



BAYOU SOCCER CLUB BY-LAWS

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1. NAME

The official name of this organization is **Bayou Soccer Club**, herein known as **BSC**.

2. PURPOSE

RECREATIONAL

BSC was organized exclusively as a non-profit organization to provide a Recreational Program for the game of soccer and to promote, govern, strengthen, and teach the game of soccer for the benefit of the players.

COMPETITIVE

BSC formed the Competitive Program in a continuing effort to offer soccer to those players wishing to compete at a higher level than that offered by the Recreational Program.

3. MEMBERSHIP

RECREATIONAL & COMPETITIVE

BSC membership shall be composed of the parent(s), mother and/or father, or guardian(s), or coach of any child who participated (paid required fees and played on a **BSC** team) in the **BSC** program during the current soccer year. A duly appointed league director or duly appointed event coordinator during the current soccer year is also a member. The soccer year begins on September 1 and ends on August 31 the following year. If a meeting is held immediately after the close of a soccer year but before the beginning of registration for the next soccer year, membership shall consist of those parent(s), guardian(s), or coaches of any child who participated in the **BSC** program during the immediate past soccer year. Coaches of the preceding year or whoever signed a letter of intent to coach for the upcoming year will also be considered members.

Each member, regardless of the number of children, shall have one vote in the election of a Director or Directors and in matters for which a vote of the membership is taken. Proxy voting will not be permitted, and members **must be present** in person to cast their vote.



RIGHT TO REVOKE MEMBERSHIP

Any Membership (Recreational or Competitive) may be revoked or denied to any individual and their families whom the Board of Directors has determined has had an undesirable or detrimental effect on the **BSC** program. A majority vote of the attending Board must be obtained to deny membership. Once this decision has been made, it **shall be final and not subject to an appeal.**

4. ADMINISTRATION

A Board of Directors shall govern all matters related to Bayou Soccer Club. The Board shall be elected at the annual membership meeting in January. To be eligible for election as a board member, individuals must be members of BSC as defined in Paragraph 3. Board alternates may be elected to the Board of Directors at the semi-annual membership meeting in June if there is an opening. The board shall consist of no fewer than 5 members and no more than 9 members. Ex-Officio members of the board may include a referee representative, league coordinators, tournament director, coaching coordinator, director of coaching, and the Competitive Program director. Directors will be elected from the BSC General Membership. Each new board may postpone electing up to two officers if circumstances warrant a delay.

- **Board Member Terms:** The 5 to 9 board members shall serve two-year terms with staggered elections, ensuring at least two members are elected in odd-numbered years and at least two in even-numbered years. Board members take office on June 1 of the election year.
- **Participation Requirement:** Board members are expected to actively participate in and support club initiatives. Those who do not consistently attend meetings or contribute may be removed by a majority vote of the Board. Additionally, any board member may be removed by a two-thirds vote of the membership at a duly called BSC meeting.
- **No Term Limits:** There shall be no term limits for Board Members as long as they are active members of the club and are re-elected at the General Membership meeting when votes are cast.
- **Board Oversight of Employees:** The Board shall oversee all employees and employee-related matters, including policies, performance reviews, and employment terms, ensuring alignment with BSC's mission.



- **President Eligibility and Authority:** To be considered for the position of President, a candidate must have served on the Board for the last two consecutive years. The Board reserves the right to elect or remove a President by majority vote if warranted by circumstances.
- **President's Grandfather Rule:** If a President is replaced at the Annual Membership Meeting (not by a Board vote) and remains an active member, they shall retain voting rights for one full year after their position has been filled, regardless of the current Board size.

The filling of any vacated position shall be managed by nominating all current board alternates, with a secret ballot vote held until one candidate receives a majority. In the absence of alternates, the Board, by majority vote, will elect an individual to fill the vacancy, who will inherit the remaining term of the vacated position.

At the January membership meeting, board nominees who are not elected may choose to enter an alternate pool for consideration as alternate board members. The individuals receiving the most votes will serve as board alternates. Board alternates may attend all board meetings as ex-officio members, serve or chair committees, etc., but they may not vote in official board matters. If a board vacancy occurs before June 1, the designated alternate shall immediately take office with full voting powers.

