



BYLAWS AND STANDING RESOLUTIONS

As officially amended through November 6, 2025

BROKEN ARROW SOCCER CLUB

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BASC Club Mission Statement:

Developing future players in the game of soccer and in life.

Affiliated with:

Oklahoma Soccer Association

United States Youth Soccer Association

United States Soccer Federation

Federation Internationale de Football Association

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BYLAWS

ARTICLE I: NAME

Section 1: Name

- A. The name of this organization shall be the Broken Arrow Soccer Club, Incorporated, hereinafter referred to as the BASC.

ARTICLE II: PURPOSE

Section 1: Purpose

- A. The purpose for which this organization is formed is to further and promote the progressive development of the sport of soccer through organization, training and education; to organize a soccer team or teams to compete and participate in soccer; to promote the progressive development of the sport of soccer through the establishment and development of youth programs; to receive gifts, legacies, and donations from and source, to be used solely to promote the health, welfare and recreation of the BASC membership through the organization of this corporation for the development of the sport of soccer.

ARTICLE III: MEMBERS

Section 1: Membership

- A. Membership in the BASC shall be open to players, parents and/or guardians of players, coaches, and referees meeting the requirements herein.
 1. Recreational Program players and their parents, or legal guardians, shall be admitted to membership in the BASC upon club acceptance of a properly completed recreational player registration form and payment of the registration fee as established by the BASC. Membership shall expire at the start of the following season if the player has not been re-registered or upon the withdrawal or removal of the player from the club.
 2. Recreational players and their parents, or legal guardians, who transition to the competitive or academy program while a member of the BASC shall retain their right to BASC membership so long as they remain continuously registered with the competitive or academy program for at least one season, Fall or Spring, per year prior to the start of the season. Such members shall be known as Legacy members of the BASC.
 - a. Legacy players and their parents or legal guardians who have maintained their right to BASC membership shall be admitted to membership in the BASC upon acceptance by the competitive or academy program of a properly completed player registration form and payment of the registration fee as established by the BASC. Membership shall expire at the start of the following season if the player has not been re-registered or upon withdrawal or removal of the player from the competitive or academy program.
 3. Recreational team Coaches shall be admitted to membership in the BASC upon club acceptance of a properly completed coach registration form, a current approved

background check, all other required qualifications, and official assignment to a team in the role of team Head or Assistant Coach. Membership shall expire at the start of the following season if the coach has not re-registered and fulfilled all requirements or upon the resignation or removal of the coach from the club.

4. Coaches who transition to the competitive or academy program while a member of the BASC shall retain their right to membership so long as they remain continuously registered with the competitive or academy program for at least one season, Fall or Spring, per year prior to the start of the season. Such members shall be known as Legacy members of the BASC.
 - a. Legacy coaches who have maintained their right to BASC membership shall be admitted to membership in the BASC upon acceptance by the competitive or academy program of a properly completed coach registration form, a current approved background check, all other required qualifications, and official assignment to a team in the role of team Head or Assistant Coach. Membership shall expire at the start of the following season if the coach has not re-registered and fulfilled all requirements or upon the resignation or removal of the coach from the competitive or academy program.
5. A roll of Legacy members shall be continuously maintained by the Competitive Director, and a copy of the roll shall be provided to the BASC Executive Director. The roll shall be reported to the Secretary at each meeting of the membership. The roll shall note which persons have maintained their right to BASC membership and those who have active BASC membership at the time.
6. Membership in the BASC is not extended to competitive or academy program players, their parents and/or legal guardians, nor coaches who do not transition from the recreational program as an active member of the BASC.
7. Referees shall be admitted to membership in the BASC upon receipt by the BASC of a written application for membership and written verification from the BASC Area Referee that twenty-five (25) BASC matches within two consecutive seasons have been officiated by the applying Referee. Membership shall expire 365 days from the date of admittance to the membership.
 - B. General membership voting is restricted to members of the BASC 16 years of age and older.
 - C. If membership in the BASC is denied the Member, or potential Member, may appeal to the BASC Executive Board.

Section 2: Honorary Membership

- A. Other interested parties may be admitted to the club as an "Honorary Member" upon acceptance by the Executive Board with the concurrence of the General Membership. Honorary Members shall be eligible to attend and participate in membership meetings but shall not be eligible to vote in such meetings and shall not be eligible for election as an officer of the club.

Section 3: Member Emeritus

- A. Certain long-term members who have been a member of the Broken Arrow Soccer Club for at least twenty (20) years and who have served the organization as an officer, coach or referee may be recognized as Member Emeritus and have membership for life without qualification. The Executive Board shall retain the right to make special provisions for certain

individuals deserving of this designation. The Executive Board, with the concurrence of the General Membership, will identify, approve, and appropriately recognize those individuals who have long served the Broken Arrow Soccer Club.

Section 4: Revocation of Membership

- A. Membership in the BASC may be revoked by a 9/10 vote of the sitting members of the Executive Board for activities in violation of the BASC Code of Conduct or the SafeSport Code, or for other actions deemed unbecoming a member or hostile to the club.
- B. If membership is revoked, the member may appeal to the General Membership of the Club at the next general membership meeting.

ARTICLE IV: OFFICERS

Section 1: Officers of the Club

- A. The officers of the BASC shall be a President, First Vice-President, Second Vice-President, Third Vice-President, Secretary, Treasurer, Registrar, Head Coach, Games Commissioner, and Area Referee. These officers shall perform the duties prescribed by these Bylaws and the parliamentary authority adopted by this club. These officers are required, prior to serving their term, to complete and pass a Volunteer Disclosure Form/background check.

