acting on behalf of the Head Coach. Players or Members ***must*** not expect equal playing time. Playing time ***must*** be rewarded based off performance in games, practices, knowledge of the game, sportsmanship, and attitude.

\* Playing Positions: The intent is to develop well rounded soccer players and each position provides opportunities to develop different skills.

\* Do not force players to play a position that they do not want to play. If a player does not want to play a particular position, coaches may instead choose not to play the player at all.

### Tournaments

\* The Vice President of the Wave Program ***will*** Select tournaments that meet all team's skill level. These tournaments ***will*** be announced to all members via email two months before the tournaments or earlier. However, coaches can select additional tournaments with the approval from the Vice President of Wave. In the absence of the Mentor Wave Vice President this discretion is that of the Coaching Leadership. ***See Section II (c)***

### Winter Play

\* Offer opportunity for indoor league play for all team players.

\* Invite all team players to participate prior to inviting any other players.

\* Wave teams or player(s) are not to be coached by someone other than a Mentor Wave Head or Assistant Coach. Players are not permitted to participate with or in any other Soccer programs, teams, classes or leagues if a Winter Program is provided by the Mentor Wave Program. ***(This is only for Wave players.)***

\* For Winter play, the playing time and position guidelines are the same as the Fall/Spring guidelines listed above.

### Non-MSc Team/Resources

\* Notify the Mentor Wave VP if you become aware of any MSC Travel players also playing on a non-MSc Travel or Premier soccer team.

\* Coach ***must*** notify the Mentor Wave VP of any intention to coach a non-MSc soccer team.

\* Training during the year by outside parties (whether paid or not) ***must*** receive PRIOR approval from Mentor Wave VP. Outside parties are defined to be anybody other than an official head/assistant coach of an MSC team, or as posted on MSC website.

### Safety

\* Prior to each practice or game, inspect the goals to ensure they are properly secured. If not secured, practices or games with those goals should not be held.

- \* Report any issues with fields or goals to MSC's Field Coordinator within 24 hours.
- \* Do not leave any child unattended after a practice or game. Remain until a parent is able to pick the child up.
- \* Do not practice or play when thunder or lightning is present. Standard **will** be to wait a minimum of 20 minutes after last observed lightning prior to resuming play.
- \* Obtain a working knowledge of First Aid or arrange for a parent or assistant coach. Have an action plan in case of medical emergency.

#### Administration/ "Off-the-Field"

- \* Consider a team kickoff event in the summer.
- \* Communicate all relevant team expectations, rules, philosophy, and procedures to parents and Players
- \* Provide the name, e-mail address, and phone number of the team manager to the Travel VP.
- \* Provide any volunteers as required by MSC.
- \* Follow all Travel league rules, including but not limited to proper re-scheduling of games, prompt reporting of game scores, and proper call-up of players.
- \* Pay any Travel league fines incurred by your team, including improper game re-scheduling, nonreporting of game scores, and forfeits due to ineligible players used.
- \* Purchase and distribute any awards (e.g. trophies, t-shirts) promptly at end of each season.
- \* At end of Spring season, promptly return all player/coach passes, equipment, and keys to the club.
- \* By May 15, complete and return a Player Evaluation form to the Mentor Wave Vice President, for use during Tryouts. Recommend position to key players prior to our regular tryouts.
- \* Attend coaches meetings as scheduled.

#### **c. Premier and State Coaches**

##### Administrative

- \* Cultivate an effective team environment, promoting sportsmanship and fair play. Demonstrate respect for teammates, competitors, referees, league, and Club officials.
- \* Effectively communicate player expectations to the parents and players.
- \* Attend monthly coaches meetings.

- \* Be aware of and comply with all Club and league rules and functions.
- \* Have a working knowledge of first aid.

### Coach Development

- \* Each coach **must** have a F or a Grass Roots license. If possible, the certification should be obtained prior to the start of the season. If this is not possible, certification should be obtained within 5 months after the start of the season.
- \* Participate in coaches clinics offered by the USSF, OYSA-N, or other clinics and observe professional games to strengthen their knowledge of the sport.
- \* Be a positive representative of the Mentor Soccer Club in all that you do.

### Player Development

- \* Conduct 2 team practices each week during the Fall and Spring seasons.
- \* Conduct 1 team practice each week during the Indoor season.
- \* Coach exhibition, league, and tournament games.
- \* Assist other Wave Coaches at games as needed.
- \* Identify players Wave Players who should progress into the Olympic Development Program.
- \* Identify and recruit players for the Wave program.
- \* Attend Travel, State and Premier tryouts and Assist the Coaching Leadership

## **ARTICLE V - ASSISTANT COACHES**

### **Section I - Selection**

- a. A coach may select an assistant coach prior to registration or selection of their team.  
(Recreational League only)
- b. A coach may select assistant coaches from the parents of players selected for the team.
- c. A coach may seek additional assistance in coaching the team from any other individual.

### **Section II - Responsibilities**

- a. To actively assist the coach with the responsibilities in Article IV, section II above.
- b. To assume the coach's role when he/she is not present.

## **ARTICLE VI - PLAYING RULES**

Teams **must** abide by the rules governing the respective leagues unless otherwise restricted by the Club Board of Trustees. It is the Mentor Soccer Club policy that every Recreation Player plays at least 1/2 of

each game as long as the player participates in team practices and follows team rules. Playing time of a Travel, Premier, and State player will be determined at the discretion of the coach.

## **ARTICLE VII - RECREATIONAL, TRAVEL, PREMIER, and State MEETINGS**

Periodic meetings may be held for the Recreation, Travel, Premier, and State organizations of the Mentor Soccer Club. The following requirements will be upheld during the scheduling and running of these meetings.

### **Section I - Meeting Schedule**

a. Meetings for the Recreational, Travel, Premier, and State divisions will be scheduled at the discretion of the respective Vice President.

b. Notice of meeting will be published on the club's website, at least 1 week in advance.

### **Section II - Meeting Conduct**

a. The appropriate Vice President shall chair the meetings. The Vice President may designate an alternate to chair a meeting in their absence.

b. At the discretion of the presiding Vice President, the meeting may be conducted according to Robert's Rule of Parliamentary Procedure.

c. Any member of Mentor Soccer Club may participate in the monthly Recreational, Travel, Premier, and State meetings. This means that any Mentor Soccer Club member may bring an item to the meeting for consideration, and that any member has voting privileges at these meetings.

d. Any item discussed at monthly meetings, which require the Board of Trustees to approve, must first be approved by a majority of the members present at the monthly meeting.

e. The Vice President(s) may form committees as required in order to perform their responsibilities.

### **Section III - Meeting Documentation**

a. The Vice President(s) will appoint a recording secretary to record minutes of the monthly meetings.

b. The meeting minutes will be submitted to the Trustees at the next regularly scheduled Board meeting.

c. Only those items which received a majority approval vote at the monthly meetings will be brought before the Board of Trustees for their approval.