



## **BYLAWS AND STANDING RESOLUTIONS**

As officially amended through July 11, 2019

### **BROKEN ARROW SOCCER CLUB**

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#### **BASC Club Mission Statement:**

*Developing future players in the game of soccer and in life.*

#### **Affiliated with:**

*Oklahoma Soccer Association  
United States Youth Soccer Association  
United States Soccer Federation  
Federation Internationale de Football Association*

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# BYLAWS

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## ARTICLE I: NAME

### Section 1

- A. The name of this organization shall be the Broken Arrow Soccer Club, Incorporated. (Hereinafter referred to as the BASC).

## ARTICLE II: PURPOSE

### Section 1

- A. The purpose for which this organization is formed is to further and promote the progressive development of the sport of soccer through organization, training and education; to organize a soccer team or teams to compete and participate in soccer; to promote the progressive development of the sport of soccer through the establishment and development of youth programs; to receive gifts, legacies, and donations from and source, to be used solely to promote the health, welfare and recreation of the BASC membership through the organization of this corporation for the development of the sport of soccer.

## ARTICLE III: MEMBERS

### Section 1

- A. Membership in the BASC shall be open to players, parents and/or guardians of players, and coaches within the jurisdiction of the BASC. In order to become a member of BASC, all referees must complete ten regularly scheduled league games in the spring and fall seasons OR twenty regularly scheduled season games in either the fall or the spring season per calendar year and will be verified by the Area Referee. Once these qualifications are met and the referee is in good standing, the referee may request to apply for membership in the BASC for the next fall. The application will be available on the BASC website and the Area Referee and Executive Board will review. The Area referee will then make the decision on acceptance or denial of membership.

### Section 2

- A. Players and parents and guardians of players shall be admitted to membership in the club upon acceptance, by the club, of a properly completed registration form and payment of the player's individual registration fee as established by the Oklahoma Soccer Association (hereinafter referred to as OSA) and the BASC. Coaches shall be admitted to membership in the club upon the acceptance, by the club, of properly completed coach's registration form, current approved background check and have been officially assigned to a team. Membership duration shall be from the date of registration for the following season.

### Section 3

- A. Other interested parties may be admitted to the club as an "Honorary Member" upon acceptance by the Executive Board with the concurrence of the General Membership. Honorary Members shall be eligible to attend and participate in membership meetings but shall not be eligible to vote in such meetings and will not be eligible to participate as an officer on the BASC Executive Board.

### Section 4

- A. Certain long-term members who have been a member of the Broken Arrow Soccer Club for at least twenty (20) years and who have served the organization as an officer, coach or referee may be recognized as Member Emeritus and have membership for life without qualification. The Executive Board shall retain the

right to make special provisions for certain individuals deserving of this designation. The Executive Board, with the concurrence of the General Membership, will identify, approve and appropriately recognize those individuals who have long served the Broken Arrow Soccer Club.

## Section 5

- A. General membership voting is restricted to members 16 years and older.

# ARTICLE IV: OFFICERS

## Section 1

- A. The officers of the BASC shall be a President, First Vice-President, Second Vice-President, Third Vice-President, Secretary, Treasurer, Registrar, Head Coach, Games Commissioner, Area Referee, and TSC Hurricane Director. These officers shall perform the duties prescribed by these Bylaws and the parliamentary authority adopted by this club. These officers are required, prior to serving their term, to complete and pass a Volunteer Disclosure Form/background check.

## Section 2

- A. The **President** shall (a) preside at all meetings of the BASC, (b) represent the Club at all meetings (OSA, USYS, etc.), (c) serve as the Club's liaison with the City of Broken Arrow and other outside organizations with whom the Club has contact, and (d) 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. He shall appoint the members of all committees except the Nominating Committee, Appeals and Disciplinary Committee and Registration Committee. The President shall be an ex-officio member of all committees except the Nominating and Registration Committee.
- B. The **First Vice-President** shall (a) act as Chairman of the Tournament Committee (which has responsibility for planning, organizing and operating all Club sponsored tournaments, as well as oversight of any outside tournaments held at Club facilities), (b) act as Chairman of the Awards Committee (which shall have responsibility for recognizing and presenting awards to all league champions at the end of each season), and (c) in the absence of the President, act with the same power and authority.
- C. The **Second Vice-President** shall be responsible for the care, maintenance and operation of the Indian Springs Soccer Complex in conjunction with the City of Broken Arrow Parks Dept. for all BASC League and Tournament games and shall serve as Chairman of the Field Closure Committee.
- D. The **Third Vice-President** shall be responsible for coordinating the care of the club practice fields and the scheduling of practice fields for the Recreational Teams. The Third Vice- President will also be responsible for the acquisition of practice sites for BASC Club use.
- E. The **Secretary** shall (a) record and maintain the minutes of the BASC, (b) give notice of meetings, and (c) publish and mail (or otherwise deliver) to the membership newsletters of the Club.
- F. The **Treasurer** shall (a) receive, disburse, and account for all the funds of the BASC, which shall be kept in a bank or banks designated by the Executive Board of the BASC, (b) prepare a financial statement for presentation to the Executive Board and membership at each of their regularly scheduled meetings, and (c) prepare such other tax or financial reports as may from time-to-time be required.
- G. The **Registrar** shall serve as the Chairman of the Registration Committee and is charged with the responsibility of fulfilling the requirements of OSA and the BASC in registering individual players and assigning such players to teams.
- H. The **Head Coach** (sometimes referred to herein as the Club Head Coach) shall have the responsibility of recruiting, training, and registering all BASC coaches and shall represent these coaches at meetings.