Section 2: Officer Roles & Responsibilities

- A. The **President** shall (a) preside at all meetings of the BASC, (b) represent the Club at all meetings (OSA, USYS, etc.), (c) serve as the Club's liaison with the City of Broken Arrow and other outside organizations with whom the Club has contact, and (d) oversee the activities of the other officers to ensure they are properly fulfilling their duties and that the day-to-day activities of the Club are properly being maintained. He shall appoint the members of all special committees except the Nominating Committee. The President shall be an ex-officio member, without voting rights, of all committees except the Nominating Committee and the Registration Committee.
- B. The **First Vice-President** shall (a) act as Chairman of the Tournament Committee (which has responsibility for planning, organizing, and operating all Club sponsored tournaments, as well as oversight of any outside tournaments held at Club facilities), (b) act as Chairman of the Awards Committee (which shall have responsibility for recognizing and presenting awards to all league champions at the end of each season), and (c) in the absence of the President, act with the same power and authority.
- C. The **Second Vice-President** shall be responsible for the care, maintenance, and operation of the Indian Springs Soccer Complex in conjunction with the City of Broken Arrow Parks Dept. for all BASC League and Tournament games and shall serve as Chairman of the Field Closure Committee.
- D. The **Third Vice-President** shall be responsible for coordinating the care of the club practice fields and the scheduling of practice fields for the Recreational Teams. The Third Vice-President will also be responsible for the acquisition of practice sites for BASC use.
- E. The **Secretary** shall (a) record and maintain the minutes of the BASC, (b) give notice of meetings, and (c) publish and mail (or otherwise deliver) to the membership newsletters of the Club.

- F. The **Treasurer** shall (a) receive, disburse, and account for all the funds of the BASC, which shall be kept in a bank or banks designated by the Executive Board of the BASC, (b) prepare a financial statement for presentation to the Executive Board and membership at each of their regularly scheduled meetings, and (c) prepare such other tax or financial reports as may from time-to-time be required.
- G. The **Registrar** shall serve as the Chairman of the Registration Committee and is charged with the responsibility of fulfilling the requirements of OSA and the BASC in registering individual players and assigning such players to teams.
- H. The **Head Coach** (sometimes referred to herein as the Club Head Coach) shall have the responsibility of recruiting, training, and registering all BASC coaches and shall represent these coaches at meetings, and shall serve as the Chairman of the Coach Committee.
- I. The **Games Commissioner** will oversee the Games Scheduler position (if not one and the same) and shall have the responsibility of (a) forming schedules of games to be played each season, (b) forming leagues where necessary for purposes of keeping games competitive, (c) assigning fields for play and other use, (d) serving as Chairman of the Games and Disciplinary Committee, including administering and maintaining records of sanctions for field use policy violations, and (e) maintaining league standings during the season.
- J. The **Area Referee** shall have the responsibility of recruiting, training, and registering all referees in the BASC Referee Unit and shall represent all referees in meetings. The Area Referee shall oversee and work with the BASC Referee Assignor to insure referee advancement (if not one and the same).

Section 3: Officer Terms & Elections

- A. The terms of office for President, 1st Vice-President, 2nd Vice-President, and Area Referee shall begin on June 1st. The terms of office for 3rd Vice President and Secretary shall begin on October 1st. The terms of office for Treasurer, Registrar, Games Commissioner, and Head Coach shall begin on December 1st. All terms of office shall begin following the general membership meeting at which they were elected.
- B. At the regular membership meetings in March, May, September, and November, a Nominating Committee shall be elected by the membership. The committee shall consist of at least three members, and not more than five. The chairman shall be selected by the President of the BASC from those elected to the committee. It shall be the duty of the committee to nominate candidates for the offices open to election and it shall notify the voting membership of its nominees seven (7) days prior to the meeting in which elections will be held.
- C. Prior to the election of officers, nominations must be received by the close of business of the BASC office ten (10) days before the scheduled membership meeting in which they will be voted on. Election for any office with more than one nominee shall be by ballot. Votes shall be counted by the Secretary of the BASC Board, with assistance from two club members who are selected from those present by the presiding officer. All marked ballots shall be retained by the Secretary and destroyed after the close of the meeting.
- D. The officers of this club shall be elected to serve a one-year term, or until their successors are elected, with the following exceptions:
- E. Elect every other May, a President & First Vice-President to serve a two-year term. Should the President or First Vice-President resign, a special election will be held to elect a new President and/or First Vice-President, who shall serve only until the next regular election.

- F. The First Vice-President could assume the office of President due to resignation of that officer and shall hold the office of President for the remainder of that term with the approval of the BASC Executive Board. Alternatively, the BASC Executive Board reserves the right to hold a special election for either the President and/or First Vice-President roles, if either resigns, is dismissed, or becomes unable to execute the office of President or First Vice-President and the circumstances are determined by the Executive Board to warrant such action.
- G. BASC President and First Vice-President roles would be term limited to two consecutive terms in office or four-years of consecutive services in the President or First Vice-President roles.
- H. Officer Election Voting Requirements
 1. **Majority Vote Required:** All Officer positions shall be elected by a majority vote of the eligible voters present and voting at a duly called General Membership Meeting or Special Membership Meeting.
 2. **Runoff Election Procedure:** If more than two candidates are nominated for an Officer position and no candidate receives a majority vote on the initial ballot, the two candidates receiving the highest number of votes shall advance to a runoff election. The runoff vote shall determine the elected Officer.
 3. **Tie Vote Resolution:** In the event of a tie between the final two candidates in an initial or runoff election, the Club President shall cast the deciding vote.
 4. **Failure to Achieve a Majority:** In the event no candidate for a position receives a majority of votes, the position shall be filled as described in Bylaws, Article IV, Section 5: Office Vacancies.

Section 4: Officer Restrictions

- A. No member shall hold more than one office at a time.

Section 5: Office Vacancies

- A. Except as described in Article IV, Section 3, vacancies in office shall be filled through appointment by the Executive Board until an election at the next regular General Membership meeting shall fill the office.

Section 6: Officer Removal

- A. Any Officer who has three (3) or more absences from regularly scheduled meetings during their term in office, violates the BASC code of conduct, exhibits dereliction of duties, or willfully and knowingly violates the BASC Bylaws or Standing Resolutions may be removed from office by a unanimous vote of the Executive Board, excluding the subject officer if a member of the Executive Board.

Section 7: Officer Qualifications

- A. No officer of the Club may be a board member, officer, owner, paid employee, or manager of another soccer club or competing entity.
- B. To be eligible for President, the candidate must have served at least one (1) full term on the Board and be a current member of the Club.

- C. To be eligible for First Vice-President, the candidate must be a current member and have either served at least one (1) full term on the Board or have been a member of the Club for 3 years.
- D. To be eligible for all Officer positions, the candidate must be a current member of the Club.
- E. Any officer who becomes ineligible to serve during their term is required to resign from their Executive Board duties voluntarily as soon as they become ineligible or will be summarily removed from office by the Executive Board.

