

# ARTICLE I

## NAME, PURPOSE AND REGISTERED OFFICE

Section 1. The name of this organization is the West Allegheny Youth Soccer Association, hereafter referred to as WAYSA. The purpose of this organization is to Benefit West Allegheny and surrounding communities by instructing and educating the youth of those communities in the sport of soccer and to provide the youth with an opportunity to participate in an organized soccer program. The registered office of the organization shall be P.O. 540, Imperial, Pennsylvania, 15126.

# ARTICLE II

## MEMBERSHIP and VOTING RIGHTS

Section 1. Membership in WAYSA is defined as follows:

\* Board Membership - An individual holding a board position recognized in the by-laws of WAYSA is considered to have "board membership" in WAYSA. Board Membership with the WAYSA entitles the individual to full voting rights (as described later in this article).

\* Presidential Membership - An individual who at one time held the board position of President of the WAYSA (but no longer holds this position) is considered to have an "presidential membership" in WAYSA. Presidential Membership with WAYSA entitles the individual to full voting rights (as described in this article) for life. This privileged membership is only available to those individuals who served as WAYSA president for a term greater than 6 months and who remain active in the club activities.

\* Coaching Membership - An individual who has taken an active role as a head coach in the coaching of a WAYSA soccer team in any fiscal year (as described in the WAYSA by-laws) is considered to have a "coaching membership" in WAYSA. A Coaching Membership with WAYSA entitles the individual to limited voting rights (as described in this amendment) for the duration of the fiscal year in which they provided their coaching services. The individual with this membership is eligible for voting in the 3<sup>rd</sup> meeting after having attended the two consecutive meetings prior to the meeting in which they cast a vote.

\* Parental Membership - An individual who is legally recognized as the parent or guardian of a player on a WAYSA soccer team is considered to have a "parental membership" in WAYSA for the fiscal year in which their child played soccer for WAYSA. Parental Membership with WAYSA entitles the individual to limited voting rights (as described in this amendment) for the duration of the fiscal year in which their child played soccer on a WAYSA team. The individual with this membership is eligible for voting in the 3<sup>rd</sup> meeting after having attended the two consecutive meetings prior to the meeting in which they cast a vote.

\* Player Membership - An individual who played on a WAYSA soccer team is considered to have a "player membership" in WAYSA for the fiscal year in which they played soccer for WAYSA. Player Membership with WAYSA does not entitle the player to voting rights.

Section 2. Election of Members: Any person of good moral character who qualifies for membership may become a member of the association.

Section 3. Discipline: The Board of Directors shall have the authority to suspend or expel any member for proper cause. Proper cause may consist of the violation of the By-Laws or such other rules as may be

propounded from time to time by the Board of Directors, or the engaging in conduct which, in the opinion of the Board, may be contrary-to the Association's purposes.

Section 4. Voting Rights: Voting on issues regarding the West Allegheny Youth Soccer Association must adhere to the following rules:

- \* Full Voting Rights - Those memberships described in this amendment as having "full voting rights" are entitled to vote on any issues nominated for a vote by the board of WAYSA.
- \* Limited Voting Rights - Those memberships described in this amendment as having "limited voting rights" are entitled to vote on only those issues nominated for a vote by the board of WAYSA as follows:
  - \* Officer Elections Votes - Anyone holding a Board Membership, a Presidential Membership, a Parental Membership, or a Coaching Membership in WAYSA may vote in officer elections. The individual with the Coaching or Parental membership is eligible for voting in the 3<sup>rd</sup> meeting after having attended the two consecutive meetings prior to the meeting in which they cast a vote.
  - \* By-Law Amendment Votes - Anyone holding a Board Membership or a Presidential Membership in WAYSA may vote to amend WAYSA by-laws.
  - \* Budget Votes - Anyone holding a Board Membership, a Presidential Membership, or a Coaching Membership in WAYSA may vote on budget or financial issues. The individual with the Coaching or Parental membership is eligible for voting in the 3<sup>rd</sup> meeting after having attended the two consecutive meetings prior to the meeting in which they cast a vote
  - \* Infrastructure Votes - Anyone holding a Board Membership or a Presidential Membership in WAYSA may vote to change the infrastructure of WAYSA. An infrastructure change would include (but is not limited to) the creation of new board positions, travel structure or changes in game format.
  - \* Miscellaneous Votes - Anyone holding a Board Membership, a Presidential Membership, a Coaching Membership, or a Parental Membership in WAYSA may vote on issues that are not considered to be an Officer Elections Vote, a By-Law Amendment Vote, a Budget Vote, or an Infrastructure Vote.