5. OFFICERS

The duties of the officer in **BSC**, in addition to attending board meetings shall be as follows:

PRESIDENT DUTIES AND RESPONSIBILITIES

- Organize and facilitate monthly meetings, agendas, and meeting locations
- Serve as liaison with state association
- Attend bi-annual state meetings (January/July)
- Attend other state meetings (tournament/rec./special committees)
- Disseminate information
- Attend to any and all legal matters
- Serve as POC with lease arrangement and land usage



- Be responsible for **BSC** bylaw changes and updates
- Serve as local authority for state bylaws
- Set fundraising policies
- Approve payment of obligations
- Be responsible for incurring and approving of obligations
- Make foul weather policy decisions when necessary
- Set job standards for any hired employees
- Hire and release of employees
- Appoint committee members

VICE PRESIDENT DUTIES AND RESPONSIBILITIES

- Assume the duties of the President in his absence
- Maintenance of fields
- Surface preparation and maintenance
- Parking
- Rotation of use
- Construction
- Oversee facility layout
- Oversee and control equipment and any physical assets
- Chair game conduct committee

SECRETARY

- Registration: Dates, Location, Forms, Fees, Communication
- Telephone
- Answer/Forward messages
- Change Messages



- Coordinate and direct publicity
- Maintain and publish club rules
- Supervise and maintain a history of the club
- Prepare and disseminate minutes of meetings
- Coordinate with state organization regarding required paperwork communication

TREASURER

- Record collection of fees and assessments
- Coordinate disbursements
- Coordinate procurement of supplies and equipment
- Budget preparation
- Monthly fund status report

6. STANDING COMMITTEES

The coordination of activities of each committee should be developed between the said committee chairperson and through general membership. A board member must serve on every standing committee, whether as chairperson or committee member.

Recreation League: Chairperson – Board Member.

- Organize teams at specific age groups
- Assign coaches to teams
- Coordinate roster submission to registrar
- Disseminate player passes
- Serve on tournament committee
- Coordinate the scheduling of games with the registrar
- Field any initial inquiries, arbitrate where appropriate



- Coordinate the lining and layout of fields at age group
- Advise vice president of field maintenance needs
- Advise equipment chair of needs (balls, nets, etc.)
- Maintain goals, nets, etc. at age level

Competitive League: Chairperson – Board Member

- Maintain competitive manager's handbook for all competitive managers
- Disseminate all rules and regulations regarding competitive league competition to coaches, managers, and players
- Oversee competitive uniform chairperson
- Liaison between the competitive league and the **BSC** board

Registration: Chairperson-Secretary. Organize and conduct registration

Playing Fields: Chairperson-Vice President. Secure playing fields and assure maintenance of fields.

Game Conduct: President or appointed by the President if they can't attend or they are directly involved in the incident they must hear. Hear complaints of misconduct.

Publicity: Club President or appointed by the President

Competition: Chairperson-Vice President. The committee will be made up of League Directors. Propose revision to rules of competition. Conduct hearing on protested games and decide on the outcome of protested games.

Equipment: Chairperson-Vice President. Secure and maintain proper equipment.

Referees: Chairperson-Appointed by the President, with Board approval.

- Liaison between referees and Board of Directors
- Establish a database of all trained referees and assistant referees
- Field complaints and inquiries
- Establish training and classes
- Forward board concerns



Tournament Committee: Director is appointed by the President, with Board Approval.

- Schedule tournaments
- Prepare paperwork
- Establish dates in January for following season
- Coordinate committee
- Coordinate logistics checklist of tournament tasks
- Follow LSA guidelines for management of a tournament
- Bracket teams
- Coordinate mailings

Coaching/Player Development Committee: Chairperson is appointed by the President, with Board approval.

