

CONSTITUTION AND BYLAWS EASTERN PANHANDLE INTER COUNTY (EPIC) SOCCER CLUB

Article I

1. The name of this organization shall be the Eastern Panhandle Inter County Soccer Club, a 501(c)(3) non-profit organization, Herein referred to as the EPIC Soccer Club.
2. All EPIC Soccer Club teams shall be officially named in this format: birth year | gender (B or G) | EPIC | team name (e.g, 93G EPIC Fury, 93B EPIC Tsunami).

Article II

The EPIC Soccer Club shall be affiliated with the West Virginia Soccer Association (WVSA), the United States Youth Soccer Association (USYSA), and the United States Soccer Federation (USSF).

Article III

The purpose of the EPIC Soccer Club shall be to develop, promote and administer the game of soccer on the youth select level in the Tri-State Area (West Virginia, Virginia and Maryland).

Article IV

1. The membership shall be composed of every registered player, parents, or guardians of said players, coaches, team managers, referees, board members, and league representatives.
2. Voting members of the Club are:
 - a. Current EPIC Team Representatives (Coach, Team Manager or an official designated representative appointed by the coach or team manager), Executive Officers and Appointed Board Members
3. Voting members are limited to one vote per team.
4. The Board of Directors shall consist of the Executive Officers and Small Sided Representative, Full Sided Representative and Director of Coaching.
5. Election of Executive Officers shall be by majority vote of the voting membership in attendance at the Annual Membership/Election Meeting. No votes will be accepted by e-mail.

Article V

1. The Executive Officers are as follows:
 - A. President
 - B. Vice President
 - C. Secretary
 - D. Treasurer
 - E. Parent Liaison
2. Including the Annual Membership/Election Meeting, the Board of Directors shall have a minimum of ten (10) meetings per year. Teams are encouraged to attend all meetings, if a team is not represented at a meeting where voting is being held the team forfeits their vote.
3. Special Meetings of the Board of Directors may be called by the President, Vice-President, and or Secretary.
4. Special Meetings of the General Membership may be called by majority vote of the Executive Officers.
5. The Executive Officers shall be elected for a term of two (2) years, and may succeed themselves in office. Elections shall be held at the Annual Membership/Election Meeting in January with one-half of the Executive Officers being elected each year in the following manner: President, and Treasurer shall be elected in even number years; Vice President, Secretary, and Parent Liaison shall be elected in odd number years. Election shall be by majority vote of the voting membership, as defined in Article IV, in attendance.
6. The term of the Executive Officers of the Board of Directors shall commence on the day elected to office, and shall be a two (2) year term. There shall be no limit on the number of terms an officer may serve.
7. Should an Executive Officer of the Board of Directors resign or be removed before the end of his or her term, a Special Membership Election Meeting of the voting membership shall be called by the President or Vice President for the month following said resignation or removal to elect a replacement for the office. Election shall be by majority vote of the voting membership in attendance at the Special Membership Election Meeting.
8. Duties and Powers of the Executive Officers of the Board of Directors shall be:
 - A. President**
 - a) Preside at all meetings of the EPIC Soccer Club.
 - b) Appoint committees as needed.
 - c) Enforce the Constitution and Bylaws, and the Policies and Procedures.
 - d) Sign all contracts and documents in association with the EPIC Soccer Club.
 - e) Represent the EPIC Soccer Club and its members in meetings with other soccer associations and WVSA.
 - f) Attend general meetings of WVSA or designate a representative.

B. Vice President

- a) Perform all the duties and exercise all the power of the President during the President's absence.
- b) Keep and maintain the official copies of the Constitution and Bylaws and the Policies and Procedures of the EPIC Soccer Club.
- c) Assume such duties as deemed necessary by the President.

C. Secretary

- a) Record, keep and maintain minutes of all meetings of the EPIC Soccer Club.
- b) Send copies of such minutes via electronic mail to all members for review prior to monthly meeting
- c) Respond to all correspondence directed to him/her by the President.
- d) Keep and maintain all official documents, contracts, and agreements of EPIC Soccer Club.
- e) Assume such duties as deemed necessary by the President.

D. Treasurer

- a) Account for funds received and disbursed.
- b) Provide a report of funds received and disbursed at each Board meeting.
- c) Certify that all financial responsibilities to WWSA have been met.
- d) Certify that all financial responsibilities to IRS have been met. Includes filing of 990-EZ and provide to the board verification of said filing no later than the April General Membership Meeting
- e) Invoice teams for relevant expenses and fees.
- f) Provide budget to Board before July Board Meeting for upcoming year.
- g) Maintain and picking up mail from PO Box.
- h) Assume such duties as deemed necessary by the President.

