



## Southbridge Youth Soccer Association Constitution and By-Laws

### **Section A : Identification**

This association shall be known as Southbridge Youth Soccer Association (S.Y.S.A.).

S.Y.S.A. shall be non-profit, non-sectarian and non-partisan.

The principal office shall be located in Southbridge, Massachusetts. The mailing address shall be:

**Southbridge Youth Soccer Association**

**P.O. Box 276**

**Southbridge, Massachusetts 01550**

### **Section B: Objectives of Southbridge Youth Soccer Association**

To promote the sport of soccer on an amateur level in the town of Southbridge.

To teach fair play, sportsmanship, and fundamental soccer skills in a disciplined and organized manner.

To provide for the fair and equal treatment of all youth that participate in the program regardless of their ability.

To provide the highest soccer experience for all participants in the Southbridge Youth Soccer Association program.

To buy, sell, lease, rent or mortgage any properties and or real estate to fulfill the goals outlined in this document.

### **Southbridge Youth Soccer Association's Philosophy**

*To maintain a program that concentrates on developing a love for soccer in our youth, while offering the tools necessary for each player to reach their potential.*

## **Southbridge Youth Soccer Association's Objectives**

*To teach the fundamentals of soccer.*

*To provide quality adult leadership.*

*To emphasize sportsmanship and teamwork.*

*To emphasize the development of the individual over the need to win.*

*To play each player in each game.*

*To have fun.*

## **Southbridge Youth Soccer Association Members Code of Conduct**

Coaches are representing Southbridge and Southbridge Youth Soccer, therefore are expected to approach the contest with patience, control and demonstrate true sportsmanship to the referees, opposing team and coaches, and especially to their team and the spectators witnessing the game.

As a coach for Southbridge Youth Soccer you are expected to introduce yourself to the opposing coach and referee.

You are responsible for your team, which includes their behavior on and near the playing field.

During the game you are responsible for the conduct of the parents of your players.

Games can be protested. Fair play issues should be addressed with the commissioner of your league and not directly with the referee.

After the game, the team and coaches should thank the referee.

The team, whether they have won or lost, should line up and acknowledge the play of their opponent. Encourage your team to say "good job" or "nice play" to the opposition and to call out exceptional play by key players. This is the ultimate complement. The coach should demonstrate these principles by example.

We are a drug, alcohol and tobacco free program. It is up to all SYSA members to enforce this policy.

## **Section C: Eligibility**

All participants meeting the following criteria;

### **A. Age**

The minimum age

The maximum age will be in accordance with the rules and regulations of those leagues with which S.Y.S.A. participates in, or that age which the Board of Directors selects prior to each season.

### **B. Has written permission by the youth's parents or legal guardians.**

- C. Submitted legal proof of age with birthdate.
- D. Payment of appropriate dues, or has applied and been approved for a scholarship.
- E. Meets the rules and regulations of those leagues that the youth will participate in.
- F. Dues may be waived with the approval of a member of the Board of Directors.
- G. Age requirement may only be waived by the approval of the board of directors and also league approval where needed.

#### **Section D: Dues**

Fees for all players shall be set each year by a majority vote of the Board of Directors.

Fees will be set based on the projected costs, fees to participate in leagues, and be charged by age groups

The Board of Directors shall set the method and calendar pertaining to the collection of fees.

All money collected will be turned in to the treasurer and dispensed in compliance with the mandates of the by-laws.

Fees may be waived by the Board of Directors.

#### **Section E: Government**

The government of this association shall be vested in the Board of Directors, except as provided by the by-laws.

The Board of Directors shall consist of a five- (5) person executive council, and five to eight additional members for a minimum of 10. The executive council shall be composed of the President, Vice President, Treasurer, Registrar and Secretary.

The duties of the Board of Directors shall be:

To control and manage all properties and resources of the association on behalf of the membership.

To serve as the final appeals board concerning any and all disputes, matters  
Pertaining to discipline, and any other questions pertaining to players, coaches, or officials.

To direct annual audits of all funds and accounts undertaken prior to July 1<sup>st</sup> in accordance with the by-laws.

To approve all contracts and fixed term commitments, undertaken by the association.

To participate on committees as directed by the executive council.

To select by majority vote and in advance of league registrations, all coaches, assistant coaches, commissioners, and officials (in town referees).

Six members of the Board of Directors shall act as a quorum for the enactment of business.

Each member of the Board of Directors shall have the right to cast one vote in all transactions voted on in their presence. Absentee votes shall not be allowed.