## ARTICLE III MEETINGS

Section 1. Monthly meetings shall be held on the second Wednesday of each month at 7:00 pm in a location to be posted on the web site. All members are encouraged to attend all meetings.

Section 2. Written notice of any other meeting of the membership shall specify place, date, hour and the general purpose of the meeting, and shall be sent to each member entitled to vote at such a meeting not less than five (5) days prior to such meeting.

Section 3. Quorum: A quorum of any annual meeting of the membership shall be a majority of the Board of Directors.

Section 4. Rules of Conduct: The President shall conduct all annual and regular meetings of the membership and shall have the right to close off or limit debate on any business when and if such debate becomes repetitive and/or unduly lengthy, provided however, no member shall be denied the right to speak constructively on any matter properly brought before any meeting.

# ARTICLE IV

## BOARD OF DIRECTORS

Section 1. The affairs of the Organization shall be managed by its Board of Directors.

Section 2. The management of the association shall be vested in the Board of Directors which shall consist of the elected officers of the Association and members appointed by the officers so elected in the manner hereinafter provided said appointed members of the Board of Directors shall be assigned titles and responsibilities by the President with the approval of the elected officers. The President shall serve as Chairman of the Board of Directors.

Section 3A. The Board of Directors shall consist of the following positions:

President, Vice-President, Secretary, and Treasurer, Purchasing Agent, Publicity Director, Field and Maintenance chairman, Registrar, In-House Commissioner, Referee Assignor, Director of Coaching and Player Development, Special Events Coordinator, and Members at Large.

Section 3.a.1. The Purchasing Agent shall be responsible for acquiring, purchasing and maintaining all uniforms and equipment. Before all purchases are made a written order must be submitted to the Board. The Purchasing Agent shall be responsible for the collection and inventory of all equipment at the end of each playing period.

Section 3.a.2. The Publicity Manager shall be in charge of the publicity committee and will be responsible for all mailings, the maintenance and updating of the mailing list each season, area newspaper articles, notices of registration and the general promotion of the association.

Section 3.a.3. The Registrar will head the registration committee; must be present at all registrations; work with the coaches in preparing the white cards and league registration forms; and, must give a written report of registrations at the annual meeting. In addition, the registrar shall acquire all field and school permits in sufficient time prior to each season, indoors and outdoors, according to the specifications and guidelines set forth by the West Allgheny School Board or other field committees.

Section 3.a.4. The Assignor shall be in charge of scheduling all referees for games, the training of referee, conduct referee clinics or inform our referees of clinics to be held elsewhere, and must report any changes in referee rulings to the Board to update everyone on these changes. He shall be responsible for determining the playing condition of the field, and shall be responsible for the field being lined, flagged and playable each week.

Section 3.a.5. The In-House Age Commissioners shall be responsible for the scheduling of in-house games, all matters of the in-house program relative to the coaches.

Section 3,a,6: The mission of the Director of Coaching and Player Development is as follows. First, this position serves as a liaison to all coaches participating in the player programs each season. As liaison, the Director would communicate pertinent information from the board to the coaches, and would also serve as a vehicle for the coaches to communicate back to the board. This communication would be facilitated through regular coaches meetings, face-to-face discussion, telephone, and email. The goal of the Directors position is to ensure that WAYSAs coaches have all the tools (i.e. equipment, coaches training) and information necessary to successfully and safely coach WAYSAs players each season. In effect, the Director of Coaching and Player Development has ownership of the in-house and travel coaches. Secondly, ultimately, this Director is responsible for player development from both the recreational and developmental perspectives. This Director should be as concerned with both the players' enjoyment of the game as well as the players' soccer skills and achievements on the field. It is expected that this Director would develop programs and assessments to achieve this end. This Director

is also expected to schedule and conduct assessments in keeping with the board's decisions and recommendations. This Director is also expected to manage US Youth Soccer Volunteer Disclosure statements for the club, and to serve as a liaison to PA West, US Youth Soccer, and other governing soccer organizations.

Section 3.a.7: The Special Events Coordinator is expected to take the lead on coordinating and planning special events for the club. The Special Events Coordinator, might, for example, organize community day activities. Regardless of the event, this position would be responsible for all aspects of the special event as it pertains to WAYSAs players, parents, coaches, and board members.

