**REDFORD SOCCER CLUB**

**ADMINISTRATION MANUAL**



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**Introduction**

 The purpose of this manual is to assist the officers of the Redford Soccer Club (RSC) in the performance of their duties and to fulfill the requirements of the Constitution and Bylaws of the Club. According to the Bylaws, changes in policies should be done by the members once per year at the beginning of each fiscal year. The period from July 1-June 30 is the RSC fiscal year.

Mission Statement:

 The Redford Soccer Club promotes good sportsmanship in youth soccer by promoting and coordinating youth soccer within the Township of Redford. Our motto is “Fun First, Competition Second.”

**Section 1. Institution of Redford Soccer Club**

**Constitution of the REDFORD SOCCER CLUB**

Article I – Name

The name of this organization shall be the REDFORD SOCCER CLUB (Hereinafter called the RSC or Club). It is a non-profit organization.

Article II – Affiliation

The RSC shall be affiliated with the Western Suburban Soccer League (WSSL) and other soccer organizations the WSSL affiliates with.

Article III – Purpose

Section 1. The purpose of the RSC shall be to promote good sportsmanship in youth soccer with the motto of “Fun First, Competition Second.”

Section 2. The RSC shall promote and coordinate youth soccer within the Township of Redford.

Section 3. The RSC shall coordinate soccer for RSC-affiliated teams to the extent of scheduling all games, keeping all records and providing facilities and necessary equipment.

Article IV – Membership

Any youth soccer team (hereinafter called team) shall be eligible for membership in the RSC provided they are represented by an official coach or assistant coach.

The Board of Directors of the RSC shall create teams as needed and certify all coaches or assistant coaches, if required.

Article V – Government

Section 1. The government of the RSC shall be vested in the membership as provided in the bylaws.

Section 2. The officers shall be elected by the members and shall hold office as prescribed in the bylaws.

Article VI – Meetings

Section 1. The RSC shall hold meetings as needed, as provided for in the by-laws.

Section 2. Robert’s Rules of Order, Latest Revised shall govern the proceedings of all meetings in the RSC, except as provided for in the bylaws.

Article VII – Amendments

Section 1. This Constitution, upon adoption, supersedes in all respects the constitution previously in effect, and the latter is concurrently revoked and rescinded.

Section 2. A plea of ignorance of the RSC Constitution, Bylaws and Policies implemented by the members is not sufficient to waive liabilities of members.

Section 3. This Constitution may be altered, amended or repealed only by affirmative action of three-fourths (3/4) of the members attending any meeting at which a quorum is present, provided that notice of an intention to submit alterations, amendments or repeal shall have been included in the notice of the meeting, which must be mailed or emailed to all members at least fourteen (14) days prior to such meeting.

**Bylaws of the REDFORD SOCCER CLUB**

Article I – Membership

Section 1. Any recognized Coach or Assistant Coach qualifies for membership under Article IV of the Constitution and shall be eligible for membership in the Redford Soccer Club (hereinafter called the RSC or Club).

Section 2. A recognized Coach or Assistant Coach is that person listed as Coach or Assistant Coach on Club and state rosters with only one person to represent the team on all governing matters: i.e., election of officers, removal of officers, amendments to the Constitution and Bylaws, implementation and/or change of policies.

Section 3. Each team shall be entitled to have representation at all open meetings in the absence of the Coach and Assistant Coach. The representative shall have authority to act on behalf of the team in all matters, except as indicated in Article I, Section 2, of these Bylaws.

Article II – Dues and Finances

Section 1. There shall be no dues for membership in the RSC.

Section 2. The Club shall finance its operations by collecting registration fees from participating players, various fundraising events, sponsorship fees for teams and any other means authorized by the membership.

Section 3. The membership shall decide the registration and sponsorship fees for each season.

Section 4. Any coach obtaining a sponsor for their team shall turn in all money to the Club to be used to purchase uniforms or equipment for the sponsored team; with the balance reverting to the General Fund.

Section 5. The Club shall provide each registered player with jersey, shorts and socks.

Section 6. The Club shall provide each team with equipment needed for play, i.e., balls and any other equipment required by the League. It shall be the responsibility of the Club to contract for all uniforms and all equipment.

