

# UNION SOCCER CLUB RULES AND GUIDELINES



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## **USC General Contact Information**

### **USC Office**

Office Manager: Jean Jones  
4150 S. 100<sup>th</sup> E. Ave  
Suite 200-Q  
Tulsa, OK 74146

Phone: 918-665-9339

Email: [info@unionsoccerclub.org](mailto:info@unionsoccerclub.org)

Website: [unionsoccerclub.org](http://unionsoccerclub.org)

### **Hours of Operation:**

Call or Email for an appointment

*Office days and hours of operation may vary during off-season. A club representative will accommodate other times for club business by appointment only*

### **Bill Boevers Fields**

3801 South 136<sup>TH</sup> E. Ave.  
Tulsa, OK 74134

### **Practice Fields**

43<sup>rd</sup> and Garnett  
Tulsa, OK 74134

## GCSA and OSA Contact Information



### **GREEN COUNTRY SOCCER ASSOCIATION**

4150 S. 100<sup>th</sup> E. Ave

Suite 200-Q

Tulsa, OK 74146

Phone: 918-481-3322 / [gcsareg@gcsoccer.com](mailto:gcsareg@gcsoccer.com)



### **OKLAHOMA SOCCER ASSOCIATION**

9820 E. 41<sup>st</sup> Street

Suite 115

Tulsa, OK 74146

Phone: 918-627-2663 / Fax: 918-627-2693

Toll Free: 1-800-347-3590

Refer to [oksoccer.com](http://oksoccer.com) for email address.

## Mission Statement

Union Soccer Club uses soccer as a vehicle to develop, discipline and sportsmanship in the youth of our club.

## **USC Executive Officers**

**President:** Jean Jones 918-978-5999  
Email: president@unionsoccerclub.org

**Vice President:** Jason Douglass 918-565-0783  
Email: fields@unionsoccerclub.org

**Scheduler:** Sam Payne 918-519-5756  
Email: schedule@unionsoccerclub.org

**Secretary:** Vanessa Douglass 918-406-2998  
Email: secretary@unionsoccerclub.org

**Treasurer:** Abbie Payne 417-849-2687  
Email: treasurer@unionsoccerclub.org

**Competitive Commissioner:** Tina Robinson 918-289-1372  
Email: compcomm@unionsoccerclub.org

**Area Referee:** Nathan Culberson 918-344-4665  
Email: arearef@unionsoccerclub.org

**Registrar:** Jamie Ramos 918-978-6629  
Email: registrar@unionsoccerclub.org

**Head Coach:** Daniel Castell 918-527-7925  
Email: headcoach@unionsoccerclub.org

**Tournament Director:** Aaron Sanders 918-688-8220  
Email: tournament@unionsoccerclub.org

**Officer Manager:** Jean Jones 918-978-5999  
Email: jeanmjones12@yahoo.com

**Concession Manager:** Jean Jones 918-978-5999  
Email: jeanmjones12@yahoo.com

## Age Division Breakdown Governed by USClub

### Birth-year registration and season matrix

| Season            | 2016-17 | 2017-18 | 2018-19 | 2019-20 | 2020-21 | 2021-22 | 2022-23 | 2023-24 | 2024-25 |
|-------------------|---------|---------|---------|---------|---------|---------|---------|---------|---------|
| <b>Birth Year</b> |         |         |         |         |         |         |         |         |         |
| 2020              |         |         |         |         |         |         |         |         |         |
| 2019              |         |         |         |         |         |         |         |         | U-6     |
| 2018              |         |         |         |         |         |         |         | U-6     | U-7     |
| 2017              |         |         |         |         |         |         | U-6     | U-7     | U-8     |
| 2016              |         |         |         |         |         | U-6     | U-7     | U-8     | U-9     |
| 2015              |         |         |         |         | U-6     | U-7     | U-8     | U-9     | U-10    |
| 2014              |         |         |         | U-6     | U-7     | U-8     | U-9     | U-10    | U-11    |
| 2013              |         |         | U-6     | U-7     | U-8     | U-9     | U-10    | U-11    | U-12    |
| 2012              |         | U-6     | U-7     | U-8     | U-9     | U-10    | U-11    | U-12    | U-13    |
| 2011              | U-6     | U-7     | U-8     | U-9     | U-10    | U-11    | U-12    | U-13    | U-14    |
| 2010              | U-7     | U-8     | U-9     | U-10    | U-11    | U-12    | U-13    | U-14    | U-15    |
| 2009              | U-8     | U-9     | U-10    | U-11    | U-12    | U-13    | U-14    | U-15    | U-16    |
| 2008              | U-9     | U-10    | U-11    | U-12    | U-13    | U-14    | U-15    | U-16    | U-17    |
| 2007              | U-10    | U-11    | U-12    | U-13    | U-14    | U-15    | U-16    | U-17    | U-18    |
| 2006              | U-11    | U-12    | U-13    | U-14    | U-15    | U-16    | U-17    | U-18    | U-19    |
| 2005              | U-12    | U-13    | U-14    | U-15    | U-16    | U-17    | U-18    | U-19    |         |
| 2004              | U-13    | U-14    | U-15    | U-16    | U-17    | U-18    | U-19    |         |         |
| 2003              | U-14    | U-15    | U-16    | U-17    | U-18    | U-19    |         |         |         |
| 2002              | U-15    | U-16    | U-17    | U-18    | U-19    |         |         |         |         |
| 2001              | U-16    | U-17    | U-18    | U-19    |         |         |         |         |         |
| 2000              | U-17    | U-18    | U-19    |         |         |         |         |         |         |
| 1999              | U-18    | U-19    |         |         |         |         |         |         |         |
| 1998              | U-19    |         |         |         |         |         |         |         |         |

**Weather Impact on Games**  
**(RAIN, SNOW, COLD, OR HEAT)**

The Union Soccer Club has the final decision as to if games are played as scheduled or postponed during times of inclement weather. The USC President, 1<sup>st</sup> Vice President, 2<sup>nd</sup> Vice President, and Head Referee are the **only individuals that can cancel or postpone games**. If weather becomes a problem during game time the referee has the authority to delay the game. You should not leave the complex unless instructed by a USC representative. As soon as the weather clears the game will be continued from the point of stoppage of play.

