

Updated 1-13-03

Duneland Soccer Club  
By-Laws

Article 1  
Order of Business

The order of business at regular meetings of the Club shall be:

1. Roll call of Officers.
2. Minutes of previous meetings.
3. Report of Treasurer.
4. Communications.
5. Report of Board of Directors.
6. Report of Committees.
7. Unfinished Business.
8. New Business.
9. Miscellaneous Items.
10. Adjournment.

Article 2  
Officers

Section 1 (President) The President of this Club shall:

- a. Preside at all Club meetings and meeting of the Board of Directors.
- b. The President shall in general disburse and control all business and affairs of the Club.
- c. The President shall serve as ex-officio member on all committees.
- d. The President or his/her appointee shall represent the Club in meetings with other soccer associations.
- e. Form committees and appoint committee chairmen.
- f. In December of each year, submit in person or a designee a written request to the appropriate authorities for permission to use soccer fields for calendar year.

Section 2 (Vice President) The Vice President shall:

- a. Assume the duties of the President in the latter's absence or in the event of her/his refusal or inability to act.
- b. Assign duties to, Field Manager and Assistant Field Manager.
- c. Approve needed supplies requested by the Field Manager or Assistant Field Manager.
- d. Have a list of tournament information and coordinate local tournaments with the membership.
- e. Performs such duties as assigned by the President.

Section 3 (Secretary) The Secretary in general shall:

- a. Keep the minutes of all meetings in one or more books provided for that purpose.
- b. The Secretary shall see that all notices are duly given in accordance with the Club's Constitution and By-Laws and shall keep a register of the mailing addresses of the Club Officers, Committee Chairman, Head Coaches, Assistant Coaches, and players.
- c. The Secretary in general shall perform all duties incident to the office of Secretary.
- d. List and distribute telephone numbers of officers, coaches, and assistant coaches to the membership.
- e. Coordinate time and place of meeting. Monthly meetings are to be scheduled one (1) year in advance in December.
- f. Arrange and delegate Public Relations to be done for the club.
- g. Send mailings announcing meetings to membership.
- h. Deliver practice schedules and all game schedules to the park department.
- i. Order porta-potties needed for the fields.
- j. Performs such duties as assigned by the President.

Section 4 (Treasurer) The Treasurer shall:

- a. Have charge of and responsible for all funds and securities of the Club.
- b. The Treasurer shall receive and give receipts for money due the Club from any source whatsoever, and deposit all such moneys in a bank account in the name of the Club.
- c. Shall prepare a monthly and an annual statement of all financial transactions of the Club.
- d. The Annual statement will be presented to the membership in the month of February.
- e. The President and/or Treasurer shall sign all checks of the Club.
- f. Performs such duties as assigned by the President.

Section 5 (Registrar)

- a. The Registrar will keep all players information in an orderly way and to handle all player and team registrations.
- b. The Registrar or appointee will schedule referee's needed for in-house games.
- c. Assign and verify duties to administrators within each division in-house and traveling.
- d. Responsible for establishing or delegating the establishment of game schedules.
- e. A copy of completed game schedules must then be given to the secretary.
- f. A list of coaches, assistant coaches ' board members telephone numbers and addresses to be delivered to the secretary and members of the club.
- g. Complete rosters of players and coaches on a computer disc and send to affiliated associations before due date, along with new player insurance fees and payment.
- h. Order participation awards before the end of season.
- i. Performs such duties as assigned by the President.

#### Section 6 (Coach Representative)

- a. The Coach's Representative fields compliments, complaints, and constructive criticisms from any coach or assistant coach concerning any aspect of the club.
- b. If a complaint or criticism is initiated, the representative will obtain written statements from all involved parties and any witnesses present. These will be turned over to the Player/Coach Development Council for further evaluation. The Development Council will then make an equitable decision to remedy the situation.
- c. The Coach Representative will help the Development Council find coaches for teams.
- d. The Coaches Representative will assist the Development Council in coordinating licensed clinics for coaching and referee to club members.
- e. Performs such duties as assigned by the President.