Section 7. After all bills and obligations are paid, all surplus money at the end of the fiscal year shall be transferred to an escrow fund to be used as authorized by the membership. The membership shall have the authority to establish any other special funds for a specific purpose.

Article III – Government

Section 1. The government of the RSC shall be vested in the membership.

Section 2. The membership shall consist of elected officers and one (1) member from each team as provided in Article I, Sections 2 and 3, of the Bylaws.

Section 3. The membership shall have the power to initiate and implement policies for the coordination and operation of the Club.

Section 4. Each team and/or elected officer shall have one (1) vote as provided in these Bylaws. The Chairperson of the meeting shall cast a vote only in the event of a tie.

Article IV – Board of Directors

Section 1. The Board of Directors (hereinafter called the Board) shall consist of elected officers, age group coordinators and other coordinators.

Section 2. The officers of the Club shall be President, Vice President, Secretary, Treasurer, Registrar and immediate Past President.

Section 3. The In-House Coordinator shall consist of one (1) Director from Under-8, chosen at the annual meeting among the Coaches of that age groupor the previous fiscal year Directors.

Section 4. In the event of a vacancy in the office of the President, the Vice President shall serve the unexpired term of the President, and the membership shall fill all other vacancies by election.

Section 5. Upon election each year, officers shall serve for one full year. Officers take office immediately upon election.

Article V – Nomination and Election of Officers

Section 1. No person shall be eligible for nomination for any office unless that person currently or in the past was a Coach, Assistant Coach, Officer or a parent of a registered player~~.~~

Section 2. No person shall be eligible for nomination to the office of the President unless that person has served on the Board of Directors during the previous fiscal year.

Article VI – Duties of Officers

Section 1. The duties and powers of the Officers of the RSC shall be such as are by general usage indicated by the title of the respective office, except as may be otherwise specified by these Bylaws.

Section 2. President: The President shall be the chief executive officer of the RSC, subject to the membership, and shall preside at all meetings of the membership and Board of Directors; shall have general and active management of the business of the RSC and shall see that the Bylaws and policies of the RSC are carried into effect; shall be ex-officio member of all committees and have the general powers and duties of supervision and management of the RSC in accordance with the Constitution and Bylaws, or as directed by the membership; shall represent the Club at all WSSL meetings.

Section 3. Vice President: The Vice President shall preside at membership and Board of Directors’ meetings in the absence of the President, act as chairperson of Disciplinary Committee and shall perform other duties assigned by the President or the membership~~;~~. Shall also act in representation role with WSSL and other entities if President is unable to.

Section 4. Treasurer: The Treasurer shall have the responsibility of the receipt and disbursement of all funds of the RSC; shall furnish financial statements to the members; shall file annual reports and present an annual budget; shall appoint assistants as needed; shall have general supervision of all fundraising projects; shall file Nonprofit Corporation Annual Report with State of Michigan’s Department of Licensing and Regulatory Affairs.

Section 5. Secretary: The Secretary shall keep and publish permanent records of the minutes of all meetings, act as custodian of the official records of the RSC; shall give notices to all meetings; shall keep a current mailing list of all members.

Section 6. Registrar: The Registrar shall maintain a current roster of all teams and players registered with the RSC for the purpose of player registration, identification and team affiliation.

Section 7. Immediate Past President

Article VII – Meetings

Section 1. The annual meeting of the members and election of Officers shall take place in August of each year. The period from July 1-June 30 shall be known as the RSC fiscal year. Notice of such Annual Meeting shall be communicated to each member.

Section 2. Membership meetings shall be held as needed. The majority of members shall constitute a quorum thereof, and a majority of those members present shall rule. The President shall call for such meetings and set locations.

Section 3. Board of Directors meetings shall be held as needed. The majority of the Board shall constitute a quorum thereof and a majority of those present shall rule. The President shall call for such meetings and set locations.

Section 4. A schedule of all regular meetings shall be established at the beginning of each season.

Article VIII – Coordinators

Section 1. The Club shall create the following Coordinators: Uniforms and Equipment, Director of Coaching, Head Referee, Field Groundskeeper, Field Scheduler and In-House Coordinator. The Club shall establish rules and policies to be implemented by each Coordinator, which shall only be amended or approved at the beginning of each fiscal year.

Section 2. The Club shall create other Coordinator roles deemed necessary to fulfill the objectives and purposes of the RSC.