ARTICLE V: EXECUTIVE BOARD

Section 1: Composition of the Board

- A. The Officers of the BASC shall constitute the Executive Board.

Section 2: Board Roles & Responsibilities

- A. The Executive Board shall have general supervision of the affairs of the BASC between its business meetings, fix the hour and place of meetings, make recommendations to the club, and shall perform such other duties as are specified in these bylaws. The Board shall be subject to the orders of the Membership and none of its acts shall conflict with actions taken by the members.

Section 3: Meetings of the Board

- A. Meetings of the Board shall be held a minimum of once a month at a time and place specified by the President. Special meetings of the Board may be called by the BASC President or at the request of four members of the Executive Board of the BASC.
- B. The Board, including its committees, is authorized to conduct business, partly or completely, by electronic or conventional means outside of a regular or special meeting provided that all members have access to the information exchanged and any discussion, motions, or votes. Reports of the Board shall contain the minutes of such meetings. The procedure set forth and agreed upon by the Board for such actions shall be complied with.
- C. When approved by a 2/3 vote of the Executive Board members present, any single Executive Board meeting or portion of that meeting may be closed to the public, including members of the club. Attendance at these closed meetings shall be restricted to the Executive Board members and those requested to attend by the Executive Board.

Section 4: Appeals of Board Decisions

- A. Decisions of the Executive Board of the Broken Arrow Soccer Club may be appealed to the OSA, then to the United States Youth Soccer Association, as appropriate, following their procedures and policies as outlined in the USYSA Official Administrative Rulebook.

ARTICLE VI: MEMBERSHIP MEETINGS

Section 1: Regular Meetings of the Membership

- A. The regular meetings of the BASC shall be held on the first Thursday of September, November, March, and May, unless otherwise ordered by the Executive Board of the BASC.

Section 2: Annual Meeting

- A. The regular meeting on the first Thursday in May shall be known as the Annual meeting and shall be for the purpose of electing officers, receiving reports of committees and officers and for other business that may arise.

Section 3: Annual Budget Meeting

- A. At the November Membership meeting a presentation of the Annual Budget for the following year will be presented by the Board for approval by the membership.

Section 4: Special Membership Meetings

- A. Special Membership meetings may be called by the President or four members of the Executive Board. The purpose of the meeting shall be stated in the call and at least seven days' notice shall be given.

ARTICLE VII: COMMITTEES

Section 1: Standing Committees

- A. Each June, a Registration Committee composed of the Registrar, who shall serve as Chair, and at least three other members of the Club shall be appointed by the Registrar with the concurrence of the Executive Board. This committee shall register all eligible players in the BASC, shall assign said players to teams, and shall fulfill the registration requirements of the OSA and the BASC as detailed in the rules of the Club. No officer of the BASC, except for the Registrar, shall serve on this committee.
- B. Each June, a Games and Disciplinary Committee composed of the Games Commissioner, who shall serve as Chair, and at least three members of the Club shall be appointed by the Games Commissioner with the concurrence of the Executive Board. This committee shall be responsible for match determinations and disciplinary actions as detailed in the rules of the Club. No officer of the BASC, except for the Games Commissioner and the President as an ex-officio member, without voting rights, shall serve on this committee.
- C. Each June, a Field Closure Committee composed of the Second Vice President, who shall serve as Chair, and at least three members of the Club shall be appointed by Second Vice President with the concurrence of the Executive Board. This committee shall be responsible for the closure of BASC facilities as detailed in the rules of the Club. No officer of the BASC, except for the Second Vice President and the President as an ex-officio member, without voting rights, shall serve on this committee.
- D. Each June, a Coach Committee composed of the Head Coach, who shall serve as Chair, and at least three members of the Club shall be appointed by Head Coach with the concurrence of the Executive Board. This committee shall be responsible for recruiting coaches for recreational teams. No officer of the BASC, except for the Head Coach and the President as an ex-officio member, without voting rights, shall serve on this committee.
- E. Each June, a Competitive Committee composed of a Competitive Director, Competitive Registrar, Competitive Head Coach, and a Competitive Leagues Commissioner shall be formed. The Competitive Committee members shall be voted on by the BASC Membership. The Competitive Committee shall be appointed by the President with the concurrence of the Executive Board. This committee shall be responsible for conducting the business of the Competitive and Academy programs and reporting such to the Executive Board at each monthly meeting. The Competitive Director shall chair the committee.

1. Competitive Committee Members

- a. The **Competitive Director** shall (a) chair all meetings of the Competitive Committee, (b) represent the BASC Competitive Program at all meetings (BASC, OSA, USYS, etc.), (c) serve as the competitive program liaison with other outside organizations, (d) oversee the activities of the other Competitive Committee members to ensure they are properly fulfilling their duties and that the day-to-day activities of the Competitive and Academy programs are properly being maintained. The Competitive Director shall attend the BASC Executive Board monthly meetings and provide a report on the previous Competitive Committee meeting(s), projects, issues, and general direction of the program. If the Director is unable to attend, another Competitive Committee shall attend in the Director's place.
- b. The **Competitive Registrar** is charged with the responsibility of fulfilling the requirements of sanctioning organizations and the BASC in registering individual competitive and academy players and assigning such players to teams.
- c. The **Competitive Head Coach** shall have the responsibility of recruiting, training, and registering all BASC competitive and academy team coaches and shall represent these coaches at meetings.
- d. The **Competitive Leagues Commissioner** shall have the responsibility of representing the competitive program with regards to league applications, league bracketing and promotions/relegations, and competitive and academy managed leagues or competitions.
- e. To be eligible for all Competitive Committee positions, a candidate must be a current member of the BASC or a registered BASC Competitive Program player, a parent or legal guardian of a registered BASC Competitive Program player, or a registered coach of a BASC Competitive Program team.

2. Elections

- a. Elect every March by vote of the membership, a Competitive Director to serve a one-year term, or-until a successor is elected and Competitive Registrar. The terms of office for Competitive Director and Competitive Registrar shall begin on April 1st.
- b. Elect every November by vote of the membership, a Competitive Head Coach and Competitive Leagues Commissioner. The terms of position for Competitive Director of Coaching and Competitive Leagues Commissioner shall begin on December 1st.