- Coordinate with state director of coaching
- Establish dates for modules, certificates, and licenses
- Advertise all classes and courses
- Establish a mentor program for coaches and players
- Establish a free clinic with state agency
- Maintain a database of trained coaches
- Oversee Competitive League Tryouts
- Coordinate Coaches in Competitive League Team Formation

7. RULES AND REGULATIONS

The rules and regulations of **BSC** shall consist of the By-laws, **BSC** Policy Statements, FIFA Laws of the Game, and Universal guide for Referees, USSF Rules, related **BSC** amendments and additions, to these Laws referred to as the **BSC**



“Rules of Competition”, Robert’s Rule of Order, and LSA Rules and By-Laws that go beyond what our laws or policies state.

A master copy of all rules and regulation documents shall be maintained in the custody of the Secretary. Such documents shall be reflective of all approved additions, deletions, or other amendments. In event of any question regarding Rules and Regulations construction, the master copy will prevail.

Games shall be conducted in accordance with FIFA Laws, except where amended by USYSA Administrative Handbook, amended by **BSC** Rules of Competition. Amendments to **BSC** Rules and Regulations shall be approved by two-thirds majority of the voting members present at a duly called meeting or at a board meeting where a two-thirds majority of at least a quorum of the board members present voted in favor of the proposed change. These rules may be suspended provided all members of the board present at a duly constituted meeting agree and there is an emergency condition requiring suspension of the rules.

Any proposed changes must be submitted in writing to the Board of Directors at least thirty days or at a duly called meeting prior to the scheduled meeting at which the rule change will be considered. Any changes approved shall take effect immediately followed by a timely notification of the membership.

An annual General membership meeting shall be conducted at least 1 time per year (Jan-Dec). Other special meetings may be called by the President.

Board of Director Meetings will be held monthly. There will be transitional meetings starting with the first scheduled Board meeting after the January election of Board members. These transitional meetings shall be a joint effort, composed of both outgoing and incoming board members and they shall continue to be a joint effort until June 1st when new Board Officers and members take their elected positions. At the first transitional meeting held after the general membership meeting in June, Board officers will be elected. Transfer of financial records will be affected along with a complete and accurate inventory of all physical property on June 1st. The transitional members can’t vote until June 1st unless they are already on the board.

Proxy voting will not be permitted by any board member.

Special Board of Director meetings may be called by the President or six members of the board and require 24 hours prior notification or concurrence by all board members.



For all board meetings, a quorum must be present for voting issues to be decided.

The agenda of General Membership meetings shall be as follows:

- Call to Order
- Introduction and Opening Remarks
- Minutes of Past Membership Meetings
- Treasurer's Report
- President's Report
- Old Business
- New Business
- Adjournment

Board of Directors meetings shall be conducted in the following order:

- Call to Order
- Establishment of a quorum
- Minutes of Past Meetings
- Treasurer's Report
- Committee Reports
- Any tabled issues
- Old Business
- New Business
- Adjournment

Board of Directors meetings will be run from an agenda ONLY. The President must be notified of items to be placed on the agenda at least 24 hours before the Board meets. (NOTE: an item can be added to the agenda at the meeting, if a two-thirds majority of the Board votes to add it.)



8. GAME-RELATED MISCONDUCT/PROTEST/APPEALS & HEARINGS

MISCONDUCT AND POLICY ENFORCEMENT

All Bayou Soccer Club Members are expected to abide by the Rules of the Game. **BSC** follows the suspension policies set forth by the Louisiana Soccer Association (LSA) and US Soccer. The **BSC** Board is required to enforce at least the minimum suspensions or sanctions as prescribed by LSA, FIFA, or US Soccer for each infraction of a member either before, during, or after a match. However, the **BSC** Executive Board reserves the right to add or extend any suspensions or sanctions for players, parents, or coaches.

In any case, the **BSC** Executive Board reserves the right to revoke any membership, in accordance with **Section 2** of this document, at any time without the appeal process. Membership revocation decisions are final and binding and are not subject to internal or external appeal.

Finality of Decisions and Appeals Process

Decisions made by the **BSC** Executive Board regarding membership revocations, per **Section 2**, are final and cannot be appealed, either within **BSC** or to any external bodies, including **LSA** or **US Soccer**.