- I. The **Games Commissioner** will oversee the Games Scheduler position (if not one and the same) and shall have the responsibility of (a) forming schedules of games to be played each season, (b) forming leagues where necessary for purposes of keeping games competitive, (c) assigning fields for play, (d) serving as Chairman of the Appeals and Disciplinary Committee, and (e) maintaining league standings during the season.
- J. The **Area Referee** shall have the responsibility of recruiting, training and registering all referees in the BASC Referee Unit and shall represent all referees in meetings. The Area Referee shall oversee and work with the BASC Referee Assignor to insure referee advancement (if not one and the same).
- K. The **TSC Hurricane Director** shall act as liaison between TSC Hurricane and the BASC Executive Board and serve as the general representative of TSC Hurricane in all interactions between TSC Hurricane and the BASC.

### **Section 3**

- A. The terms of office for President, 1st Vice-President, 2nd Vice-President, and Area Referee shall begin on June 1st. The terms of office for 3rd Vice President and Secretary shall begin on October 1st. The terms of office for Treasurer, Registrar, Games Commissioner, and Head Coach shall begin on December 1st. All terms of office shall begin following the general membership meeting at which they were elected.
- B. The appointment and term for the TSC Hurricane Director shall be determined by TSC Hurricane in consultation with the BASC Executive Board.
- C. At the regular membership meetings in March and September, a Nominating Committee shall be elected by the membership. The committee shall consist of at least three members, and not more than five. The chairman shall be selected by the President of the BASC from those elected to the committee. It shall be the duty of the committee to nominate candidates for the offices open to election and it shall notify the voting membership of its nominees seven days prior to the meeting in which elections will be held.
- D. Prior to the election of officers, nominations must be received by the close of business of the BASC office 10 days before the scheduled membership meeting in which they will be voted on. Election for any office with more than one nominee shall be by ballot. Votes shall be counted by the Secretary of the BASC Board, with assistance from two club members who are selected from those present by the presiding officer. All marked ballots shall be retained by the Secretary and destroyed after the close of the meeting.
- E. The officers of this club shall be elected to serve a one-year term, or until their successors are elected, with the following exception; elect each May a First Vice-President to serve a two-year term, or until a successor is elected. The first year shall be served as First Vice-President and the second year as President. Should the President or First Vice President resign, a special election will be held to elect a new First Vice-President, who shall serve only until the next regular election of a First Vice-President.
- F. The First Vice-President, who assumes the office of President due to resignation of that officer, shall hold the office of President for the remainder of that term and then serve the one-year term as President for which he was originally elected.

### **Section 4**

- A. No member shall hold more than one office at a time.

### **Section 5**

- A. Except as described in Article IV, Section 3, vacancies in office (with the exception of the TSC Hurricane Director) shall be filled through appointment by the Executive Board until an election at the next regular General Membership meeting shall fill the office.

## **Section 6**

- A. Any Board member (with the exception of the TSC Hurricane Director) that has at least three (3) absences from regularly scheduled board meetings during their term in office shall resign their Board position if asked to do so by a unanimous vote of the remaining Board members.

## **Section 7**

- A. With the exception of the TSCH Director, no officer of the Club may be a board member, 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 Board and be a current member of the Club.
- C. To be eligible for First Vice-President, the candidate must be a current member and have either served at least one (1) full term on the Board or have been a member of the Club for 3 years.
- D. All other Officer positions may be held by any eligible voting Member of the Club.
- E. Honorary members are not eligible to serve on the Board.

# **ARTICLE V: EXECUTIVE BOARD**

## **Section 1**

- A. The Officers of the BASC shall constitute the Executive Board.

## **Section 2**

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

## **Section 3**

- A. Meetings of the Board shall be held a minimum of once a month at a time and place specified by the President. Special meetings of the Board may be called by the BASC President or at the request of four members of the Executive Board of the BASC.
  - 1. The Board, including its committees, is 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 discussion, motions or votes. Reports of the Board shall contain the minutes of such meetings. The procedure set forth and agreed upon by the Board for such actions shall be complied with.

