

# ANDERSON YOUTH SOCCER LEAGUE

## Bylaws

### 1.0 BOARD OF DIRECTORS

- 1.1 The ANDERSON YOUTH SOCCER LEAGUE (hereinafter referred to as “AYSL” or “LEAGUE”) shall have a Board of Directors consisting of up to 15 members including the President, Vice President, and Secretary/Treasurer.
- 1.2 Members of this LEAGUE shall nominate and elect at the AGM of even-numbered years the President, Treasurer, Upper Coaching Coordinator, League Registrar, Scheduling Coordinator and Snack Bar Coordinator.
- 1.3 Members of this LEAGUE shall nominate and elect at the AGM of odd-numbered years the Vice President, Secretary, Referee Coordinator, Lower Coaching Coordinator, Competitive Programs Coordinator, Tournament and Public Relations Coordinator, and Field & Equipment Coordinator.
- 1.4 Officers and Coordinator Positions shall take office effective on December 1 following the AGM.

### 2.0 OFFICERS & COORDINATORS

#### 2.1 President

The President shall chair all LEAGUE meetings of the Board of Directors and shall cast a vote only in the event of a tie. The President, or a designee, shall represent AYSL at all District IX meetings. He/she shall assure compliance with State, District, and LEAGUE rules and policies. The President shall represent the LEAGUE in the Walt Zinko playing LEAGUE. The President shall appoint, at the beginning of each season, or as appropriate, and subject to the approval of the Board of Directors, the Standing Committees and /or the Committee Chairmen.

#### 2.2 Vice President

In the absence of the President, the Vice President shall chair at the meetings of the Board of Directors. The Vice President shall chair the Protest, Appeals, and Disciplinary Committee (PAD Committee). He/she will serve as the Webmaster, and maintain the LEAGUE’S Website. The Vice President shall administer the scholarship program for registration. The Vice President will be in charge of acquiring bids and ordering all uniforms for Recreational teams. The Vice President shall attend all outside meetings, such as district or playing league meetings, in the absence of the LEAGUE President. This position shall also be responsible for other duties as directed by the Board of Directors.

#### 2.3 Secretary

The Secretary shall keep an accurate record of the minutes at each LEAGUE meeting, handle all correspondence, give notice of all meetings and maintain the files of this LEAGUE. The Secretary shall be responsible for Administering and maintaining the LEAGUE Insurance(s). The Secretary shall be responsible for the mailing and preparation of the Annual Report. The Secretary shall be responsible for securing the meeting place for Board Meetings, AGM, and any other LEAGUE business. This position shall also be responsible for other duties as directed by the Board of Directors.

#### 2.4 Treasurer

Shall be responsible for complying with generally accepted accounting principles; shall give a receipt of all monies that shall be deposited in a recognized bank in the name of this LEAGUE. All accounts shall be paid by check and shall bear two (2) signatures for any check; the Treasurers’ and/or the Presidents’ and/or Vice Presidents’, Secretary’s. The receipt book and vouchers shall be produced when required by the Board of Directors; properly balanced according to the bankbook or statement, whichever is up to date. The

Treasurer shall be responsible also for preparation of any and all papers pursuant to the Articles of Incorporation, tax exemption status of the LEAGUE, and all Federal and State tax filings. The Treasurer is also responsible for developing the budget and planning expenditures of this LEAGUE. The Treasurer shall also be responsible paper work for reimbursement and payment for hosting District Cup play. The Treasurer shall also be in charge of all Competitive team monies, fund raising monies, and donation monies. Separate accounting sheets will be maintained for all Competitive teams. The Treasurer shall also be responsible for such other duties as directed by the Board of Directors.

### **2.5 Upper Coaching Coordinator**

The Upper Coaching Coordinator shall inform the Board of Directors the needs of coaches and of the needs for coaches' specialized training, schedule training for both new and old coaches, direct coaches in accordance to the LEAGUE general procedures and specific rules, ensure coaches know the District IX Playing League rules, regulations, policies and procedures; maintain and implement procedures for the approval, review and discipline of U10-U19 AYSL Recreational coaches. He/she shall obtain user permits for area schools for practice purposes if needed. The Upper Coaching Coordinator shall appoint coaches following League licensing policies for the U10-U19 Recreational teams, or per district policy, with the final approval given by the Board of Directors. It is required that the Coaching Coordinator be licensed or certified. The Coaching Coordinator shall also be responsible for such other duties as directed by the Board of Directors.

