

Bylaws
Rules, Regulations, and Policies
of the
Napa Youth Soccer League
P.O. Box 2262, Napa, CA 94558
(707) 224-NYSL (6975)

1.00 BYLAWS

1.01 NAME

1.01.01 This organization shall be known as the Napa Youth Soccer League, Incorporated, a California non-profit corporation, and shall be the governing and advisory body of its member teams in all league functions.

1.02 DEFINITION

1.02.01 Any reference to the league in these Bylaws and Rules shall be interpreted as meaning the Napa Youth Soccer League Inc.

1.03 PURPOSE

1.03.01 The purpose of this league shall be to develop, promote, and administer the game of soccer among youth, under 19 years of age, who attend school and/or reside within Napa County. with emphasis on providing an opportunity for youth and parents to learn and have fun playing the game of soccer, and to provide as wide an experience doing this as possible.

1.04 COLORS

1.04.01 The representative colors of this league shall be burgundy and chablis.

1.05 BOUNDARIES

1.05.01 The boundaries of this league shall be the boundaries of the County of Napa.

1.06 MEMBERSHIP

1.06.01 Upon registration and payment of the annual membership fee, all players and their parents or guardians shall become members of the league. Members of the Board of Directors, coaches, assistant coaches, and referees, whether or not they are the parent or guardian of a player, shall automatically become members of the League.

1.06.02 A copy of this Constitution and By-laws shall be furnished to each member team and each member family upon request.

1.06.03 All member families of the League shall donate volunteer service time to the League's activities each year, as may be provided for in the Rules, Regulations, and Policies.

1.06.04 Falsification of records shall be grounds for disbarment of future participation and/or membership in the League.

1.06.05 Any member found violating the Bylaws, Rules, and Regulations of this League may be asked to appear before the Board of Directors of this League to explain his.her actions for possible disciplinary action. A plea of ignorance of the Bylaws, Rules, Regulations, and Policies is unacceptable.

1.07 AFFILIATIONS

1.07.1 This league shall be affiliated with the following organizations and comply with their authority: California Youth Soccer Association, United States Youth Soccer Association, United States Soccer Federation, and the Federation International Football Association.

1.08 ORGANIZATION AND GOVERNMENT

1.08.01 This League shall be governed by the Board of Directors in accordance with the Bylaws, Rules, Regulations, and Policies except where superseded by the California Youth Soccer Association, United States Youth Soccer Association or United States Soccer Federation rules.

1.08.02 The Board of Directors shall be composed of the following voting members:

- President
- Vice President
- Secretary
- Financial Director
- Registrar
- League Counselor
- Fields & Equipment Coordinator
- Coach Coordinator
- Referee Coordinator
- Publicity and Public Relations Coordinator
- Napa-Yountville Coordinator
- Calistoga Area Coordinator
- St. Helena Area Coordinator
- American Canyon Area Coordinator
- Select Coordinator

The immediate past President is an ex-officio member of the Board.

1.08.03 There shall be a Steering Committee, comprised of the following:

President, Vice President, Napa-Yountville Area Coordinator, American Canyon Coordinator, St. Helena Coordinator, and the Calistoga Area Coordinator.

This Committee will meet as determined by the President who shall chair all meetings. The purpose of the Steering Committee is to assist in the overall coordination and communication within the League.

Specific responsibilities include:

- Review and make recommendations to the Board of Directors regarding any items brought to the Committee.

- Assist in the preparation of agendas for meetings of the Board of Directors including recommending development of the agenda, and making recommendations to the Board on specific items.

- Prepare an annual calendar for approval by the Board of Directors.

- Review and make recommendations regarding the League rules to the Board of Directors.

1.08.04 Terms of Elected Officers are for a period of two years. All others are for one year and may be reappointed. Officers may be re-elected.

1.08.05 The duties of all members of the Board of Directors shall include attendance at all Board meetings, performance of additional duties as assigned by the President or Board, and presentations of a report of activities at the Annual General Meeting and other times as requested by the Board of Directors. Board Members may delegate work to others and may organize methods to fulfill their responsibility in an efficient and timely manner. Specific duties of Board Members are as follows:

PRESIDENT: The President shall act as the Chief Executive Officer of the League responsible for administering the day-to-day activities of the League in accordance with the By-Laws and Rules of the League, and other policies or directives of the Board of Directors. The President shall also:

- Preside over all meetings of the Board of Directors and Executive Steering Committee.
- Cast a vote in case of ties by the Board of Directors.
- Recommend for appointment by the Board of Directors positions on the Board that become vacant due to resignation or that are not filled by election.
- Appoint ad hoc. committees as may be necessary.