E. Parent Liaison

- a) Position to be held by a parent of an EPIC player only. Preference is that parent does not hold any position with the team (e.g. manager) – exception can be made if necessary due to lack of volunteers; however no coaches will be allowed to hold the position.
- b) Serve as contact point for parental concerns regarding their child's team, coaches, board operations, etc.
- c) Bring concerns and facts to the Board's attention via e-mail or meeting.
- d) Provide interim response to concerned party as quickly as possible, with definitive answer from Board provided within 15 business days.
- e) Assume such duties as deemed necessary by the President.

F. Additional Volunteers – Registrar (See Appendix B & C), Risk Management Coordinator, Tournament Director, Public Affairs (Advertising) Coordinator, Fund Raising Coordinator, Referee Coordinator, League Reps, WWSA State Cup Liaison and Field Coordinator. (See Appendix C) As a rule, elected Board members will NOT assume these roles unless the positions are vacant.

G. **Appointed Members** – Director of Coaching(See Appendix A), Small Sided Representative and Full Sided Representative.

Article VI

Expenditures for any single project or purchase may not exceed Five Hundred Dollars (\$500.00) unless approved by the Executive Officers.

Article VII

There shall be a committee on appeals and discipline appointed by the President that will function along the guidelines of WVSA and USYSA.

Article VIII

The Annual General Membership/Election Meeting shall be held each January. Notice of all meetings will be posted a minimum of three (3) days prior to the meeting.

Article IX

- A. A quorum of the Board of Directors shall consist of six (6) voting members.
- B. Those present at a General Membership meeting shall constitute a quorum.

Article X

Proposed amendments to the Constitution and Bylaws must be submitted to the Board of Directors in writing at least two (2) weeks prior to the Annual Membership/Election Meeting and/or May Board Meeting. All amendments must be approved in writing by a majority vote of the voting membership in attendance at the Annual Membership/Election Meeting.

Article XI

EPIC became a 501 (c)(3) non-profit in March of 2009. All monetary donations must go through the EPIC Treasurer to receive a donation receipt. Teams receiving donations for their specific team use must submit these donations to the EPIC treasurer so as to provide donation receipts to their donors; the funds will then be distributed to said teams. All EPIC Teams must hold their account(s) at the bank under which EPIC Soccer Club has their main account.

Appendix A

Director of Coaching Guidelines

The Director of Coaching (DOC) will be appointed by the Board of Directors. The appointment will last for a term of one year beginning and ending with the January Board meeting. The DOC may serve for consecutive appointments. The DOC may be removed at the discretion of the Board. In the event the DOC is removed and an immediate successor is not appointed, the Board will assume the duties of the DOC until such appointment is made.

The following duties are expected of the DOC:

- A. Design a set of coach's selection criteria and approve all the team coaches, assistants, trainers, and team managers.
- B. Design and maintain a Coach's Code of Conduct. Train and monitor the team coaches and help them plan and implement practice sessions. Design and administer a continuing education program for the team coaches. Conduct and/or organize coach's clinics. Design and maintain a club curriculum.
- C. Report to the Club Board and attend the board meetings.
- D. Attend the annual State Cup to promote and support the teams participating in addition to being the liaison for the club.
- E. Promote the club within the community and help with public relations.
- F. Represent the club at State, Regional, and National coaching seminars and events.
- G. Encourage ethics among club members and within the entire soccer community
- H. Create a suitable library of books, videos and articles for all the team coaches to access.

The DOC shall be provided by the Board, if feasible, a budget for use in expanding the knowledge and development of the coaches and players and to improve the overall quality of the club.

The DOC shall have final say regarding the following (but not limited to): Approval, dismissal, and reconfirmation of coaches, tryout process, player selection and placement, and game and practice kit selection. The DOC shall also have the final say on player development issues such as playing up, playing format, training priorities, and important club-wide standards and policies.

CHAPTER SEVEN

YOUTH REGISTRATION 2012

THE DIVISION COMMISSIONERS SHALL BE RESPONSIBLE FOR THE REGISTRATION OF ALL PLAYERS UNDER THEIR JURISDICTION.

7.1 LEAGUE REGISTRATION

7.1.1 The local club/league registrar if not required to participate in the online registration system must forward a copy of all player's registration forms with the following information to the WVSA state office.

1. Player's Legal first and last name
2. Parent's name(s)
3. Gender (male or female)
4. Date of birth
5. Address (street, city, state and zip)
6. Phone number & email address if available
7. Registration date
8. Travel or recreational player status (r & t)
 - 8.1 A travel player is a player who is primary rostered to a travel team.
 - 8.1.1 A travel team is a team that does not meet the US YS A definition of a, Recreation, Recreation Plus or Recreation All star team.
 - 8.2 A Recreation player is a player who is primary registered to a recreation or recreation plus team and is not on a travel team.
 - 8.3 Once a player has T status that status is locked in for on calendar year from the last time they play on a travel team.
9. 1. A West Virginia resident playing on a WVSA Travel team can only be rostered on the team as a Primary player.