If a decision is made on Friday or early Saturday morning to cancel games before the scheduled start time, a message will be posted on the USC website ([unionsoccerclub.org](http://unionsoccerclub.org)), Facebook Page, and you will be notified by the below procedure:

1. You or your parents should not call the complex or any officer.
2. Once the decision is made to cancel, a message will be posted on the website ([unionsoccerclub.org](http://unionsoccerclub.org)) and/or on Facebook Page ([facebook.com/unionsoccerclub](https://facebook.com/unionsoccerclub)).
3. The USC officer(s) will call or text those teams that have the early games first. Then they will notify other teams.
4. Based upon the weather patterns, we may cancel only one timeslot of games during the day (i.e., weather expected to clear up later in the day). It is IMPORTANT to pay attention to the message to make sure you know if it is a partial or full cancellation of games for the day.
5. Coaches do not have the authority to cancel a game.
6. The best policy is to tell your parents to check the website ([unionsoccerclub.org](http://unionsoccerclub.org)) or Facebook Page ([facebook.com/unionsoccerclub](https://facebook.com/unionsoccerclub)) before leaving their home and arrive at the game field 30 minutes prior to kickoff.



# **Referee Information**

## **REFEREE INFORMATION FOR COACHES**

1. Be respectful to the referees! They are not perfect nor are you or the parents. This is a kids' activity and is supposed to be fun. Let's not ruin it by making idiots of ourselves in front of our impressionable youths, who look up to us and are watching our actions. It's really okay to thank or compliment the referee but please, if you criticize, do it constructively.
2. If you have issues with your referee go or send a parent to find the Area Referee or Club President to come over to your game. You also have 24 hours to send your complaint in writing to the club for review.

**There will be an official referee on duty every Saturday to help with any questions.**

## **HOW TO BECOME A REFEREE**

We need adult referees as well as Youth referees. The minimum age to become a referee is thirteen (13). USC encourages the coaches to help recruit referees. (See below for details). Any person interested in becoming a referee please contact the office (phone or email) and leave your name, phone number and e-mail address. You will be notified of the referee classes and upcoming events.

<https://unionsoccerclub.org/referees/> is the link that contains the-instructions on how to become a referee.

## **Guidelines for Opening and Closing Fields**

The complex will be open around 7:00 am on Saturday morning for field preparation. Field flags may be picked up in the West barn. All trash cans need to be empty and bags replaced. Make sure all nets are good to play. If there are any holes please repair them. Place cones out around the complex where people cannot park. Open the gates.

### **SETTING UP FIELDS**

The **home team** for the first game of the day on a particular field is responsible for the preparation of the field. Preparation of the field includes:

1. Put up the 4 corner flags.
2. Walk the field to check for objects (rocks, glass, trash, etc) that could be harmful to the players and referees.

### **CLOSING THE FIELDS**

The visiting team, if a Union Team, or the home team if the visiting team is not a Union Team is responsible for closing the field for the last game of the day on a particular field. . If you are not sure if you are the last game of the day on your field, check the bulletin board at the concession stand. Closing of the field includes the following activities:

1. Remove the flags from the 4 corners of the field. Return the flags to the West Barn.
2. Pick up all trash on your side of the field.
3. Any items remaining in your area that do not belong to the parents or players from your team should be turned in to the "Lost and Found" located at the Concessions Stand.

## **COACH'S INFORMATION:**

### **Information and Guidelines for Recreational Coaches**

The most important task in coaching is the training of young people to play a sport as members of a team in a sportsman like manner.

#### **THE TEAM COACH SHOULD:**

1. Register as a coach on the Union Soccer Club registration page.
2. Complete all "registration requirements" as defined by either US Club Soccer/GCSA or US Youth Soccer/OSA. These requirements include sports medicine classes, incident reporting classes, and background checks.
3. Retain medical consent form for each player. All forms MUST be present at all practices and games.
4. Players with stitches, medical splits, or casts must ensure the stitches, medical splints, and casts are properly covered to ensure the safety of both the player and the opponent.
5. Injury insurance request forms can be obtained from USC office.
6. Coaches should become familiar with the Union Reschedule Policy. The policy is located within the Coaches tab on the Union web site. The link is <https://unionsoccerclub.org/gameplay/game-reschedule-cancellation-policy/>. Failure to follow the Union reschedule policy for home games and the non-Union club's reschedule policy for away games may result in the teams being responsible for paying the referees for the rescheduled game. For those games where the reschedule policy was not followed, Union will pay the referees for the original game and the teams will be responsible for paying the referees for the rescheduled game.
7. A player may NOT participate in a game until that player is listed on the OFFICIAL GCSA or OSA GAME CARD.
8. All players must play at least ½ of each game. A coach may restrict a player's right to play in a game if, parent request it or during the preceding week, the player failed to appear for scheduled practices or was guilty of unsportsmanlike or violent conduct in training. The coach should communicate disciplinary action to the team in order to set all expectations. Such disciplinary action MUST be reported to the office and noted on the game form PRIOR TO THE GAME.
9. Player time by quarter must be noted on a game form and ALL game forms must be completed and turned in immediately following the game.

