

# **By-Laws**

## **Guidance Document**

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**Effective Date: February 1, 2025**

**Frank Bifulco (President)**

**Matt Mongelli (Executive Vice President)**

**Anthony Barone (Vice President of Recreation Programs)**

**Ignazio Altizio (Vice President of Travel Programs)**

**Joe Naviello (Treasurer)**

**Angela Hillas (Secretary)**

**Danielle McWilliams (Director of Fundraising and Public Affairs)**

**Mark Sofield (Chairman of the Stand)**

**Kim Hykey (High School Representative)**

# Lyndhurst Youth Soccer Club By-Laws

Current By-Laws Effective Date: February 1, 2025

## Constitution

The Lyndhurst Youth Soccer Club (LYSC) By-Laws have been established and maintained for the purposes of: Defining the Organizational Structure; Providing Mission Statement; Stating Purpose and Programs Provided; Defining Affiliations and Membership Requirements; Governance of the Club; and Roles and Responsibilities of Club Officers and Committee Members.

## LYSC BY-LAWS

### ARTICLE I – Name and Organizational Structure

#### Name:

The name of this organization shall be the Lyndhurst Youth Soccer Club (“LYSC”), which has origins as a Soccer Club dating back to 1976 and was created in its current form as a Private Non-Profit Corporation in 2008.

#### Organizational Structure of LYSC:

The LYSC (the Club) is a private non-profit corporation based in Lyndhurst New Jersey and run by an elected Executive Board of Trustees. The main purpose of the Club is to provide youth soccer athletes with quality instruction and proper training to facilitate player development, while stressing the concepts of team play and good sportsmanship. This shall be accomplished primarily through three basic programs as described in Article III.

### ARTICLE II - Mission Statement

“It is the mission of the Lyndhurst Youth Soccer Club to: provide and oversee competitive amateur youth soccer programs which focus on player and coach development; to promote teamwork, sportsmanship and physical fitness in a safe and fun environment; to

create, maintain and enforce policies governing these programs; and to support players of all ages and abilities with the goal of reaching their full potential as they progress to the next and higher levels of competition.”

### **ARTICLE III – Purpose and Programs**

#### **Purpose:**

1. Teach, promote and advance the game of **soccer**;
  
1. Develop player and coach technical abilities, sportsmanship and leadership **skills**;
2. Build and encourage player confidence and promote **teamwork**;
  
1. Form and field teams for recreational, competitive, and tournament **play**;

#### **Programs Offered:**

LYSC offers soccer programs primarily at the following three levels of play.

- 1) Introduction Level (Kinder Kickers)
- 2) Recreation Level (Recreation League or Recreation Level Training Programs)
- 3) Competitive Level (Travel Program or Advanced Level Training Programs)

#### 1. **Introduction Level:**

The primary purpose of programs at this level is to introduce the game of soccer to beginners in a safe and fun environment. Training sessions focus on basic skills and concepts of the game. The following program is typically offered:

- **Kinder Kickers:** Children (typically 4-5 years old) will participate in training sessions once per week (typically over 6 weeks) where they will receive basic instruction consisting of fun skills exercises and game play. This program is

overseen by experienced professional trainers hired by LYSC to provide training and is typically offered in the Fall, Spring and Summer Seasons.

### 1. Recreation Level:

Programs offered at the Recreational Level focus on teaching and progressing Soccer skills in a safe and fun environment. Players will learn the laws of the game, basic skills, teamwork and sportsmanship. Skill development will progress through age-appropriate training in support of young athletes reaching their full potential. The following programs are typically offered:

- **Recreation League:** Youth Players will participate in a Recreation League consisting of teams organized by age/grade and gender. Children entering Kindergarten through eighth grade will participate in an in-town non-coed league.

