



# fc 814 – futbol club of the 814

## By-laws of the FC 814, Inc., as amended and adopted March 16, 2026

### 1. Election of Officers

The FC814 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 held in odd years and Vice-President, Treasurer and Registrar held in even years. Elections shall be held at the Annual General Meeting (AGM) with newly elected officers taking office at the beginning of the playing season.

Every travel team registering a team through the club in either the fall or spring session shall receive one vote. The head coach listed on the official roster, or a proxy approved by the head coach, shall cast the vote. 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 Nominating Committee or made from the floor during the election. All candidates must be present for consideration to the membership at the AGM.

The Nominating Committee shall be appointed by the President with the approval of the Board of Directors.

The positions being opened and job descriptions thereof will be publicly advertised on FC 814's website and via social media and email distribution at least two months prior to the election of these members.

### 2. Appointment of Officers

The FC814 Elected Officers shall appoint the following positions annually:

1. Child Protection Advocate / Assistant Registrar
2. Referee Assignor
3. Referee Coordinator
4. Director of Coaching
5. Field/Safety Director
6. Equipment Manager
7. Tournament Director
8. Recreational / In-House Coordinator
9. Marketing Director.
10. Fundraising Coordinator
11. Technical Director
12. Member at Large

The appointments shall be made at the first regular meeting of the Board of Directors following the AGM. The Elected Officers shall consider all candidates offered by the Nominating Committee.

The Nominating Committee shall accept nominations for appointed positions as well as elected offices.

### 3. Board of Directors Duties

A brief description of the Board of Director's Duties are listed herein. The Club's "BOD Roles and Responsibilities" document shall list a more detailed description and shall be continually updated by the board.

**Immediate Past President:** While not a board member, the Immediate Past President provides guidance and serves as a resource to Club officers and members. The Immediate Past President chairs the

Nominating Committee, assists in the preparation of the Club Success Plan, promotes the Club's Success Plan, and promotes the Club's efforts to become a Distinguished Club.

**President:** The President shall be responsible for the operation of Club. The President shall preside over all meetings of the membership and Board of Directors.

**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.

**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. They shall keep records of club meetings, activities and correspondence.

**Treasurer:** The Treasurer shall keep all financial records for the club and be responsible for receiving income and dispersing payments related to club activities. They shall be responsible for the proper and legal reporting of the Club's annual fiscal activities in accordance with local, state and Federal tax codes.

**Registrar:** The Registrar shall coordinate the registration of all players and coaches. This shall include the review of completed paperwork proper paperwork and collection of registration fees.

**Child Protection Advocate / Assistant Registrar:** The Child Protection Advocate shall be responsible for obtaining all required volunteer paperwork and coordinating clearances with PA West. They shall also aid the Registrar in registering players and teams.

**Referee Assignor:** The Referee Assignor shall be responsible for all game assignments. They shall also aid the Referee Administrator in the recruitment and evaluation of referees.

**Referee Coordinator:** The Referee Administrator shall oversee the Club's referee program. This includes the recruitment, education, recertification programs and evaluation of referees.

**Director of Coaching:** The Director of Coaching shall develop and implement coaching curriculums to maximize a player's potential at every age. They shall schedule coaching courses and licenses. They shall attend at least one training session and one match for each team per seasonal year to evaluate the coaches. A written evaluation of each head coach shall be provided to the coach and the board of directors. The DOC shall hold a "D license" or equivalent. A "C license" or higher is preferred.

**Field / Safety Director:** The Field / Safety Director shall oversee the maintenance of all playing and practice facilities. They shall coordinate with the Equipment Manager for the purchase of supplies required for the maintenance of facilities. They shall also be responsible for securing contracts with lawn care and portable toilets companies.

**Equipment Manager:** The Equipment Manager shall be responsible for the purchase of all supplies, uniforms and equipment for the Club. The Equipment Manager shall coordinate with vendors to identify the most economical purchasing opportunities for the Club.

**Tournament Director:** The Tournament Director shall be responsible for organizing, promoting and composing the schedule for tournaments held by the Club. They shall also coordinate with the Referee assignor in scheduling referees for the tournament and the Field / Safety Director for scheduling fields.