Section 2: Special Committees

- A. Special Committees shall be appointed by the President as he may, from time to time, deem necessary to carry on the duties of the club. Members of such committees shall be approved by the Executive Board. Active committees shall provide reports to the Executive Board at each monthly meeting.

Section 3: Committee Elections

- A. Committee Election Voting Requirements

1. **Majority Vote Required:** All Recreational Committee and Competitive Committee positions shall be elected by a majority vote of the eligible voters present and voting at a duly called General Membership Meeting or Special Membership Meeting.
 2. **Runoff Election Procedure:** If more than two candidates are nominated for Recreational or Competitive Committee position and no candidate receives a majority vote on the initial ballot, the two candidates receiving the highest number of votes shall advance to a runoff election. The runoff vote shall determine the elected Committee member.
 3. **Tie Vote Resolution:** In the event of a tie between the final two candidates for a Committee position, the Club President shall cast the deciding vote.
 4. **Failure to Achieve a Majority:** In the event no candidate for a position receives a majority of votes, the President shall appoint – with concurrence of the Executive Board – a person meeting the qualifications set forth in these Bylaws to serve in an interim capacity. The interim appointee shall serve only until the voting body elects a new person to the position.
 5. **New Election:** A new election for any Recreational or Competitive Committee position that is either vacant or filled by an interim appointee shall be conducted at the next General Membership Meeting or Special Membership Meeting, following all notice and nomination requirements established in these Bylaws.
- B. Committee Election Voting Eligibility
1. Competitive Committee
 - a. Registered players of the Competitive Program, who are 16 years of age and older, parents and/or guardians of players of the Competitive Program, and registered coaches, assistant coaches, team managers, and team treasurers of a Competitive Program team shall have voting rights solely for the purpose of electing Competitive Committee positions.
 - b. Registered players of the Recreational Program, their parents or guardians, and registered coaches, assistant coaches, team managers, or team treasurers of a Recreational Program team, as well as registered referees, shall have no voting rights related to the election of Competitive Committee positions, except where the individual is a current Officer of the Executive Board, a Member Emeritus, or meets the qualifications prescribed in subsection (B1a) above, in which case that individual retains voting rights by virtue of that status.

ARTICLE VIII: PARLIAMENTARY AUTHORITY

Section 1: Rules of Order

- A. The rules of the current edition of Robert's Rules of Order, Newly Revised, shall govern the club in all cases in which they are applicable and in which they are not inconsistent with these Bylaws, the Bylaws of OSA and any special rules the club may adopt.

ARTICLE IX: AMENDMENT OF BYLAWS

Section 1: Bylaw Amendment Procedures

- A. These Bylaws can be amended at any regular meeting of the club by a 2/3 vote of the membership present and voting, provided that the amendment has been submitted at the previous regular meeting or a special meeting called not less than two weeks prior to the regular meeting.

ARTICLE X: NON-PROFIT STATUS – DISSOLUTION

Section 1: Dissolution Procedures

- A. This Corporation is not organized for pecuniary profit, nor shall it have any power to issue certificates of stock or declare dividends, and no part of its net earnings shall inure to the benefit of any member, director, trustee, or individual. The balance if any, of all money received by the Corporation from its operation, after payment in full of all debts and obligations of the Corporation of whatsoever kind and nature, shall be used and distributed exclusively for carrying out only the purpose or purposes of the corporation, as more particularly set forth herein above. Upon the dissolution of the Corporation, the Board of Trustees shall, after paying or making provisions for the payment of all liabilities of the corporation in such a manner, or to such organizations organized and operated exclusively for charitable or educational purposes as shall at the time qualify as an exempt organization under Section 501(c) (3) of the Internal Revenue Law, as the Board of Trustees shall determine. Any such assets not so disposed of shall be disposed of by the District Court of the County in which the principal office of the Corporation is then located, exclusively for such purposes or to such organizations as said court shall determine which are organized and operated exclusively for such purposes, provided further that in no event shall any of the Corporation's assets or property, in the event of its dissolution, go to or be distributed to any Trustee, Member, or Individual, either for the reimbursement of any sums subscribed, donated or contributed by such Trustee, Member, or Individual, or for any other purpose.
- B. Dissolution of the organization must be approved by 75% of the voting membership present. Notice of the meeting and intent to dissolve the organization must be provided to membership 30 days prior to the meeting date and a follow-up notice is to be provided between 7 and 10 days prior to the meeting.

STANDING RESOLUTIONS

These Standing Resolutions have been enacted by the Broken Arrow Soccer Club. They are rules for the BASC only. OSA Policies will apply in all cases unless specifically addressed by the BASC in these resolutions.

Section I: Registration

- A. The Registrar shall be allowed flexibility to structure age groups for assistant registrars as he sees fit to avoid conflict of interest.
- B. The registration fees of the BASC shall be as follows:
 - 1. Registration fees for Recreational League and KICKSTART players through U19 shall be \$115 (paid on a seasonal basis) and are applicable for the normal registration period.
 - a. The Normal Registration Period shall be defined as the period of time from the beginning of registration until 7 weeks prior to the first game of the season as designated in Section III B. 2, hereafter called the Normal Registration Period.
 - b. The Late Registration Period shall be defined as the day following the Normal Registration Period, hereafter called the Late Registration Period.
 - c. Those registering for the Recreational league during the Late Registration Period shall have registration fees that are \$20.00 higher than those fees listed above, except for registration fees for the KICKSTART Program.
 - d. Following the first game of the season, the Registrar shall have the option of adjusting Recreational and KICKSTART registration fees by an amount prorated in correlation to the number of weeks remaining in the season.
 - 2. Registration fees for the TOPSoccer program shall be proposed by the Treasurer and approved by the Executive Board on a seasonal basis based upon funding sources and the costs of the program as expressed in Section XIV. The intent of the Club is to maintain the program with minimal or no registration fees.
 - 3. Registration Fees for the Competitive and Academy programs shall be:
 - a. Competitive: \$370 per seasonal year.
 - b. Academy Program shall be \$310 per seasonal year.
 - c. The Competitive Committee shall have the authority to vary the Competitive and Academy fees by 25% annually based upon funding sources and costs without approval of the membership.
 - d. Following the first game of the season the Competitive Registrar shall have the option of adjusting the Competitive or Academy registration fees by an amount prorated in correlation to the number of weeks remaining in the season.
 - 4. For the benefit of the members all registration period dates shall be posted on the website at least 30 days prior to the Normal Registration Period.
- C. No refunds of registration fees will be allowed after players are registered with Broken Arrow Soccer Club except in cases of financial hardship, medical reasons, a move by the player to

an area away from the Club's location, or failure of the club to place a player on a Recreational, Competitive, or Academy team roster.

