



COUNTY LINE YOUTH SOCCER LEAGUE

BYLAWS

(Revised December 12, 2013)

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I. LEAGUE ADMINISTRATION

100 Description

- 100.10 **Name** – This organization shall be known as the County Line Youth Soccer League, hereafter referred to CLYSL.
- 100.20 **Affiliation** – CLYSL shall be an affiliated branch of the California Youth Soccer Associated, Incorporated (CYSA) and shall follow and comply with all rules and regulations of CLYSL, CYSA, the United States Youth Soccer Association (USYSA), United States Soccer Federation (USSF), and the Federation Internationale de Football Association (FIFA).
- 100.30 **Financial Responsibility** – CLYSL shall not assume nor be liable for the debts and/or financial responsibilities either implied or incurred of any team or CLYSL board member that has not been approved in advance by the League Board of Directors.
- 100.40 **Non Profit Statement** – CLYSL is a non-profit organization dedicated to teaching, developing and promoting youth soccer. No member of CLYSL shall benefit financially from their affiliation with CLYSL unless otherwise noted in these bylaws.
- 100.50 **Non-Discrimination Statement** – CLYSL shall not discriminate in any form based on race, gender, religion, national origin, physical limitation, marital status, or economic status.
- 100.60 **Membership**- Members of CLYSL shall include the following: parents or guardians of all registered players, coaches, referees, sponsors and Board Members. Members of this league refer to those above who participated in the current soccer season.

110 Purpose, Goal and Objectives

- 110.10 **Purpose** – The purpose of this league shall be to provide a program of recreational and competitive soccer for the children within the boundaries of CLYSL and/or surrounding areas if no such program is offered.
- 110.20 **Goals** – The goals of this league shall be to offer learning opportunities in which the rules of the game, playing techniques and sportsmanship are taught.
- 110.30 **Objectives** – The objectives of this league are to offer open registration, provide an environment conducive to learning, playing and enjoying soccer, positive coaching, equality amongst teams, sportsmanship and friendly competition.

120 **Authorities**

120.10 **County Line Youth Soccer League** – CLYSL shall be governed by its Bylaws as approved by the general membership of the league, the Constitution, Bylaws Procedures, Rules and Policy Implementation Memorandums (PIM's) of the California Youth Soccer Association (CYSA), the United States Youth Soccer Association (USYSA) and the United States Soccer Federation (USSF).

120.20 **Board of Directors** – The governing authority of CLYSL, whose powers shall be designated in its own section (see II below) shall be vested with the Board of Directors of this league. The Board of Directors shall also be known as the Board Members.

120.30 **Composition of the Board of Directors** – The Board of Directories shall be comprised of President, Vice President, Secretary, Treasurer, Referee Coordinator, Registrar, Coaching Coordinator, Competitive Coordinator, Equipment Manager, Tournament Coordinator, Field Coordinator (may have 1 for each area: Arcohe, Oak View and Galt), Publicity Coordinator, Fundraising Coordinator and Soccer Camp/Soccer Fest Coordinator.

120.40 **Board Ascendancy** – The ascendancy of the Board of Directors shall be elected President, followed by the elected Vice President followed by the elected Registrar. If any of these positions are vacated during their elected term the remaining board members will select the President from the Board of Directors.

120.50 **Board Member Vacancies**

a) Resignation of Board Member – A Board Member may resign, in writing, for any reason. If the resignation is not in writing, the verbal resignation must be confirmed by at least two (2) Board Members. The resignation will take effect upon receipt of the letter of resignation by the President or confirmation of the verbal resignation by two (2) Board Members.

b) Non-Performance of Board Member – A Board Member may be removed from his/her position for non-performance of their duties by a two-thirds (2/3) affirmative vote of the Board of Directors at a regularly scheduled Board Meeting and be effective immediately. The method of anonymous voting will be followed.

c) Removal by Disciplinary Process – A Board Member may be removed by the disciplinary process as outlined in these bylaws without possibility of reinstatement for the remainder of the calendar year.

