

Bylaws of the West Boylston Youth Soccer Association

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ORGANIZATION NAME

This organization shall be known as the West Boylston Youth Soccer Association, hereinafter referred to as the Organization. The Organization shall be affiliated with the Massachusetts Youth Soccer Association (MYSA) and through MYSA, with USYSA, USSF and FIFA.

MISSION

The purpose of the Organization is to encourage and support amateur soccer, especially among young people, as a means of promoting physical coordination, physical fitness and fair play. The Organization seeks to encourage and support amateur soccer by coaching and training young people, by establishing teams, by entering teams into competitive, instructional and recreational leagues and tournaments, by promoting soccer as a spectator sport, and in such other ways as it deems appropriate. The Organization may provide programs and organize teams at all age and competition levels.

MEMBERSHIP

The General Membership of the Organization is comprised of those individuals who during the present calendar year are or have been coaches, assistant coaches, elected members or appointed members of the Soccer Board. Each member shall have one vote on all matters raised at the annual meeting including the election of the Executive Committee.

The Executive Committee develops Organization policy and conducts its business. It is comprised of the following elected officers: President, Vice-President, Treasurer, Secretary, and Past President. All committee members are elected by the general membership for a term of one year and may be re-elected to subsequent terms.

The Soccer Board is comprised of the Executive Committee and other officers appointed by the Committee to carry out specific tasks for the Organization. The Soccer Board is responsible for the design and execution of the soccer program throughout the year. Appendix A lists specific duties of each officer serving on the Soccer Board.

VACANCIES

A vacancy arising among the Executive Committee shall be filled by a vote of the remaining Executive Committee membership. Vacancies among other officers of the Soccer Board shall be filled by Executive Committee appointment.

SUSPENSION OR REMOVAL

Officers serving on the Executive Committee or the extended Soccer Board may be dismissed from office by a majority vote of the Executive Committee. Before said vote, the impeached officer shall have reasonable notice and an opportunity to be heard..

MEETINGS

An annual meeting of the general membership shall be held at the conclusion of the fall season for the purpose of electing Executive Committee members, reviewing the past season and conducting other business as may seem appropriate. Additional meetings of the general membership may be called by the president when necessary. Meetings of the Soccer Board may be called as needed by the president. The Executive Committee meets throughout the year to manage the affairs of the Organization. In lieu of an in person meeting, the Executive Committee or Soccer Board may conduct business, including but not limited to discussion and voting, by phone, email or other electronic means.

QUORUM

A meeting of the Executive Committee shall be deemed to have a quorum and authorized to conduct business if a majority of the Committee members are present at a duly noticed meeting. In the event a quorum is not reached, the officer presiding over the meeting may designate other officers of the Organization to sit on the Executive Committee for that meeting only.

A meeting of the Soccer Board shall be deemed to have a quorum and authorized to conduct business if five members are present at a duly noticed meeting, or three members if at least two of them are also members of the Executive Committee.

A meeting of the general membership shall be deemed to have a quorum and authorized to conduct business if ten members are present at a duly noticed meeting, or five members if at least three of them are also members of the Soccer Board.

FISCAL POLICY

The Organization may collect monies from registration fees, sponsorships, advertising, concession revenues, authorized fund raising and any other source authorized by the Executive Committee. The Executive Committee may authorize any member of the Soccer Board to enter into a contract on behalf of the Organization. All expenditures must be authorized by the president and the treasurer. Any expenditure must be approved by a vote of the full Executive Committee. The Executive Committee may accept gifts, donations or any bequest for the general purpose of the Organization. Funds of the Organization shall be deposited periodically in banks, trust companies, or other depositories as the Executive Committee may select.

TEAM COMPOSITION

The Organization supports a fall program of mixed intramural play at the U-6, U-7 and U-8 age groups. The Organization supports boys and girls teams to compete within the Fall season of the Wachusett Area Youth Soccer Association. Teams are organized into the following divisional age groups:

U-10, U-12, U-14, U-16

Teams are selected by an open draft to assure parity and competitiveness throughout the division. While the purpose of the Organization is to support soccer among the youth of West Boylston, participation by youth from other towns, or by West Boylston youth on or with teams from other towns, is permitted at the approval of the Executive Committee.

COACHING

The primary responsibility of the youth soccer coach is to provide a safe and enjoyable learning environment for all players while upholding the spirit of the game. The coach implements these objectives by developing well-planned, challenging practices. S/he creates an atmosphere of fairness, trust, and encouragement. S/he prepares for game play by inspecting the field to ensure that it is safe and playable. S/he provides a game plan that includes player assignments and probable substitutions.

The youth soccer coach develops good sportsmanship among players and does so by example. S/he treats players, opponents and officials with respect and courtesy. During game play, s/he makes no comments which may undermine the referee's authority and prohibits similar comment from players or assistants. S/he maintains control of players and fans during games.

The youth soccer coach ensures fair playing time among his players. All players who meet the preceding Week's practice requirements and arrive at the field on time shall play a minimum of one half of the total elapsed time of the game. Although this rule may be waived in certain instances such as tournaments and competitive championships, the spirit of commitment to each player as an individual must be maintained at all times.

The Organization recruits coaches from a pool of adults within its community. Individuals are selected by the Executive Committee on the basis of their experience and dedication. All coaches are strongly encouraged to refine their coaching skills by attending clinics and securing licensing commensurate with their team's level of play. In order to facilitate licensing among its coaches, the Organization will sponsor MYSA sanctioned programs within the community and subsidize registration fees.