The only Secondary players allowed on a WVSA Travel roster will be out of state players registered as Primary players in another state.

2. WVSA will provide each Travel Club with Official Team Rosters, Tournament rosters and League Rosters to use for their club members thru the online YLUS A registration system for Travel.

3. Registered players wanting to play with a team from a different Travel Club can only play with the team at a Tournament using a Guest Player form from the eTravel system. # Exception for out of state play as required.
Primary or secondary team status (p&s)

7.1.2 The local club/league registrar must submit the following to the WVSA state office by October 1 for each fall season and April 1 for each spring season

1. Invoice created from the online registration system
2. Youth Affiliation form (if not required to be on the online system)
3. Check made payable to WVSA for fees
4. List of officers (if not required to be on the online system)

7.1.3 Travel Club registrars are required to submit all transfers and/or release of players using the online registration system for approval.

7.1.4 Each local club/league must register their players using the current computer program approved by WWSA board. If club/league has less than 250 members, they can send information in 7.1.1 on each player and pay \$1.00 per player data entry fee to WWSA in addition to their normal registration fees.

7.1.5 Each local Travel club/league shall print us youth soccer membership pass cards for each of their registered players using the online registration system.

1. The coach of each team will hold the membership pass portion, with signatures and photos.
2. The pass card must be signed by the Club/League Registrar, except when required to be signed by the Director of Member Services after pictures are added to the card.

7.2 Rosters

7.2.1 All leagues must keep up to date team rosters using the online registration system on file with WWSA

7.2.2 Local club/league registrars are to issue a team roster with his/her signature to each coach in their club/league. This roster shall be in the coach's possession at all times.

7.2.3 Once a roster has been set, any changes to the roster fall under the add/transfer rules even if the club/league's season of the seasonal year has not yet started.

7.2.4 Players cannot be switched from team to team without completing a transfer request to the WWSA Director of Member Services.

7.2.5 State stamped rosters are required for teams traveling to tournaments outside of West Virginia Soccer Association and teams entered in all WWSA cups.

Rosters for teams traveling to Tournaments will be prepared by the Club/League Registrar and submitted and approved by the WWSA Director of Member Services.

Official Rosters for WWSA Cups will be prepared by the WWSA Director of Member Services and sent directly to check-in for the competition.

Note: Travel Permits are required by WWSA for all teams playing in out of state tournaments in Regions II, III and IV. The eTravel link used for creating travel permits is located at www.wvsoccer.net.

Travel notification is required by WWSA for Region I tournaments at no charge using the same procedure and link.

7.3 Out of state players (as per USYSA rule #4.2.2 & WWSA rule #2.1.4)

A player residing in another state must obtain permission from both national state associations prior to being placed on WWSA team roster.

7.3.1 A WWSA player/team status form must be completed online for each player, and payment made before approval will be granted by the Director of Member Services

7.3.2 Players who reside in national state associations [NSA] outside of WV must use their respective states form along with the WWSA player/team status online form for their state of residence.

*Links for all forms mentioned in this chapter may be found in the youth registration section of the WWSA website or by contacting the WWSA Director of Member Services (jude@wvsoccer.net).

7.3.3 The WWSA Director of Member Services will process the paperwork and return it to the other state. The player may not be placed on a WWSA roster or participate with a WWSA team until the approved permission form has been received from the other state.

7.4 WV players playing out of state

A WV player wishing to play in another state must obtain permission from both national state associations prior to being placed on a team roster in another state.

7.4.1 An online WWSA player/team status form must be completed for each player, and submitted with payment to the WWSA Director of Member Services, along with a copy of the player's birth certificate. Please refer to the directions on our website (www.wvsoccer.net) for the state where you wish to play.

7.4.2 Players who wish to play in national state associations [NSA] outside of WV may be required to use the respective state's form along with the WWSA online player/team status form

7.4.3 The WWSA Director of Member Services will process the paperwork and obtain permission from the other state.

7.5 Teams playing out of state

Teams playing in leagues outside of WV must apply for permission from the WWSA.

7.5.1 The Travel Club/League Registrar is required to submit the online permission to play in an out of state league form. The form will be processed by the Director of Member Services to the other state for approval.

7.5.2 Teams must register their players with the WV Soccer Association.

7.5.3 Copies of the Official Team Roster from the online registration system will be submitted to the other state with your permission request form.

