



Watchung Hills Soccer Association

BYLAWS

ARTICLE 1.00: NAME

The name of the corporation shall be “Watchung Hills Soccer Association, Inc.,” a non-profit corporation hereinafter referred to as “WHSA.” The club shall be commonly known, and may be officially listed for competitive purposes, as the Watchung Hills Soccer Association.

The official address of the WHSA will be:

Watchung Hills Soccer Association, Inc.
P.O. Box 18
Martinsville, New Jersey 08836

ARTICLE 1.01: PURPOSE

The purposes for which the corporation is organized are:

To develop, promote and govern the game of soccer among youth (under 19 years of age) within the townships of Warren, Watchung, Green Brook, and Long Hill.

To promote and instill good sportsmanship through the organization, operation, and maintenance of both recreation and travel soccer programs.

To facilitate an ongoing process of educating players, parents, and the general public with respect to the game of soccer and the value of the sport to them.

ARTICLE 1.02: SEASONAL YEAR

WHSA will operate on a seasonal year, beginning August 1st and ending July 31st of the following year.

ARTICLE 1.03: INCORPORATION

The WHSA is a not for profit corporation and is so incorporated pursuant to and in accordance with Title 15A of the New Jersey Nonprofit Corporation Act and is tax exempt under Section 501(c) (3) of the Internal Revenue Code.

The WHSA is not organized for pecuniary profit or financial gain, and no part of its assets, income or profits shall be distributable to or inure to the benefit of its members, directors, or officers.

The officers and directors of the club shall not be individually liable for the club’s debts or other liabilities and the private property of such individuals shall be exempt from any corporate debts or liabilities.

ARTICLE 2.00: AFFILIATIONS

The WHSA, its officers and members will be affiliated with and governed by these bylaws and by the rules and regulations of the United States Soccer Federation (USSF), the United States Youth Soccer Association (USYSA) and the New Jersey State Youth Soccer Association (NJSYSA). The WHSA is currently affiliated with the following leagues: Mid NJ Youth Soccer Association (MNJYSA), Jersey Area Girls Soccer (JAGS) & Central Jersey Youth Soccer Association (CJYSA/MAPS). These affiliations may be changed at the discretion of the Board of Directors.

ARTICLE 3.00: FINANCIAL OWNERSHIP

All moneys paid as player dues or assessments or as team dues or assessments or by any fund raising activity under the name of WHSA or any of its member teams, is the property of WHSA and cannot be dispersed in any manner inconsistent with these bylaws.

The Board of Directors, hereinafter referred to as “the Board,” shall decide on any questions regarding ownership or disbursement of WHSA funds.

The Treasurer shall open and maintain such checking and/or savings and/or investment accounts in the name of WHSA at a bank or other accredited financial institution as may be approved by the Board.

The Treasurer shall be designated as the primary agent of WHSA on all club accounts.

The President shall be designated as the secondary agent on all club accounts.

The Treasurer shall track all club accounts on a monthly basis and shall report the status of the same at each Board meeting.

The Treasurer shall report and make available at the annual meeting a review of prior year receipts and disbursements.

WHSA will operate its fiscal year from July 1st to June 30th.

ARTICLE 4.00: FUND RAISING

Fund raising projects or events or other activities sponsored by the WHSA or by member teams must be approved by the Board.

Proposals for WHSA or team member fund raising activities must be presented to the Board in writing. Proposals shall be submitted no later than two (2) months prior to the event.

ARTICLE 4.01: TRAVEL TEAM SPONSORS

The WHSA permits individual teams to obtain outside funding for their teams. All funding is subject to the following provisions.

1. All Team Sponsors must be approved by the Board each year.
2. All proceeds from Team Sponsors are disbursed as follows: 25% to the club, 75% to the individual team, subject to Board approval. All funds shall be deposited in the appropriate WHSA bank accounts and then disbursed by the Treasurer to the team who obtains the sponsor.
3. Any team that obtains a Sponsor is not allowed to alter the WHSA uniform in any way. Sponsor recognition can only be displayed on items such as athletic bags or warm-up suits.

The Board reserves the right to reject any sponsor for any reason at any time.

ARTICLE 5.00: MEMBERSHIP

The Watchung Hills Soccer Association teams are comprised of boys or girls ages 3 to 19, born between August 1st and July 31st of two consecutive calendar years. All travel team players must hold a NJYS (New Jersey Youth Soccer) player pass for their appropriate age group.

