

**COMMITTEES
OF THE
LEXINGTON F.C.**

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The following committees will conduct the affairs of the Lexington F. C. (LFC):

Elected

Executive

Eight (8) elected members plus two (2) ex officio, the LYSA President and the LFC Director of Coaching

Club Director	Elected odd year
Secretary	Elected even year
Treasurer	Elected odd year
Director of Coordinators	Elected even year
Associate Dir. Boys	Elected even year
Associate Dir. Girls	Elected odd year
At Large	Elected odd year
At Large	Elected even year
LYSA President	Ex officio
Director of Coaching	Ex officio

- σOne member from this group is also elected to serve as Parliamentarian
- σThe ex-Club Director (previous term) can serve as an ex officio member

Appointed

- σThe Executive Committee may appoint additional standing committees and/or ad hoc committees at any time.
- σEach committee includes one (1) member of the Executive Committee.
- σThe Executive Committee designates the chair of each committee from the committee membership.

Bylaws and Rules	5 members
Conduct	5 members
Community Relations	5 members
Nominating	5 members, one ex officio
Skip Webb Assistance Program	5 members
Tournaments	7-10 members, others may be added by Chair as needed

COMPOSITION AND RESPONSIBILITIES OF COMMITTEES

As a volunteer organization, open to all with an interest in promoting the game of soccer, the LFC places a high priority on ensuring representation of all constituencies in governance of the club. Consistent with its priority, all non-elective committees will be selected to include a broad constituency and shall include representation from both the boys and girls programs and from different age groups. Emphasis will be placed on ensuring diversity of gender, age, race and culture in committee membership. Where appropriate, representation from the general membership is expected and encouraged.

The Executive Committee shall designate each committee Chair from a list of candidates developed by the full Executive Committee. The Executive Committee will vote in cases where more than one candidate is nominated and the majority vote will determine the outcome. To ensure continuity, committee Chairs will be appointed from the existing committee membership. Committee Chairs shall be required to have completed at least one (1) year of membership in the LFC. The committee Chair must report to the Secretary any changes in committee membership and submit a report on committee activities at least once each season (fall and spring).

The Executive Committee member that serves on the committee will assist with the reporting process. Policy, financial and/or volunteer requirement decisions reached within the committees must be reported to the Executive Committee. The Executive Committee must review and approve these decisions prior to implementation.

The LFC Secretary or administrator shall compile a list of committee memberships at least once per season (fall and spring). This list shall be made available, upon request, to any member of the LFC and shall be routinely provided to all members of the Executive Committee. The LFC Secretary or administrator, with the assistance of each committee Chair, shall maintain an up-to-date committee membership list.

ELECTED COMMITTEES

EXECUTIVE COMMITTEE

Purpose

To serve as the primary administrative and operating body of the LFC in accordance with Articles II, III, IV and V of the LFC Bylaws.

Responsibilities

- (1) Represent the views of the LFC membership;
- (2) Hold regular meetings to conduct the business of the LFC;
- (3) Appoint Chairs of all LFC committees and act on committee reports;
- (4) Schedule and conduct in March of each year the LFC Annual General Meeting (Article II Section 5);
- (5) Form and select competitive teams within age groupings (Article III Section 12);
- (6) Engage in any other activities consistent with furthering the goals of the LFC that fall within the bounds of the articles of incorporation;
- (7) Name committees to carry out the requests of the Executive Committee;
- (8) Manage the affairs, business, finances, and property of the LFC (Article III Sections 12).

Committee Composition

The Executive Committee shall consist of eight (8) elected members plus the Director of Coaching and the LYSA President who shall serve in an ex officio capacity. The composition of the Executive Committee shall be determined according to Article IV of the Bylaws.

APPOINTED COMMITTEES

NOMINATING COMMITTEE

Purpose

To ensure that all the LFC positions are filled, the process of committee appointment and/or election is conducted appropriately and the most qualified members of the LFC are nominated for office and encouraged to lend their talents to the club.

Responsibilities

- (1) Present a slate of candidates to the Executive Committee at least one month prior to the Annual General Meeting for service in an elected position of the LFC;
- (2) Determine any openings for the upcoming year (March to March) for any LFC appointed Committees and present a slate of candidates to the Executive Committee at least one month prior to the Annual General Meeting for service on all appointed Committees;

Note: One exception to this is that the Tournament Committee chair and Committee composition will not be determined by the Nominating Committee.

