



CLAREMORE SOCCER CLUB

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BYLAWS AND STANDING RESOLUTIONS

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As officially approved:

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ARTICLE I: NAME

Section 1. Name

The name of this organization shall be the Claremore Soccer Club, Inc, hereinafter referred to as the CLSC.

ARTICLE II: BOUNDARIES

Section 1. Boundaries

The boundary lines of the CLSC are as follows:

1. North...Rogers County Line
2. East...Rogers County Line
3. South... Highway 266 to Highway 88 to Inola School District northern borderline contiguous with the Tiawah southern school district borderline.
4. West...The east shores of Lake Oologah and the Verdigris River to Highway 266 to Highway 88.

Included within the boundaries of the CLSC are Claremore, Bushyhead, Chelsea, Justus/Tiawah, Foyil and Sequoyah.

ARTICLE III: PURPOSE

Section 1. Purpose

The purpose for which this organization is formed is to further and promote the development of the sport of soccer through:

1. Training and education
2. Recruit and organize team(s) to participate in the sport of soccer
3. Establish and develop youth programs

The organization is organized exclusively for charitable and educational purposes under section 501(c)(3) of the Internal Revenue Code, or corresponding section of future federal tax code.

Upon the dissolution of this organization, 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 IV: MEMBERS

Section 1. Membership

- A. Membership in the CLSC shall be open to players, parents and/or legal guardian(s) of players, coaches or assistant coaches, any member of the CLSC Executive Board and standing committee members, any commissioner, and referees meeting the requirements herein.
1. Any Youth Recreational or Select player shall be admitted to membership in the CLSC upon club acceptance of a properly completed youth recreational or Select player registration form and payment of the registration fee as established by the CLSC and the Governing Association for the duration of one (1) playing season or one (1) year, as applicable. Membership will expire at the start of the following season if the player has not re-registered or upon the withdrawal or removal of the player from the club.
 2. Any Youth Recreational or Select parent(s) and/or legal guardian(s) shall be admitted to membership in the CLSC upon club acceptance of a properly completed youth recreational or Select player registration form and payment of the registration fee as established by the CLSC and the Governing Association for the duration of one (1) playing season or one (1) year, as applicable. Membership will expire at the start of the following season if the child(player) has not re-registered or upon withdrawal or removal of the child(player) from the club.
 3. Any adult player shall be admitted to membership in the CLSC upon acceptance of a properly completed registration form and payment of the registration fee as established by the CLSC and the Governing Association for the duration of one (1) playing season or one (1) year, as applicable. Membership will expire at the start of the following season if the player has not re-registered or upon the withdrawal or removal of the player from the club.
 4. Any Youth Recreational or Select coaches or assistant coaches shall be admitted to membership in the CLSC upon club acceptance of a properly completed coach registration form, a current approved background check, all other required qualifications, and official assignment to a team in the role of Head Coach or Assistant Coach. Membership will expire at the start of the following season if the coach has not re-registered and fulfilled all requirements or upon the resignation or removal of the coach from the club.

5. Any member of the CLSC Executive Board and standing committee members, and any commissioners shall be admitted to membership in the CLSC upon their appointment to the CLSC Executive Board, standing committee, or commission. Membership will expire upon resignation or removal from the CLSC Executive Board, Standing Committee, or commission.
6. Any referee shall be admitted to membership in the CLSC upon completion of referee course through U.S. Learning Center and completed field session that have refereed at least ten games in the preceding Spring season. Membership will expire if requirements are not met.
7. General membership voting is restricted to members of the CLSC 15 years of age or older.

Section 2. Revocation of Membership

- A. Membership in the CLSC may be revoked by a minimum quorum vote of the sitting members of the CLSC Executive Board for activities in violation of the CLSC Code of Conduct or the SafeSport Code, or for other actions deemed unbecoming a member or hostile to the club.
- B. If membership is revoked, the member may appeal to the General Membership of the Club at the next general membership meeting.

ARTICLE V: OFFICERS

Section 1. Officers of the Club (CLSC Executive Board)

The officers of the CLSC shall be a President, a First Vice-President, a Second Vice-President, a Secretary, a Head Referee, a Head Recreation Commissioner, a Select Program Commissioner, a Head Adult Commissioner, and a Board Member-at-Large. These officers shall perform the duties prescribed by the Bylaws and standing resolutions and by the parliamentary authority adopted by the CLSC. These officers are required, upon serving their term, to complete and pass SafeSport training and a background check.