### **2.6 Lower Coaching Coordinator**

The Lower Coaching Coordinator shall inform the Board of Directors the needs of coaches and of the needs for coaches' specialized training, will help recruit new coaches along with the appropriate age group, schedule training for both new and old coaches, ensure coaches know the AYSL Playing LEAGUE rules, regulations, policies and procedures; maintain and implement procedures for the approval, review and discipline of AYSL U6-U10 coaches. He/she shall obtain user permits for area schools for practice purposes. The Coaching Coordinator shall appoint a coach who poses an F License for the U6 through U10 Divisions with the final approval given by the Board of Directors. It is recommended that the Coaching Coordinator be licensed or certified. The Coaching Coordinator shall do background checks via the Megan Law web site for all coaches applying. The Coaching Coordinator shall also be responsible for such other duties as directed by the Board of Directors.

### **2.7 Competitive Programs Coordinator**

The Competitive Programs Coordinator shall inform the Board of Directors of the needs of the competitive program, AC United, and of the needs of the competitive coaches. They will schedule training for both new and old coaches, direct coaches in accordance to the LEAGUE general procedures and specific rules, and ensure coaches know the District IX Playing League and/or CalNorth Competitive League rules, regulations, policies and procedures. The Coordinator will oversee programs for both coaching and player development. The Competitive Programs Coordinator will Chair the AC United Club Committee which is a subcommittee of the AYSL Board. It is required that the Competitive Programs Coordinator be licensed or certified. The Competitive Programs Coordinator shall also be responsible for such other duties as directed by the Board of Directors.

### **2.8 Referee Coordinator**

The Referee Coordinator shall, Pre-season: Recruit referees, organize certification of referees. During season: Schedule referee coverage, critique referees, handle complaints pertaining to referees, and, handle and schedule changes. He/she shall collect game cards for referee pay and verification of score reporting. He/she, along with the President, shall cancel all games by 7:00 A.M. in case of rain-outs. It is recommended that the Referee Coordinator be licensed or certified. The Referee Coordinator shall also be responsible for such other duties as directed by the Board of Directors.

### **2.9 League Registrar**

The League Registrar shall schedule registration dates and sites for the all recreation age groups; obtain and maintain a supply of the necessary registration forms; ensure that registrants are eligible to register with the LEAGUE, in accordance with CYSA, and District IX rules; accept registration fees as set by AYSL, and make deposits with the LEAGUE treasurer; enter necessary data into computer system; coordinate with the

other Board positions as necessary to form teams and distribute team paperwork; forward information to District registrar as required. The League Registrar shall also be responsible for such other duties as directed by the Board of Directors.

**2.10 Tournament and Public Relations Coordinator**

The Tournament & Public Relations Coordinator shall direct: publicity, advertising, printing, team pictures, and be responsible for securing sponsors for all teams. The Tournament & Public Relations Coordinator shall be responsible for all LEAGUE printed materials, including having them printed and distributed in a timely manner. The Tournament & Public Relations Coordinator shall be responsible for all tournaments hosted or sponsored by the AYSL. The Tournament & Public Relations Coordinator shall follow procedures developed by the Board of Directors and Tournament & Public Relations Coordinator position, and develop tournament procedures, team allocations and entry requirements subject to the approval of the Board of Directors prior to any tournaments sponsored by this LEAGUE. The Tournament & Public Relations Coordinator shall ensure fields, referee availability, and all necessary paperwork is filed prior to and after any such tournaments. The Tournament & Public Relations Coordinator shall also be responsible for District Cup information and hosting requests made by AYSL. The Tournament & Public Relations Coordinator shall obtain bids and purchase all trophies, medals, awards and sponsor plaques pertaining to the invitational tournaments. Shall file all CYSA forms relating to tournaments. Shall provide a statement of income and expense report and inventory for AYSL invitational tournaments. The Tournament & Public Relations Coordinator shall also be responsible for such other duties as directed by the Board of Directors. Shall maintain the appropriate files relative to the duties outlined above, and relinquish them to the Secretary upon expiration of the term of office.

