

Indianola Soccer Tribe Articles and Bylaws

Article I - NAME

The name of this organization shall be Indianola Soccer Tribe (hereinafter referred to as Tribe).

Article II - MISSION STATEMENT

To provide Indianola with a quality recreational soccer program that supports as many kids as possible, as long as possible, and in the best environment possible.

Article III - COLORS

The representative colors of the Tribe shall be purple and white.

Article IV - AUTHORITY

The Tribe shall be governed by its Articles and By-Laws. The Tribe is a member of the Iowa Soccer Association and abides by their rules of Play and Procedures.

Article V - GOVERNING AUTHORITY

Section 1 The affairs of the Tribe shall be managed by its Board Directors.

Section 2 The number of Board Directors shall be 11, and the positions are: President, Vice President, Treasurer, Registrar, Communications Director, Coaching Director, Fields Director, Equipment Director, Referee Director, Fundraising Director, and Academy Director.

A. President

The President shall be the principal officer of the Tribe and shall supervise all of the business and affairs of the Tribe. The President shall preside at all meetings of the membership and the Board of Directors and is responsible for setting the overall goals and direction of the program. The President does not have a vote in matters of the Board unless there is a tie.

B. Vice President

The Vice President shall perform the duties of the President in the absence of the President.

C. Treasurer

The Treasurer shall have charge and custody of and be responsible for all funds and securities of the Tribe, and, in general, perform all the duties incidental to the office of Treasurer and other duties as may be requested by

the President or Board of Directors.

D. Registrar

The Tribe shall employ one paid Registrar for all age groups. The registrar shall be paid a set amount voted on by the Board. If there is a need, the board may authorize a second registrar (one for U5-U8 and one for U9+ ages) who will also be paid. The registrar will have the following responsibilities to be carried out for all age divisions:

- i. Set up and maintain the registration system for Fall and Spring seasons
- ii. Assign players using the appropriate team formation policies
- iii. Verify that the appropriate documentation is received for all Club members including player photos, birth certificates, payment and volunteer disclosures
- iv. Register all players, coaches, and teams with the local league and State Association
- v. Provide team rosters, player cards, player information, schedules, directions, medical forms and coaches list to appropriate Board members

E. Communications Director

The communications director is responsible for managing the contents of the Tribe website, social media pages, email account, and taking and posting board meeting minutes.

F. Coaching Director

The coaching director is responsible for the overall coordination with all Tribe coaches throughout the season to ensure they have the resources and information needed for a fun and productive soccer season. This includes building the practice scheduling, coordinating pre-season admin info/requirements, helping reschedule games, providing coaching education opportunities, and communicating updates/issues throughout the season. This position is also responsible for the content on the coaches section of the Tribe website and works with the staff at Iowa soccer to ensure that Tribe coaches are aware of pertinent information to the season (tournament opportunities, rule changes, etc.).

G. Fields Director

The fields and equipment director is responsible for developing the field plan for each season, setting up and painting those fields, and repainting as needed throughout the season to ensure the fields are marked properly.

H. Equipment Director

The Equipment director is responsible for the upkeep and replacement of all Tribe equipment to include goals, nets, flags, and all items in the coaching equipment bags. The equipment director works with the registrar to ensure all jerseys are provided to players prior to the start of the season.

I. Referee Director

The referee director recruits and mentors referees, assigns games, coordinates cancelled and rescheduled games, and ensures referees are paid by working with the treasurer.

J. Fundraising Director

The fundraising director is responsible for all fundraising activities of the Tribe to include coordinating with local businesses for opportunities, working grant plans, and the sale of Tribe fundraising gear.

K. Academy Director

The academy director is responsible for the planning and execution of the Academy program. This includes developing practice plans, educating coaches in the academy program, and helping to develop curriculum for Academy players. The academy director will work with the coaching director to exchange ideas on overall direction and education of club coaches.