Section 2. Appointed Positions

The following appointed positions are not officers of the CLSC Executive Board: a Registrar (Paid Position), a Referee/Field Assignor (Paid Position), a Sergeant at Arms, an Assistant Registrar, a Treasurer (Paid Position or may be hired out to a CPA), a Director of Coaching (Paid Position), a Head Field Marshall, an Events/Tournaments Coordinator, Facilities Coordinator, Head Recreational Coach, and a U6 Field Assignor/Commissioner. These

positions shall perform the duties prescribed by the Bylaws and standing resolutions and by the parliamentary authority adopted by the CLSC.

Nepotism shall be prohibited on the Executive Board.

Section 3. Officer of the Club Terms (CLSC Executive Board)

The officers shall be elected by ballot to serve a two (2) year term, with the exception of the Board Member-at-Large position who shall be elected by ballot to serve a one (1) year term. The President, Second Vice-President, Head Referee, Select Program Commissioner and Board Member-at-Large being elected in even years. The First Vice-President, Secretary, Head Recreational Commissioner, Head Adult Commissioner and Board Member-at-Large being elected in odd years (see table below for odd and even year officer elections). Officers take office until their successors take office and may succeed themselves for consecutive terms without limitation. All officers will begin their term at the close of the Annual Board meeting at which they are elected.

****Board Member at Large** will be a position used to entice new members to be part of the CLSC Executive Board. This is an entry level board position which can build the path to other positions within the CLSC Executive Board.*

Position	Even Years	Odd Years
President	X	
1st Vice President		X
2nd Vice President	X	
Secretary		X
Head Referee	X	
Head Recreation Commissioner		X
Select Program Commissioner	X	
Head Adult Commissioner		X
Board Member at Large	X	X

Section 4. Elected Office

No member shall hold more than one (1) elected office at a time. No two (2) family members, to the third generation, whether by blood or by marriage, or members of the same household, may serve as concurrent members of the CLSC Executive Board. Family includes, but is not limited to, spouses, children, siblings, in-laws, etc.

Section 5. Nominations

- A. At the April CLSC Board meeting, the Second Vice-President, or in their absence, another CLSC Executive Board member, will announce that nominations will be

open and can be submitted up to the May Board meeting for CLSC Executive Board officers. This will also be announced on the CLSC website. At the May Board meeting, the Second Vice-President, or in their absence, another CLSC Executive Board member, will approve the list of approved candidates for the offices to be filled at the CLSC Annual Meeting to be held each June. Nominations will close at the May Board meeting, and no further nominations will be accepted.

- B. Election for any office with more than one nominee shall be by in person ballot. No proxy voting. Votes will be counted on by the Nomination committee on the date of the Annual Executive Board meeting. All marked ballots are to be destroyed after the closure of the Annual Executive Board meeting.

Section 6. Authority to Appoint

The President will have the authority to appoint any other special committees as are deemed necessary to operate the CLSC.

Section 7. Officers of any Governing Association

No elected officer of any Governing Association shall simultaneously hold office in the CLSC. In case of vacancy caused by this section, such vacancy shall be filled in accordance with Section 8 of these Articles. This is not to preclude cross directorships or committee memberships.

Section 8. Offices not filled

Offices not filled during the Annual meeting or vacancies caused by resignation or removal of an officer or new offices created as a result of Bylaw changes, other than the President, which occur during the year, shall be filled by appointment by the President and approval by the CLSC Executive Board. Vacancy in the office of President shall be filled and all Presidential duties assumed and combined with that of the Vice-President until a special election, called within thirty (30) days of the vacancy of President. The special election will be publicized as widely as possible prior to the next CLSC Executive Board meeting. Voting will be conducted in accordance with Article VII, Section 1E of these Bylaws.

Section 9. Officer Removal

Any officer who has three (3) or more consecutive absences from regularly scheduled meetings during their term in office violated the CLSC Code of Conduct, exhibits dereliction of duties, or willfully and knowingly violates the CLSC Bylaws and standing resolutions may be removed from office by a quorum vote of the CLSC Executive Board, excluding the officer in question.