#### Section 7 (Player and Parent Representative)

- a. This representative's duty is to serve as sounding board for any compliments, complaints, or constructive criticisms from any parent or player concerning any aspect of the Club.
- b. If a complaint or criticism is initiated, the representative will obtain facts relating to both sides of the dilemma, evaluate the situation and provide reasonable solutions.
- c. This officer will compile the findings and present the case before the Executive Board at a closed meeting. The Board will then make an equitable decision to remedy the problem.
- d. Assigns picture vendor for the club through Board of Directors approval and then schedules team pictures.
- e. Orders plaques for sponsors and special awards.
- f. Performs such duties as assigned by the President.

### Article 3 Appointed Officers

#### Section 1 (In-house Administrators)

1. Under-6, Under-8, and Under-10 administrators.
  - a. Register and answer questions at spring and fall registration for their designated division.
  - b. Roster players and work with the Development Council to coordinate coaches for their respective teams.
  - c. Alphabetize rosters and designate volunteers for assistant, team parents, or any other volunteer duties on each roster form.
    1. Alphabetize volunteer cards and keep in an orderly fashion.
  - d. Give players' health information and whom to contact in case of an emergency to coaches.
  - e. Coordinate sizes needed for each team and coaches for shirts.

- f. Under the direction of the registrar organize end of playing season event.
- g. Inventory and distribute keys and balls to each coach for designated division.
- h. All communications for specific division from coaches and parents will be directed to in-house administrator with communication from administrator to registrar when needed.
- i. Deliver waiver forms, registration cards with pictures, and birth certificates to registrar.
- j. Perform such duties as assigned by the Registrar.

#### Section 2 (Traveling administrators)

- 1. Under-10 and Under-12 administrator, Under-14, Under-16 and U-19 administrator, Women's administrator, Men's' administrator.
  - a. Register and answer questions for registrations in designated division.
  - b. Roster players into teams for their respective age groups and work with the Development Council to coordinate coaches.
  - c. Alphabetize rosters and designate volunteers for assistant, team, parents, or any other volunteer duties on each roster form.
    - 1. Alphabetize volunteer cards and keep in an orderly fashion.
  - d. Give players health information and whom to contact in case of an emergency to coaches. Distribute parental permission forms and emergency accident forms to traveling coaches.
  - e. Coordinate numbers of uniforms needed for players.
  - f. Under the direction of the registrar organize end of playing season event.
  - g. Inventory and distribute keys and balls to each coach for designated division.
  - h. Obtain coaches and players card with picture to be distributed to each coach.
  - i. Record for team standings and divisions on team forms. This information then is to be forwarded to the registrar.
  - j. All communication for specific division from coaches and parents will be directed to traveling administrator with communication from administrator to registrar when needed.
  - k. Deliver waiver forms, registration cards, and birth certificates to registrar.
  - l. Perform such duties as assigned by the Registrar.

#### Section 3 (Northwest Indiana Soccer Association Representative)

- a. Attend monthly meeting for Northwest Indiana Soccer Association, and report back to board on communications.
- b. Obtain schedules from Northwest for traveling teams.
- c. Coordinate with President the schedule fields and times of games in the beginning of the season.
- d. The local community representative will contact other community representatives whose games are canceled and the referee administrative.
- e. Performs such duties as assigned by the President.

#### Section 4 (Publicity Coordinator)

- a. Contact and supply news media with all needed publicity (examples: game reports, game schedules, special events).
- b. Establish and supply coaches with game report forms.
- c. Designate time and location to receive completed game reports.
- d. Coordinate any necessary information to the Secretary of the Board.
- e. Performs such duties as assigned by the President.

