

# FC Reiaj - Athletic Club

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## CONSTITUTION

### ARTICLE I: NAME, MISSION STATEMENT, AFFILIATION

Section 1. Name. The organization shall be known as the FC Reiaj , a non-profit corporation hereinafter referred to as FCR, or “the club.”

Section 2. Offices. The principal office of the club shall be in the County of Berrien, State of Michigan. The club may also have offices at such other places as the Executive Membership may from time to time appoint as the purposes of the club may require.

Section 3. Mission Statement. FCR is principally a college-preparatory soccer program designed to develop players to their fullest potential by providing the highest level of training and programming primarily in the Southwest Michigan area and to cultivate greater understanding of the traditions and institutions of the game of soccer.

Section 4. Non-Discrimination. FCR will not discriminate against any individual on the basis of race, color, religion, age, sex, gender or national origin.

Section 5. Powers of Association.

A. FCR shall be an affiliated member of the West Michigan State Youth Soccer Association (WMSYSA), Michigan State Youth Soccer Association (MSYSA), United States Youth Soccer (USYS), and the United States Soccer Federation (USSF), not to exclude other affiliations.

B. To the extent permissible under applicable law, this constitution and bylaws shall be consistent with MSYSA's, USYS's and USSF's articles of incorporation and bylaws. Affiliated teams shall abide by the Bylaws, Policies and Rules of FCR and shall always conduct themselves in the best interest of FCR.

C. In pursuit of its mission, FCR may engage in fundraising, procurement and development of scholarship programs, community relations programs, special events and similar activities.

### ARTICLE II. GOVERNING BODIES

Section 1. Membership. FCR shall be governed by the membership, hereinafter referred to as the “membership.” The membership shall be comprised of players/parents/guardians/coaches, registered volunteers and administrators.

The membership shall have the power to establish rules and policies by a majority vote.

Section 2. Executive Committee. The FCR officers shall be elected at the annual general meeting by a majority vote of attending members. Candidates shall be submitted through the assistance of a nominating committee consisting of at least four adult members appointed by the President. The names of all nominees will be sent to the membership with the notice of the annual general meeting.

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- Section 3. No officer of the Membership shall hold more than one membership-voting position at one time.
- Section 4. An FCR officer may hold an office for no more than three consecutive terms.
- Section 5. An FCR officer will continue in office until removed or their successor is appointed/elected.
- Section 6. The Executive Committee may suspend and/or terminate membership (except for players) in the organization if the Executive Committee determines that the conduct of the member is adverse to the best interests of the organization, or the member has not complied with the requirements of its membership.
- Membership termination may occur only after a hearing of which the member is given 14 days notice of the time and place and during which the member is provided a reasonable opportunity to present evidence.

## **ARTICLE III. MEETINGS**

The membership shall hold at least two general meetings each year. Additional meetings will be held on an as-needed basis. An Annual General Meeting (AGM) shall be held during the month of June of each year for the purpose of election of officers, bylaw changes, and old and/or new business. The second meeting ("Winter Meeting") shall be held in November, December, or January. Twenty-one days notice of such meetings will be given in advance to each member and to the Executive Committee.

Special meetings may be called by the President or a majority of the Executive Committee. A minimum of seven days notice of such meetings will be given in advance to each member and Executive Committee.

Notice of all meetings shall be posted to the organization's website. Any member may request notification by email or by postal mail if presented to the Secretary in writing.

## **ARTICLE IV. CONDUCT OF BUSINESS**

Due notice having been given, as outlined in Article III, a quorum shall be constituted by any number of members actually present at a General Meeting. All members shall have one vote, except the president, who votes only in the case of a tie. The business of FCR shall be conducted according to the revised "Roberts Rules of Order," except as otherwise provided within these FCR bylaws.

## **ARTICLE V. AMENDMENTS**

Amendments to the Constitution and Bylaws of the FCR shall be made by a 2/3 majority of the membership at the Annual General Meeting. Any other matter shall be decided by a majority of a quorum. Written notice of the proposed amendments shall be made available to each member at least 21 days before the vote.

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## **ARTICLE VI. FORMATIVE PROVISIONS**

Notwithstanding any other provisions in this Constitution and By-Laws, the election of officers during the corporation's initial stages shall take place as follows: At the formative meeting, the President and the Treasurer shall be elected for two-year terms; and the Vice President, the Secretary, and three Members-At-Large shall be elected for one-year terms. This Executive Committee shall have the authority, during that first year, to appoint a Registrar and a Risk Management Coordinator from among the Members-At-Large or from among the Membership, as needed.

During the Annual General Meeting of the following year, the Vice President, the Secretary, and the Registrar shall be elected for two-year terms, and the Risk Management Coordinator and one Member-At-Large shall be elected for one-year terms, aligning with the provisions elsewhere.

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## BYLAWS

### SECTION I. MEMBERSHIP

- A. Membership in FCR shall be players, parents/guardians/coaches, registered volunteers and administrators.
- B. A youth player as applied in these bylaws refers to an amateur player who is Under-19 and registered with FCR. Youth players below the age of 18 are non-voting members of FCR.
- C. All parents/guardians, coaches, registered volunteers, FCR officers and administrators shall be eligible to vote.

