

Cloverdale Youth Soccer League Bylaws

Our goal at Cloverdale Youth Soccer League (CYSL) is to develop, promote, and administer the game of soccer for boys and girls in the Cloverdale area.

CYSL wants to provide the appropriate balance of competition and recreation for participants and wants to ensure equal treatment for all.

CYSL encourages the development of the fundamental skills of soccer and the spirit of team play; additionally, we require our coaches to complete background checks and safety training. We encourage coaches to attend seminars and clinics to aid them in their instruction of the players. Safety, sportsmanship, and enjoyment of the game should be stressed by coaches and representatives of the league.

The CYSL board should be an impartial group who sets and administers policy toward these ends and should be able to handle disputes and problems stemming from Cloverdale Youth Soccer League Play.

For recreational teams in the U6, U8, & U10 divisions each player shall play at least half of each game. For U12 teams and up playing time will be determined at the discretion of each coach using practice attendance and participation in training at practice.

This association is organized exclusively to foster amateur sports competition within the meaning of Section 501(c)(3) of the Internal Revenue Code or corresponding Section of any future Federal tax code.

1. This association shall be affiliated with the following organizations and comply with their authority:

California Youth Soccer Association (CYSA) (Cal North)
United States Youth Soccer Association (USYSA)
United States Soccer Federation (USSF)
Federation International Football Association (FIFA)

Affiliation, sponsorship and/or recognition of any other groups and individuals will require approval of the Board of Directors of CYSL in accordance with the CYSL's affiliation with the above named organizations.

2. The boundaries of CYSL include residents of Sonoma, Mendocino, and Lake Counties. A modification to these boundaries needs to be approved by the CYSL Board.

3. CYSL has the following categories of membership:

A. Playing Membership

All individuals currently registered and assigned to specific teams shall be Playing Members.

B. General Membership

All parents or guardians of Playing Members shall be General Members. Participation in youth soccer activities is expected of all General Members.



C. Participating Members: All coaches, assistant coaches and referees who are not General Members shall Participating Members.

4. All players shall pay the full annual membership fees as established by the Board of Directors, unless waived or reduced by a majority vote of the Board.

5. The Board will establish and update annually a list of coaches who, for stated reasons, are considered non-recommendable for coaching a youth soccer team.

6. Amendments to the Articles of Incorporation and Bylaws of CYSL shall be made in the following manner:

A. The proposed amendment must be researched and drawn up by a subcommittee of the Board and presented at a regularly scheduled meeting of the Board and placed on the agenda for the next regularly scheduled meeting.

B. An amendment shall be deemed adopted by an affirmative vote of two-thirds (2/3) of the Board members present but not fewer than 4.

7. The Board of Directors shall consist of a minimum of 6 voting members. Four members (listed below) are elected to a two year term by the general membership and the remainder are nominated and voted in by the existing Board of Directors.

Elected by General Membership

1. President
2. Vice President
3. Treasurer
4. Secretary

Nominated and voted in by existing Board of Directors

1. Registrar
2. U6/U8 Coaching Coordinator
3. U10/U12/U14/U16 Coaching Coordinator
4. Referee Coordinator
5. Field Coordinator
6. Equipment and Uniform Coordinator
7. Sponsorship Coordinator
8. Photo Coordinator
9. Website/Social Media Coordinator

8. The duties of the Board of Directors should include the following:

- A.** Ensure an equitable team selection procedure.
- B.** Approve expenditures over \$400.
- C.** Review financial transactions of the league.
- D.** Listen to and rule on grievances of members.
- E.** Provide a slate of candidates for consideration by the general membership prior to the general election.
- F.** Generally administer the affairs of the League in accordance with the regulations

of CYSA (Cal North) and the Bylaws of CYSL.

