



IMPACT UNITED SOCCER CLUB

BY- LAWS

NOVEMBER 2006 (AMENDED APRIL 2014)

BY-LAWS
OF
IMPACT UNITED SOCCER CLUB

ARTICLE 1
NAME, PURPOSE AND GOVERNANCE

Section 1.01 Name

The name of this organization shall be Impact United Soccer Club (“Impact” or the “Club”).

Section 1.02 Purpose

1. Foster Competition. Impact is organized exclusively to foster amateur competition in the sport of youth soccer. In furtherance of such purposes, Impact will educate boys and girls and young men and young women in the rules of the game, sportsmanship, the benefits of good health and physical fitness, the benefits of abstinence from harmful foods and substances, and the benefits of participation in soccer at the recreational level and the competitive level, all within the meaning of Section 501 (c)(3) of the Internal Revenue Code of 1986, as amended (hereinafter the “Code”). In addition, Impact will support and develop amateur athletes for local, regional, national and international amateur competition in such sport.

2. Other Activities. In connection with such purposes, Impact may engage in any lawful act or activity authorized by the Utah Revised Nonprofit Corporation Act, Utah Code Ann. §§ 16-6a-101 et seq., as the same may be amended from time to time and to exercise all rights and powers conferred by the laws of the State of Utah upon nonprofit corporations but solely in furtherance of the exclusive purposes set forth herein. The corporation shall have the right to do such other things as are incidental to the exclusive purposes of the corporation or as are necessary or desirable in order to accomplish them.

Section 1.03 Limitation

Notwithstanding any other provision of these By-laws, Impact shall not carry on any other activities not permitted to be carried on by a corporation (a) exempt from Federal income tax under Section 501(c)(3) of the Internal Revenue Code of 1965 (or the corresponding provision of any future United States Internal Revenue law) or (b) contributions to which are deductible under Section 170(c)(2) of the Internal Revenue Code of 1986 (or corresponding provision of any future United States Internal Revenue law). No substantial part of the activities of Impact shall be the carrying on, or otherwise attempting to influence legislation, and Impact shall not participate in, or intervene in any political campaign on behalf of, or in opposition to, any candidate for public office.

Section 1.04 No Private Benefit

Impact does not contemplate pecuniary gain or profit for its Members (defined below) and is organized solely for non-profit purposes. No part of the net earnings of Impact shall inure to the benefit of or be distributable to any individual or to its Board (as defined below), officers or other individuals having a personal and private interest in the activities of Impact, except that Impact shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth herein. The balance, if any, of money received by Impact from its operations, after the payment in full of all debts and obligations of Impact and subject to maintaining reasonable reserves for ongoing operations, shall be used and distributed exclusively for the charitable, scientific, and educational purposes described in these By-laws.

Section 1.05 Colors

The representative colors of Impact shall be white and black and may include gold trim.

Section 1.06 Affiliation

Impact shall be an affiliated member of, and shall comply with the authority of, the Utah Youth Soccer Association (“UYSA”) and may be an affiliated member of the United States Soccer Federation (“USSF”), and/or United States Club Soccer (“USCS”), and/or the United States Youth Soccer Association (“USYSA”).

Section 1.07 Territories and Boundaries

The primary territory of Impact shall be the geographical area of the Skyline, Highland, Olympus, and Cottonwood high schools but Impact will permit participation on its teams by any coach or player authorized to participate in youth soccer under the rules and regulations of the Utah Youth Soccer Association. Impact contemplates the possibility of future expansion and may establish teams in any area authorized by the Board.

Section 1.08 Structure

1. Governance. Impact shall be governed by these By-laws as amended from time to time by the Board. The governing authority of Impact shall be the Board of Directors (the “Board”) which will consist of no less than three individuals and no more than nine individuals. All other officers and positions required to conduct the business of Impact shall be selected and approved by the Board.

2. Membership. Membership in Impact shall be open to all teams desiring to affiliate, with each properly constituted and registered team being a “Member” of Impact. An individual coach, referee or administrator may also become a Member of Impact through his or her registered affiliation with a team or directly with Impact and his or her designation as a Member by the Board. Anyone occupying an executive or administrative position with Impact as described in Article 2 shall be a Member and, subject to approval of the Board, Impact may admit to membership any person or team willing to comply with the rules and regulations imposed by the organizational documents of Impact and these By-Laws and any policies

established by the Board. All Members will always act in a manner to foster and protect the interests of Impact.

3 General Organization. The general organization will establish a recreation program for boys and girls ages 5 to 14, which will be administered by the Club through the Director of Recreation, a competition program for boys and girls ages 10 to 18 which will be administered by the Club through the Director of Competition and the Utah Youth Soccer Association, and a soccer academy for boys and girls ages 9 and 10 which will be administered by the Club through the Director of Coaching.

ARTICLE 2 OFFICES

Section 2.01 Executive Positions and Responsibilities.

1 Executive Offices. The principal executive positions of Impact shall be:

a. President: The President shall be a voting member of the Board and chair of Board meetings elected by the Board. The President's role is to provide leadership for the Board. The President is responsible for all day-to-day operations of the Club and for implementing the policy and strategy set by the Board.

b. Treasurer: The Treasures shall be a voting member of the Board. The Treasurer's role is to manage all financial and accounting records and affairs of the Club including, budgeting, reporting, the receipt and disbursement of Club funds, taxes and tax returns; interfacing with the IRS and similar governmental organizations. as deemed appropriate by the Club's Board of Directors in the normal course of business.

c. Director of Competition. The Director of Competition shall be a voting member of the Board. The Director of Competition is responsible for the oversight and management of the welfare and development of the competition program at Impact, including carrying out all Club policies and strategies established by the Board and day-to-day operations, management and administration for the competition program of play, and providing support to, and oversight of, the Director of Coaching.

d. Director of Recreation: The Director of Recreation shall be a voting member of the Board. The Director of Recreation is responsible for the oversight and management of the welfare and development of the recreation program at Impact, including carrying out all Club policies and strategies established by the Board and day-to-day operations, management and administration for the recreation program of play.

e. Director of Academy: The Director of Academy shall be a voting member of the Board. The Director of Academy is responsible for the oversight and management of the welfare and development of the Impact Academy, including carrying out all Club policies and strategies established by the Board and day-to-day operations, management and administration for the Impact Academy.