### SECTION II. OFFICERS

- A. The officers of the Executive Committee shall consist of a President, Vice President, Treasurer, Secretary, Boys' Registrar, Girls' Registrar, and between one and three Members at Large, as determined at the Annual General Meeting each year. The President, the Treasurer, and the Boys' Registrar shall be elected in even-numbered years, and the Vice President, Secretary, and the Girls' Registrar shall be elected in odd-numbered years for two-year terms. At-large members shall be elected annually for one-year terms.
- B. All officers shall be selected from and serve as members of the Membership. Officers shall be elected by a majority vote of the Membership unless removed from office by a majority vote of the Membership. Officers shall receive no compensation, but are eligible for waivers of fees.
- C. In case of any vacancy the Executive Committee shall elect a replacement within one month. Officers having to vacate office should give two weeks notice. In case of a vacancy in the office of President, the Vice President shall be Acting President until a special election can be held.
- D. The officers of the Executive Committee will administer the following functions:
  - 1. **President** The president shall oversee and direct all activities of FCR; preside at and conduct meetings of the membership of Directors and Executive Committee; act on behalf of other officers in their absence. The president shall interpret and enforce the Bylaws, Policies and Rules of FCR under the direction of the membership of Directors; appoint additional FCR officers and standing committee chairs as needed; and, assign individuals to fill temporary vacancies on the membership. The president shall sign orders on the Treasury and subject to control of the membership of Directors, have general supervision, direction and control of the business and affairs of FCR.

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2. **Vice-President** The vice president shall, in the absence of the president, preside at and conduct meetings of the Membership of Directors and Executive Committee. The vice president shall act on behalf of the president should the president be absent. The vice president shall oversee and direct all activities of FCR in the absence of the president and subject to the control of the Membership of Directors. The vice president shall develop a club calendar for Membership approval. The vice president shall oversee all facets of grievances, protests and appeals and assure that those processes are correct and timely. The vice president shall oversee risk management development.

3. **Treasurer** The treasurer will maintain the financial affairs and activities of FCR. The treasurer will submit an annual financial statement to the Membership of Directors. The treasurer will disburse payments on all FCR accounts payable. The treasurer will collect and deposit registration fees, contributions and miscellaneous income. The treasurer will verify with the registrar that all registrations are current and paid.

4. **Secretary** The secretary shall keep and maintain an accurate record of all meetings in FCR. The secretary shall assist the president by informing all membership members of upcoming meetings.

5. **Registrars** The registrars are responsible for registration procedures for all players and volunteers in FCR, in addition to the registration of FCR itself. The registrars will ensure that all eligible players are properly registered within FCR and in compliance with league/state regulations. The registrars will register FCR with league/state authorities. The registrars will assure that all volunteers have completed a current volunteer disclosure form and submit those to league/state authorities. The registrars will organize team rosters, distributing those rosters to registered coaches and league/state authorities.

6. **Members-at-large** Duties and responsibilities are to be assigned by the Executive Committee.

E. **All Executive Officers.** Responsibilities stated above are inclusive to FCR but not limited to those stated. All executive officers will perform duties as prescribed by the Membership. It is imperative that all officers and volunteers adhere to the principles and philosophies of the club.

F. **Appointed Positions.** The President of FCR, with approval from the Executive Committee, will appoint the following positions each year:

1. **Director of Fields and Equipment.** The Director of Fields and Equipment shall assist the membership in locating fields for training and games, as well as for a permanent club home. The Director will represent FCR in all talks and meetings regarding fields. The Director will also be responsible for equipment purchases as directed by the membership and shall oversee the distribution of club equipment to various coaches and the collection and safekeeping of such at the end of the season.

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2. **Uniform Coordinator.** The uniform coordinator will be responsible for the inventory, distribution, collection and safekeeping of all uniforms and team supplies. The uniform coordinator will organize the presentation and purchase of new uniforms to the membership of directors.

3. **Event Coordinator.** The Event Coordinator will provide leadership, direction and vision for special projects, and organize special events and fundraisers.

4. **Marketing Coordinator.** The marketing coordinator will organize club photos and maintain contact with the media. The marketing coordinator shall be responsible for providing information to local schools and activity centers of youth.

5. **Webmaster.** The role of the webmaster is to provide leadership, direction and vision for web development. The webmaster will keep the website current at all times and will report to the Executive Committee on IT-related issues.

6. **Coordinator of Managers.** The role of this position is to coordinate the selection and the administration of all Team Managers.

Other appointments may be created at the discretion of the Executive Committee. Board members may serve in any of these appointed positions.

### SECTION III. RISK MANAGEMENT

The Risk Management program of FCR is to develop and communicate guidelines and related materials intended to foster safe experiences, with emphasis upon the youth that participate in any activity through FCR. FCR has adopted the risk management policy of the Michigan State Youth Soccer Association.