Teams are primarily coached by adult volunteers or, when deemed necessary by the Board, by paid professional trainers with parent volunteer team managers. The Recreation League is offered over an **8-10 week** season in the Fall and is targeted to consist of one game and two training sessions per week. The Fall Recreation League is conducted as an in-town league when feasible. However, in some cases, teams of certain age groups may be selected to participate in local recreation level community leagues which play games against neighboring towns (**eg;** South Bergen Soccer League). The format of Recreation League play may be adjusted as necessary given the primary goal of this level of competition is to play the game of soccer at appropriate level of play, and to learn and progress skills. All Coaches overseeing teams must pass necessary background checks and safety training as well as achieve a minimum Coaching License Certification as described in the *Rules of Competition* and Section XX – Coaching Requirements (***NOTE: This Section to be added to subsequent and Rules of Competition and ByLaws update to be finalized April/May to coincide with ongoing consultation with State and Travel League Representatives on this topic.***)

- **Recreation Training Programs:** Youth players (typically ages 6-13) will participate in training sessions (typically two per week) over a **6-8 week** period consisting of age-appropriate skills training and small sided game play. This program is overseen by experienced professional trainers hired by LYSC to provide training and is typically offered in the Spring and Summer Seasons.

### **Competitive Level (Travel Program):**

Programs offered at the Competitive Travel Level consist of establishing and **supporting** Travel Teams to compete competitively at the regional level. Teams within this program are overseen and managed by Coaches who are certified and meet the requirements of US Club Soccer/or US Youth Soccer (USYS)/or NJYS, as required by the Leagues in which they play. All Coaches overseeing teams must pass necessary background checks and safety training as well as achieve a minimum Coaching License Certification as described in the *Rules of Competition* and Section XX – Coaching Requirements (***NOTE: This Section to be added to subsequent Rules of Competition and ByLaws update to be finalized August/September to coincide with ongoing consultation with State and Travel League Representatives on this topic.***) The focus of these teams shall be the continued development and progression of players and teams to high levels of competition and teaching teamwork and sportsmanship.

Starting in the Fall 2024 season, all participants playing on newly formed travel team under the Lyndhurst Soccer Association **MUST** be registered and play in Lyndhurst Soccer Association Recreation Program.

All Participants will divide their time between both teams as follows.

- a. If a participant has travel and recreation practice scheduled at the same time, the participant will attend travel practice.
- b. If a participant has a Recreation game scheduled at the same time as the travel practice, the participant will attend the recreation game.
- c. If a participant has a travel game scheduled at the same time as a recreation game, the participant will attend the travel game.

Any team (recreation and/or travel) that does not follow the above rules will run the risk of having their team disbanded within or after the season.

Any participant that does not follow the above rules will be removed from both rosters (travel and recreation) and will not receive a refund.

- **Travel Leagues:** Travel Teams typically compete in both Fall and Spring Seasons in regional leagues such as the Northern Counties Soccer Association (NCSA) or Elite Development Program (EDP) and may also compete at Tournaments held throughout the year. Teams are formed by **LYSC**, and the assigned Coaches

conduct tryouts to select players for participation in accordance with the LYSC Rules of Competition. Based on US Soccer/NJYS mandates, Travel Teams are organized by birth year and playing formats progress from 4v4 to 7v7 to 9v9 to 11v11. Travel Teams of both genders are typically offered from the U8 thru U19 age groups.

As per the Township of Lyndhurst and the Lyndhurst Youth Soccer Club. All Travel Teams must have at least 50% of Lyndhurst Residents rostered on the team.

#### **Travel/Tournament/Competitive Fees and/or Fines.**

- Any coach that fails to pay any of the fees and/or fines from previous season (FALL or SPRING), prior to the start of the new season (FALL or SPRING), will be declared by the Board to not be in Good Standing and will be suspended from competition and NOT issued approved Rosters for the current season. If this occurs, voting rights and the ability to enter teams into competition are suspended until the fees and/or fines are paid in full.
- **Advanced Training Programs:** Other advanced or skill specific Training Programs may be offered by LYSC to concentrate on particular elements of the game (eg; foot skills training, agility training, goalkeeper training, etc).

#### **ARTICLE IV – Affiliation**

LYSC is currently affiliated with the following:

- Northern Counties Soccer Association (NCSA) League and US Club Soccer which is a National Affiliate Member of the United States Soccer Federation (“USSF” or “US Soccer”). This affiliation is based on participation of LYSC Teams within Leagues and Tournaments governed by or sanctioned by these organizations.
- Elite Development Program (EDP) League and United States Youth Soccer (USYS). This affiliation is based on participation of LYSC Teams within Leagues and Tournaments governed by or sanctioned by these organizations.