10. Team practices should not exceed 90 minutes each. Team practices should be limited to two per week.
11. Each coach is responsible to become familiar with GCSA, OSA, and Union Soccer Club rules and regulations.
12. For teams playing out of club, league standings not club standings will determine trophies. U8 and above will receive 1<sup>st</sup> and 2<sup>nd</sup> place trophies for each league. All 3 and 4 year old program and U6 players will receive participation trophies.
13. Proper conduct is a must for players, parents, and coaches. The coach should set an example and is responsible for his/her team's actions and his/her spectators' actions. See USC Parent/Player/Club and USC Coach/Club Agreement forms for requirements while on USC property.
14. Encourage players to be aggressive – but emphasize they are to “go for the ball” – not another player. Instructions such as “kill ‘em” or “get in there and break his leg” will NOT be tolerated. Such instructions are not only encouraging players to commit a foul, but are also in extremely bad taste and can lead to injuries.
15. Good coaches **NEVER** argue with referees or yell negative criticism at players.
16. Good coaches are not necessarily good players; but they know the laws and tactics of the game through studying and getting certified.
17. If you lose a game, congratulate the winners via your players (usually via a line up at midfield).
18. In no circumstance ever encourage a single player to give up the opportunity of playing soccer. Some of the greatest men/women were very poor athletes but learned valuable lessons via participation in a team sport. Some of these young people may have outside problems and soccer may be a needed outlet for them.
19. Make sure your team is not wearing dangerous items. Rings, bracelets, watches, earrings, necklaces, etc., are not allowed. Plaster casts or splints need to be wrapped and approved by the referee. Shoes must have the soles flush with the leather around the entire periphery.
20. Coaches, parents, and spectators are not allowed behind the goal during games. All spectators are to be at least two yards outside the touchline.
21. Coaches are not allowed on the field during play or at substitution time without the permission of the referee (except U6).
22. A judgment decision by the referee is final as far as the result of the game is concerned. Only procedural errors on the part of the referee, which definitely affected the game result, may be protested.
23. The home team is responsible for supplying the game balls and differentiating jersey colors.

24. Uniforms (T-shirts) are supplied for the 3/4 year old program and Under 6 players by the club. Uniforms for all other age groups are the responsibility of the individual teams. Coaches or a team parent will usually collect money and sizes and order uniforms for the team. Coaches or a team parent will make sure to collect money for club patches and give to the office Manager. Club patches need to be on the left side of the uniform.
25. The HOME side of the field is the East side for North-South fields and the North side for East/West fields.
26. If you are coaching more than one team, you may fill out a USC Scheduling Conflict Form at the coaches meeting prior to each season and request that games for your two teams not be scheduled at the same time. Please keep in mind that there are many recreational coaches in the club and we will do our absolute best to accommodate all requests of our volunteer coaches. However, this is NOT a guarantee.
27. SCHEDULES will be available online and can be accessed through the Union website, the OSA website, or the GCSA website. Schedules will be made available about 5 days prior to the start of the season.
28. Both the home and visitor coach should bring their respective game card to each game. Upon the end, the referees will return the game card to the respective coach.
29. Coaches will practice at USC practice fields ONLY. All coaches will sign up to use the practice fields. If coaches use the game fields they will be fined. Exceptions to the USC practice field must be filed with the USC Office. This filing will provide the proper documentation to obtain liability insurance for the practice location.
30. PLEASE COMPLETE ALL TIME SENSITIVE FORMS RECEIVED AT THE COACH'S MEETING AND TURN IN PRIOR TO LEAVING! If unable to do so, complete as soon as possible and fax/drop off to the office PRIOR TO DEADLINE!

## Team Information Sheet

This is a volunteer organization. You should expect to perform volunteer duties and contribute to the running and maintaining of your soccer club.

1. Team formation will be based on Union Soccer Club Team Formation Guidelines (see attachment "A")
2. All coaches are volunteers and will coach their own child. WE NEED COACHES. We will train anyone willing to coach. There are coaching clinics, a coach's licensing program and a coach mentoring program to help you get started.
3. The volunteer coaches set practice place and time.
4. We will **do our best** requests to play for a particular coach or team, to play on a particular team for carpooling purposes, or to play on a team with certain practice days, times, or fields.
5. Games will initially be scheduled on the weekends.
6. The age division your child plays in is determined by his/her age in relation to their birth year. Age divisions are U04, U06, U08, U10, U12, U14, U16, and U19.
7. Players must have the following equipment:
  - a. Shin guards
  - b. A Ball for practice
    - 3 and 4 year old program                      Size 3
    - U6 through U8                                      Size 3
    - U9 through U12                                    Size 4
    - U14 through U19                                 Size 5

If you have any further questions, please contact Union Soccer Club office at 918 665-9339.

## Games and Disciplinary

**NOTE: KEEP RECORDS UP-TO-DATE WEEKLY!**

**NOTIFY THE UNION OFFICE IMMEDIATELY OF:**

1. Team playing an ineligible player.
2. Failure of a coach to report game results within 24 hours of the match. (Call coach first. If persists, contact GCSA Games & Disciplinary Committee.)
3. Player, team or coach accumulating enough DPS points to require suspension or team forfeits. (U15 through U19) Contact G&D after you have contacted coach once yourself.
4. Any incidents of misconduct.
5. Forward any misconduct reports received by you to G&D committee

**PLEASE NOTE: ONLY THE GOVERNING GAMES & DISCIPLINARY COMMITTEE CAN DECLARE A FORFEIT OR A "NO GAME."**

Only the Disciplinary Committee has the authority to declare a forfeit of a contested scheduled game. Coaches should follow proper communication channels for any request needing Games and Disciplinary action.