2 Governing Authority. Between meetings of the Board, the governing authority of Impact shall be the President or the Director of Competition, with respect to competitive teams, or the Director of Recreation, with respect to recreation teams. When the President is

absent, the order of leadership, for the purpose of conducting necessary business, shall be the Director of Recreation followed by the Director of Competition. With respect to Impact's affiliation with the Utah Youth Soccer Association, at the State Annual General Meeting, the President shall retain weighted voting rights as established in the UYSA By-laws.

3. Election and Term of Office of Principal Officers. The principal officers of the Club shall be elected annually by the Board at the first meeting of the Board held after each annual meeting of the Members. If the election of officers shall not be held at such meeting, such election shall be held as soon thereafter as convenient. Each officer shall hold office for a the period identified in Exhibit "A", "Job Descriptions", attached hereto and until his or her successor shall have been duly elected or until his or her death, or until he shall resign, or shall have been removed by the Board.

4. Removal. Any officer or agent elected or appointed by the Board may be removed by the Board, whenever in its judgment the best interests of the Club would be served thereby. Election or appointment of an officer or agent shall not of itself create any contract rights.

5. Vacancies. A vacancy in any office because of death, resignation, removal, disqualification, or otherwise, may be filled by the Board for the unexpired portion of the term.

Section 2.02 Administrative Positions and Responsibilities.

1 Administrative Offices. The principal administrative offices of Impact shall be:

a. Director of Coaching: The Director of Coaching's role includes responsibility for recruiting, selecting and retaining all competition coaches, providing a continuing education program for competition and recreation coaches, establishing and implementing the competition player evaluation and progress program, and setting the overall coaching strategy and philosophy of the Club.

b. Field Manager. The Field Manager will be responsible for all fields under the control of the Club, including contact with the schools and other public organizations to secure access to the field space; assignment of teams to fields for youth and competition play for training and games, for field layout, marking and setup (set up for youth play only) and for the primary definition and planning of field improvement projects.

c. Equipment Manager. The Equipment Manager will be responsible for management, maintenance, and accounting for all Club equipment, and will be the primary interface with equipment suppliers and will assist the competition teams with ordering uniforms when requested.

d. Communications Manager. The Communications Manager will be responsible for all external Club communications including, publication and advertising for tryouts and registration, establishment and maintenance of the Club's website.

e. **Secretary.** The Secretary will be responsible for all communication for meetings of the Board and preparation of minutes for Board meetings. The Secretary serves as an administrative assistant to the President for internal management and communications and accepts other assignments from the President and the Board as required.

f. **Recreation Registrar.** The Recreation Registrar will assist the Director of Recreation in all matters relating to organization of recreation teams, registration of players and teams, scheduling of games for the recreation program of play and coordinating the collection of registration fees with the Treasurer. Any issues regarding registration or finances shall ultimately be the responsibility of the Director of Recreation.

g. **Competition Registrar.** The Competition Registrar will assist the Director of Competition in all matters relating to competition tryouts, organization of competition teams, registration of players and teams, and coordinating the collection of registration fees with the Treasurer. Any issues regarding registration or finances shall ultimately be the responsibility of the Director of Competition.

h. **Tournament Director.** The Tournament Director will be responsible for the organization, management and success of the annual Impact United Soccer Tournament.

i. **The duties, terms, and qualifications of each such position may be further defined by Exhibit “A” entitled “Job Descriptions”, attached hereto, and which may be amended from time to time upon approval by the Board.**

2 Appointment. The persons occupying the administrative offices of the Club shall be engaged as independent contractors by the Board from time to time as needed. These persons shall be engaged for such compensation and other terms and conditions as the Board determines and shall serve at the pleasure of the Board.

ARTICLE 3 BOARD OF DIRECTORS

Section 3.01 General Authority. The Board shall be responsible to set and establish all Club policies, approve programs of play, approve requests for membership, determine the fee structure for the recreation, competition and soccer academy programs and otherwise direct all the activities of Impact.

Section 3.02 Term of Service. After election, each member of the Board of Directors shall serve for the term identified in Exhibit “A”, “Job Descriptions”, attached hereto and which may be amended from time to time by the Board.

Section 3.03 Regular Meetings. The Board shall hold meetings on such schedule and at such times and places as determined by the Board and will endeavor to hold no less than six meetings in each calendar year. No notice, other than notice to all of the members of the Board, is required for such meeting Special Meetings.

Section 3.04 Special Meetings. Special Meetings may be called by the President at any time, and shall be called by the President at the request of not less than one-half of all of the members of the Board.

Section 3.05 Manner of Acting. Except as otherwise provided in these Bylaws, the act of the majority of the members of the Board present at a meeting at which a quorum is present shall be the act of the Board. Members of the Board may participate in a meeting of the Board by means of conference telephone or similar communications equipment by which all persons participating in the meeting can hear each other at the same time. Such participation shall constitute presence in person at the meeting. Any action which may be taken at a meeting of the Board may be taken without a meeting if the consent in writing, setting forth the action so taken, shall be signed by all of the members of the Board entitled to vote with respect to the subject matter thereof and shall be filed with the minutes of proceedings of the Board. Such consent shall have the same effect as a unanimous vote and may be stated in any articles or document filed pursuant to law.

1. Voting Rights. Each member of the Board is entitled to one vote on all matters for which a vote is determined to be required by the Board. In the event of a tie vote, the President shall cast the deciding vote.