ARTICLE 5.01: MEMBERSHIP RESPONSIBILITIES

It is the obligation of each member of the WHSA to adhere to the bylaws and rules of this organization and to those of affiliated organizations in all matters pertaining to local, district, and interdistrict, regional, national and international competition or other activities carried out by or under the name of the organization. Such obligation is a condition of membership.

ARTICLE 5.02: MEMBER SUSPENSION AND EXPULSION

Members may be suspended or expelled from the WHSA for reasonable cause by the Board, after a hearing at which the member has had a reasonable opportunity to oppose such action.

ARTICLE 5.03: SUSPENSION

A suspended member is still a member; that is, suspension does not terminate but rather deprives the member of the exercise of membership privileges until the reasons for suspension are rectified or until the member is expelled.

ARTICLE 5.04: EXPULSION

An expelled member is no longer a member of the organization and retains no privileges of membership. Expelled members may not reapply for membership for a period of one calendar year from the date of expulsion. Reapplication must be approved by the Board.

ARTICLE 5.05: MEMBERSHIP RESTRICTIONS

No individual or team member representing the WHSA in any capacity shall use or make available for use any data resulting from player or team registration forms without the approval of the Board.

No individual or team member representing the WHSA in any capacity shall use the name WHSA or any of its activities or information without approval of the Board.

ARTICLE 6.00: CLUB COMPOSITION

The WHSA is divided into two groups, a recreation group and travel group. The recreation group is divided into seven (7) divisions by school grade that is Pre-School, Pre-K, K, 1, 2-3, 4-5, and 6-8 grades. The travel group is comprised of six (6) distinct divisions, each with its own rules and regulations as set forth herein and from time to time can be modified by the Board.

ARTICLE 6.01: RECREATION GROUP

Recreation group programs will operate in three distinct seasons, fall outdoor, winter indoor and spring outdoor seasons. The purpose of the recreation groups is to provide any child with an interest in the

sport of soccer the opportunity to participate. The focus is on skill development and enjoyment of the sport of soccer. There is no tryout for this program and the teams will be drafted under the direction of the Recreation Coordinator. It is the intent of this program to divide the players equally both by age and any prior playing years in the recreation program in order to create balanced teams. Sponsorship funding for recreation teams will be maintained separate from travel team funding (i.e., tee-shirts may carry sponsor names).

ARTICLE 6.02: FALL & SPRING RECREATION PROGRAMS

Separate Boy and Girl divisions will be established for each group level, except for preschool which will be co-ed. During the fall and spring seasons Pre-School, Pre-K, Kindergarten and First grade players will receive Saturday training sessions, providing time for skill development as well as an opportunity for scrimmage time during each session. Grades 2 and 3, Grades 4 and 5 and Grades 6, 7 and 8 will play organized games with referees. Grades 2 through 5 will receive a predetermined number of training sessions. There is no training for grades 6, 7 and 8. There will be a scheduled Saturday game each week per a schedule developed by the Recreation Coordinator and/or the division coordinator for each age group. It is the intent of this program to divide the players equally both by age and any prior playing years in the recreation program in order to create balanced teams. As the general rule, there are no make-up games for this program. If an abnormally large number of game cancellations occur, the Board at its own discretion may schedule make-up games.

ARTICLE 6.03: INDOOR WINTER RECREATION PROGRAM

Groups and Divisions will be established for the indoor program by the Recreation Coordinator based upon the enrollment in each age group. Divisions for Boys and Girls will be established for each group. Teams will be comprised of a minimum of seven players per team, assembled into teams by Recreation Coordinator and/or division coordinators. The “WHRHS Coach Club” students will coach each team with a parent acting as a supervisor. Where there are not enough students to coach, parents will coach those teams. There will be no tryouts for this program. Both recreation and travel players are eligible for the indoor program. It is the intent of this program to divide the players equally both by age and any prior playing years in the recreation or the travel program in order to create balanced teams. (This program is currently unavailable due to the lack of indoor space during the winter months).

ARTICLE 6.04: DIVISION 5 & 6 TRAVEL TEAMS (U-8, U-9 & U-10)

Tryouts are held each year in May or June. The WHSA supports a maximum of three (3) teams at each age level. All participants at a tryout, regardless of which team they may have played for in the past, are placed in one group. All participants must try out and play for their age-appropriate team. Playing up to “grade appropriate” is allowed. Children may not play for an older team without prior Board approval.

Divisions 5 and 6 are considered to be developmental travel teams. Players will be placed on each team at each age group based on their overall skill level. In each age group progression (from U8 to U9 and from U9 to U10), more emphasis will be placed on grouping the strongest players together on the “A” team, the next strongest group on the “B” team and so on. This approach will best prepare the players for the competitive play which begins in earnest at Division 4, U11.