Risk management registration and background checks are mandatory for every adult acting in an official or volunteer capacity with FCR. The Vice-President will oversee a committee appointed by the President to make all initial decisions pertaining to an individual's eligibility to participate with FCR. The Risk Management (RM) Committee has the authority to immediately disqualify an individual based on the results of any criminal history background check(s). The RM Committee also has the authority to attain more information on questionable or serious offenses and convictions based on the results of any criminal history background check(s).

### SECTION IV. VENDORS/CONTRACTORS

A. The Executive Committee shall enter into a contract with appropriate vendors to provide services needed by the club. Contract proposals requiring and RFP (request for proposal) will be accepted a minimum of 30 days after posting. Contracts will be awarded by the Executive Committee.

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B. The club shall contract with technical director(s'), who shall have responsibility for:

1. Overall development and all soccer-related decisions.
2. Recruiting, selection, training and evaluation of all team coaches.
3. Recruiting, selection, training and evaluation of all teams and players.
4. Conducting try-outs and camps, and selecting competitions.
5. Management of all staff including the assistant technical directors and associate directors of coaching, as needed.
6. Educating and guiding players and parents through the college recruitment process.
7. All players for all individual teams sanctioned by the Club shall be selected at team tryouts that shall occur once per year at the end of the Spring session, or more frequently at the discretion of the Technical Directors. This includes all teams. Rosters will be set entering the fall season of each "seasonal year." A "seasonal year" will consist of the fall and following spring soccer seasons. Player selection shall be determined by the Technical Director(s), Player Development Coordinators, and other coaches conducting the tryouts. Players cannot be removed from a team during a regular season except for disciplinary reasons, including poor attendance. The Club adheres to league regulations for adding and dropping players from team rosters between the fall and spring season.

## SECTION V. FINANCIAL

### A. Fiscal Year

The fiscal year of the FCR shall begin July 1 and end June 30.

### B. Audit

The Executive Membership shall audit and approve the financial records of the club annually.

### C. Operating Budget

The Treasurer shall present an operating budget for the upcoming fiscal year to the Executive Committee for approval by August 31. Each month the Treasurer shall also provide a detailed report of actual income and expense activity including cash flow projection of remaining months within fiscal year. At each General Membership (Winter / Summer) meeting the Treasurer shall present to Club Membership a summary of actual versus budget results.

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## **D. Budget Variance**

Unfavorable budget variance greater than 10% in any line item expenditure must be approved by the Executive Committee.

## **E. Non-Budgeted Expenditures**

Non-budgeted expenditures will not exceed \$250.00 per item without Executive Committee approval. Total non-budgeted expenditures will not exceed \$1000.00 in one fiscal year, unless approval is obtained from a majority of the Membership.

## **F. Checks**

All non-budgeted expenditures exceeding \$250.00 require the signature of the Treasurer and President. If both parties are unable to meet, then only one signature is required, as long as the consent of two other Executive Committee members is received and documented.

## **G. Financial Operations**

FCR shall neither assume nor be liable for debts and/or financial responsibilities, either implied or incurred, of any player, coach, assistant coach, administrator and other official from any member team, club, league or other club. No officer, membership member, or administrator of FCR shall be liable for acts, defaults or neglects of any other officer, membership member or administrator or for any loss sustained by FCR unless the same has resulted from his/her own willful misconduct, willful neglect or willful negligence.

## **H. Restrictions**

Prohibition Against Sharing in Foundation Earnings. No trustee, officer, employee of, member of a committee, or person connected with FCR or any other private individual shall receive at any time any of the net earnings or pecuniary profit from the operation of FCR, provided that this shall not prevent the payment to any such reasonable compensation for services rendered to or for FCR in effecting any of its purposes as shall be fixed by the Membership; and no such person or persons shall be entitled to share in the distribution of any of the corporate assets upon the dissolution or winding up of the affairs of FCR, whether voluntary or involuntary.

## **I. Emergency Actions**

In the event the FCR is required to take immediate action on a matter where the Membership has not previously established a rule or policy and it is impractical or impossible to convene the Membership before such an action must be taken, the Executive Committee may, if four members concur, act on behalf of the club. In any such event the Secretary shall send a written report of any such action to Membership members within one month.



## SECTION VI – REVISIONS

Revisions to the Bylaws may be made at the Annual General Meeting. Written notice of the proposed revisions shall be made available to each member at least 21 days before the vote.

## SECTION VII – GRIEVANCES, PROTESTS, APPEALS AND DISSOLUTION

### A. Grievance, Protest and Appeals

FCR shall specify and its Membership of Directors shall enforce procedures for handling protests and appeals in accordance with the principles of due process; hearings shall be duly called, publicized and held; all parties shall have a chance to be heard; and all rules will be fairly and evenly applied. FCR will provide equitable and prompt hearing and appeal procedures to guarantee the rights of individuals to participate and compete.

### B. Hearing Procedures

In all hearings conducted under these bylaws, the parties shall be accorded –

- Notice of the specific charges or alleged violations in writing and possible consequences if the charges are found to be true
- Reasonable time between receipt of the notice of charges and the hearing within which to prepare a defense
- The right to have the hearing conducted at a time and a place so as to make it practicable for the person charged to attend.
- A hearing before a disinterested and impartial body of fact-finders.
- The right to be assisted in the presentation of one's case at the hearing.
- The right to call witnesses and present oral and written evidence and argument.
- The right to confront witnesses, including the right to be provided the identity of witnesses in advance of the hearing
- The right to have a record made of the hearing, if desired, and
- A written decision, with reasons for the decision, based solely on the evidence of record, issues in a timely fashion.

