

FEDERAL WAY FOOTBALL CLUB

Established 1978

BY-LAWS

Adopted 2017

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Last Revised March, 2017

BY-LAWS of the FEDERAL WAY FOOTBALL CLUB

A Non-Profit Corporation

ARTICLE 1 - TITLE

This organization shall be known as Federal Way Football Club (FWFC - incorporated), herein referred to as the Club, or Federal Way FC, or FWFC, and is affiliated with the Federal Way Soccer Association (incorporated), herein referred to as FWSA, and the Washington State Youth Soccer Association (incorporated), herein referred to as WSYSA. FWFC is a 501(c)(3) non-profit organization and will not carry on any activities as prohibited under Section 501(c)(3) of the Internal Revenue Code.

ARTICLE 2 - PURPOSE AND VISION

2.1. Vision

Aspire to be the very best in soccer at any level.

2.2. Purpose

The purpose of the Club shall be to teach and administer the game of soccer among all youths, authorized by FWSA, residing within the geographical boundaries of the Federal Way soccer area as defined in these by-laws.

The objective and purpose of the Club include, but are not limited to the following:

- a) Promote soccer and provide opportunities for youth to play at any level appropriate for ability and interest including Premier, Select, and Recreation.
- b) Promote confidence, good sportsmanship, teamwork, and skill development in all players.
- c) Promote respect for the game at any level.
- d) Provide opportunities that develop all players, coaches, referees, and administrators to be the very best in soccer at any level.
- e) Assure that youth have a team to compete on and that they compete at the highest level commensurate with their ability and desire within Premier, Select, and Recreation levels of soccer.
- f) Do such other things necessary and convenient to accomplish its primary purpose of teaching the game of soccer.

ARTICLE 3 - CONTROL AND AUTHORITY

The final control and authority of the Club will be listed in these by-laws and be by a body of members known as the Board of Directors. This Board will exercise the right of decision making on all matters pertaining to Club affairs including, but not limited to, the authority to pay reasonable compensations for services rendered.

ARTICLE 4 - BOUNDARIES

The boundaries of this Club will coincide with the boundaries of the Federal Way Public School District unless authorized by FWSA or WYS. All youth soccer players eligible to play in the U8-U19 age brackets registered with FWSA and/or residing within the boundaries, are subject to the control and authority of this Club.

ARTICLE 5 - MEMBERSHIP

5.1. Membership.

The Club will be open to anyone who participates in the affairs of the Club. Participation is described as serving on the Board of Directors, coaching, or otherwise participating in any Club sponsored activity or having a child who is a member of a team governed by the Club.

5.2. Member Legal Proceedings.

No member, as defined in Article 5.1, will engage the services of a lawyer or attorney or invoke the aid of the courts until all avenues of the judicial procedure have been exhausted through WSYSA processes and procedures.

ARTICLE 6 - ORGANIZATION

6.1. The Governing Body.

The Board of Directors, herein referred to as the Board, shall be the governing body of the Club. It shall consist of elected officers, herein referred to as the Executive Board, and other elected and appointed positions. No Board member may be a Board member—elected or appointed—or coach of any other Club or Association outside of FWSA.

6.2. The Board of Directors.

a) Officers (Officers will be known as the Executive Board)

- (1) President
- (2) 1st Vice President
- (3) Vice President of Administration
- (4) Vice President of Competition
- (5) Secretary
- (6) Treasurer

b) Board of Directors

- (1) Boys Registrar
- (2) Girls Registrar
- (3) Competitive Boys Coordinator
- (4) Competitive Girls Coordinator
- (5) Boys Coordinator
- (6) Girls Coordinator

c) Appointed Positions

- (1) Equipment Coordinator
- (2) Fields Coordinator
- (3) Tournament Coordinator
- (4) Uniform Coordinator
- (5) Webmaster
- (6) Sponsorship Coordinator
- (7) Social Media Coordinator
- (8) Director of Coaching (DOC will be an ex-officio member of the Board of Directors).

6.3. Duties of the Board of Directors.

a) President

- (1) Preside over all regular monthly meetings.
- (2) Supervise all activities of the Club and Board.