- LYSC is also a Member Club of New Jersey Youth Soccer Association (NJYSA) a State Affiliate Organization of United States Soccer Federation (“USSF” or “US Soccer”) and United States Youth Soccer (USYS).
- The LYSC is a private organization, and while based in Lyndhurst New Jersey, is not affiliated with the Township of Lyndhurst or its elected officials. As a private soccer club, the LYSC coordinates with the Township of Lyndhurst to arrange for use of fields and facilities, to schedule games and practices as not to interfere with other local sports clubs or Town Events, and to support the local Community.

## **ARTICLE V - Membership**

The members of Lyndhurst Youth Soccer Club shall consist of all those Players, Parents/Guardians, Coaches and Club Administrators participating in or overseeing programs offered. These programs included LYSC Travel Teams, LYSC Recreation Teams, LYSC Training Programs and LYSC Kinder Kickers. Participants in all of these programs are primarily residents of, or families with connections to, the Township of Lyndhurst (see definition below). Players from outside of the Township of Lyndhurst will be allowed to participate in LYSC Competitive and Training Programs. However, Residents of, or those with connections to, the Township of Lyndhurst are typically given preference when rostering teams in accordance with the most current version of the *Lyndhurst Youth Soccer Club Rules of Competition*. Only residents of, or those with connections to, the Township of Lyndhurst (as defined below) are allowed to participate in the Recreation League play. Any paid Professional Trainers or Coaches are not considered “Members” of LYSC.

## **ARTICLE VI - Dissolution Clause**

If LYSC was to undergo dissolution the following would guide the distribution of Club assets. Upon the dissolution of LYSC, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c) (3) of the Internal Revenue Code, or

corresponding section of any future federal tax code, or shall be distributed to the federal government or to a state or local government, for a public purpose.

## **ARTICLE VII - Definitions**

Club: An organization that has an identifiable membership of youth soccer players/guardians, coaches, or administrators on whose behalf the organization conducts or engages in youth soccer activities.

Member “in good standing”: A member who is part of the LYSC organization as a Parent or Legal Guardian of any registered participant in the previous 12 months whose financial obligations have been fulfilled, as well as any Coach, Team Manager, Board Member or Committee Member.

Player/Participant: A youth who plays or participates in programs, or on teams, provided by LYSC.

Parents/Spectators: Parents, Family Members, Guardians or Spectators who are responsible for LYSC youth players/participants and/or watch games or training sessions involving LYSC Players/Participants or Teams.

Residents of, or those with connections to, the Township of Lyndhurst: Residents of the Township of Lyndhurst New Jersey; Owners of Businesses based within the Township of Lyndhurst, New Jersey; and/or members attending private school within the Township of Lyndhurst, NJ.

Team: A recognized LYSC entity, comprised of “youth players” (as defined by “US Soccer Club”), created for the purpose of playing the sport of soccer.

Travel Team: A LYSC Team comprised of Travel Team players and Coaches accepted for participation in competitive leagues (eg; NCSA, EDP, etc) or tournament play.

Code of Conduct: A set of rules or guidelines outlining the requirements for all Club Members, Coaches, Players/Participants and Parents/Spectators to follow in support of safety, good sportsmanship and proper sideline behavior in line with LYSC standards.

Rules of Competition: A set of rules which establish the framework for laws to be followed by players/participants, coaches and parents/spectators during the conduct of games, training sessions and other activities related to playing soccer as part of the LYSC.

## **ARTICLE VIII - Governance**

Administrators of the Club or Coaches overseeing teams are typically volunteers and are not paid or compensated for participating as a Board Members, Coaches or Parent/Guardian volunteers. The exception would be outside parties or vendors employed by LYSC or it's Teams to provide professional Training or Coaching services.