### C. Mediation

FCR recommends that parties attempt to settle issues peacefully and civilly. In the event that is unsuccessful, FCR will contact MSYSA to provide appropriate mediation to resolve any conflict and disputes related to grievances, protests and appeals.

### D. Exhaustion of Remedies

1 No member of FCR may invoke the aid of the courts in the United States or of a state without first exhausting all available remedies within FCR, MSYSA, USYS and USSF.

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2. For violation of this bylaw, the offending party shall be subject to suspension and fines, and shall be liable to FCR for all expenses incurred by FCR and its officers and members of the Membership of Directors in defending each court action, including the following:

- Court costs
- Attorney's fees
- Reasonable compensation for time spent by FCR in responding to and defending against all allegations in the action, including responses to discovery and court appearances;
- Travel expenses
- Expenses for holding special FCR meetings necessitated by court action.

### **E. Dissolution**

In the event that FCR dissolves or becomes defunct, all assets remaining after payment of all debts and obligations shall be distributed by a vote of the Membership of Directors to a non-profit 501 (c)(3) for betterment of youth sports in Berrien County, Michigan as the Membership sees fit.

### **SECTION VII -INDEMNIFICATION**

The Club shall indemnify any person who was or is a party, or is threatened to be made a party to any threatened, pending or completed action, suit or processed, whether civil, criminal, administrative or investigative (other than an action by or in the right of the Club) by reason of the fact that such person is or was a Membership Member or Officer of the Club, or a member of any Committee of the Club, against expenses (including attorneys' fees) judgments, fines amounts paid in settlement, actually and reasonably incurred by such person in connection with such action, suit or proceeding, if he/she acted in good faith and in a manner he/she reasonably believed to be in, or not opposed to, the best interests of the Club, and, with respect to any criminal action or proceeding he/she had no reasonable cause to believe that his/her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of nolo contendere or its equivalent, shall not, of itself, create a presumption that the person did not act in good faith and in a manner which he/she reasonably believed to be in, or not opposed to, the best interests of the Club, and, with respect to the criminal action or proceeding, had reasonable cause to believe that his/her conduct was unlawful.



POLICY:     REGISTRATION RULES
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Number: 1 . 0
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Approved:   March 31, 2010
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Revised:     July 6, 2010
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Revised:     June 29, 2016

## Registration Rules

1. Each team must have a team manager. The role of the team manager is to support the team in all areas not related to coaching. They will be in charge of coordinating team registration, coordinating uniforms and equipment, coordinating second game snacks, phone calling, distributing game schedules and changes, as well as maps, to players and families. They are also responsible for making a list of hotels where members are staying, along with hotel room numbers and gathering a list of phone numbers to reach all players as needed. Working with parents on the sidelines to ensure their conduct is respectful.
2. The Executive Committee will determine the registration deadline needed to allow adequate time prior to the start of the season.
3. A player is registered when the player has submitted all required roster information, completed all USSF and/or league/state forms, and paid the required fees.
4. Payment of fees and outstanding fines must be made prior to the registration deadline. All returned checks will be assessed a \$35.00 return check fee.
5. Fees assist in the payment of costs of coaching, field maintenance, and Club operating expenses. Fees do not cover team or individual travel expenses, tournament fees, uniforms, or any other additional expenses brought about by team or individual participation in any outside soccer-related events. These fees are collected separately by the individual team and are expected to be paid by the established due date.



POLICY:	CODE OF CONDUCT OF PLAYERS AND PARENTS	Number: 1.1
Approved:	March 31, 2010	
Revised:	July 6, 2010	
Revised:	December 20, 2010	
Revised:	June 29, 2016	

## Playing Rules

Acceptance of membership by FC Reiaj ("FCR", Also known as Jaier) is a privilege that carries with it certain obligations. The following agreement is made between FCR and its players and their parents.

### Responsibilities of the Player

- Players are expected to conduct themselves at all times in a manner which is in keeping with representing FCR and not bring discredit upon the organization.
- Players shall refrain from using profanity during games or practices.
- Player will show respect toward referees, opposing players, coaches and fans. They will not harass, abuse or berate a referee or opposing players, coaches and fans, for any reason.
- Players shall not participate in physical violence or threats thereof during games or practice.
- Attendance at training and all games is mandatory. Make up sessions must be pre-approved by their respective Technical Staff Coach ("TSC").
- Players should bring cleats, running shoes, shin guards, water, and usable soccer ball to practice.
- Players are expected to show respect for all coaches and adhere to all instructions.
- Players shall be on time and prepared for all practices and games as outline by their TSC.
- Players will play within the Spirit and Laws of the Game.
- Players maintain the highest standard of conduct and good sportsmanship.
- Players are expected to wear the approved and club uniform during practices and games.
- Use or possession of any illegal drug substance or illegal activity of any kind will not be tolerated. It is your responsibility to prevent situations from occurring and avoiding situations that occur.
- Foul language or other inappropriate words/actions will not be tolerated.
- Players are expected to support the club by attending other club games and events.
- A Jaier player may not approach another rostered Jaier player to entice them to participate in a competitive game situation outside of Jaier without written consent of the technical directors.
- Any Jaier player who is approached to participate in a competitive game situation outside of Jaier (by another club, coach, player or any other person) should immediately notify the team coach.