1. Such refunds will be in the amount of one-half ($\frac{1}{2}$) of the registration fee paid; except in the case of failure of the Club to place a player on a BASC team roster which shall constitute a full refund and must be approved by the Club's Registrar or Competitive Registrar, as appropriate.
2. No refunds shall be granted after the first regular season game.
 - a. Exceptions to this policy, including the amount of the refund, may be approved by the Registrar or Competitive Registrar, as appropriate, on a case-by-case basis.
 - b. Such exceptions shall be reported to the Executive Board weekly and are subject to being overruled; accordingly, refunds approved in exception to this policy shall not be processed for a period of seven days from the date of report to the Executive Board allowing time for review and inquiry.

Section II: BASC Coaches and Team Officials

- A. The BASC will reimburse one-half ($\frac{1}{2}$) the fees for all member coaches who successfully complete a national license course. The BASC will reimburse one-half ($\frac{1}{2}$) the fees for all member coaches who successfully complete a US Soccer D license, or a portion of the fees for a higher license course. The member coach must receive written approval from the BASC Head Coach prior to registering for the course to qualify for reimbursement. Approval of the request and the amount reimbursed shall be at the sole discretion of the BASC Head Coach. Reimbursement shall only be made after the coach has submitted proof of successful course completion and subsequently served as a recreational head coach with the BASC for two seasons.
- B. The BASC will reimburse the fees for all member coaches who successfully complete any entry level USYS, US Soccer Grassroots, or pre-approved coaching course. Proof of successful course completion must accompany a written request for reimbursement submitted to the BASC Head Coach.
- C. Any reimbursements that are to be presented to the Broken Arrow Soccer Club must be submitted no later than 90 days from the date of expense.
- D. Each BASC member registered and acting as the head coach of a BASC recreational team shall be granted voucher(s) for one half ($\frac{1}{2}$) of the amount of the current normal registration fee for one recreational player following each season of service. The member may use the voucher(s) towards the registration of any player(s) of their choosing for the subsequent season.
- E. Each Coach, Assistant Coach and/or other Team Official(s) (i.e., managers/trainers) shall register with the BASC Registrar via electronic means, a minimum of five business days prior to the first team activity in which they intend to participate. Registration shall include the submission of a volunteer disclosure form to facilitate a personal background check of the registrant which shall be renewed on an annual basis, or other term as determined by the Executive Board. No coach or team official shall participate in team activities until an approved background check is received and have been officially added to a team by the club. It shall be the responsibility of the team's head coach to ensure that no adult be permitted to officially participate in the management or coaching of players without complying with the above registration requirements. Enrollment in seasonal club programs (i.e., BASC Spring

20xx Recreational) by each coach and/or team official may also be required each season to facilitate documentation within the electronic enrollment program. Failure to comply with this section shall result in cessation of team activities and disciplinary action as described in Section V, Item G.

- F. Recreational soccer coaches may either appoint or allow a Team Manager to be selected from the parents of the team. Team managers are responsible for performing the administrative duties associated with the team, including registration, finances, coordinating volunteers and communications. In the event a Team Manager is not named the team's head coach shall assume the role. A current list of all Coaches and Team Managers will be maintained electronically and/or on file at the soccer office.
- G. The BASC Executive Board will select Director(s) for the KICKSTART program. Each position will require a State D or a State Youth License. The Director of each program will obtain at least 4 volunteers to assist in training sessions. This will allow for a rotation of assistants and fluctuation of schedule. The assistant should have a minimum of Module 1 or In- House training. Each Director will follow the rules and requirements for their respective programs as set forth in the BASC Bylaws and Standing Resolutions.

Section III: Recreational Team Formation

- C. Team Formation Policies
- D. BASC recreational teams will be formed each season in accordance with the Broken Arrow Soccer Club Recreation Team Formation Policy that is on file on the BASC website.
- E. Age group specific regulations, roster sizes and other Club specified rules shall conform to OSA guidelines unless otherwise specified in this document.
- F. Team Formation Procedures
- G. Registration - Registration of players with BASC is handled with total electronic registration via the internet. (See the BASC Website). Only the BASC Registrar or their designate shall register BASC players with the OSA.
- H. Proof of Age
- I. Proof of age shall consist of a birth certificate or birth registration issued and certified by the appropriate U.S. federal, state, or county government agency. Acceptable alternate forms of proof of age are driver's license, passport, alien registration card 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. Hospital, baptismal or religious certificates shall not be accepted.
- J. Regardless of form, the original certified document must be presented to and reviewed by BASC staff confirming the certified date of birth as submitted on the player's registration by either text or emailed picture or presented in person at the BASC office during business hours.
- K. The Club Registrar shall have the option of requesting the document be presented in person if there is any reason to question the authenticity of the document or the electronic scan thereof.
- L. For registrations completed prior to the late registration period deadline, as defined in Section I, C., players not previously having proof of age verified by the Club shall submit such proof of age prior to team formations. Players not having proof of age verified will not be permanently assigned to a team until the requirement is fulfilled. If the requirement is not

fulfilled within five days of team formations the player's registration shall be revoked without refund (as noted below in section vi.) unless other arrangements are agreed upon by the club Registrar.