VICE PRESIDENT: In the absence of the President, the Vice President assumes the duty of the President, and in addition the Vice President:

- Administers and oversees the use of adult volunteers within the League.
- Chairs the Disciplinary Committee.
- Is responsible for the scheduling of all League games.
- Chairs the Awards Committee.
- Carries out other duties as may be assigned by the President.

SECRETARY:

- Keeps an accurate record of all meetings, handles all correspondence, gives notice of meetings and maintain the files of this League.
- Is responsible for the preparation of the annual report.
- Secures meeting locations as requires and assist the Registrar with membership registration as needed.
- Other duties may be assigned by the President.
- Submits, as may be necessary, all necessary forms, papers and filings with all government and non-government agencies.
- Maintains separate from the minutes and indexed log of actions by the Board of Directors.

FINANCE DIRECTOR:

- Supervises any paid or volunteer accounting or bookkeeping service.
- Is responsible for the maintenance of all financial accounts of the League including checking, saving, investment, and accounts as approved by the Board of Directors.
- Submits monthly financial reports to the Board of Directors.
- Provides for the maintenance of receipt books and vouchers for all financial transactions.
- Certifies all expenditures as being approved by the Board of Directors or President as provided for within this Constitution.
- Oversees preparation of the Annual Independent Financial Audit.
- Insures that all persons handling League monies are properly bonded.
- Chairs the Finance and Audit Committee.
- Recommends methods and means of fundraising and maintaining financial solvency.
- Oversees fundraising activities approves by the Board of Directors.

REGISTRAR:

- Registers and completes registration process of all players into the League.
- Coordinates registration activities with CYSA-North.
- Submits registration forms and information in CYSA-North in accordance with the procedures and policies of CYSA-North.
- Maintains waiting lists and assignment of players on waiting lists to teams in accordance with current league constitutions, rules and/or policies.
- Chairs the Team Formation Committee.

FIELDS AND EQUIPMENT COORDINATOR:

- Maintains a current inventory of League-owned equipment and materials.
- Prepares a recommended list of equipment and materials needed for each season for submission to the Board of Directors.
- Procures and arranges distribution and storage of League equipment and materials, including preparation of requests for bids.
- Obtains, schedules and coordinates field for practices and games with the school districts, cities or other agencies who have jurisdiction over fields used by the League.
- Makes sure all policies and procedures governing use of the fields are followed including the possession of adequate insurance. This applies to policies and procedures of the League and agencies having jurisdiction over the use of the fields.
- Provides for proper maintenance, goals, marking, netting and corner flags of all fields.
- Coordinates and maintains a master schedule of all scheduled practices.
- Oversees any programs to maintain, improve or develop fields.
- Chairs the Fields and Equipment Committee.

REFEREE COORDINATOR:

- Recruits, trains and assigns Referees for League sponsored or sanctioned games.
- Arranges clinics and assignments for entry level and upgrading purposes.
- Maintains a current list of Referees.
- Maintains game cards and records showing game scores, injuries, cautions, ejections and other information provided by each Referee.
- Reports appropriate matters to the Disciplinary Committee for action.
- Serves as liaison with District V Referee Administrator.
- Holds Referee Meetings during the season.
- Investigates complaints regarding Referees.
- Observes games, receives feedback from Coaches and Coordinators, provides materials and engages in other activities to support the Referee Program in the League and measures the skills of individual referees.
- Works closely with the Coaching Coordinator, Area Coordinator and Referee Associations.

LEAGUE COUNSELOR:

- Investigates complaints regarding coaches, parents, League Officials, or others as may be appropriate regarding the implementation of the League's purpose.
- Mediates and resolves problems or disputes arising within the League as informally as possible as directed by the President or Board of Directors.
- Advises the President and Board of Directors on Roberts' Rules of Order regarding the conduct of business during official League meetings and interpretation of the League's by-laws and rules and regulations.

Refers appropriate matters for action to the proper league Official Committee or the Board of Directors.