## **Section 4**

- A. Decisions of the Executive Board of the Broken Arrow Soccer Club may be appealed to the OSA, then to the United States Youth Soccer Association, as appropriate, following their procedures and policies as outlined in the USYSA Official Administrative Rulebook.

# **ARTICLE VI: MEMBERSHIP MEETINGS**

## **Section 1**

- A. The regular meetings of the BASC shall be held on the first Thursday of September, November, March and May, unless otherwise ordered by the Executive Board of the BASC.

## **Section 2**

- A. The regular meeting on the first Thursday in May shall be known as the Annual meeting and shall be for the purpose of electing officers, receiving reports of committees and officers and for other business that may arise.

## **Section 3**

- A. At the November Membership meeting a presentation of the Annual Budget for the following year will be presented by the Board for approval by the membership.

## **Section 4**

- A. Special Membership meetings may be called by the President or four members of the Executive Board. The purpose of the meeting shall be stated in the call and at least seven days' notice shall be given.

## **Section 5**

- A. When approved by a 2/3 vote of the Executive Board members present, any single Executive Board meeting or portion of that meeting may be closed to the public, including members of the club, but only when the Board is considering review of team rosters or personnel hearings concerning coaches or players. Attendance at these closed meetings shall be restricted to the Executive Board members and those requested to attend by the Executive Board.

## **Section 6**

- A. All BASC recreational and competitive teams will not be allowed to practice, scrimmage or play a game during a General Membership meeting, so all members will be allowed to attend such meeting.

# **ARTICLE VII: COMMITTEES**

## **Section 1**

- A. A **Registration Committee** composed of the Registrar and at least four other members shall be appointed by the Registrar with the concurrence of the Executive Board. This committee shall register all eligible players in the BASC, shall assign said players to teams, and shall fulfill the registration requirements of the OSA and the BASC. No officer of the BASC with the exception of the Registrar shall serve on this committee.

## **Section 2**

- A. Such committees, special or standing, shall be appointed by the President as he may, from time to time, deem necessary to carry on the duties of the club. Members of such committees shall be approved by the Executive Board.

# **ARTICLE VIII: PARLIAMENTARY AUTHORITY**

## **Section 1**

- A. The rules of the current edition of Robert's Rules of Order, Newly Revised, shall govern the club in all cases in which they are applicable and in which they are not inconsistent with these Bylaws, the bylaws of OSA and any special rules the club may adopt.

## **ARTICLE IX: AMENDMENT OF BYLAWS**

### **Section 1**

- A. These Bylaws can be amended at any regular meeting of the club by a 2/3 vote of the membership present and voting, provided that the amendment has been submitted at the previous regular meeting or a special meeting called not less than two weeks prior to the regular meeting.

## **ARTICLE X: NON-PROFIT STATUS – DISSOLUTION**

### **Section 1**

- A. This Corporation is not organized for pecuniary profit, nor shall it have any power to issue certificates of stock or declare dividends, and no part of its net earnings shall inure to the benefit of any member, director, trustee, or individual. The balance if any, of all money received by the Corporation from its operation, after payment in full of all debts and obligations of the Corporation of whatsoever kind and nature, shall be used and distributed exclusively for carrying out only the purpose or purposes of the corporation, as more particularly set forth herein above. Upon the dissolution of the Corporation, the Board of Trustees shall, after paying or making provisions for the payment of all liabilities of the corporation in such a manner, or to such organizations organized and operated exclusively for charitable or educational purposes as shall at the time qualify as an exempt organization under Section 501(c) (3) of the Internal Revenue Law, as the Board of Trustees shall determine. Any such assets not so disposed of shall be disposed of by the District Court of the County in which the principal office of the Corporation is then located, exclusively for such purposes or to such organizations as said court shall determine which are organized and operated exclusively for such purposes, provided further that in no event shall any of the Corporation's assets or property, in the event of its dissolution, go to or be distributed to any Trustee, Member, or Individual, either for the reimbursement of any sums subscribed, donated or contributed by such Trustee, Member, or Individual, or for any other purpose.
- B. Dissolution of the organization must be approved by 75% of the voting membership present. Notice of the meeting and intent to dissolve the organization must be provided to membership 30 days prior to the meeting date and a follow up notice is to be provided between 7 and 10 days prior to the meeting.