The Board is assisted by Board approved evaluators on grading each candidate in various categories of soccer skills. The evaluators will prepare a list of results from the tryouts. The travel coordinator using the tryout results and trainer/coach ratings will then prepare the preliminary team rosters. The travel Board will meet to review the preliminary list and make any changes it feels are warranted. The travel Board will then meet with the coaches from each team to discuss the roster and make any change that may still be required.

Coaches will have the discretion of choosing up to three players from the tryout pool regardless of the tryout evaluation results. The purpose is to provide an alternative to the selection process for uncharacteristic or poor tryout performance of a player. All coach choices will be approved by the Board before they are deemed final. The Board reserves the right to deny any coach change that is not consistent with travel team guidelines.

Small Sided Teams shall be allowed fourteen (14) registered players at any given time and will be required to carry a minimum of ten (10) players. Teams formed at any age group may choose a team name, which must be submitted to and approved by the Board.

No small-sided team may contain more than three (3) players who are not residents of the designated Townships without specific approval of the Board. No small-sided team may have a player with a secondary pass.

No tryouts will be permitted other than those scheduled and approved by the Travel Coordinator. If there are openings on a team after tryouts for whatever reason, additional players may be added at the discretion of the coach without additional tryouts only with prior approval of the Board.

If a player meets all of the practice and training requirements set by the coach, then the player shall play a minimum of one half of each game.

ARTICLE 6.05: DIVISION 3 & 4 TRAVEL TEAMS (U-11, U-12, U-13 & U-14)

Tryouts are held in May or June and players are selected for the entire year (fall and spring seasons). Returning players must attend tryouts each year and are not guaranteed a spot on the team. A maximum of three (3) teams may exist at each age level for each of the Boys' and Girls' programs. Teams at this level will be designated by competitive ability, either by letters (A, B, C). Every attempt will be made for the structure of these teams to be age-specific. However, when there is a shortage of available players in any age group, that division's age groups will be blended by ability with the approval of the Board.

The Board is assisted by Board approved evaluators on grading each candidate in various categories of soccer skills. The evaluators will prepare a list of results from the tryouts. The travel coordinator using the tryout results and trainer/coach ratings will then prepare the preliminary team rosters. The travel Board will meet to review the preliminary list and make any changes it feels are warranted. The travel Board will then meet with the coaches from each team to discuss the roster and make any change that may still be required.

Coaches will have the discretion of choosing up to three (3) players from the tryout pool regardless of the evaluation results. The purpose is to provide an alternative to the selection process for uncharacteristic or poor tryout performance of a player. All coach choices will be approved by the Board before they are deemed final. The Board reserves the right to deny any coach change that is not consistent with travel team guidelines.

Once the "A" Team's roster is set, the "B" Team is established, The Board examines the remaining candidates to determine if there are enough skilled players to form a third team. Also considered is the availability of a qualified head and assistant coach, who by state rules would both need to have earned at least a Level F coaching license. If all of these requirements can be satisfied, the Board may allow the formation of the third team. The 1st team formed at any age group will be referred to as the "A" team, the 2nd team will be the "B" Team. The 3rd team, where appropriate, will be the "C" Team.

All Division 3 & 4 WHSA teams shall be allowed a maximum of eighteen (18) registered players at any given time and will be required to carry a minimum of thirteen (13) players. Teams may contain no more than four (4) players who are not residents of the Townships without specific approval of the Board.

No tryouts will be permitted other than those scheduled and approved by the Board. If there are openings on a team after tryouts for whatever reason, additional players may be added at the discretion of the coach without additional tryouts only with the approval of the Board.

If a player meets all of the practice and training requirements set by the coach, then the player shall play a minimum of one quarter of each game.

ARTICLE 6.06: DIVISION 1 & 2 TRAVEL TEAMS (U-15, U-16, U-17, U-18 & U-19)

Tryouts are held in October and/or November. Division 1 & 2 travel teams compete in the spring only. Returning players are not guaranteed a space on the team they played with the prior season. Multiple teams may exist at each age level for each of the Boys' and Girls' programs with the prior approval of the Board. Teams at this level will be designated by competitive ability, either by letters (A, B, C). Every attempt will be made for the structure of these teams to be age-specific. However, when there is a shortage of available players in any age group, that division's age groups will be blended by ability with the approval of the Board. After the official team rosters are submitted to MNJYSA, no player may be added to the roster of any team without Board approval.

