

# COAST YOUTH SOCCER LEAGUE<sup>1</sup>

## BYLAWS

*CYSL incorporates by reference the following league-specific bylaws and PIMs with the Constitution, Bylaws, General Procedures, Specific Rules, and Policy Interpretation Memoranda (PIMs) of the California Youth Soccer Association and District V playing league.*

### **1 Statement of Purpose**

"Children having fun playing soccer" is the most important goal of this league. Fulfillment of this goal is to be brought about by setting an atmosphere of friendly competition in which learning and playing soccer football with good sportsmanship and teamwork are held foremost. Such will be offered to boys and girls under nineteen (19) years of age, regardless of race, creed, and or ability within the territory of the League.

### **2 Boundaries**

The boundaries of the Coast Youth Soccer League shall be identical with the boundaries of the Fort Bragg Unified School District and the Mendocino Unified School District.

### **3 Memberships**

League members shall consist of registered<sup>2</sup> players, parents and/or guardians of registered players, coaches, assistant coaches, current officers of the CYSL Board of Directors, and sponsors. Associate memberships will be accepted from all others upon payment of a specified membership fee. All members shall abide by the Coast Youth Soccer League Bylaws, the General Procedures and Specific Rules, and applicable rules of affiliated associations.

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<sup>1</sup> Adopted February 23, 1983; revised September 11, 1985; revised February 6, 1992; revised January 1999.

<sup>2</sup> All players must be registered with California Youth Soccer Association (CYSA), District V, for the current season, whether they be sponsored or paying members of recreational or competitive programs.

## **4 Officers and Duties**

- 4.1 The officers of the league shall be *President, Vice-President, Secretary, Treasurer, Registrar, Director of Referees, Uniform Chairperson, Director of Fundraising, Sponsor Chairperson, Director of Equipment and Fields, Director(s) of Coaches North and South, and Director of Player Development.*

The officers shall be known as the **Board of Directors** and shall conduct the business of the General Membership.

- 4.2 **The President** shall preside at all General, Special, and Regular Board meetings; appoint chairpersons for special committees; call special meetings of the organization or the Board of Directors; perform such other duties as are necessary for executive administration such as preparing the annual budget; be an ex-official member of all committees except the nominating committee; serve as the CYSL representative to the California Youth Soccer Association—District V. It is recommended that the President not coach a team during his/her term of office.
- 4.3 **The Vice-President** shall assume the duties of the President in the absence of the President, and in the event the office of the President is vacated during the year, accede to the Presidency; serve as chairperson of the Disciplinary and Grievance Committee; oversee preparation and distribution of league game schedules; communicate with the Director of Referees on team standings in order to establish and coordinate the awards for season and Cup play; be responsible for attaining fields for practice and league play; serve as the CYSL representative to city and local agencies.
- 4.4 **The Secretary** shall keep accurate records of all General and Board meetings; be the keeper of the records and minutes of the league, including *the* Bylaws and General Procedures and Specific Rules; have charge of all league correspondence and publicity; be the league librarian; notify the membership of all general and special meetings.
- 4.5 **The Treasurer** shall receive monies from registration, sponsor donations, concessions, and fund-raisers for deposit in the league treasury; make payments for equipment, concession supplies, referees and other operating expenses; prepare a treasurer's report with balanced bank and ledger statements monthly; prepare annual statement of assets and liabilities and a statement of income and expense; assist the President in preparation of an annual budget.
- 4.6 **The Director of Fundraising** shall be chairperson of all fundraising activities of CYSL; ensuring fundraising monies are identified by source and transferred to the league Treasurer in a timely manner; supervise the standing committee of Concessions and Team Parents.
- 4.7 **The Director of Equipment and Fields** shall be responsible for: purchasing and maintaining an inventory of all equipment for the CYSL; all field preparations of home games; distribution and recovery of all equipment

including soccer balls, nets, corner flags, goal posts and any other equipment belonging to the CYSL.