Notice of regularly scheduled board meetings must be announced within a minimum of two days before the meeting. Attendance should be considered mandatory for the Board of directors and is open to the membership and guests. If a Board member is unable to attend they should contact one of the executive council prior to the meeting.

Emergency meetings may be called when necessary without a two-day notice. Because the meeting was called, the reason for the meeting is made known at the next regular meeting of the Board of Directors.

No official business may be conducted without a quorum of the board with the President or Vice President in attendance.

Amendments to the by-laws will be made after reading and approval at two consecutive Board of Directors meetings. A majority vote will be required.

All receipts of the association shall be deposited into a bank account. Checks up to \$500.00 will require only one signature. All checks over \$500.00 will require two signatures. Each withdrawal will have to be explained and voted on by the full Board.

The President will act as the presiding officer at all Board of Directors meetings and functions. In his/her absence the Vice-President will be the presiding officer. In the absence of both, the board will temporarily appoint one of the remaining executive members as the presiding officer.

The Board of Director's meeting will follow the following general format:

Reading of the minutes from the previous meeting.

Review of the treasurer's report.

Old Business.

Commissioners reports.

Committee reports.

New Business.

## **Section E: General Administration**

Sub-committees reporting directly to the Board of Directors will typically perform the administration of programs. These committees shall include but not be limited to:

A. Fund Raising.

B. Banquet/end-of-the-year party – To plan, arrange and execute the annual year end banquet

C. Publicity – To provide a single source for press releases and develop good public relations with the community (newsletters, newspaper articles etc.).

B. Finance and Budget – To develop the current and future financial and budgeting needs

D. Scholarship Committee.

Each committee formed shall have at least one member of the Board of Directors.

Each committee formed shall have a chairperson assigned and approved by the Board of Directors.

These committees shall include parents from each division, whenever possible.

Each committee formed shall have no less than three members as its body.

It shall be the function of each chairperson to form, organize, manage and be responsible for any decision made by that committee. The chairperson shall be responsible for a written or verbal progress report available for presentation at any/all general board meetings. The chairperson may delegate to any committee member/board of director's member, the responsibility of presenting that report.

## **Section F: The Executive Council**

The Executive Council of the Board of Directors shall consist of:

The President.

Vice President.

Secretary.

Treasurer.

Registrar.

The past president for a one year term

The Executive Council may also consists of:

Former Board members.

Commissioners.

2. The duties of the executive council will be to:

Have the overall responsibility for the direction of the program.

Appoint standing and ad-hoc committees for special projects.

Handle all problems and delegate duties, which concern the association.

Advise the board on long range plans for SYSA programs for their approval.

### **1. President**

#### *Election and Term*

The President is elected by a majority of the board of directors. The term of office is one Year and runs from the first board meeting in January and expires in January of the

following year.

### *Responsibilities*

The president's primary responsibility is to organize and lead the monthly soccer meetings. The president organizes the meeting's agenda and navigates the board members through the agenda topics.

Presides as the chairman of all Board of Director meetings and all soccer related functions.

The president organizes sub-committee teams and may participate on those committees as a team member.

The president is the primary liaison for intra and inter town youth groups.

May approve any SYSA expenditures up to \$100.00 and up to \$200.00 in conjunction with the Treasurer. The board of directors must vote all expenses over \$200.00 on.

## **2. Vice-President**

### *Election and Term*

The Vice-President is elected by a majority of the board of directors. The term of the office is one year and runs from the first board meeting in January to same time one year later.

### *Responsibilities*

The vice-president's primary responsibility is to lead the monthly soccer meetings in the president's absence.

The vice-president helps organize and oversee sub-committee teams and may participate on those committees as a team member.

Supervise all publicity for the association.

Represent the association at all meetings and functions in the president's absence.

Will be responsible to have the division commissioners get completed CORY/Kids Safe forms for all SYSA coaches and board members.

## **3. Secretary**

### *Election and Term*

The secretary is elected by a majority of the board of directors. The term of office is one year and runs from the first board meeting in January to same time one year later.

### *Responsibilities*

The secretary's primary responsibility is to record and organize each meetings minutes.

The secretary sends those minutes, either electronically or through the mail, to each board member and also notifies the members of the next meeting location, date and time.

The secretary may lead or participate on sub-committees.

Maintain a file of correspondence for the association.

Maintain a calendar of events / timetable for the upcoming year. Reminding the board of time tables for projects.

#### **4. Treasurer**

##### *Election and Term*

The treasurer is elected by a majority of the board of directors. The term of office is one year and runs from the first board meeting in January to same time one year later.