120.60 **Reinstatement of Board Members**
Former Board Members can be reinstated if they voluntarily resigned in writing and the Board of Directors approve reinstatement by two-thirds (2/3) affirmative vote at a regularly scheduled Board Meeting.

130 Annual General Meeting (AGM)

130.10 **Description** - An annual general meeting (AGM) of CLYSL members shall be held each year in December at the regularly scheduled monthly meeting.

130.20 **Quorum Requirement** - A Quorum shall consist of any number of CLYSL members present at the AGM. Only members, as defined in section 100.70 will be permitted to vote. Voting proxy shall not be permitted and only those members physically present shall be entitled voting privileges.

130.30 **Elections** - Election of the Board of Directors shall be held at the AGM. The method of elections shall be determined by the Board of Directors prior to the AGM. The order of elections shall be as follows:

- a) Announcements of Board of Directors seeking reelection for the same office.
- b) Announcements of written nominations.
- c) Nominations from the floor.
- d) Elections of offices in order as listed in Section 220 of these bylaws.
- e) Unfilled offices may be filled by the newly elected Board of Directors at any regular Board meeting as provided for in these bylaws.

130.40 **Nominations** - Nominations for Board of Directors positions shall occur as follows:

- a) Board of Directors desiring to seek reelection for their position may so indicate at the appropriate time at the AGM.
- b) Written nominations may be submitted to the League President prior to the AGM.
- c) Nominations may be submitted by CLYSL members from the floor during the AGM. The person being nominated must accept their nomination either in writing or in person.

130.50 **Voting Rights** - All adult members (18 years of age or older) of CLYSL may vote on any or all issues of the AGM.

130.60 **Agenda** - The agenda and order of business at this meeting shall be as follows:

- a) Call to order.
- b) Introduction of Guests.

- c) Reading and acceptance of minutes of the previous AGM.
- d) Voting on amendments and changes to CLYSL bylaws.
- e) Election of Board Members
- f) Adjournment

130.70 **Rules of Order** - The rules contained in Robert's Rules of Order shall govern the AGM in as much as they do not conflict with these bylaws.

140 **Insurance**

140.10 **Insurance Coverage for Players** - Insurance coverage will be in effect for a newly registered player upon receipt of payment for registration fees to the Registrar. A player that had been registered the previous year has insurance coverage in effect until September 1st of the following year. All players must be properly registered with the league before insurance coverage is valid. A player must be covered by insurance before they may participate in tryouts, practice sessions, scrimmages, or games.

140.20 **Coaches, Assistant Coaches, Managers** - All team coaches, assistant coaches, and team managers are automatically covered with liability assurance and medical insurance. It is necessary that these persons be properly registered with the league registrar. The coverage is valid only when these persons are acting in the capacity of a team coach, assistant coach, or team manager. The coverage is not in effect if acting as a referee except in cases when a coach must referee a game due to a referee not showing up.

140.30 **Claims Filed on CYSA Form** - All injuries requiring medical treatment shall be reported on the proper case report/insurance form. This form shall be obtained through the league president. Coaches have 48 hours to contact the league president regarding any injuries to players that require medical treatment. The President will ensure completion of the form and get appropriate signatures. The form will be mailed to District 8 within 15 days.

150 **Registration**

150.10 **Registration Period** - A minimum of three (3) registration dates and locations shall be set by the Registrar to fill roster spots and generate waiting lists. Registration forms will be made available on-line, at registration dates and at the Park and Recreation Office.

150.20 **Verification of Age** - Proof of age shall consist of a birth certificate, passport, certificate of birth abroad (i.e. military) or green card. Hospital, baptism or religious certificates will NOT be accepted.

