



OKC 405 FC  
Constitution and Bylaws

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## **Organization**

This organization, created by The City of Oklahoma City, a municipal corporation, shall be known as OKC 405 FC.

## **Objective**

OKC 405 FC was created to serve players in the Oklahoma City Metropolitan Area. Our goal is to provide opportunities to players to promote physical fitness, social interaction, and overall well-being. OKC 405 FC will strive to provide high level, quality programs and events for all individuals, no matter their background, to develop leaders of tomorrow through the game of soccer.

## **Mission Statement**

OKC 405 FC will provide a safe environment for players to excel in the community. OKC 405 FC provides our players with love, honor, and respect through the game of soccer. OKC 405 FC will create a comfortable atmosphere for our players and coaches to showcase their talents and skills at the local, state, regional, and national levels.

## **Article 1: OKC 405 FC**

### **SECTION 1: AFFILIATIONS**

OKC 405 FC is formed as an instrumentality of the City of Oklahoma City, a municipal corporation, dedicated to supporting youth and adult soccer in the Oklahoma City metropolitan area. This Constitution and these Bylaws shall constitute the rules of OKC 405 FC unless they are not in compliance with the laws set out by our governing organizations. In the event a specific item is not in compliance, then the item in the OKC 405 FC Bylaws that is out of compliance shall be null and void and of no force or effect. All other items not affected by this noncompliance will remain in full force and effect. OKC 405 FC also stipulates that our youth and adult soccer program shall not reject any player's application for reasons of race, color, creed, religion, sex, gender, or other such discriminatory practices as prohibited by federal law.

### **SECTION 2: PURPOSE**

At the central core of OKC 405 FC lies the deep conviction that soccer should be played in a friendly and safe environment. All players, parents and coaches are required to adopt this attitude, for it is the foundation upon which OKC 405 FC is based. Each individual associated with the club, without regard to race, creed, national origin, color, religion, disability, sex (to include sexual orientation and gender identity and/or expression), or age, or genetic information, will receive a high-level experience that will enhance their quality of life through the game of soccer.

## **Article 2: Members**

### **SECTION 1: MEMBERSHIP GUIDELINES**

Membership in OKC 405 FC shall be open to players within the jurisdiction of OKC 405 FC who comply with the Constitution and Bylaws and the Codes of Conduct of OKC 405 FC. Membership shall also be open to all approved and compliant coaches and referees whose annual registration fees are paid and registration is accepted by OKC 405 FC.

## **SECTION 2: ACCEPTANCE OF INDIVIDUALS AS A MEMBER**

Players shall be admitted to membership in OKC 405 FC upon acceptance of a properly completed registration form and payment of the player's individual registration fee as established by the governing bodies and the registration fees of OKC 405 FC. Membership duration shall be from the date of registration for the following season unless previously terminated by the OKC 405 FC Board of Directors. Coaches and referees shall be admitted to membership in OKC 405 FC upon the acceptance of properly completed registration forms and background verification checks. Coaches and referees must complete, sign, and pass a background screening process consistent with the Oklahoma City Parks & Recreation Department's Youth Protection Policy (see Attachment C, incorporated herein).

## **SECTION 3: ACCEPTANCE OF SOCCER TEAM**

OKC 405 FC Board Directors may admit a soccer team into OKC 405 FC upon written application and acceptance. All players and coaches of a soccer team must be members of OKC 405 FC. Acceptance of a team does not preclude OKC 405 FC from adding players to any team. Acceptance of a team does not preclude OKC 405 FC from removing any player from an accepted team, which player's age or other qualifications do not comply with OKC 405 FC rules or Bylaws or for failure to comply with the Codes of Conduct.

## **SECTION 4: ACCEPTANCE OF FORMED TEAM**

Teams may be formed by OKC 405 FC or they may be independently formed. OKC 405 FC reserves the right to accept, reject, or alter any formed teams for any or no reason. OKC 405 FC shall attempt to find teams for all players and reserves the right to add players to any team.

## **SECTION 5: DEFINITION OF VOTING MEMBERSHIP**

Voting members shall be the current Board Directors of OKC 405 FC and one coach of each soccer team accepted by OKC 405 FC Board, provided the coach must be present at the meeting and must be in good standing at the time of the vote. Voting memberships shall only vote on the election of non-appointed Board Directors. All other votes regarding OKC 405 FC will be by majority vote of Board Directors present at a properly called semi-annual, special, or regular meeting at which a quorum exists. In the matter of dissolution of OKC 405 FC, the only eligible votes thereon shall be by the Board Directors and must be at the will of the OKC Parks and Recreation Director.

## **SECTION 6: SUSPENSION AND TERMINATION OF MEMBERSHIP**

Any member may be suspended or expelled from OKC 405 FC for reasonable cause by the Board Directors. Players, coaches, spectators, referees, parents, or Board members may be suspended or expelled from OKC 405 FC for failure to abide by the code of conduct. The aggrieved party shall be given reasonable opportunity to oppose suspension or expulsion. Suspended or expelled members may not attend games, practices or meetings, or any game or practice sites whenever such may be deemed necessary for disciplinary reasons by the majority vote of the OKC 405 FC Board Directors.