2. Quorum. Fifty percent of the members of the Board must be present in person or by proxy in order for a quorum to exist. If a quorum is not established at a Board meeting, a new meeting date shall be set by the members at the meeting and the meeting shall be adjourned. If, at the second meeting, a quorum is not established, then the number of members present in person or by proxy, so long as at least three are present, shall constitute a quorum. The members present at a duly organized meeting may continue to transact business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum.

Section 3.06 Interim Members of the Board. The Board shall have the power to appoint a new member of the Board at any time a seat authorized by the Articles of Incorporation of Impact is vacant. A member so appointed shall serve until the next annual general meeting. If after a vote, the new member of the Board is retained, the term of service shall continue through the period defined for that position.

Section 3.07 Absence. Should any member of the Board absent himself/herself unreasonably from three consecutive meetings of the Board without sending or informing the President or Secretary, or other member of the Board, stating his/her reason for the absence, or if his/her excuse should not be accepted by the members of the Board, his/her seat of the Board may be declared vacant and the President may forthwith proceed to fill the vacancy.

Section 3.08 Vacancies. The election shall be held within 60 days after the occurrence of the vacancy. The person so chosen shall hold office for the remaining term of the person whose vacancy is being filled. The vacancy will be posted 30 days before the vote. The names of any Club member interested in the position must be submitted at least five days before the vote.

Section 3.09 Removal of Board Members. Any one or more of the Board Members may be

removed either with or without cause, at any time, by a vote of two-thirds of the Board.

Section 3.10 Grievance Procedure: The Board shall also act as a committee charged with the review and disposition of any grievance filed with the Board with respect to the operations of the Club or the conduct of any member of the Board, Member, coach, officer or agent.

1. **Complaints.** Complaints must be in writing, signed and dated.
2. **Review Period.** Within 45 days of receipt of a grievance, the Board will undertake such fact finding as it deems necessary.
3. **Resolution.** Final written resolution shall be provided to all interested parties within 15 days of the conclusion of the fact-finding period.

ARTICLE 4 ANNUAL MEETING

Section 4.01 Purpose. The principal purpose of the annual general meeting is to provide the Members with an overview of the activities of the Club since the last general annual meeting and the activities proposed to be undertaken by Board in the coming year. In addition, at the general annual meeting the Members shall elect the Board and take up any other business of Impact not specifically delegated to the Board.

Section 4.02 Annual General Meeting. The Board shall hold an annual general meeting of the Members of Impact at a time and a location determined by the Board. Notice of such meeting will be posted on the Impact Website not less than 10 nor more than 60 days prior to the meeting.

1 Manner of Acting. Except as otherwise provided in these Bylaws, the act of the majority of the Members present at a meeting at which a quorum is present shall be the act of the Members.

2. Voting Rights. Each individual who has been recognized by the Board as a Member is entitled to one vote for all Club voting purposes at the annual meeting. Each member of the Board shall be entitled to one vote for all Club voting purposes at the annual meeting. Each competition team that is a Member will be entitled to one vote and each recreational team that is a Member will be given a pro rata share of a number of votes equal to the number of competition teams so that the total number of votes that can be exercised by all of the competition teams and the total number of votes that can be exercised by all of the recreational teams are equal.

3. Quorum. A quorum shall be deemed to exist at the annual meeting if a majority of the members of the Board are present. A majority of the eligible votes cast shall be required to decide an issue. In the case of a tie vote, the President shall cast the deciding vote. If a quorum is not established at a meeting, a new meeting date shall be set by the Board at the meeting and the meeting shall be adjourned. If, at the second meeting, a quorum is not established, then the number of those members of the Board present in person or by proxy, so long as at least three are present, shall constitute a quorum. The members present at a duly organized meeting may continue to transact business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum.

4. Proxies. At all meetings of Members, a Member may vote by proxy executed in writing by the Member or by his duly authorized attorney-in-fact. Such proxy shall be filed with the Board before or at the time of the meeting. No proxy shall be valid after eleven (11) months from the date of its execution, and shall be on a form approved by the Secretary.

5. Election of the Board. At each annual general meeting, an election will be held for those Director positions that are up for election that year. Members of the Board must be Members of the Club throughout their entire term and the loss of membership shall be deemed to be an immediate disqualification and act of resignation.

A. Nominations

- i. Prior to an election, the Board shall establish a Nominating Committee consisting of at least two members of the Board, and at least one Member.
- ii. At least twenty (20) days prior to the election, the Nominating Committee shall establish a list with at least one candidate for each position up for election.
- iii. Candidates must meet the Director qualifications found in Impact United policy.
- iv. At least fourteen (14) days prior to the election, candidates must submit a nomination packet including an information sheet, resume, and written acceptance of their nomination.
- v. The Nomination Committee shall make the list of candidates and packets available to voters at least seven (7) days prior to the election. Such information may be placed on the Impact United website.
- vi. Members may submit candidates and packets to the Nominating Committee at least twenty (20) days prior to the election.
- vii. There will be no nominations from the floor at the election meeting.

2. Amendments to the Articles of Incorporation. A proposal to amend the

Articles of Incorporation of Impact may be made by a member of the Board, must be submitted to the Board not later than 30 days prior to the annual general meeting, and must be posted on the Impact Website not later than 15 days prior to the annual general meeting. An amendment to the Articles of Incorporation shall be deemed adopted by a two-thirds majority of the votes present at the annual general meeting if a quorum is present. Amendments adopted at the annual general meeting shall be effective immediately unless otherwise specified.

Section 4.03 Rules of Order. The annual general meeting shall be conducted according to parliamentary procedures, with Robert's Rules of Order being the standard reference in the event of dispute.

ARTICLE 5 ADMINISTRATIVE, FISCAL AND LEGAL MATTERS

Section 5.01 Deposits. All funds of Impact not otherwise employed shall be deposited from time to time in such banks, trust companies or other depositories as the Board or the Treasurer, as authorized, may select.