## Responsibilities of the Parent/Spectators

- Parents must set the example by exemplifying the highest standards of sportsmanship.
- Parents participate in a game by watching, cheering and supporting the efforts of all participants.
- Parents must understand that the game is for the players, their participation and enjoyment is the most important element.
- Parents shall maintain a professional relationship with their child's coach and TSC
- Parents shall avoid a confrontation with team coach immediately following any game. As needed, parents will adhere to 24 hour "cool down period" before scheduling meeting with necessary individuals.
- Parents must never criticize a coach or other members of team in a public manner, including social media (Facebook, Twitter, etc.).
- **Exhibit good sportsmanship and refrain from foul language and verbal abuse of players, coaches, referees, opponents or spectators.**
- Parents shall refrain from criticism during games or practices.
- Parents shall refrain from criticizing other players and parents.
- Parents shall refrain from criticizing game officials before, during or after games/practices.
- Parents shall not coach or otherwise instruct players during practices or games.
- **Parents shall avoid "reply all" email chains with concerns and shall call the coach or TSC directly to discuss such concerns.**
- **Parents are expected to have their child on time for training and games.**
- **Parents shall stay current on all financial obligations to FCR and team.**
- Parents are encouraged to get involved with the Club and promote the game in a positive way.
- Any parent whose child is approached to participate in a competitive game situation outside of Jaier (by another club, coach, player or any other person) should immediately notify the team coach.

Players and Parents must recognize their responsibility to abide by the FCR Code of Conduct, as a member of FCR they must acknowledge that agree to such. Any violations of the Parent Code of Conduct may be grounds for suspension or dismissal of the parent, child or both from the team/club. Suspensions and terminations may be appealed.

Player Name: \_\_\_\_\_/Parent Name: \_\_\_\_\_

Player Signature: \_\_\_\_\_/ Parent Signature: \_\_\_\_\_

Date: \_\_\_\_\_/Date: \_\_\_\_\_



POLICY: Jaier Scholarship & Financial Assistance Program	Number 1.2
Approved: June 8, 2010	
Revised: November 7, 2010	
Revised: July 14, 2012	

## **Jaier Scholarship & Financial Assistance Program**

Athletic Jaier Futbol Club (formally represented by the organization known as FC Reiaj, or FCR) is dedicated to organizing a focused path for the total development of soccer players in Southwest Michigan, providing them with the opportunity to play at the highest level of competition possible. FC Reiaj is a nonprofit 501c3 volunteer run organization supported by player registration fees. While we expect every player/family to pay their registration fees, Jaier understands that participating in competitive soccer requires a greater financial commitment than recreational soccer. Therefore we strive to help players/families who need financial assistance in a way that benefits players, their families and the club. The club believes the ability to pay should not present a barrier to player participation. Requests for financial assistance will be considered on an individual basis and evaluated based upon player/family need, available registration fee scholarship funding and demonstrated player commitment.

### **Financial assistance guidelines:**

- Requests for scholarship will only be considered for player(s) for whom we have received a completed application.
- Jaier Scholarship Forms should be completed and received by Jaier at the time of player registration for the season/year involved.
- Proof of income eligibility is required. The following documents are suggested as proper documentation:
  - Income tax returns from the most current year.
  - 2 of the most recent check stubs for all household income earners.
  - Acceptable substitutions:
    - Documentation from IRS/IDR waiving filing of tax return
    - Printout of wage inquiry for 1 full year from Workforce Development
    - Documentation of assistance eligibility from Free and Reduced Lunch Program
    - Documentation of assistance eligibility from TANF and/or food stamp office
- The standard maximum scholarship award is 50% of all fees.
- After scholarships are awarded, any remaining balance of player registration fees is to be paid in full before the first season game. Payment plans for players registration fees may be arranged with the appropriate club representative.
- Failure to pay registration fees in full by the dates indicated may result in the player being ineligible to participate in practices/games and their player card being pulled until outstanding fees are paid.
- Deliberate misrepresentation, inaccuracies, and/or incomplete information provided on this application will be cause for expulsion from the Club and full and immediate payment of all fees will be required.

Your completed application will be reviewed by the scholarship committee and the recommendation provided to the full board for approval. Completed applications or questions can be submitted to the Jaier Scholarship Committee at [Jaier.Scholarship.Cmte@gmail.com](mailto:Jaier.Scholarship.Cmte@gmail.com).



## Jaier Registration Fee Scholarship Application



Please complete the form in its entirety. Responses to all questions are needed to support the committee's ability to determine the player's eligibility for needs-based financial assistance. All sensitive information is strictly confidential and will not be disclosed to anyone outside of the scholarship committee.