9. The General and Participating Members shall elect the four officers and directors mentioned above at the annual membership meeting by a simple majority of the members participating. Voting can occur in person or through electronic or mail format. The annual membership meeting shall be held within the first half of October on a date set by the president. In addition to a slate of officers presented by the outgoing Board, nominations can be taken from the floor at the time of the election. Nominees for the offices of president, secretary, treasurer, and any elected officer authorized to sign checks, shall not be related by blood or marriage or reside within the same household. At the meeting, each candidate will be given an opportunity to speak. President and vice president will be filled by a current or past board member unless a candidate with these qualifications is not available. There shall be one General Member vote per player as defined by the primary contact noted on the registration form. Each Participating Member shall have one vote. Playing Members are non-voting members.

10. The general membership will be notified of the annual meeting at least two weeks prior to the general meeting. Notification via email and social media will be deemed sufficient noticing.

11. The Board of Directors shall meet on a regular monthly basis throughout the calendar year with the exception of December. There will be no board meeting held in December. Said meetings shall be conducted according to Roberts Rules of Order Newly Revised other than as designated within these bylaws.

12. Extraordinary meeting of the Board of Directors shall be held on the call of the president or at the written (letter or electronic) request of one-third (1/3) of the voting members of the Board. In addition to extraordinary meetings of the Board of Directors, the president may conduct a telephone or email vote for individual matters where expediency demands attention prior to the next regularly scheduled meeting of the Board of Directors. Written and/or telephone decisions must be confirmed by the Board of Directors at the next regularly scheduled meeting.

13. Written and/or telephone notice of both regular and extraordinary meetings of the Board shall be given by the secretary to all the board members within at least three days before the date of such meeting, such notices to include the proposed agenda. Items not on the agenda, except those involving changes to the Bylaws, may be presented at the meeting if accepted by two-thirds (2/3) of the voting members present. Decisions of the Board shall be made by at least half of the total number of board members or four (4), whichever is greater, in attendance, except for amendments to the Bylaws as specified above. The Board is empowered to fill a vacated elected Board position by two-thirds (2/3) or four (4) affirmative votes whichever is greater.

Failure of any Board Member to fulfill the duties assigned in these Bylaws, including attendance at monthly board meetings, may result in his/her replacement on the Board. Such action would require two-thirds (2/3) majority of all remaining board members.

A two year tenure on the board is preferred but not required. Elected terms are for two years. The terms will be staggered for the different positions. President and Secretary will be elected in October of even numbered years and Vice President and Treasurer will be elected in October of odd numbered years.

14. The duties and/or purposes of the Board of Directors, in addition to attendance at all board meetings, shall be as follows:

A. President

1. Shall appoint standing committees, subject to ratification by the Board of Directors. These should include but not be limited to scheduling, disciplinary/grievance, bylaw revision, field coordination, team selection, and tournament coordination.
2. Shall act as Executive Officer of CYSL. All correspondence from CYSL board members shall be approved by the president prior to distribution.
3. Set up committees as deemed necessary.
4. May be a member of any and all committees. Participation in such committees shall be according to the president's own discretion.
5. Shall call meetings.
6. All expenditures of monies will be approved by the board at regular meetings. However, the president shall have the power to make quick decision purchases for the good of the organization up to a maximum of \$400.
7. Shall have signature authority on all CYSL bank accounts to cosign with treasurer on all checks.
8. Shall represent CYSL with outside organizations.

B. Vice President

1. Shall assume all responsibilities and authorities of the president in the absence of the president.
2. Shall head any committee assigned by the president.
3. Shall be willing to become president.
4. Shall act as parliamentarian to the Board of Directors.
5. Shall perform such other duties as may be assigned by the president.