The Board is assisted by Board approved evaluators on grading each candidate in various categories of soccer skills. The evaluators will prepare a list of results from the tryouts. The travel coordinator using the tryout results and trainer/coach ratings will then prepare the preliminary team rosters. The travel Board will meet to review the preliminary list and make any changes it feels are warranted. The travel Board will then meet with the coaches from each team to discuss the roster and make any change that may still be required.

Playing up is allowed at the Division 1 and 2 levels based on skill assessment from the coaches. In addition, grade-appropriate children may play for an older team with prior Board approval. Any player may, at the discretion of the Board, the Division 1 & 2 Coordinator and all coaches involved, play up on to the oldest Boys' or Girls' team.

All Division 1 & 2 WHSA teams shall be allowed eighteen (18) registered players at any given time and will be required to carry a minimum of thirteen (13) players. Every effort will be made to fill team positions with players from the four townships, which are part of WHSA before players from outside are selected. There is no limit on the number of players from outside the four townships for these teams.

If a player meets all of the practice and training requirements set by the coach, then the player shall play a minimum of one quarter of each game.

ARTICLE 6.07: PREMIER/ELITE TRAVEL TEAMS (U11 AND OLDER)

If a club team successfully competes in the flight 1 level by maintaining a competitive record and remains in the flight for 2 seasons, WHSA may choose to elevate the "level" of said team to "premier" status. If a team is elevated, certain parameters will change as compared to a "club" team. The tryout procedure, expense, frequency and quality of training, play time, etc. will be increased to match other "premier" teams from other clubs. Said team will have the option of registering more out of area players as compared to a club team. The qualifications listed above are a guideline for compliance and could be

modified pending Board approval. The Board has the right to make a final decision on a “per team” basis.

ARTICLE 6.08: TEAM COMMITMENT

Any player registered to a team is bound to that team for the entire year unless a transfer is requested and granted by the Board. No tryouts will be permitted other than those scheduled and approved by the Board.

ARTICLE 6.09: ADDING PLAYERS AFTER THE TRY OUTS

If there are openings on a team after tryouts for whatever reason, additional players may be added at the discretion of the coach with the approval of the Board. The Board reserves the right to deny any coach change that is not consistent with travel team guidelines.

ARTICLE 7.00: PLAYER REGULATIONS

WHSA Player Code of Conduct.

1. Treats opponents with respect.
2. Plays aggressively, but plays within the rules of the game of soccer.
3. Demonstrates self-control.
4. Respects the officials and accepts their decision without gesture or argument.
5. Wins without boasting; loses without excuses and never quits.
6. Remembers that it is a privilege to represent the WHSA.

ARTICLE 7.01: DUES

Each player shall be responsible for payment of club dues for each year in which he or she participates. Dues assist in the payment of costs of team registration, training, field maintenance, and club operating expenses. Dues do not cover team or individual travel expenses, uniforms, or any other additional expenses brought about by team or individual participation in any outside soccer related events. No player shall be permitted to participate in any club matches until full payment of dues is received. The Board has the right to grant partial or full scholarships for any player who petitions the club and needs financial assistance.

ARTICLE 7.02: BEHAVIOR

Both player, and his/her parents, shall represent the club appropriately by demonstrating good sportsmanship, team spirit, self-discipline and respect for others.

ARTICLE 7.03: ATTENDANCE

Each player is expected to attend all games and practice sessions and to work on skill development outside of regular team practice sessions. Players are encouraged to attend off-season soccer camps.

ARTICLE 7.04: REMOVAL

Players cannot be removed from a team during a regular season except for disciplinary reasons, including poor attendance. Removal for such disciplinary reasons must be approved by a majority vote of the Board.

ARTICLE 8.00: COACHING REGULATIONS

WHSA Coaches Code of Conduct.

1. Treats all players, parents, and opponents with respect.
2. Teaches and inspires soccer players to love the game, and instills the desire to compete fairly.
3. Embodies the type of person he/she wants the players to be.
4. Sets high standards of performance and conduct and maintains control and discipline of the team at all times.
5. Respects the judgment and interpretation of the rules by the officials.
6. Realizes that he/she is a teacher/coach and therefore understands the game and proper soccer behavior at all times.

ARTICLE 8.01: TRAVEL COACHING REQUIREMENTS

Head coaches, assistant coaches, managers, trainers and team-parent representatives must be over twenty-one (21) years of age unless approved by the Board.

All WHSA coaches must be approved by the Board each year (May) in a time frame and manner that is consistent with the annual team tryout schedule. Once assigned during the year, any WHSA coach may be removed from his/her position for reasonable cause by the Board after a hearing at which he/she has had a reasonable opportunity to oppose such action. Grounds for removal may include, but are not limited to violation of the WHSA Coaches Code of Conduct, failure to abide by club rules and regulations and failure to attend Coaches meetings.