Section 3. The President shall, with the approval of the Board of Directors, appoint all Coordinators.

Article IX – Removal of Elected Officers

Section 1. Any elected officer, absent from three consecutive meetings without just cause, may be removed by having that office declared vacant by the Board of Directors.

Section 2. Removal of an elected officer shall be initiated by due notice of fourteen (14) days. Removal shall take effect upon an affirmative vote of two-thirds (2/3) of the total membership.

Article X – Dissolution

Section 1. The steps for voluntary dissolution by the members are as follows:

 (a) A special meeting of the members must be held to discuss the purpose of dissolution. By affirmative voice of 60 percent of the members present and voting, the Executive Committee may be directed to conduct an election by ballot of all members on the question of dissolution.

 (b) If required, the Executive Committee shall act as an Election Committee and conduct, within thirty (30) days, but not sooner than fifteen (15) days, a vote of all members on the question of dissolution.

 (c) A two-thirds (2/3) majority of the members voting is required to enter the Club into dissolution proceedings.

Section 2. Winding Up of Affairs: Upon vote for dissolution, the Executive Committee shall halt all RSC activities, pay all obligations, and pay over any residue of assets to the “Redford Parks and Recreation Department” to be used for a future soccer program in Redford, and donate all real and personal property to an organization for charitable purposes.

Article XI  – Amendments

Section 1. These Bylaws in their initial form and content shall be effective upon approval by the members, and by their adoption, any other Bylaws shall be thereby rescinded and rendered inoperative as the official Bylaws of the Redford Soccer Club.

Section 2. Any section of the Bylaws may be temporarily suspended by the action of three-fourths (3/4) of the active members attending any official meeting at which a quorum is present, provided and due and proper notice of five (5) days is given to members.

Section 3. These Bylaws, or any of them, may be altered, amended, or replaced by action of two-thirds (2/3) of the active members attending any meeting at which a quorum is present, provided said notice of intention to submit such shall have been included in the notice of that meeting, at least fourteen (14) days prior, including the language of said changes.

These Bylaws adopted December 22, 1981.

These Bylaws were reviewed and amended August 7, 2001.

These Bylaws were reviewed and amended August 7, 2004.

These Bylaws were reviewed and amended March 21, 2017.

These Bylaws were reviewed and amended April 4, 2017.

**Section 2. Administrative Policies**

COORDINATORS’ RESPONSIBILITIES

Introduction

 The following lists the titles of the coordinators and the responsibilities of each committee. Coordinators are appointed. Therefore, they are all volunteers and may be non-voting members of the Redford Soccer Club. After their appointment, coordinators are voting members of the Board of Directors.

1. The **Uniforms and Equipment Coordinator** is responsible for identifying suppliers and purchasing for RSC. Travel team uniforms will be issued for two (2) years, so availability needs to be guaranteed by the supplier of a uniform consisting of a jersey, shorts and socks. Another cost factor for uniforms is the screen printing of a club logo on the front of the jersey and numbers on the back of the jersey. Equipment this coordinator may have to purchase includes balls, ball bags, goal posts, goal nets, corner flags, stakes, hammers and any other equipment required by the League. An inventory of equipment, and its condition, being held by Club members might be reasonable for this coordinator to conduct and assist in budgeting future equipment needs.

2. The **Director of Coaching** is responsible for educating new coaches and enhancing certified coaches’ knowledge of soccer. This may include arranging or conducting clinics.

3. The **Head Referee** is the contact person for the Club Assignor of referees. This referee is responsible for maintaining a list of certified referees desiring to work Club games, for promoting referee certification, and for updating Club members on changes in FIFA, WSSL and In-House rules and laws of the game.

Referees are paid per game as independent contractors. The fee schedule is set by the Redford Soccer Club Board of Directors with the approval of the membership.

Referees for travel team games must be USSF certified and equipped appropriately. One referee MUST be at least two (2) years older than the players for that game. There will be three (3) referees assigned to a travel team game per WSSL rules. At least one (1), and up to three (3) referees may be assigned to an in-house game, depending upon the current In-House program. The Club Referee Assignor will assign available certified referees using the following priorities. Travel game centers are first priority for assigning a certified referee. In-house centers are second priority for assigning a certified referee. Travel game assistants are third priority for assigning a certified referee.