Section 5.02 D & O Insurance. The Club shall secure comprehensive directors and officers liability insurance coverage to protect the Club, the officers and the Board from liability losses in such amounts and coverage as the Board may approve from time to time.

Section 5.03 Fiscal Year. The fiscal year of Impact shall begin on the 1st day of June and shall end on the 31st day of May in each year.

Section 5.04 Audit Schedule. As needed, the Board may select an independent Certified Public Accountant to audit the books and financial records of the Club. After completing the audit, the auditor shall submit an audit report to the Board.

Section 5.05 Contracts. The Board may authorize any officer or agent to enter into any contract or execute and deliver any instrument in the name of and on behalf of the Club, and such authority may be general or confined to specific instances.

Section 5.06 Loans. No loans shall be contracted on behalf of Impact and no evidence of indebtedness shall be issued in its name unless authorized by a resolution of the Board. Such authority may be general or confined to specific instances.

Section 5.07 Conflict of Interest. If any Member, member of the Board, officer or agent of the Club has a financial interest in any contract or transaction involving the Club which is being acted on by the Board or, such person shall disclose such interest prior to the action being taken and if such person shall abstain from voting on such matter. Such matter shall be approved by the vote of a majority of the disinterested remaining members of the Board. If such disclosure is not made, Impact shall have the right to void the transaction previously approved or to bring an action against the member benefiting from the same, as provided by law.

Section 5.08 Notices. Whenever any notice is required to be given under the provisions of these By-laws, a waiver of notice, signed by the person or persons entitled to such notice, whether before or after the time stated therein, shall be deemed equivalent to actual receipt of such notice.

Section 5.09 Indemnification.

1. Indemnity. Impact shall indemnify each of its present or former Board members, officers, employees, or official representatives, against all expenses actually and reasonably incurred by such person (including, but not limited to, judgments, costs and counsel fees) in connection with the defense of any pending or threatened litigation to which such person is, or is threatened to be made, a party because such person is or was serving in such capacity for Impact. This right of indemnification may also apply to expenses of litigation which is compromised or settled, including amounts paid in settlement, if the Board approves such settlement. Any person who seeks indemnification shall be indemnified if the individual acted in good faith and in a manner the individual reasonably believed to be in the best interests of the Club. The termination of any litigation by judgment, order, settlement, conviction, or plea of nolo contendere or its equivalent shall not, of itself, create a presumption that the individual did not act in good faith or in a manner the individual reasonably believed to be in best interests of the Club.

2. Amount of Indemnification. The Board will, after due deliberation and taking into account the financial resources and obligations of the Club for the remainder of the fiscal year in which indemnification is sought, determine the amount of money that might be available for indemnification. Any amount payable as indemnification pursuant to this Article may be determined and paid by the Club upon a determination by majority vote of the Board, not including those members who have incurred expenses in connection with the litigation for which indemnification is sought, that the individual in question has met the standard of conduct set forth in Section 1 above. If no such disinterested Board members are available, the required determination may be made either (a) by the lawyer representing the Club in a written opinion, or (b) by a majority vote of the Members of the Corporation.

3. Advancement of Expenses. Any expenses incurred by a qualified individual in connection with the defense of any litigation may be paid by the Club in advance of a final disposition of such litigation upon receipt of a written commitment by such person or repay the amount advanced if it is determined under Section 2 hereof that such person is not entitled to be considered for indemnification pursuant to this Article.

ARTICLE 6 AMENDMENT AND SAVINGS CLAUSE

Section 6.01 Amendment. These By-laws may be amended, repealed or altered in whole or in part, by the Members at any regular meeting or at any special meeting of the Members, where such action has been announced in the call and notice of such meeting. These By-laws may also be amended by the Board; provided that the amendments thus made shall have full force and effect from the day they are so made until the next meeting of the Members, at which time the Members may reject such amendments, and if the Members do not reject such amendments, said amendments shall continue in force and effect until the Members do reject the same.

Section 6.02 Savings Clause. Failure of literal or complete compliance with provisions of these By-laws with respect to dates and times of notice, or the sending or receipt of the same, or errors in phraseology of notice of proposals, which in the judgment of the Members at meetings held do not cause substantial injury to the rights of Members, shall not invalidate the actions or proceedings of the Board or other body so affected.

Attachment 1

Impact Job Descriptions

EXECUTIVE OFFICES

President

Term – 2 years (voted on even years)

Voting member – yes

The President of the Impact United Soccer Club provides leadership for the Club's Board of Directors. In that capacity, the president:

- Chairs Board of Directors meetings. Adheres to the agenda as provided by the Secretary with the input of the Board of Directors and approval of the President.
- Calls and chairs any special members meetings held
- Coordinates the activities of various board members
- As a board member, recommends new or changes to policy
- Oversees any vote held by the Board of Directors
- Establishes administrative procedures to ensure club policies are carried out
- Represents the Club to UYSA officials or other UYSA clubs
- Represents the Club at the UYSA AGM
- In absence, the order of leadership for the purpose of conducting necessary business shall be Director of Competition, Director of Recreation, and Director of Soccer Academy.
- In conjunction with the Treasurer, approves the expenditures of the Club in order to act as a check and balance for those spending the finances of the Club.
- In order to be eligible as President, you must have served as a board member in the past for at least one year.