#### Section 5 (Coaches Representative)

- a. An appointed volunteer by the board to represent a division not recognized by the board voting coaches representative.
- b. Assign field practice schedules for coaches and distribute a copy to all coaches and the secretary of the board.
- c. Field compliments, complaints, and constructive criticisms from any coach or assistant coach concerning any aspect of the division designated.
- d. If a complaint or criticism is initiated, the representative will obtain facts relating to both sides of the dilemma, evaluate the situation and provide reasonable solutions.
- e. The representative will compile the findings, and present the case before the Executive Board at a closed meeting. The Board will then make an equitable decision to remedy the problem.
- f. Performs such duties as assigned by President.

#### Section 6 (Player and Parent Representative)

- a. An appointed volunteer by the board to represent a division not recognized by the board voting player and parent representative.
- b. Must not be in a coaching position to hold this position.
- c. This representatives duty is to serve as a sounding board for any compliments, complaints, or constructive criticisms from any parent or player concerning any aspect of the club.
- d. If a complaint or criticism is initiated the representative will obtain facts relating to both sides of the dilemma, evaluate the situation and provide reasonable solutions.
- e. The representative will compile the findings and present the case before the Executive Board at a closed meeting. The Board will then make an equitable decision to remedy the problem.
- f. Performs such duties as assigned by President.

#### Section 7 (Field Manager and Assistant Manager)

- a. Arrange for field to be lined two weeks in advance prior to games. Buy paint for lining of fields.
- b. Inventory nets, spikes, first-aid, etc. within equipment boxes.
- c. Maintain goal post condition (examples: paint and correct sizes).
- d. As directed by the board, arrange for fertilization.
- e. Schedule work parties as necessary when group work is needed.
- f. Liaison for the club to Park Superintendent for all needed communication (examples: approval for work parties, driving on fields for maintenance, minor equipment installation).

- g. If the field is unplayable prior to no less than (4) four hours of the first game, it then becomes the responsibility of the Field Manager or his/her designee to contact the coaches of the home teams and local community Representative.
- h. All communications presented to the Vice-President.

## Article 4 Registration

### Section 1 (Registration)

- a. An individual in order to participate in Club activity is required to register on an appropriate registration form supplied by the Registrar.
- b. The form must be returned to the Club Administrator with necessary proof of age, appropriate photographs. And registration fees. The registrar will keep a copy of the registration form on file.
- c. All players shall be registered players within the Duneland School district.
- d. DSC may register players from other communities of which are not members of our affiliated associations.
- e. DSC may register players from other member communities that do not offer a program within the player's age group.

### Section 2 (Registration Fee)

- a. The registration fee will be designated by the Board of Directors and voted on by the membership
- b. A player will not be able to play a scheduled game until all fees to the club are satisfied.

## Article 5 Player Eligibility

### Section 1 (Player)

- a. Any individual from four(4) years of age as of January 1 is eligible to participate in the Duneland Soccer Club, Inc.
- b. The club will not refuse any applicant of the Duneland School Area, if there is still room on a roster.
- c. During registration, first preference is to be given to Duneland players, to be rostered on a team, over other community players.
- d. Players should remain in their respective age groups to progress with their peers. A player may not move down an age group. A player may request to move up an age group with a written statement as to the reason for their request. This request will be handled by the Player/Coach Development Council.

### Section 2 (Proof of Age)

- a. Proof of age shall consist of either a birth certificate, Board of Health record, passport, alien registration card or certificate of naturalization.

### Section 3 (Age Division)

- a. Age divisions shall comprise players:

\*Youth Traveling

Under 19 1/2 years of age

Age by birth date as of August 1 of the

Under 16 1/2 years of age

current playing season..

Under 14 1/2 years of age

Under 12 1/2 years of age

Under 10 1/2 years of age

\*In-House

Under 10 1/2 years of age

Under 8 1/2 years of age

FOR FALL ONLY PEE WEE

Under 6 1/2 Years of age

FOR SPRING ONLY PEE WEE

\*Adult Traveling

Women's Open Division

Age by birth date as of January 1st of the

Men's Open Division

current playing season

Women's Over 30 Division

Must be 30 years before first game.

Women's Over 30 Division

U-6 1/2 and U-5 1/2 divisions will be formed splitting the U-6 1/2 division if numbers registered can accommodate this for appropriate teams to be formed.