## **GAME CANCELLATION, POSTPONEMENT, RESCHEDULING**

1. Grant permission for a game cancellation or postponement. If mutual consent of both coaches has been obtained, there shouldn't be a problem.
2. Assure that postponed games are rescheduled within seven days (does not mean have to be played within seven days) of the postponement and played within seven days following the end of the season.
3. If after seven days of the original scheduled date of game the coaches have not notified you of rescheduled game date and time, contact coaches. You may need to reschedule the game and notify both coaches in writing of the date.
4. Follow the USC Reschedule policy if playing the game at USC or the home team's club reschedule policy if not playing at the Union Game Fields.

**IT IS OF UTMOST IMPORTANCE THAT ALL SCHEDULED GAMES (even if game doesn't count toward standings) BE PLAYED.** The Green Country Soccer Association and Oklahoma Soccer Association urges that during the season, 2<sup>nd</sup> Vice President monitor the schedule, discuss unplayed games with coaches, and assure that make-up games are scheduled in a timely manner.

### **Games Committee Will**

### **NOTIFY COACHES**

1. Notify the coach when he/she or one of his/her players has accumulated three cautions and also notify him/her of the automatic one game suspension for such accumulation. The coach must record the date any suspension is served on the Player/Coach Sit-Out Verification Form.
2. Provide liaison between/among coaches, if requested.

**POST SEASON DUTIES**- Within fourteen days following the last weekend to make up games.

1. Notify the Club President of the 1<sup>st</sup> place team in the league (except U6, U7 and U8).
2. Notify the GCSA office of U08 team player counts for all Union first and second place teams.



## **Games Committee Will cont.**

If you are the League Commissioner for an Intra-Club (closed) League, you will notify your Club's Games and Disciplinary Committee. Post-season duties apply to all leagues.

## **ALWAYS DOUBLE CHECK YOUR NUMBERS!!**

NOTE: A PLAYER/COACH SIT-OUT VERIFICATION IS MANDATORY FOR EJECTIONS. IF ONE IS NOT RECEIVED, SUSPENSION HAS TO BE SERVED AGAIN. NO EXCEPTIONS!!

## **The Laws of the Game**

FIFA laws of the game will apply to all age groups except where overridden by USC, GCSA, or OSA local rules of competition.

## **USC BYLAWS:**

### **Article I. NAME**

The name of this club shall be Union Soccer Club, (hereafter referred to as USC).

### **Article II. PURPOSE**

The purpose for which this club is formed is to further and promote the progressive development of the sport of youth amateur soccer through organization, training and education; to organize a soccer team or teams to compete and participate in youth soccer; and to promote the progressive development of the sport of soccer through the establishment and development of programs for youth players. To receive gifts and donations from and source, to be used solely to promote the health, recreation and welfare of USC Membership through the development of the sport of youth soccer.

### **Article III. MEMBERS**

- Section 1** All parents or legal guardians of children registered with the USC, shall be members of USC.
- Section 2** Players, coaches, assistant coaches and volunteers who are registered with USC shall be members.
- Section 3** The length of membership shall last for one season/or until the day before the first game of the next season (whatever the board decides).
- Section 4** Only members, over the age of 18, shall serve on committees. Over the age of 21 can hold executive officer position in the USC.
- Section 5** Long-term members who have been a member of the USC for at least twenty (20) years and/or who have served the club as an officer, coach, or referee may be recognized as a lifetime member and will have membership for life without qualification. This will be given from the club to the member as our lifetime member award.
- Section 6** General Membership voting rights are open to all members over the age of 16.

#### **Article IV. AFFILIATIONS**

The Union Soccer Club shall be a member of Green Country Soccer Association and shall abide by all policies, rules, and regulations of Green Country Soccer Association. The current USC President shall serve as a voting member of Green Country Soccer Association as a representative of USC and will be entrusted to represent the best interests of USC, as directed by the USC Board, on all matters.

#### **Article V. OFFICERS**

**Section 1** The Executive Board Officers of USC shall be as follows:

- a. President
- b. First Vice President
- c. Second Vice President
- d. Secretary
- e. Treasurer
- f. Registrar
- g. Area Referee
- h. Competitive Commissioner
- i. Head Coach

**Section 2** The Committee Chairs of USC shall be as follows:

- a. Tournaments Manager
- b. Concession Manager
- c. Office Manager
- d. Financial advisor
- e. Awards Manager
- f. IT Manager
- g. Special Events Coordinator

**Section 3** All officers shall be elected by ballot, if there is more than one person running for office. All members that would like to run for office must turn in an Executive Board Nomination Form at least 14 days before elections. All terms of office shall be one year or until their successors are elected. The President Term shall be two years. Terms shall begin as follows:

### **Section 3 cont.**

- a. Terms shall begin at the conclusion of the May Executive Board meeting or June 1st whatever one is voted for:
  - i. Registrar
  - ii. Secretary
  - iii. First Vice President
  - iv. Head Coach
  
- b. Terms shall begin at the conclusion of the November Executive Board meeting or December 1st whatever one is voted for:
  - i. President (every two years)
  - ii. Second Vice President
  - iii. Area Referee
  - iv. Treasurer

**Section 4** No officer shall hold more than one USC executive office at a time. No officer shall be eligible to serve more than two consecutive terms in the same office (except for the President, Competitive Commissioner and Area Referee, which may serve more than two terms) unless explicitly approved by the board. Family members can hold Executive board positions but cannot be in a position of financial responsibility (President, 1st VP of Field Maintenance, Treasurer, or Registrar). No member from our Third Party Programs, shall hold one of the USC executive offices.