Section 3.a.8: The Member at Large title is given by the club to contributing individuals who act in the role of a board member but have no specific focuses or responsibilities.

Section 3B. Each chairman is responsible for the enlisting of his own committee in its endeavors.

Section 3C. The Board shall be increased as needed as described.

## ARTICLE V OFFICERS

Section 1. The officers of the Organization shall be a President, a Vice-President, a Secretary and a Treasurer.

Section 2. The officers shall be elected every two years at the annual meeting. Each director shall hold office until his successor is chosen and qualified. Any director may be removed at any time by the affirmation vote of a majority of the directors. A vacancy in any office shall be filled by the directors for the unexpired portion of the term.

Section 3. The President shall be the chief executive officer of the Organization and shall supervise and control all of the business and affairs of the Organization. He shall preside at all meetings of the members and the Board of Directors. He may execute all documents on behalf of the Organization as has been authorized by the Board of Directors unless execution has been specifically delegated by the Board to some other officer or agent of the Organization.

Section 4. The Vice-President shall, in the absence of the President or his inability to act, perform all the duties, and have all the powers of the President. He shall perform such other duties as assigned to him by the President or the Board of Directors. The Vice-President will be in charge of scheduling and coordinating all travel game times, dates, etc.

Section 5. The Secretary shall keep the minutes of the meeting of the members and of the Board of Directors in one or more books provided for that purpose; be custodian of the corporate records and the seal of the Organization; keep rosters of the teams; issue all notices required to be given to members and directors; and, in general, perform all duties incident to the office of secretary and such other duties as may be assigned by the President or the Board of Directors.

Section 6. The Treasurer shall have charge and custody of all funds and securities of the Organization; keep full and accurate accounts of receipts and expenditures in books of the Organization provided for that purpose; render a financial report at each meeting of members and the Board of Directors; and, in general, perform all duties incident to the office of the Treasurer and duties as may be assigned by the President or the Board of Directors.

## ARTICLE VI GENERAL

Section 1. All checks, drafts or other negotiable instruments shall be signed by an officer either the President , Vice-President or the Treasurer's signature is required.

Section 2. Late registration fees – There are no late registration fees. Registrations will not be accepted after the registration deadline.

Section 3. Amendments - These Bylaws may be amended or altered only at a meeting of the membership and upon notice to the membership that a change in the bylaws will be considered at such meeting. Any amendment to these bylaws shall be effective only upon the affirmation vote of two-thirds of those present and qualified to vote at the meeting at which the change or amendment is considered. Any amendments shall become effective immediately upon their adoption.

Section 4. The fiscal year shall run from January 1st through December 31th.

## ARTICLE VII NOMINATIONS AND ELECTIONS

Section 1. Voting Rights: Any adult member of the West Allegheny Youth Soccer Association is entitled to vote in the election of officers and other Board members according to the membership and voting rules outlined in Article II.

Section 2. Term of Office: Upon election, the term of office will be for 2 years from the date of the election. No term limitations exist.

Section 3. Prior to the March's coaches meeting, and preferably by the February meeting, the Board of Directors shall appoint a nominations and elections Committee to oversee all matters pertaining to the elections.

Section 4. In elections involving the four club officers, the winner(s) must have a majority of votes cast.

## ARTICLE VIII POLICES AND PROCEDURES

### I. Establishment of Teams

A. In House: Teams are to be determined each season (fall - outdoor and spring - outdoor) using the following criteria:

1. After the registration deadline all children are broken into the appropriate age group by girls and boys.
2. The data is fed into a software package and teams are generated by age groups based on the coach's assessment value and other factors.
3. A meeting of the coaches for each age group shall take place no later than two weeks prior to the beginning of the season.

4. At the coach's meeting, coaches are presented with their teams. Coaches are encouraged to meet with other coaches in their age group to make sure that the teams are of equal talent.

5. It is the intention of the in-house program to field teams that overall have equal talent and skills. This should be accomplished using the system described above. If an error has occurred or teams are not considered equally talented, a board member will make the final decision on the separation of teams/players. Any changes to the rosters must be reported to the board.

B. Traveling: Traveling rosters/teams shall be established using the following criteria:

1. Since it is the objective of the traveling program to be competitive with surrounding areas, provide an atmosphere for learning and growing in the game of soccer and to maintain continuity in development, the club shall strive to keep groups together that have historically played well together. It shall be the responsibility of the Traveling Commissioner, Coaches and the Board of Directors to assure that every player has an opportunity to participate and that rosters are filled if enough available players in a given age group are available.

