

Clearlake Youth Soccer League: By-Laws

2.1 Board Responsibilities

2:1:11 Interpreting and enforcing the CYSL Constitution, By-Laws, General Procedures & Specific Rules.

2:1:12 Registration of players, formation of teams, raising of funds, holding tournaments, setting up the season with referees, coaches, fields, equipment and schedules, providing out of town play when needed for certain teams and supporting a Class 3 division.

2:1:13 Establishing the fees, rules and procedures for player registration.

2:1:14 Approving requests for scholarships (registration fees) as received in written format

2:1:15 The board shall have the right and authority to suspend, expel or otherwise discipline any player, coach manager, assistant, referee or fellow Board member for violations of this league's By-Laws or General Procedures and Specific Rules.

2:1:16 The board shall have, by two-thirds vote of those members present, the authority to remove any Director from the board after three (3) unexcused absences from board meetings or with cause, following a proper hearing.

Cause shall be deemed as not performing one's duties as set forth by the Constitution and By-laws or being found guilty of conduct that is detrimental to the purpose of this league.

2:1:17 Board members may request reimbursement for expenses that the Board determines to be fair and reasonable, including but not limited to fuel, lodging and equipment. Any reimbursement must have approval from 2/3 or more of the Board, a written request and receipts for the expenditure.

Board Duties

2:1:18 The duties of the Board of Directors are as follows:

President

Shall have the responsibility of management and direct authority over league.

Insure that the CYSL Constitution, By-Laws, General Procedures and Specific Rules are properly interpreted and carried out.

Shall supervise public relations for the league.

Promote adult interest in the CYSL Soccer Program, and recruit desirable persons to assist with board duties, the development of the game, and the goals of the league.

Must be familiar with California Youth Soccer Association (CYSA) rules and have the rule book available for reference.

Conduct CYSL board meetings according to Roberts Rules of Order.

Attend District V Board meeting as necessary.

Assign duties that need to be done during the season and make sure that those duties have been followed through.

Responsible for collating all site usage forms prior to start of season, and for submitting said forms and fees to CYSA.

Promote active communication within board and throughout league.

Set meeting agendas in conjunction with the Secretary.

Attend all function this league is involved in.

Vice-President:

Assist the President with the duties of that position whenever needed.

Conduct meetings in the President's absence.

Promote adult interest in the CYSL Soccer Program, and recruit desirable persons to assist with board duties, development of the game, and the goals of the league.

Contact and attend any board meetings for other agencies or leagues that this board becomes involved in.

Prepare and present to the board a yearly league activities/duties schedule and time line.

Coordinate news releases and newsletter production with Publicity Representative as needed.
Coordinate league pictures, trophies, porta potty rentals, and other miscellaneous activities.
Set up game schedules for all teams and issue a copy to each board member.
Attend all functions this league is involved in.

Secretary

Take minutes at all meetings and distribute a copy of those minutes to all board members at least one week prior to the next scheduled meeting along with a copy of the agenda for that meeting.
Contact board members regarding changes in meeting time, location, or agenda.
Send copy of approved minutes to District V Commissioner.
Keep an accurate account of and inventory of items such as post office key, storage keys, etc.
Write any letters that are needed by the board.
Keep the CYSL Constitution, By-Laws and General Procedure and Rules up-to-date and available.
Properly complete necessary insurance forms for players and field locations.
Attend all functions this league is involved in.

Treasurer

Keep accurate account of all monies.
Prepare budget for the league approval in February.
Submit profit and loss to the board in February.
In conjunction with the Registrar and Area Reps, order uniforms as approved by the Board.
Maintain registration waiting list and associated fees and documentation.
Pay referees from game cards turned in by Referee Coordinator.
Direct that all necessary tax forms are timely filed.
Report once a month on finances.
Collect all monies owed to the league.
Report on financial status of league at the end of the season Annual General Meeting.
Attend all functions this league is involved in.

