



## Central Santa Clara Valley Youth Soccer League

### By-Laws

Revised December 2011

#### Article I - Affiliations

**Section 1:** Teams near the territorial limits of this League may be given permission to affiliate with other recognized Leagues, but shall not change affiliation after becoming a member of the CSCVYSL, except with the consent of the Board of Directors of this League.

**Section 2:** All non-member teams or clubs within the territorial jurisdiction of this League shall be deemed as an 'Unaffiliated Organization'. Any CSCVYSL member team or club playing games or 'doing business' with an 'Unaffiliated Organization' shall face disciplinary action and/or suspension by the League Board of Directors.

#### Article II - Board of Directors

**Section 1:** Responsibilities of the Board of Directors shall be as follows:

**A. President:** The President shall conduct all meetings of the Board of Directors. The President shall appoint committees and their chairpersons, with the approval of the Board of Directors. The President shall be an Ex-Officio Member of all committees. The President shall also appoint the following non-voting positions: Competitive Registrar, Scheduler, Referee Assignor, Volunteer Coordinator and Webmaster.

**B. Vice-President, Operations:** The Vice President of Operations is responsible for the operational aspects of the League, including access/permits to fields, field maintenance & repair, field equipment & game schedules. The Vice President of Operations shall represent the league in negotiation with the field authorities; such as cities and school districts to ensure the League has adequate amount of field spaces for practice and games, and will ensure that all League fields are ready for play.

The Vice President of Operations shall represent the President as an Ex-Officio member of League Operations related committees.

**C. Vice-President Soccer:** The Vice President of Soccer is responsible for affiliated teams, coaches and referees. The Vice President of Soccer will be in charge of managing training and educational courses for coaches, players, and referees. The Vice President of Soccer will work with the Recreational AGCs and the San Jose FC Director of Coaching to find qualified coaches for the League, and to maintain a database of the League coaches, and the licenses they hold. The Vice President of Soccer shall represent the President as an Ex-Officio member of affiliated team related committees.

They shall assist and provide coordination of competitive tryouts. Shall arrange or inform teams of clinics, meetings and other training necessary to enhance capabilities of coaches.

**D. Secretary:** The Secretary shall keep an accurate record of all meetings of the Board, handle correspondence as required, give notice of meetings, and maintain the files of this League.

**E. Vice-President, Finance:** The VP, Finance shall give a receipt for all monies which shall be deposited in a recognized bank in the name of this League. All accounts shall be paid by check and checks in excess of \$500.00 shall bear two signatures; the VP Finance's and the President. The Financial Statement shall be produced when required by the Board of Directors, properly balanced according to the bank statement. The Treasurer also shall be responsible for the preparation of any and all papers pursuant to the Articles of Incorporation and Tax Exemption status of this League.

**F. Registrar:** The Registrar shall keep an accurate record of players registered on all Clubs and affiliated teams which are part of the Central Santa Clara Valley Youth Soccer League. He/she shall allow no player to be designated as registered until he/she has in his/her possession a properly completed C.Y. S. A. youth amateur player registration form for that player. The League Registrar will comply with all C.Y.S.A. registration procedures as defined in Section 3:03 of the C.Y.S.A. Constitution, By-Laws, and Rules and Regulations. The Registrar or an appointed person is responsible for the proper administration of the medical insurance program for the League. He will comply with the C.Y.S.A. insurance procedures as defined by Section 3:02 of the C.Y.S.A. Constitution, By-Laws, and Rules and Regulations.

**G. Equipment Director:** The Equipment Director shall be responsible for purchasing, maintaining and storing all uniforms, soccer balls, goal posts, nets and field marking equipment.

**H. Tournament Director:** The Tournament Director shall be responsible for keeping all tournament information mailed to this League, and making available the information if requested. The Tournament Director shall also be involved in the running of any tournament to be held under Central Santa Clara Valley Youth Soccer League's name.

**I. U6 Age Group Coordinator (AGC):** The U6 AGC shall be responsible for assisting, organizing, and coordinating the U5 & U6 Recreational programs. This includes formation of teams, coach selection, coordination of schedules and referees, with the assistance of referee assignor when necessary.