- A. It is determined by the majority vote of the OKC 405 FC Board Directors that a member has not acted in the best interest of soccer or OKC 405 FC.
- B. It is determined by a majority vote of the OKC 405 FC Board Directors that a member has willfully violated any of the codes of conduct or the rules and regulations of the bylaws of OKC 405 FC.
- C. It is determined by a majority vote of the OKC 405 FC Board Directors that a member has willfully violated any of the rules and regulations of bylaws of the governing/sanctioning body.

The decisions of the OKC 405 FC Board Directors will be determined after consideration of reports timely received from the parties involved. The member under consideration for suspension or expulsion will have an opportunity to attend a hearing and make or submit a statement. Nothing herein shall restrict the authority of a referee or the Referee Coordinator to suspend or expel a player, member, coach, spectator or parent from any game or field for violation of the code of conducts, the laws of the game or governing/sanctioning body rules.

Notwithstanding the above procedure, the OKC Parks and Recreation Director may suspend or expel any player, coach, spectator, referee, parent, or Board Member as they may deem in the best interest of the City, the Parks and Recreation Department, OKC 405 FC, or any player(s). Suspension or expulsion by the OKC Parks and Recreation Director is not appealable to the Board Directors or by the governing/sanctioning body. Participation in OKC 405 FC is a privilege granted by the City of Oklahoma City and may be withdrawn at any time, for any reason. No player, coach, spectator, referee, parent, or Board Member has a right or interest to participate in this program or attend program activities or events.

### **SECTION 7: APPEALS PROCESS**

Appeals of the decisions of the Board Directors, when applicable, shall be in accordance with the Bylaws of the OKC 405 FC and its appellate procedures which are documented within the Constitution and Bylaws.

### **SECTION 8: NOTIFICATION OF SUSPENSION OR TERMINATION**

Members, players, coaches, spectators, and other persons shall be notified of their suspension or termination by the OKC 405 FC Board Directors followed by a written notice within seven (7) business days of the decision. Suspension or termination shall be effective upon notification of the decision by the OKC 405 FC Board Directors. The notice shall include reason(s) for suspension or termination and shall be signed and dated by the President of OKC 405 FC, or a designee.

### **SECTION 9: EJECTION BY REFEREE**

The Game Referee, the Head Referee, appointed Board Directors, or the President of the OKC 405 FC Board all have authority to eject any member, player, coach, spectator, or other person immediately and without the above procedure for violation of any of the codes of conduct. The ejected member, player, coach, spectator, or other person must immediately leave the park, practice site or game site. The ejected member, player, coach, spectator, or other person may not return to the park, practice site or game site until so notified by the OKC 405 FC Board Directors. The decision of the Head Referee may be appealed to the OKC 405 FC Board Directors in accordance with OKC 405 FC Bylaws. The Game Referee is the referee assigned by OKC 405 FC to officiate the game. The Head Referee is the referee assignor for OKC 405 FC. Any player ejected for receipt of a red card may return for subsequent practices and games in accordance with the laws of the game, Codes of Conduct and Bylaws of OKC 405 FC. Referee decisions will not be heard for appeal.

### **SECTION 10: CODES OF CONDUCT**

The Board Directors shall adopt Codes of Conduct for members, players, coaches, spectators, and others. All coaches and referees are subject to background checks. All members, players, coaches, parents, and guardians must sign agreements to comply with Codes of Conduct. (Attachment A)

## **Article 3: Meetings**

### **SECTION 1: MEETING DATES AND TIMES**

OKC 405 FC will hold annual, semi-annual, regular monthly and special meetings as scheduled by the Board Directors. The meeting times, dates and places will be set at the annual meeting. The time, date, and place of regular monthly meetings of the OKC 405 FC Board Directors will be posted on its website in December for the coming calendar year. An agenda will be created and made available to the public 48-hours in advance of each regular monthly meeting. All meetings will be held Monday-Friday, between the hours of 8:00am and 5:00pm. Annual meetings and special meetings will be called and held as provided below. The semi-annual meeting held in May and December of each year shall not be subject to change.

### **SECTION 2: ANNUAL OR ELECTION MEETINGS**

The annual meeting and semi-annual meetings shall be for the purpose of electing officers, receiving reports of officers and for any other business that shall arise. The time, date and location for the next semi-annual meeting will be set at each semi-annual meeting; however, the time, date or place may be changed upon fourteen calendar day notice posted on the OKC 405 FC website. Elected officers will be elected at the annual meeting and any vacancy may be filled for the remainder of the current term of the vacant office at any special or semi-annual meeting.

### **SECTION 3: SPECIAL MEETINGS**

Special Meetings as deemed necessary may be called by the OKC 405 FC Board President upon 48-hour email notice to all Board Directors and 24-hour notice posting on the OKC 405 FC website.

### **SECTION 4: QUORUM**

A majority of the OKC 405 FC Board Directors shall constitute a quorum and a majority vote of the Board Directors present at any meeting shall govern. For purposes of determining a quorum, only the currently filled Director positions will be considered. In addition, at least three (3) Parks and Recreation appointed Board members must be present at each meeting to constitute a quorum.

### **SECTION 5: MEETING NOTIFICATION**

Notices of all meetings shall be posted on the OKC 405 FC website. Provided, however, all OKC 405 FC coaches and Board Directors that wish to receive email meeting notification must provide an electronic email addressed to the OKC 405 FC by either noting such through the membership registration process or by emailing it to the Board Secretary of OKC 405 FC. Coaches must request email notification semi-annually through the membership registration process. The Board Secretary shall be responsible for maintaining a membership list containing name, mailing address, phone number, email address and membership type for members. Members that wish to receive meeting notifications by regular mail must request such in writing to the Board Secretary.

