



St. Mary's Soccer Travel Program By-Laws

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1. **Purpose.** As described in the SMS Constitution.
2. **St. Mary's Soccer (SMS) Travel Membership.** Membership shall consist of the current Head Coaches that are in good standing, their assistant coaches, manager, and parents/guardians of those players rostered to a SMS travel team, and the SMS Vice President.
 - a) Voting privileges of the SMS members are for:
 - 1) Operating teams in the various leagues and/or tournaments, along with SMS Travel program business.
 - 2) Providing a forum to enhance coaches, players and spectator soccer awareness, education and understanding.
 - 3) Providing a vehicle to ensure SMS teams are coached by the most competent coaches available.
 - 4) Providing nominations for the SMS Vice President position when required.
 - b) Voting members and duties.
 - 1) Coaches:
 - a) Educate players, parents and team(s).
 - b) Ensure teams are represented at all SMS travel meetings. The Head Coach of each SMS team is required to be present at all SMS travel meetings to stay in good standing within SMS. Three missed meetings without prior approval by the Vice President of Travel may lead to the loss of good standing status for the Head Coach which may result in sanctions to include non-voting status or removal as a Head Coach.
 - c) Vote on travel program business. Note: Assistant Coaches or Managers may only vote in the absence of the Head Coach. One vote per team.
 - d) Ensure managers have properly registered players and adults.
 - e) Must abide by the Coaches Code of Conduct, rules of good sportsmanship and act accordingly.
 - f) Ensure game scores are reported to the appropriate league.
 - g) Notify SMS Vice President of:
 - 1) Training/practice locations.
 - 2) Complaints/Protest required.
 - 3) Notify Rules and Discipline Chair of Red or yellow card received during a match within 24 hours of the conclusion of the carded match.
 - h) Seek to help elevate the level of knowledge relating to the game.
 - i) Elect SMS Vice President.
 - 2) SMS Vice President:
 - a) Calls and chairs all SMS meetings.
 - b) Serves on the SMS Executive Board as Vice President of Travel when approved after the SMS General Election.
 - c) Acts as a single-point liaison with travel league(s) and county representatives.
 - 1) Voices appropriate feedback to the travel league Club Representative(s).
 - 2) Approves and submits any formal game protests requested by a SMS Head Coach.



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- 3) Works to secure and coordinate training/practice locations in conjunction with the SMSS Director of Operations.
 - d) Votes on SMS Travel Program issues. In the case of a tie, majority goes with the SMS Vice Presidents vote.
 - 3) Identifies and/or appoints an SMS Secretary. The Secretary's responsibilities will be:
 - a) Ensure all SMS meeting minutes are recorded, distributed and modified, as required.
 - b) Distribute SMS meeting agendas in a timely manner to allow for voting members review.
 3. **St. Mary's Soccer Travel Program Meetings.**
 - a) SMS meetings will be held on the second Monday of every month or as required.
 - b) Quorum:
 - 1) Quorum shall consist of the SMS Vice President of Travel or designee, and
 - 2) 50% of the SMS teams represented by the Head Coach, Assistant Coach or Manager.
 4. **Number of St. Mary's Soccer Travel Teams.**
 - a) SMS will attempt to field at least one team per age group, per gender, regardless of league affiliation, unless;
 - 1) No competent Head Coach can be identified for an age group.
 - 2) The formation of multiple teams within an age group shall be based on, in the order they are listed below:
 - a) The availability of selecting a competent coach.
 - b) Availability of appropriately skilled players shall not drive the addition of multiple teams within an age group. The combination of competent coaching and appropriately skilled players shall be the principal criteria.
 - c) The skill level of players will be evaluated by an evaluation panel of experienced coaches, in good standing, prior to formation of additional teams within an age group.
 - b) In the event an established SMS team folds or plays through all applicable age groups, at the conclusion of the last season's activities any remaining proceeds from that team shall revert to St. Mary's Soccer. The team should strive to expense all funds towards team activities prior to the final folding of the team.
 5. **Laws of the Game and General Policies.**
 - a) Laws of the Game, Law interpretations, and registration policies shall conform to MSYSA, the appropriate travel league(s) policies, and the SMS policies and within otherwise undefined areas, SMS policies.
 6. **St. Mary's Soccer Recruiting Policies.**
 - a) No promises of favors or guarantees shall be given to ANY player prior to, during, or after the team selections.
 - b) SMS Coaches are prohibited from recruiting players currently rostered and playing for another SMS team without first contacting the respective Head Coach and the SMS Vice President of Travel.
 - c) SMS coaches are encouraged to recruit from the SMS recreational league teams, including the Rec Plus program, prior to the commencement of a season.
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d) Adhere to the recruiting policies and restrictions of the appropriate league(s) as well as MSYSA.