C. Treasurer

1. Shall keep and maintain all financial records and accounts of CYSL, including capital expenditure funds and tournament funds.
2. Shall be responsible for seeing that all bills and expenditures approved by the Board are paid in a timely fashion and to cosign on all checks.
3. Shall prepare and present a statement of income and expenditures at each regular board meeting.
4. Shall prepare and present to the annual membership meeting of CYSL an Income and Expense statement for transactions enacted during his/her term of office. Such a statement is to be updated to reflect all CYSL financial transactions during the entire calendar year of his/her term of office and presented to the outgoing CYSL president seven days prior to the first meeting of the CYSL Board of Directors each January. Such statement is to be forwarded to the auditor appointed by the CYSL secretary and all reasonable facilities are to be made available to the auditor in verifying the statement data. This statement shall be published annually in the CYSL newsletter.
5. Shall prepare all documents necessary to transfer power of signature over all CYSL accounts to the newly elected president, secretary and treasurer in accordance with the bylaws.
6. Shall prepare or have prepared and submit to his/her successor the following year within 90 days after leaving office all tax returns, which must be mailed no later than May 15th to the IRS, Franchise Tax Board, and Registrar of Charitable Trusts.

D. Secretary

1. Shall keep and maintain all record and minutes of all meetings and proceedings of the association and provide such minutes at the beginning of all regular meetings of the Board of Directors.
2. Shall handle such correspondence as may be required by the president.
3. Shall secure meeting locations as required.
4. Shall notify board members of the time and place of regular and/or special meetings.
5. Shall be responsible for the appointment of an auditor. This person shall perform a limited audit of the financial dealings of CYSL for the prior year, before assets are transferred to the new Board of Directors at the first board meeting in January. The auditor shall not be a current board member and shall not have been a board member within the previous two years. The auditor also shall not be related by blood or marriage or reside in the same household as

anyone who was a board member during the time period contained in the audit.

The objectives of the limited audit are 1) to assure the members of CYSL that funds raised during the year were used for Board approved purposes, and 2) to assure the new Board that cash and cash equivalents being transferred to it exist.

6. Shall perform such other duties as may be assigned by the president.

E. Registrar

1. Shall handle registration of all players per CYSA (Cal North) guidelines.
2. Shall create and present to the Board for approval all registration flyers and documents.
3. Shall set up the CYSL online registration website and attend all CYSL live registration events.
4. Shall coordinate registration activities with CYSA (Cal North).
5. Shall coordinate registration for CYSA (Cal North) tournament play as it pertains to CYSL.
6. Must attend the District V Registrar Training.

F. U6/U8 Coaching Coordinator

1. Shall be in charge of selecting U6 and U8 coaches and assigning them to teams.
2. Shall provide adequate resources to coaches regarding rules and coaching techniques. Shall encourage coaches, and provide information for them, so that they may take licensing courses. If possible, the league will help defray some of the cost of these licensing courses.
3. Shall hold a coaches meeting (with the U10/U12/U14/U16 coaching coordinator) to provide general information to coaches and to provide coaches an opportunity to get fingerprinted.
4. Shall make sure all coaches and assistant coaches get fingerprinted in accordance with CYSA (Cal North) requirements.
5. Shall actively encourage parents of players to become involved in coaching.
6. Shall create the U6 and U8 schedules and present them to the Board for approval.
7. Shall keep the Board informed and update the list of people who are not suitable to be coaches because of past inappropriate behavior.

G. U10/U12/U14/U16 Coaching Coordinator

1. Shall lead process of selecting U10, U12, U14, and U16 coaches and players assigning them to teams.
2. Shall provide adequate resources to coaches regarding rules and coaching techniques. Shall oversee the coaches, and provide information for them, so that they may take the mandated courses. If possible, the league will help defray some of the cost of these courses and background check fees if applicable.
3. Shall hold a coaches meeting (with the U6/U8 coaching coordinator) to provide general information to coaches and to provide coaches an opportunity to get fingerprinted.
4. Shall make sure all coaches and assistant coaches get fingerprinted in accordance with CYSA (Cal North) requirements.
5. Shall actively encourage parents of players to become involved in coaching.
6. Shall work with other leagues and District V to create and distribute the U10, U12, U14, and U16 schedules.
7. Shall keep the Board informed and update the list of people who are not suitable to be coaches because of past inappropriate behavior.