However, decisions related to game-related rule (Laws of the Game) infractions may be appealed externally, following the guidelines and timelines set by **LSA** or **US Soccer**. In such cases, the internal appeals process within **BSC** must first be exhausted before appealing to an external authority.

COMPOSITION OF HEARING COMMITTEE

1. Hearings for misconduct/appeals will be held by the game conduct committee. Hearings for a game protest will be held by the competition



committee. Note: The game conduct committee and the competition committee are made up from the **BSC** Board.

2. The Committee must be made up of at least five members to include the Chairperson, none of whom have a direct tie to parties in dispute, or where a direct conflict of interest is readily apparent or could be reasonably claimed.
3. If the **BSC** Board cannot supply five members then the Chairperson would appoint members to make up the committee following the rules of non-involvement.
4. Members should have above average knowledge of club/league, and LSA Rules and Regulations, Policy and Procedures, cases, Laws of the Game, etc.

PROCEDURES

Timelines for Appeals

Any party wishing to appeal a decision made by the **BSC** Executive Board must submit a formal appeal in writing within **7 days** of receiving the official decision. The written appeal must include all relevant details and supporting documentation regarding the grounds for appeal.

Appeals to external governing bodies such as the Louisiana Soccer Association (LSA) or US Soccer must follow the timelines and procedures set forth by those organizations. It is the responsibility of the appealing party to adhere to the specific appeal guidelines and timelines established by LSA and US Soccer.

Failure to submit an appeal within the designated timeline **will result in the forfeiture of the right to appeal**, and the decision will be considered **final and binding**.

PRE-HEARING

1. The hearing committee must be called by the **BSC** Board for review of an act of misconduct that is not covered in the rules for dealing with misconduct or the rules require them to hear the case. They must receive this in writing and it must state the basic nature of the charges or rationale for the charges.



2. Chairperson of the hearing board to be convened must notify in writing all parties directly involved, advising the individual(s) of the nature of the charges filed along with the date/place/time for the scheduled hearing. Note: It is recommended such notice be by registered mail/return receipt requested to assure proof of notification.
3. Unless circumstances require an immediate hearing (40-72 hours), such hearings take place with two weeks' advance notice and are to be scheduled at a readily accessible location, and at a time/date convenient to all interested parties.
4. The chairperson should advise that either Party(s) may bring with them to the hearing, witnesses who have direct knowledge of facts pertinent to the subject matter under review. However, parties called before Hearing Boards are not allowed to be represented by attorneys unless and until all avenues of administrative appeal are exhausted within the structure of organized soccer (from league through USSF).
5. The chairperson may request a more detailed report of incidents described in a normal Referee Report form, unless the Referee is personally appearing at the hearing.

FORMAT OF HEARING

Administrative

The Chairperson should arrange to record minutes of the hearing proceedings by appointing a member of the Hearing Committee and to maintain all written documentation presented by the parties. A tape recorder can be used for this purpose.

Hearing Format

1. All concerned should understand that hearings of protest and appeals and disciplinary actions, etc. are not legal proceedings, and that **BSC** merely provides a procedure for resolving internal disputes or imposing discipline for violations of its Constitution, By-Laws, and Rules and Regulations.



2. The individual(s) filing the charge, protest or appeal should present their issues first, and following ample time for questions and answers, should be excused.
3. The individual(s) named in the charge, protest or appeal should present their responses to these issues and following questions and answers should be excused.
4. The hearing board will limit the hearing only to those matters specifically in the charge to the Board.
5. The principal parties involved should be advised that the Hearing Board will review and evaluate all the testimony and supporting documentation and will make their recommendations to the **BSC** Board only.

Principal Parties, Witnesses

1. The Hearing Board will not allow contesting parties and witnesses to testify together, or to be in the hearing room together during the proceedings (to eliminate cross-discussion, charges, and countercharges, etc.).
2. Contesting parties and witnesses are not allowed to be represented by an attorney.
3. If testimony is given by a player (under 18) or a minor child, he/she must be accompanied by a parent or coach.
4. Following testimony and completion of questions and answers by the Hearing Board, the witness or party may be excused, and not be encouraged to remain at the hearing site.
5. Hearing Board should advise the principals or witnesses that they will not be advised of the decision on the date of the hearing, that the Hearing Board will make its recommendation only to the convening authority.
6. Principle Parties and Witnesses will not be allowed to record the hearing in any manner.