**Section 5** To be eligible for the position of President, the nominee must have served at least one full term as a current sitting officer of USC and cannot be a part of one of the third party clubs that fall under USC. To be eligible for the position of treasurer, the nominee must have an accounting or business background.

**Section 6** In the event of a vacancy occurring in any office of USC, the executive board shall elect a successor to that office by majority vote at a special meeting called for that purpose within 30 days, or at the next regularly scheduled Board of Directors meeting.

**Section 7** Dismissal of Officers

- a. Any officer of USC that is absent, without just cause, from three (3) consecutive monthly board meetings may be removed by a three- fourths vote of the Executive Board present at a meeting specifically called for this purpose. Notice of this intention must be mailed/email/or texted to all board members prior to the meeting.

### **Section 7 cont.**

- b. Any coach of USC may be removed by a three-fourths vote of all eligible voters present at a meeting called specifically for that purpose. Notice of this intention must be mailed/emailed/texted to all officers and/or coaches prior to the meeting. The notice must state the intent of the meeting, reasons for the action, and instruction to invite all members of USC that he/she may be in contact with, specifically team members and parents. A petition signed by at least 25 eligible voting members with the above intent and reasons for action will be required to call a meeting for removal. The petition must be presented to the USC Secretary unless the petition deals with his/or her removal, in which case it may be presented to the President or 1st Vice President of USC.

**Section 8** The Executive Board officers of USC shall be the only voting members of the Executive Board and each shall have only one vote, except the President, who shall vote only in case of a tie, unless voting for the President office then the 1st Vice President will vote to break tie.

### **Article VI. OFFICERS DUTIES**

**Section 1** The President shall preside at all meetings of USC and shall be the general manager of the Club. He/She should hold the position for 2 year term. They can hold it longer if there is no one to replace them. He/She shall represent USC as the voting officer at All Green Country meetings/events. He/She shall represent USC as a voting officer at any meetings outside the club. He/She shall be an ex- officio member of all committees and shall, appoint with board approval, the Nominating Committee Chairman. He/She shall oversee all committees to ensure that they are properly fulfilling their duties and that the day to day activities of the club are properly being maintained. Third Party Clubs cannot sit as the President of the Club.

**Section 2** The First Vice President shall be responsible for the care, maintenance and operation of the USC game and practice complex. The First Vice President shall appoint members of the Fields Committee, with board approval, and serve as chairman. The First Vice President shall act in the absence of the President with the same power and authority and shall perform such other duties as may be assigned by the President. Shall serve as Chairman of the Field Closure Committee.

**Section 3** The Second Vice President shall appoint members of the Games committee, with approval of the board, and serve as chairman. The Second Vice President is responsible for formation of all in-club game schedules, home game scheduling for USC teams playing out of club, and field scheduling for all activities occurring at the Union Soccer Complex. The Second Vice President shall be responsible for scheduling playoffs to determine Team Seeding. Shall serve as Chairman of the Field Closure Committee.

**Section 4** The Secretary shall keep the minutes of all official meetings of the USC. The Secretary shall appoint members of the Equipment and Awards Committees, with approval of the board, and serve as chairman. The Secretary shall be appointed to the Nominating Committee Chairman if no one else is appointed. The Secretary shall appoint members of the Newsletter committee, with approval of the board. It is also their responsibility to notify members for all regular or special meetings of USC and to accept petitions from USC members calling for special meetings. All meeting minutes shall be approved and put in the binder in the office.

**Section 5** The Treasurer shall receive, disburse, and account for all funds of the USC. All funds shall be kept in a Federally Insured Financial Institution. The Treasurer shall appoint members of the Finance committee, with board approval, and serve as chairman. The Treasurer shall prepare a financial statement for each Executive Board meeting and an annual budget proposal for approval at the Fall meeting. The Treasurer shall remain on the Finance Committee for a period of six months after the end of his/her term as an advisor. Shall prepare taxes or other financial reports. Shall get weekly referee money and give to the Area Referee on Saturday Mornings. All reports will be approved and filled in a binder in the front office.

**Section 6** The Registrar shall be in charged with the responsibility of fulfilling the requirements of GCSA, OSA, and USC in registering players and assigning such players to teams. Registrar shall serve on the Coaching committee. Registrar shall hold office hours to allow players to register with cash.

**Section 7** Area Referee shall be responsible for enlisting new referees, scheduling of referee schools and clinics and appointing an assessment committee for assessing USC referees. Area Referee will be responsible for assigning referees to games and their training. Area Referee will conduct training for the coaches on the new rules that have been past. Area Referee shall be appointed by GCSA.

**Section 8** Competitive Commissioner shall be appointed by OSA and well not have anyone from the floor to challenge the position at elections. They will be responsible for registration of all Competitive players and teams. Shall be responsible leaguings of competitive teams. The Competitive Commissioner shall serve on the coaches committee.

**Section 9** Head Coach shall be responsible for making sure that all coaches and managers have back ground checks and training done at the beginning of each season. Shall appoint members of the Coaches committee, with approval of the board, and serve as chairman. Head Coach shall be responsible for scheduling of coaches meetings and new coach clinics. Head Coach is responsible for all training of coaches and players, such as summer and fall camps, weekend clinics and coach's clinics.

**Section 10** Tournament Manager shall be a member of the Games committee, with approval of the board. The Tournament Manager is responsible for formation of all in-club tournaments at the Union Soccer Complex. Tournament Manager shall be responsible for scheduling to determine Team Seeding for tournaments. Will be responsible for coordinating all in-club tournaments.

**Section 11** Concession Manager shall appoint members of the Concession committee, with approval of the board, and serve as chairman. Shall be responsible for purchasing and stocking all concession and restroom supplies. The Concession Manager shall be responsible for proper accounting and disposition of concession monies to the Bank. Concession Manager will be responsible for fundraisers and tee shirt sales.