- (3) Identify members of the LFC with the talent, expertise, and resources (including time) to serve in leadership positions within the club;
- (4) Ensure that all candidates for both elected and appointed committees are willing and able to serve a the current year term to determine any openings;
- (5) Submit nominations to the Executive Committee of candidates to fill vacancies on committees that may occur during the year.

Committee Composition

The Nominating Committee shall consist of five (5) members of the LFC and one (1) appointed member of the Executive Committee who shall serve in an ex officio capacity and as a liaison with the Executive Committee. The Executive Committee shall designate the committee Chair. This chair of this committee must be named by the Executive Committee no more than 60 days after the Annual General Meeting. The Nominating Committee chair chosen will serve from May to May of the year term.

BYLAWS AND RULES COMMITTEE

Purpose

To ensure the governance of the LFC is consistent with the principles for which the LFC stands and the goals to which it is committed, that all activities of the LFC are conducted in conformance with its bylaws and rules, and that Executive Committee Meetings, special meetings and Annual General meeting of LFC are conducted in an appropriate manner according to Robert's Rules of Order.

Responsibilities

- (1) Provide interpretation of the LFC bylaws and rules in circumstances when ambiguity arises;
- (2) Propose new bylaws and rules or recommend modification of existing bylaws, rules, and/or administrative and committee structures to improve the operation of the LFC;
- (3) Develop and maintain procedures to enable members of the LFC to express concerns regarding any aspect of the governance of the LFC;
- (4) Ensure that the actions of the Executive Committee are routinely incorporated into the LFC's Bylaws, Rules, and Committee Structure document;
- (5) Provide periodic (at least annual) review and updating of the bylaws, rules and committee structure;
- (6) Ensure that the Bylaws, Rules, and Committee Structure document is published on a regular basis and that copies are available at all times to all members of the LFC and are routinely distributed to new coaches, families and other persons joining the LFC.

Committee Composition

The Bylaws and Rules Committee shall consist of five (5) members of the LFC selected and approved by the Executive Committee in collaboration with the Nominating Committee. In March 2002, a requirement will be instituted that all members of this committee shall have been members of the LFC for a period of no less than three (3) years. The Executive Committee shall designate the committee Chair.

TRYOUTS COMMITTEE

Purpose

To identify and recruit youth players with the highest potential to develop into quality high school and college players. The Tryouts Committee, working with the Director of Coaching, shall act in accordance with Rules 1, 2 and 3.

Responsibilities

- (1) Identify youth players with the highest potential to develop into quality high school and college players;
- (2) Provide potential players and their families with detailed and comprehensive information (brochures, handouts, coaches profiles, placement of ads regarding tryout notices) concerning the LFC;
- (3) Assure timely, well-advertised, well-organized, and fair tryouts for all age groups and handle all administrative aspects of the conduct of each tryout (registration, player identification, preparation of evaluation forms, activities for parents during tryouts, procedures for post tryout sign-up, etc.);
- (4) Provide assistance to the Director of Coaching and the coaches of teams for which the tryout is being held in identifying LFC coaches and other qualified evaluators for each tryout. The Director of Coaching shall appoint all tryout evaluators;
- (5) Engage in other activities that the committee shall deem appropriate for enhancing player recruitment.

Committee Composition

The Tryouts Committee shall consist of five (5) members of the LFC selected and approved by the Executive Committee in collaboration with the Nominating Committee. The Executive Committee shall designate the committee Chair. The Director of Coaching shall also serve as an ex-officio member of this committee.

CONDUCT COMMITTEE

Purpose

To maintain standards of conduct defined by the LFC as specified in Rule 14 and to ensure that any individual accused of a conduct violation is permitted a fair and impartial hearing.

Responsibilities

- (1) Convene in a timely manner to review allegations of misconduct by any member of the LFC and to hold such hearings as the committee may deem appropriate in accordance with Rule 14;
- (2) Conduct all hearings in accordance with the LFC rules and the guidelines of LYSA, KYSA and the USYSA (these rules and guidelines shall be made available to the LFC member accused of misconduct);
- (3) Determine what, if any, sanctions should be imposed on the LFC member accused of misconduct as specified in Rule 14, Section 6;
- (4) Report its actions in writing to the Executive Committee and inform the sanctioned member of the right to appeal to the Executive Committee and, where appropriate, to authorities beyond the LFC in accordance with LYSA and KYSA rules and appeals procedures;
- (5) Ensure that all activities of the Conduct Committee are conducted according to established rules of due process;
- (6) Undertake such activities as the committee shall deem appropriate to ensuring exemplary behavior by all members of the LFC.

