

## **Lassen Youth Soccer By-Laws**

### **2:01 BOARD OF DIRECTORS**

**2:01:01** Members of this League shall nominate and elect (by secret ballot) at the Annual General Meeting, in odd numbered years the President, Secretary, Player Agent, Registrar, and Public Relations Coordinator and Referee Coordinator who shall serve for a period of two (2) years. In even numbered years, the First Vice President, Treasurer, Coaching Coordinator, Team Parent Coordinator, Equipment Coordinator, Field Coordinator, and Comp Teams Coordinator shall be nominated and elected and serve for a period of two (2) years.

**2:01:02** In the event that a member of the Board becomes unable to serve, the President, with two-thirds (2/3) approval of the Board, shall appoint a person to fill the remaining term of the vacated position. In the case of a vacated President position, the First Vice President will ascend or appoint another Board member, with 2/3 approval of the Board, to the position for the remainder of the term. A member of the Board of Directors may be removed by a two-thirds (2/3) vote of the Board members present at any BOD meeting. Lassen Youth Soccer is a volunteer-run organization and those who choose to hold an elected office should be dedicated enough to participate in all aspects of their office. However, if attendance is impossible, notification to the secretary is required. Three (3) consecutive unexcused absences from regular meetings may result in dismissal of that officer by two-thirds (2/3) vote of the Board of Directors present. (See 2:01:06)

**2:01:03** The Officers of the Board of Directors shall be President, Vice President, Secretary, Treasurer, Referee Coordinator, Coaching Coordinator, Registrar, Player Agent, Team Parent Coordinator, Equipment Coordinator, Field Coordinator, Comp Teams Coordinator and Public Relations Coordinator.

Assistants may be appointed to carry out specific duties of any of the Board members upon first obtaining the approval of a majority of the Board members or of the executive committee if the appointment must be made before the next scheduled meeting of the full Board.

**A. President:** Shall: 1) conduct all meetings of the Board of Directors and shall cast a vote only in the event of a tie, 2) appoint, subject to the approval of the Board, Committees and/or Committee Chairpersons, 3) serve as the primary liaison to District IX, the State Association (Cal North) and other Cal North leagues and entities. 4) serve as the primary liaison to the local community, the local organizations and other such like organizations. 5) designate a board replacement when unavailable to attend District meetings, 6) Oversee dissemination of State, District and other communications to the Board (prior to meetings when applicable).

**B. Vice President:** Shall: 1) In the absence of the President, the First Vice President shall preside at the meetings of the Board of Directors, 2) chair the Protest, Appeals and Disciplinary Committee (PAD), 3) chair the Team Formation committee, 4) be responsible for jamborees, tournaments, District Cups and awards, 5) Chair the bathroom committee responsible for cleaning, opening and closing the bathrooms as needed during the season. 6) maintain the cleanliness of the restrooms as needed, 7) be responsible for filing field insurance forms and, 8) maintain a file of those forms as well as copies of all injury reports for the League in accordance with Cal North regulations and procedures, 9) coordinate the annual scholarship program for graduating seniors, 10) Key holder for P.O. Box.

**C. Secretary:** Shall: 1) In the absence of the President and the First Vice President, preside at the meetings of the Board of Directors (and the PAD Committee if the First Vice President is not available), 2) keep accurate and detailed records of all meetings, 3) give notice to Board members of regular board meetings and the AGM, 4) be responsible for collection of individual board member reports for the AGM, 5) send a copy of each meeting's minutes to each Board Member within two (2) weeks after each meeting 6) be responsible for submitting the annual Affiliation form along with proper fee and all related documents by the deadline and, as needed the Change form promptly, to the District, 6) pick up and distribute mail at least weekly.

**D. Treasurer:** Shall: 1) insure that all financial transactions are proper and notify the Board if they are not within guidelines 2) issue checks and make deposits (in a recognized bank in the name of LYS), 3) issue receipts for all money received, review and reconcile all financial transactions monthly, 4) prepare monthly financial reports, 5) prepare and file non-profit IRS statements, 6) prepare and file non-profit corporation papers, 7) insure that 1099's are provided to appropriate parties, 8) chair the Budget committee, 9) recommend budget to the Board each year, 10) make recommendations for periodic financial reviews, and 11) oversee annual equipment inventory review. 12) assist the secretary with submitting the annual Affiliation form and all related documents by the deadline to the District. 13) assist with the picking up and distributing mail at least weekly, 14) coordinate and maintain annual soccer property inventory. Note: 1. Checks shall bear two (2) signatures. 2. Two board members shall count monies for all deposits.

