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BYSA

OPERATING PROCEDURES AND BY-LAWS

Our Goal is FUN | Board of Officers, 2016

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OPERATING PROCEDURES AND BY-LAWS

MISSION STATEMENT

Our goal is FUN. The Brunswick Youth Soccer Association, Inc (BYSA) is dedicated to governing, coordinating, and administering a recreational soccer program run by all volunteers. We will teach the fundamentals of soccer and encourage courtesy and sportsmanship.

LEAGUE LEADERSHIP

THE BOARD OF OFFICERS

The Board of Officers, hereafter referred to as the Board serves as the Board of Directors and Executive Staff of the League. The Board shall meet at least once every two months as scheduled by the President of the League. Board shall:

- Administer, Coordinate, and govern the league according the League Operating Procedures and By-Laws

BOARD MEETINGS

The Board shall meet at least once every two months as scheduled by the President. These meetings shall be open to all coaches, assistants, and parents; though only the Board (Officers) may vote on issues raised. Coaches, assistants, and parents may voice their concerns and opinions, and will have their vote in the General League Meetings (see below).

ELECTION TO THE BOARD

The President of the League is charged with the solicitation of members of the League to fill officer positions, board member positions, and warrant¹ officers. Candidates backed by the President shall be presented to the Board, where the standard League Voting Procedure shall be used for election.

BOARD MEMBER RESIGNATION OR REMOVAL

In the event that a Board Member tenders his resignation, he or she shall immediately forfeit all voting rights in League matters and shall remain a warrant officer of the President until a new Board Member can be elected. Should an incident arise where a Board Member is implicated, the involved Board Member shall remain active on the Board until the President or the Vice President can properly investigate the situation and make a recommendation to the Board. After a discussion, the implicated Board Member will be excused from the meeting and then the remaining Board Members will vote on the removal of the office. A vote can only take place if there is a quorum of the Board, and must pass by the majority vote.

¹ A **warrant officer** shall be a member of the League who carries out a specific function within the League as appointed by the Board, but carries no official title and shall not represent the League other than in membership. All Presidential Committee Chairman's are Warrant Officers (I.E. Division Coordinators, Tournament Director)

PRESIDENT

The President is the Chairman of the Board, and responsible for overseeing all seasons and promoting a positive image for the program. Duties include:

- Organizing the Board as the Administrative and Governing Body of the League
- Attend and represent the League in all matters
- Attend and supervise all season game days, or ensures that qualified supervision is available
- Actively recruit coaches and assistant coaches, as well as providing them with training opportunities
- Actively recruiting Board members and ensuring all Board positions are filled
- Creates special advisory committees as needed

The President will hold office for a term of two years, and may be re-elected to office by the board until such a time that either (1) the president does not wish to continue in office or (2) the Board elects a new president.

PRESIDENTIAL SUCCESSION

In the event that the President cannot complete his current term, then the Vice President will be required to fulfill the office until the completion of the term. He may then return to his regular office. When the President's term has come to an end, the Board of Officers must vote to appoint a new Presidential candidate or renew the current President for a second term. The candidate then must be approved through the League Voting Procedure as defined below, unless the President is being elected by the Board into his second term.

SENIOR VICE PRESIDENT

The Senior Vice President is the aid to the President and steps in when the President is not available

- Aid the President in the administration and governing of the League
- Run the Winter/Indoor Session of League Play, when session is active
- Represent the League in the absence of the President
- Other tasks as assigned by the President

VICE PRESIDENT

The Vice President is the aid to the President and steps in when the President is not available

- Aid the President in the administration and governing of the League
- Represent the League in the absence of the President
- Other tasks as assigned by the President

TREASURER

The Treasurer will oversee the financial activities of the BYSA. The Treasurer will perform all duties indicative to the office of Treasurer and other administrative duties as may be prescribed by the Board of Officers.

- Provide bi-monthly reconciliation reports at the Board Meeting
- Provide a year-end reconciliation and the following year's projected budget

REGISTRAR

The Registrar will oversee the administration, coordination, and recruiting of the BYSA. The Registrar will carry out all duties of the Registrar including:

- Schedule and Staff Registration Days
- Manage the League Database
- Assign players to Teams in accordance with best practice requirements of the Board
- Recruit coaches and assistants
- Coordinate game and practice schedules, and distribute those schedules to the Referee Assignor, Coaches, and the Board
- Order uniforms, per season or session needs

EQUIPMENT AND FIELD MANAGER

The Equipment and Field Manager is responsible for the maintenance and replacement of league field assets, and reports any field hazards to the President to be addressed with the proper authorities. Duties include:

- Distributing Player Uniforms and Coaches Jerseys,
- Distributing and collecting Goalie Jerseys to all teams
- Updating, distributing, and collecting First Aid Kits
- Maintain current balls, flags, and nets; replacing them on an as needed basis with approval from the board
- Ensure fields are properly set up prior to games; including proper lining, no hazardous conditions exist, nets are properly set up, and corner flags are in place (and returned at the end of the day)

REFEREE ASSIGNOR

The Referee Assignor will be responsible for the scheduling and oversight of all League Referees. It is preferred that he/she is a licensed referee. He/she will also be responsible for submitting a League Check Request Form or Bill of Services to the Treasurer.