- M. For registrations completed following the late registration deadline, birth certificate must be presented within 5 days of registration. If the documentation has not been submitted for review by the club at the conclusion of such term, the player shall be removed from the roster and the registration revoked without refund.
- N. The Club shall make every effort to communicate failure of a registrant to comply with the policy. The Club's efforts shall include at least two email communications to the contact(s) listed on the registration and one contact either in person or via phone with the listed parent/guardian a minimum of five days prior to revoking the player's registration.
- O. A list of players having proof of age verified by the Club shall be maintained electronically.
- P. Formation of teams shall be formed in accordance with Section III, A. above on a date determined by the club. No registrant shall be eligible for league play until the player is added to an official BASC roster.
- Q. Formation of teams may be accomplished manually by the registrar and by assistant registrars, or by computer methods.
- R. When teams have been formed, the Head Coach shall approve appointment of all coaches and assistant coaches.
- S. No assistant coach can be assigned to a team if the birth date of the assistant coach's child will cause the team to be formed in violation of the BASC team formation guidelines.
- T. A team's head coach and/or assistant coach may designate one child to coach in lieu of his own. He may not designate another child so long as the designated child remains on the team.
- U. Approval - It shall be the responsibility of the Executive Board to assure that teams have been formed according to the established guidelines and cannot consider requests for special exceptions to the guidelines during this review.
- V. The Board may, at its discretion, form committees to review separate age classes. If the Board elects to form committees, no Board member may review an age class in which he/she is a coach or assistant coach. The Board may also at its discretion appoint by majority vote former Board members nominated by the Registrar to serve on review committees. Former Board members shall be subject to the same limitations as current Board members and shall not be members of the registration committee. Board or committee review shall be conducted in a closed session with the registrar and/or assistant registrars present.
- W. The Registrar shall provide to the Board at least the following information: team rosters, players' names, players' section codes or players' address, previous team, birth year, seasons played, and any additional information specifically requested.
- X. It is the intent of this Board review only to ensure compliance with the established guidelines and not to substitute the Board Member's opinions for the Registration Committee's judgment as to the definition of neighborhoods or other judgmental factors. If upon completion of the review the Board takes no action, the roster shall be considered approved. The Board may reject by majority vote an entire age class and require the Registrar to resubmit that class. The Board may not order specific changes.

- Y. Late Registrants - Players who wish to sign up after the regular registration period has closed, as designated in Section I, B., 1, a., may fill out an electronic form to be placed on a waiting list. The late period waiting list will be available on the BASC website and will be maintained by the Club Registrar. The Club Registrar will assess all teams in an age class and gender group and determine if more players are required and communicate with players on the wait list to register and fill available openings on teams at the size limits set forth in Section III, A., 1., or as otherwise governed by Section IV.
- Z. Playing Down
 - AA. Playing down refers to playing in a younger division than the player's age is assigned.
 - BB. No players shall be allowed to play down. Playing down is not sanctioned by USYS.
 - CC. Players Right to Play
 - DD. The BASC believes that the sport of soccer is best promoted by maximum participation.
 - EE. It is the policy of the BASC that a registered player on a recreational team shall be entitled to play at least one half of every game scheduled for his team by the BASC.
 - FF. The coach of each team shall be responsible to scrupulously observe the intent of this policy.
 - GG. In carrying out this policy, the coach of a team may restrict for one game a player's right to play if, prior to the commencement of the season, the coach has published to the players the BASC Club policy as established by the BASC Executive Board with respect to discipline for failure to appear for scheduled team practices or unsportsmanlike or violent conduct. Such disciplinary action must be noted on the game form prior to the game.
 - HH. A parent may, for medical reasons, place limitations on the time his child shall play in a game on a recurring basis, provided written notice is given to the coach and the BASC Games and Disciplinary Committee, and this restriction shall be a permanent note on the team's game form.
 - II. The BASC Games and Disciplinary Committee shall be empowered to suspend, for a period of no more than two weeks, any coach who is deemed by the committee to have violated the spirit of this policy.
 - JJ. A player who has left a game due to minor injury should be allowed to return to the game as soon as possible to play out his allotted time.
- KK. Recruitment
 - LL. Recruitment, or recruiting, is defined as any action initiated by a "Team Official" (coach, assistant coach, team manager, trainer or person representing a team or Club) who seeks to enlist the services of a player.
 - MM. Illegal recruitment is defined as the employment of any prohibited practice by a Team Official. These prohibited practices include:
 - NN. Offering any inducement of material or monetary value to a player or player's family.
 - OO. Initiating contact with or interfering with any player or player's family currently registered with and affiliated with an existing team following the expiration of the normal registration period for the upcoming season and subsequently at any time during the active season.
 - PP. Allowing or promoting the use of a competitive Club logo or name by teams other than properly registered competitive Club teams. This includes coaches who represent themselves as Academy/Junior Development coaches when not listed by the club as such.

- QQ. Illegal recruitment does not include the following permitted practices:
- RR. Contact with a player or player's parents or legal guardians during the offseason when no sanctioned league or tournament games are being played.
- SS. Contact with a player for the limited purpose of participating as a guest player for any USYS sanctioned tournament with prior notice to the player's coach.
- TT. Contact initiated by the player, player's parents, or legal guardians.
- UU. Advertising or public relations of a general, indirect nature.
- VV. Non-sanctioned soccer activities, including indoor soccer teams or formation and coaching of special tournament teams (i.e., 3v3, etc.).
- WW. Club sponsored soccer training sessions, open to players without geographic restriction, provided that a copy of the clinic particulars shall be delivered to the BASC office at least five days prior to the event.
- XX. Illegal recruitment or the employment of any prohibited practice may result in a Team Official being suspended from all BASC soccer activities for a period as determined by the BASC Games and Disciplinary Committee or Commission if so authorized. Complainant will file a complaint with BASC, who shall render a decision. Either party may appeal that decision.
- YY. Any decision of the BASC Games and Disciplinary Committee or Executive Board shall be in writing.

Section IV: Age Group Rules and Policies

- A. All activities of players/teams of BASC age groups U6 to U19 shall be governed by the BASC Recreational Youth Soccer Program Official Rules and Policies as determined and set forth by the Executive Board.
 - 1. These rules and policies may be amended at any time by the Board subject to further amendment as agreed upon by a majority vote of the membership present at any regular or special membership meeting.
 - a. The wishes of the membership shall always supersede that of the Executive Board regarding these rules and policies.