- (3) Serve as an ex-officio member of all committees.
 - (4) Present to the Board for approval, all nominations for vacancies on the Board as necessary during his/her term of office.
 - (5) Prepare an agenda before all meetings.
 - (6) Present, for approval by the Board, candidate's names for Appointed Positions.
 - (7) Vote only in the event of a tie.
 - (8) Coordinate cooperation between the Presidents of FWSA, FWMSC and FWSRSA.
- b) 1st Vice President
- (1) Assume the President's duties in his/her absence.
 - (2) Assist the President as required.
 - (3) Sit on all committees as the Board representative.
 - (4) Coordinate any exchange programs or skill contests.
 - (5) Organize team pictures and fundraisers.
 - (6) Chair the Finance Committee.
 - (7) Be the Club representative to FWSA.
 - (8) Submit, at the Annual General Meeting (AGM), a proposed budget for the New Year, for approval at the next regular monthly meeting after the AGM.
- c) Vice-President of Administration
- (1) Preside over all judicial and ethical matters and represent the Club at FWSA judiciary and ethical meetings.
 - (2) Collect, propose, and submit By-Law changes in their proper format.
 - (3) Transmit the proposed by-law changes in accordance with Article 8.2.
 - (4) Be a member of the Player and Coach Selection Committees.
 - (5) Establish a Judicial Committee which shall consist of one Board member selected by the Board, one Recreational coach selected by the coaches, one Select/Premier coach and two non-partisan persons selected by the first three members.
 - (6) Chair Judicial Committee as a non-voting member.
 - (7) Assist the Club Boys and Girls Registrar as needed.
 - (8) Track player and coach yellow and red cards and report monthly to the Board.
- d) Vice President of Competition
- (1) Assist the Director of Coaching as necessary.
 - (2) Administer the activities of the Coordinators at the Competitive, Non-Select, and Recreational level.
 - (3) Be point of contact for all Non-Select and Recreational level coaches regarding District rules and regulations.
 - (4) Coordinate league activities for Recreational and Non-Select leagues with FWSA.
 - (5) Receive and review coach applications for Recreational, Non-Select, Select, and Regional level teams, and coordinate with DOC..
 - (6) Work with DOC to communicate, organize, and help provide 'customer service' during and following the tryout process.
 - (7) Chair the Tryout Committee and the Coach Selection Committees.
- e) Secretary
- (1) Record, prepare, and present meeting minutes for approval.
 - (2) Record role of the Board and confirm voting quorum, including the naming of any proxy voters.
 - (3) Help prepare meeting agendas when necessary.
 - (4) Prepare and update calendar of Club-wide events for publication and distribution.

- (5) Communicate meetings and other calendar items to the members.
 - (6) Chair the annual "Of the Year" Awards for submission in accordance with FWSA timeline.
- f) Treasurer
- (1) Maintain all financial records.
 - (2) Maintain all bank and investment accounts with signature authority by the President, Vice President, and Treasurer (all expenditures will be approved in writing by the Treasurer and one other officer.)
 - (3) Schedule an audit on the financial records prior to the AGM at the end of an expired term office.
 - (4) Submit, at the AGM, a proposed budget for the new year for approval at the next regular monthly meeting after the AGM.
 - (5) File all Federal, State, and Municipal tax returns and/or forms as necessary.
 - (6) Chair Financial Aid Committee.
 - (7) Oversee the status of player accounts and provide updates in accordance with the established Club procedures approved by the Board.
- g) Boys Registrar
- (1) Coordinate annual player registration and other related tasks with the FWSA Registrar.
 - (2) Verify age of all new players registered in the Club by having or viewing a copy of the player's birth certificate or other accepted date of birth verification document.
 - (3) Maintain up-to-date rosters for all boys Recreational and Select teams.
 - (4) Coordinate all transfers with the FWSA Registrar.
 - (5) Verify risk management status for all boys Recreational and Select team staff.
 - (6) Submit boys Recreational and Select rosters electronically to each team coach for verification of data accuracy.
- h) Girls Registrar
- (1) Coordinate annual player registration and other related tasks with the FWSA Registrar.
 - (2) Verify age of all new players registered in the Club by having or viewing a copy of the player's birth certificate or other accepted date of birth verification document.
 - (3) Maintain up-to-date girls Recreational and Select team rosters for all teams.
 - (4) Coordinate all transfers with the FWSA Registrar.
 - (5) Verify risk management status of all girls Recreational and Select teams staff.
 - (6) Submit girls Recreational and Select team rosters electronically to each team coach for verification of data accuracy.
- i) Competitive Boys Coordinator
- (1) Assist the Director of Coaching and Director of Competition with competitive boys teams as necessary.
 - (2) Notify competitive teams of meetings and activities.
 - (3) Be a member of the Tryout Committee.
 - (4) Help fill team vacancies, make public notice of such need, and place players on the highest-level team consistent with their abilities and desire.
 - (5) Review the placement of teams in the correct brackets for League and State Tournaments.
 - (6) Coordinate Player Accounts with Treasurer.
 - (7) Act as a resource for the managers and treasurers of boys teams.
- j) Competitive Girls Coordinator
- (1) Assist the Director of Coaching and Vice President of Competition with Competitive Girls teams as necessary.
 - (2) Notify Competitive Girls teams of meetings and activities.