**2.11 Field & Equipment Coordinator**

The Field & Equipment Coordinator shall be responsible for: layout and initial lining out of the playing fields; the practice schedules for teams on the Anderson River Park Soccer Fields, the assignment of coaches to line the fields, insure timely delivery of equipment to playing fields; equipment: storage, inventory, maintenance, repair, and ordering of new equipment. The Field & Equipment Coordinator shall also be responsible for such other duties as directed by the Board of Directors.

**2.12 Scheduling Coordinator**

The Scheduling Coordinator shall prepare game schedules for all in-house playing Leagues and schedule Board Members to run the park during the playing season. He/she shall handle scheduling changes and inform all coaches and the Referee Coordinator of any changes. He/she shall inform the U-10 through U-14 (or through U16 and/or U19 when it applies) coaches as to which team(s) will be going to the District Cup. The Scheduling Coordinator shall also be responsible for such other duties as directed by the Board of Directors.

**2.13 Snack-Bar Coordinator**

The Snack Bar Coordinator shall keep an accurate record of all monies handled at the snack bar, including monies paid out for product and receipts taken in. He/she shall prepare a written report listing all expenditures and monies received with copies presented to the board on a bi-monthly basis. He/she will be in charge of all purchases made. Deposits will be made on a weekly basis to the LEAGUE account. The Snack Bar Coordinator shall also be responsible for such other duties as directed by the Board of Directors.

**3.0 BOARD AUTHORITY**

- 3.1 The Board of Directors shall have the right and authority, in accordance with the governing Constitution, Bylaws, and Rules and Regulations to discipline, suspend, or completely bar any LEAGUE member or LEAGUE officer from any approved LEAGUE activities.
- 3.2 Enforcing and interpreting the Constitution, Bylaws, and Rules and Regulations.
- 3.3 All disciplinary action taken by the Board of Directors must be considered private business.

- 3.4 Shall from time to time make temporary rules or regulations for specific cases or occasions not provided for in the Constitution, Bylaws, or Rules and Regulations, but are deemed necessary by the Board of Directors to carry out the objectives of the LEAGUE.
- 3.5 To review and approve LEAGUE Bylaws, and insure consistency with the CYSA Constitution, Bylaws, or Rules and Regulations.
- 3.6 For just cause to suspend, bar completely, or otherwise discipline: any player, coach, manager, team assistant, LEAGUE officer or other persons who are affiliated or associated with any team, LEAGUE, or organization; and any teams within this LEAGUE.
- 3.7 The President, with majority approval of the Board, shall appoint a person to fill a vacated Board position. In the case of a vacated President position, the Vice President will ascend to the position of President. The appointed Board positions shall serve out the remainder of the unexpired term of office of the Board member who has left office.
- 3.8 If a Board member resigns their position during their term of office they will be required to wait one year before running for another board position.
- 3.9 When leaving office for any reason an individual will turn over all equipment, materials, or other items belonging to this LEAGUE to the President or presiding officer within seven (7) days of leaving office.

#### **4.0 BOARD EXPENDITURES**

- 4.1 All Board members will have their children's (up to 2 children) registration fees waived.
- 4.2 All Board members will have a \$100 expenditure limit (covered by receipts) for the completion of LEAGUE business without the prior approval of the Board.

#### **5.0 LIABILITY PROTECTION**

All Officers and Board Members of this LEAGUE and officials of member teams and LEAGUES shall be covered against personal liability claims by the ANDERSON YOUTH SOCCER LEAGUE for performing acts and duties directly related to the work of this LEAGUE. As in regards to financial responsibilities – The LEAGUE shall not assume, or be liable for the debts or financial responsibilities, either implied or incurred, of any of its affiliated teams or members.