7. **St. Mary's Soccer Travel Tryouts.**

SMS coaches shall:

- a) Adhere to the St. Mary's Soccer Travel Team Tryout Policy at the end of the spring season. SMS will host, as practicable, try-outs for all age groups and each gender at a designated time and location. SMS will host a minimum of two try-outs for the upcoming seasonal year. SMS Vice President of Travel and Head Coach hold the discretion for an addition try-out if deemed necessary. Any addition requirements must be coordinated and addressed through the SMS Vice President of Travel prior to being conducted. The SMS Vice President of Travel will post to the Travel portion of the SMS website the time and location of all try-outs two weeks prior to the scheduled event.
- b) SMS coaches shall have all players try-out for teams within their respective age group and follow the SMS Travel Program Tryout Policy.

8. **St. Mary's Soccer Vice President of Travel.**

The SMS Vice President of Travel shall serve as the Vice President of Travel on the SMS Executive Board under the following conditions:

- a) The SMS travel coaches in good standing shall be the nominating committee for the SMS Vice President of Travel.
- b) The individual nominated to be the SMS Vice President of Travel by the travel coaches in good standing will be placed on the SMS ballot as the only nominee for the position of Vice President of Travel.
- c) The general membership of SMS will vote at the AGM to affirm the nominee for the position of SMS Vice President of Travel.

9. **SMS Coaches Selection Guidelines**

SMS coaches Guidelines

- a) The Head Coach is encouraged to hold a USSF "D" License or equivalent within one year of becoming an SMS Head Coach.
- b) Assistant Coaches are encouraged to hold a USSF "E" License or equivalent within one year of becoming an SMS Assistant Coach
- c) All Coaches are encouraged to meet two of the following minimum certification requirements below. Any listed combination appropriate to the age group:
 - 1) Four seasons of recreational coaching experience.
 - 2) Two seasons of competitive coaching experience.
 - 3) Competitive level playing experience.
 - 4) Competent knowledge of the game for the age group in question as evaluated at an SMS travel meeting.
 - 5) Other combinations of the above if approved by majority vote at the SMS travel meeting.
- d) Be nominated and approved by a majority vote of SMS Head Coaches in good standing.
 - 1) Coaches in good standing are defined as those who are either actively coaching an SMS travel team in the current seasonal year, coached an SMS travel team in the previous season and



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awaiting the spring season (i.e., high school age team). Have attending all SMS travel meetings without more than three unexcused absences within the soccer calendar year (July 1 – June 30).

- 2) Coaches are encouraged to participate at another age group once their team has graduated out of the SMS travel program.
- 3) Experienced coaching is necessary to sustain the higher level of play desired by SMS travel program. SMS travel coaches should recognize the necessity for SMS to utilize the most competent and/or experienced coaches available.
- e) The list of approved SMS travel coaches and managers will be submitted to the SMS Executive Board for acceptance, in compliance with the SMS Constitution.

