

TRI-CITIES YOUTH SOCCER ASSOCIATION

Bylaws

Rules of Competition

Guidelines

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1. IDENTIFICATION

The identification of this organization shall be the Tri-Cities Youth Soccer Association (T-CYSA). This Association is and shall be a non-profit organization. For purposes of administration, the Association will be divided into five Clubs. Recreational players in the U-6 through U-19 age groups are governed under the recreational guidelines, which are administered through four city clubs (Kennewick, Pasco, Richland, and West Richland clubs). The boundaries of the city clubs are generally those of the represented cities.

Competitive players in the U-11 through U-19 age groups participate in district and state play, which is administered through the Three Rivers Soccer Club. The Washington State Youth League (WSYL) and the district 6 Rules of Competition govern play for these age groups.

This Association shall maintain full affiliation with the Washington State Youth Soccer Association (WSYSA), and all activities shall be subject to the Constitution, Bylaws, and Rules of Competition of the WSYSA.

2. PURPOSE

The purpose of this Association is to promote the game of soccer and to provide opportunities for youth under the age of 19 who register with us to play affiliated soccer at a level commensurate with their ability and interest. We will emphasize sportsmanship, skill, teamwork, fitness, and achievement through the playing of the game, and provide educational opportunities to further develop players, coaches, referees and administrators.

3. ORGANIZATION

3.1. Members

The members of the Association shall consist of the properly registered, dues-paid players, coaches and administrators who come under the Association jurisdiction and subscribe to its purpose and abide by its Bylaws, Rules of Competition, and Guidelines.

3.2. Voting Members

The authority of the Association shall be vested in its voting members, who will exercise their authority by electing a Board of Directors to govern the Association. Voting members shall be coaches of affiliated teams or Board members. Each voting member has one vote, regardless of how many times they qualify. Voting members who are not present at the Annual General Meeting may designate in writing an alternate to cast their vote.

3.3. The Board of Directors

3.3.1. Authority and Responsibility

The Board of Directors has the authority and responsibility to conduct all business functions, enforce Bylaws, develop Rules of Competition and Guidelines, and represent the Association in all matters.

3.3.2. Board Members

The Board of Directors shall consist of twelve (12) elected members: seven officers and five club directors. The officers are elected by the voting members at the Annual General Meeting. The club directors are elected by their respective clubs. These Board members conduct business according to the Bylaws and Guidelines of T-CYSA. A Board member may serve for only two elected terms (4 years), after which he/she may not serve in any capacity until a period of one (1) full term (2 years) has lapsed since his/her last service on the Board. Paid staff of T-CYSA cannot serve as Board members.

3.3.2.1. T-CYSA Officers

The following board members shall be elected at the Annual General Meeting (AGM): President, Vice President of Administration, Vice President of Competition, Vice President of Development,

Director of Communications, Treasurer, and Tournament Director. The term of office shall be two (2) years, with one-half of the Board positions becoming open each year. The President, Treasurer, and Vice President of Competition shall be elected at the AGM in even numbered years. The Vice Presidents of Administration and Development, Director of Communication, and Tournaments Director are elected in odd numbered years. Ten (10) percent of the voting members must cast ballots in order to validate the election. When the President is unable to fill his/her term of office, the Board shall elect a current Board member as President, until the next scheduled AGM. When a member of the Board, other than the President, resigns or is unable to complete his/her term of office, the Board shall be empowered to fill the vacancy until the next regularly scheduled AGM at which time the voting members will elect an individual to fill this vacancy. The Board positions will be restored to their normal voting cycle at subsequent AGM's.

3.3.2.2. Club Directors

T-CYSA has four Recreational Club Directors and a Three Rivers Soccer Club Director. Recreational Club Directors shall be elected every two (2) years by the coaches in their respective Clubs. The Kennewick and Pasco Club Directors will be elected at the fall coaches meeting, term effective November 1, in even years. The Richland and West Richland Club Directors will be elected at the fall coaches meeting, term effective November 1, in odd years. In the event of a vacancy, the Board may appoint a temporary Club Director to serve until the next coaches meeting. The Three Rivers Soccer Club Committee will appoint the Three Rivers Soccer Club Director. The Club Committee will elect a Club Director in odd-numbered years at a meeting of the Club Committee held after the T-CYSA AGM, but before coach selection for the following year's team. If the Club Director leaves office before the completion of his/her term, the Club Committee will convene to elect a person to serve for the remainder of the term.