#### Section 4 (Team Roster)

- a. For traveling teams no member team shall be allowed to register more than eighteen (18) players or less than eleven (11) players at any given time. Whenever possible teams should be limited to fifteen (15) players.
- b. For in-house teams:  
No member U-6 team shall be allowed more than 10 players.  
No member U-8 team shall be allowed more than 12 players.  
No member U-10 team shall be allowed more than 15 players.
- c. No downward movement is allowed.
- d. All rosters are frozen after first scheduled game.
- e. No member player may be rostered or play on more than one member team during the current playing season.
- f. A member signing a registration form is bound to that team for the entire current playing season unless she/he submits a written request stating the reason for a transfer.
- g. A team shall be limited to a total of three (3) transferred players per current playing season. No team shall be allowed to drop more than three (3) players from its roster during the current playing season.

#### Section 5 (Suspended Players)

- a. A player who has been suspended may play after her/his term of suspension has expired.

#### Section 6 (Removal of Players)

- a. A player using abusive language to a coach or being disruptive to the team will be removed from the team by the Board of Directors. The player will not be in good standing until the matter is rectified with all parties involved and approved by the Board of Directors.

## Article 6

### Rules of Play for Traveling

Section 1 (Laws) Except as provided herein all games and competition sponsored by the Club shall be governed by League Affiliation rules. (FIFA)

#### Section 2 (Duration of Game and Ball Sizes)

- a. The duration of game, overtime periods, ball size and tie breaking rules for the various age groups are as follows:

Group

Ball Size



Game Duration  
Over-time Periods

U-8\*

4

two 25 min. halves

two 5 min. halves

U-10\*

4

two 25 min. halves

two 10 min. halves

U-12\*

4

two 30 min. halves

two 10 min. halves

U-14\*

5

two 35 min. halves

two 10 min. halves

U-16\*

5

two 40 min. halves

two 15 min. halves

U-19\*

5

two 45 min. halves

two 15 min. halves

Mens\*

5

two 45 min. halves

two 15 min. halves

Women\*

5

four 20 min. halves

two 15 min. halves

Section 2 (Duration of Game and Ball Sizes)

b. In Cup and Tournament play if the game is still tied after over-time periods FIFA penalty kick rules will apply in order to determine the winner.

Section 3 (Substitutions)

a. Substitutions shall be unlimited.

b. Substitutions may be made, with the consent of the referee only at the halfway line at the following times:

1. Prior to a throw in, in your favor.
2. Prior to a goal kick for either team.
3. After a goal by either team.
4. After an injury to either team when the referee stops play.
5. At half time.

c. No substitutes are allowed for a player ordered off the field by the referee. (Red Carded)

#### Section 4 (Suspension of Players)

- a. A player ordered off the field in a game under the jurisdiction of the Club shall be automatically suspended for the next scheduled game.
- b. The coach will inform the Player/Coach Development Council of any player suspended within two (2) days of the game in which the player was suspended.

#### Section 5

- a. Any coach found guilty of knowingly using an ineligible player(s) shall not be eligible to compete further in the competition in the current and subsequent seasonal year. A player found guilty of knowingly submitting falsified birth information shall be prohibited from competing further in the competition in the current and subsequent seasonal year.
- b. It is the responsibility of the Board of Directors to investigate a properly protested violation immediately following it's receipt. Failure to cooperated with such investigation shall result in disciplinary action up to and including suspension.

#### Section 6 (Protest)

- a. Any coach will inform the Club President of any protest immediately following the game.
- b. All protest if found justifiable by the Board of Directors will be filed to the Association within forty-eight (48) hours after the game by the Board of Directors.
- c. Five (5) type written copies of the protest which must include full particulars of the grounds on which the protest is lodged.
- d. No protest will be allowed on a judgment call made by the Referee.