- (3) Be a member of the Tryout Committee.
 - (4) Help fill team vacancies, make public notice of such need, and place players on the highest-level team consistent with their abilities and desire.
 - (5) Review the placement of teams in the correct brackets for League and State Tournaments.
 - (6) Coordinate Player Accounts with Treasurer.
 - (7) Act as a resource for the managers and treasurers of girls teams.
- k) Boys Coordinator
- (1) Assist the 2nd VP of Recreation as requested.
 - (2) Notify Non-Select Boys teams of meetings and activities.
 - (3) Help fill all team vacancies placing players on the highest-level team consistent with their abilities and desire.
 - (4) Submit proposed boys Recreational and Select teams and divisions of play to the VP of Competition.
- l) Girls Coordinator
- (1) Assist the 2nd VP of Recreation as requested.
 - (2) Notify Non-Select Girls teams of meetings and activities.
 - (3) Help fill all team vacancies placing players on the highest-level team consistent with their abilities and desire.
 - (4) Submit proposed girls Recreational and Select teams and divisions of play to the VP of Competition.
- m) Equipment Coordinator
- (1) Develop a budget for the purchase, issue, and maintenance of all equipment and material owned by the Club.
 - (2) Collect and inventory all equipment at the end of the season.
 - (3) Prior to necessary equipment purchases, provide competitive bids to the Board for approval.
- n) Fields Coordinator
- (1) Schedule the use of all fields for practices and games by member teams.
 - (2) Recruit Club members to develop and upgrade the number and quality of Club fields.
 - (3) Work in conjunction with the FWSA Fields Coordinator in acquiring and improving fields for soccer.
 - (4) Negotiate and coordinate with the appropriate authority for the use of and fees for fields.
- o) Tournament Coordinator
- (1) Attend Club monthly meetings as required to report on tournaments.
 - (2) Organize and chair the Tournament Committee.
 - (3) Complete all applications required to host tournaments at City, County, and school facilities.
 - (4) Complete and submit final reports for the Club, City, and WSYSA.
 - (5) Other duties as assigned by the Board.
- p) Uniform Coordinator
- (1) Work with uniform vendor and teams as needed.
 - (2) Coordinate uniform fitting event for new players.
 - (3) Coordinate the order and delivery of uniform kits.
 - (4) Present uniform kits each year to the board for review and approval.
 - (5) Prepare communication package to be sent to teams each year.
- q) Fundraising Coordinator
- (1) Oversee and coordinate Club sponsorship and fundraising activity.
 - (2) Develop and oversee tournament sponsorships for the club and ensure all current sponsorships