Applicant	<input type="text"/>	Number of Jaier players in family	<input type="text"/>
(Parent) Name:	<input type="text"/>		
Address:	<input type="text"/>		
City:	<input type="text"/>	State	<input type="text"/>
		Zip	<input type="text"/>
Phone No.:	<input type="text"/>	Email:	<input type="text"/>
Name (player1):	<input type="text"/>	Team:	<input type="text"/>
Name (player2):	<input type="text"/>	Team:	<input type="text"/>
Name (player3):	<input type="text"/>	Team:	<input type="text"/>
Scholarship Amount Requested	\$ or %	<input type="text"/>	<input type="checkbox"/> \$ <input type="checkbox"/> %

**Briefly describe why financial assistance is being requested at this time:**

**Do you own or rent your home?**

☐ Own ☐ Rent

**Number of Persons Living in the household:**

Adults:  School age kids:  Under school age kids:

**Number of wage earners in household**

☐ 1 ☐ 2 ☐ 3

**Wage Earner Employment Status (pick one for each wage earner)**

Wage Earner #1

☐ Full Time Part  
☐ Time  
☐ Unemployed

Wage Earner #2

☐ Full Time Part  
☐ Time  
☐ Unemployed

Wage Earner #3

☐ Full Time Part  
☐ Time  
☐ Unemployed

**Does any parent receive child support?**

☐ Yes ☐ No ☐ n/a

**Application Continued on next page**

## Jaier Registration Fee Scholarship Application (cont'd)

**Do you qualify for free or reduced lunch program (if so, please provide supporting documentation)?**

☐ Yes ☐ No

**Do you receive food stamps (if so, please provide supporting documentation)?**

☐ Yes ☐ No

**Do you qualify for other public assistance (if so, please provide supporting documentation)?**

☐ Yes ☐ No

**Do receive financial assistance at any other club or program?**

☐ Yes ☐ No

**Is this the first time you are asking for assistance from Jaier?**

☐ Yes ☐ No

**Is this a one time request that you do not expect to ask for again?**

☐ Yes ☐ No

**Do you expect this to be an ongoing need in the future?**

☐ Yes ☐ No

**What changed recently to create this need (example: loss of job, divorce, loss of spouse, medical expenses)**

Your electronic/written signature below indicates your agreement with the following statements:

- By typing/signing my name in the signature box...
  - ol certify the above information to be true and correct, to the best of my knowledge, and that this information can be used for the purpose of processing my scholarship application.
  - ol give permission to Club Officials to verify, as necessary, any information contained on or provided with this application.
  - ol confirm my understanding that receiving financial assistance is a privilege and pledge to have my child at all team activities, and will volunteer my assistance for a minimum of 4 hours at club events or as otherwise needed.
  - ol understand that deliberate misrepresentation, inaccuracies, and/or incomplete information provided on this application will be cause for expulsion from the Club and full and immediate payment of all fees will be required.

Signature

Date:

Email completed application to:  
"Jaier.Scholarship.Cmte@gmail.com"

Or mail to:  
Jaier, Attn: Scholarship Committee,  
PO Box 216, St Joseph, MI 49085





POLICY:	COACHES POLICY	Number: 1.3
Approved:	June 28, 2010	
Revised:	June 29, 2016	

Policy for Coaches other than Technical Directors:

The Technical Directors will have a contractual agreement with the Club. If the Technical Directors need additional coaching support, the Board may hire coaches within the following guidelines:

- (1) Head coaches of teams participating at the "select level" would receive payment or credit of \$500 per season (Fall and spring would be considered two seasons).
- (2) Head coaches of teams participating at the elite or premier level would receive payment or credit of \$1,000 per season (Fall and spring would be considered two seasons).
- (3) Head coaches of u-13 and older levels may receive an additional \$200 payment or credit per fall or spring season, subject to Executive Committee approval.
- (4) For Tournaments in excess of 90 one-way miles, head coaches will receive an additional daily allowance of \$175 per day for expenses. Such allowance will be for each day during which Tournament games are scheduled for any team being coached.
- (5) Payments may be taken as 'club credits' to be applied toward any amounts payable to the Club.
- (6) Head coaches of elite or premier teams should have at least a D License.
- (7) Assistant coaches will not receive any payment or credits.
- (8) All coaches are responsible for adhering to the By-Laws and policies of the Club, as well as with those of all applicable tournaments and competitions, and any other such administrative and governing bodies.
- (9) Coaches for winter training season will be eligible to receive compensation directly from participating players.
- (10) Coaches will be eligible to receive \$25 gasoline stipend for games where round trip exceeds 150 miles.

Any exceptions to the above policy or amount variances would require Board approval.



POLICY: CONFIDENTIALITY	Number: 1.4
Approved: September 14, 2010	

Article I  
PURPOSE

The purpose of the following guidelines is to foster mutual trust between FC Reiaj, Inc. Board of Director's (BOD) and the families we work with. Families are entitled to privacy and confidentiality, and our BOD must respect these rights by adhering to our standards of professionalism.