Section 10. Officer Qualifications

- A. No officer of the club may be a board member, officer, owner, paid employee, or manager of another soccer club or competing entity.
- B. To be eligible for President, the candidate must have served at least one (1) full term on the CLSC Executive Board and be a current member of the Club.
- C. To be eligible for all Officer positions on the CLSC Executive Board, the candidate must be a current member of the CLSC.

ARTICLE VI: DUTIES OF OFFICERS

Section 1. Elected Offices of the Executive Board

A. President

The President shall preside at all meetings of the CLSC Executive Board meetings and be the general manager of the CLSC. The president shall appoint the chairmen of all committees except those committees duly designated herein. The president shall be ex-officio of all committees except the Nominating and Games and Disciplinary Committee. The president shall serve as the club's liaison with the City of Claremore and other outside organizations with whom the club has contact. The president shall oversee the activities of the other officers to ensure they are properly fulfilling their duties and that the day-to-day activities of the Club are properly being maintained.

B. First Vice President

The First Vice-President shall act on the absence of the President with the same power and authority, shall serve as Chairman of the Games and Disciplinary Committee. The First Vice-President shall perform duties as assigned by the President.

C. Second Vice-President

The Second Vice-President shall act in the absence of the First-Vice President with the same power and authority and shall serve as the Chairman of the Nominating Committee. They shall receive all deposits including but not limited to Concessions, Tournaments and Registrations and deposit those funds, in the same month, in the club's account and provide proof to the Treasurer. All Deposit Slips must be initialed by the preparer and state what the funds being deposited are for including but not limited to Concessions, Tournaments, and Registrations. Then initialed by the Second Vice-President confirming those two steps have been completed. The Second Vice-President shall perform duties as assigned by the President.

D. Secretary

The Secretary shall keep the attendance, records and minutes of all CLSC Executive Board meetings and general membership meetings. Shall give notice of meetings and as the first order of business at each scheduled CLSC Executive Board meeting, the Secretary shall make available to the CLSC Executive Board members, a written record of the minutes of the previous CLSC Executive Board meeting and any special meetings for adoption by the CLSC Executive Board. Upon adoption, these minutes will be archived and made available for public inspection. The Secretary shall perform duties as assigned by the President.

E. Head Referee

The Head Referee shall have the responsibility of recruiting, training and registering all referees in the CLSC Referee Unit and aid Referee/Field Assignor as to best job assignments, and act as a liaison between the CLSC Executive Board and the referees. Shall host a pre-season meeting for referees to attend for training or questions, to prepare for the upcoming season. Shall be a licensed/certified Referee under U.S. Soccer. The Head Referee shall perform duties as assigned by the President.

F. Head Recreation Commissioner

The Head Recreation Commissioner shall oversee the collection of operation and regulation information for all Youth Recreational teams of the CLSC and report back to the CLSC Executive Board during Fall and Spring Seasons. The Head Recreation Commissioner will carry request to Recreational Associations on behalf of the CLSC Executive Board, shall oversee creation and registration of all Recreational teams and players. Shall act as a liaison between the CLSC Executive Board and Recreational teams and players. Shall oversee the distribution of trophies at the end of the season, coordinating with the President number of trophies needed for each age group. The Head Recreation Commissioner shall perform duties as assigned by the President.

G. Select Program Commissioner

The Select Program Commissioner shall oversee the Claremore SC Select Program with the assistance of the Director of Coaching. Shall oversee the registration and creation of all Select teams and players, shall oversee all scheduling and league data collection and shall act as a liaison between the CLSC Executive Board and Select teams and players. The Select Program Commissioner shall perform duties as assigned by the President.

To qualify and be nominated for this position: must either be a parent and/or legal guardian of a Select player or a Coach/Assistant Coach of the Select Program.

H. Head Adult Commissioner

The Head Adult Commissioner shall oversee the collection and operation and regulation information for all adult teams of the CLSC and report back to the CLSC Executive Board during regularly scheduled seasons. Shall oversee the registration and creation of all adult teams and players, shall oversee all scheduling and league data collection and shall act as a liaison between the CLSC Executive Board and Adult teams and players. The Head Adult Commissioner shall perform duties as assigned by the President.