- agreements are met.
- (3) Coordinate all team level fundraising activity identifying any conflict with Club sponsorship agreements.
 - (4) Work with teams to ensure BOD approval of fundraising activity and identify conflict of fundraising activities between teams.
 - (5) Other duties as assigned by the Board.
- r) Webmaster
- (1) Implement web pages, maintain content, and assure quality and integrity of web pages.
 - (2) Responsible for the design of all of the Club's web pages and social media, including graphics, animation, integration and functionality.
 - (3) Advise Board of Directors on the improvement, competition, and new direction in technology to assist with marketing for the Club.
 - (4) Post materials and other Club information as presented in a timely and appropriate fashion.
 - (5) Update and maintain information on social media outlets for the Club if Social Media Coordinator is not present.
 - (6) Communicate regularly with Social Media Coordinator to discuss content and campaigns.
- s) Social Media Coordinator:
- (1) Schedule and/or publish content and campaigns on various social media outlets relevant to Federal Way FC, including event notifications, photos, website articles and video content, to engage members and build followers.
 - (2) Link to articles directly from federalwaysoccer.com/fwfc and or other relevant websites such as washingtoneyouthsoccer.org.
 - (3) Measure effectiveness of social media outreach and campaigns via reports and report back to the Board on a monthly or bi-monthly basis.
 - (4) Communicate regularly with Webmaster to discuss content and campaigns.
- t) Director of Coaching
- (1) Report to the President and attend meetings as necessary to report on activity. (DOC is an ex-officio member of the Board of Directors.)
 - (2) Provide and implement player programs—focusing on the training, education, and development of players.
 - (3) Develop player tryouts, selection format, and procedures and oversee all technical aspects of the process including supervise coaches and evaluators.
 - (4) Develop and administer academies, camps, and clinics.
 - (5) Recruit, develop, retain, and oversee coaching staff.
 - (6) Assist with club branding; quality programming, sponsorships, etc.
 - (7) Develop and manage skills of coaching staff and their assignments.
 - (8) Design and deliver coaching clinics throughout the soccer seasons.
 - (9) Provide regular and timely communication to coaches and team managers.
 - (10) Represent the Club as appropriate at FWSA, WSYSA, and National/Regional tournaments and/or conferences.

6.4. Attendance.

Board members are expected to attend all regular monthly meetings. All Board members are expected to attend the AGM. Any Board member unable to attend will send a report. No member of the Board may serve as a proxy for an absent Board member. Any Board member missing two (2) meetings consecutively may be asked to vacate that office.

6.5. Fiscal Year.

The fiscal year begins April 1 and ends March 31 of the following year.

6.6. Elections.

Elections to the Board of Directors shall be held at the AGM; time and place to be specified by the Board. All members over the age of 18 will have the right to vote in the general elections at the AGM.

6.7. Selection of Appointed Positions.

Selection of appointed positions will be presented and approved at any regular monthly meeting.

6.8. Term of Office.

- a) The President, Secretary, Vice President of Competition, Boys Registrar, Competitive Boys Coordinator, and Girls Coordinator terms of office will consist of two (2) fiscal years, elected on every odd year.
- b) The 1st Vice President, VP Administration, Treasurer, Girls Registrar, Competitive Girls Coordinator, Boys Coordinator and Webmaster terms of office will consist of two (2) fiscal years, elected on every even year.
- c) Re-Election: All officers are eligible to the same office at succeeding elections. They may serve in the same office for more than two (2) full terms with the approval of the Board. Vacancies occurring subsequent to elections will be filled by a majority vote of a quorum of the Board, during a monthly meeting, except if the office of President is vacated. Then a new Vice President will be selected. The term in office for officers elected by the preceding such election will be the un-expired term of the vacated office.
- d) The term of the appointed positions will begin at the first regular meeting of the odd year and consist of two (2) fiscal years.

6.9. Removal from office

- a) Any board member can be removed from office at a board meeting upon affirmative vote of 2/3 of the members present.

ARTICLE 7 - MEETINGS

7.1. Monthly Meetings.

- a) A quorum will consist of seven (7) Board members, with at least four (4) of them being elected.
- b) The Board will meet on a monthly basis. Time and place will be specified by the President.
- c) The Secretary will notify all Board members of any scheduled meetings.
- d) An agenda will be established and made available before each meeting. Any member desiring to bring a new item on the floor must submit the item to the President prior to the beginning of the meeting. Any item desired after the start of the meeting will only be added by a majority vote of the Board.
- e) Agenda for the monthly meeting will be set by the President.
- f) A meeting will last no longer than two (2) hours.

7.2. Special Meetings.

- a) Awards nights will be held on a date specified by the President.
- b) The Executive Board, as requested, may call special meetings. Seven days' notice will be given prior to scheduling any special meeting.
- c) Special meetings may be convened by request of the President, or two (2) or more of the elected officers, or 30% or more of the Club membership.