**E. Coaching Coordinator:** Shall: 1) coordinate recruitment, 2) organize and publicize coaching clinics early enough and in such a fashion as to insure maximum attendance, 3) advise and direct coaches in accordance with League By-laws, Rules & Regulations, and Policies, 4) address the safety and welfare of coaches and the concerns of or complaints about a coach, 5) meet with coaches of all age groups before the start of the playing season, 6) inform the Board of Directors as to the coaches' needs (training etc.) in order to maintain and upgrade coaches, 7) distribute and collect signed Cal North COACH REGISTRATION FORMS AND EMPLOYMENT/VOLUNTEER DISCLOSURE STATEMENTS from all coaches prior to the season—to be filed with the Registrar.

**F. Referee Coordinator:** Shall: 1) coordinate recruitment of new referees 2) organize Entry Level referee courses and (for returning referees) Annual In-service classes during preseason. 3) During the playing season(s), will schedule or coordinate referee coverage, 4) mentor and critique referees, 5) coordinate assessment of referees 6) handle complaints, 7) collect game cards and process for payment 8) assist Public Relations Coordinator in keeping standings 9) report any significant inappropriate or unsporting behavior to the PAD Committee or, if needed to the District League PAD.

**G. Registrar:** Shall: 1) select and order forms to register players, coaches and teams as per District IX and Cal North requirements, 2) secure and prepare registration sites, 3) schedule volunteers for registration, 4) collect registration fees 5) forward registration proceeds (cash and checks) to the Secretary for deposit. 6) issue receipts for all funds received for registration and retain copies of all receipts 7) be responsible for ensuring that Player & Team Registration Forms and Player Passes (as needed) are completed and forwarded in accordance with the current registration instructions and procedures of the Cal North manual. These forms will be processed and sent to the District Registrar in a timely fashion and in accordance with Cal North rules and regulations. 8) Collect (directly or from Coaching Coordinator) and file all EMPLOYMENT/VOLUNTEER DISCLOSURE STATEMENTS from coaches, assistant coaches, referees, board members and all other League volunteers or contractors.

**H. Player Agent: Shall:** 1) assist in team formation, 2) coordinate tryouts/assessments 3) address the safety and welfare of players, and the concerns of or complaints about a player, parent or guardian, 4) be responsible for the playing season(s) game scheduling (not including Walt Zinko Playing League. 5) in cooperation with the Registrar, shall be responsible for any transfer of players in the Walt Zinko Playing League or the local league teams and 6) shall notify the Referee Coordinator of any cancellations and (with the Referee Coordinator) reschedule any postponed games when possible (local league play only) and 7) serve on the PAD committee.

**I. Team Parent Coordinator:** Shall: 1) coordinate and instruct team parents in the fundraising activities and items which they will be involved in with their individual teams; 2) document all parent complaints and be responsible to bring forth any complaint to the Board that is deemed necessary by the coordinator 3) be responsible for the coordination of League sponsored team pictures; 4) purchase and maintain a proper supply of items for sale, as needed, for the snack bar, 5) when required for use, make a schedule for teams to have representatives work in the snack bar, 6) open and close snack bar on days the league has games and the snack bar is in operation, 7) maintain the cleanliness of the snack bar as needed, 8) maintain and control the league's money and assets in regard to the snack bar, 9) report to the treasurer all financial reports regarding the snack bar.

**J. Public Relations Coordinator:** Shall: 1) advise the news media of League information and activities including notification of Board meetings and game results, as available. 2) supervise the League website 3) coordinate the advertising budget. 4) be responsible for league standings, when applicable, for intra-league and inter-league but not District League; 5) chair the sponsorship committee.

**K. Equipment Coordinator:** Shall: 1) purchase and maintain a proper supply of equipment and uniforms, as needed, for the League, 2) distribute the allocated equipment to each coach at the beginning of the season, 3) ensure that all allocated equipment is promptly returned at and inventoried at the end of the season.