I. Board Member at Large

The Board Member at Large shall perform duties as assigned by the President.

Section 2. Appointed Non-Voting Positions

A. Registrar

The Registrar shall be a contract position, which will be written by the President and signed off by the Secretary. Shall be responsible for registering all playing members of the CLSC, shall oversee the assignment of players to teams, shall oversee the scheduling of games, shall oversee the advertising of registration dates, and shall if required, request the formation of a Registration and Scheduling Committee and shall act as Chairperson. Shall oversee all player passes are printed, laminated and contain a current (within last year) headshot picture of the player. Shall coordinate with the Head Recreation Commissioner and Head Adult Commissioner as to formation of teams. The Registrar shall perform such duties as assigned by the President.

B. Referee/Field Assignor

The Referee/Field Assignor shall be a contract position, which will be written by the President and signed off by the Secretary. Shall be a certified Grassroots Referee License and maintain that license along with the Assignor Certification. Shall oversee referees for all CLSC games, oversee their qualifications, disseminate governing association information with referees and the CLSC Executive Board and arrange for referee certification classes and new referee classes. The Referee Assignor shall assign and change assignments to all games played at the CLSC with the assistance of a certified assistant. The assistant shall be appointed by the President.

As the Field Assignor for the CLSC, the Referee Assignor shall be in charge of assigning games to fields, be the point of contact with coaches for makeup games and reschedules, following and upholding the Reschedule Policy, and scheduling scrimmages with the written approval of the President on game fields. The

Referee/Field Assignor and its appointed assistant shall perform such duties as assigned by the President.

C. Sergeant at Arms

The Sergeant at Arms shall be responsible for maintaining order during the meetings, ensuring that proper procedures are followed during the meetings and shall perform such duties as assigned by the President.

D. Assistant Registrar

The Assistant Registrar shall work closely with the Registrar and shall become fully trained in the position of Registrar and be able to fulfill the duties of the Registrar in their absence. Will automatically move into the position of Registrar, should the Registrar resign or become unable to fulfill duties, and an Assistant Registrar will be appointed by the CLSC President. The Assistant Registrar shall perform such duties as assigned by the President.

E. Treasurer

The Treasurer will be a contract position, which will be written by the President and signed off by the Secretary. The Treasurer is responsible for maintaining the CLSC's financial records. Shall prepare and present financial reports every month at the regular meetings of the CLSC Executive Board. Shall prepare and present the annual financial statement for the CLSC Annual Board meeting in June. The Treasurer shall perform such duties as assigned by the President.

If this position is filled by an outside CPA, the President will be the point of contact to the CPA and shall present the financial reports every month at the regular meetings of the CLSC Executive Board.

F. U6 Field Assignor/Commissioner

The U6 Field Assignor/Commissioner shall work closely with the Referee/Field Assignor, Head Recreation Commissioner and all U6 players and teams. Will be responsible for scheduling and assigning fields for makeup games or rescheduling in the division. Will be responsible for collecting all game forms for this division and turning them into the Head Recreation Commissioner. The U6 Field Assignor/Commissioner shall perform such duties as assigned by the President.

G. Head Field Marshall

The Head Field Marshall will recruit, train and coordinate all Field Marshalls for the CLSC, assign schedules and will report to the Board Member on Duty during the game

play any problems that may arise. The Head Field Marshall shall perform such duties as assigned by the President.

H. Events/Tournament Coordinator

The Events/Tournament Coordinator will work closely with the President and Director of Coaching to develop and run any tournaments and special events hosted by the club. The Events/Tournament Coordinator shall perform such duties as assigned by the President.

I. Director of Coaching

The Director of Coaching will be a contract position, which will be written by the President and signed off by the Secretary. Is responsible for developing coaching staff, overseeing training programs, and shaping the culture and performance of the CLSC. Shall seek out and recommend coaches for all teams, advise members of coaching schools and clinics and act as a liaison to coordinate communications between the individual coaches. Will recommend qualified coaches to fill in the Head Recreational Coach and Select Program Commissioner offices and will work to promote, train, and improve their respective programs. Shall be responsible for arranging tournaments and a camp/clinic each year. Will host a Coaches meeting prior to each season that includes, but not limited to, a packet, a coach's kit (if needed, to be signed out and returned at the end of each season), and a field session. The Director of Coaching shall perform such duties as assigned by the President.

