



Webster Youth Soccer
Constitution and By-Laws

Rev. 2/2026

Webster Youth Soccer
P.O. Box 424
Webster, MA 01570

PART 1 – CONSTITUTION

1.0.0 Name

The name of the organization shall be Webster Youth Soccer, Inc. and is also referred to as Webster Youth Soccer, the Organization, or WYS.

2.0.0 Purpose

Webster Youth Soccer (Webster, MA) a nonprofit recreational and competitive sports organization, is dedicated to the ongoing development of youth soccer players, coaches, and young referees, in a safe, affordable and fun environment.

Webster Youth Soccer shall:

- Regulate all youth soccer play sponsored by the WYS.
- Provide instruction in the fundamentals and skills of soccer, the rules of the game, and instill a sense of good sportsmanship for players, coaches, referees, and parents.
- Provide game experience for all participants by placing teams in either competitive or noncompetitive leagues as available.

2.0.1 Charitable Purpose: on Discrimination

Webster Youth Soccer is organized to develop, promote and administer the game of soccer, among youth (boys and girls under nineteen years of age) within Webster, MA for the benefit and development of all youth as young men and women as the higher and greater purpose of youth soccer and not just as players.

Webster Youth Soccer shall offer a soccer program, without regard to race color, religion, age, sex or national origin.

2.0.2 Prohibition Against Private Inurement

No part of Webster Youth Soccer's net earnings shall inure to the benefit of, or be distributable to its members, directors, officers, or other private persons, except that Webster Youth Soccer shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Webster Youth Soccer's purposes.

2.0.3 Required Prohibition Against Political Activity

Webster Youth Soccer will not endorse any candidate, make donations to his or her campaigns, engage in fundraising, distribute statements, or become involved in any other activities that may be beneficial or detrimental to any candidate. Webster Youth Soccer will not engage in any activities that encourage people to vote for or against a particular candidate.

3.0.0 Affiliation: USSF Compliance

This association shall be an affiliated branch of and comply with the authority of Central Massachusetts Youth Soccer League (CMYSL), Massachusetts Youth Soccer, US Youth Soccer (USYS) and the United States Soccer Federation (USFS). To the extent permissible under

applicable law, this Constitution and Bylaws shall be consistent with CMYSL, Massachusetts Youth Soccer, USSF 's and USYS's article of incorporation and bylaws. To the extent permissible under applicable law, (i) this Association and its members shall abide by CMYSL, Massachusetts Youth Soccer's, USSF's and USYS's articles of incorporation and bylaws, and (ii) CMYSL, Massachusetts Youth Soccer's, USSF's and USYS's articles of incorporation, bylaws, policies, and requirements take precedence over, and supersede the governing documents and decisions of Webster Youth Soccer.

4.0.0 Members

4.0.1 The Board of Directors shall be comprised of the following positions: President, Vice-President, Secretary, Treasurer, Registrar, In-town Coordinator, Travel Coordinator, Risk Manager, Equipment Manager, Sponsorship Director, and Field Manager

4.0.2 The business of Webster Youth Soccer shall be managed by its Board of Directors, who shall exercise all powers of this Association, except as otherwise provided by law, or by the Articles of Organization, the Constitution, or the Bylaws. The Board of Directors, by majority vote, shall establish the Policies, Regulations and Procedures not inconsistent with the Articles of Organization, Constitution and By-laws, under which Webster Youth Soccer shall operate.

4.0.3 Nominations

4.0.3.1 Any person aged 18 or older, who is a resident of the Town of Webster or has been a coach or a Board of Directors member in the last year or any guardian of a child playing in WYS is eligible to be nominated as an officer of WYS.

4.0.3.2 Nominations for any office must be made on the date of the election. The nomination must be made by an individual who is present and eligible to vote. A nomination which is made, but which is not seconded, shall be considered to not have been made.

4.0.3.3 Any individual who is nominated for an office may remove his/her name from consideration prior to the close of nominations.

4.0.3.4 Any nominee who is not present on the date the election is to be held must have provided the then current Board of Directors with a written indication of his/her willingness to serve as an officer prior to the date the election is held.

4.0.3.5 Any vacancy created by the removal of an officer shall be filled in accordance with the terms of these by-laws

4.0.3.6 Only individuals that have served in some capacity on the board for at least one (1) full term in the previous year may fill the roles of President, Vice President, or Treasurer.