## **Article 4: Board Directors**

### **SECTION 1: ELECTION OF BOARD DIRECTORS**

The number of Directors that constitute the whole Board shall not be less than three. The non-appointed OKC 405 FC Board Directors, as defined by Article 4, shall be elected at the annual May meeting of the voting membership or upon resignation or removal of a Board Director by a majority vote of the Board Directors at a special meeting held for that purpose. Each Board Director elected shall hold office for a

fiscal year (the following July 1 to June 30) or until their successor is elected and qualified. All Board Directors shall be elected via a secret ballot. Ballots will be given at the annual May meeting and each voting member will select one individual per position. Votes will then be turned in to the Board Secretary, who will then tabulate the votes. The individual with the majority of votes will win the ballot. Six (6) Board Directors shall be appointed by the OKC Parks and Recreation Director.

## **SECTION 2: BOARD DIRECTORS**

The Board Directors shall consist of the following positions:

- A. President (Membership Elected-OKC Parks and Rec Director Approved)
- B. 1<sup>st</sup> Vice President – Competitive/Traveling Recreational League/In-house Recreational League Registrar & Game Scheduler (OKC Parks and Rec Director Appointee)
- C. 2<sup>nd</sup> Vice President – Appeals (Membership Elected-OKC Parks and Rec Director Approved)
- D. 3<sup>rd</sup> Vice President – Fundraising and Volunteer Coordinator (Membership Elected-OKC Parks and Rec Director Approved)
- E. Head of Referees (OKC Parks and Rec Director Appointee)
- F. Treasurer (OKC Parks and Rec Director Appointee)
- G. Secretary (OKC Parks and Rec Director Appointee)
- H. Director of Coaching (OKC Parks and Rec Director Appointee)
- I. Fields & Development (OKC Parks and Rec Director Appointee)

## **SECTION 3: BOARD DIRECTOR QUALIFICATIONS**

Any person holding a position on OKC 405 FC Board must be a current Oklahoma City employee or a member in good standing of OKC 405 FC. No persons related to each other, or who are from the same household, shall be allowed to hold office on the Board of Directors during the same term. Parks and Recreation appointed Board Directors will be appointed by the Parks and Recreation Director. Elected and appointed Board Directors must submit to and provide a background check. Elected and appointed Board Directors must be approved by and serve at the will and pleasure of the OKC Parks and Recreation Director.

## **SECTION 4: BOARD DIRECTORS DUTIES**

The business and affairs of OKC 405 FC shall be managed by its Board Directors, which may exercise all such powers of OKC 405 FC. The Board Directors will perform all actions and lawful acts required and authorized to be done in this Constitution and Bylaws or governing body unless otherwise prohibited by law. The Board Directors shall be responsible for contracting, paying, and terminating referee and coach's contracts, if any.

Notwithstanding the above procedure, the OKC Parks and Recreation Director may supersede any actions voted on by the Board Members, if the OKC Parks and Recreation Director deems it in the best interest of the City, the Parks and Recreation Department, OKC 405 FC, or any player(s).

## **SECTION 5: BOARD DIRECTOR INSTALLATION**

The term of office of newly elected Board Directors shall begin on July 1 following the date which they are elected, unless otherwise subsequently elected by the Board to fill a vacancy for the remainder of the term of office.

## **SECTION 6: CONDUCT BUSINESS**

For all meetings of the Board Directors a quorum must be present. In addition to the Board President, at least three (3) Parks and Recreation appointed Board members must be present at each meeting for any



official action to take place or be decided. Further, the Board Treasurer must be present at any meeting pertaining to financial matters to prevent corrupt and malicious financial operations. If a quorum shall not be present at any meeting of the Board Directors, the Directors present thereby may continue the meeting at another time or date until a quorum shall be present. At such subsequent continued meeting at which a quorum shall be present, any business may be transacted which might have been transacted at the meeting as originally notified and called, however the same attendees from the originally called meeting time or date need not be present.

## **SECTION 7: PRESIDES OVER DIRECTORS MEETINGS**

The President shall preside at all meetings. In case of absence of the President, the Second Vice President will preside over the meeting. In the absence of both the President and the Second Vice President, the Board Directors present at a duly called meeting shall elect any Director to preside over said meeting.

## **SECTION 8: APPEALS**

An appeal to the Board Directors may be authorized by a majority vote of the Directors at a duly called meeting in which a quorum is present. An appeal will subsequently be heard and determined by a majority vote of the Directors which may be the same meeting that an appeal is authorized or at a subsequent meeting. The Board will not hear an appeal regarding the replay or outcome of a game.

## **SECTION 9: DUTIES OF DIRECTORS**

**PRESIDENT:** Responsible for the overall administrative and executive functions of OKC 405 FC and shall serve as the General Manager.