3.3.2.3. Removal of Board Members

Any Board Member may be removed upon a two-thirds vote of the Board. Such a vote shall only be taken at a regularly scheduled Board Meeting as defined in 5.2. Upon removal of a Board Member under this section, the Board may select a replacement in accordance with 3.3.2.1 or 3.3.2.2. Such a replacement shall only serve until the next AGM, at which time the position will be open for replacement by a vote of the members of the Association. The position shall again become open and restored to the normal election cycle at the next scheduled AGM as specified in 3.3.2.1.

3.3.2.4. Delegation of Authority

Each Board Member may appoint deputies or assistants as required. The assistants have the authority to represent the Board Member at Board Meetings. However, they only have the authority to vote if written approval is obtained from the Board Member.

3.3.3. Ex Officio Board Members

Ex officio board members are volunteer staffs who manage important functions within TCYSA, such as Head Referee, Facility Manager, and Coaching Directors. Ex officio Board members cannot vote at Board Meetings unless delegated in writing by an absent Board member. Ex officio Board members are appointed by specific Board Members as stipulated under section 4.0.

4. RESPONSIBILITIES OF BOARD MEMBERS

All Board members are required to follow the Bylaws and Guidelines that pertain to the duties of their office and support majority decisions made by the Board of Directors.

4.1. President

The President shall oversee all activities of T-CYSA and the work of the Board Members, and shall serve as Chairperson at the Annual General Meeting and all Board meetings. The President shall see that all Bylaws, Rules of Competition, and Guidelines of T-CYSA are executed. The President may establish committees and appoint administrators as required. The President is responsible for hiring, supervising,

and providing performance evaluations for the Office Manager and other paid staff in T-CYSA. Performance evaluations for paid staff will be presented to the Board on a yearly basis.

4.2. Vice President of Administration

The Vice President of Administration shall preside over T-CYSA business in the temporary absence of the President, and maintain a current copy of the Bylaws and Guidelines. Each year at the May Board meeting, the VP of Administration will present a draft schedule of important T-CYSA activities for the year. The VP of Administration shall oversee 1) the registration of all T-CYSA players, serve as alternate registrar and oversee employee(s) who have been delegated as the T-CYSA Registrar, 2) the Facility Manager(s), who may be volunteers or employees of T-CYSA, and 3) improvements and special projects at the T-CYSA Complex.

4.2.1. Registrar

Registration responsibilities are assigned to office employees by the VP of Administration. Responsibilities include 1) maintain membership database, official team rosters, and all information required by the WSYSA, 2) implement procedures for the registration of Association members in accordance with T-CYSA Bylaws and Guidelines and WSYSA regulations, 3) maintain mailing lists of members, coaches, and Board members, and 4) prepare a membership summary yearly for the AGM and T-CYSA newsletter.

4.2.2. Facility Manager(s)

The Facility Manager is responsible for maintenance activities and preparation of fields at the T-CYSA complex. Responsibilities include 1) control over field orientation and removal of damaged fields from use, 2) repair and lining of fields for league and tournament play, 3) participation in meetings with the City of Pasco regarding the care of complex fields, and 4) quarterly reports to the Board on field conditions.

4.2.3. Office Manager/Paid Staff

The Office Manager and paid staff are part-time employees of T-CYSA. The Board of Directors approves hiring of all part time staff and sets general guidelines on the responsibilities and operation of these positions within the T-CYSA organization. Although any Board Member may request the service of the staff, the President is the direct supervisor and will prioritize staff responsibilities. The office manager shall order equipment and supplies for recreational teams and the T-CYSA Complex.

4.3. Vice President of Development

The VP of Development shall schedule and coordinate all State license coaching clinics. The VP of Development will appoint and oversee Coaching Directors for the Recreational City Clubs. The VP of Development shall schedule and coordinate additional development opportunities for players and coaches.

4.3.1. Coaching Directors

The coaching directors will advise and assist the Vice President of Development with the organization and implementation of coaching and player development programs. This includes 1) develop and implement technical curriculum activities such as the Center of Excellence Youth Camps, U12 Development Training Programs, and Coaching Workshops, 2) advise the Board on appropriate age group competition formats within the Association, 3) recommend coaching priorities for different age groups and skill levels, 4) advise the Director of Development on appropriate guidelines, policy, and procedures for managing and selecting coaches, and 5) communicate and link WSYSA and U.S. Youth Soccer player and coach development initiatives to T-CYSA.