4.0.3.7 Only individuals in good-standing with Webster Youth Soccer may be nominated or assume a Board of Directors position.

4.0.4 Board of Directors Elections

4.0.4.1 Open Board of Directors positions may be voted on at standard Board of Directors meetings provided a quorum is reached and will be calculated by the majority vote of those members

present and voting. The Organization Secretary shall certify and publish the election results no later than seven (7) days after the election, in such a manner as the Organization dictates, and the new officers shall take office at this time.

4.0.4.2 Nominees will have a chance to speak at the beginning of the Annual Meeting when the election takes place, in order to state their desire for the role in which they are pursuing.

4.0.4.3 A person may act in more than one position.

4.0.5 Tenure

4.0.5.1 The term for all officers on the Board of Directors shall be 1 year.

4.0.5.2 Any officer may resign by giving a written resignation to the secretary. Resignations are effective upon receipt, unless otherwise specified, and accepted by the Board of Directors.

4.0.5.3 In the event that an officer shall miss 3 consecutive meetings, the reigning majority Board of Directors may declare his/her position vacant.

4.0.5.4 Board of Directors to elect a successor according to such election procedures as the Organization establishes.

4.0.6 Recall

4.0.6.1 An officer of the Organization may be removed from office or the Organization for cause at a regular or special session, by a meeting requiring quorum, by a vote of $\frac{2}{3}$.

4.0.6.2 The individual(s) in question must be provided with a written explanation of the reasons for such a vote being called for. Said person shall, upon request, be given a hearing before the Executive Board, prior to any vote.

4.0.6.3 If a person is so voted out of office, then that person ceases to hold that office as soon as the vote has been certified by the Organization Secretary, (or, if the officer is the Secretary, by a person appointed by the President to act as Secretary for this purpose).

4.0.7 Vacancies

4.0.7.1 If the office of the President becomes vacant prior to the expiration of the elected term, the Vice-President shall automatically assume the position of President until the next election. The officers shall then consider the office of Vice-President as the office which is vacant for the purposes of these by-laws.

4.0.7.2 If any other vacancy occurs in the Board of Directors, by death, resignation or otherwise, it may be filled by a majority vote of the remaining Board of Directors, at any Regular Meeting or any Special Meeting, called for that purpose.

4.0.8 Board of Directors Descriptions

4.0.8.1 President – Person responsible for the overall operation of Webster Youth Soccer. The President shall officially preside at all meetings, be Chairman of the Board and the official representative of WYS. The President will be authorized to sign checks and be responsible for appointing members to all non-elected positions. Also, the President will be the deciding vote in any ties. As such it should be someone who has had several years' experience on the board, and has held

more than one position, so that they can make sound judgements in the best interest of the organization.

- 4.0.8.2** Vice President – Person responsible filling in for the President when not available. Assumes the office of President if the office becomes vacant due to death, resignation, removal, or refusal to serve. Responsible to support public relations and other special assignments that may be required or needed.
- 4.0.8.3** Treasurer - Person responsible for maintaining the bank accounts and financial books for the Organization. Knowledge of financial systems or an accounting background is preferred. A home computer would be required, as our books are currently tracked on Quickbooks. This person is also responsible for preparing the info to submit to our accountant for our annual tax filing.
- 4.0.8.4** Secretary – Person responsible for scheduling and coordinating all board meetings as well as keeping detailed minutes for all Board meetings. Keep records as necessary and correspond on behalf of WYS only with the knowledge and permission of the President or Vice President. Supports the Organizations’ public media sites. Submits the permit applications and other correspondence with the town.
- 4.0.8.5** In-Town Coordinator – Person responsible for coordinating teams and coaches for all U6/U8 age level players, coordinating schedules for U6 and U8, contacting with coaches for game day field decisions, photo day and team practices coordinator for U6 and U8 teams, primary contact for U6 and U8 coaches. This position also is responsible for coordinating the referees for the in-town games (including submitting payment information to the Treasurer).
- 4.0.8.6** Travel Coordinator - Person responsible for being the main contact person with CMYSL on all issues relative to all travel teams. Must attend all CMYSL meetings. Prepares and coordinates the selection of teams for submission to CMYSL for both the fall and spring seasons. Provides information regarding season scheduling, including supporting coaches on rescheduling all rainouts and makeup dates for all travel teams, which are teams in the U10, U12, U14, U16 and U18 divisions.
- 4.0.8.7** Registrar – Person responsible for handling all online and in person registration and payments using online registration system. Assigning all players to teams as preselected by U6,U8 and Travel coordinators. Communicating to families and media sites about seasonal registration dates.
- 4.0.8.8** Risk Manager – Person responsible for ensuring coaches and Board members complete all Adult Registration requirements through Massachusetts Youth Soccer Association or other soccer associations. Performs other Risk Management Responsibilities as required by Mass Youth Soccer, US Soccer and Commonwealth of Massachusetts and Federal Law. This person communicates with the Board of Directors, coaches, and/or community members as needed. During peak seasonal or pandemic issues, this person may communicate with the Board of Health director for Webster.
- 4.0.8.9** Equipment Manager – Person responsible for purchasing and distributing all uniforms for In-Town and Travel teams. Also the position will require purchasing all field equipment and supplies as needed, including paint, nets, coaches supplies, first aid, trophies, etc.

