

BYLAWS OF
CHARLTON YOUTH SOCCER, INCORPORATED
(Constitution for a Club Affiliated With MYSA)

Organization Name: Charlton Youth Soccer, Incorporated
Initials: C.Y.S., Inc.
Geography: Charlton, MA, Charlton City, MA. Charlton Depot, MA.
Adoption Date: September 30, 1999
Amended: November 17, 2001
 March 24, 2008
 May 19, 2008
 August 5, 2010

Article I Name and Address

Charlton Youth Soccer, Incorporated
Charlton, MA 01507; Charlton City, MA 01508; Charlton Depot, MA 01509

Article II Purposes

- A.** Charlton Youth Soccer, Incorporated, is a non-profit organization formed and established to provide for the advancement of amateur soccer in the town of Charlton and neighboring towns. It will arrange, promote, organize and supervise amateur soccer competition involving persons four and one half years of age and older, who reside in Charlton and neighboring towns. The following goals will guide the Organization in its various activities:
- To allow children to have fun and enjoy the game of soccer;
 - To teach the skills of the game of soccer;
 - To teach the laws of the game;
 - To provide and encourage constructive coaching;
 - To gain for each participant the following benefits:
 - a) To learn to work with others in a team endeavor.
 - b) To learn to be gracious in victory as well as defeat.
 - c) To obtain a level of physical fitness and coordination that will benefit them in later life.
 - d) The knowledge that winning is not a life or death situation.
- B.** The Organization will always be willing to explore new ideas and ways of providing an opportunity for boys and girls and men and women to participate in a healthy and active sport.

Article III Membership and Voting

- A.** Members of the Organization are the participants who are: (1) coaches, assistant coaches, managers or trainers of the respective teams and (2) the officers of the Organization.
- B.** All individuals listed in section A, exclusive of the President, shall be entitled to one vote; provided, however, that relative to A (1), there shall not be more than two votes per team, with the order of priority as set forth in section A and with the coach to designate which of the assistant coaches, managers or trainers is to have the other vote. No person shall cast more than one vote and decisions shall be by majority vote. The President casts a vote only in case of a tie vote. The Registrar of the Organization is responsible for maintaining a current membership and voting list of the Organization.
- C.** Membership and full voting privileges may be granted to an individual who has served the Organization, by a unanimous recommendation of the Executive Board and a subsequent majority vote of the Organization at a meeting.

Article IV Meetings

- A.** The annual meeting shall be held in the month of November no later than the 30th day of November, at the place and at the hour fixed by the President or Executive Board and stated in an announcement.
- B.** Special sessions of the Executive Board or the general membership may be called by the President, Vice President, Division Directors, Secretary or Treasurer. The call must state the exact purposes of the session and the business at the session is limited to the stated purpose. Notice of the special session must be given to all members of the respective groups at least one week in advance. If the person(s) issuing the call certify that the business to be considered is of an emergency nature, advance notice need only be given 24 hours before the session, provided that as the first item of business, the majority of the voting members present at the special session verify that an emergency does exist with respect to the specified subject matter.
- C.** Voting members representing at least 50% of the current number of teams or 50% of the current number of Executive Board Members and either the President or Vice President, shall constitute a quorum. A quorum must be present for the transaction of any business. After the end of a playing season, for quorum purposes, the current teams shall consist of the fall teams for the fall general meetings and the spring teams for the spring general meetings.
- D.** Voting members of the Executive Board representing at least 50% of the board members, one of which must be the Organization President, shall constitute a quorum. A quorum must be present for the transaction of any business.
- E.** All matters are decided by a majority of the voting membership present and voting, unless otherwise specified in the bylaws adopted by the membership.

- F.** The voting membership may establish and enforce rules of the order for sessions, provided notice is given of proposed rules.

Article V Directors and Officers

A. Enumeration and powers

(1) There is a President, who:

- Presides at all sessions of the Organization.
- Has such power to order for an executive session during an Executive Board meeting. All information, conversations and discussions held during said executive session must remain with the Executive Board members who are present during that session. If any board member speaks to anyone, other than those present at said executive session, of any discussion that takes place during the executive session portion of a Executive Board meeting, then that board member may be subject to the removal from the Executive Board by a 2/3 vote from the remaining Executive Board members. A discussion will take place in its regard, after which the vote will take place
- Only may cast a vote in the case of a tie.
- Sits as Organization representative (or his designee) with other leagues and organizations.
- Directs disbursements of all monies of the Organization.
- Serves as Past-President for the year immediately after his/her term as President expires.
- Must have been on the Executive Board for a minimum of 2 full calendar years before being elected to President as to have a full understanding as to how the league is run and full knowledge of the rules of the league.
- Sits on the Executive Board.
- Has such power as these bylaws confer.
- Has such power as the Organization confers.