All coaches and trainers must complete a coaches training course leading to a USSF Class F (minimum) license and must comply with or complete such N.J.S.Y.S.A., U.S.Y.S.A. and designated league of play certifications and other procedures as those bodies may require from time to time.

Every WHSA Coach will attempt to maintain, with a balance of training and education, an atmosphere that will provide all players the opportunity to excel in the sport of soccer within the spirit of fair play.

A team may not hold a practice or play a match unless a Board approved, U.S.S.F. carded coach and/or trainer is in attendance and assuming responsibility for coaching the team.

All WHSA teams will participate in the league(s) of play designated by the club as listed in Article 2.00. The league of play may be changed at any time by the Board. No team may participate in a different league or any additional leagues without prior written approval of the Board.

Any team wishing to play in a league flight other than that appropriate for their age or gender must first obtain permission from the Board.

Any team wishing to participate in a travel tournament must obtain permission from the Travel Coordinator before applying to the tournament. No team attending a travel tournament will be permitted to bring guest players to the tournament without prior approval of the appropriate Travel Coordinator. Any WHSA coach wishing to take a WHSA player from another team as a guest player must first obtain permission from the player's coach before approaching the player.

The number of tournaments each individual team enters as well as the number of practice sessions each team holds is at the discretion of the coach, subject to the approval of the Board. In general, WHSA will pay for two tournaments in each year (one (1) in the fall and one (1) in the spring). Teams can enter additional tournaments but will be responsible to cover all costs associated with the additional tournaments.

All WHSA coaches are responsible for any fines incurred by their teams. All fines must be paid at the conclusion of each season.

In addition to all outstanding fines being paid all WHSA required paperwork, including club roster forms, must be completed before any team is permitted to be registered.

All Division 3, 4, 5 & 6 coaches are restricted from any coaching involvement with travel teams other than those of the WHSA. There is no restriction on coaching Recreation teams.

All Division 1 & 2 coaches are restricted from any coaching or training involvement with other travel teams within the designated league of play. There is no restriction on coaching Recreation teams.

ARTICLE 8.02: TRAINERS

Any WHSA travel team wishing to use a trainer must receive prior approval from the Training Coordinator. In general WHSA will provide trainers two times per week. The two sessions will be scheduled during a week with a time established by the training coordinator. Training privileges can be revoked by the Board based on lack of participation by any team at training sessions. Trainers will also attend the majority of the games in order to evaluate the team's play in order to properly prepare their training lessons.

No team may select a trainer (regardless of whether or not they wish to be compensated by the WHSA) without prior approval of the Board. No team may negotiate a fee with a trainer or coach without prior approval of the Board.

Use of trainers is subject to funding availability from WHSA but may also be self funded by individual teams requesting to fund a trainer.

ARTICLE 9.00: OPTIONAL REIMBURSEMENTS TO TRAVEL TEAMS

The WHSA will be responsible to all teams for the following:

- Reimburse teams for all League and State Cup referee fees provided the request for reimbursement is made on the appropriate form.
- Reimburse teams for all State Cup entry fees provided the request for reimbursement is made on the appropriate form.

- Reimburse teams for one (1) indoor tournament up to a maximum of \$500.00 per team if a team did not attend a fall tournament.

ARTICLE 10.00: TRAVEL UNIFORMS

WHSA teams for all divisions will wear a combination of orange, black and white jerseys with black shorts as their primary uniform and have a solid orange or white alternate jersey. The board will select the uniforms (manufacturer, colors, vendor, etc.) for all WHSA teams to use. Official WHSA jerseys and uniforms are to be worn to all games and tournaments with the exception of summer tournaments. Individual teams may elect to wear Board approved T-shirts for summer and winter tournaments/leagues.

Select/Premier teams may select their own uniforms of different colors and styles with prior approval of the Board.

ARTICLE 11.00: OFFICERS QUALIFICATIONS

Candidates for the WHSA Board must be members in good standing and over twenty-one (21) years of age, and candidates for particular officer positions must meet the criteria set forth below.

ARTICLE 11.01: SELECTION

All WHSA Board openings, as hereinafter set forth, shall be nominated by the nominating committee appointed by the WHSA President and shall be elected at the following Board Meeting by a vote of Board members.

ARTICLE 11.02: TERM OF OFFICE

All elected Board members shall serve a twenty-four (24) month term from August 1st through July 31st of the second year and may be re-elected for up to four (4) additional terms by a majority vote of the Board.