**J. U8 Age Group Coordinator (AGC):** The U8 AGC shall be responsible for assisting, organizing, and coordinating the U7 & U8 Recreational programs. This includes formation of teams, coach selection, coordination of schedules and referees, with the assistance of referee assignor when necessary.

**K. U10 Age Group Coordinator (AGC):** The U10 AGC shall be responsible for assisting, organizing, and coordinating the U9 & U10 Recreational programs. This includes formation of teams, coach selection, coordination of schedules and referees, with the assistance of referee assignor when necessary.

**M. U12 Age Group Coordinator (AGC):** The U12 AGC shall be responsible for assisting, organizing, and coordinating the U12 - U18 Recreational programs. This includes formation of teams, coach selection, coordination of schedules and referees, with the assistance of referee assignor when necessary.

**N. Competitive Coordinator:** The Competitive Coordinator shall be the liaison between the League and the California Competitive Soccer League (CCSL), and/or any other competitive playing leagues in which the League's teams participate. The person shall be responsible for attending all Meetings and to communicate the information/results of those meetings to the Board of Directors, and all affiliated Competitive teams. The Competitive Coordinator will also be responsible for implementation of the League's Project 40 program.

**O. Optional Directors:** Shall be responsible for a defined Central Valley Youth Soccer League function, as appointed by the President and ratified by the Board of Directors.

**Section 2:** The Executive Committee is to be comprised of the President, Vice-President Operations, Vice-President Soccer, Vice-President Finance, and the Secretary. All other members shall be Members-at-Large. The Executive Committee is empowered to make decisions and conduct League business on occasions other than at meetings of the Board of Directors when action of a timely nature is required. Ratification of these actions shall take place at the next meeting of the Board of Directors.

**Section 3:** The Board of Directors shall be responsible for and have sole authority for the following:

- A. Enforcing and interpreting the League Constitution, By-Laws, Rules and Regulations, and General Procedures.
- B. Approving League Affiliated Teams
- C. Approving the appointment of coaches for all League teams, and the formation and operation of all League Competitive Teams.
- D. Approving the formation, scheduling, and operation of all League Games.
- E. Making temporary rules or regulations for specific cases or occasions not provided for in the Constitution, By-Laws, and Rules and Regulations, but which are deemed necessary to carry out the stated purposes of this League.
- F. Approving all drops, adds, and transfers to and from team rosters.
- G. Appointing persons to voting Board positions vacated during the course of the year or not initially filled by election at the AGM. Such a vacancy shall be filled by a 2/3rds majority vote of the remaining board members.

**Section 4:** In addition to the chairpersons and members of the Standing Committees named by the League President, the Executive Committee may elect to establish other committees as required by the business of this League, and to appoint their chairpersons and members.

**Section 5:** The Board of Directors shall have the right and authority to suspend, bar completely, or otherwise discipline any player, coach, manager, or team assistant from any team.

**Section 6:** The voting privilege of a non-Executive Committee Board of Director, who is absent from the Board of Director's meetings two consecutive times, will be suspended and will not count towards quorum during the suspension. The voting privilege will be reinstated after attending two consecutive meetings and they will be able to vote at the second consecutive meeting.

### **Article III - Membership**

**Section 1:** Any applicant for membership in this League shall submit yearly to the League Board of Directors for each Affiliated Team the following:

- A. Each team shall submit completed and approved roster form(s).
- B. Full payment of all dues and fees.
- C. Each Affiliated Team shall keep on file a complete registration form for each player. These forms shall be available for review by the Board of Directors of this League upon request.
- D. All team rosters must be submitted prior to commencing League Play.

**Section 2: Seasonal** dues and fees for Affiliated Teams shall be payable 60 days prior to the start of play and will be delinquent as of 30 days prior to the start of play, unless otherwise provided for by the Board of Directors. Teams are not eligible for play until all dues and fees are paid.

**Section 3:** The preceding requirements also apply to all Affiliated Teams playing through the Central Santa Clara Valley Youth Soccer League; i.e., a team registering as a member of this League, but schedules and plays games in another recognized League within C.Y.S.A. District II.

**Section 4:** In cases of Affiliated Teams and Affiliated Clubs near but outside the League's territory, dues and fees may be adjusted by the Board of Directors to reflect the level of League support required by their membership.