1. Appoints committees as necessary to carry out these functions.
2. Assigns additional duties to all OKC 405 FC officers as required.
3. Takes prudent and reasonable action in cases not covered in the Bylaws.
4. Enforces the Constitution and Bylaws.
5. Attends governing body meetings and makes reports to OKC 405 FC Board Directors.
6. Sets the agenda and facilitates all meetings for OKC 405 FC and directs the Board Secretary to provide proper notice of these meetings.
7. Calls special meetings of the Board Directors as deemed necessary.
8. Calls additional General Meetings as necessary upon written request of at least four (4) voting Board Directors or at least fifty (50) voting members of OKC 405 FC within two weeks of the request. This request must be in writing and signed by all parties desiring the meeting. The President, on behalf of the parties requesting the meeting, shall direct the Board Secretary to give notice of the meeting to the General Membership.

**1<sup>st</sup> VICE PRESIDENT:** Competitive/Traveling Recreation/Inhouse Recreation League Registrar & Game Scheduler

1. Coordinates all pre-season registration.
2. Assists in maintaining all necessary records regarding OKC 405 FC teams and members.
3. Ensures the integrity of the formation of teams each season.
4. Attends governing body meetings specifically called for OKC 405 FC registrars.
5. Coordinates and submits all information needed on players, teams, and coaches to governing body and affiliates.
6. Schedules all games at the beginning of the season for teams playing at OKC 405 FC.
7. Coordinates with the assignor and/or President the postponement and rescheduling of any games in OKC 405 FC seventy-two (72) hours prior to the start of said game.
8. Chairs, coordinates, and monitors all tournament, special and postseason games.

9. Approves fields for play two (2) hours before games and cancels games on any field that is not playable.
10. Conducts the elections of officers at the semi-annual May meeting, except the ones appointed by the Parks and Recreation Director.

#### 2<sup>nd</sup> VICE PRESIDENT: Appeals

1. Assumes all powers and responsibilities of the President in their absence.
2. Drafts and presents appeal procedures for consideration by the Board Directors.
3. Administrates appeals procedures and presents appeals to the Board Directors.
4. Appoints Games Committee to process and resolve all complaints or determines whether these complaints should come before the Board for discussion or resolution. Reviews all game appeals and/or complaints against members of the OKC 405 FC and presents such complaints or appeals to the Board.
5. Forms and leads the Appeals Committee.

#### 3<sup>rd</sup> VICE PRESIDENT: Fundraising and Volunteer Coordinator

1. Works with Board Directors to develop fundraising strategies, formulates solicitation procedures and oversees fundraising activities.
2. Acts as a liaison with Board Directors, funding partners, and the City of Oklahoma City.
3. Works with Board Directors and coaches to help provide funding for teams/participants who need assistance.
4. Ensures that all teams are properly represented in the various volunteer positions.
5. Works with Secretary to maintain a log that explains the various volunteer functions and helps incoming volunteers in performing expected tasks.
6. Provides opportunities for students to earn volunteer hours, while helping OKC 405 FC.
7. Works with OKC 405 FC volunteers to coordinate their specific schedules effectively.

#### HEAD OF REFEREES: City and Governing Body Approved Referee Assignor

1. Recruits and selects new referees.
2. Arranges ongoing professional development opportunities to train and certify referees.
3. Acts as Referee Coordinator in the assignment of referees for all games played within OKC 405 FC.
4. Coordinates with OKC 405 FC and governing body, all referee obligations as stated by the governing body.
5. Coordinates game scheduling and rescheduling with First Vice President.
6. Sets reschedule policy with First Vice President.

#### TREASURER

1. Collects and disperses all funds of OKC 405 FC.
2. Keeps detailed accounting of club income and expenditures.
3. Provides final approval for all payments of OKC 405 FC.
4. Pays all bills approved by a majority of the duly elected Board Directors.
5. Submits a verbal and/or written report of finances at the semi-annual meetings and any additional written reports upon request of the Board Directors.
6. Accounts for expenditures to Oklahoma City Parks and Recreation Director.
7. Cooperates in audits by the City of Oklahoma City.

#### SECRETARY

1. Records the minutes of all Executive Board and General Meetings.

2. Shall have general custody of all records of OKC 405 FC.
3. Attends to all correspondence and collects all mail from the OKC 405 FC post office box if one is provided.
4. Keeps a current list of all OKC 405 FC teams and coaches.
5. Shall help maintain the OKC 405 FC website and post notices of all meetings.
6. Issue email notices of meetings as provided in this Constitution and Bylaws.
7. Shall record and incorporate any amendments to the Constitution and Bylaws on a continual basis.
8. Shall be responsible for maintaining a membership list containing name, mailing address, phone number, email address and membership type.
9. Recommends and drafts changes to Bylaws for presentation, consideration, and adoption by the Board.

#### DIRECTOR OF COACHING

1. Promotes advanced level competitive play for OKC 405 FC players.
2. Recommends to the Board Directors rules for managing and administrating competitive teams.
3. Recommends competitive tryout procedures to the Board Directors.
4. Directs the formation of tryouts for competitive teams, subject to governing body guidelines.
5. Supervises the fairness and adequacy of competitive tryouts.
6. Recommends to the Board Directors standards and qualifications for coaches.
7. Recruits and selects new coaches.
8. Arranges ongoing professional development opportunity to train and certify coaches.
9. Ensures that head coaches, assistant coaches, and team trainers are properly trained and certified by the governing bodies.
10. Supervises compliance of coaches with the Code of Conduct. (Attachment A)

#### FIELDS AND DEVELOPMENT

1. Shall purchase all equipment for use by OKC 405 FC under the requirements set forth by the Bylaws and Oklahoma City Parks and Recreation Department.
2. Works closely with the Board Directors on all purchases of equipment.
3. Responsible for inventory and maintenance of all nets, flags, equipment, etc.
4. Ensures game fields are ready for play:
  - a. Measures for accurate size.
  - b. Sees that the grass is mowed.
  - c. Maintains adequate supply of field paint.
  - d. Assigns teams to mark fields.
  - e. Fields are in safe, playable condition.
5. Develops and oversees new playing fields.
  - a. Locate new areas.
6. Acts as Parliamentarian at all meetings.