- 4.8 **The Sponsor Chairperson** shall be responsible for obtaining sponsors and sponsor fees; to communicate with the league Registrar to determine the number of teams needing sponsors for in a given year; to recording and transferring sponsor donations to the league Treasurer in a timely manner.
- 4.9 **The Registrar** shall register players, referees, and adult volunteers with CYSA-DISTRICT V; collect and record registration fees; transfer registration fees to the league Treasurer in a timely manner; record and determine player registration fees owed to CYSA-DISTRICT V, maintain a database on players; place players into age groups; serve on the standing Committee for Team Placement prepare and distribute team rosters to coaches; prepare official player passes for teams traveling outside the league; notify the Board of Directors and the standing Committee for Team Placement of the status of late signups; represent CYSL to the Registrar for CYSA-District V.
- 4.10 **The Director of Referees** shall ensure appropriate qualified referees are scheduled to officiate all scheduled matches of the CYSL; recruit, coordinate, evaluate, and arrange referee clinics and orientations to persons interested in officiating at soccer matches; keep records for referee payment and report such to the league Treasurer twice monthly during the season; hold game cards for verification of team standings; report weekly results and to the local newspaper; report team standings to the Vice President for end-of-season awards; represent CYSL to the CYSA-District V Referee Instructor.
- 4.11 **The Director(s) of Coaches North and South** shall recruit, coordinate, evaluate persons interested in being coaches and assistant coaches; arrange Coach Clinics; serve on the standing Committee for Team Placement to match coaches to their teams as appropriate; communicate with coaches during the season and relay any coach issues to the Board of Directors; obtain player ratings from coaches for placement in the Registrar's player database.
- 4.12 **The Uniform Chairperson** shall be responsible for communicating with the league Registrar and Sponsor Chairperson to determine the names of the sponsors and the numbers and sizes of uniforms to order by team; to obtain logos and any special instructions from sponsors; to assign team colors for visual differentiation within each division; to order, collect, and distribute uniforms to teams before the first game of each season; to send uniform invoices to the league Treasurer for payment.
- 4.13 **The Director of Player Development** shall obtain and distribute education materials for soccer coach and player development; review or prepare all league game schedules using the Dana Gray field; recommend and coordinate soccer clinics and camps for the CYSL; oversee competitive coach and player recruitment; coordinate competitive team tryouts; represent CYSL to CYSA--District V on all matters related to competitive teams

## **5 Standing Committees**

The following Standing Committees and others needed shall be appointed yearly:

- Concessions and Team Parents
- Team Placement
- Disciplinary and Grievance

## **6 Vacancies**

Vacancies arising on the board shall be filled by appointment of the remaining board members for the remainder of the term.

## **7 Meetings**

- 7.1 **General Meetings** of the CYSL shall be held at the beginning and end of the fall playing season in July and December, to conduct the business of the league, hold nominations and election of officers, and to hear reports. These meetings shall be governed by Robert's Rules of Order, revised.
- 7.2 **Special Meetings** may be called by the President at other times of the year.
- 7.3 The Board of Directors shall meet regularly throughout the year; at least bi-monthly.
- 7.4 General and Special at-large meetings will be publicized to the General Membership at least 30 days in advance.

## **8 Quorum**

- 8.1 A Quorum of the Board of Directors shall consist of five (5) members.
- 8.2 A Quorum of the General Membership shall consist of as many members as are in attendance as long as there are at least five (5) Board members present.

## **9 Election of Officers**

- 9.1 A nominating committee of three (3) shall be appointed by the Board prior to the December General Meeting. The Committee shall consist of one (1) member-at-large and two (2) members of the Board of Directors.
- 9.2 The nominating committee is to submit a slate of officers for nomination and election at the December General Meeting. Nominations from the floor will be accepted at the December meeting.
- 9.3 Officers will be elected by a majority vote at the December meeting and will serve for a term of two years, beginning February 1 of the following year.
- 9.4 It is recommended that the President and Vice-President shall have been members of the Board the previous year.

## **10 Team Selection**

- 10.1 Recreational (Class IV) teams will be balanced as to skill level and age of the players in order to maintain parity, except player team location preference for Mendocino or Fort Bragg shall be honored, even if this unbalances teams between the two areas.
- 10.2 CYSL will follow the guidelines of the California Youth Soccer Association (CYSA) in forming age group teams. The Board of Directors may make exceptions to the rules of CYSA, as it deems necessary to meet the requirements of Section 10.1 above.
- 10.3 Teams may be co-educational, or boys' or girls' teams. The Board of Directors will decide annually on the size, format, and composition of the league's teams, with the provision that any co-educational teams formed shall comprise the entire division. That is, ALL the registered boys and girls will play co-ed in that age group for that particular season.
- 10.4 The teams will be disbursed at the end of the season.