### **Executive Board/Officers:**

A) The governing body of this organization, whose power shall be delegated in the By-Laws shall be composed of the following seven (7) Executive Board members:

- President 3-year term
- Executive Vice President 1-year term
- Vice President of Travel Programs 2-year term
- Vice President of Recreation Programs 2-year term
- Director of Fundraising and Public Affairs 2-year term
- Treasurer 1-year term
- Secretary 1-year term
- Chairman of the Stand 1-year term
- At-Large Board Member – (Lyndhurst High School Soccer Coach-1 year term)

These members, acting together, shall constitute the Executive Board. They shall be elected by majority vote by ballot of the members in good standing. Nominations for the Executive Board will be opened for approximately 2 weeks prior to the Annual General Meeting. During the nomination period, all Club Members will have the opportunity to nominate candidates of their choice. To be considered for nomination, candidates must be Club Members in good standing and prepared to support the oversight and implementation of LYSC policies and programs. Those candidates accepting nominations will be placed on the ballot prior to the Annual General Meeting, at which elections will then be conducted. Executive Board Members shall hold office for one year or until a successor is elected.

A. As Officers of the Club, the Executive Board shall have the authority for:

1) General supervision and control of all activities of the LYSC

2) Enforcing provisions and policies set forth by the Constitution, By-Laws, *Rules of Competition*, Codes of Conduct, and/or other Club Rules and Regulations.

3) Conducting Annual Review of the Constitution, By-Laws, *Rules of Competition*, and/or Club Rules and Regulations and making revisions as necessary. The Board can make amendments to the above referenced documents at any time and may do so with a majority approval of the Executive Board.

4) Adopting temporary rules and regulations for specific cases or occasions not provided for by the Constitution, By-Laws, *Rules of Competition* and/or Club Rules and Regulations which are deemed necessary to carry out the objectives of this organization.

C) A majority of the members of the Executive Board shall constitute a quorum. Board members shall effort to attend all Club Meetings as a best practice, but in order to retain voting rights, must attend at least 50% of the General Club Meetings and All Executive Board Meetings, unless excused.

D) Vacancies or additions to the Executive Board may be filled by a majority vote of the remaining members of the Executive Board.

E) Once elected to the Board, the Executive Board Members may choose to adjust the roles or positions they fill in order to best conduct administration of the Club. Any changes in Board roles/positions shall be subject to a majority approval of the existing Executive Board Members.

F) The Executive Board shall have the right and authority to discipline, suspend, sanction or bar completely any Player, Coach, Team, Parent/Spectator, Outside Contractor/Vendor, or Club Officer for actions of poor conduct in conflict with Code of Conduct guidance documents and/or for due cause as defined in *Rules of Competition*. Anyone suspended or expelled by the Executive Board may ask for a review of the expulsion. Such appeal must be made in writing within 48 hours. The Board will conduct a full review of the appeal, hold additional meetings with the parties involved (if necessary) and provide response to the parties involved in a timely fashion (Typically within 48hrs but response time may vary depending on the circumstances).

G) Any Member or Club Officer directly involved with a voting matter shall be excused from voting.

H) The Executive Board shall maintain the following financial policies of the Club:

1. All disbursements over \$500 (five hundred dollars) shall be brought to the attention of the Executive Board for their review.

1. When practical, all amounts paid through LYSC Accounts (Check, Debit Card, Electronic Transfer, etc) shall be approved by the Treasurer and one of the following officers: President or Executive Vice President.

#### I) Meetings:

The LYSC will hold various meetings throughout the year. All General and Regular Club Meetings are open to all Club Members. The following meetings shall be held throughout the year: January, February, June, and August

1) An General Club Meeting shall typically be held during the month of January. Annual Executive Board Elections are typically conducted during this meeting. Any newly elected board members take affect February 1<sup>st</sup>.

2) Regular Club Meetings shall typically be held on the third (3rd) Monday (subject to change) of each month from March through October, or as called by the Executive Board.

3) Coach Meetings may be held at certain times of the year to provide information or hold discussions which focus on Travel and Recreation Seasons or Teams.

4) Special Meetings can be held at other times as called by the President, the Executive Board or requested by a written petition of no less than 20% of the members in good standing.

5) Executive Board Meetings shall be held regularly (targeted on a monthly frequency) at such time and place as the Executive Board may determine. These meetings will be closed sessions unless other Club Members, Coaches or Vendors are invited to discuss pertinent topics or plan for upcoming events, etc.

### **ARTICLE IX - Responsibilities and Duties of Executive Board/Officers:**

#### **President:3-year term**

Serves as the President and Chief Executive Officer of the Organization with responsibility for overall operations and conduct of all Club programs.