L. At Large Members

At large members are individuals who join the board to help, but do not fill any of the director positions. They do not have an official vote for matters decided on by the board of directors unless they have been an at-large member in good standing for longer than one full season.

Section 3 Directors shall be elected annually at the start of the January meeting

Section 4 The Board of Directors may, by resolution of a majority of the Board, establish committees chaired by a Director to conduct the management of the Tribe. All Committees shall function in accordance with the rules and procedures established by the Board of Directors. Ideal areas for committees (but not be limited to) are:

- A. Fields
- C. Equipment
- B. Fundraising

Section 5 The Board may provide that a salary or other compensation be paid to any director or other employee for his or her services. The board will also ensure all outside individuals/organizations (tax attorney, trash, uniforms, etc.) are paid for the services they provide the Tribe.

Section 6 The Board of Directors may remove any director at any time, if in its judgment, the best interest of the Tribe would be served thereby. This must be done following a public hearing publicized prior to a Regular Meeting and with a majority of the sitting Directors vote.

Section 7 Any vacancy on the Board may be filled by the affirmative vote of a majority of the remaining directors, even if less than a quorum of the Board. A Director so elected to fill a

vacancy shall complete the unexpired term of his or her predecessor in office.

Section 8 If additional Directors are to be elected to increase the size of the Board, this shall be done by election at the annual meeting of the membership, which is in January.

Article VI - GOVERNING AUTHORITY

Section 1 The Board of Directors shall hold regular monthly meetings the second Sunday of the month unless otherwise announced one full week prior to the scheduled meeting date. The Board may provide for additional meetings to be held with 48 hours-notice publicizing time, place and reason for meeting.

Section 2 The entire Tribe is invited to meet the second Sunday of January prior to that month's Regular Meeting. The Annual Meeting, with tentative agenda, shall be publicized 14 days prior to the meeting date.

Section 3 A majority of the current sitting Directors must be present in order to conduct business. However, a majority of those present may adjourn the meeting from time to time without any further notice.

Article VII - MEMBERSHIP

Section 1 Qualifications for Membership. Membership in the Club shall be granted to:

- A. The parents or legal guardians of all soccer players for whom a membership fee has been paid or for whom a scholarship grant has been received.
- B. Coaches and assistant coaches of all Tribe soccer teams.
- C. Referees who referee Tribe games and whose name is listed on the Tribe's list of active referees.

Section 2 Members must remain in good standing with regard to payment of fees and dues. Any person who is considered a member of the club is eligible to hold a board position. Any board director who misses two board meetings in a row without notifying fellow board members ahead of time may be terminated from the board by a majority vote at the subsequent third meeting.

Article VIII - FISCAL YEAR

The fiscal year of the Tribe shall be from January 1st to December 31st each year.

Article IX - TEAM FORMATION

Section 1 The formation of teams in the U5-U8 age group will be random every fall season. An attempt will be made to keep teams together for the following spring season pending player and coach availability and other considerations made by the board. The subsequent fall season as the players age up (ex. from U6 to U7) will be random again.

The formation of teams in the U9 age group will be random at the start of the fall season. After the U9 fall season, attempts will be made to keep teams together pending player and coach availability and other considerations made by the board. At no time, will teams be formed to purposely make a stronger team and a weaker team within an age group.

- A. A child who played the previous season may have the opportunity of being placed on the same team. However, placement is not guaranteed.
- B. Coaches and assistant coaches will be placed with their children.
- C. Parents may request placement due to circumstances, but placement is not guaranteed.

Section 2 Once an age group is full, a wait list will be opened. If there are enough players to form another team, and state registration has not closed, an additional team will be formed. If there are not enough players to form a second team for that age group, the board will make determine whether it is possible to move players up/down to another age group to accommodate all players. The decision to move a player up/down will include input from the previous season coach (if applicable) and communicated to the parents of the player. The board will default to moving up the oldest kids in the current age group and moving down the youngest kids in the current age group to keep them as close as possible to the age of the kids on the new team.