J. Facilities Coordinator

The Facilities Coordinator shall oversee the care, maintenance, and operation of the CLSC. They will coordinate to the President, any concerns or issues that may need to be brought before the City of Claremore. The Facilities Coordinator shall perform duties as assigned by the President.

K. Head Recreational Coach

Will work directly under the Director of Coaching and will work with all coaches assigned to this program.

ARTICLE VII: MEETINGS

Section 1. Meeting

- A. The CLSC Executive Board meeting shall be held at 6:00PM on the Third Monday of each month unless otherwise ordered by the President. The President or at the request of four (4) CLSC Executive Board Members may call a special meeting at any

time with a 48-hour notice given to the CLSC Executive Board. Majority of the members also known to be Fifty percent (50%) plus one (1) of the CLSC Executive Board members shall constitute a quorum, and resolutions must be approved by a majority vote of this quorum. Eligible votes are limited to those current CLSC Executive Board members.

- B. All business discussed by the CLSC Executive Board will be listed on the posted agenda. Agenda items will be submitted to the CLSC Executive Board Secretary no later than the afternoon of Friday preceding the regular meeting, no exceptions, of the board and agenda will be posted no later than 24-hours prior to the regular meeting on or near the door of the board room and on the club website. All special meetings will have an agenda posted no later than 24-hours prior to the start of the meeting on or near the door of the board room and on the club website.
- C. The CLSC Executive Board, including its committees, shall be authorized to conduct business, partly or completely, by electronic or conventional means outside of a regular or special meeting, provided that all members have access to the information exchanged and any discussions, motions, or votes. The procedure set forth and agreed upon by the CLSC Executive Board for such actions shall be complied with.
- D. Executive sessions may be held by the CLSC Executive Board during any regular or special meeting, so long as the executive session is noted on the agenda along with the purpose of the executive session. The CLSC Executive Board may only go into executive session after a motion, second and majority vote of quorum for that meeting, agreeing to go into executive session. Only the members of the CLSC Executive Board and those persons they deem necessary for the discussion at hand will be allowed into the executive session. Executive sessions cannot be used for any purpose other than consultations with the clubs attorney, personal issues including appointing, discipline, promotion and dismissal of paid and/or volunteer workers and coaches or players, and all parents and/or legal guardians of a player who is the topic of executive session will be allowed to accompany the minor into the executive session. All motions and votes must be made in the open meeting at the end of the executive session, unless legal counsel has advised otherwise.
- E. The General Membership meeting in June shall be known as the Annual Meeting and shall be for the purpose of electing officers (specific to odd or even years, refer to Article V, Section 3), receiving reports from officers and committees and for any other business that may arise. Eligible votes in the election of officers, include, (a) all parents and/or legal guardians of a youth player registered on a club team for at least one of the previous two (2) seasons, (b) any member of the current CLSC Executive Board, (c) any club referee for the previous two (2) seasons who refereed

at least ten (10) games in the preceding Spring season, and (d) any head coach of a team registered for at least one (1) of the previous two (2) seasons. Adult players of the CLSC with a Claremore zip code (currently 74017, 74018, or 74019) shall be entitled to vote, parents and/or legal guardians of affiliate teams shall be able to vote as long as such parent and/or legal guardian has a Claremore zip code at the time such player was registered. All voters must be at least 15 years old or older and present a valid photo ID and must be listed in the CLSC Registration system or on the Referee Unit System (currently using Assignr and is subject to change upon the adoption of the governing association). No more than one (1) vote per person. No proxy votes.

ELIGIBLE VOTERS:
Parents of youth players listed in GotSoccer for previous Fall and Spring Seasons
Players over the age of 15 registered in previous Fall or Spring Seasons
Referees over the age of 15 who refereed at least 10 games in previous Spring Season
Current CLSC Executive Board Members
Registered Coaches from previous Fall and Spring Seasons
Adult League Players during Previous Summer, Fall and Spring Seasons who reside in Zip Codes: 74017, 74018, and 74019

ARTICLE VIII: EXECUTIVE BOARD

Section 1. Composition of the CLSC Executive Board

The officers of the CLSC shall constitute the CLSC Executive Board.