##### *Responsibilities*

The treasurer's primary responsibility is to serve as the chief financial officer for the organization.

The treasurer shall provide monthly financial status reports on the organizations health.

The treasurer shall be the primary approver of all expenditures.

The treasurer may lead or participate on sub-committees.

The treasurer monitors and controls the payment of bills and contractual obligations approved by the board of directors.

Approve expenditures up to \$200.00 in conjunction with the president.

The treasurer may make payments over \$200.00 without board approval for league and referee fees.

#### **5. Registrar**

##### *Election and Term*

The registrar's is elected by a majority of the board of directors. The term of office is two years and runs from the first board meeting in January to same time two years later.

##### *Responsibilities*

The registrar's primary responsibility is to gather and organize the soccer organization memberships and to help track scholarships as well as incoming fees.

The registrar is responsible for maintaining an accurate database for producing reports as required by the board.

The registrar is responsible for organizing the "master association" payment documents (M.Y.S.A., CMYSL etc.). And shall work closely with the board of directors,

And the treasurer.

The registrar may also serve as a sub-committee chairperson or as a team member.

#### **6. Director of Development**

##### *Election and Term*

The director of development is elected by a majority of the board of directors. The term of office is one year and runs from the first board meeting in January to same time one year later.

### *Responsibilities*

The director of development's primary responsibility is to recommend, prepare, and organize training programs for the boards' approval.

The director of development is responsible for youth, referee, and coaching training programs with board approval.

The director has the responsibility for developing the process and procedures for tryouts, and recommending to the board of directors the coordinators and evaluators.

The director of development, upon board approval, may organize camps and training sessions or he/she may coordinate or recommend participation in other programs.

The director of development will recommend training material purchases to the board of directors.

The director of development may also serve as a sub-committee chairperson or as a team member.

The director of development is the liaison to other towns development programs and to M.Y.S.A.. This individual should also have a good relationship with the town's school programs.

## **Director of Fund raising**

### **7. Board of Directors members**

#### *Election and Term*

The boards of directors are elected individually by a majority of the active board. The term of office is one year and runs from the first board meeting in January to same time one year later. All board member positions (President, Vice-president etc., with the exception of the director of development) are "volunteer non-salaried" positions.

#### *Responsibilities*

Individual members are expected to attend each monthly board meeting and should contact the president or vice-president directly if they are unable to attend.

They should be prepared to discuss and vote on agenda items and issues.

They are expected to lead and participate on sub-committee tasks.

They are expected to be visible to the membership.

Shall not solicit funds, favors, awards or special recognition from association or team sponsors, unless approved by the board of directors.

To abide by all rules of the association as outlined in this document.

\*\*\* See special member definition.

### **8. League Liaison**

#### *Election and Term*

The league liaison is elected by a majority of the board of directors. The term of office is one year and runs from the first board meeting in January to same time one year later.

### *Responsibilities*

The league liaison's primary responsibility is to attend the coordinated "upper league" meetings (M.Y.S.A. etc.) and to report it's content (rule and fee changes etc.) back to the board of directors.

The league liaison should be a full time board member; therefore the additional roles and responsibilities under the members section apply to this position as well.

## **9. Special Board of Directors members**

### *Election and Term*

Special members of the board of directors are current or past players selected on a six-month term. They add a bright, inside perspective to the board meetings and to the organization as a whole. These members are "full voting" members of S.Y.S.A.

### *Responsibilities*

Refer to responsibilities under the board of director's members' section within this document. The President will draft a letter for each of these volunteers describing their service and contributions to Southbridge Youth Soccer.

## **10. Committee Chairperson**

### *Election and Term*

The chairperson is assigned by the board of directors to a committee(s) (example, fund raising, banquet etc.). Their duties include:

### *Responsibilities*

Refer to responsibilities under the board of director's members' section within this document. Manage the membership, tasks and goals within the sub-division. Present the committees progress against the projected goals.

## **11. Board of Directors – general duties**

*It shall be the general duties of the Board of Directors to:*

Oversee all committees.

Hear and rule on all grievances.

Handle all disciplinary actions including defense as well as execution of punishment in all such problems.

Approve coaching and player assignments.  
Establish priorities regarding expenditures of funds.  
Organize tournaments and special functions.  
Educate all members as to the rules of the association.  
Have the sole privilege of suspending or removing undesirable members of the association for periods agreed upon by a majority vote of the Board of Directors.