Committee Composition

The Conduct Committee shall consist of five (5) members of the LFC selected and approved by the Executive Committee in collaboration with the Nominating Committee. The Executive Committee shall designate the committee Chair.

Committee Composition

As the reputation of the Club and of the accused Club member may be affected by the decisions of the Conduct Committee, it is imperative that this committee be composed of Club members who are known to be fair and impartial. The Conduct Committee shall be composed of five Club members selected and approved by the Executive Committee in collaboration with the Nominating Committee (one of whom shall be designated by the Executive Committee as Committee Chair).

TOURNAMENTS COMMITTEE

Purpose

To administer all matters pertaining to the operation of the LFC's tournaments and the participation of the LFC teams in tournaments.

Responsibilities

- (1) Work with the Tournament Director/s and Club Administrator in organizing and administering tournaments, including recruitment of volunteer support and sub-committee chairs;
- (2) Provide assistance in obtaining information on tournaments in which the LFC teams may participate as a club;
- (3) Undertake such activities as the committee shall deem appropriate to enhance the quality of the LFC-sponsored tournaments and the tournament experience of each LFC team;
- (4) Encourage member involvement in each tournament by providing volunteer opportunities;
- (5) Encourage sponsorship opportunities for the LFC tournaments;
- (6) Report to the Executive Committee prior to and at the conclusion of each tournament information regarding the LFC participation, sponsors, and financial information associated with each tournament;
- (7) To solicit and hire (with Executive Committee approval) vendors and others that assist with the management of each tournament.

Committee Composition

The Tournament Committee shall consist of five members including the Chair of each LFC Tournament, the Referee Assignor and the Director of Coordinators. The Chair may appoint the other members as needed. Each LFC team will be required to name a team coordinator for each of the LFC Tournaments. The team coordinator will report to the Director of Coordinators who in turn will report to the Executive Committee. The individual team coordinators will not be required to attend Tournament Committee meetings unless requested by the Tournament Committee Chair. The Director of Coordinators serves as the committee chair and as the liaison to the Executive Committee.

SKIP WEBB ASSISTANCE PROGRAM COMMITTEE

Purpose

To develop fundraising strategies and programs and seek sponsorships to ensure that no player is denied the opportunity to play for LFC due to limiting economic or social circumstances.

Responsibilities

- (1) Seek sponsorships to support scholarship opportunities;
- (2) Raise funds to provide scholarships and other resources to players and their families who might otherwise be unable to participate in the LFC;
- (3) Develop criteria and procedures to ensure that players with limited resources are provided with assistance, and that such assistance is provided discretely and in an appropriate manner;
- (4) Develop and fund programs, clinics or other activities that will enable children who might otherwise have no opportunity to play soccer to receive an introduction to the game;
- (5) Promote the LFC scholarship program in an appropriate and timely manner that reaches the most eligible players;
- (6) Fairly evaluate all applications for registration and assessment assistance from players in the LFC.

Committee Composition

The Skip Webb Assistance Program Committee shall consist of five (5) members of the LFC selected and appointed by the Executive Committee in collaboration with the Nominating Committee. The Executive Committee shall designate the committee Chair.

COMMUNITY RELATIONS COMMITTEE

Purpose

To promote community recognition of the LFC, players, coaches and teams and increase involvement in and goodwill toward the LFC through the dissemination of information and publicity materials and through public relations efforts.

Responsibilities

- (1) To facilitate the appropriate representation of the LFC in all KYSA publications and on the web site. This is done in conjunction with the Club Administrator;
- (2) To act as a liaison with other soccer clubs in the state and region through the exchange of information;
- (3) To arrange for appropriate publicity for the LFC in local and regional media;
- (4) To develop and disseminate materials describing the activities of the LFC including a newsletter, press releases and brochures;
- (5) To undertake any other activities as the committee shall deem appropriate to provide public information and further the good name of the LFC;
- (6) To work with the LFC to promote a program of Club Awards and recognition of members that make contributions to the LFC;
- (7) To assist with the preparation of information on the LFC made available on the LFC web site.

Committee Composition

The Community Relations Committee shall consist of five (5) members of the LFC selected by the Executive Committee in collaboration with the Nominating Committee. The Executive Committee shall designate the committee Chair.