- 150.30 **Request for Specific Coaches/Team** – Requests to be placed with a specific player and/or coach will not be honored. Identifiable siblings, living in the same household will be placed on the same team if noted on the registration form. Requests not to be placed with a specific coach will be considered.
- 150.40 **Requests for Playing outside of Age Grouping** - Players and parents desiring the player to play outside of the player's proper age grouping must submit a request in writing, stating why the request should be granted when registering the player. Such request must be submitted each year and will be considered on a case by case basis by the Board and District 8. Transportation, team preference, convenience of the parents are not valid reasons for consideration. In no case may a player play lower than his/her age group.
- 150.50 **Refund Eligibility** - All refund requests shall be submitted in writing stating why such refund should be granted. The Board shall grant such refunds prior to players being rostered on teams and no refund will be granted after August 15. If the player is rostered on a team, refunds shall be given only for overwhelming and compelling circumstances (i.e. moved, injury) beyond the player/parents control less the cost of CYSA insurance and the actual cost of the uniform if worn or not returned. Transportation and team preferences are not compelling circumstances.
- 150.60 **Scholarships** - Scholarships are for the purpose of allowing player(s) to register in the League who would not otherwise be able to play because of financial disadvantage. The President and Registrar will make the final determination of financial need. Scholarships will be based on the availability of funds. Verification of need may be requested.
- 150.70 **Requesting Scholarship**. - Parents/legal guardians must request scholarships in writing at the time of registration.

160 **Team Formation**

- 160.10 **Balanced Teams** -The objective of the League is to provide parity among teams to offer all players opportunities to develop soccer skills and knowledge and enjoy playing soccer. Age of player and player rating forms will be taken into consideration when placing players on teams.
- 160.20 **Selection of Individual Player** - Coaches have the option of retaining their child and/or a child with which they are legal custodian/guardian (proof will be required) automatically. Assistant Coaches will have the option of placement of their child on the team automatically. If requested, coaches that do not have a child playing in the age group they are coaching may request one player.

170 **Dissolution Cause**

170.10 **Dissolution** – Should this League be dissolved, all assets remaining after payment of outstanding debts shall be given to CYSA, District 8, for the express purpose of the development of youth soccer.

180 **Amendments and Changes to the Bylaws**

180.10 **Submitting Amendments and Changes** - Any member of CLYSL may submit proposed amendments and/or changes to these bylaws. Submitted changes must be in written form and submitted to either the President or Secretary for consideration at least 45 days prior to the AGM. Submitted amendments and changes will be voted on at the AGM.

180.20 **Presentation of Amendments and Change, at Annual General Meeting** - Amendments and Changes to this Constitution shall be presented and voted upon at the AGM, except in such cases as specified in the CYSA Constitution and Bylaws, Procedures, Rules and PIMs, the United States Youth Soccer Association, and the United States Soccer Federation.

180.30 **Ratification of Amendments and Changes** - An amendment or change shall be deemed adopted by an affirmative vote of two thirds (2/3) of the members voting at the AGM.

180.40 **Effective Date of Adopted Amendments or Change** -The effective date of adopted amendments or changes shall be January 1st following the AGM.

180.50 **Policies and Procedures** –The development or dissolution of policies and procedures may be made at any general meeting with an affirmative vote of two thirds (2/3) of the Board Members present at the meeting.

II. BOARD OF DIRECTORS

200 **Election of Board of Directors**

200.10 **Order of Election** - Members of the Board of Directors shall be elected by the general membership at the annual general meeting (AGM).

200.20 **Nominations** - Nominations for candidates of each Board position should be submitted in writing prior to the start of the AGM, nominated from the floor at the AGM, or by indication of the incumbent that they wish to be a candidate for reelection.

200.30 **Elections** - Elections shall be held in order as listed in section 220.