Section 3 A parent may request a child be randomly placed on a new team if space is available.

Section 4 In cases where 11v11 teams cannot be formed in upper age divisions, small-sided teams (7v7) may be formed.

Section 5 Team placement and scheduling is performed by the Iowa Soccer Association.

Section 6 In the event of a play up request being made to the Board of Directors the following procedures shall be followed:

- A. All requests must be received no later than five (5) days prior to registration closing.
- B. Any requests made after the deadline shall not be considered until the following season.
- C. The request will be presented at the next board meeting unless time does not allow in which case an email shall be sent. A recommendation based of knowledge of player ability with consideration for player safety will be made and the Board of Directors shall arrive at a conclusion, and in the event the player passes this initial evaluation they will be placed on a priority list based on order of players based on overall readiness. The priority list will serve as a tool for the Registrar during formation of teams.
- D. Given open spots at the higher age level exist and removing the player from current age group will not cause a shortage of players, the Registrar shall take players from the priority list in order and assign them to the higher age level.
- E. A player that requests to play up can't take the final roster spot on the team they are

being placed. Communication of the decision back to the parents of the player shall be completed by the Registrar and shall be completed within five (5) days of completion of the process.

F. All decisions made by the Board of Directors shall be final without an appeal.

Article X - PAYMENT OF REGISTRATION

Section 1 All payments are due at time of registration. If a family/member is unable to provide payment for registration then they may apply for scholarship assistance.

A. Scholarships shall be awarded by a vote by the Board and be given based on need and weighed against other requests and the total amount of grants available for that season.

B. Applications may be made by email communication to the Board.

Section 2 Refunds will be granted on the following basis:

A. Requests for refunds before team formation will receive a full refund, unless player information has been processed and sent to Iowa Soccer Association (at which time, less \$10).

B. Requests for refunds between team formation and the first game will receive a refund, less \$25.

C. Requests for refunds after team formation will be subject to review by the board on a case by case basis. For a refund to be considered there must be extenuating circumstances preventing the player from competing in the season with the Tribe.

D. After the first game of the season, no refunds will be granted, save in the case of season ending injury or illness. Such refunds will come in the form of credits for registration for the following season.

E. Any player will be granted a full refund if unable to be placed on a team.

F. In the case of multi-rostering, refund requests will go before the Board of Directors on an individual basis.

Article XI - COACHES TRAINING

Section 1 All coaches must complete three items in order to be a coach for the Indianola Soccer Tribe:

A. Background check conducted by Iowa soccer

B. Concussion Training

C. Safe Sport Training

Background checks are good for two years. Both concussion training and safe sport are good for 365 days from the date of completion. Coaches need to be aware of when they completed each training so they can renew the training for following years. The website to track and accomplish all training is linked on the coach's page on the Indianola Soccer Tribe website.

All coaches must submit for a background check and have both concussion training and safe sport complete prior to the first game of each season. If not, their team will not be allowed to play any games. The board will continue to cancel team games until the coach has completed

the required training.

Section 2 All coaches are highly encouraged to take the US Soccer Grassroots course for their age group. This can be done in person or online. The link to the courses are on the coach's page on the Indianola Soccer Tribe website. The board will reimburse the cost of the course upon completion.

Article XII - GRIEVANCES

Section 1 Any member of the club may be brought before the Board for actions taken on or off the field that are deemed detrimental to the club. The Board has the right to suspend or discipline all members as they see fit, and members have the right to a public hearing for appeal before the Tribe at large that shall be advertised fourteen (14) days in advance.

Please see Conflict Resolution and Code of Conduct Policy for further details.

Article XIII - MISCELLANEOUS

Section 1 The Board withholds the right to make decisions on any subject matter not covered in these documents.

Section 2 Any rules or regulations not referenced in these bylaws but covered by Iowa Soccer Association are considered superseded by ISA jurisdiction.