ARTICLE 11.03: RESIGNATION

Board members may resign by submitting a written notice to the Board. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the Board. Acceptance of the resignation by the Board shall not be necessary to make it effective.

ARTICLE 11.04: REMOVAL FROM OFFICE

Board members may be removed from his or her position for reasonable cause and by due process by the Board after a hearing at which they have reasonable opportunity to oppose such action. Any Board member missing three (3) consecutive meetings without providing a justifiable excuse will have his/her membership reviewed at the next Board meeting for further action.

ARTICLE 11.05: REPLACEMENT

In the event that the President resigns or is removed from office prior to the normal end of the current term, the First Vice President shall assume all the duties of the President for the balance of the current term.

ARTICLE 11.06: BOARD MEMBERSHIP

The Board shall be comprised of eleven (13) voting members and two (2) non-voting members, elected from the current club membership. The fifteen members will consist of the following:

PRESIDENT

FIRST VICE PRESIDENT - TRAVEL COORDINATOR

SECOND VICE PRESIDENT - TRAVEL SCHEDULER

FACILITIES COORDINATOR (2 POSITIONS)

TRAINING COORDINATOR

SECRETARY

TREASURER

RECREATION COORDINATOR.

RECREATION ASSISTANT COORDINATORS (3 POSITIONS)

AT-LARGE NON-VOTING MEMBERS (2 POSITIONS)

FUND RAISING COORDINATOR

ARTICLE 11.07: DUTIES

The duties of the Board will be as follows: NOTE: If a position is vacant, the other Board members will assist in the duties of vacant spot until a Board position is filled.

ARTICLE 11.08: PRESIDENT

The President's duties and responsibilities shall include the following:

- To preside at all meetings of the Board and serve as Chair (the President shall vote only to break a tie).
- To establish committees and to appoint committee chairs as needed in order to administer and manage the programs and business of this organization, subject to approval of the Board.
- To serve as liaison between the WHSA and other organizations.
- To participate in the travel team selection process as a member of the Travel Committee.
- To serve as the general representative of the WHSA in all matters.
- To carry out such other duties as from time to time are assigned by the Board.
- To oversee WHSA community relations with various local government agencies and businesses.

- To oversee the development and compliance of the WHSA with the MNJYSA Kid Safe Program.

ARTICLE 11.09: FIRST VICE PRESIDENT - TRAVEL COORDINATOR

The First Vice President's duties and responsibilities shall include the following:

- To exercise the duties and responsibilities of the President in the absence of the President.
- To represent the WHSA at all MNJYSA meetings and functions.
- To complete all forms and paperwork required to have the WHSA represented in the MNJYSA
- To coordinate the travel player tryouts and team selection process and act as chairman of the Travel Committee.
- To provide all communication with MNJYSA District Commissioner and ensure that all MNJYSA, JAGS, CJYSA and NJYS rules and guidelines are followed for all travel team activities.
- To satisfy the League Contact responsibilities of a WHSA representative as defined by the MNJYSA, including the review of all player and coach paperwork.
- To work with the Travel Division Assistant Coordinator and Travel Coaches to ensure that consistent policy is maintained at each level
- To carry out such other duties as assigned by the President.
- To serve as liaison to all WHSA travel parents.

ARTICLE 11.10: SECOND VICE PRESIDENT - TRAVEL SCHEDULER

The Second Vice President's duties and responsibilities shall include the following:

- To assist with the duties and responsibilities of the First Vice President in his absence.
- Prepare home schedules for all travel teams and to maintain schedule in case of rescheduled home games
- To take on specific travel league responsibilities delegated by the First Vice President.
- To participate in the travel team selection process as a member of the Travel Committee.
- To work with Travel Coordinator on all aspects of the travel tryouts.
- To work as a Travel Division Coordinator and ensure that consistent policy is maintained at each level.
- To oversee WHSA community relations with various local government agencies and businesses.

- To represent the WHSA at MNJYSA meetings and functions as needed.
- To assist in the review of completed forms and paperwork required to have the WHSA represented in the MNJYSA
- To schedule all indoor and outdoor practice times.
- To carry out such other duties as assigned by the President.
- To serve as liaison to all WHSA travel parents.
- To research and recommend changes in travel uniforms and equipment.