4. The **Field Groundskeeper** is responsible for obtaining and maintaining fields. This includes grass cutting and field striping or painting. The Field Groundskeeper may close a field due to adverse conditions, but may have to offer an alternative for a travel team with a WSSL game scheduled for that field.

5. The **Field Scheduler** is responsible for assigning home field game times to travel teams in cooperation with WSSL. Each travel team will be assigned an appropriately sized field for their home game field. A copy of the game field schedule will be given to the Head Referee and each coach whose team is on the schedule. The Scheduler will also coordinate practice times for each team at each field by setting up an opportunity for each coach to request a field and two (2) one-hour practice times per week. The in-house game field schedule may be handled by the Scheduler or the In-House Coordinator. The only valid reasons for rescheduling games are weather conditions or no available referees, in accordance with WSSL policy.

6. The **In-House Coordinator** directs the program for the Under-8 and younger teams. This coordinator is responsible for accepting registrations, setting up teams, recruiting coaches and scheduling the In-House League games for under-8 and younger players.

REGISTRATION GUIDELINES

**For Players**

1. Players must submit a registration form to the Registrar prior to the start of the desired season.

2. Registration fee schedule as of Fall 2016 follows:

 Players Under 9 & Older for Fall & Spring of the same seasonal year .................. $150.00

 Fall or Spring only, one season ................................ $125.00

 Spring only if played in previous fall ....................... $45.00

 Players Under 8 for Fall & Spring of the same seasonal year ................................ $125.00

 Fall or Spring only, one season ............................... $110.00

 Spring only if played in previous fall ...................... $30.00

3. A copy of the player’s birth certificate is requested, but not required to complete registration. It is required prior to competing in travel games, per WSSL policy.

4. A new coach pays for their child’s first two seasons, but at completion of second season, the Club will offer to pay for a Class E coaching education license course on behalf of the coach. The Club will refund one player registration of third season fee after third season as coach. Each subsequent season will be refunded after the season, while still requiring initial registration payments each season.

Coaches from spring 2016 are grandfathered into the former policy where they earn one free player registration per family.

5. Registrations are accepted on a first come, first serve basis, space permitting. No refunds once a player is placed on a team. A $25 discount is given when registering a third child from one family.

6. Registration dates are chosen by the Registrar or the Club President. Team registration dates for WSSL and MSYSA should be considered in choosing appropriate dates.

**For Western Suburban Soccer League and Michigan State Youth Soccer Association**

1. On dates notified by WSSL, have prepared and submitted by Registrar or WSSL representative the RSC officers list, the Placement of travel teams with a minimum of 7, 9 or 11 players per team and a deposit of 80 percent of previous year’s fees for the season, as a partial registration fee for WSSL.

Scheduling information is submitted by the Field Scheduler. Final team rosters are due on the date notified for the season by WSSL along with the balance of the registration fee for each team. WSSL fees, as of June 29, 2016, are $30.00-$60.00 per recreational team, $8.75 per player and $6.00 per coach. Players may be added to a team up until the Final Team Roster is due. Adding players after this date is at the discretion of the Registrar and limited by WSSL and MSYSA policy. As of January 1, 2002, a $25.00 late fee will be passed on to late registering players, regardless of age, upon registration after the Final Team Roster deadline. Notify the Club President when registration with WSSL is complete.

2. On dates notified for each season by MSYSA, have prepared and submitted by the In-House Coordinator, or designee, for the In-House League the online League Affiliation Application, In-House Teams Rosters in MSYSA online database, and the State Registration Fees. State fees, as of January 1, 2017, are $7.75 per player and $6 per coach. State fees are paid over two dates, one being a deposit of 80 percent of previous year’s fees about one month before the season starts.

APPROVED TEAM OFFICIALS

1. The Registrar and the In-House Coordinator are responsible for ensuring all team officials are approved. Team officials are rostered as the Coach, Assistant Coach or Team Manager.

2. The following practices have been used:

 (a) A parent is approved as Coach, Assistant Coach or Team Manager on the recommendation of an approved Coach regardless of prior coaching experience.

 (b) A volunteer parent is approved as an Assistant Coach when acceptable to the approved Coach they would be assisting.