# STANDING RESOLUTIONS

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*These Standing Resolutions have been enacted by the Broken Arrow Soccer Club. They are rules for the BASC only. OSA Policies will apply in all cases unless specifically addressed by the BASC in these resolutions.*

## SECTION I: REGISTRATION

- A. The Registrar shall appoint five age group registrars to act as his representatives in assigning players to teams. The appointments shall be approved by the Executive Board. Age group registrars may not serve in the age groups where they have children. It shall be the primary responsibility of the age group registrars to assist in registration and coordinate work groups to form teams based on the direction of the club Registrar. The Registrar shall have the power to overrule decisions of age group registrars.
- B. The Registrar shall be allowed flexibility to structure age groups for assistant registrars as he sees fit to avoid conflict of interest.
- C. The registration fees of the BASC shall be as follows:
  - 1. Recreational Leagues Under 5-19 (paid on a seasonal basis): \$85
  - 2. Registration fee for the Recreational League Under 5-19 listed above are applicable for the normal registration period.
    - a. The Normal Registration Period shall be defined as the period of time from the beginning of registration until 7 weeks prior to the first game of the season as designated in Section III B. 2, hereafter called the Normal Registration Period.
    - b. The Late Registration Period shall be defined as the day following the Normal Registration Period, hereafter called the Late Registration Period.
    - c. Those registering for the Recreational league during the Late Registration Period shall have registration fees that are \$20.00 higher than those fees listed above, with the exception of registration fees for the U5 Developmental Program.
  - 3. For the benefit of the members all registration period dates shall be posted on the website at least 30 days prior to the Normal Registration Period.
  - 4. Following the first game of the season the Registrar shall have the option of adjusting the registration fee by an amount prorated in correlation to the number of weeks remaining in the season.
- D. No refunds of registration fees will be allowed after players are registered with Broken Arrow Soccer Club except in cases of financial hardship, medical reasons, a move by the player to an area away from the Club's location or failure of the club to place a player on a BASC team roster.
  - 1. Such refunds will be in the amount of one-half ( $\frac{1}{2}$ ) of the registration fee paid; except in the case of failure of the Club to place a player on a BASC team roster which shall constitute a full refund and must be approved by the Club's Registrar.
  - 2. No refunds shall be granted after the first regular season game.
    - a. Exceptions to this policy, including the amount of the refund, may be approved by the Registrar on a case by case basis.
    - b. Such exceptions shall be reported to the Executive Board weekly and are subject to being overruled; accordingly refunds approved in exception to this policy shall not be processed for a period of seven days from the date of report to the Executive Board allowing time for review and inquiry.

## SECTION II: COACHES and TEAM OFFICIALS

- A. The Head Coach shall appoint at least five individuals to act as his representatives in assigning coaches to teams. The appointments shall be approved by the Executive Board. The Head Coach shall have the power to overrule any decisions of the age group assistants.
- B. The BASC will reimburse one-half (½) the fees for all member coaches who successfully complete a national license course.
- C. The BASC will reimburse the fees for all member coaches who successfully complete the "D", "E", "Mod I", "Mod II" or other State Coaching license clinics.
- D. Any reimbursements that are to be presented to the Broken Arrow Soccer Club must be submitted **no later than 90 days** from the date of expense. This is to include (but not be limited to) coach clinics.
- E. Each Coach, Assistant Coach and/or other Team Official(s) (i.e. managers/trainers) shall register with the BASC Registrar via electronic means, a minimum of five business days prior to the first team activity in which they intend to participate. Registration shall include the submission of a volunteer disclosure form to facilitate a personal background check of the registrant which shall be renewed on an annual basis, or other term as determined by the Executive Board. No coach or team official shall participate in team activities until an approved background check is received and have been officially added to a team by the club. It shall be the responsibility of the team's head coach to ensure that no adult be permitted to officially participate in the management or coaching of players without complying with the above registration requirements. Enrollment in seasonal club programs (i.e. BASC Spring 20xx Recreational) by each coach and/or team official may also be required each season to facilitate documentation within the electronic enrollment program. Failure to comply with this section shall result in cessation of team activities and disciplinary action as described in sections F and G.
- F. Recreational coaches and/or team officials may be suspended for a period of no more than 14 days at any time, which may include *all* soccer related activities, by a vote of the BASC Games and Disciplinary Committee. Suspension can be for reasons of discipline or pending a hearing to remove the Coach or team official. A suspended coach or team official shall receive written notice within 24 hours of such dismissal and the reason therefore. If a removal hearing is to take place, the notice shall include the place, time and date for such hearing, as well as a list of the reasons for the proposed removal.
- G. Recreational coaches and/or team officials may be removed at any time by a vote of the BASC Executive Board. Removal of a coach or team official may occur only after the subject has been provided an opportunity to meet with the Executive Board and hear the reasons presented for such dismissal and respond by personal testimony, witnesses and other evidentiary material. Written notice of such hearing shall be provided to the subject at least 72 hours in advance of the hearing and shall include a list of the reasons for the proposed removal. Following removal, each family on the team shall receive written notice of the removal and the name of the permanent or interim replacement coach or team official.
- H. Recreational soccer coaches may either appoint or allow a Team Manager to be selected from the parents of the team. Team managers are responsible for performing the administrative duties associated with the team, including registration, finances, coordinating volunteers and communications. In the event a Team Manager is not named the team's head coach shall assume the role. A current list of all Coaches and Team Managers will be maintained electronically and/or on file at the soccer office.
- I. The BASC Executive Board will select a Director for the Under 5 program and a Director for the Under 4 program. Each position will require a State D or a State Youth License. The Director of each program will obtain at least 4 volunteers to assist in training sessions. This will allow for a rotation of assistants and fluctuation of schedule. The assistant should have a minimum of Module 1 or In-House training. Each Director will follow the rules and requirements for their respective programs as set forth in the BASC Bylaws and Standing Resolutions.