ARTICLE 11.11: FACILITIES COORDINATOR(S)

The Facilities Coordinator's duties and responsibilities shall include the following:

- To represent the WHSA in dealings with local community agencies on matters concerning facilities for use by the WHSA including practice and game fields and/or gymnasiums. This is to include but not be limited to lining of fields, netting and maintaining of goals and procurement of team equipment.
- To make arrangement for the lining of fields, netting and maintenance of goals and procurement of team equipment.
- To insure that game fields are ready for play (i.e. goals, lines, nets, corner flags). This includes the recreation program fields as well as the travel program.
- To handle the disbursement and maintain inventory of all team related supplies (i.e. balls, medicine, first aid kits, patches, uniforms, clothing and other related team apparel.) This includes the recreation program as well as the travel program.
- To coordinate gym space permits for winter indoor travel training and winter indoor recreation leagues
- Since volunteers are often needed but unavailable to assist the Facilities Coordinator(s), it may be recommended to offer travel parents an opportunity to return their work bond or even hire outside personnel to fulfill all the responsibilities of the position in a timely manner. Any such recommendations must first be approved by the Board.

ARTICLE 11.12: TRAINING COORDINATOR

The Training Coordinator's duties and responsibilities shall include the following:

- To secure and develop coaches at all levels.
- To organize and coordinate a coaching clinic each year leading to a USSF Class F and/or E license.
- To participate in the travel team selection process as a member of the Travel Committee.

- To organize and coordinate a series of coaching clinics designed to improve the coaches' technical and tactical knowledge of the game, the rules of the game, and the rules of the WHSA.
- To research and secure coaches training aides and make available to member teams and coaches.
- To maintain and provide a list of potential head coaches, assistant coaches and trainers annually to the Board.
- To approve individual travel team trainers, provided financial commitment has been approved by the Board.
- To make recommendations to the Board when a coaching vacancy occurs.
- To oversee the WHSA tryouts, including publicity in advertisements through newspaper advertisements, handouts and other forms of communications.
- To coordinate the trainers for the recreation program which includes Pre-School, Pre-K, Kindergarten and First Grade Saturday clinic program for all weeks. This will also include coordinating trainers for 2nd through 5th grade's Saturday morning training sessions with assistance from the recreation coordinators.

ARTICLE 11.13: TREASURER

The Treasurer's duties and responsibilities shall include the following:

- To prepare an annual budget and to present it to the Board for approval.
- To maintain a detailed account of income and expenses of WHSA.
- To provide details of WHSA income and expenses at each Board meeting.
- To complete and file all income tax returns and/or reports with appropriate state and federal agencies.
- To carry out such other duties as from time to time are assigned by the President.
- To open and maintain such checking and/or savings and/or investments accounts in the name of WHSA at a bank or other accredited financial institution as may be approved by the Board.
- To serve as the primary agent on all club accounts.
- To track all club accounts on a monthly basis and shall report the status at each Board meeting.

ARTICLE 11.14: SECRETARY

The Secretary's duties and responsibilities shall include the following:

- To record and publish minutes of all Board meetings.
- To give proper notice of all Board and/or membership meetings or other organizational events.

- To attend to and be custodian of all office records and correspondence files of the organization.
- To publish and distribute minutes, notices and other communications as requested.
- To coordinate and procure WHSA's insurance coverage, including medical and liability. To oversee the processing of all claims.
- To coordinate and procure the WHSA's coverage, including medical coverage, insurance coverage and the processing of all claims.
- To coordinate and record the registration of all WHSA members.
- To establish and maintain a WHSA membership list.
- To maintain an adequate supply of all forms that may be needed by WHSA teams and/or players.

ARTICLE 11.15: RECREATION COORDINATOR

The Recreation Coordinator's duties and responsibilities shall include the following:

- To oversee the selection, registration, and operation of the recreation soccer program for grades Pre-School through eighth grade.
- To act as liaison between coaches, division coordinators and the recreation committee representatives and the Board.
- To establish and chair a recreation parent soccer committee with at least 5 members as needed.
- To direct said committee to help organize, assist, manage and publicize the WHSA recreation soccer program.
- To carry out such other and further duties as from time to time are assigned by the President
- To communicate recreation program training needs to the Training Coordinator.
- To communicate the recreation program's equipment needs (i.e.: assembled ball bags, etc.) to the facilities coordinator.
- In the event this position is vacant, all assistant coordinators will work to carry out all duties of the Recreation Coordinator.

ARTICLE 11.16: RECREATION ASSISTANT COORDINATOR(S)

The Recreation Assistant Coordinators' duties and responsibilities are as follows:

- To assist the Recreation Coordinator in the coordination, registration and operation of the recreation program.
- To carry out such other and further duties as from time to time are assigned by the President.