**Section 12** Office Manager shall be responsible for running office hours. Shall be responsible of all phone calls, emails and mail. Shall be responsible for the safekeeping of all legal or formal documents of the club including field leases, contracts, bylaws, policy statements and insurance policies.

#### **Article VII. EXECUTIVE BOARD**

**Section 1** The Executive Board shall consist of the officers of USC as voting members and the Committee Chairs as non-voting members.

**Section 2** The Executive Board also referred to as the Board, shall have general supervision of the affairs of USC between its semi-annual membership meetings, to make recommendations to the membership, discipline members, and perform such other duties as are specified by these Bylaws, Resolutions and Policy Statements. The Executive Board shall be subject to the wishes of the membership (in reason) and none of its actions shall be in conflict with action taken by the membership of USC.

**Section 3** Unless otherwise ordered by the Board, regular meetings of the Board will be held once each month.

**Section 4** Special meetings of the Board can be called by the President or at the request of three members of the Board. At least two day notice of a special meeting shall be given, unless waived by three voting members of the Board.

**Section 5** Three voting members of the Board shall constitute a quorum. No vote shall be cast by proxy. Majority vote of the members present shall govern.

## **Article VIII. COMMITTEES**

**Section 1** A Nominating Committee shall be elected at each General Membership Meeting and shall serve until the next General Membership Meeting.

**Section 2** The following committees will consist of members approved by the Board and will serve for one year following their appointment:

- a. Fields
- b. Games
- c. Concession
- d. Awards
- e. Finance
- f. IT (website, Facebook, newsletter)
- g. Special Events
- h. Tournaments
- i. Camps and clinics

**Section 3** Ad-hoc committees may be appointed by the President, with approval of the Board, to complete duties not assigned to specific committees in Article IX, Section 1 or 2. These committees serve at the discretion of the board and may be disbanded by majority vote of the board. All decisions, minutes, and/or reports of these committees shall be forwarded to the Board for official action. Ad-hoc committees are not authorized to represent USC in any official capacity.

## **Article IX. COMMITTEE DUTIES**

**Section 1** Nominating Committee

- a. Shall consist of at least three USC members elected at Fall General Membership Meeting.
- b. Have its chairman appointed by the President from elected committee members.
- c. Shall nominate candidates as officers of USC and shall notify the Board at least thirty days prior to the General Membership Meeting of its recommendations.
- d. The nominating committee shall place in nomination the nominee provided by the Union Soccer Club for the position of Competitive Commissioner and Area Referee.

**Section 2** Fields Committee

- a. Shall provide USC with sufficient practice and game fields that are suitable for teaching and game play by the membership.
- b. Shall be responsible for maintenance, mowing, and cleanliness of practice and game fields consistent with lease agreements and rules of competition for game play.



## **Section 2 cont.**

- c. Shall keep all lease agreements current and in proper order.
- d. Shall be responsible for the maintenance and checkout of tractors, tools, and all mowing equipment owned by the club.
- e. Shall be responsible for the purchase and maintenance of trash containers and trash disposal.

## **Section 3** Games Committee

- a. Shall consist of the following members:
  - i. At least one representative from four of the different age groupings in USC. Two of whom must not be coaches or board members of USC.
  - ii. One representative to be appointed by the Area Referee to be a non-voting member in attendance to interpret points of soccer law or for consultation by the committee.
  - iii. Three other members who must not be coaches.
  - iv. Shall have at least five members present for a quorum.
- b. Shall have the protest, law or rule of violation read by the chairman, or his representative, allow the affected player or coach to state his views, discuss and vote on the penalty in private, inform the parties involved and the board of the decision, in writing, no later than three days after the decision.
- c. A committee member affiliated with the age group of which the violation or protest is being heard may not participate in the final voting.
- d. Shall have the authority to suspend players, coaches, or members from participation on teams, games, or activities of the USC.
- e. Shall enforce USC and GCSA Rules of Competition in all practices and games involving USC teams and shall have the authority to discipline teams found to be in violation.

## **Section 4** Concession Committee

- a. Shall be responsible for operation of the concession stand at all regular season Saturday/Sunday game days and any other times deemed necessary.
- b. Shall be responsible for maintenance and cleanliness of concession building, restrooms, bulletin board, and grounds surrounding concession area.
- c. Shall be responsible for the hiring and supervision of any paid concession employees. Paid employees shall be hired for Tournaments.
- d. Shall be responsible for buying product for concession stand.

## **Section 5** Awards Committee

- a. Shall be responsible for the selection and ordering of all awards for teams or individuals as approved by the board.
- b. Shall select the date, site, and preside over award presentations.

**Section 6** Finance Committee

- a. Shall prepare for presentation at the Spring Membership Meeting a proposed annual budget for the upcoming fiscal year.
- b. Shall prepare and/or update the three year plan of the club for presentation at the Spring Membership Meeting on even numbered years.
- c. Shall advise the board, through the Treasurer, on proper accounting procedures, bank account recommendations, and other financial matters of the club.

**Section 7** IT Committee

- a. Shall maintain the Website keeping it up to date daily.
- b. Shall be responsible for keeping the Facebook clean of negative at all times.
- c. Shall prepare and release a newsletter per month of upcoming events each season.

**Section 8** Special Event Committee

- a. Shall come up with ways for the club to give back to the community.
- b. Shall be responsible for getting sponsorships and donations.

**Section 9** Tournaments

- a. Shall work with Tournament Manager.
- b. Shall coordinate in-club tournaments.
- c. Shall coordinate all non-food vendors for tournaments.

**Section 10** Camps and Clinics

- a. Shall work with the Head Coach to put together camps and clinics for our players and coaches.