4.4. Vice President of Competition

The Vice President of Competition shall oversee all T-CYSA competition, with emphasis on recreational league play and tournaments. This individual oversees the TCYSA Head Referee and judicial functions (Recreational Rules and Protest Committee) as required. The Vice President of Competition schedules recreational T-CYSA league play.

4.4.1. Head Referee

The Head Referee shall schedule and coordinate classes to train and certify referees. The Head Referee shall appoint Referee Coordinators for the four (4) Recreational Clubs to coordinate referees for home matches. The Head Referee shall maintain a list of licensed referees.

4.5. Tournament Director

The Tournament Director is responsible for organizing and hosting T-CYSA-sponsored tournaments and jamborees. Responsibilities include 1) scheduling and sanctioning of TCYSA tournaments through WSYSA, 2) tournament organization, 3) announcements and summaries of tournaments for the T-CYSA newsletter, and 4) preparation of an annual summary report and finances of tournaments for the AGM.

4.6. Director of Communications

The responsibilities of the Director of Communications shall include: 1) record minutes of Board meetings and the Annual General Meeting and submit a copy to the T-CYSA office, 2) administer T-CYSA interactions with the news media, 3) coordinate team photographs for all T-CYSA teams, 4) compile and mail a newsletter to coaches and players reporting on T-CYSA activities at least three times per year, and 5) maintain an Internet web site to help communicate accurate and timely information to Association members and increase the interest, support and participation of other soccer organizations.

4.7. Treasurer

The Treasurer shall 1) oversee the paying of bills and requests for reimbursement, which will be the responsibility of the Office Administrator, 2) present financial reports at the monthly Board meeting and a yearly report at the Annual General Meeting, 3) prepare a financial summary for the newsletter at least once a year, 4) prepare and maintain the Association tax-exempt status report and income tax filings, 5) prepare an annual budget, 6) approve the time cards of the Office Administrator and other paid staff, and 7) coordinate T-CYSA money-making activities and special projects.. The Treasurer is responsible to maintain and enforce adequate accounting procedures to safeguard the assets of T-CYSA.

4.8. Club Directors

The Club Directors are elected by their respective clubs and represent their club on the Board of Directors. New clubs may be formed through a bylaw change approved at the AGM.

4.8.1. Recreational Club Directors

Each Recreational Club Director is responsible for the administration of recreational soccer in their respective club. These responsibilities include 1) formation of recreational teams; 2) placement of properly registered players; 3) recruitment and management of coaches; and 4) reservation of properly lined and netted playing fields for home games. The Club Directors ensure that all coaches have filled out the Washington State Patrol Background forms and provide listing of this information to the T-CYSA office.

The Recreational Club Directors may recruit volunteer staff to carry out the functions of the club and will provide the T-CYSA office administrator a listing of all club staff volunteers to direct member questions. Outgoing Club Directors will provide new Club Directors with a proper indoctrination.

Each Club Director will be part of the Rules and Protest Committee.

4.8.2. Age Group Coordinators

The Club Directors may appoint Age Group Coordinators to assist them as necessary. Major responsibilities include team formation and coordination. For Recreational Clubs, the person selected shall not be affiliated with that division as a coach, assistant coach or parent of a player in that age group.

4.8.3. Three Rivers Club Director

The Director of Three Rivers Soccer Club will provide for organization and reorganization of teams; ensure all District and WSYL players are properly registered; recruit coaches; and make coaching assignments with the approval of the coaches selection committee.

The Director of Three Rivers Soccer Club shall ensure each team coach has a full schedule at the higher levels of competition and that the administration of the select program is consistent with the Association Bylaws, Rules of Competition and Association Guidelines. The Director of Three Rivers Soccer Club shall also ensure the payment of entry fees for all league competition.

4.8.4. Enforcement of Codes of Conduct

The Club Directors will agree on a set of Codes of Conduct for Coaches, Parents and Players. There may be different sets for different level of play (recreational and competitive) if desired. The latest agreed to set of Codes of Conduct will be maintained by the T-CYSA Office Manager and completed before WSYSA sanctioned play (tournament or seasonal) commences unless waived by the Club Director. The Club Directors are responsible for maintaining completed Codes of Conduct during the full season they apply to.