Deliberations

1. The Hearing Board members should deliberate and arrive at a recommendation to be sent to the convening authority within 48 hours.
2. The chairperson only votes in case of a tie.
3. If a strong minority position exists, the convening authority should be so advised.

Hearing Board Report

Report and Recommendations for action to the **BSC** Board should include:

1. Names of Hearing Board members/chairperson
2. Date/Place/Time hearing was conducted.
3. Names of principal parties and witnesses.
4. Detailed nature of charges.
5. Minutes of hearing and all written documentation taken as supporting evidence.
6. Written recommendation of Hearing Board, (majority decision) along with minority report if requested.
7. Rationale for decisions (specific rules violation, violation of Constitution, By-Laws, precedent from previous decisions made by convening authority).

Recommendations:

Recommended that the convening authority write or otherwise communicate to the hearing Board members its appreciation of their efforts.

Copy Hearing Board Members of correspondence to the principal parties, notifying them of action taken by the convening authority. (If other than Hearing Board's recommendations, it would be helpful to tell them 'why')



Advise parties of right to appeal any decision and appropriate channels for appeal within LSA and USSF or its affiliated divisions.

9. PLAYER & TEAM RELATED POLICIES

Bayou Soccer Club Play-Up/Down Policy

Bayou Soccer Club adheres to the rules and regulations of our governing bodies, LSA and USYS.

- **General Policy:** We **do not** accommodate requests to play up or down due to sibling or multiple-child involvement in other age groups.
- **Skill-Based Play-Up Requests (“Pele” Rule):** Parents may request a skill-based play-up if they believe their child’s abilities are exceptionally advanced compared to their age group. Such requests require an assessment by our Director of Coaching (DOC) or a coach designated by the DOC. Generally, the player must rank among the top players in Louisiana within their age group, not just within the club. Factors like size and speed are not sufficient criteria; players are assessed based on their
- technical and tactical soccer skills. The DOC or designated coach must also believe that the player would rank within the top 5% of the older age group.
- **Development Considerations:** Playing up or down can significantly impact a child’s long-term skill development. For this reason, these requests are considered carefully. Typically, only one or two players in the club may be granted a play-up each season.

COMPETITIVE TRYOUTS

Tryouts are held annually following the Spring season, and players are evaluated exclusively by our USSF-licensed coaches. Assessments are based on a pre-set list of skills and competencies, including technique, tactical awareness, attitude, and athleticism.

- **Previous Competitive Players:** If a player was on a competitive team the previous season, their coach’s evaluation of the player’s previous season will be considered as part of the tryout process.



- **Recreational Players Transitioning to Competitive:** Players coming from recreational teams (typically 10U) are assessed **solely based on their tryout performance** by our competitive coaching staff, without consideration of prior recreational play.

This structure ensures a fair and thorough evaluation for all players entering competitive play.

10. FINANCES

BSC is a non-profit organization, domiciled and chartered in the state of Louisiana, deriving all funds from registration fees, membership fees, fundraisers, and contributions. **BSC** shall have a checking account at a Terrebonne Parish Bank. The books of **BSC** shall be maintained by the treasurer and available for review by any member of **BSC** at a general membership meeting. The President shall appoint an oversight committee that will reconcile the monthly financial records provided by the treasurer once a year. This committee can be made up of board members or general members who have the expertise to review the books. The reconciliation shall consist of the following: In July of each year, the committee will assemble the

past 12 months of bank statements, any reconciliation papers done by the treasurer, and the past 12 monthly statements provided to the board. The committee will make sure that the cash balance in the financial statements ties to the ones provided by the bank. One month of canceled checks will be selected at random to spot check for any irregularities.

The treasurer shall prepare a budget prior to the beginning of each soccer season. This must be presented to the Board no later than July 15 for approval for the fall season and December 15 for the spring season.