#### Section 7 (Game Condition)

- a. If the field is unplayable prior to no less then four (4) hours of the first game, it then becomes the responsibility of the Field Manger or his/her designee to contact the coaches of the home teams and local community representative.
- b. The local community representatives will contact other community representatives whose games are canceled and the referee administrative.
- c. It will be the responsibility of the coaches whose games are canceled to call the opposing coach and referee. The coaches should reschedule the game with the approval of the Northwest Representative.

## Article 7 Coach Responsibility

### Section 1 (Conduct)

- a. The conduct of a coach is to be a credit to the Duneland Soccer Club and the sport of soccer.
- b. An individual will be allowed to head coach only one team per season.
- c. Any coach suspended during a game will provide a written response to the Development Council as to the reason for the suspension and the action that transpired that led to the suspension within two (2) days of the game.

### Section 2 (Practice)

- a. Each team coach will schedule and organize practices at least once a week to instruct the players and better the game of soccer.
- b. If practice times are to be changed, all players are to be informed.
- c. It is the responsibility of the coach to contact each player's parents to inform them of the player's practice and game schedule.
- d. Players not attending regular scheduled practice may not be allowed to start the next regular scheduled game.
- e. Organize a parent meeting prior to season.
- f. Establish an assistant coach and team parent.
- g. Attend monthly meetings during the playing season or assign a representative to attend in coach's absence.

### Section 3 (Removal of Coach)

- a. Any coach or assistant coach may be removed for actions, which are deemed detrimental to the Club.
- b. Upon receipt of all written allegations pertaining to any situation concerning a coach the Player/Coach Development Council will rule as to the necessary actions necessary in dealing with the situation.
- c. Removal shall be majority of the Development Council.

### Section 4 (Misconduct)

- a. Any case of misconduct on the field of play by players or officials shall be reported by the coach to the Club President within forty-eight (48) hours after the game.

### Section 5 (Player Identification)

- a. For traveling teams each team shall be required to present to the referee a complete roster of players including individual registration cards for each player.
- b. If a team has sufficient player, but incomplete registration cards it shall forfeit the game and be compelled to play an exhibition game.
- c. Refusal to play the exhibition game shall be referred to the Board of Directors for appropriate action.

#### Section 6 (Player Uniform for Traveling Players)

- a. When the colors of competing teams are similar the home club must change.
- b. Goalkeepers must wear colors, which distinguish them from other players.
- c. The referee has the final decision for appropriate apparel

#### Section 7 (Player Game Time)

- a. Every registered player attending regularly scheduled practices will be allowed to play a minimum of one quarter of the scheduled game.
- b. A quarter is defined as one-fourth (1/4) of the entire regular game time. Ex: 60 minute game time equals 15 minutes player time.
- c. When a coach fails to play an eligible player, the player will play the entire next scheduled game.
- d. The coach will inform her/his players of the playing time rules.

#### Section 8 (Spectator Conduct)

- a. Each coach is responsible for the conduct of its spectators and is required to take all precautions to prevent spectators threatening or assaulting officials and players before, during or at the conclusion of the game.
- b. Spectators should be restrained behind the five (5) yard spectator line to be marked on side line of pitch.

### Article 8

#### Advanced Head Coach and Team Selection

##### Section 1 (Coaches)

- a. Interested party will notify the Club President during the month of June. The Board members will make the decision as to the coach for each age category. The decision will be made during the month of July to give the Advance Team Coach the opportunity to set up the tryouts and confer with other coaches of that age group as to the capabilities of their players.
- b. The Advance Coach will be chosen for one year. Fall to Spring will be considered one year.
- c. If for some reason the coach cannot fulfill the season the Development Council will find a suitable candidate to finish out the remainder of the season.
- d. Coach will pick his/her own assistant coach.
- e. Recommended Qualifications:
  1. Should have previous traveling coaching experience.
  2. Should have attended and received an F or E license

##### Section 2 (Practices)

- a. Should start practices at least three (3) weeks before start of season.
- b. Practice sessions should be at least twice (2) a week and a minimum of one and half hours (1 1/2).