Director of Competition

Term – 2 years with 6 month overlap (voted on odd years)

Voting member – yes

The Director of Competition is responsible for the vision, oversight and management of the welfare and development of the Competition Program. Responsibilities include:

- With the assistance of the Competition Committee, direct and advise the Treasurer.
- With the assistance of the Competition Fields Coordinator, ensure that adequate fields are available and properly scheduled for all competition teams registered.
- With the assistance of the Director of Academy, ensure that the Academy program is being run in a manner that is parallel and complementary with the direction and management of the Competition Program.
- Coordinates with the Director of Coaching to ensure that there is proper training of all competition players.
- With the assistance of the Equipment Manager and Uniform Coordinator, ensure that the registered teams have proper equipment and uniforms.
- Oversees the competition tryout process with the assistance of the Competition Committee.
- If such occur, resolve disputes between a coach and the Director of Coaching.
- Develops and implements a budget for the competition program which shall be reviewed and approved by the Board of Directors. In the event that the budget is not approved by the BOD, the Director shall revise the budget until it can be approved by the BOD. Throughout the year, the Treasurer assists in tracking and ensuring the expenditures of the program are in accordance to the approved budget.
- With assistance of the Impact Manager and Registrar, ensures that registration fees are collected from competition players and that UYSA freezes are documented.
- Approves, or denies, scholarship requests for competition players per the scholarship policy.
- Is authorized to approve all expenses noted in the BOD approved budget. Any single expenses in excess of \$500 that are not specified in the budget shall be approved by the Treasurer and the President prior to being approved.
- Helps maintain the club coaches' compensation matrix. Each year prior to August 1, the Director shall review each team's budget to ensure that the compensation matrix is being upheld.

Upon determination by the Board, this Director position may be split into two positions, a Director of Competition – Boys, and a Director of Competition – Girls. The duties and responsibilities shall be the same for each.

Director of Academy (Boys and Girls)

Term – 2 years with 6 month overlap (voted on even years)

Voting member – yes

The Director of Academy is responsible for the vision, oversight and management of the welfare and development of the Soccer Academy Program. Responsibilities include:

- With the assistance of the Competition Committee, direct and advise the Treasurer
- With the assistance of the Competition Fields Coordinator, ensure that adequate fields are available and properly scheduled for all soccer academy teams registered.
- Ensure that the Academy program is being run in a manner that is parallel and complementary with the direction and management of the Competition Program.
- Coordinates with the Director of Coaching to ensure proper training of Academy players and trainers.
- With the assistance of the Equipment and Uniform Coordinator, ensure that the registered teams have proper equipment and uniforms.
- Oversees the registration process with the assistance of the Competition Committee.
- If such occur, resolve disputes between a trainer and the Director of Coaching.
- Approves, or denies, scholarship requests for competition players. The rule of thumb shall be 2 scholarship maximum per team and 1 scholarship maximum per family.
- Develops and implements a budget for the competition program which shall be reviewed and approved by the Board of Directors. In the event that the budget is not approved by the BOD, the Director shall revise the budget until it can be approved by the BOD. Throughout the year, the Treasurer assists in tracking and ensuring the expenditures of the program are in accordance to the approved budget.
- Is authorized to approve all expenses noted in the BOD approved budget. Any single expenses in excess of \$500 that are not specified in the budget shall be approved by the Treasurer and the President prior to being approved.
- With assistance of the Impact Manager, ensures that registration fees are collected from Academy players and ensures UYSA freezes are documented.
- Establishes and maintains the trainer fee schedule.
- Coordinates trainer and volunteer schedules throughout the year.
- Oversees and coordinates recruiting and advertising efforts with the Impact Manager, Director of Recreation and the general public.

Director of Recreation

Term – 2 years with 6 month overlap (voted on even years)

Voting member – yes

The Director of Recreation is responsible for the oversight and management of the health and welfare of the Recreation Program. Responsibilities include:

- With the assistance of the Recreation Committee, direct and advise the Treasurer
- With the assistance of the Director of Communications and Referees, direct and advise the Referee Coordinator and Communications Coordinator
- With the assistance of the Director of Equipment and Fields, direct and advise the Fields Coordinator and Equipment Manager
- Organize a Recreation Committee and clearly define responsibilities of each member based on their position.
- Organize and lead discussion for Recreation Committee Meetings as deemed necessary.
- Oversees the recruiting of parent coaches who are able to teach the game.
- Organize and oversee biannual Recreation Coaches Meetings.
- Help promote the competition program and the Soccer Academy as the next step in player development
- Select photographer for annual photo sessions. Communicate needs of Impact United and ensure all teams are represented.
- Select and order awards for distribution in spring season.
- Attend monthly Impact United Board of Directors Meeting; offering positive influence to discussions.
- Support annual Registration Events, Equipment Distribution, Equipment Return, Referee Meetings, and Referee Clinics.
- With assistance of the Recreation Registrar, ensures that registration fees are collected from recreation players. Those players in default of registration fees shall have their UYSA registration frozen prior to competition tryouts. When fees are paid, or after one year of time after the freeze has been implemented, the freeze shall be lifted.
- Approves, or denies, scholarship requests for recreation players.
- Develops and implements a budget for the recreation program which shall be reviewed and approved by the Board of Directors. In the event that the budget is not approved by the BOD, the Director shall revise the budget until it can be approved by the BOD. Throughout the year, the Treasurer assists in tracking and ensuring the expenditures of the program are in accordance to the approved budget.
- Is authorized to approve all expenses noted in the BOD approved budget. Any single expenses in excess of \$500 that are not specified in the budget shall be approved by the Treasurer and the President prior to being approved.