4.0.8.10 Sponsorship Director – Person responsible for coordinating all sponsorship correspondence and collecting fees from sponsors. Communication with the Board of Directors, coaches, and/or community members as needed as well as seek assistants to help with the process.

4.0.8.11 Field Manager – Person responsible for lining the fields prior to each weekends games, both Berthold and George St. as well as keeping track of the spray paint inventory. The position requires some additional time at the beginning of each season to re-establish the lines on the fields according to specifications. Lastly the position may require contacting the town or manually repairing portions of the field (divots, holes, dogs digging, etc.).

5.0.0 Governance Authority

This Association shall be governed by its Articles of Organization, Constitution, and Bylaws any specific rules and procedures adopted by the Board of Directors; and the rules established by Central Massachusetts Youth Soccer League, Massachusetts Youth Soccer, USYS and USSF.

6.0.0 Meetings

6.0.1 Quorum

6.0.1.1 A quorum at all Board of Directors meetings shall be defined as a majority of the current Board of Directors members of at least 50% + 1 member.

6.0.1 Regular Board of Directors Meetings

6.0.1.1 The BOD shall hold meetings at least nine of the twelve months.

6.0.2 Special Board of Directors Meetings

6.0.2.1 The Board of Directors may hold Special Board of Directors meetings as they deem necessary. Special Meetings may be called by the Secretary whenever requested by the President, or by three (3) or more Directors.

6.0.3 Board of Directors decisions/voting

6.0.3.1 Matters shall be decided by a vote of the majority present unless a different vote is specified by Law, by the Articles of Organization, or by the Constitution and Bylaws.

6.0.3.2 Each Member of the Board of Directors has only one vote regardless of the number of offices they hold.

6.0.3.3 Only members of the Board of Directors may vote.

6.0.3.4 The President's votes is also used to break a tie.

6.0.4 Action By Consent

6.0.4.1 The Board of Directors may take action on any matter not covered by the Constitution and Bylaws without a meeting if a written consent (email permissible) thereto is signed by two-thirds of Directors entitled to vote and filed with the records of the Board of Directors meetings.

6.0.4.2 Such consent shall be treated for all purposes as a vote at a meeting.

6.0.5 Annual Meeting

6.0.5.1 The annual meeting of the Board of Directors for WYS shall be held the 2nd Tuesday of the Month of February for the purpose of electing the Board of Directors for the coming year for those positions whose terms are to be voted on. After the Board of Directors is elected, the Board of Directors shall assume the performance of its duties immediately. The Board of Directors term of office shall continue until its successors are elected and qualified under this section.

6.0.5.2 The current Secretary shall send out the meetings location, time, and purpose.

7.0.0 Amending the Constitution

7.0.1 These bylaws can be amended by a $\frac{2}{3}$ vote of those present and voting at a meeting or special meeting of the Board of Directors, only if notice has been given of the exact wording of the proposed amendment (s).