H. Referee Coordinator

1. Shall oversee the officiating of all tournaments sponsored and/or participated in by CYSL.
2. Shall be responsible for scheduling referees for all CYSL league home games.
3. Shall collaborate with the city parks department and schools to determine if fields are playable. In case of inclement weather, referees assigned to the various fields should let the referee coordinator know if fields are playable or not. Under no circumstances should a game be played during a thunder and lightning storm. The referee coordinator shall ensure that referees are aware of CYSL responsibility with regard to field condition and playability of fields.
4. Shall organize at least one referee clinic for the practicing referees. The referee coordinator and the Board shall encourage referees to attend other seminars and clinics on refereeing.
5. Shall keep record of games officiated by each referee and shall be responsible for submitting statements to the treasurer for payment. Shall recommend to the Board for their approval the per game fee before the commencement of the fall season.

6. Shall recommend to the Board for their approval any necessary modifications to the "Laws of the Game" as published by FIFA in regard to field/goal size and playing strength. Shall ensure that approved field dimensions are uniformly implemented for each age group.

I. Field Coordinator

1. Shall oversee all field lining, set up, and maintenance.

J. Equipment and Uniform Coordinator

1. Shall be responsible for the supply and maintenance of all team and field equipment as approved by the Board.
2. Shall be responsible for the inventory, issuance, return and storage of all field and team equipment.
3. Shall order and distribute uniforms prior to the start of games.
4. Shall work with the treasurer to prepare a tentative budget of field and team equipment expenditures for the term of office; such budget to be submitted in reasonable time to the treasurer for incorporation into the CYSL tentative budget.

K. Sponsorship Coordinator

1. Shall attempt to get a business sponsor for each team.
2. Shall order and distribute awards (one per player - medals or trophies) with the sponsor name on each item to each coach prior to the end of the season.
3. Shall distribute a sponsorship plaque to each sponsor (unless the sponsor opted out).
4. Shall thank sponsors publicly in the Cloverdale Connect at the end of each season and shall coordinate with the website coordinator to list all business sponsors on the league website and League Sponsors Banners.

L. Photo Coordinator

1. Shall select a photographer to take league pictures and reserve a picture day and picture make-up day.
2. Shall distribute photo envelopes to each coach prior to picture day.
3. Shall distribute photos to each coach prior to the end of the season.

M. Website/Social Media Coordinator

1. Shall update the CYSL website and social media sites regularly.

15. CYSL will abide by the playing policies as set by CYSA (Cal North) and in particular District V as pertain to the rules of play, player age qualifications, field and goal size, number of players per side, length of game, ball size, etc. The Rules of Play shall be the "Laws of the Game" as published by FIFA as modified by CYSA (Cal North), District V in regard to field/goal size and game playing strength.

The referee's judgement with regard to the physical condition of the field and its acceptance for play to the actual happenings and occurrences related to the conduct of the game and those prerogatives granted to him/her by the "Laws of the Game" as published by FIFA, shall not be challenged.

16. Disciplinary Authority

The Board of Directors shall have the right and authority to suspend, bar completely, or otherwise discipline any player, team, coach, referee, or member for misconduct.

17. Identification Numbers and Fiscal Year

This association is in CYSA (Cal North) District 5 and is identified as League number 10.

The Internal Revenue Service Employer Identification Number (EIN) is 81-0656237

The entity number for this association assigned by the Franchise Tax Board is 2746019

The fiscal year of this association shall begin January 1st and end December 31st (this is on file with the IRS)

Bylaws for this association shall be reviewed annually and updated at least every 3 years by the bylaws committee of this association.

CERTIFICATE OF BYLAWS OF THE CLOVERDALE YOUTH SOCCER LEAGUE

The undersigned hereby certify:

1. That they are the president and secretary, respectively of the above named corporation.
2. That the following amendments to the bylaws were adopted and approved.

STANDING RULES

BOARD MEETINGS

Meetings are held each month in person (except for December) at a location determined by league President and Vice President.