3. An approved team official is recognized when that person is listed as Coach, Assistant Coach or Team Manager on the Club and state rosters to represent the team. The team official must apply for a Risk Management ID card prior to the start of the season, or already have one, to complete approval.

4. It is expected that all coaches educate themselves on the game of soccer through reading, attending coaching clinics when available, or discussions with referees and other coaches. This may be an ongoing activity on or off the field, in or out of season. Licensing/certifications are not required for coaching recreational soccer.

5. Removal is possible through the action of the Board of Directors, since they are the ones officially affirming the original approval of a person as a team official. However, an appeal or hearing could be conducted in such cases by the Board of Directors. The purpose of the Club should be kept in mind during these proceedings.

**Section 3. Fun First, Competition Second**

IN-HOUSE LEAGUE RULES & POLICIES

1. Age & Team Size: Age on Jan. 1 prior to fall season is used to determine a player’s age group. Younger players may play on an older team at the request of parent and discretion of the In-House Coordinator. In such cases, skill and physical size of player shall be considered. Players should be at least 5 years old prior to the start of the current season to play. In-House Under-9 teams may consist of a maximum of 14 coed players. Under-8 and Under-7 teams consist of a maximum of 10 coed players. Under-6 teams consist of a maximum of 8 coed players.

2. Playing Time: Redford Soccer Club’s motto is “Fun First, Competition Second.” Therefore, all players are guaranteed playing time of 50 percent of every game, with the understanding they attend practices, and are not sick or injured. This is the coach’s responsibility.

3. Equipment to be supplied by the player:

 (a) Shinguards are mandatory and multi-purpose sport shoes (i.e. tennis shoes or sneakers) are recommended. Only shoes with rubber-molded cleats or soccer shoes will be allowed. A cleat stud at the top of the toe makes that shoe a baseball shoe. COACHES MUST EXPLAIN THIS POLICY TO PARENTS AND PLAYERS BEFORE THE FIRST GAME. A reminder before the second or third game is advised as well.

 (b) During warm weather, a water bottle is recommended to help prevent players from overheating, dehydrating or experiencing muscle cramps.

4. Equipment to be supplied by the Club:

 (a) Each player will receive a team jersey or shirt, shorts and socks.

 (b) Each team will receive a size 3 game ball, a ball bag and at least four size 3 practice balls. Team supplies are held by the coach, assistant coach or team manager and are returned to the Club’s In-House Coordinator or Uniforms and Equipment Coordinator when the team is disbanded or requires new equipment.

 (c) Each field for in-house teams will have provided by the club two goals with nets, (hammer and) stakes for the nets and four corner flags. The coach will be given the appropriate information and/or keys by the In-House Coordinator to access this equipment. It is the home coach’s responsibility to verify access prior to a scheduled game and to start setting up the equipment at least 20 minutes prior to the scheduled game.

 (d) The Club will provide the referee fees for all scheduled home games of a team. Any change in schedule must be cleared through the In-House Coordinator, Field Scheduler and the Head Referee. The coach will receive a check to cover the referee fees for the season at the beginning of the season. Referees are paid on the field in cash, prior to the start of the home game.

5. Each coach will schedule practices with the Field Scheduler as to location, days and times. It is recommended two practices per week of one-hour duration be scheduled in the early evening.

6. In-house games are played in Redford. Majority of games will be played on Saturdays. This age group is instructional, i.e. not concerned with scoring to win games. The goal is to teach these players basic skills, such as dribbling, passing, shooting, field positions, etc.

7. Game structure will follow FIFA’s “Laws of the Game” except for the following modifications:

 (a) First two weeks or Saturdays of season one coach from each team is allowed on the field during the game to direct players, not the ball. Thereafter, coaches are restricted to the coaching side of the field at least two feet from the touchline.

 (b) NO ONE is allowed to stand behind the endlines or goals during a game.

 (c) If a bad throw-in is called by the referee, either the referee or a coach will explain to the player what was done wrong and the player will receive a second chance to make a proper throw-in.

 (d) All fouls will be resolved by the awarding of an indirect free kick to the opponent. There are no penalty kicks for in-house teams.

(e) Placement of spectators shall be on the opposite side of the field to the opposing coaches, assistant coaches, parents and players. Home team gets first choice of sideline to populate.

(f) The following table indicates the field requirements for the In-House Teams.