7.0.2 Notice must be given at least 72 hours in advance of said meeting.

8.0.0 Rule of Order

8.0.1 *Matters of procedure will be decided based on the current version of Robert's Rules of Order in all cases in which they do not conflict with the Constitution, Bylaws, general procedures, and/or specific rules of this Association, Central Massachusetts Youth Soccer League, Massachusetts Youth Soccer, USYS and USSF.*

9.0.0 Financial Risk Management

9.0.1 Financial Policy

9.0.1.1 Webster Youth Soccer is a 501c3 recognized non-profit Corporation. Webster Youth Soccer shall conduct its business affairs so as to maintain its tax-exempt status under the Internal Revenue Code. The Board of Directors is responsible for fiscal matters of Webster Youth Soccer.

9.0.2 Fiscal Year

9.0.2.1 Webster Youth Soccer's fiscal year run October to September.

9.0.3 Personal Liability

9.0.3.1 Board of Directors and members of WYS shall not be personally liable for any debt, liability or obligation of WYS. All persons, Corporations or other entities extending credit to, contracting with, or having any claim against WYS, may look only to the funds and property of WYS for the payment of any such contract or claim, or for the payment of any debt, damages, judgment or decree, or of any money that may otherwise become due and payable to them from Webster Youth Soccer.

9.0.4 Financial Responsibility

9.0.4.1 Webster Youth Soccer shall not assume, nor be liable for, the debts and/or the financial responsibilities, either implied or incurred, of any player, coach, manager, team assistant, official or referee from any member organization or affiliated league.

9.0.5 Indemnification

9.0.5.1 Officers shall be insured against liability for an amount deemed appropriate by the BOD.

9.0.6 Major Expenses

9.0.6.1 Major, non-budgeted expenses over \$500 from any individual or corporation shall require approval from a majority of the Board of Directors.

9.0.6 Dissolution

9.0.6.1 In the event of the dissolution of Webster Youth Soccer, all property and assets available after the settlement of all liabilities shall be turned over to the USYS for the express purpose of the development of youth soccer.

PART 2 – BY-LAWS

10.0.1 Registration, Late-Fees, Refunds

10.0.1.1 Registration fees will be set each season to cover the costs of team registrations, insurance, field and player equipment, permits, portable restrooms, office fees, and other costs that occur each year or season.

10.0.1.2 Late fees will be applied to registrations that occur after the announced closing dates. The board may suspend late fees for special requests, such as late registrations to complete minimum team requirements. These are not refundable.

10.0.1.3 WYS will NOT honor refund requests except for the following reasons (1) A season ending injury incurred before the start of the season (including practices), brought to the attention of WYS before the start of the season (including practices); (2) Any other health or safety-related issue, brought to the attention of WYS before the start of the season (including practices); (3) if WYS is unable to place the player on a team for any reason and therefore the child is unable to play for that season. A \$20 processing fee will be deducted from each refund to cover already incurred registration costs. Refund requests should be submitted to the Board of directors for review.

10.0.2 Registration Waiver/Coupon

10.0.2.1 Volunteers, including Board members and coaches, which were on the official team roster during the previous season, will receive on “coupon code” towards one registration to be used for the next season.

10.0.2.2 Only one coupon will be provided per household.

10.0.2.3 The coupon value will be \$25.00.

10.0.2.4 Families may request support to help defray registration and equipment costs (limited to costs of equipment supplied by Webster Youth Soccer). All requests must be presented to the Board of Directors for review and approval. Email or electronic agreements to the waiver are acceptable. Upon approval a coupon code will be supplied to the family requesting support.

10.0.3 Seasons of Play

10.0.3.1 Fall Season

The fall season shall be primarily, but not exclusively for recreational and developmental purposes. The express intent is to provide an opportunity for any eligible player who has registered in accordance with the by-laws to play soccer and develop his/her skills.

10.0.3.2 Spring Season

The spring season shall be primarily, but not exclusively for purposes of providing a competitive experience to any player, properly registered, who desires to play. To the extent practicable all players will be accommodated at their respective levels of skill. Emphasis will be placed on fielding teams capable of competing for qualification in the Massachusetts Tournament of Champions (MTOC) on a competent, representative basis.

10.0.4 Playing Time

It is the position of the WYS that all coaches will make every effort to ensure that all players, on all teams, shall play a ***minimum of 50% of each game for their primary team***.