##### Section 3 (Players)

- a. Players must be registered before try-outs. The reason for this is so the registrar will know how many players there are and be able to determine how many recreational teams can be formed.
- b. Players must attend try-outs to be selected on the team. Exceptions can be made to a traveling player due to extenuating circumstances.
- c. Players will be held in their age group and not allowed to move up unless a letter of request and reason is written to the Board by the parents of the player. Final decision for request will be made by the Board.
- d. If a vacancy occurs between seasons (Fall to Spring) the Advance Team Coach shall fill the vacancy with another player in that age group.
- e. Whenever possible, advance teams should be limited to fifteen (15) players.
- f. Advance team will remain together one Fall and one Spring season. A player on previous "year's" team cannot be guaranteed a position on next year's team.

#### Section 4 (Selection Process)

#### Section 5 (Procedure to Select Players in the In-House Program)

- a. The main purpose is to form teams with a combination of boys and girls by ages. Each team is allowed six (6) returning players under the direction of the Registrar.

### Article 10 In-House Program

#### Section 1 (Under-6 1/2) age 4-5 years

- a. The Player/Coach Development Council will create a seasonal Under 6 program
- b. Seasonal program will be evaluated at seasons end, and will be subject to change

#### Section 2 (Under-8 1/2) age 6-7 years

- a. The Player/Coach Development Council will create a seasonal Under 8 program
- b. Seasonal program will be evaluated at seasons end, and will be subject to change

#### Section 3 (Under-10 1/2) age 8-9 years

- a. The Player/Coach Development Council will create a seasonal Under 8 program
- b. Seasonal program will be evaluated at seasons end, and will be subject to change

#### Section 4 (Playing and Practice Procedures for all in-house)

- a. All players who attend scheduled practice will be given the opportunity to play one-half the game for U-10 and a quarter of each half for U-6 and U-8.
- b. Coaches will hold at least one practice a week during playing season. U-6 and U-8 should not have more than one-hour duration for each practice. Substitutions: All substitutions should be made at the halfway line with approval of the referee at the following times.
  1. Prior to a throw-in, in your favor.

2. Prior to a goal kick, by either team.
3. After a goal, by either team.
4. After an injury, by either team, when the referee stops play.
- c. No scores shall be kept.
- d. There will be no team standings or trophies given since the In-House program has been established as a learning experience for the player.

Article 11  
Operating and Capital Fund

Section 1 (Operating Fund)

- a. Funds used to operate the everyday expenses of the Duneland Soccer Club, Inc.
- b. Any purchase of \$200 or more for items not included in the budget, must be voted on and approved by the majority of qualified voting members present.

Section 2 (Capital Fund)

- a. A monetary amount to be maintained by the board as a fund to be used for year end operating short falls and expenses relating to field maintenance, equipment purchases, land development, sponsorships and contributions.
- b. Any expense of \$50 or more that is presented to the Treasurer with receipts attached, the Treasurer shall verify the expense and get approval to pay expenses from President.
- c. Any purchase of \$200 or more for items not included in the budget, must be voted on and approved by the majority of qualified voting members present.

Article 12  
Matter Not Provided For

Any matters not provided for in these By-Laws shall be determined by the Board of Directors of the Club and decisions so made shall be final and binding.

Revision Log

Revision Date	Purpose of Change	Date Accepted
5/91		6/91
7/91		8/91
8/91		9/91
11/91		1/92
1/92		2/92
3/92		4/92
4/92		5/92
8/92		9/92
10/92		11/92

11/93		2/94
	Revised Article 10 Section 1 – Under 6 program details no longer included in by-laws	
2/96	Created electronic copy and neutered verbiage	3/96
9/96	Revised Article 10 Section 1 – Under 8/10 program details no longer included in by-laws	9/96
12/5/97	Modified Article 8 Section 7 item 1a – removed requirement for president to hold prior office – removed [ <i>have held one other office in the Club and</i> ] Removed Article 8 Section 7 item 8[ <i>All officers will be limited to three (3) consecutive years in the same office.</i> ]	