Chairs the Nominating Committee.

Chairs the Protest and Appeals Committee.

Serves as Parliamentarian at Board meetings.

PUBLICITY AND PUBLIC RELATIONS COORDINATOR:

Is the liaison with the news media on behalf of the League.

Prepares and distributes League publications such as the Newsletter, League Booklet and other printed matter as determined by the Board of Directors.

Develops a program to promote positive awareness of the League's image within the community and within the League, proposing activities and programs addressing problems and promoting the goals of the League.

AREA COORDINATORS:

Coordinators are the main line of communication between all League members and the Board of Directors.

Area Coordinators shall have overall administrative responsibility within specified areas to insure the accurate and timely distribution of information, materials and equipment to and from coaches and teams. Outlying Area Coordinators may also have additional responsibilities depending on the types of responsibilities depending on the types of responsibilities requested of them and approved by the Board of Directors as provided for in Section 1.14 of these By-Laws.

With the approval of the Board of Directors, develop various methods to assist them in carrying out their responsibilities such as establishing regional and/or age group assistants.

Pick up and drop off locations may also be established for equipment, pictures, fliers, and other League communications.

Work closely with all other League Officials for these Coordinators are the main line of communication between all League members and the Board of Directors.

SELECT PROGRAM COORDINATOR:

Schedules and conducts tryouts for select teams.

Provides the Select Program Game Schedules to the Referee Coordinator and the Field and Equipment Coordinator.

Recruits Coaches for Select Teams.

Carries out the business and any functions determined by the Select Program Coordinating Committee.

1.08.06 RECALL:

A member of the Board of Directors shall be automatically recalled after missing three (3) consecutive regularly scheduled Board meetings unless the Board of Directors is petitioned in advance and special circumstances exist whereby the Board of Directors will permit and excused absence. Recall of a member shall be by a petition of 25% of the eligible voting membership of the league and a majority vote of the League voting membership.

1.09 LEAGUE YEAR

1.09.01 The seasonal year shall be from September 1 through August 31.

1.09.02 The fiscal year shall be from January 1 through December 31.

1.10 ELECTIONS AND APPOINTMENT OF OFFICERS

1.10.01 The President, Finance Director, and Registrar shall be elected in the off years. The Vice President, and Secretary shall be elected in the even years. Area Coordinators shall be selected by members of the League from these respective areas. The Select Program Coordinator shall be selected by the League membership participating in the Select Program.

1.10.02 The Nominating Committee shall present a slate of candidates for available positions to the Board of Directors one month before the Annual General Meeting. These nominations shall be available to the Membership.

Nominations for available positions shall remain open and will be accepted from the floor at the Annual General Meeting.

1.10.03 Elections will be held at the Annual General Meeting of the League.

1.10.04 Elections shall be by secret ballot vote of the adult members present at the Annual General Meeting. Each member, as defined in 1.06.01, shall have one vote. Proxy and absentee votes will not be permitted.

1.10.05 Elections shall correspond to the Fiscal League Year. Elections held in December shall constitute election and office taken in the upcoming year. (Example: Election held in December 1985 shall constitute a 1986 even year election.)

1.10.06 Positions on the Board of Directors who are not elected shall be appointed by the President subject to ratification of the other members of the Board.

1.11 MEETING

1.11.01 The Board of Directors of the League shall meet monthly throughout the year and at other such times as the President may deem necessary. Roberts Rules of Order shall govern procedure at all meetings.

1.11.02 The President shall set an Agenda for all Board meetings. The agenda shall be available to Directors and interested members in advance of the Board meeting. Items not on this pre-published Agenda cannot be voted on at the subsequent League meeting. The Board may choose to vote on a non-Agenda item with a two-thirds vote of the attending Board.

1.11.04 A Quorum of the Board of Directors must be present to conduct League Business. Fifty percent plus one, of currently filled positions, shall constitute a Quorum.

1.11.05 The Annual General Meeting of the League shall be held in December. All points governing league meetings shall be observed. Adult members, as defined in 1.06.01, shall have one vote on constitutional matters and in secret ballot elections. All members of the Board of Directors shall present a report on their respective activities over the previous year.

1.11.06 The President shall be empowered to dismiss any individual from any meeting for behavior deemed disrespectful, impertinent, insulting or otherwise detrimental to the best interest of the meeting or the game of soccer.