- 200.40 **Qualifications** - Any person eighteen (18) years of age and older with an established residence within CLYSL boundaries may serve on the Board of Directors. Board Members must be fingerprinted and cleared through the designated Live Scan vendor within 45 days of appointment to the board.
- 200.50 **Term of Office** - Board Members may be elected for only one calendar year with the term beginning at 12:01 on January 1st and ending at 12:00 midnight on December 31st. Members of the Board can be reelected for an unlimited number of terms for the same office and/or any number of other offices on the Board.
- 200.60 **Inability to Complete Term of Office** - Board Members unable to complete a term of office shall tender their resignation in writing to maintain their status in good standing.
- 200.70 **Filling a Vacant Board Position** - The Board can permanently fill a vacant Board member position by a two-thirds (2/3) affirmative vote of Board Members at a regularly scheduled Board meeting.

210 **Board Responsibilities**

- 210.10 **Promote the Welfare of the Youth** -The Board shall, at all times and above all else, promote the welfare and well-being of the CLYSL youth players.
- 210.20 **Establish Communication** - The Board shall establish methods of communications for the purpose of publicizing League events and activities and to provide participants the opportunity to express questions and concerns and have a voice in League operations.
- 210.30 **Administration of Bylaws** - The Board shall be familiar with, and be able to interpret, and shall enforce the CLYSL Bylaws and all rules and regulations of associations with which this League is affiliated.
- 210.40 **Fiscal Management** - The Board shall exercise prudent judgment when setting registration fees, raising funds, authorizing expenditures, and in all other fiscal matters related to CLYSL League business. Fiscal audits will be done by an outside agency.
- 210.50 **League Audits** – As needed, an ad hoc committee may audit any and all league records for the current and/or prior years.
- 210.60 **Resignation of Board Member Audit** – As needed, the ad hoc committee shall be responsible for auditing any and all League records and/or files of any Board Member that resigns or is removed prior to the end of their term.

- 210.70 **Personal Ethic, and Conduct** - The Board shall conduct themselves in such a manner as to not discredit themselves or put into question the integrity of the League or the good of the game. The Board shall serve on a voluntary basis without expectation or acceptance of compensation (exception of registrar) or special favors by virtue of their position.
- 210.80 **Coach Selection** - The Board shall establish a process for approving coaches for all teams which is consistent with CYSA and CLYSL bylaws and procedures.
- 210.90 **Background Check/Clearance** - The Board shall ensure that coaches and assistant coaches are fingerprinted and cleared through the designated CYSA Live Scan vendor before any contact with players can be made. CLYSL will pay for the head coach and one assistant coach to be fingerprinted. Background checks for additional coaches and/or team managers will be at the expense of that individual.
- 211.00 **Disciplinary Action** - The Board shall have the obligation and authority to reprimand, suspend, or bar any member of the League for violation of these bylaws, local, state, or federal laws.
- 211.10 **Parliamentary Procedure** – Robert’s Rules of Order shall be deemed as adopted at all meetings of this League unless otherwise agreed to by the participants. All visitor presentations before the Board of Directors shall be limited to ten (10) minutes unless prior arrangements have been made.
- 211.20 **Legal Services** – In the matter of protests and appeals no player, team, coach, parent, referee or Board Member shall engage the services of any attorney until all avenues of approach of protest and appeals procedures are exhausted through the regular channels of organized soccer.
- 211.30 **Protests and Forfeitures** – Protests of CLYSL rule violations committed during League play must be filed with the Vice President (chair of PAD committee) in writing and must be mailed or submitted in person within two (2) calendar days (excluding Sunday) of the incident being protested.
- a) The coach of the opposing team or referee (if referee decision is being protested) must be notified by the Vice President. The Vice President will also notify the Coaching Coordinator and Referee Coordinator.
 - b) A protest fee of ten dollars (\$10.00) must be included with any submitted protest. The fee will be returned if the protest is upheld by the PAD committee. If the protest is not upheld, the fee will be deposited in to the general fund.
 - c) Referee’s decisions that are deemed “judgment calls” shall not be subject to protest.

220 **Job Descriptions**

220.10 **President - The President's duties will include:**

- a) Conduct and control all League meetings.
- b) Schedule all League meetings.
- c) Designate temporary committees and appoint a Board Member to chair these meetings except as otherwise appointed herein.
- d) Cast a vote in the Board Meetings only in the event of a tie.
- e) Represent the interests of the League as a whole entity.
- f) Attend or arrange for representation at all District 8 and State CYSA meetings and report back to the Board any information relevant to CLYSL.