Section 2. Board Roles and Responsibilities

The CLSC Executive Board shall have general supervision of the affairs of the CLSC between its business meetings, fix the time and place of meetings, make recommendations to the club, and perform such other duties as specified in these Bylaws. The CLSC Executive Board shall be subject to the orders of the Membership and none of its acts shall conflict with actions taken by the members.

- A. At least one (1) member of the CLSC Executive Board shall attend regular and special membership meetings of those affiliated Governing Associations.
- B. Any officer that fails to attend three (3) consecutive CLSC Executive Board meetings will be subject to removal from their respective offices by a quorum vote of the CLSC Executive Board, minus the officer in question.

- C. At any meeting called specifically for that purpose, any officer of the CLSC Executive Board shall be removed by a quorum vote of the CLSC Executive Board, minus the officer in question, provided that just cause has been presented for their removal. Any officer of the CLSC Executive Board may resign at any time by giving written notice of such resignation to any other member of the CLSC Executive Board. The acceptance of such resignation shall not be necessary to make it effective.
- D. In cases where the immediate past President does not run for and/or is not elected to another position, they shall be retained on the CLSC Executive Board as an advisor with full voting rights for one (1) year.
- E. All those serving in appointed positions shall serve at the pleasure of the CLSC Executive Board member(s) responsible for such appointment and may be removed with cause.

ARTICLE IX: COMMITTEES

Section 1. Games and Disciplinary Committee

- A. Shall consist of the First Vice-President who will be the Chairperson and committee members as appointed by the Chairperson, subject to approval by the CLSC President.
- B. Shall total no less than three (3) members with at least one (1) member being a registered referee.
 - a. All committees reviewing Adult League games shall include the First Vice-President, Head Adult Commissioner, at least two (2) registered adult players from current league, and at least one (1) member shall be a registered referee over eighteen (18) years of age.
- C. Shall assure that all games are played in accordance with the Governing Association and the CLSC Bylaws and standing resolutions.
- D. Shall review all misconduct reports, game terminations or forfeits and all game protests involving intra-club leagues and should take disciplinary action when necessary.
- E. Shall act upon all incidents within seven (7) days. Failure to do so will result in the incident being turned over to the appropriate Governing Association's specific guidelines.
- F. All committee meeting minutes shall be filed with the CLSC Executive Board at the next scheduled meeting.

- G. Shall review all complaints and incidents brought to the attention of the CLSC Executive Board. This includes incidents with practices, zero tolerance infractions, and any other activity associated with the CLSC outside of games.

Section 2. Nominating Committee

- A. Shall consist of the Second Vice-President who will be the Chairperson and committee members as appointed by the Chairperson, subject to approval by the CLSC Executive Board.
- B. It shall total no less than three (3) members.
- C. They shall receive nominations for all the CLSC Executive Board offices, verify nominee acceptance of their nomination, and present the nominations list to the CLSC Executive Board at the May meeting.

ARTICLE X: APPEALS

Section 1. Appeals

All decisions by any committee of the CLSC may be appealed to the CLSC Executive Board within fourteen (14) days of the original decision. Any decision of the CLSC Executive Board may be appealed in accordance with the Governing Association in writing and a copy of any and all documentation provided to the governing association must also be provided to the CLSC Executive Board. All appeals are subject to a \$50.00 cash, non-refundable filing fee. Judgment calls by an official are not appealable.

ARTICLE XI: PARLIAMENTARY AUTHORITY

Section 1. Parliamentary Authority

The rules contained in the current edition of Roberts Rules of Order Newly Revised govern the club at all General Membership meetings and in all cases that they are applicable and in which they are not inconsistent with these Bylaws, and the Bylaws of the Governing Association and any special rules the club may adopt.

ARTICLE XII: AMENDMENT OF BYLAWS

Section 1. Amendment of Bylaws

These Bylaws can be amended at any regular or special meetings of the CLSC Executive Board by a quorum vote of the CLSC Executive Board members, provided that the amendment has been submitted in writing at a previous regular or special meeting called not less than two weeks prior to the meeting where the Bylaw changes will be voted on.