10. Conduct.

- a) All SMS members will conduct their actions in accordance with these St. Mary's Soccer by-laws, the SMS constitution, the appropriate travel league policies, as well as MSYSA and USYSA guidelines. Inappropriate conduct, including unsportsmanlike behavior, shall be reported to the SMS Vice President of Travel and the R & D committee Head for disciplinary action.

11. Discipline Authority and Policies

- a) Upon notification of a violation of the SMS by-laws, the SMS Vice President of Travel has the authority to commence an investigation. An investigation will be initiated for, but not limited to, the following action(s):
 - 1) Working against the principles, purpose, and policies of SMS.
 - 2) Professional dishonesty, cheating, etc.
 - 3) Injuring the professional standing of an SMS member.
- b) The R&D Committee made up of no less than three SMS Travel members and including the SMS Vice President of Travel shall be convened to review incidents or review the findings and recommendations of the other investigative individuals or committees initiated by the SMS Vice President of Travel as stated above. The R&D Committee, with a majority vote, can recommend to the SMS Vice President of Travel that one of the following happens:
 - 1) No further action is warranted.
 - 2) Probations, suspensions, sanctions, or other action(s) as deemed appropriate should be issued.
 - 3) The R&D Committee's recommendation is forwarded to the SMS Board for disposition.
- c) Convene the Executive Board at a special meeting to review, investigate, or impose such penalties, sanctions, and/or training requirements necessary to make a Parent, Player or Coach aware of the fundamental responsibilities they must adhere to as a member of SMS Club. The SMS Vice President of Travel will preside over the Executive Board and his/her vote would be counted as a member of the board. This may include, but is not limited to the following:
 - 1) Requiring the individual(s) to review the constitution and the by-laws of St. Mary's Soccer, Maryland State Youth Soccer Association (MSYSA), United States Youth Soccer Association (USYSA), and/or other affiliated leagues.

12. Appeals Process.

- a) If the SMS Vice President of Travel approves the R&D committee's recommendation, the SMS Vice



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President of Travel will provide written and verbal notice to the individual(s) concerned within 45 days of the incident. Additionally, the individual(s) will be provided a copy of the USYSA and SMS by-laws which outlines the appeals process that the individual(s) can initiate.

- b) No SMS member, official Coach, Referee or Player, or their representative, may invoke the aid of the Courts of any State or of the United States without first exhausting all available remedies within appropriate soccer organizations. This includes the MSYSA and as set forth in Article XVII, Section 3 of the Bylaws of the United States Youth Soccer Association, Inc. For violations of this rule, the offending party shall be subject to the sanctions of suspension and fines as applicable. The individual(s) shall be liable to SMS and other appropriate soccer organizations for the expenses incurred by the SMS Club and its officers, state and national associations and their officers, as appropriate, in defending each court action, including but not limited to the following:
- 1) Court costs.
 - 2) Attorney's fees
 - 3) Reasonable compensation for time spent by SMS, MSYSA, and USYSA officers and employees in responding to and defending against allegations in the action, including responses to discovery and court appearances.
 - 4) Travel expenses.
 - 5) Expenses imposed by the State Association and USYSA.
 - a) Refer to the current USYSA official Administrative Rule Book for rules governing the Appeals process and associated costs. A coach may rebut the action(s) taken; however, the rebuttal must be submitted in writing to the SMS Vice President of Travel within two weeks of the action taken.

13. Fees and Dues.

- a) The SMS Travel Vice President shall review and assess fees on a seasonal basis. This shall be concluded and posted prior to the start of the new playing season on or about August 1st and February 1st of the applicable seasonal year.
- b) The SMS Travel Vice President will assess each team annual dues based on the number of rostered players on team. These fees/dues can include, but are not limited to:
 - 1) Professional Education.
 - 2) Club/team equipment to loan to teams.
 - 3) Uniforms.
 - 4) Tournament fees.
 - 5) Defray costs associated with the field maintenance and upkeep.
 - 6) Salary for Professional Staff.