



# HOUSTON WOLVES SOCCER CLUB

*"The Strength of the Wolf is in the Pack"*

## Houston Wolves Soccer Club Constitution and Bylaws January 2024

### 1. Organization Name

This organization shall be known as the Houston Wolves Soccer Club, hereafter referred to as Houston Wolves, or Houston Wolves S.C., or the Club. The mailing address is F.A.O Houston Wolves Soccer Club, 3606 FM 723 Rd, Rosenberg, TX, 77471.

### 2. Purpose of Houston Wolves S.C.

The purpose of Houston Wolves S.C. shall be to support and offer an organized program of soccer training and competition to children in Richmond, Rosenberg, Katy, Sugar Land, and surrounding areas. Houston Wolves S.C. endeavors to implement an atmosphere of safety, positivity, and good sportsmanship within which players and teams can compete, develop, and enjoy soccer. Houston Wolves S.C. will provide boys' and girls' training highlighting individual fitness, soccer-specific skill growth, and team success. Houston Wolves S.C. shall actively compete in local leagues offered by US Club Soccer and the South Texas Youth Soccer Association. Houston Wolves S.C. may extend its association to include tournaments.

### 3. Membership

Membership shall be open to individuals interested in Houston Wolves S.C. activities, including players, parents of players, and any other grown-ups, whether they have a child at the Club. Herein and hereafter, the term "parents" includes biological parents and legal guardians. The standard for active membership in Houston Wolves S.C. shall be registered with the Club. Registration with Houston Wolves S.C. is effective for only one year, so a player's membership must be renewed annually through registration with Houston Wolves S.C.

### 4. Description of Governance

The administrative body of Houston Wolves S.C. shall be a Board of Directors, hereafter referred to as the Board. The Board shall be accountable for executing all elements of policy (fiscal, administrative, rules). The Board shall consist of the following officers: Club CEO, Secretary, Treasurer, Registrar, Director of Coaching, and Park Manager. All Board members shall be adults. The Board shall decide all matters of policy at quarterly Club meetings. Club members may actively participate in discussions regarding issues to be voted on by the Board, but only Board members shall have the power to vote. A decision shall be by a simple majority of cast votes.



A member may cast only one vote, even if he/she is holding more than one office. A majority of the currently active Board members shall constitute a quorum. Once a year, an annual meeting will be convened. Other Club meetings shall be scheduled as determined by the Board. All adult members shall be eligible to vote, provided they are active members of the Club.

#### 5. Duties of the Board

The Board shall be accountable for executing all policy decisions approved at Club meetings. In emergencies or whenever immediate action is needed, the Board shall have the power to set policy without requesting a Club meeting. However, such activities shall be placed on the agenda for the subsequent Club meeting for evaluation and reconsideration. The Board shall approve all team head coaches on a seasonal basis. When choosing coaches, items considered may include; license level, experience coaching at the level requested, and years coaching the current team. The Board shall have the authority to suspend any Club member whose conduct is considered detrimental to the organization. The duties and responsibilities of Board officers shall be as follows: Club CEO – The Club CEO shall schedule, set the agenda for, and manage all Club meetings; shall be chairman of the Board; shall be the official representative of Houston Wolves S.C.; and shall be authorized to sign checks. Secretary – The Secretary shall manage all communication involving Houston Wolves S.C.; shall keep detailed minutes of all meetings; shall keep Club records, and shall correspond on behalf of the Club with the CEO's knowledge and permission. Treasurer – The Treasurer shall be in charge of Club finances; shall report on the Club's financial standing at all Club Meetings; shall submit and distribute a full written report of the economic activities and the status of finances at the end of each fiscal year; shall be responsible for any tax reporting requirements; and shall be authorized to sign checks. Registrar – The Registrar shall be in charge of registering players for all soccer programs provided by the Houston Wolves S.C. and shall ensure all players and coaches have appropriate credentials before any competition. Director of Coaching – The Director of Coaching shall be responsible for the recruitment, training, and development of coaches. They shall manage Board approved coaching and player training programs; oversee all coaching & player clinics and training programs, and monitor coaches' activities for all Club teams. Park Manager – The Park Manager shall be responsible for preparing fields for practices and games and shall schedule practice times among Club teams for indoor and outdoor training.

#### 6. Fiscal Policy

The fiscal year shall be from January 1 until December 31. All monies paid to the Club shall be promptly deposited in an account in the name of Houston Wolves S.C. All bills shall be paid when scheduled. All funds shall be spent solely in the interest of the Houston Wolves S.C. With approval from the Board; a team may raise funds to spend at its discretion.



This authority, however, does not apply to the purchase of alternate team uniforms since players must wear the Club uniform approved by the Board. Houston Wolves S.C. charges a fee for the travel soccer program to cover costs incurred by the Club. The Club makes every attempt to keep the price as low as possible each year and charges only enough to cover expenses.