### **SECTION 10: DIRECTORS VACANCIES**

In the event a vacancy occurs in any elected position of OKC 405 FC Board Directors, the Directors shall elect a successor for the remainder of the current term of office by a majority vote or may elect to not fill the vacated office with the duties of that office delegated, as necessary. Appointed Directors who vacate office shall be replaced by a new appointee by the Oklahoma City Parks and Recreation Director.

## **SECTION 11: REMOVAL OR RESIGNATION OF DIRECTORS OR OFFICERS**

At any semi-annual, special, or general meeting, any elected Director of the OKC 405 FC shall be removed by a 2/3 vote of all Directors present at the meeting, provided a quorum is present. Any Director may resign at any time by giving written notice of such resignation to the President or Secretary. If the offices of the President or Secretary are vacated by resignation, the written resignation may be submitted to any other Director. The acceptance of any resignation shall not be necessary to make it effective. At the time of resignation, all materials and/or records belonging to OKC 405 FC shall accompany the written resignation, unless other arrangements between the Director resigning and the Director receiving the resignation are made at that time. Appointed OKC 405 FC Board Directors can only be removed by the Oklahoma City Parks and Recreation Director. Elected and appointed Board Directors serve at the will and pleasure of the Parks and Recreation Director.

## **SECTION 12: THE APPEALS COMMITTEE**

The Appeals Committee shall consist of the Board Directors. The Appeals Committee shall have the power to call witnesses and to review records. The Appeals Committee shall hear all protests of the OKC 405 FC governed games according to the rules if the following requirements are met:

1. Governing body and affiliates, OKC 405 FC, or Oklahoma City Parks and Recreation rules are violated.
2. Referee judgment shall not be a basis for protest.
3. Procedure for filing a protest is as follows:
  - a. The protesting coach must note his intention to protest a game before signing the game card.
  - b. The coach must deliver their written protest and \$50.00 cash to Woodson Gymnasium (3403 S. May Ave, Oklahoma City, OK 73119) within 48 hours of the completion of the protested game. The written protest will then be delivered to the 2<sup>nd</sup> Vice President.
4. If the protest meets the requirements as outlined above, a hearing will be scheduled.
5. A hearing will be within one-week following the receipt of the protest.
6. The Appeals Committee may uphold the result, alter the game result by declaring a forfeit, or cause the whole game to be replayed. These are the only options.
7. A verbal decision will be given at the hearing, followed by written confirmation within seven (7) days of the hearing. If the Appeals Committee rules in favor of the protesting coach, their \$50.00 will be refunded. If the Appeals Committee rules against the protesting coach, their \$50.00 will be forfeited. In any such event, the game results, and penalties, if any, are upheld until a ruling or decision of the Committee can be made
8. All decisions of the Appeals Committee may then be appealed based on the specific appeal process of the governing body and/or affiliates.

The Appeals Committee shall also hear and investigate all players or coach ejections from games involving OKC 405 FC governed competition, and shall decide on additional punishment, if any, applied to said player or coach. Such disciplinary action so applied may be in addition to such action taken by the governing body or its affiliates. It shall be the responsibility of the 2<sup>nd</sup> Vice President to ensure that all decisions of the OKC 405 FC Board and the Code of Conduct are following the governing body and OKC 405 FC Constitution and Bylaws.

The Appeals Committee will also review violations of the Codes of Conduct.

## **Article 5: League organization and rules for recreational/competitive leagues**

### **SECTION 1: OKC 405 FC AFFILIATIONS**

All league play including tournaments, playoffs and championship games sanctioned by OKC 405 FC shall be governed by the rules and regulations of the governing body (Attachment B) as amended and by supplemental rules and regulations imposed by the Board Directors of OKC 405 FC, if any. Any such supplemental rules and regulations so imposed by the Board Directors of OKC 405 FC may not be contradictory to, or conflict with, the rules and regulations of the governing body and shall be available for examination through the OKC 405 FC Secretary.

## **Article 6: Coaches shall abide by OKC 405 FC rules**

### **SECTION 1: APPLICATION OF GOVERNING BODY AND AFFILIATE STANDARDS**

All coaches will abide by the standards set by the governing body and their affiliates. Coaches who are not in alignment with these standards may face disciplinary action in accordance including, but not limited to, suspension from coaching, preclusion from contact with players, and/or expulsion from the park or game or practice sites.

## **Article 7: Amendments**

### **SECTION 1: AMENDMENTS TO THE CONSTITUTION**

This Constitution of the OKC 405 FC may be amended at any time by the Oklahoma City Parks and Recreation Department Director, after which the Board President shall report the amended changes to the Board Directors. The Oklahoma City Parks and Recreation Department Director is the Oklahoma City employee designated by the City Manager.