#### **6.0 STANDING COMMITTEES**

The following Standing Committees and others as needed shall be appointed yearly:

- 6.1 Protest, Appeals, and Disciplinary (PAD) Committee. Chaired by the Vice-President.
- 6.2 Internal Affairs Committee chaired by a non-Board member. Members are non board members. The President appoints the chair of this committee.

#### **7.0 ARTICLES OF REMOVAL**

The removal of any member of the LEAGUE shall adhere to the following procedures:

- 7.1 Shall be requested in writing to the President of the LEAGUE by a member of the Board of Directors or three (3) or more members of the LEAGUE, defining why such action shall be necessary. Specific charges and supporting data must be provided with the request.

**7.2** Removal can be requested for any of the below reasons, but not limited to:

1. Failure to perform his/her duties as outlined in the AYSL Constitution, Bylaws, and Rules & Regulations or carry out Board decisions.
2. Found using or under the influence of drugs and/or alcohol during any practice or game-related event where children are present.
3. Cause dissention among the Board and/or LEAGUE.
4. Perpetrating any misdemeanor or felony offense at any League-related event or facility.
5. Providing false information on adult registration form.
6. Three or more unexcused absences from Board meetings during term.
7. Misuse of LEAGUE funds.

**7.3** The Board of this LEAGUE may, by a two-thirds (2/3) vote recommend removal of any member of this LEAGUE. Thereafter, the Board Decision is sent to the Internal Affairs Committee.

**7.4** The Internal Affairs Committee must, within two (2) weeks of removal recommendation, hold a hearing with the President and member in question. After hearing all information, this committee may declare the member be removed for up to a period of one year.

## **8.0 MEMBERSHIP**

Any applicant for membership in this LEAGUE shall submit yearly, with the appropriate fee(s): A properly completed LEAGUE affiliation form; properly completed player and/or team registration forms, prepared in accordance with the current registration instructions and procedures; proof of place and date of birth.

## **9.0 SEASONAL YEAR**

The seasonal year for this LEAGUE shall be from August 1 through July 31 of the following calendar year. The seasonal year will consist of 2 season; fall and spring.

## **10.0 PAYMENT OF FEES**

**10.1** Payment of fees for players are due and payable to the AYSL, unless otherwise provided for by the Board of Directors, at the time of registration, but no later than such players, teams, or LEAGUE holds their initial game or practice.

**10.2** All bank checks and/or money orders submitted to this LEAGUE shall be made payable to the "ANDERSON YOUTH SOCCER LEAGUE" or "AYSL". Only persons designated by the Board of Directors may receive payment on behalf of this LEAGUE.

## **11.0 REFUNDS**

At its convenience, the Anderson Youth Soccer League will refund player registration fees to the player's parent/guardian when that request is made in a timely manner AND prior to the refund request deadline (see below). Requests MUST be submitted in writing via US mail or e-mail to the Registrar containing the necessary information. (Player's name, Player's birthdate, Parent's name, Parent's address and the reason for the request).

- A. Registration refunds requested up to 6 weeks prior to LEAGUE play, will be granted their original fee minus \$15 processing fee.
- B. Request from 6 weeks through the date one week before LEAGUE play begins, will be granted refund of one-half (1/2) of the registration fee.
- C. Request after the date one week before LEAGUE play begins will not be granted.

## **12.0 MEETINGS**

**12.1** The Board shall meet regularly once each month at a time and place designated by the President and at other times as deemed necessary by the President, or if the President is instructed to do so by three (3) or more members of the Board of Directors. The meetings shall be open to the membership with open discussion scheduled.

**12.2** The agenda for the regular meetings shall be as follows:

- A. Call to Order
- B. Roll Call
- C. Introduction of Guests
- D. Reading and acceptance of preceding meeting's minutes.
- E. Correspondence
- F. Treasurer's Reports
- G. Coordinator's Reports
- H. Committee Reports
- I. Unfinished Business
- J. New Business
- K. Good of the Game
- L. Adjournment

**12.3** Motions will pass or fail by the majority of the quorum present. If votes of abstentions are in the majority, the motion will be tabled for at least 24 hours.