Fees for participation and the uniform cost shall be decided each year by the Board and shall be due and payable at registration. The registrar will hold a Player's Player Card until the registration fee is paid or the scholarship is approved. The Club's financial obligation is as follows:

All soccer fees are entirely due and earned by the Club at contract signing. However, as a courtesy to its members, the Club agrees to offer two additional payment options (not including uniforms, fundraisers, additional tournament fees, and travel). Registrants must pay all dues per one of the payment plans they select.

#### PAYMENT PLAN & REFUND POLICY

Depending on your program selection, the Young Wolves, Junior Wolves, and Competitive Select Soccer programs last for either:

- Full season (Fall & Spring) (ten months total - five months in Fall, five months in Spring)
- Fall Season Only (Five months)
- Spring Season Only (Five months)

The obligation for full payment for those months is agreed to when the player is registered. There are no refunds.

However, as a courtesy to our families, a payment plan allows families to spread payments over several months.

Any decision to discontinue those payments for whatever reason is made by the Club and is not obligatory upon request from the parent/guardian. The Club will consider situations on a case-by-case basis, and the Club's decision is final. Delinquent accounts reaching 7 days past due will invoke Houston Wolves Soccer Club's strict "no pay, no play" policy. They will incur a \$60.00 late fee, plus the account remains delinquent for every 30 days.

#### Special Circumstances:

- Injury: If a player is injured in such a manner that the player is unable to participate in the remainder of the seasonal year, the CEO of Houston Wolves S.C. will decide if any part of the fee is refundable (To request a refund due to season-ending injury, a medical doctor's letter must accompany the written request verifying the injury and that the injury prevents the player from participating).
- Other Circumstances: As stated, Houston Wolves S.C. fees are non-refundable. If, however, you feel as though you have an extenuating circumstance other than the conditions described herein, you may send a request (60-day notice) for your refund to the CEO of Houston Wolves S.C.



You must fully specify the circumstances for your request and may be required to submit supporting documentation. Any refund decision is at the sole discretion of the Club, and no guarantee is made that The Club will give a refund of any portion of your fees.

If, for any reason, your child's experience does not meet our Club's standard, we are committed to correcting that situation and welcome your feedback. However, if the player chooses to leave the Club or transfer to another Club at any time, no portion of the fee is refundable.

#### Refund Process

Your 60-day notice/written request should be mailed to the Club address (F.A.O Houston Wolves S.C. 3606 FM 723 Rd, Rosenberg, TX, 77471) or emailed to CEO Derek Williams - [derek.williams@houstonwolvessoccerclub.com](mailto:derek.williams@houstonwolvessoccerclub.com) and [info@houstonwolvessoccerclub.com](mailto:info@houstonwolvessoccerclub.com).

#### 7. Guidelines for Fielding Teams

Teams shall be fielded as players, coaches, available fields, and equipment allow. Players shall play in their appropriate age group as defined by US Club Soccer/STYSA. The Board may grant exceptions if it is determined to be in the player's best interest and the teams involved. No player may play up more than two years nor in a younger age group. The Board shall approve all teams, and teams will generally play together for a whole year (August-May). Junior Wolves and Young Wolves players will sign up, and the Club shall form teams with or without tryouts.

Select Soccer teams shall be formed following a formal tryout procedure held each year following the spring season. At tryouts, Houston Wolves S.C. will distribute information detailing the tryout procedure and any other relevant information. Following tryouts, players are placed on teams and informed of placement decisions via the Houston Wolves S.C. website/Email, so all players learn tryout results simultaneously. The Club will tell players no later than two weeks after the final tryout session.

#### 8. Department Requirements

Houston Wolves S.C. shall strive to provide a culture within which players and teams can learn, enjoy, and compete in soccer. All Club members (coaches, players, and parents) shall correctly conduct themselves in this spirit. All members shall cooperate fully with the letter and spirit of the game's laws, the published Player and Parent Code of Conduct, and all bylaws, coaches' manual, player commitment requirements, and guidelines of the Club. Any improper behavior by a member shall be referred to the Board for review and action.

#### 9. Other Matters

The Board shall have the power to deal with matters not explicitly covered by the Constitution and Bylaws.



## 10. Amendments

Any proposed bylaw change shall be distributed to the Board by the Secretary at least fifteen (15) days before the Board meeting at which the Board will consider the change. The bylaws may be provisionally amended by a two-thirds (2/3) majority vote of the Board. After Board approval, the proposed change shall be distributed to Club members at least fifteen (15) days before the general meeting at which the Board will consider the change. A simple majority vote by the Board at that meeting is required for final approval. If approved, the bylaw change becomes effective as of the day following the general meeting unless noted otherwise.