Section V: Games and Disciplinary Committee

- A. The Committee is the sole body delegated the authority from the Executive Board to review disciplinary actions and to impose sanctions, except where external bodies (OSA, SRC, USYS, US Club, etc.) or leagues (OPL, OPC, NPL, etc.) may hold specific authority or governance.
- B. Games and Game Protests
 - 1. The Games and Disciplinary Committee will review all forfeitures and terminated games. The committee may uphold the result, alter the game result by declaring a forfeit, or cause the game to be replayed. These are the only options.
 - 2. The Committee will review all red and yellow cards for appropriate action.
 - 3. The Committee will hear protests for BASC Closed League games only. Protests for league matches under the jurisdiction of other governing bodies will be heard by the respective league.
 - 4. The Committee will consider a protest if BOTH of the following requirements are met:

- a. FIFA law or OSA or BASC rules were violated.
 - b. The outcome of the game (win/loss) must be affected.
- 5. Playing fields shall be no basis for protest if the field in question has been designated a game field for that league by the BASC Games Commissioner.
- 6. Procedure for filing a game protest is as follows:
 - a. The protesting coach must note intention to protest on his game form BEFORE the referee signs the form and request that the referee write "Protest Noted" near his/her signature.
 - b. The protesting coach must deliver his/her game form and a \$50.00 protest fee and written protest to the BASC within two business days of the completion of the game.
 - c. If the protest meets the requirements as outlined above, a hearing will be scheduled.
 - d. A hearing will be held within one week following the receipt of the protest. Both coaches and the referee will be invited to the hearing. If either team is not represented, the Committee will decide the matter based on the attending team and/or referee's report.
 - e. The Committee may uphold the result, alter the game result by declaring a forfeit, or cause the game to be replayed. These are the only options.
 - f. A verbal decision will be given at the hearing, followed by written confirmation within seven days of the hearing. If the Committee rules in favor of the protesting coach, the \$50.00 fee will be refunded. If the Committee rules against the protesting coach, the \$50.00 fee will be forfeited and applied to the BASC College Scholarship fund.
 - g. All decisions of the BASC Games and Disciplinary Committee shall be appealable to either the BASC Executive Board or to the OSA Appeals Committee.
- C. Concerning misconduct or violation of the Rules of Conduct:
 - 1. The Committee shall discipline coaches, players, and spectators for misconduct and/or violations of BASC Bylaws and Standing Resolutions.
 - 2. The Committee shall act upon the BASC Code of Conduct as set forth by the Executive Board.
- D. In instances involving game misconduct (yellow or red cards issued), or violations of the BASC Code of Conduct or the US Soccer Referee Abuse Prevention Policy (Policy 531-9), the G&D Committee is authorized to impose suspensions or other sanctions or disciplinary measures on BASC coaches or other team officials, BASC players, parents or guardians of BASC players. Where it determines a suspension is warranted, the G&D Committee may vote to impose a suspension of up to eight (8) weeks.
- E. Should the G&D Committee determine that the misconduct under review constitutes a repeated infraction or is of a particularly serious nature, it may vote to recommend an extension of the suspension beyond the initial eight-week period. It may advise the removal of the individual from his or her team(s). Any such recommendation is subject to review and approval by the Executive Board.

- F. A suspended coach, other team official, player, or parent or guardian of a player shall receive written notice within 24 hours of such dismissal and the reason thereof.
- G. BASC coaches and/or team officials may be removed at any time by a vote of the BASC Executive Board. Removal of a coach or team official may occur only after the subject has been provided an opportunity to meet with the Executive Board and hear the reasons presented for such dismissal and respond by personal testimony, witnesses, and other evidentiary material. Following removal, each family on the team shall receive written notice within 7 days of the removal and the name of the permanent or interim replacement coach or team official.
- H. If a removal hearing is to take place, the notice shall include the place, time, and date for such hearing, as well as a list of the reasons for the proposed removal. Written notice of such hearing shall be provided to the subject at least 72 hours in advance of the hearing and shall include a list of the reasons for the proposed removal.

Section VI: Executive Board

- A. The Executive Board, all club officers, and any other Board appointed person making decisions on behalf of Broken Arrow Soccer Club shall be covered by a Director's and Officer's plus Crime insurance policy.
- B. It shall be the responsibility of the First Vice-President to ensure that all decisions of the BASC Executive Board and the General Membership are in compliance with the OSA and BASC Guidelines, Policies, Bylaws, and Standing Resolutions.
- C. Each Executive Board member shall be granted voucher(s) up to the amount of the current normal registration fee for one recreational player following each season of service on the Executive Board. The Board Member may use the voucher(s) towards the registration of any player(s) of their choosing for the subsequent season. In the event a Board Member resigns or is removed from the Board prior to the end of their term the voucher(s) for that Member's service shall only be issued upon the affirmative vote of a majority of the Executive Board.
- D. The Executive Board shall maintain three reserve accounts for Emergencies, Acquisitions, and Special Projects.
 - 1. The reserve accounts shall be maintained in the BASC bank account and shall be accounted for separately from the BASC Operating Account.
 - 2. The reserve accounts shall be funded annually from the Operating Account of the BASC by transfer of the balance exceeding \$100,000 at the end of each calendar year, hereafter referred to as "Sweep Funds" (SF).
 - a. SF identified at the end of the calendar year shall be moved to reserve accounts annually on January 2.
 - 3. The Emergency reserve account shall be for the purpose of Emergency Spending not accounted for in the approved annual budget.
 - a. The Emergency reserve account shall have a target year-end balance of \$60,000.
 - i. Replenishment of the account to the target balance following disbursements shall be made at the end of each calendar year from SF and

- ii. be presented to the membership at a regular or special general membership meeting and receive approval via a majority vote of those members present and,
 - iii. have a Project Manager appointed by, and subject to the direction of, the Board to manage the project and approved expenditures and,
 - iv. receive no funding exceeding the original estimate without a vote of the membership.
- E. The Executive Board shall maintain the continuity of the current accounting procedures for the business of Broken Arrow Soccer Club. The procedures will be written and maintained in the BASC Policies Manual. Any changes to the current accounting procedures must be approved by the Broken Arrow Soccer Club Executive Board and the designated Certified Public Accountant.

Section VII: Tournaments

- A. The BASC Executive Board may approve funding of up to \$500 per team for any BASC team representing the BASC in a USYSA regional competition.
- B. Tournaments may be hosted by BASC for the benefit of the membership. Additional tournaments may be allowed but are subject to Executive Board approval and must adhere to normal field rental guidelines.