**12.4** Voting must be by members present and no proxy votes will be accepted. Due to special circumstances, e-mail voting may take place with votes being gathered by the President and verified at the next Board meeting.

**12.5** On advice from the President, a member of the Board may call a motion to enter into a closed session. The meeting shall only go into a "Closed Session" under the following circumstances:

1. The confidentiality of a minor is at issue.
2. The confidentiality of a member during a disciplinary or protest/appeals hearing is at issue (unless said member waives his/her right to confidentiality).
3. Issues surrounding pending civil or criminal litigation that prohibits public discussion of the subject.
4. By majority vote of the Board.

## **13.0 BOARD QUORUM**

A quorum for Board of Director meetings of the LEAGUE shall consist of a simple majority of the total number of Board Members; i.e.... nine (8) of a sixteen (15) member Board.

#### **14.0 PROTEST, APPEALS, AND DISCIPLINARY ACTION**

**14.1** In violations of the Constitution, Bylaws, General Procedures, and specific Rules of the LEAGUE, misapplication of the "Laws of the Game" shall be proper subjects to be considered for action.

**14.2** The duties of the PAD Committee will include, but not be limited to, the following:

- A. Hear all protests and appeals
- B. Review all red cards with offender present. In the case of a minor player, the parent or guardian and coach must also be present.
- C. Administer proper disciplinary action.
- D. Report all findings in writing to the Board at the next regular meeting.

**14.3** It is recommended that the number of persons on a hearing committee be an odd number with no fewer than three (3) but no more than five (5) members plus the Chairman. The committee shall be comprised of persons having no conflict of interest in the matters being heard and having no association with the principle parties in the matters. No person shall adjudicate a matter at more than one level.

**14.4** Protest and Appeals are to be in writing and delivered to the Chairman of the Protest and Appeals Committee within two (2) calendar days of the action being protested or appealed. The Board of Directors can address special circumstances. Any decision rendered by this committee may be appealed to the full Board of Directors and then if need be to the CYSA Protest and Appeals Committee as per CYSA Constitution, Bylaws, Rules and Regulations.

#### **15.0 RESTRICTIONS ON MEMBERSHIP (AID OF COURTS)**

In the matter of Board disciplinary actions, protests and/or appeals, no person(s) associated with the operations of this LEAGUE at any level (player, parent, coach, assistant coach, team manager or board member) may invoke the aid of the courts of any county and/or state jurisdiction, or of the U.S. without first exhausting all available remedies within AYLS, DISTRICT IX, CYSA, and USYSA, including final appeal to the USYSA National Council at it's Annual General Meeting.

#### **16.0 VIOLATION OF SECTION 15.0**

For violations of section 15.0, the offending party (parties) shall be subject to the sanctions of suspension and fines, and shall be liable to AYSL/DISTRICT IX/CYSA/USYSA for all expenses incurred by AYSL/DISTRICT IX/CYSA/USYSA in defending each court action, including but not limited to the following:

- A. Court cost
- B. Attorney fees
- C. Reasonable compensation for the time spent by AYSL/DISTRICT IX/CYSA/USYSA officers in responding to and defending against allegations in the action, including responses to discovery and court appearances.
- D. Travel expenses
- E. Expenses for holding special AYSL/DISTRICT IX/CYSA/USYSA meetings necessitated by the court action.

## **17.0 PLEAS OF IGNORANCE**

A plea of ignorance to the Constitution, Bylaws, Rules & Regulations, Travel and Tournament Manual of the CYSA, or other operational handbooks of this LEAGUE and the CYSA is not sufficient defense and violators may expect appropriate action by the Board of Directors of this LEAGUE.

## **18.0 VIOLATIONS**

Any person or member of this LEAGUE found guilty of violating the Bylaws, General Procedures and Rules or operational handbooks of this LEAGUE/CYSA may be asked by the Board of Directors to appear before the Board of Directors of this LEAGUE in order to explain his/her actions.

## **19.0 DISSOLUTION**

Should this LEAGUE be dissolved, all assets remaining after payment of all debts shall be turned over to the California Youth Soccer Association (CYSA) for the express purpose of the development of youth soccer.