Provides guidance, delegates authority, assigns specific functions, creates special committees and takes action in consultation with the Executive Board to maintain existing

programs as well as seek opportunities for future initiatives or improvement of processes and practices.

Engages with officers and representatives of Soccer Organizations governing youth soccer on National, State and Local levels to gain information on player development initiatives, coordinate activities, apply for grants and promote the programs of LYSC.

**Executive Vice President: 1-year term**

Acts as the primary point of contact for LYSC when communicating with the Township of Lyndhurst to coordinate field and facility usage, secure permits, scheduling of games and coordinating support from Township of Lyndhurst for Special Events and Tournaments to include personnel, supplies and/or equipment.

Recommends and oversees programs for the improvement of LYSC including development of all players, coaches, referees and volunteers. Develops and acts as chairperson for committees (as needed) with the purpose of implementing programs/workshops focused on player and coach development.

Responsible to assume duties of the President when he or she is not available or present.

**Vice President of Travel Programs: 2-year term**

Responsible for the oversight of all activities associated with the Competitive Level Travel Programs offered by LYSC. Assumes responsibility to act on behalf of LYSC as primary Club Representative to the Leagues and Associations in which LYSC Travel Teams participate.

Acts as Committee Chairperson as needed, to committees formed in support of the Competitive Level Travel Programs or players.

Serves as the primary point of contact to coordinate Travel activities with LYSC Travel Team Coaches. Oversees the registration, rostering and outfitting process for LYSC Travel Team Players and Coaches.

**Vice President of Recreation Programs: 2-year term**

Responsible for the oversight of all activities associated with LYSC Recreation Level Programs. Assumes responsibility as the primary coordinator for Recreation League Play **including:** Player Registration; Team Formation and Player Assignment; Completing Uniform Orders and Distribution; Scheduling of Games; Oversight of League Game Play to Insure Reporting of Game Scores; Review of Referee reports; and Promotion and Enforcement of Sportsmanship and Proper Sideline Behavior in line with the LYSC Code of Conduct.

Shall also assist with planning and oversight activities for Recreation Training Programs held throughout the year and engages with private vendors for scheduling and conduct of these training sessions.

### **Director of Fundraising and Public Affairs 2-year term**

Primary responsibilities include oversight of Club Fundraising activities such as: sponsorship for LYSC; Recreation Programs; Special Events; or spiritwear. Public Affairs outreach activities shall **include**: Social media updates, advertising and promotion of LYSC programs.

Sponsorship efforts shall consist of administering the tiered LYSC Sponsorship program, which **includes**: drafting sponsorship solicitation letters for existing and potential sponsors; procuring sponsorship banners where necessary; and collection of sponsorship funds to be provided to the LYSC treasurer. This will also involve oversight of LYSC Spiritwear sales to **include**: coordination with Spiritwear vendors, selection of products, promotion of Spiritwear on LYSC Website and **Social Media**, collection of spiritwear fundraising profits from vendors which are to be provided to LYSC Treasurer.

Updates to social media will include periodic updates and posting to LYSC Social Media outlets (Instagram, Facebook, X, etc). Postings will typically consist of announcements for upcoming events, flyers for seasonal programs and registrations, notices of field closures due to weather events, etc.

This position shall also provide support for fundraising, advertising and promotion of LYSC programs as necessary for events such as Opening Day “Kick Off” Event, Tournaments and other special events. This effort will include producing and procuring banners or sign boards to be used for promotion of LYSC special events and tournaments, advertising and sending communications to Club Members or the public.

### **Treasurer: 1-year term**

The Treasurer is responsible for the financial administration and management of all monies and assets of LYSC.

Prepares and maintains monthly and annual reports of disbursements, receipts, balances, budgets and other financial information to be provided to the Executive Board Members for review at Executive Board Meetings or at other times as necessary. Is responsible for all monies to be deposited in Banking Institutions, Funds or Accounts approved by the Executive Board in the name of LYSC.

Shall also monitor and account for all fund-raising and sponsorship activities coordinated by the LYSC Fundraising and Public Affairs Director.