- d) Special meetings will be limited to two (2) hours.

7.3. Annual General Meeting (AGM).

- a) AGM will be held no later than March 31st.
- b) Notification of the meeting will be made to all Club members electronically.
- c) The order of business will be as follows:
 - (1) Call to order
 - (2) Credentials
 - (3) Minutes
 - (4) Officer's reports
 - (5) Director's reports
 - (6) Committee reports
 - (7) Unfinished business, proposed by-law changes
 - (8) New business
 - (9) Election of officers
 - (10) Presentation of awards
 - (11) Adjournment

7.4. Voting at Meetings.

- a) No Club Board member may have more than two votes.
- b) The following will have the right to vote at any meeting:
 - (1) President (as tie breaker only)
 - (2) 1st Vice President
 - (3) VP of Administration
 - (4) Vice President of Competition
 - (5) Secretary
 - (6) Treasurer
 - (7) Boys Registrar
 - (8) Girls Registrar
 - (9) Competitive Boys Coordinator
 - (10) Competitive Girls Coordinator
 - (11) Boys Coordinator
 - (12) Girls Coordinator
 - (13) Equipment Coordinator
 - (14) Fields Coordinator
 - (15) Tournament Coordinator
 - (16) Uniform Coordinator
 - (17) Webmaster
 - (18) Volunteer Coach or Assistant of a team or team Manager of Record.

7.5. Rules of Order.

The rules contained in the current edition of *Robert's Rules of Order, Newly Revised* will govern the Club in all cases to which they are applicable and in which they are not inconsistent with these by-laws and with any special rules of order the Club may adopt.

ARTICLE 8 - BY-LAW AMENDMENTS

8.1. Amendments.

Amendments to these by-laws may be effected at the AGM upon affirmative vote of 2/3 of the members present.

8.2. Proposed Amendments.

A proposed amendment to the by-laws must be submitted in writing to the Secretary and 2nd Vice-President of Administration no later than 45 days preceding the AGM and to be transmitted electronically to the Board and coaches 15 days prior to the AGM.

8.3. By-Law Conflicts.

Any case in which these by-laws are in conflict or become in conflict with the by-laws of FWSA or WSYSA, WSYSA will take precedence, then FWSA, and these by-laws will be amended at the next AGM to eliminate the cause for conflict.

ARTICLE 9 - PROVISIONAL RULES

The Board, by 2/3 affirmative vote of the members present, may from time to time make temporary rules or regulations governing specific cases or occasions not provided for in these by-laws but which may be necessary for carrying out the objectives of the Club. Changes must be submitted for ratification at the next annual general meeting for adoption into the by-laws and approved by affirmative vote of 2/3 of those eligible to vote.

ARTICLE 10 - PLAYER REGISTRATION

10.1. Player Limitation.

No player will be denied the opportunity to participate in the Club due to financial, physical, and/or mental reasons. The Club and its members will not discriminate on the basis of ethnic origin or religion.

10.2. Financial Responsibility.

FWFC specifically disclaims financial responsibility for and will not assume nor be held liable for the debts or financial obligations—either expressed or implied—of any affiliated team or its coach, manager, or affiliated team officials.

10.3. Player Fees.

The Board will set the player registration fee assessed to individual players. The fee will include all known and anticipated FWSA and WSYSA registration fees. For competitive teams the fee will also include coaching costs.

10.4. Player Registration.

Each player will register through the designated electronic system or back-up paper process. The paper form will provide the same data as the electronic process. Accepted documentation verifying a player's date of birth is required for first time registration in WSYSA, and may be requested thereafter.

10.5. Team Fees.

Coaches shall not permit a player to play in any game until he/she is properly listed on the roster and his/her registration fee has been collected. Players seeking financial aid can do so as directed in Article 10.7.

10.6. Registration Fee Refunds.

Any player who withdraws from the Club soccer program will receive a pre-rated refund as determined by the finance committee during the budget development process. Recreational players must submit the request in writing prior to the first game. A hearing by the Executive Board will determine the validity of any grievances.

10.7. Financial Aid.

- a) Players in need of financial assistance must submit a Player Grant Request form to the Club Treasurer.