- Assign referees to all games
- Ensure all referees are properly certified
- Handle all referee discrepancies

SECRETARY

The Secretary shall serve as the League scheduling and public relations coordinator. The Secretary shall be responsible for:

- Reserving locations and establish promotions for League Events
- Record and Publish Board Meeting Minutes, with amendments of decisions made in the General League Meetings
- Create, Publish, and Distribute the League Newsletter

LEAGUE FUNDS AND BUDGET

The League Checking Account and Petty Cash funds will be managed by the League Treasurer, who will report on a bi-monthly basis to the Board. He/She will also make analysis to where we are standing along with the projected and actual league budgets.

The League Treasurer nor any signatory will not sign any check to themselves; rather, he/she will have another Board member with signing privileges do so. All receipts will be attached to the official League Check Request Form and turned into the Treasurer for reimbursement. Any cash funds received by the league will be counted by at least two Officers, both of whom will initial the Receipt Register.

Any purchases over \$100 must be approved by two of the following: President, Vice President, or Treasurer prior to purchase.

REFUNDS

Refunds will only be made to players who have either: (1) moved out of state and can provide proof of a change of address or (2) if a player is injured and a doctor writes a script indicating they will not be able to participate in at least two-thirds (2/3) of the regular soccer session.

ELIGIBILITY

The eligibility of a particular player will be determined based on the Brunswick City School registration cutoff date of the current school year. In order to qualify to play in the BYSA, a youth must be at least 4 years old and no older than 17 on July 31 of the current school year. This eligibility applies to a single year season² consisting of fall, indoor, and spring sessions³. Any player who is turning 18 during a session may continue to play throughout the season as long as that player is still in high school. EXCEPTION: A player who is participating in a High School Fall Sports program who is 17 as of July 31 of the current school year, may enter for League Play for the Indoor or Spring Session; however, a player who turns 18 during the Fall Session and does not play either in the League nor a High School Fall Sport will not be permitted to register.

LEAGUE REGISTRATION

The League Registrar will establish registration dates and times, as well as staff or coordinate staffing for the event.

LATE REGISTRATION

The League Registrar and President will accept late registrations until one week prior to the first practice of the session. Any late registrations received after this date will be placed on the League Waiting List. When the final rosters are assembled, the Registrar will pull players off the waiting list based on the order they were placed on the list, with respect to the divisions, to fill any vacancies on a team roster.

TEAM REGISTRATIONS

The Registrar will assign players to a team based on their age at the beginning of the registration period. He/she will also indicate a coach and at least one assistant coach, but will not exceed two assistant coaches per team. No coach

² A **season** consists of three sessions: Fall, Indoor, and Spring Sessions scheduled within one school year

³ A **session** is one term of play, such as Fall Session, Indoor Session, and Spring Session

will willingly or unknowingly trade a player to another team, recruit directly for his/her own team, or request players for his team. Any concerns with the team roster should be addressed with the Registrar, or if the Registrar is unavailable the President.

Requests made for certain coaches are not guaranteed to be honored, but may be considered. In the event that a team is moving into an older division, the team will not be kept whole, but will be placed according to vacancies on the existing teams in the division. Coaches who are moving into a new division may request to keep their assistant, but may not make that request for more than one assistant per team.

Requests for certain nights of practice will not be honored.

LEAGUE PLAY

The BYSA shall play its Fall and Spring Sessions according to USSF rules; additionally, it will play its Indoor Session according to GCSOA rules unless otherwise noted.

Each team as registered through the Registrar will be allowed either two (2) one-hour practices or one (1) two-hour practice each week (exception: the U6 Division will only practice one hour a week), and will be able reserve their practice field prior to the beginning of the session. Coaches who select a practice time and field in the Fall Session will retain that night and time during the Spring Session. If the night of practice needs to be changed, the Coach should raise the issue with the Registrar for a new night of practice subject to field availability. Coaches may scrimmage during their night of practice; however, they must scrimmage within their own age and gender division.

All Practices must be held at Hopkins Park Soccer Fields.

The BYSA was built on the foundations of FUN, and therefore each player on the team shall play no less than half of each game; unless the player arrives late. A player arriving late to a game should play at least half of the remaining time of that game.

During game play, Coaches must wear their assigned Coaches Jersey to identify themselves as coaches. As Coach, he/she has responsibility for their assistants, their players, and the players' parents. Coaches are expected to:

- Maintain a fun, encouraging, and family oriented field of recreational play
- An atmosphere free from profanity, harsh words, or belligerent screaming
- Encouraging good Sportsmanship and the fundamentals of soccer

FIELD RESTRICTIONS

On the long sides of each field used by the BYSA there will be a "Spectators" and a "Coaches/Players" side of the field. Coaches shall not coach from the "Spectators" side of the field or from behind the goals. No spectator may sit on the "Coaches/Players" side of the field or behind the goals.