Treasurer

Term – 2 years with 6 month overlap (voted on odd years)

Voting member – yes

The Treasurer is responsible to coordinate on a regular basis with the Directors of Recreation, Competition and Academy. The Treasurer shall report monthly at the Board of Directors meetings on the status of the club finances. The Treasurer shall maintain the financial records and control the receipt and disbursement of club funds as deemed appropriate by the Club's Board of Directors in the normal course of business. The Treasurer shall perform the following:

- Present club income and expense report for monthly Board of Directors meetings.
- Provide income and expense report with budget comparisons for Directors of Recreation, Competition and Soccer Academy at monthly Board of Directors meetings.
- Coordinate with the accountants responsible for the input of financial data
- Prepare and present annually (prior to AGM) a financial statement in compliance with generally accepted accounting principles and the financial status of the club to the BOD.
- On or before May 1 each year, with the assistance of the Directors of Recreation, Competition, and Soccer Academy, implement the Board of Directors the annual budget based on previous expenditures and income and anticipated expenditures.
- Assist the accountant in preparing and filing with the necessary regulatory agencies the required documents, such as tax returns or statements of funds activity, which are required by state and federal laws.
- Deposit all funds and securities in the name and to the credit of the club in an authorized bank or depository.
- Keep in appropriate books an accurate account of all money received and paid out.
- Design a procedure for what will be done with the money during and after the registration process. The Treasurer should verify the amount of money that was collected in cash, checks and credit cards and reconcile the total amount against the number of registration made.
- Write the appropriate account code on the face of each check.
- Give a report of the funds, receipts, and disbursements of the club annually or at such other times as requested by the President or by the Board of Directors.
- Deposit all the funds collected by the club in the club's checking account.
- Obtain President's or other signatory's signature (two signatures are required on every check) as required and issue checks to pay for the club's expenditures. A receipt, invoice, or other documentation should substantiate all checks.
- Immediately notify the a President and Board of Directors of any procedural violations or fiscal irregularities
- Turn over all the Impact United checkbooks, documentation, receipts,

invoices, etc. to the President when leaving the job.

- Develop investment and spending strategies to assist in long-term financial stability and value.
- Assists Directors of Recreation, Competition and Soccer Academy in tracking budget expenditures by providing budget reports at each Board of Directors meetings.
- Acts as a check and balance for those spending the finances according budgets of the Club.

Director of Legal Affairs

Term – 2 years with 6 month overlap (voted on even years)

Voting member – yes

The Director of Legal Affairs shall be a voting member of the Board. The Director of Legal Affairs shall be responsible for the oversight of compliance with state and federal regulations and these by-laws.

ADMINISTRATIVE OFFICES

Impact Manager

Term – 2 years

Voting member – no

The Manager is responsible to coordinate all Impact administration, registration and communication functions for the Club to ensure Impact is operating efficiently and professionally. The Manager will work directly with the Board of Directors, the Field Manager, the Equipment Manager, as well as the Competition, Recreation, Academy and Tournament programs. The Manager shall report monthly at the Board of Directors meetings on the status of all programs.

Administration Duties

- Work with the Registrar and the Director of Academy to coordinate, organize, communicate and run all administrative aspects of Impact Academy.
- Answer phone calls and emails, and distribute messages.
- Primary point of contact for all phone calls and e-mails relating to club competition business. Response within 24 hours. (Mon-Sat 9:00am -6:00pm)
- Update Impact Bylaws, policies and procedures and job functions annually.
- Oversee payroll.
- Review time sheets.
- Control correspondences.
- Keep organizational memberships current.
- Attend monthly Board of Directors meetings.
- Keep records of all official Impact documents.
- Keep a record, containing the names, alphabetically arranged, of all persons who are members of the club, showing their places of residence, and such book shall be open for inspection as prescribed by law.
- Have the charge of such books, documents and papers as the Board of Directors may determine.
- Assist the Director of Academy and the Competition Committee in setting up and organizing an Impact week-long summer camp.
- Assist the Tournament Coordinator as requested by the Board.
- Coordinate grant applications and complete necessary follow-up correspondence.

Communication Duties

- Responsible for the communication of programs, tryouts, schedules, programs and other sponsored events as deemed necessary by the Board of Directors to the club members
- Publishing and distributing mailers (typically two to three postcards per year). These mailers are bulk mailed to every household of a member of the club.
- Maintaining the official Impact United club web site by providing needed information to those contracted to maintain the web site. The web site shall be updated at least monthly with a notice of upcoming meetings, start of season, training sessions, playing schedules, and the like.

- Coordinate and negotiate the hanging of Impact United advertisement banners prior to registration events and special events as deemed necessary by the Board of Directors
- Coordinate with the President, Registrar, Director of Competition, Director of Recreation, Director of Academy, Field Coordinator, Referee Coordinator, and Tournament Coordinator as necessary to determine what needs to be conveyed to the club members.
- Prepare all instructions and communications necessary for the registration of competition and academy teams.
- Create innovative ideas and develop programs to promote the Club through advertising and social media.
- Update Website with current information.
- Create, write and distribute a Quarterly Newsletter or equivalent website communication.

Registrar Duties

- Work with the Registrar to coordinate competition player and coach registration.
- Ensure that registration fees are collected from competition players and that UYSA freezes are documented.
- Help coordinate winter training facilities and player cost per session.
- Assist the registrar to train team managers.

Competition Registrar

Term – 2 years

Voting member – no

Duties include:

- Coordinate competition player and coaches registration.
- Responsible for overseeing competition and “X-League” registration throughout the year.
- Primary point of contact for all phone calls and e-mails relating to registration within the competition program. Response within 24 hours. (Mon-Sat 9:00am -6:00pm)
- Maintain voice mail (update voice messages as needed).
- Primary interface between the registration organization of UYSA and the competition organization of Impact United Soccer Club.
- Attend external Club meetings, UYSA meetings, trainings etc. as needed.
- Develop and maintain positive relationships/communication with coaches, parents and players.
- Develop and maintain a current office supply inventory list.
- Purchase all competition office supplies with Director of Competition’s approval.
- Verify all competition player ages prior to team placement.
- Verify all registration fees have been collected from each competition player prior to fall season play and provide an accounting of numbers of players and income to the Treasurer and Director of Competition.
- Attend and provide volunteers for registration events and other special events.
- Attend Fall and Spring Coaches Meetings.
- Coordinate and report administration activities with Treasurer.
- Maintain the Impact competition player and coaching staff and volunteer database.
- Coordinate the number of teams within each age group and their coaches with the Equipment Manager
- Ensure that, for each registration event, there is a reconciliation of registration forms and fees charged balanced against monies collected, and confirm this with the Treasurer before the close of the event
- Verify that the treasurer has sent in payment to UYSA for the number of recreation players registered Select and coordinate signup location(s)
- Maintain a waiting list for players who sign up after teams are balanced and filled
- Communicate with the Treasurer regarding registration status
- Support all Impact United Club policies.
- Keep information under lock and key.
- Develops and implements a budget for the recreation program which shall be reviewed and approved by the Board of Directors. In the event that the budget is not approved by the BOD, the Director shall revise the budget until it can be approved by the BOD. Throughout the year, the Treasurer assists in tracking and ensuring the expenditures of the program are in accordance to the approved budget.