220.20 **Vice-President - Duties Include:**

- a) Attendance at Board meetings.
- b) Preside at all CYSL Meetings in the absence of the President.
- c) Act on behalf of the President in his/her absence or when otherwise incapacitated.
- d) Assume any duties assigned by the President.
- e) Chair the Protests, Appeals and Disciplinary (PAD) committee.
 - 1) The Vice President shall appoint a PAD committee on a case-by-case basis, composed of 3-5 members. This committee may consist of Board Members and/or individuals that meet the Membership requirements.
 - 2) The Vice President shall work with the committee to substantiate any issues and articulate suggested punishments. The Vice President shall submit a report of finding to the Board of Directors and the League.

220.30 **Secretary - Duties Include:**

- a) Attendance at Board Meetings.
- b) Keep minutes of all Board Meetings.
- c) Provide previous month's minutes at each Board Meeting for Board approval.
- d) Handle all correspondence.
- e) Maintain the files of the League.

220.40 **Treasurer - Duties Include:**

- a) Attendance at Board meetings.
- b) Receive funds, create a receipt for funds received, and deposit funds in the League accounts in a timely manner.

- c) Maintain possessions of the League bank book(s).
- d) Balance all League accounts monthly
- e) Ensure 2 signatures on each check. Signatures shall include the Treasurer **and** any Board Member(s) approved by the Board except that the 2 signatures shall not be from the same family.
- f) Provide a written accounting of all revenue and expenditures of League funds at each CLYSL Board Meeting and when requested by the President.
- g) Provide account receipt books, bank statements, account registers, and invoices for inspection when requested by the Board.
- h) Report any improprieties immediately to the President and include the status of this report at the next Board Meeting.
- i) Provide year-end financial statement at close of fiscal year.
- j) Serve on the Fundraising Committee.
- k) Ensure that the annual taxes are filed with the IRS and FTB. Ensure that 1099's are completed for individuals earning over \$600.00.
- l) Provide requested information during an audit.

220.50

Registrar - Duties include:

- a) Attendance at Board meetings.
- b) Propose registration dates in coordination with the Area Coordinators for approval by Board members.
- c) Supervise the proper and timely registration of all players and coaches. Receive Board approval for any exceptions to the registration process (i.e. scholarships, refunds, team changes, etc.).
- d) Provide registration status at CLYSL Board Meetings as requested by Board members.
- e) Ensure all insurance claims are processed accurately and timely.
- f) Maintain a registration data base and player/team files.

220.60

Coaching Coordinator - Duties include:

- a) Attendance at Board meetings.
- b) Provide updates to the Board regarding coaches.
- c) Communicate with all coaches.
- d) Schedule and conduct annual coach's clinics, as needed/requested.
- e) Represent League coaches at CLYSL Board and district meetings.
- f) Coordinate Recreational and Winter Leagues.
- g) Serve on the PAD Committee if a coach is involved, as available.
- h) Schedule recreation and winter league games.

220.70

Referee Coordinator - Duties include:

- a) Attendance at Board Meetings.
- b) Oversee the recruitment, selection, training, and certification of League referees.

- c) Schedule referees.
- d) Advise the Board on all proposed rule changes and updates.
- e) Serve on the PAD Committee if a referee is involved.
- f) Maintain a complete list of referees with names and telephone numbers.

220.80 **Equipment Manager - Duties include:**

- a) Attendance at Board meetings.
- b) Maintain, store, inventory, issue, and collect all League equipment and maintain appropriate equipment records.
- c) Purchase new equipment and uniforms for the League as authorized and directed by the Board of Directors.
- d) Provide update of equipment statuses to the Board at the beginning and end of each soccer season.