Shall prepare Financial Summaries for review at Club Meetings as follows: Annual Club Financial Summary (to be reviewed with Club Members at the Annual General Meeting); Quarterly Club Financial Summaries (to be reviewed quarterly at corresponding Club Meetings); and Event Specific Summaries for any Club Tournaments or Special Events (to be reviewed at Club Meetings following the Tournament or Event).

Responsible to oversee the preparation and filing of all necessary forms and reports required by State or Federal Government Agencies.

**Secretary: 1-year term**

Is responsible to serve as the primary point of contact for Club Correspondence and respond to, or direct correspondence for LYSC, as necessary.

Shall keep and retain records at all meetings to include attendance and meeting notes/minutes.

Shall file and maintain Club documents including meeting records, Club announcements, changes to the Constitution, By-Laws and *Rules of Competition*, and others as required.

Shall assist other Board Members in planning and overseeing Club Programs and Events, as necessary.

**Chairman of the Stand: 1-year term**

The Chairman of the Stand plays a vital role in supporting the recreation soccer league's operations and community engagement. This position involves overseeing all aspects of concession stand management to ensure smooth, efficient, and profitable operations.

Key Responsibilities:

- **Inventory Management:** Order and replenish items as needed to maintain adequate stock levels of food, beverages, and supplies.
- **Staff Coordination:** Recruit, schedule, and manage volunteers to operate the concession stand during games and events.
- **Financial Oversight:** Track sales, collect funds and manage cash handling procedures to ensure accurate accounting and reporting.
- **Health and Safety Compliance:** Ensure the concession stand adheres to local health and safety regulations, including cleanliness and food safety protocols.
- **Customer Service:** Promote a welcoming atmosphere for players, families, and spectators by ensuring high-quality service.

**At-Large Board Member – Lyndhurst High School Soccer Coach- 1-year term**

The At-Large Board Member is a versatile contributor to the organization's leadership team. This role supports the program's overall success by participating in decision-making, assisting with various initiatives, and representing the interests of the community.

Key responsibilities include attending board meetings, offering input on policies and program development, and supporting events such as registration, tournaments, and fundraising activities. The At-Large Board Member collaborates with other board

members to ensure the program fosters skill development, sportsmanship, and a positive experience for all participants.

This position requires strong communication, organizational, and teamwork skills, along with a commitment to the youth soccer program's mission. The At-Large Board Member plays a critical role in ensuring the program's continued growth and success.

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## **ARTICLE X - Executive Committee**

The Executive Board reserves the right to appoint and approve positions of an Executive Committee to support the programs and activities provided by LYSC. These positions are to be established by the Board as needed. Positions can be added or subtracted based on the Club program needs. Executive Committees shall work under the authority of the Executive Board Members and do not have Executive Board Member voting rights.

Positions and Responsibilities of the Executive Committee:

### **Referee Assignor for Recreational League:**

Works under the guidance of and reports to the Vice President of Recreation Programs.

Identifies and maintains contact list for referees. Coordination for Referee Coverage

Provides guidance to referees related to *LYSC Rules of Competition*, proper code of conduct and expectations. Evaluates referee's abilities and assigns to age groups accordingly.

Schedules and assigns referees for each game and coordinates replacements as needed. Reviews all referee reports and discusses with the Executive Board any disciplinary actions based on conduct committed by coaches, players or spectators.

### **Games Chairperson:**

Assigns, publishes and maintains schedules for all Recreation League Games. Coordinates with Coaches to input scores for each game on LYSC Website to determine standings of teams. Assists with uniform distribution to Recreation Coaches and participants in LYSC Training Programs. Participates in decision with the Executive Board Members to assess field conditions and cancel or reschedule games as necessary due to weather or field conflict.

### **Field Marshall/Site Manager**

The Field Marshall/Site Manager ensures the smooth operation of games and activities at the soccer fields during league play and tournaments. This role oversees field setup, game schedules, and adherence to league policies, acting as the main point of contact for coaches, referees, and spectators.

Key responsibilities include ensuring fields are safe and properly prepared for play, managing game-day logistics to keep schedules on track, and addressing on-site issues such as rule disputes or weather-related concerns. The Field Marshall/Site Manager also ensures compliance with league rules and fosters a positive and welcoming environment for players and attendees.