### **SECTION 2: BYLAWS - AMENDMENTS AND APPLICATION**

The Bylaws of OKC 405 FC may be amended by the majority vote of the Board at any meeting duly called and at which a quorum is present. All Bylaws are subject to and may not violate or conflict with the Constitution, the rules of the Oklahoma City Parks and Recreation Department, or the Oklahoma City Municipal Code. Any such Bylaw will be void and of no effect. The Oklahoma City Parks and Recreation Department Director shall determine whether any such Bylaw so conflicts or violates.

## ATTACHMENT A – CODES OF CONDUCT

### OKC 405 FC Parent/Guardian Code of Conduct

Soccer is a wonderful sport and a passionate game. We should always remember our attitude is contagious. The referees, the players, the coaches, and the spectators should come together to match wits and skills. The other team is our opponent, not our enemy, and thus should be treated with respect.

I/we will set a good example to my/our child in their soccer development by always adhering to the following actions:

- We will not force our child to participate in sports.
- We will learn the rules of the game and the policies of the league.
- We will demand a sports environment for our child that is free from drugs, tobacco, and alcohol and I will refrain from their use at all sports events.
- We will demand that our child treat other players, coaches, officials, and spectators with respect.
- We will not criticize the referee openly or directly before, during or after games. Any criticism shall be done in writing (to OKC 405 FC or governing body), not verbally.
- We will only give positive feedback to players.
- We will cheer at all games within the spirit of fair play and shall do our best to cheer the effort regardless of outcome. We will be mindful in “lopsided” games where cheering our own “winning” team might be misunderstood.
- We shall do our best to teach our players to become students of the game.
- We shall find the “little successes” that our children have during each match.
- We shall show the quality of sportsmanship before, during and after each and every match. Additionally, we will help our child remember to thank the referee(s) after the match without regard to the result.
- We shall do our very best to have our child prepared for every match.
- We shall support the learning effort of the players, coaches, and the referees by demonstrating our patience.
- We understand that improper behavior at a match may result in a parent being asked to leave the field by the referee or an OKC 405 FC official, so the coach does not receive a yellow card caution or even a red card ejection due to the actions of the parent spectator.
- We shall leave the coaching to the coach during the match. We shall do our best not to give our child instructions during a match.
- We understand that (upon review) OKC 405 FC can, and will if necessary, suspend our individual privilege to watch our child play, should we behave in a manner that is rude or otherwise offensive.
- We agree to do our best to have as much fun watching the game, as the players should have playing the game.

\_\_\_\_\_  
(Signature)

\_\_\_\_\_  
Parent

\_\_\_\_\_  
Date

\_\_\_\_\_  
Guardian

\_\_\_\_\_  
Printed Name

## OKC 405 FC Player's Code of Conduct

The OKC 405 FC sponsors youth soccer activity with the goal of providing children an opportunity to develop superior life skills through team play, sportsmanship, top competition, and hard work. An emphasis on fair play and respect for all participants is a primary element of our OKC 405 FC's mission. To better achieve that mission, we provide the following Codes of Conduct for all OKC 405 FC players.

As an OKC 405 FC player, I will:

- Play the game for the game's sake, and not just to please my parents or coach.
- Be modest and generous when I win and gracious when I lose.
- Respect the game of soccer and its laws, learn these laws, and try to follow them, and play the game fairly.
- Work for the good of my team and always give my best effort.
- Show respect for the authority of the referee, even though I will sometimes disagree with their calls.
- Show good sportsmanship before, during, and after games. I understand that soccer is a game, and that the players on the other team are my opponents, not my enemies.
- Conduct myself with honor and dignity and treat other players as I would like to be treated.
- Help my parents and spectators understand the laws of the game so they can watch and enjoy the game better. I will be sure they understand that dissent is not permitted in travel soccer leagues.
- Control my temper and not retaliate, even if I believe I have been wronged.
- Not use or possess tobacco, alcohol, or illegal or performance-enhancing drugs.

I have read, understand, and hereby agree to abide by and support this OKC 405 FC Player's Code of Conduct.

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Player's Name

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OKC 405 FC Team

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Player's Signature

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Date

## **OKC 405 FC Coach's Code of Conduct**

The OKC 405 FC Coach's Code of Conduct enumerates basic requirements, organized under four principles. They are 1) setting a good example, 2) keeping players safe, 3) ensuring that all participants in OKC 405 FC have a positive experience, and 4) relating to game officials in an exemplary manner and encouraging players to do the same.

### **Setting a good example**

The coach's example is powerful. If a coach insists on fair play, concentrates on players' enjoyment of the game and their overall, long term development, and supports the referee, players and parents will notice. If a coach discourages (or allows) players to play outside the rules, are overly concerned about the results, and/or criticize the referee or opposing coach, players and parents will also notice. Above all, children deserve a coach they can respect.

- Coaches, in all contact with OKC 405 FC players, parents, officials and coaches, should strive to set an example of the highest ethical and moral conduct. Before, during, and after the game, they should be an example of dignity, patience, and positive spirit.
- Before games, opposing coaches should meet and exchange greetings to set the proper tone for the game. After games, the teams and coaches should meet and congratulate each other in a sportsmanlike manner.
- Coaches should ensure that their players' soccer experience is one of fun and enjoyment, and improvement in skill (winning is only part of it). Players should never be yelled at, lectured, or ridiculed for making mistakes or losing a game. Coaches should be generous with praise when it is deserved.
- Coaches should avoid any conduct which could be construed as physically or verbally abusive.
- Coaches should completely refrain from verbal dissent during a game with an opposing coach's bench.
- Coaches should honor all professional relationships with colleagues, associations, the media, officials, and the public. Conflicts of interest and exploitation of these relationships must be avoided.