## SECTION III: RECREATIONAL TEAM FORMATION

### A. Team Formation Policies

1. BASC recreational teams will be formed each season in accordance with the Broken Arrow Soccer Club Recreation Team Formation Policy that is on file in the BASC office.
2. Age group specific regulations, roster sizes and other Club specified rules shall conform to OSA guidelines unless otherwise specified in this document.

### B. Team Formation Procedures

1. Registration - Registration of players with BASC is handled with total electronic registration via the internet. (See the BASC Website). Only the BASC Registrar or their designate shall register BASC players with the OSA.
  - a. Proof of Age
    - i. Proof of age shall consist of a birth certificate or birth registration issued and certified by the appropriate U.S. federal, state or county government agency. Acceptable alternate forms of proof of age are; driver's license, passport, alien registration card issued by the U.S. Immigration and Naturalization Service attesting to age, or a certification of an American citizen born abroad issued by the appropriate government agency. Hospital, baptismal or religious certificates shall not be accepted.
    - ii. Regardless of form the original certified document must be presented to and reviewed by BASC staff confirming the certified date of birth as submitted on the player's registration by either fax, scan or emailed picture or presented in person at the BASC office during business hours.
    - iii. The Club Registrar shall have the option of requesting the document be presented in person if there is any reason to question the authenticity of the document or the electronic scan thereof.
    - iv. For registrations completed prior to the late registration period deadline, as defined in Section I, C., players not previously having proof of age verified by the Club shall submit such proof of age prior to team formations. Players not having proof of age verified will not be permanently assigned to a team until the requirement is fulfilled. If the requirement is not fulfilled within five days of team formations the player's registration shall be revoked without refund (as noted below in section vi.) unless other arrangements are agreed upon by the club Registrar.
    - v. For registrations completed following the late registration deadline, birth certificate must be presented within 5 days of registration. If the documentation has not been submitted for review by the club at the conclusion of such term, the player shall be removed from the roster and the registration revoked without refund.
    - vi. The Club shall make every effort to communicate failure of a registrant to comply with the policy. The Club's efforts shall include at least two email communications to the contact(s) listed on the registration and one contact either in person or via phone with the listed parent/guardian a minimum of five days prior to revoking the player's registration.
    - vii. A list of player's having proof of age verified by the Club shall be maintained electronically.
2. Formation - Formation of teams shall be formed in accordance with Section III, A. above on a date determined by the club. No registrant shall be eligible for league play until the player is added to an official BASC roster.
  - a. Formation of teams may be accomplished manually by the registrar and by assistant registrars, or by computer methods.
  - b. When teams have been formed, the Head Coach shall approve appointment of all coaches and assistant coaches.
  - c. No assistant coach can be assigned to a team if the birth date of the assistant coach's child will cause the team to be formed in violation of the BASC team formation guidelines.
  - d. A team's head coach and/or assistant coach may designate one child to coach in lieu of his own. He may not designate another child so long as the designated child remains on the team.
3. Approval - The registrar shall submit preliminary team rosters to the Executive Board for final review prior to distribution to coaches and registration with the OSA. It shall be the responsibility of the