Section VIII: Fundraising

- A. All teams, committees, members, or representatives of the BASC shall seek and must receive the approval of the Executive Board in order to offer any fund-raising, promotional items bearing the logo of the BASC or offered in connection with an event sponsored by the BASC. The Executive Board shall determine the distribution of the revenues.
- B. No team shall sell individual fund-raising items at the concession stand.

Section IX: Indian Springs Complex

- A. All BASC teams shall be allowed to schedule "formal scrimmages" or special training sessions at the Indian Springs Soccer Complex with the BASC Games Commissioner. Field use fees of \$35 for grass fields or \$50 for artificial turf fields are payable in advance and shall be charged per scrimmage or special training session. League games shall take precedence over scrimmages or special training sessions.
- B. A "formal scrimmage" is defined as being a game with at least one registered, paid, referee.
- C. A "special training session" is defined as team training under the direction of a licensed coach.
- D. Teams may request special training sessions to be held on game fields, but it must be approved by the BASC Games Commissioner.
- E. Multiple teams/coaches cannot share one field as part of a special training session without prior approval by the BASC Games Commissioner.
- F. Regular scheduled practices are not allowed at the complex.
- G. All use of fields is dependent on the approval of the BASC Games Commissioner based on availability and conditions of the fields.
- H. Use of the game fields for any other purpose must be approved by a majority vote of the BASC Executive Board and will be considered on a case-by-case basis.

- I. Any team found in violation of the scrimmage/training session standing resolution will be fined \$75 per violation.
- J. The Field Closure committee shall convene if weather conditions bring field conditions and/or player safety into consideration. This committee should work with the appropriate personnel from the City of Broken Arrow Parks and Recreation department in arriving at a decision of declaring any or all the fields closed. The ruling from this committee shall apply to ALL activities on the declared fields.

Section X: Concession Stand

- A. Concession Stand
 - 1. BASC Concession stand operations at ISSC shall be overseen by the BASC Executive Board, who shall approve and direct the person(s), or business(s) contracted for such purposes. The contracted entity shall pay to BASC an agreed upon commission of gross revenues at the conclusion of each season which shall be deposited into the General Fund.

Section XI: Programs

- A. TOPSoccer
 - 1. All activities of players/teams of the BASC TOPSoccer program shall be governed by the BASC Recreational Youth Soccer Program Official Rules and Policies as determined and set forth by the Executive Board.
 - 2. These rules and policies may be amended at any time by the Board subject to further amendment as agreed upon by a majority vote of the membership present at any regular or special membership meeting.
 - a. The wishes of the membership shall always supersede that of the Executive Board regards to these rules and policies.
 - 3. Program costs shall be funded by the proceeds of ISSC third party artificial turf field rental fees to the extent that the funds exist, any remaining costs of the program shall be borne by other funding sources as available, or subsequent season TOPSoccer registration fees as determined by the BASC Treasurer.
 - 4. A TOPSoccer director shall be appointed by the BASC Executive Board to maintain and administer the program as directed by the membership.
 - 5. Each player will receive a Club t-shirt and a participation award.
 - 6. The BASC TOPSoccer Program is a player pool format and parent/guardian participation is strongly encouraged.
 - 7. Training session information and Rules of the Game for the BASC TOPSoccer program will be listed on the BASC website.
- B. KICKSTART
 - 1. All activities of players/teams of the BASC KICKSTART program shall be governed by the BASC Recreational Youth Soccer Program Official Rules and Policies as determined and set forth by the Executive Board.
 - a. These rules and policies may be amended at any time by the Board subject to further amendment as agreed upon by a majority vote of the membership present at any regular or special membership meeting.

- i. The wishes of the membership shall always supersede that of the Executive Board regards to these rules and policies.
 - 2. Each player will receive a Club t-shirt and a participation award.
 - 3. The BASC KICKSTART Programs are a player pool format and parent participation is required. One parent or adult per child will participate in the training session.
 - 4. Training session information and Rules of the Game for the BASC KICKSTART program will be listed on the Broken Arrow Soccer Club website.
- C. Academy
 - 1. The BASC Academy program shall be known as the BA Academy. The purpose of the Academy program is to provide an alternative to the traditional recreational team program. It offers boys and girls from U6-U10 the opportunity for advanced development in soccer through a progressive and sophisticated curriculum with the flexibility of a unique academy structure. The Academy is a BASC program, overseen by the Competitive Committee.
 - a. All activities of players, teams, and team officials of the BA Academy shall be governed by the BASC Official Rules and Policies.
 - i. These rules and policies may be amended at any time by the Executive Board.
 - 2. Academy players, teams, and team officials shall be registered with the BASC and overseen by the Competitive Committee.
 - a. Registration requirements for players, teams and team officials shall comply with the rules and guidelines of the BASC and sanctioning bodies.
 - 3. The funds of the program shall be maintained and managed by the BASC, the Parent Organization.
- D. Competitive
 - 1. The BASC Competitive Program shall be known as the BA Express. The purpose of the Competitive program is to provide a higher level of competition for BASC players to aspire to, provide support to each player who desires to achieve their utmost in soccer skills and experience, and to field the most competitive teams possible with the available eligible players. The Competitive Committee shall also be known as the Express Committee.
 - a. All activities of players, teams, and team officials of Express shall be governed by the BASC Competitive Program Official Rules and Policies.
 - i. These rules and policies may be amended at any time by the Executive Board.
 - b. Players, teams, and team officials shall be registered with the BASC and overseen by the Competitive Committee.
 - i. Registration requirements for players, teams and team officials shall comply with the rules and guidelines of the BASC and sanctioning bodies.
 - c. The funds of the program shall be maintained and managed by the BASC, the Parent Organization.
 - d. Express Committee Duties:

- i. Regular Meetings of the Competitive Committee shall be held once a month at a time and place specified by the Competitive Director. Special meetings of the committee may be called by the Competitive Director or at the request of the Executive Board. The Executive Board must be notified in advance of the date and time of all committee meetings. Any Executive Board member may sit as an ex-officio member without voting rights of the committee.
- ii. Reports of the Competitive Committee shall be presented by the Competitive Director – or his delegate – at the Executive Board monthly meeting.