## **Section I: Board of Directors - Elections**

### **12. Elections**

The president will open nominations in the December meeting each year. Any board member may nominate himself or another member for any office as governed in the by-laws.  
Officers of the association shall be selected solely from the membership of the Board of Directors. No board member can hold more than one office in any given year.  
Thirty days notice shall be given prior to the election.  
The executive council will seek nominees for all vacant positions.  
Formal elections shall take place during the first Board meeting of the New Year (January).  
The board of directors will approve new officers by a majority vote (plurality of those present).  
Voting will be verbal unless any board member requests a secret ballot.  
Special elections to replace resigned or impeached members of the board shall require a seven-day notice to all members.  
All board members must reaffirm their commitment to the board verbally, at a board meeting, or in writing to the secretary.  
Any board member can be impeached and removed from the board by a simple 2/3-majority vote. Some reasons for impeachment are:  
Incompetence.  
Immorality.  
Lack of participation.  
Any action deemed harmful to the youth or objectives of the association.  
Membership in the board of directors is permanent as governed in the by-laws. Vacancies will be filled by a majority vote of the directors' present art that meeting providing there is a quorum  
A. The term of office for all officers will be from January 1 to January 1.  
B. There shall be no limit to the number of terms that an officer may hold.

### **13. Members (active)**

May include members of the board of directors.  
Volunteers for specific work assignments to aid in improvements or maintenance of the associations' property. Participation time to be decided by the Board of Directors.  
Parents, coaches, assistant coaches and trainer

## **Section K: Registration**

### **14. Registration rules**

All Southbridge Youth Soccer Association players must register on the date(s) decided upon by

the board of directors or the registration committee.

Non-registered players shall not be allowed to participate in activities associated with the association, unless approved by the Board of Directors.

All players must submit an application form with signatures from parents or legal guardians once per soccer year (August 1<sup>st</sup> through July 31<sup>st</sup>). The parents or legal guardians must assume all risks and hazards incidental to such participation, including transportation to and from activities, and hereby waive, release, absolve, indemnify, and agree to hold harmless, the Southbridge Youth Soccer association, organizers, sponsors, supervisors, participants and persons transporting their child to or from activities, for any claim arising out of the injury of their child. Parents or legal guardians also agree to be responsible for any uniforms or equipment being returned to the club, except for normal wear and tear.

**Birth certificates** must be provided by all new applicants or as requested by the board or registration committee.

## **Section L: Meetings**

### **Meetings**

The Board of Directors shall meet once a month during the soccer season and at least eight times per year.

A general meeting of all members, coaches and parents shall be held at least twice a year.

Special meetings will be held whenever possible.

Roberts Rules of Order shall govern the proceedings of the association, except as provided in the by-laws.

## **Section M: Fiscal Year**

### **17. Fiscal Year**

The fiscal year of the association shall begin on January 1<sup>st</sup> and end on December 31<sup>st</sup>.

## **Section N: Audit**

### **18. Audit**

At the discretion of the Board of Directors the Board of Directors may appoint a three-person committee. This committee shall be responsible for auditing the treasurers' bookkeeping.

If such a committee is formed it shall report its findings to the Board of Directors at the next Board meeting.

All transactions and payment by the association should be in the form of checks.

## **Section O: Approval of the by-laws**

## 19. By-laws

It is the responsibility of each board member to review the by-laws on a yearly basis.  
The BY-LAWS should be approved by a majority vote of the board of directors.  
New amendments should follow the same general structure and be approved by the board.  
M.Y.S.A. holds a copy of the constitution in their files for reference and compliance.

### Section P: Coaches responsibilities

It shall be the responsibility of the association **to secure a head coach** for each team fielded and to work in concert with the head coach to appoint an assistant coach and additional assistants.

It is the responsibility of the association to provide these volunteers with the tools to successfully coach (equipment, playing areas and training which should include coaches' clinics and first aid training).

In agreement with SYSA by-laws, the coach agrees to commit himself/herself to conducting practices and games as scheduled by SYSA. A coach failing to honor the obligations of team leadership which includes conforming to the broad goals and rules of SYSA may, at the discretion of the Board of Directors of SYSA be removed from the position as team coach.

Coaches are responsible for contacting all team participants.

SYSA provides all players with team uniforms. It is the responsibility of the coach, which may be delegated to an assistant coach or team parent, to assure that all uniforms are distributed to the players at the beginning of the season and collected at the close of the season.

