



# Santa Clara Youth Soccer League

## By-Laws

### Revision History:

September 1, 1980

July 31, 2001

March 5, 2003

March 7, 2007

# Santa Clara Youth Soccer League By-laws

## **ARTICLE 1. REGISTRATION**

### **Section 1. Player Application to the Organization**

Player applicants to this Organization shall submit:

- A. Completed appropriate player registration form.
- B. Full payment of all fees.
- C. Proof of date of birth.
- D. Any required identification.

### **Section 2. Adult Application to the Organization**

Adult applicants including Board Members, Coaches, Assistant Coaches and Trainers shall comply with the following:

- A. Complete and submit on an annual basis the appropriate adult registration form as required by the Organization and the California Youth Soccer Association (CYSA).
- B. Comply with the Organization's requirements regarding criminal background check, which may include but may not be limited to the submittal of fingerprints.

### **Section 3. Refunds**

Refunds must be requested in writing. The Board of Directors will determine the refund amount. The Board will also establish a deadline each year after which no refunds will be granted for any reason.

### **Section 4. Playing Time**

All player applicants who have met requirements and have been assigned to a team will be guaranteed one-half game play in all games unless under medical or disciplinary regulations. However, no such one-half game guarantee will be in effect for U11, U12, U13, U14, U15, U16, U17, U18, or U19 Competitive (Division 3) or Select (Division 1) teams. It shall be the Competitive (Division 3) Coordinators' and Select (Division 1) Coordinators' responsibility to be sure that all players trying out for these divisions are informed of the absence of this rule at the time of the first try-out. In the "spirit of the game", the Coach will attempt to have players play one-half of the overall season.

### **Section 5. Participation in Organization Events**

No applicant shall be allowed to participate in any Santa Clara Youth Soccer League's (SCYSL) activity until officially registered. New players to SCYSL participating in try-outs for Division 1 and 3 teams must complete a United States Youth Soccer Association (USYSA) Membership form (Form 1061) before participating in any tryouts.

## **ARTICLE 2. ELECTION, REPLACEMENT AND DUTIES OF OFFICERS AND VOLUNTEERS**

### **Section 1. Election of Executive Officers**

The Executive Officers (President, Vice President, Secretary and Treasurer) of the Board of Directors of this organization shall be elected at the March Association General Meeting (AGM). Officers must qualify as members of the League at the time of that election as defined in Article VII, Section 1 of the Constitution, and they shall serve one (1) year beginning April 1.

### **Section 2. Nominations of Executive Officer Candidates**

Prior to the AGM at which elections will be held, a Nominating Committee shall be appointed by the President. The committee's purpose shall be to obtain candidates for election to Executive Officer positions of the Board of Directors and to make them known to the general membership. Nominations shall also be accepted from the floor at the AGM and they must be seconded.

### **Section 3. Appointment to the Board of Directors**

With the exception of the Executive Officers all other Board members shall be appointed by a majority vote of the Board of Directors at a monthly Board of Directors' meeting. By the January Board of Directors meeting, each Board of Director must express their intent to continue to serve the League in their appointed capacity. At the January Board of Directors, the Board of Directors shall approve by majority vote each Board member.

### **Section 4. Resignation, Removal and Vacancies of Board Members**

#### **A. Resignations**

Resignations of Board members must be submitted in writing.

#### **B. Removal from Service**

1. An officer found negligent in the performance of his/her duties as defined by these By-laws may be removed from said position by a simple majority vote by the SCYSL Board of Directors.
2. A Coach, Assistant Coach, or Manager found to be negligent in the performance of his/her duties may be removed from said position by a simple majority vote by the SCYSL Board of Directors.

#### **C. Vacancies**

1. In the event the President cannot complete his/her term, the Vice President shall assume his/her duties until a new President can be elected by the general membership. This election shall be held within sixty (60) days of termination of office.

2. Any other vacancies occurring on the Board caused by resignation, or any other reason, shall be filled by a simple majority affirmative vote of the remaining Board members unless this remaining number shall be less than seven (7). In such event, a special general meeting shall be called in order to fill the vacancies. Directors elected under these circumstances shall serve for the remainder of the existing term.

### **Section 5. Duties of the Board of Directors**

The Executive Officers (President, Vice President, Secretary and Treasurer) shall be empowered to make decisions and to conduct League business on occasions other than at the meeting of the Board of Directors, when action of a timely nature is required. Ratification of actions emanating from the Executive Officers shall take place at the next meeting of the Board of Directors.