**Recreational / In-House Coordinator:** The Recreational / In-House Coordinator shall be responsible for promoting and registering players and coaches to participate in the Club's in-house / recreational soccer programs.

**Marketing Director:** The Marketing Director shall be responsible for advertising for player registration, tournaments, clinics, fundraisers, management of website and social media accounts, etc.

**Fundraising Coordinator:** The Fundraising Coordinator shall chair the fundraising committee

**Technical Director:** The Technical Director shall be responsible for developing, implementing, and supervising player and coach development programs. They will design programs to support the player development models in light of the club's long-term strategic goals.

**Member at Large:** A member of the board "at large" has no specific duties unless assigned by the President, but has the same rights and responsibilities as other board members. Their duties change as needed to fulfill board requirements and address overall organizational goals. They shall chair committees

assigned by the President. Members at large serve as a liaison between the board of directors and the rest of the organization.

The Immediate Past President, if in good standing and agreed upon by the Elected Officers, shall be appointed to the Member at Large position.

#### **4. Hearing and Appeals**

The FC814 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 the FC814 pertaining to them directly.

All 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 evidence to be presented against them in accordance with 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 the 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 issue at hand. A hearing shall be scheduled within 30 days of receipt of the appeal; issues that are subject to a 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 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.

All decisions of the Club or Board of Directors should be sent to the State Risk Manager.

#### **5. Risk Management**

The FC814 recognizes the need for a comprehensive risk management program to protect the club, its members and employees. All employees and volunteers must supply the Child Protection Advocate with the current clearance documents and background checks as required by the State of Pennsylvania.

FC 814 Policy requires a complaint to be reported for a reasonable suspicion of Sexual or Physical abuse/neglect, within a 24-hour period of awareness. Federal regulations require reports be made to:

1. Local law enforcement. 911 or police department non-emergency number.
2. PA Children and Youth Services Childline. (800)-932-0313
3. National Governing Body (NGB) – US Soccer. US Soccer Integrity Hotline Number (312) 528- 7004. <https://www.ussoccer.com/integrity-hotline>.
4. The US Center for SafeSport – <https://www.safesport.org/report-a-concern>.

Additionally, suspicion of abuse should be reported to:

5. The Club's Child Protection Advocate
6. The PA West Soccer Risk Management Coordinator. Tim McCoy, [tim@pawest-soccer.org](mailto:tim@pawest-soccer.org), 412-856-8011.

Federal and state laws make EVERYONE a mandatory reporter.

Other forms of misconduct such as emotional abuse, bullying, hazing, or harassment must also be reported to the Club's Child Protection Advocate or Board of Director's.

## **6. Fees**

The Board of Directors of the FC 814 shall determine the registration fees for the seasonal year upon recommendation of the Treasurer or designee(s). The fees shall be approved by 2/3 vote of the Board of Directors at the Board of Directors meeting prior to player evaluations. The fee shall be presented to the membership at the evaluations. The fee shall be determined based on the operating costs of the FC 814 and projected membership totals.

## **7. Amendments**

The by-laws may be amended or repealed, in whole or in part, by a simple majority vote of Board members present and in good standing on the basis of one vote for each such Board member at any duly called meeting of the FC814 provided a quorum is present. Proposals for amendment or repeal of the By-laws must be made in writing and be submitted to the Vice President so as to allow thirty (30) days' notice to all Board members prior to consideration of such proposals at any meeting.

## **8. Promotion/Relegation across divisions**

Any team finishing at the top of their Division both has the right and is strongly encouraged to promote to the next higher division for the following season; this would be the case for any team not finishing first that meets PA West's criteria for promotion and/or is invited by PA West to promote. This shall be true across any and all divisions, recreational or classic. Likewise, any team finishing at the bottom of their division is encouraged to relegate to the next lower division, provided that this division would then provide a competition level commensurate with the talent level of the relegating team. It shall be the goal of every coach, player and parent for their team to be promoted to the next Division regardless of cost, travel, and/or conflicts in schedule. The Board shall review all teams' records and game scores at the end of the season and make recommendations to the coaches with respect to promotion and relegation. The Board reserves the right to combine, split or dissolve a team as they see necessary to maintain competition in the Division.