1.12 FINANCIAL RESPONSIBILITIES

1.12.01 This League shall not assume, nor be liable for the debts nor the financial responsibilities, either implied or incurred, or any of its affiliate organizations, members, member teams, member coaches, or other parties.

1.12.02 The League shall maintain a Fidelity Blanket Bond at all times in an amount sufficient to cover the assets of the League. The President shall have the responsibility of maintaining the bond with approval of the Board of Directors.

1.12.03 The League shall maintain General Liability and Automobile Liability insurance in the amount not less than \$1,500,000 per individual and \$1,500,000 per occurrence. The President shall have the responsibility of maintaining the insurance coverage with approval of the Board of Directors. All claims or suits against the League or its members shall be reported to the President immediately.

1.12.04 All Players and coaches registered with the League will be provided medical insurance, secondary type, as to be specified by the California Youth Soccer Association. All injuries to be claimed against the medical insurance shall be in writing on proper forms obtained from the League Secretary. All injuries must be reported within 72 hours of the injury.

1.12.05 Monies in this League shall be divided into the General Operating Fund, Scholarship Fund and Field Development Fund. Establishment of other funds may be voted by the Board of Directors. Transfer of monies between established funds shall not be made except by a two-thirds (2/3) vote of the Board of Directors.

1.12.06 The President shall have final responsibility for all fiscal expenditures. All expenditures of monies shall be approved by the Board of Directors at regular meetings. However, the President shall have the power to make quick decision purchases for the good of the league, up to a maximum amount of \$100.00. The President shall report all such expenditures to the Board of Directors.

1.12.07 All accounts of the League shall be paid by check and shall bear the signatures of the President and one other officer--specifically the Finance Director, Secretary, or the Registrar.

1.12.08 Fundraising: All fundraising activities conducted on behalf of the League or using the League's name must be conducted under the following conditions.:

Approved in advance by a two-thirds vote of the Board of Directors in attendance at the meeting where the matter is on the Agenda. Any approval must clearly state the purpose of the fundraiser and the goal for the amount of funds to be raised.

Advertised in such a manner that the purpose of the fundraiser is clear and the goal for the amount of funds to be raised is stated.

Priority shall be given to all other methods of raising funds by the League other than direct sale by players.

1.12.09 Fields: The use of the League funds and resources to develop, improve or maintain fields shall be done in such a manner as to benefit the larger community. The League shall not use its funds to develop fields that are for its exclusive use.

1.12.10 The books of the League shall be reviewed yearly in January as provided in 1.13.04.

1.13 STANDING COMMITTEES

1.13.01 The following Standing Committees shall be maintained to aid the league in fulfilling responsibilities:

- Awards Committee
- Disciplinary Committee
- Finance & Audit Committee
- Nominating & Election Committee
- Protest & Appeals Committee
- Team Formation Committee
- Tournament Committee
- Select Team Coordination Committee

All Committee members shall be appointed by the Board of Directors. The Committees shall perform the specific duties listed below and other related duties as may be assigned by the President or the Board of Directors. All Committees shall submit a report annually to the League and at other times as requested by the Board of Directors.

1.13.02 AWARDS COMMITTEE:

Members: Vice President - Chair
2 Non-coaching Parents
2 Coaches

Responsibilities:

Select, within the budgeted limit, awards, certificates, or symbols of recognition or participation for League members and benefactors.

Purchase, with Board approval, selected items in a timely manner enabling distribution to all recipients by the end of the season.

1.13.03 DISCIPLINARY COMMITTEE

Members: Vice President - Chair
Referee Coordinator
Coaching Coordinator
Area Coordinator

(In the event of a conflict of interest, the President shall appoint a temporary substitute.)

Responsibilities:

Meet when called upon, to review and decide an appropriate action regarding the behavior of a player, coach, parent or other League member.

Meet, when requested, by any member of the Committee, a player, a coach, or other person, to hear objections to current League rules regarding standard discipline.

Gather all pertinent facts associated in misconduct and then impose penalties of increase, decrease, or cancel standard penalties and substitute others.

Advise the President of all actions and report results of all Committee meetings at the next regular meeting of the Board of Directors.