SYSA supplies each team with balls, cones, first aid kits and other supplies and equipment as deemed appropriate by the Board of Directors. It is the coaches responsibility, which may be delegated to an assistant coach or team parent, to insure that the inventory of items provided to the team is accounted for at the close of the season and returned to the commissioner of the division.

Coaches shall be provided with team rosters, medical releases, and league schedules and rules. Players will not be allowed to play who have not registered with SYSA and whose parents have not provided a signed medical release.

It is the coaches responsibility, which may be delegated to an assistant coach or team parent, to insure that the teams first aid kit and related supplies (including ice and fresh water) are available at all practices and games.

Coaches should make every effort to insure that each player gets to play at least half of each game. At the coaches' discretion, for disciplinary action as a result of poor sportsmanship, flagrant absence, or other unacceptable behavior, a player may be prevented from playing the full amount of time in a game. In this situation the commissioner of the league should be advised of the reason for these actions.

To prevent a rout, coaches should alter their lineups. These general rules should be followed:

A single player scoring three goals in a half should be either rotated to another position or should be replaced by a less skilled player in that position.

If a three goal advantage is achieved in either half of the game.

In the event that a team finds itself short of players at game time it is the coaches responsibility, to work with the opposing coach and referee, to reach agreement as to the number of players that will be played on the field or if players will be swapped for the day.

Coaches are responsible for insuring that all players are picked up on time after games and practices.

SYSA players should never be left unattended at the playing fields.

Players transported by coaching staff members to practices and games should be properly seated with seatbelts into passenger vehicles. For reasons of liability transporting players in the back of a pickup truck is prohibited.

To supplement membership fees, SYSA may conduct a variety of fundraising activities. It is the responsibility of the coach to appoint a team representative (parent) that will work with members of the fundraising committee to insure that all rules are followed and revenues collected.

## **Amendment to Coaches Responsibilities**

### *Election and Term*

**All coaches are selected and assigned**, on a seasonal basis, by a majority vote of the board of directors. The term is for the single season (spring, fall) that they are applying for. They are expected to formally apply for each position (document to be developed) and may additionally be interviewed by the board of directors. There is no absolute guarantee that they will coach the team that they are applying for. The organization will use “the best possible” candidate approach to it’s selection process.

### *Additional guidelines*

**Complaints** will be dealt with on a confidential and individual basis. Individuals on the team, parents, opposing coaches and players, referees and attending board members will be interviewed concerning the complaint. The coach will be required to answer all questions after the evidence has been collected. The board will then discuss and vote on the coaches’ position. Depending on the severity of the complaints, the coach could be asked to no longer participate (this could be temporary, remainder of the season or permanent).

**The coach will** report all problems and needs directly to the commissioner of their division. Commissioners will have “trailer access” for field maintenance and equipment purposes.

**The coach will** select assistant coaches, team managers and team parents. All assistant coaches are subject to board approval.

**The coach is** expected to attend both S.Y.S.A. sponsored and qualified coaching seminars. These seminars, depending on the level and degree, will be fully refunded by S.Y.S.A.

**The coach’s performance** will be evaluated each season. This rating will be discussed individually and confidentially with each coach at the close of the session they are involved with. The evaluation group will be discussed later in a separate document.

## **Section Q: Practice Policy**

In accordance with the SYSA goal that kids should have fun and enjoy playing soccer, practices should be arranged so that skills are taught in an enjoyable manner, with a combination of drills and scrimmages.

Each division, except for the U6 and U8, should practice at least twice a week. Practice times should vary by age from one to one and half-hours and never into darkness.

The commissioner and the Board of Directors should develop practice schedules. Schedules may be altered on a coach's request.

The Board of Directors will determine practice fields.

Sportsmanship should be developed and encouraged during practice.

**\*\*\*\* Note: There are separate SYSA rules for the Peewee (U6) and U8 divisions.**

**The commissioners of those divisions and the director of development will distribute these rules. The rules will be based on either 3 VS. 3 or 4 VS. 4 play.**

## **Commissioners**

### *Election and Term*

Commissioners are selected for each season (spring or fall) by a special vote of the board of directors. Commissioners are usually assigned to one age division (u8 or u10). Commissioners act as the liaison between the coaches and the board of directors. Commissioners can be board of director members, coaches in that age division or interested parents.

### *Responsibilities*

Coordinates equipment assignments to the coaches in their division.

Reports back to the board equipment shortages.

Coordinates the lining of fields.

Insures the goals and flags are in place.

Monitors games to insure S.Y.S.A. goals are followed and report problems to the board.

Helps coordinate practice schedules.

Helps assign referees.