10.8. Health and Welfare Fund.

FWFC will establish and maintain a Health and Welfare fund for the use by FWFC for those activities deemed of a special nature by the FWFC member clubs, teams, or individuals meeting the requirements of financial aid. A

2/3 affirmative vote of a quorum of the Board of Directors is required before funds may be disbursed from the Health and Welfare fund. Funds for the Health and Welfare fund will be acquired by donations, fundraisers, contributions, and ‘found’ money.

10.9. Cassandra Fitzhugh Fund.

FWFC will establish and maintain a Cassandra Fitzhugh fund for the use by FWFC, as defined by Mrs. Fitzhugh and Fred Wentz, to assist in covering registration fees of players that have a financial hardship. A 2/3 affirmative vote of a quorum of the Board of Directors is required before funds may be disbursed from the Cassandra Fitzhugh Fund. Funds for the Cassandra Fitzhugh Fund will be acquired by donations, fundraisers, contributions, and ‘found’ money.

ARTICLE 11 - PLAYER TEAM ASSIGNMENTS

11.1. Team Assignment by Age.

Except as otherwise specified in these by-laws, all players will be assigned to teams based on their ages as of January 1st of the calendar year and their playing abilities as based on the skills evaluation testing.

11.2. Age and Skill Divisions.

Age divisions will be as follows:

Age	Division
10 & under	U-11
11 & under	U-12
12 & under	U-13
13 & under	U-14
14 & under	U-15
15 & under	U-16
16 & under	U-17
17 & under	U-18
18 & under	U-19

11.3. Tryouts for Competitive Team Placement.

The Director of Coaching will oversee the player selection and tryout process. The tryout committee will provide the support and administration of the process. This includes registration, fee collection, advertisement and equipment coordination.

- a) Players will be notified of their results as soon as possible after the last tryout.
- b) Regardless of tryout results, any team representing WSYSA at the Far West Regionals will be allowed to remain intact as a team for the subsequent season.

11.4. Tryout Committee.

The Vice President of Competition will form the Tryout Committee.

ARTICLE 12 - PLAYER INSURANCE

Insurance claims will be directed to the WSYSA office and handled in accordance with WSYSA guidelines and direction.

ARTICLE 13 - PLAYER TRANSFERS

13.1. Definition.

A transfer is defined as the movement of a registered player from one team to another within the seasonal year.

13.2. Administrative Responsibility.

- a) The Club Registrar will administer the transfer of players within the Club.
- b) The receiving Association Registrar will control the transfer of players between Associations.

13.3. Transfer Limitations.

Transfer limitations and deadlines are defined in the WSYSA Administrative Handbook.

13.4. Ethics.

Article V of the WSYSA Coaches Code of Ethics clearly defines the rules pertaining to the recruiting of players. Under no circumstances may any coach, manager, or other representative of a team approach a registered player with the objective of inducing that player to leave his/her team.

ARTICLE 14 - PLAYER PARTICIPATION

With the exception of illness or disciplinary action by the coach or Board, each player assigned to a recreational team, who is present and in proper uniform at a game, shall play a minimum of ten (10) minutes per half. Players assigned to a competitive team it is recommended that each player U12 and older participate a minimum of ten (10) minutes per half in each game, U11 and below the goal shall be 50% of the game on average throughout the season.

ARTICLE 15 - TEAM INFORMATION

15.1. Club Colors.

Club colors will be followed in compliance with the uniform voted on by the BOD.

15.2. Uniforms.

Team uniform purchasing will be followed in compliance with vendor selected and approved by the BOD.

15.3. Referees.

Teams that do not wear club colors may not be provided referees for league or post season play.

15.4. Donors, Sponsors and Fundraising.

- a) Each team may actively seek their own donors and sponsors and those funds may be used for the team's expenses. However, those donors and sponsors will not conflict with Club donors and sponsors and the funds must be made payable to FWFC and deposited into the Club operating account. The funds will then be disbursed to the team and appropriate documentation containing the Club's non-profit tax information will be sent to the donor or sponsor. Any funds donated to a team must be used by the team or transferred back to the Club.
- b) Each team may organize their own fundraising, but it will not conflict with Club fundraising activities and therefore must be submitted for Club approval at a General Membership meeting prior to the commencement of the fundraiser. Team fundraising must benefit the entire team and not compensate individual members based on sales or time spent.