5. Meetings

All Association meetings shall be open to the public. The current edition of Robert's Rules of Order shall be used as a guide to govern the conduct of the meetings, if not otherwise specified by these Bylaws.

5.1. Annual General Meetings

The Annual General Meeting shall take place during the fall season. Notification of the Annual General Meeting will be made at the Fall Coaches meetings, and a reminder will be sent out no later than one week before the AGM. Proposed Bylaw changes and the recommendations of the nomination committee will be posted on the T-CYSA website and available at the Complex office 30 days prior to the AGM.

A quorum of 10 percent of the voting members is required to pass Bylaw changes and elect officers. If a quorum is not present at the AGM, the Board shall send out ballots to all voting members not present at the AGM. The combined votes of the AGM and returned ballots will be tallied at the next monthly Board meeting. If a quorum of voting members has been established through the combined votes, the election results will be validated.

5.1.1. Order of Business

The order of business for the Association at the Annual General Meeting shall include Minutes, Communications, Officer Reports, Unfinished Business, Reports, Proposals, Elections, New Business, General, and adjournment.

5.2. Board Meetings

The Board meetings shall be held on the first Wednesday of each month. A quorum of two-thirds of the Board members is required to vote or approve actions. Ex officio Board members are encouraged to attend monthly board meetings and report on activities. Although the monthly Board meetings are open to the public, the Board may close a portion of the monthly Board meeting to discuss such matters as employee appraisals and salary action.

If there is not enough business to warrant a meeting during any given month, the President may cancel said meeting. The President of T-CYSA may call any additional meetings as necessary

6. Financial Requirements

6.1. Fiscal Year

The fiscal year of T-CYSA begins January 1 and ends December 31.

6.2. Audit

The financial books and accounts of the Association shall be audited by a Certified Public Accountant a minimum of every two years. Within thirty (30) days of the end of the fiscal year, a balance sheet shall be issued to the Board Members. The audit will be made available to any member upon request.

7. Rules of Competition (Refer to Section 2, *Recreational Rules of Competition*)

The Board shall adopt Rules of Competition governing team play, and eligibility. These rules shall be binding on all teams or affiliated teams involved in intra-T-CYSA league play. No amendments to the rules shall be effective for the season competition unless they are adopted and published at least thirty (30) days before the first scheduled game of the season. The Club Directors shall provide one (1) copy for each registered team each season. Copies will be provided for referees and officers.

7.1. Amendments of Rules

Any team or individual desiring to amend the Rules of Competition shall submit the proposed amendment in writing to the VP of Competition, who shall refer the proposed amendment to the Rules and Protest Committee. The Committee's recommendation shall be made at a Board meeting. The proposed amendment shall be adopted, rejected or modified within thirty (30) days of submittal.

A two-thirds (2/3) favorable vote of the Board members is required for approval.

7.2. Interpretations

At any time, the Board may interpret the Rules or render decisions on matters not covered by the Rules. Such decisions/interpretations shall be binding on all teams for that season of play. The ruling shall be included in the next association newsletter.

7.3. Training of Referees

All teams, before playing Association matches, should provide an individual for training as a referee; these individuals should be willing to officiate at least half the number of matches that the team they represent plays in a season.

8. Guidelines (Refer to Section 3, *Guidelines*)

The Board of Directors shall adopt a set of Guidelines that provides implementing instructions on T-CYSA matters. A favorable vote of two-thirds of the Board members is required to establish or revise a guideline.

9. Bylaw Amendments

Proposals to amend the Bylaws must be presented at a Board meeting at least sixty (60) days before the Annual General Meeting. Proposed Bylaw Amendments shall be considered at the Annual General Meeting. A majority vote of the eligible voting members present is required to amend the Bylaws, providing a quorum of ten (10) percent of the voting members is present or achieved as outlined in section 5.1.

10. Indemnification

Pursuant to RCW 24.03.043, as now exists or as may hereafter be amended or replaced, and RCW 23B.08.320 and RCW 23B.08.500 through 600, as now exist or as may hereafter be amended or replaced, the Association may indemnify a Director, Officer, Employee, or Agent of the Association as otherwise permitted by law. It is the intent of this Bylaw to authorize indemnification in accordance with law.