- Executive Board to assure that teams have been formed according to the established guidelines and cannot consider requests for special exceptions to the guidelines during this review.
- a. The Board may, at its discretion, form committees to review separate age classes. If the Board elects to form committees, no Board member may review an age class in which he/she is a coach or assistant coach. The Board may also at its discretion appoint by majority vote former Board members nominated by the Registrar to serve on review committees. Former Board members shall be subject to the same limitations as current Board members and shall not be members of the registration committee. Board or committee review shall be conducted in a closed session with the registrar and/or assistant registrars present.
  - b. The Registrar shall provide to the Board at least the following information; team rosters, players' names, players' grid numbers or players' address, previous team, birth year, seasons played, and any additional information specifically requested.
  - c. It is the intent of this Board review only to ensure compliance with the established guidelines and not to substitute the Board Member's opinions for the Registration Committee's judgment as to the definition of neighborhoods or other judgmental factors. If upon completion of the review the Board takes no action, the roster shall be considered approved. The Board may reject by majority vote an entire age class and require the Registrar to resubmit that class. The Board may not order specific changes.
4. Late Registrants -Registrations during the late registration period shall be placed on teams in order of the date registered, adhering as closely as possible to the policies and limits outlined in Section III. A. above. If all the teams in an age class are at the size limits set forth in Section III, A., I., or as otherwise governed by Sections V, VI, and/or VII, the Registrar shall decline to accept a new registration. In such cases, the Registrar shall maintain a waiting list of players wishing to register and, as openings occur allow registration and assign players to teams.
5. Playing Down
- a. Playing down refers to playing in a younger division than the player's age is assigned.
  - b. No players shall be allowed to play down. Playing down is not sanctioned by the USYSA.
6. Players Right to Play
- a. The BASC believes that the sport of soccer is best promoted by maximum participation.
  - b. It is the policy of the BASC that a registered player on a recreational team shall be entitled to play at least one half of every game scheduled for his team by the BASC.
  - c. The coach of each team shall be responsible to scrupulously observe the intent of this policy.
  - d. In carrying out this policy, the coach of a team may restrict for one game a player's right to play if, prior to the commencement of the season, the coach has published to the players the BASC Club policy as established by the BASC Executive Board with respect to discipline for failure to appear for scheduled team practices or unsportsmanlike or violent conduct. Such disciplinary action must be noted on the game form prior to the game.
  - e. A parent may, for medical reasons, place limitations on the time his child shall play in a game on a recurring basis, provided written notice is given to the coach and the BASC Games and Disciplinary Committee, and this restriction shall be a permanent note on the team's game form.
  - f. The BASC Games and Disciplinary Committee shall be empowered to suspend, for a period of no more than two weeks, any coach who is deemed by the committee to have violated the spirit of this policy.
  - g. A player who has left a game due to minor injury should be allowed to return to the game as soon as possible to play out his allotted time.
7. Recruitment
- a. Recruitment, or recruiting, is defined as any action initiated by a "Team Official" (coach, assistant coach, team manager, trainer or person representing a team or Club) who seeks to enlist the services of a player.
  - b. Illegal recruitment is defined as the employment of any prohibited practice by a Team Official. These prohibited practices includes:
    - i. Offering any inducement of material or monetary value to a player or player's family.
    - ii. Initiating contact with or interfering with any player or player's family currently registered with and affiliated with an existing team following the expiration of the normal registration period for the upcoming season and subsequently at any time during the active season.

- iii. Allowing or promoting the use of a competitive Club logo or name by teams other than properly registered competitive Club teams. This includes coaches who represent themselves as Academy/Junior Development coaches when not listed by the club as such.
- c. Illegal recruitment does not include the following permitted practices:
  - i. Contact with a player or player's parents or legal guardians during the offseason when no sanctioned league or tournament games are being played.
  - ii. Contact with a player for the limited purpose of participating as a guest player for any USYS sanctioned tournament with prior notice to the player's coach.
  - iii. Contact initiated by the player, player's parents or legal guardians.
  - iv. Advertising or public relations of a general, indirect nature.
  - v. Non-sanctioned soccer activities, including indoor soccer teams or formation and coaching of special tournament teams (i.e., 3v3, etc.).
  - vi. Club sponsored soccer training sessions, open to players without geographic restriction, provided that a copy of the clinic particulars shall be delivered to the BASC office at least five days prior to the event.
- d. Illegal recruitment or the employment of any prohibited practice may result in a Team Official being suspended from all BASC soccer activities for a period as determined by the BASC Games and Disciplinary Committee or Commission if so authorized. Complainant will file a complaint with BASC, who shall render a decision. Either party may appeal that decision.
- e. Any decision of the BASC Games and Disciplinary Committee or Appeals Committee shall be in writing.

## **SECTION IV: UNDER 4 and UNDER 5 DEVELOPMENT PROGRAM**

- A. All activities of players/teams of BASC age groups U4 to U5 shall be governed by the BASC Recreational Youth Soccer Program Official Rules and Policies as determined and set forth by the Executive Board.
  - 1. These rules and policies may be amended at any time by the Board subject to further amendment as agreed upon by a majority vote of the membership present at any regular or special membership meeting.
    - a. The wishes of the membership shall always supersede that of the Executive Board in regards to these rules and policies.
- B. Each player will receive a club t-shirt and a participation award.
- C. The Under 4 and Under 5 Development Programs are a player pool format and parent participation is required. One parent or adult per child will participate in the training session.
- D. Training session information and Rules of the Game (U4-U5) will be listed on the Broken Arrow Soccer Club website.

## **SECTION V: AGE GROUP RULES AND POLICIES**

- A. All activities of players/teams of BASC age groups U6 to U19 shall be governed by the BASC Recreational Youth Soccer Program Official Rules and Policies as determined and set forth by the Executive Board.
  - 1. These rules and policies may be amended at any time by the Board subject to further amendment as agreed upon by a majority vote of the membership present at any regular or special membership meeting.
    - a. The wishes of the membership shall always supersede that of the Executive Board in regards to these rules and policies.