ARTICLE XIII: TEAMS

Section 1. Registration

- A. Players will be registered through the CLSC Registrar or Assistant Registrar.
- B. After the last published registration date, any registrant will be considered late and unaffiliated with any team.
- C. Late registrants will be placed on teams with the lowest numbers. If all teams in the proper age group classification are full, the Registrar or Assistant Registrar shall form a waiting list. Players will then be placed on a first come, first served basis.
- D. Registered players who decide not to play must notify the Registrar or Assistant Registrar prior to teaming to receive a full refund. After teaming a player who decides not to play will not receive a refund.

ARTICLE XIV: COACHES

Section 1. Coaches

- A. Each team is allowed to have one (1) Head Coach and two (2) Assistant Coaches and one (1) manager. A coach or assistant coach shall be allowed to have their child(ren) on their team, providing that they are in the proper age group and the Registrar is notified prior to the formation of the team. No more than three (3) coaches and/or managers should be on the coach's sidelines during a game.
- B. Any request to change a coach or assistant coach on an existing team must be submitted to the Head Recreation Commissioner who will then submit it to the CLSC Executive Board. No changes will be permitted that, in the opinion of the CLSC Executive Board, are made to provide the team with any unfair advantage.
- C. Recreational coaches are assigned on a volunteer basis by the Director of Coaching. In the event teams must be combined or there are more coach applicants than there are teams, the Director of Coaching will make assignments and bring to the CLSC Executive Board, who will make the final decision.
- D. No CLSC Youth team's practice will be held without a coach, assistant coach, or adult assigned by the coach present. No CLSC teams will practice at private residence's; all practices are required to be held at public locations.
- E. All CLSC coaches are expected to comply with these Bylaws and standing resolutions and Zero Tolerance Policy to make soccer a positive experience for all. Failure to do so could result in disciplinary action by the Games and Disciplinary Committee.

- F. Any coach wishing to take and then be reimbursed for any coaching license above a Grassroots License must first make a request to be submitted to the CLSC Executive Board. If there is an acting Director of Coaching, the coach will submit request to the Director of Coaching, at which the Director of Coaching shall go before the CLSC Executive Board to gain approval. In the event there is no acting Director of Coaching, the coach will submit requests to the CLSC Executive Board. The CLSC Executive Board will make the final decision.

ARTICLE XV: GAMES

Section 1. Games

- A. Games cancelled due to rainouts or mutual consent of both coaches must be rescheduled within seven (7) days and played prior to the end of season. Make-up games must be scheduled following the 8+4 policy. In the event the game is cancelled by the coaches less than 72 hours prior to scheduled time of game, the coaches are responsible for paying any referee fees incurred by the CLSC for the playing of the game.
- B. Upon completion of regularly scheduled games, a team has seven (7) days to complete any necessary play-off games.
- C. Each player on a youth recreational team has the right to play at least fifty percent (50%) of every game in which the team participates. The CLSC deems that it shall be the responsibility of each coach to strictly comply with this policy. Notwithstanding this, it is recognized that there are instances in which this right may be restricted.

The policy does not preclude restriction of a player's playing time due to injury, illness or other substantive reasons as mutually agreed upon by the coach, player and/or players parent(s) and/or legal guardian(s).

The CLSC has adopted the following requirements for application of this policy:

- 1) A coach may restrict playing time to twenty-five percent (25%) of one game for three or more absences to practice provided that the reason for such absences is not for attendance at school or church functions. To document such absences, it is required that each coach note player attendance to practices and be able to provide specific information as to the dates of practice missed. Such restriction must be noted on the game form, and the player's parents and/or legal guardians must be notified twenty-four (24) hours in advance. The Head Recreation Commissioner must also be notified.

- 2) A coach may deny for one game a player right to play for violent or unsportsmanlike conduct at practice. Such restrictions must be noted on the game form, and the player and player and the player's parents and/or legal guardians must be notified twenty-four (24) hours in advance. The Head Recreation Commissioner must also be notified.
- 3) In any situation where the coach believes it is necessary to deny or restrict a player's playing time, the written approval of the Head Recreation Commissioner must be obtained in advance of notification of player.