Registrar (may be expanded to 2 Registrars)

Set up registration, times, locations, and volunteers. Note: all Board members help with registration.
Set up team selection dates with Board members.
Obtain proof of age of all players registered with the league.
Ordering of uniforms.
Accurately complete and process Class 3 registration forms.
Submit all necessary forms to CYSA District Registrar for entire league, including Class 3.
Submit D4 tournament forms and registration information for U12 and U14 and older as requested.
Attend all functions this league is involved in.

Referee Coordinator

Set up referee clinics for training of all referees. All class fees are to be paid by the League. A deposit of \$25 is required, and will be refunded in full upon completion of the course.
Attend registration(s) to explain duties and sign up referees
Set up referee meetings as necessary.
Schedule referees for season soccer games.
Listen to complaints concerning referees and referee duties.
Inform the board of any red cards issued.
Collect game cards from referees and turn in to treasurer for payment.
Maintain current roster of referees.
Attend all functions this league is involved in.

Coaching Coordinator

Set up coaches clinics for training of all coaches. All coaches must attend and pass the pre-F level coaches class, and attend and pass the F level coaches class within one year of completion of the pre-F class to continue coaching duties. All class fees are to be paid by the league. A deposit of \$25 is required, and will be refunded in full upon completion of the course.
Attend registration(s) to sign up coaches and explain duties.
Make up coaches kits and have them available to coaches when rosters are assigned.

Listen to complaints concerning coaches and inform Board of coaching issues.
Promote and uphold sportsmanship and skill development in all areas of coaching.
Maintain coach registration file including notes on issues presented to the board.
Set up pre-season coaches meeting(s) and help organize distribution of coaches equipment.
Set up additional coaches meetings as necessary.
Attend all functions the league is involved in.

Field and Equipment Representative

Be in contact with the appropriate designated agencies of fields where games are played regarding field conditions.
Make sure lines are marked prior to season and maintained throughout the season.
Inventory all equipment and have list of replacement equipment ready to order by the beginning of March.
Order all equipment as needed and approved by the Board by the end of June.
Distribute and collect both coach and referee equipment at the beginning and end of season.
Arrange for storage of equipment.
Attend all functions the league is involved in.

Area Representatives

Schedule practice times to allow equitable use of fields for all teams in their respective areas.
Fill out field usage permits as required by the end of May.
Assist in formation of teams in their respective areas.
Assist the Referee and Coaching Coordinators in signing up referees and coaches.
Assist the Vice president with ordering of Porta Potties, trophies, league pictures, etc.
Be the CYSL contact person for their respective area.
Actively promote CYSL and encourage both adult and child participation in our league.
Assist Registrar with ordering of uniforms.
Attend all functions this league is involved in.

Publicity Representative

Contact all newspapers, radio, internet websites and TV stations necessary for the publicity of CYSL.
Oversee and maintain all websites, email and voicemail accounts.
Compile and distribute a flyer to the Area Representatives or directly to the schools to inform all students of soccer registration date(s).
Turn in game information to the local newspapers, as necessary.
Coordinate production, printing, and distribution of league newsletter.
Attend all functions this league is involved in.

Class 3 Coordinator

Keep CYSL Board informed of Class 3 activities.
Organize and coordinate tryouts and assist with registration of Class 3 players and teams prior to the recreational league registration (deadline April 1)
Arrange center referee for home Class 3 games.
Coordinate Class 3 news and information releases with the CYSL publicity person.
Be the liaison between CYSA District Class 3 Coordinator and the CYSL Board of Directors. Work with Class 3 coaches and registrar to develop a fee structure for each team prior to registration.
Attend all functions this league is involved in.

Sponsorship and Fundraising Coordinator

Contact potential sponsors
Collect sponsorship fees
Arrange for and provide items needed to fulfill sponsorship promises, such as banners and uniform printing
Plan and carry out fundraising activities
Attend all functions this league is involved in.

2.2 Standing Committees

2:2:1 The following standing committees and others as needed shall be appointed yearly, before the start of the season:

1. protest, appeals, and disciplinary committee, consisting of a minimum of, but not limited to, a Board member other than the President, a parent and a coach.
2. Registration committee

3. Sponsorship and fundraising committee
4. Coaches advisory committee
5. Concessions committee
6. Summer Camp coordinator

3:1 REGISTRATION

3:1:1 All players are required to be registered with this league before they try out, practice or compete on a CYSL team.