## ARTICLE IX FEES

1. WAYSA is required by PAWest to collect a fee from each and all players with WAYSA. This fee, in an amount defined by PAWest, is non-discretionary on the part of WAYSA and is subsequently paid in total by WAYSA to PAWest. This fee is due and payable upon registration.

2. The Board of WAYSA shall have discretionary power to set fees for the succeeding Seasonal Year. The fees, with the exception of tournament fees or performance bonds, which shall be levied for the succeeding Seasonal Year shall be notified to all members at least 30 days prior to the Annual General Meeting of the membership.

3. The Board may assess a player registration fee on each player registered by a member with WAYSA for a Seasonal Year. The Board may, at its discretion, levy a different fee rate for those players being registered for PAWest-sponsored competition (and requiring full formal registration) than for those players not registered for PAWest-sponsored competition. All such registration fees are due and payable on registration of the player.

## ARTICLE X DISCIPLINARY ACTIONS AND APPEALS

1. The Board shall have the right and authority to suspend, expel, or otherwise discipline any individuals (*player, coach, manager, assistant, official or member*).

2. The right and authority of the Board to take such actions shall apply where any individual or member of WAYSA has violated the Constitution, By-laws, Code of Conduct, or Rules and Regulations of WAYSA. Such action may be based either upon a written complaint or upon the Board's own action.

3. If a violation is observed or a violation is reported, the board will take the following course of action:

a. Within 10 days of the alleged violation, a written notice of the violation will be sent, via certified return-receipt mail, to the accused.

b. The accused, within 10 days of receipt of the alleged violation letter, must send a letter, via certified mail, to the board, requesting a hearing on the matter.

c. The Board will schedule, via telephone, a hearing convenient for all parties, for all parties involved. Time and place to be determined on phone call.

d. , The accused party shall be given a full opportunity to submit matters in rebuttal, mitigation or extenuation to allegations.

e. The Board will render judgement on the matter after all information is presented. A transcript of the hearing, information presented and other documentation will be mailed to all parties involved.

f. If either party is not satisfied with the outcome of the WAYSA hearing, either party has the right to take the matter before PA West's Hearings and Appeals committee. Contact PA West's main office for procedures.

4. Disciplinary actions sanctioned by PA West against a player will be dealt with through the PA West disciplinary committee.

## ARTICLE XI AMENDMENTS

1. The By-laws may be amended, in whole or in part, by a two-thirds vote of the membership present and in good standing, on the basis of one vote for each member at any duly called meeting of WAYSA provided a quorum is present.

2. Proposals for amendment of the By-laws must be made in writing and be submitted to the Secretary.

## ARTICLE XIII RULES OF CONDUCT

These are WAYSA rules of conduct for Coaches, Parents and Players:

### **4.13.1 Coaches Code**

- The laws of soccer should be regarded as mutual agreements, the spirit of which should be respected and unbroken.
- Visiting teams and spectators are honored guests.
- No advantages except those of superior skill should be sought.
- Officials and opponents should be treated and regarded as honest.
- Accept official decisions without anger no matter how unfair they may seem. Winning is desirable, but winning at any cost defeats the purpose of the game.

#### **4.13.2 Players Code**

- Play the game for the game's sake.
- Be generous in victory. Be gracious in defeat
- Obey the laws of the game.
- Work for the good of the team.
- Come to practices and scrimmages and games
- Accept the decisions of the officials with good grace.
- Believe in the honesty of your opponents and the referees.
- Conduct yourself with honor and dignity.
- Sincerely applaud the efforts of your opponents and teammates. The game that this Association will support must provide opportunities for: Fun, enjoyment, and many other recreational satisfactions. Achievement, recognition, and the pursuit of excellence relative to the skill potential, personal and competitive goals, and physical/psychological needs of the participants. The development of physical, mental, social and emotional fitness.

#### **4.13.3 Parents and Spectators Code**

- Make athletic participation a positive experience for your child and others.
- The opponents are necessary friends. Without them children could not participate.
- Applaud good plays by both your team and by members of the opposing team.
- Between the exuberance of the winner and the disappointment of the loser, we find a person called a referee. They all follow the same creed- To watch every move of every player and to call the game to the best of his/her ability in doing so.
- Never openly question a referees judgment or honesty of that judgment. He is a symbol of fair play, integrity, and sportsmanship, before during and after the game. The coach and team captains are the only legal voice that may speak to a referee.
- Accept the results of each game. Encourage the child to be gracious in victory by working towards improvement.
- Be kind to your child's coach. As a volunteer giving personal time and money to provide a recreational activity for your child, the coach provides a valuable community service, often without reward, other than the satisfaction of having served the game and the community.
- Parents and spectators are never allowed on the field of play, without permission of the Referee!