**L. Field Coordinator:** Shall: 1) coordinate the preparation of the fields and safely secure goals prior to the start of each season, and the removal and storage of the goals and other LYS on-field equipment (flags, nets, etc.) at the end of each season in compliance with the Cal North Risk Management Program guidelines for "Safe Play Concerns" and "Field Incidents and Upkeep"), 2) coordinate the keeping of the fields and areas used by teams during regularly scheduled games clean and free of litter, 3) coordinate with other groups that share the fields for long term field maintenance (aeration and fertilization schedule, watering, mowing, etc.), 4) keep an inventory of and coordinate the maintenance of all league-owned mechanical equipment related to field maintenance (mowers, strippers, etc.), 5) report unsafe field condition and equipment maintenance needs to the Board for action. For any field or equipment condition that in his/her opinion is unsafe and requires immediate action, the Field Coordinator may take appropriate remedial action with approval from the following (in order of preference): a) a majority of the Board of Directors b) the Executive Committee c) the League President d) on their own initiative. The Field Coordinator shall keep records of all expenses incurred, shall report the condition and action taken to the Board at next scheduled meeting, and shall be entitled to reimbursement for personal funds spent in correcting the unsafe condition. (Taken from the Cal North Risk Management Program)

**M. Comp Teams Coordinator:** Shall: 1) Chair comp teams committees. 2) Help with scheduling tournaments and games for all comp teams. 3) Make sure payments for team activities are communicated with the treasurer in a timely manner. 4) Communicate with the referee coordinator to insure referees for any home games for comp teams. 5) Communicate with the board on the progress of the comp teams.

**2:01:04** The Board of Directors shall be responsible for and have sole authority for the following:

A. Being familiar with, interpreting and enforcing the Constitution, By-Laws, Rules & Regulations and Policies of this League, and all applicable rules and regulations of the Associations with which this League is affiliated. Participate in Rule Review and Revision as needed on an annual basis. Put forward proposed revisions to the board president prior to November 30th.

B. Approving procedures for the formation of registered teams.

C. Insuring proper registration of all players, coaches, assistant coaches and teams

D. Approving travel of teams for any competitions played out of the League boundaries (subject to District/State approval if beyond District.

E. Establishing a common set of administrative rules for all teams for League play.

F. Establishing a common set of playing rules for League Play.

G. Providing levels of competition, as needed, within the League for all registered players in the League boundaries.

H. To review and approve League Constitution and Bylaws and ensure consistency with the Cal North Constitution, Bylaws and General Procedures and Specific Rules.

**2:01:05** The Board of Directors shall have the right and authority to select, suspend, bar completely or otherwise discipline any team player, coach, assistant coach, other team assistant, league official or any other person associated with the operation of this League from any member team or organization.

**2:01:06** The Board of Directors shall have by two thirds vote of those members present the authority to remove, with cause, any member of the Board of Directors with the proper hearing. Notice of said hearing shall be given, in writing, at least 14 days prior to the hearing. Cause shall be deemed as not performing one's duties as set forth by the

Constitution, Bylaws and Rules and Regulations or being found guilty of conduct that is detrimental to the purpose of this League. When a position is declared vacant, the Board of Directors shall call for an election of a new member of the Board of Directors within a period of sixty (60) days of said declaration. (See PIM 96-1 ASSOCIATION INITIATED DISCIPLINE).

## **2:02 COMMITTEES**

**2:02:01** The following standing committees (and others as needed) shall be appointed yearly:

A. Rules and Revisions

B. Protests, Appeals and Disciplinary (PAD)

**2:02:02** Executive Committee: The Board of Directors may, by a majority vote of directors, designate its members serving as officers of this corporation in the capacity of President, First Vice President, Referee Coordinator, Secretary, Treasurer to constitute an Executive committee and delegate to such committee, of which three (3) members shall constitute a quorum, the business and affairs of the corporation, except with respect to:

A. The approval of an action which, under law or the provisions of these By-Laws, requires the approval of the members or a majority of all of the members.

B. The filling of vacancies on the Board or on any committee that is the authority of the Board.

C. The fixing of compensation of the directors for serving on the Board or on any committee.

D. The amendment, adoption or repeal of Constitution, By-Laws or Rules & Regulations.

E. The amendment or repeal or any resolution of the Board that by its express terms is not so amendable or subject to repeal.

**2:02:03** All actions by the Executive Committee must be ratified by the Board of Directors at their next scheduled meeting after such Executive Committee meeting.

## **2:03 MEMBERSHIP**

**2:03:01** Any person applying for membership in this League shall submit a:

- A. Properly completed registration form for each player, coach, and assistant coach, prepared in accordance with the current Cal North registration instructions and procedures each playing season.
- B. Proper application fee and, depending upon age and division, proper player pass picture and signature. First-time players must also provide acceptable proof of place and date of birth.
- C. EMPLOYMENT/VOLUNTEER DISCLOSURE FORM for all coaches, assistant coaches, referees, and all other volunteers.
- D. LiveScan (fingerprinting/background check) for all coaches and assistant coaches ages 18 or older.