- With assistance of the Impact Manager, ensures that registration fees are collected from competition players and ensures UYSA freezes are documented.
- Help coordinate winter training facilities and player cost per session.

Recreation Registrar

Term – 2 years

Voting member – no

The Impact position of Registrar is responsible for planning and implementation of annual registration of players and volunteers. The registrar is expected to:

- Responsible for overseeing registration throughout the year.
- Primary point of contact for all phone calls and Emails relating to the business of the Recreation program. Response within 4 hours. (Mon-Sat 9:00am -6:00pm)
- Maintain voice mail (update voice messages as needed).
- Maintain the Impact United recreation soccer line (582-KICK).
- Monitor Email RecRegistrar@ImpactUnited.com
- Provide information and assistance for all coaches, players and parents, relating to the business of the recreation program (i.e. complaints, Club policies, special player needs/requests, etc.).
- Primary interface between the registration organization of UYSA and the recreation organization of Impact United Soccer Club.
- Attend external Club meetings, UYSA meetings, etc. as needed.
- Develop and maintain positive relationships/communication with coaches, parents and players.
- Develop and maintain a current office supply inventory list.
- Purchase all recreation office supplies with Director's approval.
- Verify all recreation player ages prior to team placement.
- Be responsible for all team formations - match players to special Requests and/or Team Codes.
- Find, assign, and secure Coaches for teams.
- Organize Team Pictures and Awards schedule. Be responsible for coordinating distribution.
- Create Game Schedules
- Work closely with Fields Coordinator to effectively utilize available fields.
- Proof read all game schedules for accuracy.
- Post game schedules to all recreation coaches through the Online Team Pages.
- Print or otherwise supply Schedules to referee coordinators, field manager, and director.
- Attend and provide volunteers for registration events and other special events.
- Attend Fall and Spring Coaches Meetings.
- Provide administrative support for the entire recreation program (i.e. timelines, etc.)
- Attend Impact Recreation Committee Meetings.
- Maintain the Impact player and coaching staff database
- Coordinate practice times and locations with all teams.
- Communicate roster verification to all recreation coaches mid-October and mid-May.

- Coordinate the number of teams within each age group with the Equipment Manager
- Ensure that, for each registration event, there is a reconciliation of registration forms and fees charged balanced against monies collected, and confirm this with the Treasurer and Director of Recreation before the close of the event.
- Verify that the Treasurer has sent in payment to UYSA for the number of recreation players registered Select and coordinate signup location(s)
- Keep current count of registered players and volunteers
- Maintain a waiting list for players who sign up after teams are balanced and filled.
- Communicate with the Treasurer regarding registration status.
- Support all Impact United Recreation and Club policies.
- Keep information under lock and key.

Tournament Coordinator

Term – 4 years

Voting member – no

The Tournament Coordinator is responsible for the organization and success of the annual Impact United Soccer Tournament. The Tournament Coordinator is appointed by and reports to the Board of Directors. Responsibilities:

- Produce a competitive, well attended, and profitable tournament that brings interest and revenue to the Impact United Soccer Club.
- Prepare and submit anticipated budget by March of the tournament year. Obtain approval of all major expenses (anything over \$250.00) from the Board of Directors for any purchase not in the original budget.
- Decide on day-to-day operational issues. All major decisions relating to the tournament shall first be discussed and approved by the Board. Major decisions include but are not limited to: vendors, partners, sponsors, major expenses exceeding \$250.00, non-club affiliated personnel associated with the tournament or others who benefit from tournament revenues.
- Advertise and promote the tournament through the internet and other media. All methods of advertisement should be first approved by the Board. Efforts should be made to first use the Impact website, and then if alternate internet advertising is used (after approval by the Board) it should direct traffic back to the Impact Website. No separate websites shall be created or used for the purposes of the Impact Tournament.
- Starting in March, provide a monthly status report to the Board that include: status of teams registered, budget review and expense approval requests, updates on partners, sponsors, and vendors involved in the tournament, requests for assistance from the club or Board members as needed, and any other relevant tournament related items.
- Provide receipts and official accounting for all expenses related to the tournament, expended on behalf of the tournament.
- Coordinate tournament registration including on-line registration program with assistance of Treasurer, Registrar and the Impact Manager.
- Determine tournament flights, pairings and tee times.
- Set up scoring processes and print score cards.
- Ensure fields are properly set up for tournament games including nets, flags, and properly marked lines.
- Coordinate referees, including compensation packages, food and beverage allotments, and competency of personnel.
- Create and oversee tournament committees such as: Finances, Budget, Fields, Referees, Scheduling, Tournament check-in, Concessions.
- Participate with other club personnel in the performance of duties related to the tournament.
- Ensure the snack bar and tournament refreshment stations are run by the club with all proceeds benefiting the club or team sponsors from the club.
- Coordinate all vendors.

- Arrange for the participation of sponsors and tournament underwriters.
- Submit a final tournament report including number of teams participating and finance balance sheet with actuals.
- Advise on improvements for the next tournament.