Coaches must:

- Remain within 10-yards of the half field mark⁴
- Refrain from running up and down the fields during play

⁴ During Fall Session, U8 Boys and Girls may have (1) one coach on the field of play during a game to give hands on assistance, but cannot cross the goal line. This is for fall ONLY. U6 may have one coach on the field at all times during Fall and Spring sessions.

- Refrain from having more than two assistant coaches on the “Coaches/Player” side of the field during any particular game
- Have disagreements with referees, parents, or other coaches in private, out of ear-shot of the players
- Maintain a FUN, encouraging family oriented field of play demonstrating only the best displays of sportsmanship and courtesy.

REFEREES

The Referees who marshal the game of soccer for the BYSA are educated and certified to marshal the games assigned to them by the Referee Assignor. These individuals call the game to the best of their abilities based on what they see and have significant responsibility to maintain a safe environment for recreational play on the fields used by the BYSA.

SUBSTITUTIONS

During a game, a coach may substitute players at will during quarter or half time. At any other time, a coach can have substituting players stand ready at the half field line and wait to be called onto the field by the referee. The timing of substitutions is strictly subjective to the referee, but may occur during: after scoring a goal, goal kick, your own teams throw in, a yellow card, or if a player was injured and play is restarting.

SEVERE WEATHER

Referees shall have the authority to call a game in the event of severe weather; games that are cancelled will be reported to the Officers of the League. This authority resides strictly on the referees, though they may in many cases consult with the coaches. In the event that lightening is spotted, the game is officially called as the fields will be closed for play for one half hour after the most recent lightening sighting or a thunder clap is heard.

EJECTION

Referees shall have the authority to issue yellow and red cards. A yellow carded player must leave the field of play until the next substitution, and a teammate may enter the field of play in their place. A red carded player must leave the field of play for the rest of the game and the following game—the coach has the right to carry the suspension to the next consecutive game⁵. If the player is hostile, the Referee has the authority to suspend play temporarily until the player leaves the field of play and the property. A player who refuses to leave the property when requested by the referee will end the game indefinitely resulting in a forfeit in favor of the opposing team, and a written report will be filed with the Referee Assignor.

Coaches may also be carded for Conduct Unfitting for a Coach. A coach who is red carded will be suspended from the rest of the current game and will be required to leave the “Coaches” side of the field. A coach who fails to yield to the red card will be asked to leave the premises; failure to do so will result in the forfeit of the game for his team. A red card also carries a suspension of the following game. Officers reserve the right to oversee games where red cards have been issued at will. Coaches are reminded that they are responsible for their spectators, and therefore, will be carded if any spectator becomes unruly.

HOSTILITY

⁵ Coaches have the right to suspend a player from a game if they feel that a player is not displaying good sportsmanship; however, a suspension that is carried out by a coach must be done so with the approval of the President or Vice President.

Referees will maintain records with the Referee Assignor for all Ejection related issues. They will also file complaints against coaches, assistants, players, and spectators if they feel they have been harassed or in a hostile environment. Subject to the discretion of the President, the issue will be reviewed and may result in:

- The issuance of a Red Card for Conduct Unfit for a Coach
- The expulsion from the League
- A Police Report on the grounds of assault (the act of intimidating someone where they feel they are in immediate danger)

FORFEITING A GAME

The BYSA recognizes the following reasons to forfeit a game:

- A referee has suspended the game due to a coach's or player's misconduct
- One or both teams cannot field a suitable team after 15 minutes into the scheduled game time, the game can be played as a scrimmage (See Coaches Manual for minimum number of players for a 'suitable' team)
- If a team fields a player that is not on their roster and outside of their age or gender division—coaches may recruit players from other teams who are in the same age and gender division with the permission of the player's coach and the opposing coach is made aware of the substitution
- If a coach fields a player who is not registered with the BYSA

LEAGUE VOTING PROCEDURES

Due to the nature of the League, any topic that concerns two or less divisions as a whole will be voted on and governed through the Board. However, any topic that concerns the League as a whole shall first be presented to the Board, where a resolution will be discussed and put to a vote. The resolution must be approved by a minimum of greater than 50% quorum of the Board, then published and distributed to the coaches and assistants. The topic will then be raised during a General League Meeting, also referred to as a Coaches Meeting where the topic and resolution will be reviewed then put to a vote. Each Team⁶ will receive one vote (Coaches may vote on behalf of their team, or the assistant in his place; but not both), and the resolution must pass by a minimum of no less than 50% quorum of the Teams in the League.

CHANGES TO THE BY-LAWS

Changes and updates to the By-Laws of BYSA must be approved by a minimum of greater than 50% quorum of the Board and shall be published and distributed to the coaches and assistants. A change must then be approved by a minimum of greater than 50% quorum of the coaches and assistants.

⁶ Coaches, even those who have more than one team, may only cast their vote once. An Assistant may cast votes for the additional teams so that every team receives their vote.