Duties of the officers of this Organization are as follows:

**President:** Shall be thoroughly familiar with the Constitution, By-laws, rules and regulations of this organization and its affiliates. Shall prepare the agenda and preside over all meetings of the organization. Shall act as a liaison between SCYSL and District 2 of the California Youth Soccer Association North. Shall comply with the duties of this office as established in the Constitution and By-laws of this organization and its affiliates.

**Vice-President:** Shall likewise preside over Board of Directors and general meetings in the President's absence. Shall assist the President with the business of the organization when called upon to do so. Shall keep an accurate record of all players registered on all teams, which are part of the League. Ensure that the organization Complies with all CYSA registration procedures as defined in the CYSA Constitution, By-laws, rules and regulations. Be responsible for the proper administration of the medical insurance program of the League.

**Secretary:** Shall be responsible for preparing accurate records of all meetings and maintaining the League files. Shall handle correspondence. Shall maintain an updated version of the League's Constitution, By-laws, rules and regulations.

**Treasurer:** Shall maintain and record all financial transactions of the League, except as noted below. Shall reconcile all bank accounts utilized by the Organization and submit reports summarizing the activity of the accounts to the Board at each Board meeting. In the event of a planned absence from a meeting, the report is to be submitted to the President no later than the morning of the Board meeting. All accounts shall be paid by check. Any checks in excess of \$1000.00 drawn against any League account shall require the prior approval of the Board of Directors, or if required to be paid between Board meetings, shall

require written prior approval of at least one other unrelated Executive Officer. Shall not be responsible for any funds maintained by the Tournament Director, Referee Director, other Board Member, or fund raising activities until such funds are turned over to the League Treasurer. Shall prepare books for audit by January 31.

**Registrar:** Under the direction of the Vice President shall keep an accurate record of all players registered on all teams, which are part of the League. Comply with all CYSA registration procedures as defined in the CYSA Constitution, By-laws, rules and regulations. Be responsible for the proper administration of the medical insurance program of the League. Act as a liaison between the Organization and the District 2 Registrar.

**Fundraising Coordinator:** Shall be responsible for fundraising programs. Shall assist in obtaining sponsors and handle sponsorship gifts. Shall be responsible for submitting invoices and collecting sponsorship fees. Shall be responsible for sending letters of thanks to all sponsors.

**Recreational Under-6 Program Coordinator:** Shall be the liaison between coaches of in-house under-6 teams and the Board of Directors. Shall obtain and assign coaches for all under-6 teams in the Organization. Shall work with the Coaching Director to arrange clinics as needed. Shall organize meetings as necessary for the under-6 Recreational Division. Shall inform coaches of all rules and regulations of this Organization and its affiliates. Shall be responsible for scheduling all official League games for the under-6 Division.

**Recreational Under-8 Program Coordinator:** Shall be the liaison between coaches of in-house under-8 teams and the Board of Directors. Shall obtain and assign coaches for all Under-8 teams in the Organization. Shall work with the Coaching Director to arrange clinics as needed. Shall organize meetings as necessary for the under-8 Recreational Division. Shall inform coaches of all rules and regulations of this Organization and its affiliates. Shall be responsible for scheduling all official League games for the under-8 Division.

**Recreational Under-10 Program Coordinator:** Shall be the liaison between coaches of in-house under-10 teams and the Board of Directors. Shall obtain and assign coaches for all Under-10 teams in the Organization with the exception of any competitive (Division 3) or select (Division 1). Shall work with the Coaching Director to arrange clinics as needed. Shall organize meetings as necessary for the under-10 Recreational Division. Shall inform coaches of all rules and regulations of this Organization and its affiliates. Shall be responsible for scheduling all official League games for all under-10 teams.

**Recreational Under-12 and up Program Coordinator:** Shall be the liaison between coaches of Recreational (Division 4) under-12 and older teams and the Board of Directors. Shall obtain and assign coaches for all Recreational (Division

4) under-12 and older teams in the organization. Shall work with the Coaching Director to arrange clinics as needed. Shall organize meetings as necessary for the Recreational (Division 4) under-12 and older teams Division. Shall inform coaches of all rules and regulations of this Organization and its affiliates. Shall act as a liaison to the West Valley Play Through League.