15.5. Defunct Teams.

If a team becomes defunct, all monies and assets will be turned over to the Club Treasurer for disposition back to donors, sponsors, and original team members accordingly.

15.6. Team Size.

All teams will follow WSYSA regulations for the maximum and minimum player counts allowed.

15.7. Team Name.

Team names will follow in compliance with the naming configuration approved by the BOD.

15.8. Team Count.

The Club will endeavor to form as many teams at each age group as there are players available (Recreational) and who are at the correct level of play (Competitive). Efforts will be made to group players of similar abilities to a team.

ARTICLE 16 - SEASON OF PLAY

The seasonal league year for Club Recreational teams begins on September 1st and ends on August 31st of the following year. The seasonal year for Competitive teams begins at tryouts and ends before the next scheduled tryout for the team. Teams competing in regional play the seasonal year will extend through the completion of the competition.

ARTICLE 17 - TEAM STAFF**17.1. Team Staff Openings.**

Any coach, assistant coach, trainer, manager, or treasurer under the age of eighteen (18) must be approved by the Board.

a) Competitive Teams

- (1) Applications for head coaches, assistant coaches, and trainers will be turned in to the Director of Coaching (DOC).
- (2) The DOC will present the slate of recommendations to the Coach Selection Committee 30 days prior to the first tryout for each team. Considerations for state cup runs will be in timing with presenting the slate to the members.
- (3) The selected coaching staff will be published prior to tryouts when possible.

b) Non-Select Teams

- (1) Applications for head coaches, assistant coaches, and trainers will be turned into the Vice President of Competition by a date posted on the website.
- (2) The Vice President of Competition will work with the Girls and Boys Coordinators to select coaches for teams based on availability of team and ability of the coach.

ARTICLE 18 - DISCIPLINE

Disciplinary actions are governed by WSYSA and are set forth in the WSYSA Administrative Handbook.

ARTICLE 19 - COACH QUALIFICATIONS**19.1. Coach Qualifications.**

The following criteria outline the minimum requirements for coaches:

- a) For U-13 teams, coaches are recommended to attend or be enrolled in the USSF "E" course, or its equivalent, and complete it by current seasonal year-end.
- b) For U-14 through U-19 teams, all coaches should possess a minimum USSF "D" license, or its equivalent, or be enrolled in the USSF "D" course, or its equivalent, and complete it by current seasonal year-end.
- c) The preceding criteria may be waived for experienced coaches upon approval of the Board.

BY-LAWS ADDENDUM

The addendum is separate from the by-laws; it is a compilation of Club guidelines, recommendations, and rules as adopted by the Club. Changes and additions may be made by the Club in the normal course of business. It is the responsibilities of the team staff to be aware of all decisions that affect team operations by having their team representative attend all Club meetings.

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Federal Way Football Club

Vision, Mission, and Goals

1. Preface.

Federal Way Football Club is more than a collection of teams playing weekend games and conducting weekday practices. We are a community of many, sharing the joy of a game rich in its lessons, benefiting the mental and physical development of youth. We are a community with a common vision, mission, goals, and values, which offer us direction for administering the organization. They provide us with a means to assess our performance relative to our original intent.

- a) Vision – Inspiring, encouraging, and enabling participation in soccer.
- b) Mission –
 - Promote the game of soccer and to provide opportunities for all youth between the ages of 8 and 19, to play local, Washington State Youth Leagues, or Top Soccer, at a level commensurate with ability and interest.
 - Emphasize the development of self-esteem, good sportsmanship, fitness, achievement, teamwork, and skill as well as encourage courtesy, proper conduct, and respect for authority by the players, officials, and spectators through the playing of the game.
 - Provide educational opportunities to develop all players, coaches, referees, and administrators.
- c) Goals – Our Club has many goals in pursuit of our vision and mission. Goals should be those things that we are ‘shooting for,’ or said differently, the outcomes of our activities.