## **11 Disciplinary and Grievance Committee**

- 11.1 The Disciplinary Committee shall act on all disciplinary matters and shall have discretionary powers in interpreting the degree of penalties applied to team personnel and players.
- 11.2 The **Vice-President shall serve as chairman** of the Disciplinary and Grievance Committee. The President shall appoint four (4) additional members consisting of not less than two (2) coaches and two (2) Board Members, as necessary, to address a grievance. **The Director of Referees shall not be eligible** for appointment to the Committee. A member of the committee shall stand down if the appellant is a member of his/her team. S/he will be replaced by a qualified Board member appointed by the Chair of the Committee in liaison with the league President.
- 11.3 The Disciplinary and Grievance Committee will have the following functions:

- 11.3.1 Confirm ejections or multiple cautions and penalties in writing to the player, coach and league President with a copy to the league Secretary. (The committee from the Director of Referees should normally receive notification of multiple cautions.)
  - 11.3.2 Ascertain that penalties are enforced.
  - 11.3.3 Decide upon increased penalties for specific offenses if these are found to be of a more serious nature.
  - 11.3.4 Handle appeals as requested by appellant and grant hearings if requested. The Committee shall do its utmost to give a fair hearing to the appellant. The appellant and referee shall be allowed a timed hearing allowing them to present evidence and other information in order for the Committee to make a proper decision. The Committee shall be empowered to call any other witness as it decides necessary.
  - 11.3.5 Record all cautions and Committee recommendations.
  - 11.3.6 Have the authority to place an individual on probation as an alternative to a penalty for an ejection. The committee shall re-impose the penalty if the individual commits further infractions during the probationary period.
- 11.4 The Disciplinary Committee will make a decision after hearing the appeal. The decision of the Committee will be by vote and a majority of one is necessary to uphold the appeal. If either party to the appeal wishes to further appeal the decision of the Committee then they may request the Board of CYSL review the decision of the Committee. The request for a review of the decision of the Committee must be made within two (2) days of the decision. The Board of Directors will then review the case at its next regular meeting, or at a special meeting of the Board called by the President to address the review.
- The Board of Directors, with the President presiding, may call additional witnesses in the case as it feels is necessary. A quorum is necessary for action by the Board, and a majority of one board member is necessary to overturn a decision of the Disciplinary Committee.
- 11.5 The Committee shall meet as necessary, and as called by the Chair of the Disciplinary and Grievance Committee or as instructed by the Board.
  - 11.6 The Committee can elect not to hear an appeal and alternatively refer the matter to the Board directly.

## **12 Bylaws and Amendments**

- 12.1 These Bylaws take effect when a two-thirds (2/3<sup>rds</sup>) vote of the members present at a General Meeting is affirmative.
- 12.2 The Bylaws may be amended by a two-thirds (2/3<sup>rds</sup>) vote of the members present at a General or Special at-large meeting.

### **13 Competitive Teams**

- 13.1 All applications for coaching a competitive (Class I, II, or III) team should be submitted on or before the March regular board meeting but no later than the May board meeting. Applications shall include information on coach license level, training and experience, and the proposed team age division.
- 13.2 **Coaches:** All competitive team coaches must have an "F" license. An "E" license is recommended. Additionally, coaches should have passed a referee course.
- 13.3 **Number of Teams:** During the fall soccer season only one competitive team will be approved for each gender and age division.
- 13.4 **Tryouts:** All players must attend at least one (1) regular try out. There shall be at least two (2) competitive team tryouts for each proposed team, one of which shall be held in Mendocino and one in Fort Bragg. Tryout invitations and announcements shall be sent without prejudice to all players registered for the previous season who are in the age division of the proposed team.
- 13.5 **Selection:** A player's financial status, or home or school location cannot be used as a basis for team selection.
- 13.6 **Practices:** Competitive teams shall be entitled to practice as soon as the players are officially registered with CYSA-DISTRICT V. The number of practices is unlimited and competitive teams are given first priority on field assignments. The location of practices shall reflect the home base composition of the team so as to accommodate and encourage the participation of players from both Mendocino and Fort Bragg.

### **14 Policy Interpretation Memoranda**

- 14.1 The CYSA Board of Directors may develop policies and procedures to clarify and further the intent of the bylaws, and to enhance the game for all participants. These policies and procedures shall be known as Policy Interpretation Memoranda or *PIM's*. *PIM's* may not conflict with the bylaws of this league or its affiliate associations.