10.0.5 Team selection guidelines and Age Brackets

10.0.5.1 WYS believes that it is in the best interest of the player to participate in his/her own age bracket.

10.0.5.2 Players may be asked to play at a higher level if there is a need to complete a team and the coaches believe the player is ready for the elevated age group. These requests must comply with Central Mass Youth Soccer League by-laws for player eligibility.

10.0.5.2.1 Parents may request a player be moved up but acceptance is at the determination of the Board of Directors and must be in compliance with Central Mass Youth Soccer League by-laws.

10.0.5.3 Final placement for all player exceptions will be at the discretion of the Board of Directors.

10.0.5.4 If a player is asked to roster on more than one team, "double roster", the player's primary team will be the lower division team.

10.0.5.5 Team selections shall be made by In-Town and Travel Team Coordinators or by appointees of the President. Coaches evaluations and coordinator recommendations, along with specific written requests from parents and coaches, will be considered in the process but the request is not guaranteed. Team placement will be best effort to accommodate requests but may not be practical in all circumstances.

10.0.5.6 For Travel Teams, division placements will be based on the team record and makeup of the team from the preceding season. All guidance from Central Mass Youth Soccer League will be taken into account when submitting rosters to the league.

10.0.5.7 The Board of Directors will determine the number of teams in each age group based on the number of players who signed up during open registration.

10.0.6 Indoor Soccer Affiliation

10.0.6.1 Webster Youth Soccer does not affiliate with any indoor soccer activity, unless it is a MAYS sanctioned tournament.

10.0.6.2 Coaches or parents may enter a team into a local indoor league and wear WYS uniforms, but this is at the discretion of the registering party. This in no way affiliates that activity with WYS and WYS is not liable for any activity associated with another league or organization.

10.0.7 Uniforms

10.0.7.1 In-Town uniforms will consist of a T-Shirt with a number and organization logo.

10.0.7.2 Players on Travel Teams (U10 and older) must purchase an approved jersey, shorts, and socks through Webster Youth Soccer during registration. Uniforms only need to be repurchased when the player outgrows his/her current uniform, the current uniform is damaged, or the supplier/vendor changes the design of the uniform.

10.0.7.3 In-Town referees will be provided a black jersey with Referee on the back. He/She will also be provided a whistle and stop watch unless the referee already has the appropriate equipment.

10.0.8 Team Staff

10.0.8.1 Head Coach

Each team shall have a Head Coach who shall have overall administration for their team. These Head Coaches must submit an application via the Organization's website and be approved by the Board of Directors. If there are multiple candidates for a Head Coaching position, the final decision on who becomes the Head Coach will be by the Board of Directors and Coordinators. Teams may have more than one Head Coach and this must be approved by the Board of Directors. Head Coaches shall:

1. Be a minimum of eighteen (18) years old.
2. Follow Webster Youth Soccer Constitution and By-Laws, which will be made available through the club's website.
3. Abide by the working rules published by Webster Youth Soccer, Central Mass Youth Soccer League and MAYS, or any league with which the club becomes affiliated.
4. Be responsible for their actions and those of their team on the field of play. All Head Coaches and Assistant Coaches are entrusted with always displaying good sportsmanship. "Teach by Example."
5. Plan and maintain goals to ensure fair and unbiased development and treatment of all players on the team. Seek out help from Board of Directors where necessary. Instruct and encourage players to achieve their best and maintain the highest level of "Good Sportsmanship" possible.
6. Report problems, disputes or successes to the Coordinator or Town Representative. Report ANY injuries to the appropriate Coordinator and President to ensure proper documentation of the accident.

7. Follow all posted "Codes Of Conduct" posted at MAYS and on the Webster Youth Soccer website, **NO EXCEPTIONS**.

10.0.8.2 Assistant Coach

Each team shall have a maximum of two Assistant Coaches. These Assistant Coaches must submit an application via the Organization's website and be approved by the Board of Directors. Assistant Coaches must be listed on team rosters to be on the playing field. Duties shall be to provide general assistance to the team Head Coach and assume the duties of Head Coach upon their absence or inability to act.

11.0.0 Documentation Control

Date	Name	Version	Change Summary
2/15/2026	Ryan Maglich	1.0	Pulled together various documents into one Constitution and By-Laws document.
3/1/2026	Ryan Maglich	1.0	Approved by Board of Directors