2. Development of Players.

- a) Training for Players – Working with the FWSA and State soccer organizations, FWFC will provide opportunities for players to train at levels beyond the standard team practices.
- b) Volunteer Coach Selection and Training –
 - Selection – The criteria for all coaches at all levels will include their level of experience, their skills, background, and their adherence to the values of the FWFC.
 - Train – On an annual basis the Club will provide opportunities for our coaches to continue building coaching knowledge and expand the coaching tool box. These opportunities may include the Soccer Fair workshops, online education, coaching clinics, and reimbursement for clinic or license registration fees.

3. Finance.

- a) Best Soccer Value – The Club will work to keep the costs of player participation at levels that are reasonable and supportive of our soccer programs for player development and league play. To do so, the Club may utilize fundraisers.
- b) Sufficient Financial Reserves – As a club, we will maintain a sufficient financial reserve such that we can afford to handle emergency circumstances or opportunities that might arise. At a minimum, the Club will maintain reserves in the amount of 10% of the total budget.

- c) Scholarships – While the club relies on player fees to pay for its expenses, in the event a player cannot afford the Club registration fees, the Club will provide a waiver for registration fees upon receipt of a written request for a declaration of hardship. Programs to help with team fees above and beyond the club registration fee will be provided.

4. Relationships.

- a) Solid Relationship with the City of Federal Way – The very name of our club is drawn from the community in which we reside. FWFC will work in partnership and through the Federal Way Soccer Association with the City of Federal Way to maintain and improve the city facilities that we use.
- b) Solid Relationship with Federal Way School District – Many of our games are played on Federal Way School District fields, we will respect the grounds, property, and rules of the school district. We will endeavor to work with the school district to keep their facilities in good shape by collecting our litter and repairing damage caused during our normal approved and agreed to usage.

5. Facilities.

High-Quality Fields – We will work with the City of Federal Way, King County Parks Department, and the Federal Way School District #410 to keep good fields available for our players. We will participate with our parent organization, FWSA, to develop fields for our players.

6. Values and Expectations.

The values held by any organization define the actions of the group. For the Club, we collectively value the following:

- a) Sportsmanship – For competition to be enjoyable we expect all players, coaches, parents, and spectators to subscribe to the basic tenets of good sportsmanship. To achieve the highest level of sportsmanship we will strive to educate all participants—player, parent, and spectator—of our mission to provide educational and enjoyable play for all. We desire a soccer experience for our children free of foul language and other undesirable behavior.
- b) Fairness – Coaches will be motivated by player skill development. We hold that all players shall be treated equally and teams should be equal to create a high-quality level at all levels of competition.
- c) Education – We urge all players, coaches, parents and Club leadership to expose themselves to educational opportunities to enhance the soccer experience. The best means of developing players is to promote the most ball “touches” possible for players. To that end we will work at all times to “put the ball on the foot.” To provide “state-of-the-art” soccer knowledge for our leadership, the Club will send one elected Board member to the annual USYSA soccer convention.
- d) Friendship – The enjoyment of working together for the benefit of our children should create friendships between players and friends that last season to season and beyond. We desire an atmosphere that is open and honest at all Club meetings to further the efforts of the Club to create the highest-quality experience for parent and child alike.
- e) Quality – We desire high-quality equipment and facilities for our children. We desire competent coaching and leadership. We desire the participation of all members to continue the quality enhancement of the game of soccer.
- f) Excellent Referees – The Club will work with the local referee organization to recruit and train new youth and adult referees. The referee decisions on the field are final and will not be questioned in any manner by coaches, players, or spectators that detract from the game.
- g) Growth of Club Leadership – To continue the soccer program within the Club, we will encourage parent and coach participation at the Board level. The aim is to assure all leadership positions are filled with quality individuals that embrace the vision, mission, and goals of Federal Way Football Club. Part of leadership will be to recognize those individuals who contribute excellence to the Club through efforts above and beyond with annual “Of the Year” awards.

- h) Value – We hope to attract all children of Federal Way to our club. To do so requires that our annual player and team costs be kept at a reasonable level.
- i) Teamwork – We will work together as parents, board members, referees, and all others, treating one another with mutual respect and consideration in a consistent effort to achieve the good of the game.
- j) Community – We are part of the Federal Way community and will respect and represent the city in which we live as well as the Federal Way Football Club. Our players, parents and coaches will be fair and respectful in representing our community when playing the game for all kids, soccer.