1. BOD Members and Independent Contractors will listen to parents' and players' needs and provide services accordingly. Remember that each of us has our own lifestyle and values, which should not be imposed upon members of FC Reiaj, Inc. with whom we work with and care for. Families should not be criticized, manipulated, or labeled. Youth members are persons too, and are entitled to our respect as well. If we are truly committed to creating and fostering a healthy self-concept in the youth we are entrusted with, then we must extend this respect to those very youth. Demonstrate this by talking positively and objectively in front of youth members to other members of FC Reiaj, Inc. Accept their feelings as valid and meaningful. Through providing quality resources and services, FC Reiaj, Inc. will become stronger and more self-sufficient. Believe in this process.
2. BOD members will respect family rights to privacy and confidentiality. This means that, a) files should only be open to those BOD or Committee persons needing or providing information for file maintenance, documentation, or services, and b) discussion of families should remain between those BOD members or Committee members directly involved with the families. No discussion of families should occur in open space. Rather, remove yourself to your office or a closed space for discussion and consultation. No discussion of families should ever occur outside of a BOD or Committee meeting. Files are to be maintained in a secure manner.
3. All information shared with BOD members or Committee members by families must remain confidential. No information is to be made available to anyone without the written consent of the parent(s) prior to the release of the information. Further, when discussing family information with another Board member, invite the parent(s) to participate directly in the discussion. This will assure the family that you respect them and are truly acting on their behalf with their consent.
4. It is difficult but vital to remember that the primary function of your position is to serve families. If you approach your position with this attitude in mind, then you will avoid resenting their request for assistance or information as an intrusion upon your time. Whenever possible, avoid passing requests on to another BOD or committee member because assisting them requires your time and attention. Cultivate an attitude of accommodation as helpfulness.

We trust in each BOD or Committee member to maintain the highest level of professionalism, respect, and trust with members of FC Reiaj, Inc. requesting or needing services.

Board Approval: \_\_\_\_\_

Revision: \_\_\_\_\_



POLICY: CONFLICT OF INTEREST	Number: 1.5
Approved: September 14, 2010	

## Article I PURPOSE

The purpose of the Conflict of Interest Policy is to protect the interest of FC Reiaj, Inc. when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Corporation. This policy is intended to supplement but not replace any applicable state laws governing conflicts of interest applicable to nonprofit and charitable corporations.

## Article II DEFINITIONS

1. Interested Person. Any director, principal officer, or member of a committee with board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person. If a person is an interested person with respect to any entity of which the Corporation is a part, he or she is an interested person with respect to all entities in the health care system.
2. Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment, or family:
  - a. an ownership or investment interest in any entity with which the Corporation has a transaction or arrangement, or
  - b. a compensation arrangement with the Corporation or with any entity or individual with which the Corporation has a transaction or arrangement, or
  - c. a potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the Corporation is negotiating a transaction or arrangement.
3. Compensation includes direct and indirect remuneration as well as gifts or favors that are not substantial in nature. A financial interest is not necessarily a conflict of interest. Under Article III, Section two (2), a person who has a financial interest may have a conflict of interest only if the appropriate board or committee decides that a conflict of interest exists.

## Article III PROCEDURES

1. Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.
2. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the board or committee meeting while the determination of a conflict

of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.

3. Procedures for Addressing the Conflict of Interest

- a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement that results in the conflict of interest.
- b. The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
- c. After exercising due diligence, the board or committee shall determine whether the Corporation can obtain a more advantageous transaction or arrangement with reasonable efforts from a person or entity that would not give rise to a conflict of interest.
- d. If a more advantageous transaction or arrangement is not reasonably attainable under circumstances that would not give rise to a conflict of interest, the board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the Corporation's best interest and for its own benefit and whether it is fair and reasonable to the Corporation and shall make its decision as to whether to enter into the transaction or arrangement in conformity with such determination.

4. Violations of the Conflicts of Interest Policy

- a. If the board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
- b. If, after hearing the response of the member and making such further investigation as may be warranted in the circumstances, the board or committee determines that the member has in fact failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

Article IV

RECORDS OF PROCEEDINGS

1. The minutes of the board and all committee with board-delegated powers shall contain:
  - a. the names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board's or committee's decision as to whether a conflict of interest in fact existed; and
  - b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection therewith.

Article V  
COMPENSATION

1. A voting member of the board of directors who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation.

A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Corporation for services is precluded from voting on matters pertaining to that member's compensation



POLICY:	Mid Season Registration	Number: 1.6
Approved:	November 1, 2010	
Revised:	June 29, 2016	

Reiaj Policy for players who register mid-season

This policy pertains to players who are new to the club, or have just located or relocated to the community, or for a legitimate reason are registering after the regular registration period, but does not apply to those who have tried out and were offered a position and are simply late in payment.

Such players registering after the close of the registration period shall pay full fees, with the exception of the following:

-Upon request, they shall also be eligible for a pro-rated credit, based on the number of league games missed, of those seasonal fees. Seasonal fees do not include league related annual base registration fees or late registration fees.



POLICY: JAIER REGISTRATION	Number: 1.7
Approved: December 20, 2010	

Jaier is a competitive travel soccer program and as such, there are certain commitments and expectations of the player.