**Select (Division 1) Coordinator:** Shall be the liaison between coaches of Select (Division 1) teams and the Board of Directors. Shall provide coordination for Select team tryouts. Shall work with the Coaching Director to arrange clinics as needed. Shall organize meetings as necessary for Select teams. Shall inform coaches of all rules and regulations of this Organization and its affiliates. Shall act as a liaison to the Abronzino League.

**Competitive (Division 3) Coordinator:** Shall be the liaison between coaches of Competitive (Division 3) teams and the Board of Directors. Shall provide coordination for competitive team tryouts. Shall work with the Coaching Director to arrange clinics as needed. Shall organize meetings as necessary for competitive teams. Shall inform coaches of all rules and regulations of this Organization and its affiliates. Shall act as a liaison to the Delgado League.

**Referee Director:** Shall arrange clinics meetings and other training, so that licensing requirements are met. Shall inform referees of all rules and regulations of this organization and its affiliates. Shall assist the Referee Scheduler in obtaining and assigning referees for all official League games and scrimmages played in League boundaries. Shall be responsible for providing payment of all referees. Shall manage a League referee account, for the sole purpose of making payments to League referees for all official League games. Shall maintain and record all financial transactions, and shall reconcile the account, submitting financial reports summarizing the activity of the account to the Board at each Board meeting. In the event of a planned absence from a meeting, the report is to be submitted to the President no later than the morning of the Board meeting. All accounts shall be paid by check, except if the Board of Director's approves a one-time use of a specified amount of cash, in which case the Referee Director shall maintain detailed records of the cash transaction and shall report such to the Board at the next Board meeting.

**Referee Scheduler:** Shall be responsible for obtaining and assigning referees for all official League games or League sponsored games played within the League boundaries. Shall maintain a database of the qualifications and contact information for all referees that officiate games for the League. Shall ensure equitable and fair distribution of assignments and shall provide a download of assignment and referee data when requested by the Board. The Referee Scheduler shall be required to maintain a minimum Grade 8 USSF license.

**Field Manager:** Shall be responsible for servicing and preparing all playing fields. Shall maintain and store all goals, nets and field marking equipment, etc.

**Equipment Director:** Shall be responsible for purchasing, distributing, maintaining, and storing all uniforms, soccer balls and pylons. Shall coordinate with the Field Manager the purchase of field marking equipment, paint, goals, nets, corner flags and other miscellaneous equipment.

**Special Events Director:** Shall coordinate all special events, such as promotions and team photographs.

**Snack Shack Manager:** Shall be responsible for the management of the snack shack including the scheduling of staffing and purchasing supplies for the snack shack.

**Communications Director:** Shall form the normal channel of communications between the membership and the Board of Directors, including mailing, distribution and reproduction coordination. Shall distribute a League Newsletter at least monthly and more often when deemed necessary by the Board of Directors. Shall be responsible for producing the season guide, which shall be distributed during registration.

**Tournament Director:** Shall be responsible for organizing and running any invitational tournament held within League boundaries. Shall be responsible for distributing information and applications for any tournament a team can enter outside League boundaries. Shall act as a liaison to the District 2 Tournament Director.

**Webmaster:** Shall maintain the League's website including the posting of information relative to the operation of the League.

**Field Scheduler:** Shall be responsible for the scheduling of all official League games for all U11 and older teams. Shall coordinate the assignment of practice fields for all teams in order to prevent conflicts between teams.

**Coaching Coordinator:** Shall be responsible for coordinating all training for coaches to ensure that CYSA District II minimum licensing requirements are met. Shall maintain a database of all coaches and assistant coaches in the League and the licenses that they hold. Shall ensure that all coaches complete all required background checks prior to being assigned coaching duties.

**Awards Coordinator:** Shall be responsible for purchasing and coordinating the distribution of all awards. Shall coordinate the annual League award ceremony. Shall act as a liaison between the Award Committee and the Board of Directors.

**Past President:** Shall be responsible for assisting the President with the running of the Organization, especially at the beginning of his/her term of office. Shall act as a Parliamentarian at all meetings of the League.

**Santa Clara Sporting Club Liaison:** Shall act as a liaison between the Organization and the Santa Clara Sporting Club.

**Volunteer Coordinator:** The Volunteer Coordinator shall work with various Coordinators, the Webmaster, and the Newsletter Editor to maintain and keep current the volunteer opportunities on the League website and in the newsletter, The Keeper. The Volunteer Coordinator will receive and review for approval all Volunteer Participation Program reimbursement forms, and forward approved forms to the Treasurer for payment. The Volunteer Coordinator will provide reports and related information to the board on the status of the Volunteer Participation.