3:1:2 Fees, procedures, and schedule of registration shall be set annually by the Board of Directors.

3:1:3 Checks for registration fees will be made out to the Clearlake Youth Soccer League or CYSL.

3:1:4 Any Inter-District transfer fee will be paid by the parents requesting the transfer

3:1:5 All players will provide a copy of proof of age, as defined in the CYSA By-Laws.

3:1:6 Team rosters

Maximum roster: no team shall be allowed more players than will be in accordance with CYSA regulations for each age group

Minimum roster: no team shall be allowed to have less players than will be in accordance with CYSA regulations for each age group

3:1:7 No requests for team placement will be accepted except in the case of parent/coach conflict or child/child conflict. These exceptions must be made in written form addressed to and approved by the board.

3:1:8 The CYSL Board will make every attempt to create teams that have an equal amount of experienced and un-experienced players in addition to an equal distribution of boys and girls. Age grouping for teams will require some latitude in order to accommodate scheduling and registration numbers (i.e. combining U14 with U16, etc).

3:1:9 Late registrations will be received until June 30 each year. Registrations received after June 30 will be subject to a \$25 late registration fee. After that date, late registrants will be placed on a waiting list for future possible team openings and may be assigned to a team at the Board's discretion.

3:1:10 All players must be 4 years old by July 31 of the current soccer season to be eligible to play.

3:1:11 Any requests for a refund of registration monies must be presented to the Board in written format.

3:2 Playing Guidelines:

3:2:1 For all games and practices, players are required to wear athletic shoes (cleats are recommended) and shin guards. Jewelry is not allowed. Players wearing arm or leg braces of any kind will only be allowed to play if the brace (not cast) is soft with no exposed metal. In addition, a doctor's note of permission to play will need to be on file with the league and a copy in the coach's possession.

3:2:2 Teams in the U6 age bracket will not use a goalie.

3:2:3 The number of players on the field during game time, when available players are limited, will meet the following guidelines:

1. Teams numbers should be sufficient to have at least 1 substitute player available.
2. For all teams:
 - A. Players will be traded to opposing scheduled teams for the duration of the game. OR
 - B. Both teams will play with fewer members on the field.

3:2:4 Parents will sit on the field at opposite sides than the coaches and players. Those sides will be designated as shown on attached maps. At no time during the game are spectators or coaches allowed along the end zone.

3:2:5 Coaches are not allowed on the field during playing time except in the case of an injury. Coaches for U6 teams are allowed on the field to assist players when they are lining up for kick-offs.

3:2:6 All coaches for the first game on a field are expected to arrive early in order to set up goals. Games that do not begin on time because of failure to do so will end early so as not to impact following game start times.

3:2:7 Yellow and red cards may be used by referees during play are per CYSA guidelines. A yellow card is a warning, and a red card will result in immediate removal from the playing field and possible suspension from one or more games. This applies to players, coaches and spectators.

3:2:8 The use of slide tackles is prohibited in CYSL.

3:3:1 Membership in CYSL is defined as

1. Any registered player
2. Any adult listed on registration forms as a parent or legal guardian
3. Any Board Member, coach or referee registered with the League and the parent/guardian of any registered minor-age league referee.

3:3:2 Term of membership shall be for the current season, and will expire one year from the date of registration.

3:3:3 Individuals not meeting membership requirements will be allowed to address the Board with ideas or concerns.

3:4:1 One game each season shall be declared Silent Saturday for the purpose of allowing the players to demonstrate their skill and ability.

3:4:2 Referees and players on the team are the only people allowed to give directions to players during the game. Coaches are allowed to call out for substitutions. Coaches and spectators are encouraged to clap and/or whistle, but may not coach, cheer or otherwise encourage players.

3:4:3 The date for Silent Saturday shall be as determined by the CYSL Board.