### **Keeping players safe**

Coaches should always have the safety of the players as their top priority. Coaches should be familiar with the facility(ies) and fields on which their teams' practice and play and be mindful of the levels of fitness and skill of each one of their players. Coaches should also be familiar with the Laws of the Game, current with principles of age-appropriate coaching, aware of applicable existing rules and regulations, and informed of the affairs of OKC 405 FC and their league.

- Coaches should check players' equipment and playing facilities frequently. They should meet safety standards and be appropriate for the age and ability of players.
- Coaches should follow the advice of a physician when determining when an injured player is ready to play again. During a game, and in an absence of medical advice, coaches should err on the side of caution in permitting an injured player to return to play.

### **Creating a positive experience**

OKC 405 FC wishes to ensure that games are fair, positive, and enjoyable experiences for the children and adults involved. A soccer game should be friendly and unifying - a spirited social and athletic occasion for players, coaches, referees, and spectators.



- Coaches should require all players and spectators to always adhere to the highest level of sportsmanship. During the game, the coach is responsible for the sportsmanship of the players. If a player is carded or is disrespectful, irresponsible, or overly aggressive, the coach should remove the player from the game at least long enough for him/her to calm down.
- Coaches should explain acceptable behavior to players and parents at a preseason meeting. Encourage parents to make positive comments about good play by either team. Prohibit them from yelling at players and the referee.

**Relating to officials**

Coaches should demonstrate respect for the official and their role. Coaches can help referees improve by letting them concentrate on the game, accepting their inevitable, occasional mistakes, and offering constructive post-game comments.

- Before a game, coaches should introduce themselves to the referee. During the game, they should never address the referee except to request a substitution. After the game, they should thank the referee and ask players to do the same.
- A small disagreement should be discussed with the referee calmly after the game. For major complaints, or if the referee appeared to be unfair, biased, unfit, or incompetent, report opinions to the Director of Referees. Fill out and mail in the referee evaluation card after every game.

I have read, understand, and hereby agree to abide by and support this OKC 405 FC Coach’s Code of Conduct.

\_\_\_\_\_

Coach’s Name

\_\_\_\_\_

OKC 405 FC Team

\_\_\_\_\_

Coach’s Signature

\_\_\_\_\_

Date

## **OKC 405 FC Spectator Code of Conduct (as adopted by US Youth Soccer)**

As spectators we will refrain from booing or yelling at officials at any time during a match because we are aware of the following:

- Such behavior on our part sets a poor example of sportsmanship.
- Such behavior reflects negatively on our community, our team, our players, and us.
- Most youth soccer officials have had limited experience and formal training and do the best job they can, given these limitations.
- Most soccer officials make correct calls even though we sometimes see the incident otherwise.
- If officials do make incorrect calls during a match, the following circumstances usually apply:
  - The number of poor calls usually balances out for both teams.
  - No one is perfect.
  - The officials do not have the same observation point afforded the spectators sitting in the bleachers.
  - An occasional incorrect call seldom affects the outcome of a match.
  - There are more effective channels for correcting poor officiating than verbal abuse during the match.
  - We do not really know how difficult it is to officiate a soccer match until we have run on the 'pitch' in the official's 'boots.'

During a match we will refrain from yelling at players on either team because we are aware of the following:

- They are young people, not soccer professionals, who, due to limited playing experience and great enthusiasm, may make mistakes.
- Encouragement and praise should be made in public; constructive criticism is best made in private.
- The coach is the best equipped to analyze and correct deficiencies in soccer skills. Our attempts to be helpful in this respect may only confuse the players.
- The golden rule applies. Treat other players with the courtesy, respect, and consideration, which we want other supporters to show our own players.

At soccer matches we will refrain from being argumentative or using abusive language towards supporters of the players on the opposing team because we are aware of the following:

- Others are judging us on our actions and words. We will always strive to ensure that the results of this judgment are a verdict of SPORTSMANSHIP.
- We will conduct ourselves in such a courteous and restrained manner that if called upon to do so, we could line up in front of the bleachers after the match and shake hands with each supporter of the opposing team in the same way players are expected to do after each match.

If our team loses, we will demonstrate our ability to cope with the loss in both deed and word, because we are aware of the following:

- In soccer, as in other aspects of life, it is not always possible to win no matter how supreme the effort.
- When victory eludes us, we must learn to accept it as graciously as we do our triumphs.
- It may be just possible that a loss is because the opposing team played the match better than our team.
- Our players should learn from our reactions to a loss that:
  - We feel they played their best, which just was not good enough on this particular day.

- They should hold their heads up high; there is no shame attached to honest effort – win or lose.
- There is always something to learn from a loss.
- There is nothing gained from brooding; players should be encouraged to put the match behind them and look forward to the next opportunity to play.
- Seeking scapegoats, such as ‘biased officials’, ‘poor turf’, or ‘poor performance by one or two teammates’ is not a mature or healthy reaction to the loss. Such a crutch prevents acceptance of reality.