Advise any disciplined member that decisions are final. However, appeal may be made to the Board of Directors.

1.13.04 FINANCE AND AUDIT COMMITTEE:

Members: Finance Director - Chair
2 Non-coaching Parents
2 Coaches

Responsibilities:

Review and evaluate the League's financial condition to ensure solvency.
Develop methods of raising money and oversee any fundraising activities.
Make recommendations to the Board of Directors regarding financial matters.

1.13.05 NOMINATING COMMITTEE:

Members: League Counselor - Chair
2 Non-coaching Parents
2 Coaches (Can be Board Members)

Responsibilities:

Present a slate of nominees to the Board of Directors at the October meeting.
Notify the Publicity and Public Relations Coordinator of all nominees for distribution to all members.
Prepare ballots for distribution and voting at the Annual General Meeting.
Select two members from the Committee, not running for office, to count and certify election results.
Report election results to the President for announcement.

1.13.06 PROTEST AND APPEALS COMMITTEE:

Members: League Counselor - Chair
Coach Coordinator
Referee Coordinator
Four Coaches from age group other than age group originating protest or appeal.

(In the event of a conflict of interest the President will appoint a temporary substitute.)

Responsibilities:

Meet to hear all protests and appeals filed in accordance with 1.16 of the By-Laws.
Gather pertinent facts from those involved on the various sides of the protest or appeal.
Make decisions upholding, denying or placing special conditions on protests or appeals.
Notify the President, the Board of Directors, and those involved in the protest or appeal of the outcome of all hearings.

1.13.07 TEAM FORMATION COMMITTEE:

Members: Registrar - Chair
3 Non-coaching parents
3 Coaches

Responsibilities:

Form teams in strict compliance with the current rules and regulations governing team formation.
Committee members are to divide their duties so that no committee member is directly involved in the team formations of the age group in which they either coach or have a child playing.

1.13.08 TOURNAMENT COMMITTEE

Members - Coach Coordinator - Chair
Vice President
Select Program Coordinator
2 Parents

Responsibilities:

Plan, organize and carry out intra League tournaments or cup play sponsored by the League.

Advise the League on hosting of inter-League or other tournaments.

Maintain roster of tournaments available for team entries from the League and keep potentially eligible teams notified.

Promote team participation in tournaments.

1.14 SUBSIDIARY ORGANIZATIONS

1.14.01 Areas: The League is divided into the following four areas:

Napa - Yountville
American Canyon
St. Helena
Calistoga

Except for American Canyon, these areas are defined by school district boundaries. The American Canyon area is defined as that are served by the American Canyon Water District. Any region in the League not covered by this definition will be in the Napa - Yountville area unless placed in another are by the Board of Directors. Any disputes regarding in which area a region belongs will be decided by the Board of Directors.

The American Canyon, St. Helena, and Calistoga areas may request Board of Directors approval to assume responsibility for any or all of the following:

Formation of an Area Advisory or Coordinating Committee to coordinate activities of the League within that area.
Registration.
Field Development and maintenance.
Recruitment of coaches.
Distribution of equipment and materials.
Team formation.
Scheduling referees.
Clinics for players, coaches or referees.
Fundraising (must be approved by League Board of Directors).
Scholarship programs.

All activities of an area are governed by the League's By-Laws, Rules and Policies of the Board of Directors. an area may not develop rules or procedures that are in conflict with the League's By-Laws and Rules. In case of any disputes the decision of the Board of Directors will be final.

Submit an annual budget for approval by the Board of Directors.

If an area advisory or coordinating committee exists, that committee shall designate the area's coordinator who shall also represent that area on the Board of Directors.

Areas and the select program may have their name displayed on League logos, uniforms and printed matter. However, the League's name or initials will be displayed in all instances.

The League will be responsible in all areas for normal operating costs associated with the registration fee and the Leagues's adopted budget, including field rental, youth referees, balls, nets, goals, etc.

1.14.02 Select Team Program: The League shall sponsor a competitive program whereby players tryout and are selected for placement on teams. There shall be no under 8 select teams.

The league will encourage and support a strong Select Program for those players and parents desiring a more advanced level of soccer. Recreation coaches will be encouraged to refer players they believe are qualified to the Select Program.