ARTICLE 11.17: FUNDRAISING COORDINATOR

The Fundraising Coordinators' duties and responsibilities shall include the following:

- To develop and implement an ongoing fund raising program.
- To initiate fund raising projects or events or other activities sponsored by the WHSA or by member teams as approved by the Board.
- To communicate proposals for WHSA or team member fund raising activities in writing to the Board.
- To oversee the running of a WHSA Publicity Program.
- To collect data and publicity information from coaches and team members for publications in the local newspapers as well as to develop and circulate a WHSA newsletter.
- To develop a process and procedure manual.
- To develop and communicate educational programs for players and parents.
- To assist the President and Vice President in WHSA community relations with various local government agencies and businesses.
- To carry out such other duties as from time to time are assigned by the President.

ARTICLE 12.00: BOARD MEMBERS DUTIES AND RESPONSIBILITIES

Board Members' duties and responsibilities shall include the following:

- To conduct all WHSA business in accordance with the WHSA certificate of incorporation, bylaws and all other rules and regulations as may be adopted by the Board from time to time.
- To appoint a nominating committee to present a list of potential new Board members as needed. The nominating committee will consist of three (3) current Board members.
- To hear and pass judgment on all requests, protests and appeals brought forth by any member, officer or committee including any request seeking suspension of any Board member, coach member or officer.
- To approve head coaches and trainers as provided by the respective coordinator on an annual basis
- To have full power to deal with any situation not expressly provided for in the certificate of incorporation or these bylaws.

ARTICLE 12.01: ACTIONS OF THE BOARD OF DIRECTORS

The presence of no less than seven (7) voting members of the Board shall constitute a quorum and shall be necessary for the transaction of business or of any specified item of business.

If a quorum is present, the vote of a majority of voting members of the Board present at the time of the vote represents the action of the Board.

Each voting member of the Board shall have one vote. Each voting member must be present at the meeting to vote – no proxies are allowed.

All actions of the Board shall be final.

The President of the WHSA will serve as the chair of the Board.

ARTICLE 13.00: MEETINGS

The WHSA will hold scheduled Board meetings. The order of business shall be as follows:

1. Call To Order/Roll Call
2. Acceptance of Minutes of last Board Meeting
3. Correspondence
4. Officer's Reports
5. Committee Reports
6. Open/Unresolved Business
7. New Business
8. Special Agenda Items
9. Adjournment

Board meetings shall be held on a scheduled basis and special meetings may be called by the President or by a quorum of the Board.

Any member or member's parent wishing to address the Board at a Board meeting may do so by notifying the Board Secretary in writing no less than seven (7) days in advance of the meeting.

A minimum of three (3) days' notice is required to call a Board meeting.

The WHSA will hold one (1) Annual General Board Meeting open to all club members including players, parents and coaches. This meeting will include a *State of the Club* report by the President as well as a financial report by the Treasurer. The scheduled monthly Board meetings are closed meetings with the exception of those individuals who have been approved in advance to attend and present information or requests pertinent to the clubs' business.

ARTICLE 14.00: PROTEST AND APPEALS PROCEDURE

The purpose of the protest and appeals procedure shall be to hear protests and appeals resulting from the game of soccer among players registered to the WHSA and to hear protests and appeals pertaining to the WHSA bylaws, actions, rules, regulations and policies as may from time to time be in effect.

Any individual member, team, parent, player, coach or team manager may present a protest or appeal to the Board.

The objective of the protest and appeals procedure shall be to provide a fair, expedient and just hearing for all protests and appeals. The WHSA Board shall hear and pass judgment on all protests and appeals and their decision will be final.

The protest or appeal must be in writing, must describe in detail the grounds for the protest or appeal, and must be presented to the President a minimum of seven (7) days prior to the next scheduled Board meeting.

The Board shall review the protest or appeal and shall schedule a hearing within two (2) weeks from receipt of the protest or appeal.

ARTICLE 15.00: AMENDMENTS AND CONFLICTS

Proposals to adopt, amend or repeal articles contained in the bylaws may be made by any member of the Board at Board meetings.

Bylaws may be adopted, amended or repealed only by a two thirds majority vote of the Board present at the meeting. The voting will take place no sooner than the monthly meeting following the meeting in which the proposal was presented.

If there are any actual conflicts between these bylaws and the WHSA Certificate of Incorporation, the latter shall govern and these bylaws shall be deemed invalid insofar as they are inconsistent with the certificate of incorporation. To the extent possible, these bylaws and the Certificate of Incorporation shall be interpreted so as to be consistent with each other.

These Bylaws are effective as of November 9th, 2009 and replace and supercede any and all prior Bylaws.