Whether away from or at the field, our words and actions should convey a philosophy of soccer which includes:

- The real purpose of soccer competition is to have FUN, to be able to participate to improve skills, to learn sportsmanship, to develop a sense of responsibility and self-discipline, to develop a group loyalty and comradeship, to learn to compete within established rules, to accept decisions of authorized officials, to seek interpretation or change through proper channels and to develop sound minds and bodies.

## **ATTACHMENT B – RULES FOR RECREATIONAL/COMPETITIVE LEAGUES**

### **DEFINITIONS OF YOUTH PLAYERS**

A youth player as defined in the USYSA Bylaws; an individual who has not reached 19 years of age prior to August 1 immediately before the start of any seasonal year. A player who reached 19 years of age during a seasonal year is allowed to complete that seasonal year. A player who reaches 19 years of age during August of one seasonal year shall be allowed to complete all of the next seasonal year.

### **USSF POLICY 601-5. REGISTRATION OF AMATEUR PLAYERS**

#### **SECTION 6. INCLUSION POLICY**

To clarify the Bylaws, membership of the Federation is open to all soccer organizations and all soccer players, coaches, trainers, managers, administrators and officials without discrimination on the basis of race, color, religion, age, sex, sexual orientation, gender identity, gender expression or national origin.

For the purposes of registration on gender-based amateur teams, a player may register with the gender team with which the player identifies, and confirmation sufficient for guaranteeing access shall be satisfied by documentation or evidence that shows the stated gender is sincerely held, and part of a person's core identity. Documentation satisfying the herein stated standard includes, but is not limited to, government-issued documentation or documentation prepared by a health care provider, counselor, or other qualified professional not related to the player.

This policy shall not apply to the Federation's National Teams programs, but application of this or a similar policy shall be re-evaluated at such time as FIFA addresses the issue.

This policy shall not apply to Professional Leagues.

### **USYSA RULE 104. AGE GROUPS**

Age groups shall be comprised of youth players who are, before the first day of August of the immediately prior seasonal year— (1) Under 19 years of age (2) Under 18 years of age (3) Under 17 years of age (4) Under 16 years of age (5) Under 15 years of age (6) Under 14 years of age (7) Under 13 years of age (8) Under 12 years of age (9) Under 11 years of age (10) Under 10 years of age (11) Under 8 years of age (12) Under 6 years of age

### **USYSA RULE 201. PLAYER REGISTRATION**

Section 1. A youth player must register each seasonal year in the State Association in which they reside with their parent/s or guardian/s, or, for a student in residence at a boarding school, college, or university, the player may register with the state in which the aforementioned educational facility is located. Any other questions of residency may be determined by the State Association in which the player is registered to vote or holds a current driver's license.

Section 2.

- (a) Any youth player wishing to play on a team of a member of a State Club other than the State Association where the player is registered, must receive written permission from
- The State Association where the player is registered; and
  - The other State Association of the team which the player wishes to play.
- (b) Permission must be obtained each seasonal year.

## **PLAYER IDENTIFICATION VERIFICATION**

- A copy of the official team roster or game card as required by the league must be presented to the referee prior to each match.
- The player's number shall be indicated adjacent to each name on the roster/game card provided to the referee.
- The Coach or each player shall present governing bodies player passes to the referee prior to the match (in all levels that require player passes).
- The form of identification presented must be LAMINATED and must include the player's signature and CURRENT picture.
- No player is permitted to participate in a sanctioned match unless identification verification requirements are met.
- Players that do not meet the requirements of identification verification are to be considered the same as an unregistered player.

## **PROOF OF AGE**

Shall consist of a birth certificate, a Uniformed Services Identification and Privilege Card (DD Form 1173) issued by the uniformed services of the United States, or birth registration issued by an appropriate government agency, board of health records, passport, alien registration card issued by the United States government, a certificate issued by the Immigration and Naturalization Service attesting to age or a certification of an American citizen born abroad issued by the appropriate government agency. Acceptable proof of age documents includes a birth certificate or birth registration issued by an appropriate government agency, board of health records, passport, alien registration card issued by the U.S. Government, certificate 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. Please note the following documents will NOT be accepted: Hospital, baptismal or religious certificates.

## **USYSA RULE 207. INTERNATIONAL CLEARANCE**

Section 1. The Federation and FIFA have international clearance requirements and procedures for players coming to the United States to play soccer. Consult the Federation about those requirements and procedures.

Section 2. The failure of a player to obtain the international clearance requirements and procedures referred to in section 1 of this rule does not affect the player's eligibility in regard to any USYSA program or activity, or any program or activity of a member of USYSA, unless the Federation provides otherwise.

Section 3. FIFA requires all players over the age of 12, regardless of their ability or citizenship, to receive an international transfer clearance (ITC) from their former country when they are attempting to register to play soccer in a different country (i.e., the United States). U.S. Soccer is responsible for obtaining that ITC on behalf of all players in the U.S. participating in affiliated leagues. Use this link to access the form: [ITC](#)

## **LEAGUE ORGANIZATION & RULES FOR RECREATIONAL LEAGUE TEAM CLASSIFICATIONS**

All teams will be divided into three categories:

- Girls only teams.
- Boys only teams.
- Mixed teams.

League rules and policies will reflect those of our governing body for all recreational competitive programs.