(2) There is a Vice President, who:

- Represents, or presides in place of, the President during meetings which the President is unable to attend.
- Assumes the office of President if the office becomes vacant due to death, resignation, removal, refusal to serve or loss of Organization membership status of the President.
- Sits on the Executive Board.
- Must have been on the Executive Board for a minimum of 2 full calendar years before being elected to Vice-President as to have a full understanding as to how the league is run and full knowledge of the rules of the league.
- Has such power as these bylaws confer.
- Has such power as the Organization confers.

(3) There is a Secretary who:

- Keep all records of the Organization, (except financial records) including Organization bylaws and minutes of all meetings
- Supervises the tallying of all votes of the meetings and publicly announces their results.
- Sits on the Executive Board.

- Has such power as these bylaws confer.
 - Has such power as the Organization confers.
- (4) There is a Treasurer, who:
- Is responsible for all fiscal affairs of the Organization, as directed by the Organization
 - Keeps all financial records of the Organization.
 - Sits on the Executive Board.
 - Has such power as these bylaws confer.
 - Has such power as the Organization confers.
- (5) There is a Registrar who:
- Is responsible for coordinating player registration for both spring and fall sessions.
 - Is responsible for the input of registrations into the current registration package and verifying the accuracy of the data base information.
 - Is responsible for getting each Age-Level coordinator a listing of all registered players, in a reasonable time before the start of a season, for team formation by the Age-Level coordinators.
 - Is responsible for getting the Travel Coordinators and Travel Director try-out sheets for travel tryouts, in a reasonable amount of time before the travel try-outs occur.
 - Is responsible for producing final rosters for In-town and Travel teams, to be handed out to coaches with registration forms.
 - Reports all required information to the Massachusetts Youth Soccer Association, or other soccer association.
 - Ensures coaches CORI checks are performed through Massachusetts Youth Soccer Association or other soccer association.
 - May recommend to the Executive Board for approval a person(s) to perform administrative or computer services, the Executive Board will have final approval of this recommendation. This person(s) will not be an Executive Board member and will not have Board voting privileges.
 - Sits on the Executive Board.
 - Has such power as these bylaws confer.
 - Has such power as the Organization confers.
- (6) There is the Equipment Director, who:
- Inventories all equipment for the Organization.
 - Orders all equipment for the Organization.
 - Sits on the Executive Board.
 - Has such power as these bylaws confer.
 - Has such power as the Organization confers.
- (7) There shall be Age Level Director for each of the in-town age divisions who:
- Creates team rosters, based on information provided by Registrar. Determines number of teams for season based on registration figures.
 - Responsible for communicating team rosters and changes to Registrar.
 - Secures all coaches for the number of teams represented by the Organization and recommends the appointment of the same to the Executive Board, which shall have the power to accept or reject any recommendation and to name a person in place of the rejected recommendation.

- Sits on the Executive Board.
 - Has such power as these bylaws confer.
 - Has such power as the Organization confers.
- (8) There is a Coaching Director who:
- Coordinates appropriate coaches and or players training.
 - Sits on the Executive Board.
 - Has such power as these bylaws confer.
 - Has such power as the Organization confers.
- (9) There is a Field Director who:
- Secures all practice and game fields.
 - Is responsible for scheduling and rescheduling practice and game fields.
 - Shall be responsible for the maintenance of all fields including field layout and lining.
 - Sits on the Executive Board.
 - Has such power as these bylaws confer.
 - Has such power as the Organization confers.
- (10) There may be, as deemed necessary by the Executive Board, is a Fund Raising Director, who would:
- Coordinates those activities to raise funds for the Organization as approved by the Executive Board.
- (11) There is a Referee Director, who:
- Secures and assigns referees for matches in which Organization teams are involved, as league participation may dictate.
 - Is responsible for coordinating referee training, insuring that referees meet minimum qualification requirements for their match assignments and are informed of FIFA Law changes.
 - Sits on the Executive Board.
 - Has such power as these bylaws confer.
 - Has such power as the Organization confers.
- (12) There shall be a Girls Travel Director, who:
- Shall have the same powers and duties as those defined by the Age Level Directors
 - May hold tryouts as deemed necessary for each season.
 - Shall represent the Organization at Massachusetts Youth Soccer Association (MYSA) and Midland Area Youth Soccer (MAYS) or any other affiliated soccer association as directed by the Organization.
 - Collect uniform fees if such fees are deemed necessary by the Executive Board.
 - Responsible for communicating team rosters and changes to Registrar
 - Create pass cards for teams as required by affiliated association.
 - Sits on the Executive Board.
 - Has such power as these bylaws confer.
 - Has such power as the Organization confers.
- (13) There shall be a Boys Travel Director who:

- Shall have the same powers and duties as those defined by the Age Level Coordinators
 - May hold tryouts as deemed necessary for each season.
 - Shall represent the Organization Massachusetts Youth Soccer Association (MYSA) and Midland Area Youth Soccer (MAYS) or any other affiliated soccer association as directed by the Organization.
 - Collect uniform fees if such fees are deemed necessary by the Executive Board.
 - Responsible for communicating team rosters and changes to Registration Coordinator.
 - Create pass cards for teams as required by affiliated association.
 - Sits on the Executive Board.
 - Has such power as these bylaws confer.
 - Has such power as the Organization confers.
- (14) There shall be a Web Site Director, who:
- Shall create, maintain, and update a Web Site on behalf of the Organization.
 - Sits on the Executive Board.
 - Has such power as these bylaws confer.
 - Has such power as the Organization confers.
- (15) There shall be Members At Large positions who:
- Shall assist any member of the Organization with any task as needed.
 - Number of Members At Large positions should be limited to 2
 - Sits on the Executive Board.
 - Has such power as these bylaws confer.
 - Has such power as the Organization confers.

B. Election and Replacement

- (1) Officers are elected annually at the fall meeting of the Organization, 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.
- (2) A person may become a candidate for office by submitting his/her name to the Organization Secretary or the nominating committee, if such a special committee has been formed and given the power to secure nominees. Submittal must be at least 3 days prior to the election and the Secretary must give notice of the names of all qualifying candidates for office.
- (3) If the office of the President becomes vacant due to death, resignation, removal, refusal to serve or loss of Organization membership, the Vice President shall assume the powers of the office as acting President until their successor qualifies. If the office of the Vice President, Secretary, Treasurer, Registrar, Girls Travel Director, Boys Travel Director, Age Level Directors, Referee Director, Equipment Director, Field Director, Coaching Director, Web Site Director, Members At Large becomes vacant in one of the above listed manners, the President shall appoint an Organization member to assume the powers of the office until a successor qualifies. In the case of vacancy the President (or acting President) shall call a special session of the Executive

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

- (4) An officer or member of the Organization may be removed from office or the Organization for cause at a regular or special session, by a vote of 2/3 of those present voting. 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. 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).

C. Executive Board

Members, Powers and Duties

- There is an Executive Board comprised of the President, Vice President, Secretary, Treasurer, Registrar, Girls Travel Director, Boys Travel Director, Age Level Directors, Referee Director, Equipment Director, Field Director, Coaching Director, Web Site Director, Members at Large, and most recent past President.
- The President and or next highest ranking board member shall preside at all meetings.
- The Treasurer shall receive and disburse all monies of the Organization at the direction of the Executive Board or the President.
- The Secretary shall provide notice and minutes of all meetings.
- The Executive Board appoints chairpersons to special committee, namely:
 - 1) Publicity Committee
 - 2) Nominating Committee
 - 3) Special Events Committee
 - 4) Such additional Committees as required.
- Chairpersons may attend Executive Board meetings, but may not vote.

ARTICLE VI Amendments

- A.** These bylaws can be amended by a 2/3 vote of those present and voting at a meeting or special meeting of the Organization called for that purpose on an annual basis, and further, only if notice has been given of the exact wording of the proposed amendment (s). Notice must be given at least 72 hours in advance of said meeting.

Charlton Youth Soccer, Incorporated **General Guidelines**

CYS, Inc. shall provide at least a Fall and Spring program, consisting of an in-town recreational and travel program as decided upon by the Executive Board. The goal of Charlton Youth Soccer Inc. in-town program is to insure that all children are afforded the best opportunity to develop an appreciation for the game of soccer.

The goal of the Fall/Spring travel program will be to **STRATIFY** the levels of competition. Teams will be developed and placed in leagues for play at appropriate levels of competition. The travel team selection process will consist of any player interested in competing at a higher level of play. All travel team players will be selected by the travel director and/or team coach, who is approved by the Executive Board. This selection process may be applicable for both Fall and Spring travel teams. If it is not possible to accommodate all the players who have signed up, some alternative process will be used to place the players.

Players are not allowed to play with any dangerous equipment; including jewelry, hard casts, metal splints or hard-brimmed hats. A Doctors note is required to play with a soft cast, to be submitted to the league director.

Specific Guidelines

In addition to the General Guidelines described above, some additional guidelines are appropriate to help in the administration and direction for the CYS, Inc. programs.