**Article X. MEMBERSHIP MEETINGS**

**Section 1** General Membership Meetings shall be held between the fourth and sixth week of each season or when, if approved by board, for later or earlier date:

The Spring meeting shall be known as the annual meeting and shall be for the purpose of receiving of annual reports from the President and the Treasurer, conducting general business and electing:

- First Vice President of Fields
- Registrar
- Secretary
- Head Coach

The Fall meeting shall be for the purpose of conducting general business and electing:

- President (after 2nd Year)
- Second Vice President of Scheduling
- Area Referee (appointed by the senior leadership of the Union referee community)
- Treasurer

**Section 2** Special membership meetings shall be called by the President or at least three voting members of the board. The Secretary shall notify all members by email and or facebook post at least seven days prior to the meeting with an explanation as to its purpose.

**Section 3** Voting

- a. Every member, shall have one vote in all business conducted in a general membership meeting in which they are present.
- b. There shall be no proxy votes at any meeting of the USC.
- c. All voters must be 16 years and older.

President will only vote to break a tie unless it is for the President positions and the 1st Vice President will be the one to break the tie.

### **Article XI. FUNDS**

**Section 1** All funds of the USC, with the exception of the general petty cash fund, shall be kept in a Federally Insured Financial Institution.

**Section 2** All fund accounts will be listed under the name “UNION SOCCER CLUB” and shall require the signature of two officers...The Treasurer and either the President or a Vice President.

**Section 3** Board approval is required for all withdrawals of over five hundred dollars from these accounts. A plan of work must be presented for approval before any work is done.

**Section 4** All expenditures must be approved by a board member.

**Section 5** There will be a Special Petty Cash fund. These funds will be used for cash registration and kept in the USC office.

**Section 6** Concessions will have their own account under USC. All Concession funds will be taken care of by the Concession Manager.

### **Article XII. RIGHT OF APPEAL**

Decisions of the USC may be appealed to the Green Country Soccer Association, then to the Oklahoma Soccer Association and other affiliated bodies, as appropriate, following their procedures and policies as outlined in their official bylaws.

### **Article XIII. AMENDMENT OF BYLAWS**

These bylaws can be amended at any regular board meeting and then brought to the membership by a two-thirds vote of all ballots cast, provided that the amendment has been submitted in writing 30 days prior to the previous regular board meeting of the USC.

#### **Article XIV. FISCAL YEAR**

The fiscal year of USC shall be from January 1 of every year through December 31 of the same year.

#### **Article XV. STANDING RESOLUTIONS**

Union Soccer Club may enact Standing Resolution and/or Policies to govern and administer the day to day activities of the club. Standing resolutions and/or Policies may be enacted, can be changed, amended, added or deleted at any General or Special Membership meeting and become effective when enacted.

## **USC STANDING RESOLUTIONS**

### **SECTION I. MEETINGS**

The Executive Board of USC shall meet the second Tuesday of each month or another day when approved by the board.

### **SECTION II. UNION SOCCER COMPLEX**

The Union Soccer Complex located at 3801 South 136th East Avenue shall be considered the HOME FIELD of Union Soccer Club and its use will be restricted to sanctioned games or activities of the Club. Teams are not permitted to practice on the Complex Fields. All fields can be rented for \$100 an hour. Scheduling for the rentals will be responsibility of the Second Vice President.

### **SECTION III. POLITICAL AFFILIATIONS**

Union Soccer Club is a non-partisan organization and is not affiliated with any political party or group. Political advertisements and/or petition solicitation may not be conducted at the Complex or any property leased to the USC. No team may participate in any activity that may be construed as an endorsement of a particular candidate or philosophy.

### **SECTION IV. GAMES**

Union Soccer Club shall play all games in accordance with the GCSA Rules of Competition or OSA Rules of Competition and with FIFA laws except where amended by the USC, OSA, or GCSA.

### **SECTION V. PROTEST FEE**

The fee required to file an official protest of a game within the jurisdiction of the USC Games Committee will be Fifty Dollars Cash (\$50.00). If your appeal is upheld, your money will be returned.

### **SECTION VI. DECISIONS OF THE GAMES COMMITTEE**

All decisions of the Games Committee may be appealed to the USC Executive Board for review. The fee required to file an appeal to the Union Soccer Club Executive Board will be Fifty Dollars Cash (\$50.00) and must be received at the USC office within seven (7) days of the original decision of the Games and Disciplinary Committee. If your appeal is upheld, your money will be returned. Only after a review by the Board may a decision be appealed to the GCSA.

## **SECTION VII. COACHES**

- a. Members shall have preference in the selection of coaches over non-members.
- b. Members with children on a particular team shall have preference, except on competitive teams, over other members or non-members in the selection of a coach for that team. In the event of multiple candidates for coach, there will be a determination of qualifications by the USC Head Coach and the most qualified will be chosen.
- c. All coaches and assistant coaches must be registered with USC, GCSA and/or OSA.
- d. All coaches will be encouraged to acquire soccer coaching licenses. Course registration fees will be reimbursed to coaches receiving licenses at the following rates:  
State MOD1 and MOD2 – 100%  
State D – at least 50%, Executive Board can increase  
National Licenses – only with prior Board approval
- e. All coaches, Assistant Coaches, and Managers are required to complete all US Club and/or US Youth Risk Management Requirements prior to the first game of the season.

## **SECTION VIII. LEAGUE STANDINGS**

League standings will be kept by League Commissioners. Points will be awarded for regular season games as follows:

WIN = 3 POINTS

TIE = 1 POINTS

LOSS = 0 POINTS

A forfeit is considered a win

Total points will be used at the conclusion of the season to determine final league standings.