## **SECTION VI: GAMES AND DISCIPLINARY COMMITTEE**

- A. The BASC Games Commissioner shall be Chairman of the BASC Games and Disciplinary Committee. He shall select the members of the committee, subject to their approval by the BASC Executive Board. The Committee shall consist of a minimum of three and a maximum of five members. A minimum of three members must be present to hear a protest.
- B. The Games and Disciplinary Committee will review all forfeitures and terminated games. The committee may uphold the result, alter the game result by declaring a forfeit, or cause the game to be replayed. These are the only options.
- C. The Committee will review all red and yellow cards for appropriate action.
- D. The Committee will hear protests for BASC closed league games only. The OSA Games and Disciplinary Committee will hear all protests for games under OSA jurisdiction.
- E. The Committee will consider a protest if BOTH of the following requirements are met:
  - 1. FIFA law or OSA or BASC rules were violated.
  - 2. The outcome of the game (win/loss) must be affected.
- F. Playing fields shall be no basis for protest if the field in question has been designated a game field for that league by the BASC Games Commissioner.
- G. Procedure for filing a protest is as follows:
  - 1. The protesting coach must note intention to protest on his game form BEFORE the referee signs the form and request that the referee write "Protest Noted" near his/her signature.
  - 2. The protesting coach must deliver his/her game form and a \$50.00 protest fee and written protest to the BASC within two business days of the completion of the game.
  - 3. If the protest meets the requirements as outlined above, a hearing will be scheduled.
  - 4. A hearing will be held within one week following the receipt of the protest. Both of the coaches and the referee will be invited to the hearing. If either team is not represented, the Committee will decide the matter based on the attending team and/or referee's report.
  - 5. The Committee may uphold the result, alter the game result by declaring a forfeit, or cause the game to be replayed. These are the only options.
  - 6. A verbal decision will be given at the hearing, followed by written confirmation within seven days of the hearing. If the Committee rules in favor of the protesting coach, the \$50.00 fee will be refunded. If the Committee rules against the protesting coach, the \$50.00 fee will be forfeited and applied to the BASC College Scholarship fund.
  - 7. All decisions of the BASC Games and Disciplinary Committee shall be appealable to either the BASC Executive Board or to the OSA Appeals Committee.
- H. Concerning misconduct or violation of the Rules of Conduct:
  - 1. The Committee shall discipline coaches, players and spectators for misconduct and/or violations of BASC Bylaws and Standing Resolutions.
  - 2. The Committee shall act upon the guidelines for misconduct as set forth by the Executive Board.

## **SECTION VII: EXECUTIVE BOARD**

- A. Both the President and Treasurer of the BASC shall be bonded.
- B. It shall be the responsibility of the First Vice-President to ensure that all decisions of the BASC Executive Board and the General Membership are in compliance with the OSA and BASC Guidelines, Policies, Bylaws, and Standing Resolutions.

- C. Each Executive Board member shall be granted voucher(s) up to the amount of the current normal registration fee for one recreational player following each season of service on the Executive Board. The Board Member may use the voucher(s) towards the registration of any player(s) of their choosing for the subsequent season. In the event a Board Member resigns or is removed from the Board prior to the end of their term the voucher(s) for that Member's service shall only be issued upon the affirmative vote of a majority of the Executive Board.
- D. The Executive Board shall be limited to no more than \$10,000 of non-budget funds for emergency use per emergency incident unless voted on in a general or special membership meeting to exceed this amount.
1. Emergency spending is defined as an emergency event or situation facing BASC involving flood, fire, rain, act of God, or any other situation putting the club in a situation of financial risk or requiring the club to address an imminent safety of infrastructure issue and also requiring payment prior to the next General Membership meeting.
  2. Any single expense greater than \$5000 not accounted for in the annual budget must be presented to the General membership for a major vote; excluding those expenses associated with an approved Special Project.
  3. Any monies spent from the emergency fund, regardless of amount, will be presented to the general membership during the next scheduled general membership meeting to ensure full transparent disclosure of emergency spending.
- E. The Executive Board shall establish and maintain an Emergency Fund.
1. The fund shall be for the purpose of funding emergency club expenses which are not accounted for in the approved annual budget.
  2. The fund shall be created through the use of cash assets existing in the BASC Money Market Account as of EOY 2012 designated for emergency funds.
  3. All monies in Operating Account on January 2 of each New Year, in excess of \$100,000.00 shall be swept to the two bank accounts. The Emergency Fund account is to have a balance of \$60,000.00. In order to reach that balance, the first \$5000 of the New Year Sweep will go to the Emergency Fund until such time as the balance reaches \$60,000.00. Any remaining Sweep funds (in excess of \$5000) will go into the Special Projects fund. As long as the balance in the Emergency Fund is \$60,000.00, all Sweep monies will go into Special Projects.
  4. Disbursement from the fund for any item exceeding \$5000 shall be made only upon approval by a majority of voting members present at a regular or special General Membership meeting providing that 7 days prior notice of the vote to the membership is made.
- F. The Executive Board shall establish and maintain a Special Projects Fund.
1. The fund shall be for the purpose of funding club expenses associated with special projects not accounted for in the approved annual budget.
  2. The fund shall be created through use of cash assets existing in the BASC Money Market Account as of EOY 2012 and not utilized for creation of the Emergency Fund plus the net income generated during 2012 as residing in the General Fund.
  2. The fund shall be identified as the Special Projects Fund and shall be accounted for separately from the General Fund.
  3. The fund shall be maintained in the club's Checking Account.
  4. Any net income remaining at the end of each year following replenishment of the Emergency Fund, as may be required, shall be assigned to the Special Projects Fund.
  6. All project(s) to receive funding from the Special Projects fund shall:
    - a. have a project scope and estimate of cost determined by the Board and,
    - b. be presented to the membership at a regular or special general membership meeting and receive approval via a majority vote of those members present and,
    - c. have a Project Manager appointed by, and subject to the direction of, the Board to manage the project and approved expenditures and,
    - d. receive no additional funding in excess of the original estimate without a vote of the membership.
- G. The Executive Board shall maintain the continuity of the current accounting procedures for the business of Broken Arrow Soccer Club. The procedures will be written and maintained in the BASC Policies Manual. Any changes to the current accounting procedures must be approved by the Broken Arrow Soccer Club Executive Board and the designated Certified Public Accountant.