Video Conference may be utilized if voted by a majority of the board to implement at the previous meeting.

SEASON

The CYSL season runs from August 1st to Mid November. Practices start August 1st. Games may start as early as Mid August. First game for teams should take place no later than the weekend after the labor day holiday.

REGISTRATION POLICY

Early registration (\$20 off) runs for at least 30 days with a start and end date to be determined by the board each launch of registration. (Example April 1st to April 30th).

Regular registration runs from end of early bird until June 30th

Late registration (with an added \$40 late fee) runs from the day after the close of regular registration until teams are formed and formally assigned to coach. After this date, additional registrants will be added on a case-by-case basis as determined by the Board taking into account the number of players already on each team and the need for more players to make a complete team with an adequate number of substitutes.

No registrations will take place once games start unless otherwise voted by the Board.

Registration fees are as follows:

\$130 for the first child, \$100 for each additional sibling with a maximum of \$400 total per household or more siblings (must reside in same household; proof of residency may be required)

\$20 off per participant for Early Bird

REFUND POLICY

- If a registered player requests a refund during by June 30th (last day of regular registration) They will receive a full refund.
- If a registered player request a refund during late registration period they will receive a 70% refund.
- If a refund is requested in August before games begin, a 50% refund will be granted. **No refunds will be given once games begin.** Refunds will be paid within 1 month of the player dropping from a team.

SCHOLARSHIPS

Scholarships are offered in a amount determined by the board.

Scholarship requests must be received by June 30th. Scholarships are either given at the time of registration or are paid by October 1st. (**FORM ON SITE**)

SPECTATOR POLICY

It is important during each game that all spectators (parents, friends, etc) for both teams sit on the same side as each other with coaches and players for both teams on the opposite side. Those sitting behind goals or on the player/coach side of the field during games will be asked to move. Coaching from the spectator side is prohibited. Spectators may not bring or consume alcohol of any kind at CYSL games.

AGE MATRIX

Cloverdale Youth Soccer League follows the age matrix set forth by US Soccer which is based "School year". EXAMPLE:

(August 1st 2018 to July 31st 2019)

In order to play during a season, a child must turn 4 prior to July 1st of the year of the season. Those turning 4 and 5 in the season year will play U6, those turning 6 and 7 in the season year will play U8, those turning 8 and 9 in the season year will play U10, those turning 10 and 11 in the season year will play U12, those turning 12 and 13 in the season year will play U14, and those turning 14 and 15 in the season year will play U16. Players may request to play "up" (request will be filled at the discretion of the Board) but cannot "play down" unless their guardian provides a doctor note saying it would be unsafe for them to play in their assigned age group due to an underlying medical condition/conditions.

AIR QUALITY/SEVERE WEATHER POLICY

If air quality is affected by wildfires or other factors, the Board recommends using an online site such as breezometer.com or weatherbug.com to help assess air quality. Each coach will decide whether to hold practice or not unless air quality is so poor that the Board votes to suspend all play. Parents may opt to keep their child/children at home regardless of what the team is doing (there is no penalty for missing practices and child safety is our primary concern). The Board will decide when to cancel games due to severely poor air quality or severe weather and will inform coaches immediately if such action is taken.

ALLOWANCE OF SERVICE HOURS

As CYSA (Cal North) allows minors to be covered under our insurance when helping with CYSL activities, the CYSL Board will allow students to volunteer for the league (helping at practices, painting fields, stuffing envelopes, collating registration packets, etc) in exchange for signing off on their high school service hour requirement. A board member (not a coach) must sign off on the hours.

SPORTSMANSHIP

As practicing good sportsmanship is a primary goal of CYSL, coaches should make player adjustments (put aggressive players in a defense position, sub out "star players" as long as they've already played half of the game, stop actively/aggressively trying to score, etc) if their team is ahead by 9 points.

All Participating members must sign to abide by sportsmanship guidelines and expectations