Equipment Manager (One for Recreation and One for Competition)

Term – 1 year

Voting member – no

The Equipment Manager maintains inventory of all club purchased equipment including (but not limited to):

- Field Equipment: Goals, Nets, weight bags (or anchors), flags
- Coaching Equipment: Balls, Pennies, Cones, Mesh Bags, Goalie Shirts & Gloves
- Works directly with town vendors on jerseys. This includes twice-a-year inventory of store contents, review of reimbursement records, ordering of new stock and other miscellaneous issues such as resolving quality problems.
- Determine needs for field equipment. Places orders when needed upon acquiring approval of the Board of Directors and Treasurer
- Distributes coaching equipment at coaches meeting
- Responds to emails/phone calls about equipment issues

Field Coordinator

Term – 1 year

Voting member – no

The Field Coordinator shall be responsible for the procurement, maintenance and coordination of use of fields for both the recreation and competition programs of the club. Responsibilities:

- Plan, negotiate and schedule field use for practices and games, including fall and spring outdoor play
- Plan field needs based on anticipated number of teams
- Negotiate with Schools, city and county jurisdictions and private land owners for available fields and times and securing contracts where possible
- Maintain a master list of fields and contract information
- Schedule practices and games, including makeup games
- Assess the conditions of playing and practicing fields prior to scheduling and negotiating
- Coordinate practice times and locations with all teams
- Manage field equipment setup at the beginning of the season as coordinated with the Equipment Manager. This includes: Selecting dates and times and coordinating with volunteers, moving goals into position, tightening nuts and bolts, hanging nets on goals that do not have nets or need replacements, distributing weight bags or anchors.
- Manage field equipment take-down at the end of the season including the removal nets (if deemed necessary) and the moving goals off fields and securing (if deemed necessary).
- Arranges for goal repairs.
- Arranges for goal movement when necessary.
- Coordinate the line striping of the fields.

Secretary of the Board

Term – 2 year with 6 month overlap (voted on odd years)

Voting member – yes

Paid Position - no

The Secretary is responsible for the organization of the Board of Directors meetings, Club documentation, Articles of Incorporation, documentation of Non-Profit status and Bylaws. Responsibilities:

- Schedule and communicate monthly Board of Director meetings.
- Prepare agenda for Board of Director's meetings with input from the Board of Directors and the Director of Administration.
- Facilitate the Board of Director's meetings.
- Record and disseminate of the Board of Director's meeting minutes.
- Work with the Impact Manager to ensure Impact documents are organized, updated and properly maintained as required by the Director of Legal Affairs.

Competition Committee Members

President

Director of Competition

Director of Academy

Impact Manager

Competition Registrar

Director of Coaching

Director of Technical Development

Director of Coaching – Boys and Girls

The Director of Coaching is responsible for the development and management of coaches within the Competition and Recreation Programs. Responsibilities:

- Oversee the technical, tactical, physical and psychological soccer aspects and overall direction of the club.
- Mentor Impact United's Competition coaches.
- Organize and conduct annual spring competition team tryouts.
- Promote player and coach involvement in tournament play.
- Oversee the organization of teams within each age group.
- Build ties between teams in each age group through combined practice sessions and similar activities.
- Monitor the conduct of the club's Soccer Academy (U7-U11 Pre-competition) Program by working with the Program's director, observing practice sessions and interacting with the participants.
- Continually improve the club's training staff to serve as a vehicle for improving both competition and recreational coaches
- Recruit both competition and recreational coaches as well as trainers in order to steadily improve club-wide coaching quality.
- Focus on improving recreational coaching by scheduling and conducting recreational coaches training sessions as well as summer clinics/mini camps for recreational players.
- Attend impact United board meetings to report on the state of club competition and recreational coaching.
- Attend the UYSA Annual meeting.
- Attend monthly Competition Committee meetings.
- Author a quarterly club website article associated with team building, coaching techniques, proper nutrition, safety tips and related topics
- Represent Impact United at various Utah Youth Soccer Association events, including fall and spring alignment meetings and other UYSA sponsored events, Olympic Development Program Meetings and training sessions and other conferences and gatherings related to special community soccer activities.
- Conduct Semi-annual pre-season coaches meetings.
- Pursue continuous educational opportunities, with the support of the club.

Director of Technical Development

The Director of Technical Development reports to the Director of Coaching.

Responsibilities:

- Provide input on the technical, tactical, physical and psychological soccer aspects and overall direction of the club.
- Attend at least two practices of each Competition and Academy team.
- Give feedback to the Competition Committee on training deficiencies and needs.
- Create new and innovative ways to improve training for all teams.
- Teach coaches creative training sessions.
- Conduct training for teams when requested by a coach.
- At the Direction of the Technical Director and Director of Competition other responsibilities may include:
 - Mentor Impact Competition coaches.
 - Organize and conduct annual spring competition team tryouts.
 - Promote player and coach involvement in tournament play
 - Oversee the organization of teams within each age group.
 - Build ties between teams in each age group through combined practice sessions and similar activities.
 - Monitor the conduct of the club's Soccer Academy (U7-U11 Pre-competition) Program by working with the Program's director, observing practice sessions and interacting with the participants.
 - Continually improve the club's training staff to serve as a vehicle for improving both competition and recreational coaches.
 - Recruit both competition and recreational coaches as well as trainers in order to steadily improve club-wide coaching quality.
 - Improve recreational coaching by scheduling and conducting recreational coaches training sessions as well as summer clinics/mini camps for recreational players.
 - Attend monthly Competition Committee meetings.
 - Author a monthly club website article associated with team building, coaching techniques, proper nutrition, safety tips and related topics
 - Represent Impact United at various Utah Youth Soccer Association events, including fall and spring alignment meetings and other UYSA sponsored events, Olympic Development Program Meetings and training sessions and other conferences and gatherings related to special community soccer activities.
 - Conduct Semi-annual pre-season coaches meetings.
 - Pursue continuous educational opportunities, with the support of the club.