##### **PARENT/SPECTATOR SUMMARY:**

A child's values and behavior in sports are guided by parental attitude at games towards their child, the opposing team, the officials, and the coach. Criticism and disrespect for officials and opponents by parents bent on immediate success rather than long range benefits undermines the sport's purpose and adds undue stress to the game. This level of negative stress taxes the child's coping abilities and contributes to behavior not in keeping with the spirit of the game.

#### **4.13.4 Tobacco and Alcohol**

The use of tobacco or alcohol products is HIGHLY discouraged at or near any WAYSA game and practice fields. By State Law, Public schools prohibit tobacco, drug or alcohol use on campus.

# ARTICLE XI

## RISK MANAGEMENT

### Position Statement

The West Allegheny Youth Soccer Association(WAYSA) has modeled its Risk Management program after the US Youth Soccer KIDSAFE program, which is designed to promote the welfare of youth players and to protect volunteer coaches, program administrators and the organization. WAYSA will make every reasonable effort, through its Risk Management program, to exclude from program responsibilities (not to be confused with parental responsibilities affecting their own child) any adult with a legally documented history of child molestation or other record that would bring a material risk to the health and safety of the program's participants.

### Policy

1. Any complaint of child abuse against a person currently involved in a WAYSA sanctioned, sponsored or approved event/activity or program must be reported immediately to the Board Of Directors.
2. All coaches, assistant coaches, managers, referees, administrators, and volunteers MUST fill out a WAYSA Disclosure Statement at least once every two years. The WAYSA considers an administrator to be a person who is a duly elected/appointed official of a member club/league or of the State Association, and a volunteer to be a person who volunteers time to a member club/league or WAYSA and who is not a coach, assistant coach, manager, administrator, or certified referee. All statements that are properly filled out and sent to the State Office will remain in effect for the entire seasonal year, in which they are received and the next, and they will expire on August 31 of the next seasonal year. (In the way of an example, forms received in September 2003 and April 2004 will both be valid for the seasonal years 2003-04 and 2004-05 and expire on August 31, 2005).
3. All Disclosure Statements and Risk Management search results are to be handled with the highest possible level of confidentiality and are to be stored in a locked confidential file.

### Procedure

1. Complaints of child abuse are to be sent by certified mail, return receipt requested to the President of WAYSA.
2. All disclosure statements must first be sent to a club/league official or program administrator (such as the ODP Administrator). This official or program administrator makes sure that the forms are properly completed – including the club/league or program information at the bottom of the forms. Following that, the club/league official or program director must enter the data into RosterPro. The WAYSA will do a background search on ALL applicants based on SSN for all coaches, assistant coaches and managers plus a search based on the Driver's License Number. The club/league official or program administrator sends all properly completed forms (along with proper payment) to the State Office in care of the Operations Manager. There is a set fee for all coaches, assistant coaches and managers, who will all be issued passes (either new, renewal, or replacement passes) following satisfactory completion of the background search process. Administrators and volunteers, for whom a club/league or program has requested a background check are subject to the same fee, but will not be issued passes. All passes and final results of background searches will be mailed to the club/league official or program administrator. It is the responsibility of this official or administrator to keep track of who have submitted forms, who have received passes and when these passes expire. If a pass is lost, stolen or misplaced, a new disclosure form must be filled out and processed as outlined above in order to obtain a replacement pass.

3. Only the Operations Manager and his/her assistant(s) shall have access to background search results and the Risk Management papers either forwarded to the State Office or on file in the State Office.

## ARTICLE XI

### GEOGRAPHY

1. No child will be denied an opportunity to be involved in the West Allegheny Youth Soccer program. West Allegheny Youth Soccer will provide soccer opportunities to children primarily involved in the West Allegheny School district.

## ARTICLE XI

### DISSOLUTION OF THE ORGANIZATION

1. In the event that West Allegheny Youth Soccer Association should be dissolved; all assets shall be donated to the West Allegheny Soccer Booster Organization. If a Boy's Boosters and a Girls Boosters organization exist, the assets will be split equally.