## **SECTION VIII: TOURNAMENTS**

- A. The BASC Executive Board may approve funding of up to \$500 per team for any BASC team representing the BASC in a USYSA regional competition.
- B. The OSA will be allowed to use the Indian Springs Sports Complex for State Tournament games when they are not being used for regular season games and at an agreed upon per game rate to be approved by the BASC Executive Board.
- C. The BASC will sponsor and operate recreational and competitive league tournaments each year.
- D. Tournaments may be hosted by BASC for the benefit of the Recreational division. In addition, BASC will allow TSC Hurricane to host at least one (with a maximum of two) tournaments per year where all proceeds benefit TSC Hurricane. Additional tournaments may be allowed but are subject to Executive Board approval and must adhere to normal field rental guidelines.

## **SECTION IX: FUNDRAISING**

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

## **SECTION X: INDIAN SPRINGS COMPLEX**

- A. All BASC and BASC affiliated TSCH teams (herein this section considered BASC teams) will be allowed to schedule a maximum of (2) two "formal scrimmages" and/or special training sessions per month at the Indian Springs Soccer Complex with the BASC Games Commissioner. A field usage fee of \$35, payable in advance to the BASC, will be charged per scrimmage and/or special training session. Scheduled games and make up games will take precedence over scrimmages and/or special training sessions.
- B. A "formal scrimmage" is defined as being a game with at least one registered, paid, referee.
- C. A "special training session" is defined as team training under the direction of a "guest" coach.
- D. Teams may request special training sessions to be held on game fields, but it will count as one of their monthly uses and must be approved by the BASC Games Commissioner.
- E. All use of fields is dependent on the approval of the BASC Games Commissioner based on availability and conditions of the fields.
- F. Use of the game fields for any other purpose must be approved by a majority vote of the BASC Executive Board and will be considered on a case-by-case basis.
- G. Any team found in violation of the scrimmage/training session standing resolution will be fined \$75 per violation.
- H. Each BASC team using the fields will expend one of their two uses for the month (example: two BASC teams scrimmage each other. They will BOTH expend one of their two uses and will each have one remaining use for the month).
- I. A committee shall be formed of no fewer than three people appointed by the BASC President, and the BASC 2<sup>nd</sup> VP, with the 2<sup>nd</sup> VP serving as the chairperson. This committee should not include any other BASC board



members and the chairperson would only vote to break a tie. The purpose of this committee is to determine field condition status and declaration of closure of fields at ISSC. This committee shall convene in the event that weather conditions bring field conditions and/or player safety into consideration. This committee should work with the appropriate personnel from the City of Broken Arrow Parks and Recreation department in arriving at a decision of declaring any or all of the fields closed. The ruling from this committee shall apply to ALL activities on the declared fields.

## **SECTION XI: CONCESSION STAND**

### **A. Concession Stand**

1. BASC Concession stand operations at ISSC shall be overseen by the BASC executive board, who shall approve and direct the person(s) or business(s) contracted for such purposes. The contracted entity shall pay to BASC an agreed upon commission of gross revenues at the conclusion of each season which shall be deposited into the General Fund.

***END OF DOCUMENT***