The Select Team Program shall be coordinated by a Committee. This Committee will be chaired by a Coordinator who will represent the Select Program on the Board of Directors and represent the League at North Bay Youth Soccer League meetings and at other meetings as may be appropriate. All of the activities and policies of the Select Program are subject to approval by the Board of Directors.

The Select Team Program shall have responsibility for:

- Tryouts, player selection and formation of teams.

- Submission of an annual operating plan and budget to the Board of Directors for approval.

- Selection, training and supervision of coaches.

- All internal communications and meetings and communications with other leagues: CYSA District V, CYSA - North and North Bay Youth Soccer League as may be necessary.

- Assuring that all players are properly registered.

Fundraising and Separate Bank Accounts: Subsidiary Organizations may, with Board approval (see fundraising) conduct fundraising activities and maintain a separate bank or savings account. An accounting of fundraising and expenditures through any separate account must be made annually or at other times as the Board of Directors may request.

1.15 VACANCIES

1.15.01 In the event of a vacancy on the Board of Directors, with the exception of the President of the League, such vacancy shall be filled by the action of the President with approval of the Board of Directors for the unexpired term. The Vice President shall automatically become President if that position becomes vacant and fulfill the President's term.

1.16 PROTESTS AND APPEALS

1.16.01 Any member Coach, Player, Parent or referee as defined in 1.06.01, may originate a formal protest or appeal. All protests and appeals are to be filled in writing with a member of the Board of Directors of the League within two (2) calendar days (Sundays and holidays excluded) following the date of the game or disciplinary action being protested or appealed. The Board member receiving the protest or appeal shall notify the president and forward the protest or appeal to the League Counselor for action by the Protest and Appeal Committee.

1.16.02 a fee of twenty dollars (\$20) must accompany any protest filed. The fee will be returned in the event the protest or appeal is upheld. In the event of a denial, the fee will be retained by the League.

1.16.03 All actions of the Protest and Appeals Committee shall be reported in writing to the Board of Directors. The decisions of the Committee are final. Further appeal may be made to the Commissioner of District 5 of the CYSA.

1.16.04 In matter of Protests and Appeals, no person(s) associated with the operations of this association at any level (team, league district, state) may invoke the aid of the courts of any state or of the United States without first exhausting all available remedies within CYSA/USYSA/USSF, including a final appeal to the USSF council at the annual general meeting.

1.16.05 For violation of 1.16.04, the offending party(ies) shall be subject to the sanctions of suspension and fines, and shall be liable to CYSA/USYSA/USSF for all expenses incurred by CYSA/USYSA/USSF in defending each court action, including but not limited to the follow:

- Court costs

- Attorney fees

- Reasonable compensation for time spent by CYSA/USYSA/USSF officers and employees in responding to and defending against allegations in the action, including responses to discovery and court appearances.

- Travel expenses

- Expenses for holding NYSL/CYSA/USYSA/USSF meetings necessitated by each action.

1.17 AMENDMENT OR ADDITIONS

1.17.01 No amendment or additions shall be made to the by-laws except by vote of the General Membership at the Annual General Meeting or at a special meeting convened by the Board of Directors for that purpose. Any change to the Constitution will require a two-thirds vote of the General Members present.

1.17.02 Thirty (30) day notice in writing must be given to the League Secretary of any proposed By-Law amendments or additions. The League Secretary shall mail a notice of the meeting where proposed constitutional amendments or additions will be considered to all members of the League at least fourteen (14) days in advance of any meeting considering constitutional amendments or additions. The Secretary's notice shall include the date, time and place of the upcoming meeting and where copies of proposed changes can be obtained.

1.17.03 In addition to the By-Laws, the League shall maintain and uphold a set of Rules, Regulations, and Policies. These Rules, Regulations and Policies shall be reviewed and adopted annually by the Board of Directors. After they are formally adopted further change of or additions to the Rules, Regulations and Policies may be made by a two-thirds vote of quorum of the Board of Directors. Board Members must be given seven (7) days notice, in writing, of any proposed change or addition to the Rules, Regulations and Policies.

1.18 DISSOLUTION

1.18.01 Should this league be dissolved, all assets remaining after payment of all debts shall be turned over the California Youth Soccer Association for the express purpose of the development of youth soccer.

1.19 ITEMS NOT COVERED

1.19.01 Any items not covered in these by-laws shall be left to the board of Directors for decision.