



HIGHLANDER SOCCER CLUB

P.O. Box 594, Claysville, Pennsylvania 15323

admin@highlandersoccerclub.com



By-Laws of Highlander Soccer Club

I. Election of Officers

The HSC shall annually hold an election of officers to serve on the Board of Directors. The elected positions shall serve two-year terms with President and Secretary elections held in even years and Vice-President and Treasurer elections held in odd years. Elections shall be held at the Annual General Meeting (AGM) with newly elected officers taking office at the end of the meeting. Each office will be filled by the candidate receiving the most votes.

The nominations for the offices to be elected shall be accepted by the Board of Directors or made from the floor during the election. All candidates must be presented for consideration to the membership at the AGM.

II. Appointment of Officers

The HSC President shall appoint the following positions annually: Referee Administrator, Registrar and IT/Media Specialist.

The appointments shall be made at the first regular meeting of the Board of Directors following the AGM. The President shall consider all candidates offered by those at the AGM.

III. Board of Directors Duties

President: The President shall be responsible for operation of HSC. The president shall preside over all meetings of the membership and Board of Directors. At the first meeting following the AGM the president shall appoint the Referee Administrator, Registrar, and IT Media Specialist.

Vice-President: The Vice-President shall assume the responsibilities of the President in the absence of the President. The Vice-President shall preside over all meetings in the President's absence. The Vice-President shall be responsible for the duties assigned by the President.

Secretary: The Secretary shall be responsible for all correspondence for the club and shall keep or direct the keeping of the minutes of all meetings. The Secretary shall direct or keep records of club meetings, activities and correspondence.

Treasurer: The Treasurer shall keep or direct the keeping of all financial records for the club. The Treasurer shall be responsible for the proper legal reporting of the HSC annual fiscal activities in accordance with local, state and Federal tax codes.

Registrar: The Registrar shall coordinate the registrations of all players. This includes the competition of proper paperwork and payment of fees. The Registrar shall coordinate with the Treasurer and accurate recording of the payment of fees by the members and by HSC for registration of players with PA West Soccer.



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Referee Administrator: The Referee Administrator shall oversee the HSC referee program. This includes recruitment of referees, education programs, and game assignments.

IT/Media Specialist: The IT/Media Specialist shall coordinate all communications for the purpose of advertising and promoting HSC and related events and activities through the World Wide Web, Email, and Local Newspapers.

IV. Hearing and Appeals

HSC recognizes the rights of its members to have a fair hearing regarding any matter of discipline; the club also recognizes the right of its members to appeal any decision made by HSC pertaining to them directly.

The disciplinary hearings shall be held using the following procedures: All hearings shall be heard by a hearing panel appointed by the President with the approval of the Board of Directors. The accused shall be notified in writing as to the date, time, location and reason for the hearing, as well as all the evidence to be presented against them in accordance with the USSF Bylaw 701. Notice shall be provided by certified mail no less than 14 days prior to the scheduled date. The accused shall have the right to present evidence in defense, use the help of counsel, and confront their accuser. The decision of the hearing panel shall be mailed by certified mail within 10 days of the hearing date. The decision should include all evidence considered and reasoning for the decision.

Appeal of disciplinary hearings shall be held using the following procedures: Appeals of disciplinary matters shall be made in writing by certified mail to the Board of Directors within 10 days upon receipt of the findings of the hearing panel. The Board of Directors must schedule the appeal hearing within 30 days of receipt of the appeal. The appeal hearing must afford all parties involved the same privileges as outlines in the disciplinary hearings section of this item. The findings of the appeal hearing shall be mailed by certified mail within 10 days of the hearing date. The decision should include all evidence considered and the reasoning for the decision. All decisions of the Board of Directors will be final.

Appeals of non-disciplinary decisions shall be heard by the Board of Directors. The appeal must be made in writing by certified mail to the Board of Directors. The letter should include the reason for the appeal and any evidence believed to be relevant to the issue at hand. A hearing will be scheduled within 30 days of the receipt of the appeal; issues that are subject to the deadline must be dealt with prior to that deadline. The appeal hearing must allow all parties to present evidence on their behalf. The finding of the appeal hearing shall be mailed by certified mail within 10 days of hearing date. The decision should include all evidence considered and reasoning for the decision. All decisions of the Board of Directors will be final.



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V. Risk Management

HSC recognizes the need for a comprehensive risk management program to protect the club its members and employees.

- a. All employees and volunteers must supply the club with current Act 34 and 35 documents from the Commonwealth of PA
- b. All employees and volunteers agree to always have another adult with them when working with children.
- c. HSC will use the following safety standards for all games and practices:
 1. All goals shall be anchored at all times.
 2. The field shall be checked for debris and uneven playing surface. Debris shall be cleared before use; playing surface issues shall be given to the Field Manager and activity moved away from the dangerous area.
 3. All HSC teams shall have med kit with them at all practices.

VI. Fees

The Board of Directors of HSC shall determine the fees for the membership upon recommendation of the Treasurer. The fees shall be approved by 3/4 vote of the Board of Directors at the regular Board of Directors meeting prior to a HSC Season. The fee shall be presented to the membership at the AGM. The fee shall be determined based on the operating costs of HSC and the projected membership totals. The fee shall not create a fund balance surplus of more than 10 percent of the gross of the membership fees collected.