220.90 **Publicly Coordinator - Duties include:**

- a) Attendance at Board meetings.
- b) Review and approve any material that is submitted for public print to ensure proper representation of CLYSL views and policies.
- c) Submit information to local media regarding league activities.
- d) Maintain League website and other social media venues. Answer any inquiries that are generated through social media.

221.00 **Field Coordinator(s) - Duties include:**

- a) Attendance at Board meetings.
- b) Represent assigned (Galt, Herald, Oak View) area on behalf of CLYSL.
- c) Ensure facilities are maintained for league play.
- d) Ensure that CLYSL remains in good standing with site administration by ensuring compliance with site expectations.
- e) Plan and coordinate field work days, when needed.

221.10 **Fundraiser Coordinator- Duties include:**

- a) Attendance at Board meetings.
- b) Coordinate fundraising activities.
- c) Provide written report to the Board within 2 months of close of fundraising activity.

221.20 **Competitive/Traveling Team Coordinator - Duties include:**

- a) Attendance at Board meetings.
- b) Represent competitive and traveling teams before the Board.
- d) Assist with recruitment of coaches.

- e) Serve on the Disciplinary Committee when a person from a competitive team is involved.
- f) Schedule home games.
- g) Coordinate with other leagues.
- h) Monitor and assist teams that apply to or are accepted for a tournament outside the League or District.
- i) Attend district meetings.

221.30 **Tournament Coordinator - Duties include:**

- a) Attendance at Board meetings.
- b) Plan and coordinate CLYSL sponsored tournaments.
- c) Purchase trophies/medals for tournaments as approved by the Board of Directors.
- d) Recruit Field Marshalls to assist during tournament play.

221.40 **Soccer Camp/Soccer Fest Coordinator - Duties include:**

- a) Attendance at Board meetings.
- b) Research and recommend to the Board of Directors the provider for Soccer Camp.
- c) Oversee and coordinate all soccer camp activities.
- d) Plan and organize annual Soccer Fest event.

230 Board of Directors Meetings

230.10 **Regular Meeting** - Regular meetings of the Board of Directors shall be held on a particular day each month with additional "special" meetings as necessary. A closed session, if deemed necessary by the Board of Directors, will occur after the regular meeting has adjourned.

230.20 **Special Meeting** - Special meetings may be convened only to consider the items of business specified in the call of the meeting. The President shall call such meeting whenever he/she deems it necessary or at the written request of three Board Members. It is the President's duty to set the agenda for the meeting in accordance with the stated need or the written request of the Board Members. The Secretary shall notify each Board Member prior to the special meeting, either by email, mail or phone. Such notifications shall include all necessary information related to the agenda of the meeting. Only items mentioned in the call for such a meeting can be transacted at such a meeting. All other actions become legal only when approved at the next regular meeting of the Board.

230.30 **Agenda** -The Agenda and order of business at this meeting shall be as follows:

1. Sign In/Call to order
2. Introduction of Guests (may address board at this time)
3. Field Reports
 - Galt Fields
 - Arcohe
 - Oakview
4. Officer Reports
 - President's Report
 - Vice President's Report
 - Treasurer's Report
 - Secretary's Report
 - Registrar's Report
 - Coaching Coordinator's Report
 - Equipment Coordinator's Report
 - Referee Coordinator's Report
 - Soccer Camp/Soccer Fest Coordinator's Report
 - Publicity Coordinator's Report
 - Tournament Coordinator's Report
 - Fundraising Coordinator's Report
 - Competitive Coordinator's Report
5. Unfinished Business
6. New Business
7. Good of the Game
8. Adjourn Meeting

230.40 **Quorum** -To transact League business fifty percent (50%) of the Board of Director members must be present.

230.50 **Voting Policy** - Each member of the Board will be allowed 1 vote, regardless of the number of positions held.

230.60 **Standing/Ad Hoc Committees** – Standing and/or Ad Hoc Committees will be implemented as deemed necessary by the Board of Directors. Purpose and outcomes will be developed at the first meeting and approved by the Board prior to any action.