Any player who is signed to a Jaier team is committed to play exclusively for Jaier during the soccer-playing year, August 1 through July 31. This commitment begins at the time Jaier receives the registration bearing the name and signature of the player.

Jaier has the right to hold the player for the soccer year. Any player who moves out of the area, may in writing, make a request to the board to be released from this commitment and the club.

It is against the policy of Jaier for any Jaier player to be a member of another club or to play with another club while a member of Jaier without the specific approval of the player's primary coach, the Technical Directors, and the Executive Board. This shall not apply to the Olympic Development Program (ODP) and to school sponsored teams.

In addition, a Jaier player should not participate in a competitive soccer game (outside of the Jaier club) without consent of the player's primary coach. (Including, but not limited to, winter /indoor, adult, and recreational leagues). Yearly tryouts and soccer camps are exempt from seeking approval.

In accordance with WMYSA policy, no team, club, coach, parent, player or any other person may approach a rostered player to entice a player to participate in a competitive game situation without written consent of the player's team representative. Any Jaier player who is approached should immediately notify the team coach.

If, during a season, the Jaier Club does not offer training or league games for a specific team, a signed player, may participate in other soccer programs.

A signed player in violation of this policy may be removed from a roster, however, Jaier retains the right to not release the player from the club until the end of the soccer seasonal year. (July 31)





POLICY: "PLAYING UP"	Number: 1.8
Approved: December 20, 2010	

All players must play in their age appropriate groups. Players may request a waiver from this policy based on either special or unusual circumstances or very superior playing ability (top 1-2%). The technical directors may move a player up no more than two age levels at their discretion. A player may move up more than two age levels with the approval of the Technical Directors, written permission of the West Michigan Youth Soccer Association, and final review and approval of the Executive Board.



POLICY:	Medical Refund or Partial Refund	Number 1.9
Approved:	October 12, 2010	
Revised:	November 1, 2010	

Refund request will be considered for a player who misses a significant portion of the season for medical reason. Reason should be substantiated by documentation. Such request will be reviewed on individual basis.

A minimum for review would be missing at least half of a league season.



POLICY:	Active Members of the Board of Directors	Number: 2.1
Approved:	June 29, 2011 at AGM	
Revised:	June 29, 2016	

## **Active Members of the Board of Directors**

An officer on the Board of Directors serves in a volunteer capacity. It is also recognized that Board of Director members spend an enormous amount of time overseeing all functions of Reiaj, Inc. As a non-profit entity Board members must ensure financial stability in all Club related decisions. In consideration, if appropriate, Board members may receive “club credits” of \$600 per fiscal year per Board Member. “Club credits” may be applied toward any amounts payable to the Club but may not be taken as cash or carried-over from one fiscal year to the next.

The Registrar position will always receive \$600 club credits due to the volume of activity and coordination required to manage Jaier teams and players with affiliated soccer associations.

Any exceptions to the above policy or amount variances would require approval of the Membership.



POLICY:	Team Managers	Number: 2.2
Approved:	June 29, 2011 at AGM	
Revised:	July 2, 2012	
Revised:	May 23, 2013	
Revised:	June 29, 2016	

## Team Managers

Recognizing that effective Team Managers need to complete numerous tasks on a regular basis during the course of the season, and so spend a significant amount of volunteer time, and recognizing that Team Managers may have children who are playing on one or more Jaier teams, it has been determined that Team Managers would receive “club credits” of \$100 per outdoor season (Spring and Fall) per Team Manager. “Club credits” may be applied toward any amounts payable to the Club but may not be taken as cash. The academy group manager (up to group size of 24 players) will receive “club credits” of \$50 per outdoor season (Spring and Fall)

Any exceptions to the above policy or amount variances would require approval of the Membership.



POLICY: Voting by Email	Number: 2.3
Approved: February 15, 2012	

Email voting by the Reiaj Board of Directors may occur under the following conditions: Issue is straight forward and time sensitive and does not directly affect something else. Votes should be casted by email as **“reply all”** and results will be recorded in next meeting’s minutes.



POLICY: Training Only Fees	Number: 2.4
Approved: February 15, 2012	

Training Only Fees shall be 60% of established fees, rounded to the closest \$10.



POLICY: Tournaments	Number: 3.1
Approved: September 19, 2012	
Revised: June 29, 2016	

Tournaments are not covered in player registration fees. The determination of cost shall be as follows:

Team participation in competitive tournaments will be determined by Jaier Technical Director(s) and each team coach. It is the expectation that being part of a team includes tournament participation.

To determine individual player tournament fee the following formula will be used: The total of the following divided by the number of rostered players since each player will be responsible to pay regardless of ability to attend.

Total the Following:

1) Cost of the tournament

2) Coach Travel Reimbursement: For tournaments at 90 miles one way or further, \$175 per day that games are potential scheduled. For any tournaments beyond 350 miles additional travel may be added.

Example#1: Tournament fee of \$600 with travel of 100 miles with games potential on Fri, Sat & Sun . Cost would be  $\$600 + \$525 = \$1125$  divided by number of rostered players.

Example #2: Tournament fee of \$600 travel less than 90 one way miles: Would simply be \$600 divided by rostered players