ARTICLE XVI: Fundraising and Donations

Section 1. Fundraising

- A. All teams, committees, members, or representatives of the CLSC shall seek and must receive the approval of the CLSC Executive Board to offer any fundraising, promotional items bearing the CLSC Logo or offered in connection with an event sponsored by the CLSC. The CLSC Executive Board shall determine the distribution of the revenues.
- B. No team(s) shall sell individual fundraising items at the concession stand.

Section 2. Donations

- A. All teams, committees, members, or representatives of the CLSC shall be subject to a ten percent (10%) fee of the donation where the check is made payable to the CLSC for the benefit of a specific team.
- B. No team(s) shall place donation collection containers in the concession stand.

ARTICLE XVII: Claremore SC Select Program

Section 1. Structure

- A. The Claremore SC Select will play in the Oklahoma Premier League (OPL) under Oklahoma Soccer Association's (OSA) competitive by-laws. Team formation and player selection will conform to all rules and regulations required by OSA.
- B. Tryouts will be held at Claremore Soccer Club and be free to attend. No team shall be allowed to require payment to tryout. Claremore Soccer Club registered youth recreational players may attend open training sessions with competitive teams, but only if the competitive training session does not conflict with the recreational players' registered team.
- C. Claremore SC Select exists under the Bylaws of the CLSC, and will adhere to all policies of the CLSC.
- D. Teams shall be formed in age groups corresponding to the oldest player on that team's roster. Teams may be pure age or mixed ages, depending on the needs of an individual team. Naming conventions will follow this example "Claremore SC Select 2011B". If more than one team is present in an age group, the longest tenured team will be labeled "Blue", then "White", then "Red". In the event that two teams are formed in an age group at the same time and an agreement cannot be reached between teams on their color, the Director of Coaching will appoint a color to each team.
- E. Claremore SC Select at the beginning of each season, may be allotted funds from the CLSC to be spent on the Claremore SC Select Program. This amount will be set in preseason by the CLSC Executive Board. The amount may vary seasonally based on need and total registered teams.
- F. Claremore SC Select Academy teams, will play in the Academy Leagues that are approved by the Director of Coaching and Technical Director.

Section 2. Select Officials

A. Director of Coaching

The Director of Coaching is a contract position, written by the Claremore Soccer Club President and signed off by the Secretary. Responsible for appointing coaches to Select teams and ensuring the teams are run to a high standard. Acts as an advisor to Select coaches and assists in organizing club activities. Alongside the Technical Director and Staff Coaches, works to solve disputes with Claremore SC Select. Shall fulfill all duties as listed within Article VI.

B. Technical Director

The Technical Director is a contract position, recommended by the Director of Coaching and approved by the CLSC Executive Board. Helps the Director of Coaching in setting Select development standards. Assists other Select coaches in developing and implementing practice plans. Assists with any camps or clinics run by the Select coaching team.

C. Select Registrar

The Select Registrar is a contract position, recommended by the Director of Coaching and approved by the CLSC Executive Board. Responsible for registering all players to the Select SC Program. Oversees the advertising of registration dates, player pass generation, including printing, laminating and ensuring that all passes contain a current headshot for all Select SC Players. Coordinates with Select Coaches and Director of Coaching to form Select SC Teams.

D. Staff Coaches

The Claremore SC Select Coaches are appointed and approved by the Director of Coaching with assistance from the Technical Director. Coaches may be paid on per player basis, with individual team rates approved by the Director of Coaching and the CLSC Executive Board. Coaches will be held to a high standard of behavior and adhere to all Claremore Soccer Club and Oklahoma Soccer Association by-laws. Coaches must hold a “D” license through U.S. Soccer or be actively working on achieving said license. Recreational coaches/teams that wish to join the Claremore SC Select program or the Claremore SC Select Academy program must have approved from the Director of Coaching.

E. Select Academy Director

The Select Academy Director is a contract position, recommended by the Director of Coaching and approved by the CLSC Executive Board. The Academy Director will oversee academy teams and recommend leagues based on team need and skill level. The Academy Director will work with the Director of Coaching and Technical Director to ensure that academy player development and training methods match the Claremore SC Select program standards.