**2:03:02** All bank checks, drafts and/or money orders submitted to this League shall be made payable to "Lassen Youth Soccer" or "LYS".

## **2:04 MEETINGS**

**2:04:01** Regular meetings of the Board of Directors will be held at least quarterly. Additional meetings will be held at the request of the President and/or three (3) members of the Board. The agenda for regular meetings shall be as follows:

1. Call to Order
2. Roll Call
3. Introduction of Guests
4. Approval of Agenda
5. Approval of Previous Minutes
6. Correspondence
7. Board Member Reports
8. Committee Reports
9. Old Business
10. New Business
11. Calendar Review
12. Good of the Game
13. Set the next meeting date & time
14. Adjournment

**2:04:02** Quorum: At all meetings of the Board of Directors, fifty percent (50%) of the Board of Directors shall constitute a quorum for the transaction of business.

**2:04:03** The President or the Board Member Chairing the Board Meeting may exercise discretion over setting the meeting agenda. If the President or Board Member finds that requested agenda items are repetitive and have been without beneficial results or are inflammatory or abusive, he/ she can decline to include such items on the agenda. The President or Board Member is encouraged to consult with Board Member(s) when such action is considered.

2:04:04 All Lassen Youth Soccer property and assets such as board position manuals, and keys should be collected and returned to the president annually at the November meeting.

## **2:05 SEASONAL YEAR**

**2:05:01** The seasonal year for membership/registration shall be from January 1st through December 31st.

**2:05:02** League and field insurance coverage shall be renewed annually in February.

## **2:06 PROTEST, APPEALS AND DISCIPLINE**

**2:06:01** Only violations of the Constitution, By-Laws, Rules & Regulations and Policies of this League, misapplication of "Laws of the Game" and other specific infractions of this League shall be proper subjects to be considered for review and or disciplinary action. Judgment calls made by referees, per FIFA, USSF and Cal North, are not proper subjects for action by the Protest, Appeals and Discipline Committee.

**2:06:02** The Protest, Appeals and Discipline Committee will hear all protests and appeals and administer disciplinary penalties per LYS By-Laws and Rules and Regulations and Cal North Team Manual and Cal North PAD Hearing Manual (most current edition).

**2:06:03** The committee will consist of the following five members: (1) First Vice President who will chair the Committee, (2) a coach (from the age division from which the issue comes, if possible), (3) a certified licensed referee, (4) player agent and (5) coaching coordinator. In the event of a conflict of interest or unavailability of a committee member, the chairperson shall select a replacement at his/her discretion. The duties of the Committee will include but not be limited to the following:

A. Hear all protests, appeals and disciplinary issues except those game related issues involving the Walt Zinko Playing Leagues or other non-local jurisdictions.



B. Administer proper action on all aforementioned protests, appeals and disciplinary issues.

C. Report on action taken, in writing, to the Board at the next regular meeting.

**2:06:04** Protests and appeals are to be made in writing and delivered to the chairperson of the Protest, Appeals and Disciplinary Committee within 72 hours of the action being protested. The committee will review each written protest or appeal to determine if it is proper for a hearing. If deemed proper, a hearing will be scheduled as soon as possible. (See Cal North Team Manual and Cal North PAD Hearing Manual). This committee will render its decision within five (5) days of the meeting. Any decision rendered by this committee may be appealed to the Cal North District IX Commissioner. This may also be appealed to the Cal North Protest, Appeals and Disciplinary Committee. (See Cal North Manuals). Failure of the protestor or appellant to comply with any deadlines shall be cause to render any protest null and void. Any coach or player "sent off" from a game will not be allowed to participate in another game before the PAD Committee meets and makes a decision. The PAD committee will meet ASAP.

## **2:07 FINANCIAL RESPONSIBILITY**

**2:07:01** This League shall not assume, nor be liable for the debts and/or the financial responsibilities, either implied or incurred, of any player, coach, manager, team assistant, league official or referee from any team, league or organization.

## **2:08 DISSOLUTION**

**2:08:01** Should this League be dissolved, all assets remaining after payment of all debts shall be turned over to the California Youth Soccer Association for the express purpose of the development of Youth Soccer.

Note: These By-Laws are subject to review annually.