Teams that are tied in points will remain tied in the final standings. No attempt will be made to differentiate between the tied teams through past games, playoffs, or any other method solely for league standings.

## **SECTION IX. TEAM RECOGNITIONS**

Individual Championship recognition will be provided by USC and awarded to the players and coach of the 1st and 2nd place teams playing an in-club league at USC, except Under 6 leagues. Every Under 6 player will receive a participation trophy. USC teams awarded 1st or 2nd place in an out-of-club league will also be awarded individual recognition.

## **SECTION X. LEAGUE FORMATION**

If there is a need for more than one league in an age division the following criteria will apply for forming leagues:

a. Fall Season:

No attempt will be made to judge the ability level of individual players. Coaches may request to be placed in a “more competitive league” providing the request is presented in writing to the USC 2nd Vice President at least 6 weeks prior to the first game of the season.

b. Spring Season:

Teams with the best records from the preceding season will be placed in a “more competitive league.” The number of “experienced players” returning will be a secondary consideration. No attempt will be made to judge the ability level of individual players. Coaches may request to be placed in a “more competitive league” if they submit the request in writing to the USC 2nd Vice President prior to the leaguing of the season.

## **SECTION XI. PLAYER REGISTRATION**

- a. Registration for the next season shall begin at least two weeks prior to the close of the present season.
- b. The registration fee shall be Fifty-Five Cash (\$55) for 3yr old program, Sixty-Five Cash (\$65) for U6, One hundred Dollars (\$100) for U7-U12, and One hundred ten Dollars (\$110) for U13-U19. A player who can provide the proper document to show participation in the Free and reduced School Lunch program shall receive a \$25 scholarship, per season to register.
- c. Registration fees shall be waived for children of the Executive Board Members of Union Soccer Club.
- d. All Competitive teams shall register their players under USC with the Full register fee for the year of \$155 per player.
- e. There will be no refunds after late fees have started.

## **SECTION XII. GENERAL MEMBERSHIP MEETING REPRESENTATION**

Every team shall have a minimum of one representative present at the General Membership Meetings. Failure to appear may put that team in bad standing with USC. That team may not be sanctioned in any post-season tournaments.

### **SECTION XIII. SAVINGS ACCOUNT**

A savings account will be maintained with a minimum of Ten Thousand Dollars (\$10,000.00). This money cannot be used or withdrawn without the consent of the General Membership. Therefore, a General Membership Meeting must be called and a written proposal for the use of the money and approximate cost must be presented for approval.

### **SECTION XIV. PETS**

No animals will be allowed on Union Soccer Club fields (practice or complex) at any time.

### **SECTION XV. JEWELRY**

No player will be permitted to participate in a match wearing jewelry of any kind, per FIFA Law #4.

### **SECTION XVI. TOURNAMENT FEES**

Union Soccer Club does NOT reimburse tournament entry fees.

### **SECTION XVII. RESCHEDULING FEES**

Each Union competitive and recreational team will be afforded one (1) rescheduled game during a season (Fall one game and Spring one game) without question. After that, each team will render a fee payable to USC in the amount of \$20 for every rescheduled game. No game will be considered for reschedule until the fee has been repaid. Teams may reschedule without penalty for a tournament opportunity. Teams will be expected to show proof of tournament entry.

### **SECTION XVIII. APPOINTMENT OF ASSISTANT COACHES**

A head coach shall be appointed for each team by the Registration Committee. The appointed head coach may request ONE Assistant Coach every four (4) seasons at the time of registration. The Head Coach may not request an additional assistant unless the child of the original Assistant is no longer playing for that team.



**Attachment "A"**  
**Union Soccer Club Team Formation Guidelines**  
**Effective August 2006**

1. A Team Formation Committee, consisting of the Registrar and 3 to 5 non-coaching members of Union Soccer Club, from different age divisions, shall perform the selection of players for each team.
2. Teams will be formed by school attendance (public or private). If for any such school there are more players in an age group than needed for one team, random draw will be used to determine who will be selected to the school area team or to which school area team if there are sufficient numbers for two (or more) school area teams. Excess players from any school that cannot be placed on a school area team will be assigned by the Team Formation Committee. Every effort will be made to form teams by pure age; however, some teams may be mixed age depending upon the number of registered players.
3. A player remaining in the same age division will be allowed to play for the same team provided they were registered the previous season.
4. "Friendship" teams will be allowed in accordance with GCSA/OSA rules and regulations provided they are registered together as such prior to team formation (or GCSA team check in) AND provided they register at that same time as an acceptable volunteer coach. Both player and coach must request to play on the same team. In addition, a player may not have played on a different USC team in the previous season. "Friendship" teams may be placed in a different league from recreational teams formed per item #2 above. (consider . . . USC may require any submitted "friendship team" to document the basis of their established friendship).
5. Late registrants (after the last official GCSA registration) lose their priority for placement with the teams on which they played the previous season and may also lose priority for school placement if their school area team is full. These players may be placed by random draw or placed on the team with the smallest number of players at the time of registration.
6. Late registrants, those who register after the last official registration period, will be assessed a \$30.00 late fee.
7. Brothers and Sisters in the same age division (meaning U8, U10, U12, U14, etc) may be placed on the same team if requested by the parents (boys will not be allowed to play on girls teams). Since using pure age, the younger child can be placed on the older team in an age division thus causing a mixed team.
8. A player or his/her parents may request the player not be placed on the same team as the preceding season, or not play for a particular coach providing this request is made before the last official GCSA registration. The player will then become unaffiliated and will be placed with another team based on the guidelines listed above.
9. Interpretations of these guidelines and the handling of disputes regarding player placement or team creation will be handled solely by the Team Formation Committee.