7.5.4 Permission is granted on a team by team basis and must be renewed each seasonal year.

7.5.5 Teams playing league games in another state will use their WWSA player pass cards.

7.5.6 No player pass cards stamped or issued by a national state association other than West Virginia will be accepted for WV cup competitions.

7.6 International Clearance

FIFA requires that any player coming to the US from another country regardless of age, is required to have international clearance.

- 7.6.1 Any player, amateur or youth, who is not a US Citizen or is a US Citizen and not born in the US must complete the form which pertains to their age and specific situation. All current forms and directions are posted on our website, www.wvsoccer.net under Youth Registration - International Clearance.
- 7.6.2 The completed form and all required documents must be sent to the WWSA Director of Member Services. No player may be placed on a roster until they have been cleared by the US Soccer Federation.

7.7 Youth players playing in the amateur league (USSF rule #4.2.5)

- 7.7.1 Youth players playing in the amateur division (men's or women's) must apply for permission to play in the amateur division by completing and submitting the youth-amateur application to the WWSA office.
- 7.7.2 Permission must be granted before playing in an amateur game
- 7.7.3 Failure to obtain the proper permission may result in the youth player losing his/her eligibility for cup play and may have his/her insurance through WWSA declared null and void.
- 7.7.4 Amateur teams using youth players without proper permission may lose their "good standing" status and find itself liable for any injuries that the youth player may incur.

7.8 Youth Registration Codes

Each league is assigned a district and a league code. These codes are part of your team identification number issued by the online registration system.

7.9 Discipline

Any violation of the rules in this chapter will be investigated by the Vice President youth. The Vice President youth may hold a hearing or may refer the matter to the Appeals & Discipline committee for action. Violations may be punished with fines, suspensions or a finding of not in good standing.

7.10 amendments

These rules may be changed by majority vote at any meeting of the Board of Directors or WWSA membership.

Appendix C

1. Registrar:

- a. Process all registrations via the online process
- b. Ensure the club is set up in the WWSA System for the travel and rec side each August
- c. Ensure all teams are utilizing the e-travel forms to ensure players insurance coverage at all times during EPIC play times
- d. Create invoicing for EPIC to pay WWSA and provide them to the Club Treasurer for further processing
- e. Ensure all State Cup teams submit changes to rosters prior to freeze dates
- f. Duties as outlined in Appendix B by WWSA

2. Risk Management Coordinator:

- a. Ensure all adults affiliated with youth players have completed their Risk Management forms annually.
- b. Track the concussion forms and approve all Risk Management forms once concussion cert is received for each adult affiliated with youth players.
- c. Submit each Risk Management for background checks via WWSA.
- d. Submit all practice and game locations to WWSA to obtain a COI for each site any EPIC players are participating on/in for indoor and outdoor facilities and field locations.
- e. Maintain all records for accidents/injury for club.
- f. Assist membership with any insurance claims on accidents/injury on any COI covered fields/facilities, through WWSA.

3. Field Coordinator:

- a. Act as an interface between the Board, EPIC Coaches/Team Managers/appointed or assigned Team Representatives to ensure that all home fields used for EPIC games/WVCRL/WWSA State Cup Preliminary games have been properly set up for play, and have appropriate safety devices in place to ensure the safety of all soccer players.
- b. Coordinate field day to prep field, using volunteers from teams to accomplish task.
- c. Ascertain field conditions on scheduled game dates and alert board members, Referee Coordinator and/or Referee Assigner, league reps (FCYSL/ODSL/NCSL), team coaches and managers if fields are not playable (i.e. rainouts).
- d. Works with JCPR, and any other entity where soccer fields may be developed for EPIC use.

4. Fund Raising Coordinator:

- a. Select and promote club-wide fundraising events and activities.
- b. Liaison with Tournament Director for 4V4 tournament – this tournament is a club-wide fundraiser.
- c. Assume such duties as deemed necessary by the President.

5. VA Practice Field Assigner:

- a. Will work with the VA and EPIC President regarding usage of facility.
- b. Accepts requests for field use and assigns teams to VA practice fields. (First come/first served)
- c. Provides VA rules and guidelines to teams/coaches.
- d. Handles special requests by teams wishing to use fields on days they are not assigned, or teams inquiring about limited time use.
- e. Monitors field conditions on days where rain amount deems field closure.
- f. Determines whether fields should be closed, and provides necessary notification so that timely notification to teams can occur.

- 6. League Reps: Duties under development**
- 7. Public Affairs (Advertising Coordinator): Duties under development**
- 8. Referee Coordinator: Duties under development**
- 9. WVSA State Cup Liaison: Duties under development**