This position requires strong organizational skills, effective communication, and the ability to handle challenges under pressure. The Field Marshall/Site Manager plays a vital role in maintaining the professionalism and success of the Lyndhurst Youth Soccer Program.

## **ARTICLE XI – Communications, Documents and File Management**

### **Official Communications and Use of LYSC Name and Logo:**

Standards shall be set by the Club for documents and communications (eg: emails, flyers, logos, LYSC Name, etc). The purpose of this procedure is to standardize and ensure consistency with all LYSC Communications.

Unless authorized, all official communications are to be approved and distributed by Executive Board Members. This includes Program Announcement Flyers, Team Tryout Flyers, Spiritwear Announcements, Communication with Club Members, Communication with outside parties (Leagues, Town, Vendors, Organizations, etc).

All communications or correspondence from LYSC shall include the following: Official LYSC Logo; Blue and Gold Colors of LYSC; and the Club shall be referred to by its official name (“*Lyndhurst Youth Soccer Club*”).

Communication will primarily be sent by Executive Board Members, but this effort may be delegated to committee members as necessary. However, only Executive Board Members are to conduct official communication on behalf of the LYSC with the Town of Lyndhurst including the Recreation Department, Commissioners or Town Representatives.

### **Documents, File Management and Subscriptions:**

LYSC currently uses and will maintain software and/or equipment as necessary to support the proper storage and archive of Club files, information and data. The following systems are currently used for the purposes as indicated:

Sports Engine Web-Services – Hosting LYSC Website, setting up online Registration Forms, Sending Club Communication Emails to Club Members, etc. The Sports Engine Mobile App is also available for use by Coaches/Players-Parents to communicate schedules, **etc;**

Microsoft Office Products – Outlook – email accounts; Teams – Meetings and Collaboration; SharePoint – File storage and Record **Retention;**

VEO – Online Admin and Team Accounts for support and use of VEO Camera Systems for recording games and performing **analysis;**

Soccer Parent Resource Center – LYSC maintains an annual membership which affords all Club Members access to SPRC articles, resources and sportsmanship programs;

Instagram/Facebook/X – LYSC maintains accounts for each of these social media platforms for the purpose of communicating and promoting LYSC programs and **events;**

Executive Board Members will be custodians of these systems, equipment and records for the purpose of efficient conduct of Club Business and to provide repository of Club information to support on-boarding of new members to the Executive Board in the future.

### **LYSC By-Laws Creation and Revision History:**

- August 2009: The following committee members first adopted these rules on August 30, 2009: Alex Papanastasiou, Tony Yallo, Ricky Franchino, Jerry Mezzina and Stephanie Ingenito.
- June 2017: The following Board members amended the current rules during the Spring of 2017 and ratified them on June 9, 2017: Anthony Scardino (President), Sandra DeBrito (Executive Vice President), Joe Naviello (Treasurer), and Megan Geier (Secretary); and reviewed by Rick Franchino (VP of Travel Programs) prior to publication.

- March 2024: The following Board Members completed updates and reviews in January/February/March 2024: Joe Baratta (President), Grant Garing (Executive Vice President), Pelio Barbieri (Vice President of Travel Programs), Joe Naviello (Treasurer), and Sue Gowda (Secretary). The final updates were ratified by the Executive Board on March 21, 2024.
- May 2024: The following Board Members completed updates and reviews in April/May 2024: Frank Bifulco (President), Matt Mongelli (Executive Vice President), Ignazio Altizio (Vice President of Travel Programs), Anthony Barone (Vice President of Recreation Programs), Joe Naviello (Treasurer), Angela Hillas (Secretary), and Danielle McWilliams (Director of Fundraising and Public Affairs). The final updates were ratified by the Executive Board on May 20, 2024.
  
- NOTE: The primary updates included in this revision centered on the following:
  - Update of Executive Board Roles and Responsibilities which include the addition of two new Executive Board Positions (Vice President of Recreation Programs; and Director of Fundraising and Public Affairs).
  - Updates to reflect current operating procedures and systems used as part of Club oversight to be consistent the current Club practices.
  - Update of references to LYSC Club Soccer Programs currently offered and affiliated soccer organizations and leagues LYSC participates in.