**Player Development Coordinator:** The Player Development Coordinator shall be responsible for coordinating League programs intended to improve the development of players. The Player Development Coordinator shall also be responsible for the distribution Player Evaluation Forms and the collection of the completed forms.

**Optional Directors:** Shall be responsible for a defined Santa Clara Youth Soccer League function as appointed by the President and ratified by the Board of Directors.

### **ARTICLE 3. STANDING COMMITTEES**

The President may appoint the following standing committees, and other committees as required, following notification to the general membership when feasible and as confirmed by the Board of Directors. (Number of Members)

- Awards (3)
- Discipline and Grievance (3)
- Rules and Regulations (3)
- Spring Soccer Program (3)
- Nomination (3)
- Appointment of Select and C3PLTeam Coaches (3)
- Audit (3)
- Protest & Appeals (3)

### **ARTICLE 4. QUORUM**

At all meetings of the Board of Directors, one half (50%) of the Board members or nominee, as allowed by Article VI, Section 4 of the Organization's Constitution, must be present to constitute a quorum for the transaction of business.

### **ARTICLE 5. ASSOCIATION GENERAL MEETING (AGM) AGENDA**

The agenda for Association General Meetings shall be as follows:

Call to order

Roll call/Verification of Quorum for Meeting  
Introduction of Guests  
Acceptance of minutes from previous AGM  
Election/Nomination of Executive Officers  
Officer's reports  
Unfinished business  
Proposals for changes to the Constitution, By-laws, Rules and Regulations or  
General  
Procedures.  
Committee reports  
New business  
Good of the Game  
Adjournment

**ARTICLE 6. RULES OF ORDER**

Robert's Rules of Order shall be deemed as parliamentary procedure at all meetings unless otherwise agreed to by all participants.

**ARTICLE 7. OPERATING RULES**

The Organization shall maintain a set of rules and regulations, which shall be annually reviewed and approved by a simple majority vote of the Board of Directors.

**ARTICLE 8. DISSOLVEMENT**

Should this Organization dissolve, all assets remaining after payment of debts shall be turned over to the Affiliated Organization.

**ARTICLE 9. AFFILIATED CLUBS**

The Organization officially recognizes the Santa Clara Sporting Club as an official club. The Santa Clara Sporting Club will provide an opportunity for boys and girls teams to participate in the competitive, select and premier levels of play. This recognition does not require any team in the Organization to affiliate with the Santa Clara Sporting Club.

**ARTICLE 10. COMPENSATION FOR SERVICES**

**Section 1. General**

Any person that may receive compensation from the League in excess of six-hundred dollars or the amount established by the Internal Revenue Service in a calendar year must have a contract for such services and will be considered an independent contractor of the League.

**Section 2. Board of Directors**

No member of the Board of Directors can serve the League as an independent contractor.

**Section 3. Records**

The League Treasurer is responsible for keeping records related to the compensation for services by the League, except for funds maintained by the Tournament Director, Referee Director, or other Board Member. For funds maintained by Board Members other than the Treasurer, all records and information required for League tax purposes shall be provided to the League Treasurer no later than January 15.

#### **Section 4. Contracts**

Contracts for services including but not limited to referees or administrative assistants must be completed prior to the commencement or compensation for such services.

#### **Section 5. Teams**

Teams may independently contract with persons for the benefit of the team. Such contracts are the sole responsibility of the team and are to be considered independent from the League.

### **ARTICLE 11. TEAM SPONSORSHIPS**

The Board of Directors shall maintain a policy regarding sponsorships of individual teams. In an effort to comply with the regulations established by the Internal Revenue Service for the acceptance of donations by a non-profit organization the following policies shall apply to the sponsorship of individual teams.

1. The Board of Directors shall approve acceptance and the allocation of all donations made to the League.
2. A donor may request that the Board of Directors direct their donations to a specific team.
3. The Board of Directors shall consider whether or not to approve any request for team sponsorship during any scheduled Board of Director Meeting.
4. Upon approval by the Board of Directors to accept a donation and to direct the donation to a specific team, the League will retain 10 percent of the amount of the donation.
5. Any team receiving sponsorship approved by the Board of Directors shall provide the Fundraising Coordinator and the League Treasurer with documentation that clearly demonstrates that the sponsorship money was used for the sole benefit of the team.
6. The Fundraising Coordinator shall provide the donor with a thank you letter and a receipt for the donation.