GRIEVANCES

The Organization encourages open discussion between parent and coach as the primary means to resolving differences. If a parent is dissatisfied with this discussion, a formal grievance may be filed through the vice-president. The vice-president will report back to the parent within one week.

DISPUTE RESOLUTION

Should an interested parent be dissatisfied with the vice-president's resolution of a grievance as outlined above, the Organization will timely mediate the dispute, at the parent's sole expense, upon the parent's written request made within one week of the vice-president's report. Should the parent not submit such request within the one-week deadline, the vice-president's resolution shall be final and not subject to further review of any kind including, without limitation, judicial review.

AMENDMENTS

These bylaws may be amended by majority vote at any annual or special meeting of the general membership.

POLICIES

The Organization from time to time may enact policies as it sees fit to govern all aspects of the Organization's operations including, but not limited to, placement of players and teams, coach selection, waivers, fees and refunds. These policies may be created, amended, or removed by a majority vote of the Soccer Board. These policies shall be clearly documented and be made available to the public upon request.

APPENDIX A: Officers and Duties

EXECUTIVE COMMITTEE

President

The president is the principal executive officer of the Organization. S/he schedules and presides at all meetings of the Executive Committee, the Soccer Board and the General Membership. S/he supervises all business and policy within the Organization. The President or his/her designee shall represent the Organization's interests with respect to outside youth soccer organizations including, without limitation, Wachusett Area Youth Soccer Association (WAYSA) and Mountain Soccer Club (MSC).

Vice-President

In the absence of the president, the vice-president shall perform all the duties of the president and when so acting shall have all the powers of the president. S/he assists the president in conducting the affairs of the Organization and hears all formal grievances filed against the Organization.

Treasurer

The treasurer has charge and custody of and is responsible for all funds of the Organization. S/he receives and deposits monies into banks in the name of the Organization. S/he holds receipt for monies due and payable to the Organization. S/he maintains an ongoing ledger and issues an annual financial statement at the conclusion of the fiscal year.

Secretary

The secretary records minutes of all meetings and tallies votes at meetings of the General Membership. S/he issues bulletins, notices, and other official correspondence on behalf of the Organization.

Past President

The past president facilitates a smooth transition during changes in organizational leadership. S/he acts as an advisor to the Executive Committee for at least one year after completing his/her term as president.

ADDITIONAL OFFICERS OF THE SOCCER BOARD

Registrar

The registrar coordinates the registration procedure for the fall season. S/he collects registration fees and remits them to the treasurer. S/he assures the proper completion of forms in full compliance with USYSA, MYSA and league guidelines. The registrar maintains player and team registration forms and keeps copies of birth certificates on file. The registrar certifies, issues, and updates valid team rosters.

Referee Coordinator

The referee coordinator recruits and schedules referees to officiate home games at the U-8 level and assists referee assignors from WAYSA, MAYSL, and/or other leagues as needed. S/he enlists prospective referees in appropriate training courses and arranges remuneration according to league guidelines.

Field Coordinator

This officer provides a schedule of practice and playing fields to accommodate the teams of the Organization. S/he works closely with the Parks Department to ensure the maintenance and safety of each field of play.

Equipment Coordinator

The Equipment Coordinator collects and inventories equipment at the completion of the fall season. S/he recommends upgrades and replacement to the Executive Committee and oversees the distribution of equipment at the beginning of the season.

Scholarship Coordinator

The Scholarship Coordinator is responsible for administering any scholarship or award program the Organization may authorize. S/he collects and coordinates review of applications, notifying award recipients, and distributing award monies.

Uniform Coordinator

This officer collects uniforms from individual coaches at the completion of the fall season, maintains an inventory of uniforms received and outstanding and assures full accountability for all uniforms. S/he secures safe storage of uniforms and makes recommendations to purchase additional uniforms to meet the needs of the Organization. The Uniform Coordinator distributes uniforms to individual coaches at the beginning of the season.

Sponsorship Coordinator

The Sponsorship Coordinator is responsible for reaching out to community organizations and businesses which may wish to sponsor WBYSAs programs. S/he will identify potential sponsors, secure sponsorships, collect funds, and coordinate with the Uniform Coordinator or other officers as needed to place sponsor names on league uniforms, banners, or other materials as necessary.

CORI Coordinator

The CORI Coordinator will ensure that ALL of WBYSAs adult volunteers complete their CORI checks in a timely manner. S/he will work closely with Massachusetts Youth Soccer, the Registrar, and other member of the Executive Committee as necessary to complete all CORI checks.

U-4 Coordinator

The U-4 Coordinator directs all aspects of the U-4 program including the drafting of teams, scheduling intramural and extramural play and coordinating practice sessions.

U-6, U-7 and U-8 Coordinator

The U-6, U-7 and U-8 Coordinator directs all aspects of the U6, U-7 and U-8 program including the drafting of teams, scheduling intramural and extramural play and coordinating practice sessions.

U-10+ Coordinator

The U10+ Coordinator directs all aspects of the U-10, U-12, U-14, U-16 program including the drafting of teams, scheduling intramural and extramural play and coordinating practice sessions.

APPENDIX B: Record of Amendments

Date	Description
2017-06-11	• Added Sponsorship Coordinator to section “Additional Officers of the Soccer Board” • Added CORI Coordinator to section “Additional Officers of the Soccer Board” • Added U-4 Coordinator to section “Additional Officers of the Soccer Board”