Age Group Play Goalie Ball Field Size Goal Size Game Time

 U5-U8 5v5 Yes 3 40x25yds 4x6ft 4x12m

 In-House U9 7v7 Yes 4 55x35yds 6x18ft 2x25m

TRAVEL TEAMS RULES & POLICIES

1. Age: Age on Jan. 1 prior to fall season is used to determine a player’s age group. Travel teams will consist of players Under-9 through Under-19, with separate boys and girls teams formed when possible. Girls may play on a boys team. Younger players wishing to play on an older team may “play up” one year, with the consent of parent.

2. Team Size: Travel teams will be registered and conform to the WSSL as to size and age distribution. Under-9 and Under-10 will play 7v7 with a maximum of 14 players per team. Under-11 and Under-12 will play 9v9. Under-13 through Under 19 will play 11v11 with a maximum of 18 players per game, but a maximum of 22 per roster. Under 19 small-sided will play 7v7 with a maximum of 18 players per game, but a maximum of 22 per roster.

3. Playing Time: Redford Soccer Club’s motto is “Fun First, Competition Second.” Therefore, all players are guaranteed playing time of 50 percent of every game, including tournaments, with the understanding they attend practices, and are not sick or injured. On Select or Premier teams, players are guaranteed playing time of one-third of every game, including tournaments. This is the coach’s responsibility.

4. Equipment to be supplied by the player:

 (a) Shinguards are mandatory and multi-purpose sport shoes (i.e. tennis shoes or sneakers) are recommended. Only shoes with rubber-molded cleats or soccer shoes will be allowed. A cleat stud at the top of the toe makes that shoe a baseball shoe. COACHES MUST EXPLAIN THIS POLICY TO PARENTS AND PLAYERS BEFORE THE FIRST GAME. A reminder before the second or third game is advised as well.

 (b) During warm weather, a water bottle is recommended to help prevent players from overheating, dehydrating or experiencing muscle cramps.

5. Equipment to be supplied by the Club:

 (a) Each player will receive a team jersey or shirt, shorts and socks.

 (b) Each team will receive an appropriate sized game ball, a ball bag and at least six practice balls. Team supplies are held by the coach, assistant coach or team manager and are returned to the Club’s Registrar or Uniforms and Equipment Coordinator when the team is disbanded or requires new equipment. Under-9 through Under-12 use a size 4 ball. Under-13 and older use a size 5 ball.

 (c) Each field for travel teams will have provided by the club two goals with nets, (hammer and) stakes for the nets and four corner flags. The coach will be given the appropriate information and/or keys by the President to access this equipment. It is the coach’s responsibility to verify access prior to a scheduled home game and to start setting up the equipment at least 30 minutes prior to the scheduled home game.

 (d) The Club will provide the referees and their fees for all scheduled home games of a travel team. Any change in schedule must be cleared through the Field Scheduler and the Head Referee. The coach will receive a check to cover the referee fees for the season at the beginning of the season. Referees are paid on the field in cash, prior to the start of the home game.

6. Each coach will schedule practices with the Field Scheduler as to location, days and times. It is recommended two practices per week of one-hour duration be scheduled in the early evening.

FUN ACTIVITIES

1. The **Fundraiser** is conducted in the Spring season to supplement RSC income because registration fees generally cover only 75-80 percent of Club expenses. On the registration form for each player, the following notice is printed: “You are expected to participate in the Spring Fundraiser. If not, you will be charged 50 percent of the expected revenue from selling one box. Please indicate preference. Participate: Yes or No”

 An adult associated with the Club may be appointed to Fundraiser Coordinator by the President with the approval of the Board of Directors. Prizes may be offered to promote more than minimum participation but their cost must come from the profits of the Fundraiser.

2.  **Team pictures** are taken in the Spring season by a photographer engaged by the Redford Soccer Club.

3. **Participation trophies** are awarded to all players at the end of the Spring season. These need to be ordered by May for delivery to players in June; usually at the Club picnic.

4. The **Club picnic** is held at the end of the Spring season, usually in June. An adult associated with the Club may be appointed Picnic Coordinator by the President with the approval of the Board of Directors. The Club has offered food (hot dog or hamburger), games and awards (participation trophies) at this function in past years. The President, or Board of Directors, should set the date. Location and arrangements may be made by the Picnic Coordinator.