#### **Article IV - Meetings**

**Section 1:** Regular meetings of the Board of Directors shall be held once per month, by call of the President, or the one of the Vice-Presidents in his absence. The agenda for regular meetings shall be as follows:

- A. Call to order
- B. Acceptance of minutes of previous meeting
- C. Old business
- D. New business
- E. Correspondence
- F. Good of the game
- G. Adjournment

**Section 2:** The Executive Committee of the Board of Directors may elect to hold closed meetings. All meetings of the full Board of Directors shall be open to the membership.

**Section 3:** The Board of Directors shall hold special meetings whenever the President deems it necessary, or if requested to do so by three (3) or more members of the Board of Directors.

## **Article V - Seasonal Year**

The League's Seasonal Year shall be in accordance to and in concurrence with the C.Y.S.A. seasonal year. Toward the end of the Seasonal Year, the Board of Directors shall establish the date for the Annual Meeting and notify all Affiliated Teams and Affiliated Clubs at least thirty (30) days in advance of the meeting. Any proposals for changes in the Constitution or By-Laws must be submitted in writing to the League Secretary at least twenty (20) days in advance of the AGM.

## **Article VI - Protest & Appeals**

**Section 1:** All protests and appeals must be filed with a member of the Executive Committee in writing, no later than forty-eight (48) consecutive hours after the day of the event in question. If a protest involves a game, and that said game is played on a Saturday or a Sunday, then the forty-eight (48) hours begins on the following Monday at 12:01 a.m. local time.

**Section 2:** No player, team, or club shall engage the services of any lawyer or attorney until all avenues of approach of Protest and Appeal procedures are exhausted through the regular channels of organized soccer.

**Section 3:** The League Protest and Appeals Committee shall consist of three (3) Board Members for each case, as appointed by the President. Board Members with a personal connection with the case shall not sit on the said committee.

**Section 4:** The protest must be accompanied by a check made out to the League in the amount of \$50.00. If the protest is upheld, the \$50.00 shall be reimbursed.

**Section 5:** In case of game play, only violations of the Laws of the Game may be protested.

## **Article VII - Responsibilities**

**Section 1:** All member teams shall be responsible for governing those persons associated with their operations. Each team shall be responsible for the conduct of its manager(s), coach(s), player(s), club member(s), and spectators to ensure that actions on or off the field do not bring disrespect upon the League.

**Section 2:** Falsification of records shall be grounds for disbarment from future participation and/or membership in this league.

**Section 3:** A plea of ignorance to the Constitution, By-Laws, Rules and Regulations, and General Procedures of this League is not sufficient. Violators may expect appropriate action by the Board of Directors of the League.

**Section 4:** Any person found guilty of violating the Constitution, By-Laws, Rules and Regulations, or General Procedures of this League may be asked to appear before the Board of Directors of this League to explain his/her actions.

**Section 5:** Any individual who is convicted of, or pleads guilty to a crime of moral turpitude, or is a registered sex offender, is prohibited from coaching or managing a youth soccer team under the jurisdiction of this League. If the individual is convicted, or pleads guilty to a crime of moral turpitude, or becomes a registered sex offender while actively coaching or managing a youth team, under the jurisdiction of this League, the League may remove the individual from the position of coach or manager once the conviction, plea, or registration as a sex offender, occurs.

### **Article VIII - Financial Responsibilities**

**Section 1:** This League shall not assume, nor be liable for, the debts or the financial responsibilities, either implied or incurred, of any of its members, member coaches, member managers, or member teams.

### **Article IX - Dissolution**

**Section 1:** Should this League be dissolved, all assets remaining after payment of all debts shall be transferred to C.Y.S.A. North for the express purpose of the development of youth soccer.

### **Article X - Rules of Order**

**Section 1:** Robert's Rules of Order shall be deemed as adopted at all meetings of this League, unless otherwise agreed upon by the participants.

### **Article XI - Quorum**

**Section 1:** At all meetings of the Board of Directors, two-thirds (2/3) of the currently filled board positions must be present to constitute a quorum for the transaction of business.

**Section 2:** Each member of the Board of Directors shall have one (1) vote except the President who will cast one (1) vote only in case of a tie.