- The CYS, Inc. Executive Board is responsible for the final design and execution of the Soccer Programs throughout the year. Any matters of policy or direction shall be their responsibility.
- CYS, Inc. will default to any rules and regulations specified by Midland Area Youth Soccer and Massachusetts Youth Soccer, for items not covered in CYS, Inc league guidelines.

In-Town Information

The Charlton Youth Soccer In-Town Program consists of several age groups from Under 6 to Under 14. This is a RECREATIONAL Program, which is intended for fun and not designed to be highly competitive. All children, regardless of skill level will play equally. Coaches are encouraged to teach soccer fundamentals, good sportsmanship and teamwork. The In-Town program has proven to be a lot of fun and a great building block for those players who want to develop the skills required to enter the Travel program.

In-town players will not be allowed to be 'moved up' to a higher division, except for the cases deemed necessary by the Board of Directors for the safety of all players. Special request placements cannot be guaranteed for age groups over U6, excluding sibling special request to be on the same team.

Starting with the U8 division, providing there are enough players for 4 teams of each gender, all in-town divisions are divided by gender.

The Spring Season usually begins in **late April**. The Fall Season usually begins in **early September** (right after Labor Day).

Travel Information

The Charlton Youth Soccer Travel Program consists of age groups from U10 and older. These teams are selected from open tryouts that are held twice each year. These teams play more competitive soccer against other towns. Several of these teams also compete in tournaments throughout the state. Although it is encouraged that all players play in each game, playing time may not be equal. Coaches are chosen by the Board of Directors and must meet eligibility requirements.

Travel Program Tryout and Team Placement Policy:

All children shall tryout to play on teams within their age group as designated by MYSA. However, children within the same birth year may be considered provided they meet criteria 1-3 below.

No child may be moved up to a higher age group without the approval of the Travel Director and/or the Board of Directors.

In the event that there are an insufficient number of players within a designated age group, the Travel Director and/or the Board of Directors may hold an open tryout for underage players who may wish to move up to a higher age group.

The Travel Director and the Board of Directors shall consider the following criteria in determining whether a child shall be allowed to play at a higher age group.

1. Playing ability and years of experience of the child;
2. The emotional and physical maturity of the child;
3. Input from prior coaches

There may be a tryout for all teams in June for the following Fall Soccer season and in October/November for the Spring. **No** child shall be allowed to tryout without first completing a registration form.

There is no guarantee that every child who tries out for a travel team will be placed on a travel team.

Coaches needing to find players to fill out a team shall consult first with the coaches and In-town director of the appropriate age before filling a team position with an underage player.

CYS, Inc. Rules of Play

Current FIFA International rules shall govern play with exceptions as noted. If team is playing in another league, the team shall abide by the constitution and bylaws of that league as appropriate.

Age Grouping

Massachusetts Youth Soccer, or other affiliated association age groupings should be followed for placing players in proper age ranges. The Executive Board may alter these dates at their discretion. Players may **only** play on the team that they are on the roster of for that season.

League Structure

A minimum of four (4) teams will be required to have regular competition in each division.
(Developmental Play Only - In Town)

Rosters

The CYS Inc. Executive Board has the discretion to limit team rosters based on the number of participants in the respective divisions.

The CYS, Inc. Executive Board is responsible for the final design and execution of the Soccer Programs. Any matters of policy or direction shall be their responsibility.

All travel teams will be based on the requirements as set forth by the governing league.

Ball Sizes

U/14 and up = 5
U/12 = 4
U/10 = 4
U/8 = 4
U/6 = 3

Uniforms / Equipment

Players shall wear uniforms selected by the Executive Board, players will be required to wear shin guards and have either sneakers or soccer shoes (without metal cleats).

Referee Support

Coaches, parents, and spectators shall provide support and respect to the referees at all times. There will be a zero tolerance policy for all coaches, which translates that coaches can only speak to a referee at half-time if they question a decision during the game. The coaches are allowed to

Speak with a referee during the game if it involves a safety issue that needs to be addressed immediately. The referee will decide if indeed it is a safety issue and will handle accordingly.

Ejections

If a player or coach is ejected from the game by a referee, they will not be allowed to play/coach in the next game played by his/her team. This applies to all games including any Championship games or Tournament games. The incident will be investigated by the Executive Board to determine if further disciplinary action needs to be taken.

Unbecoming Conduct

If a player or coach's behavior is judged unbecoming or inappropriate for such reasons as fighting or swearing they will not be allowed to play or coach in the next game played by his/her team. In addition, the Executive Board will hold a special meeting or hearing to decide if any other action is appropriate. Such action will be a one game suspension with possible dismissal from the league for one year, with reinstatement requiring a 2/3 vote by those members of the Executive Board attending any special meeting/hearing.

If the behavior of a parent/guardian is judged to be unbecoming or inappropriate, including but not limited to fighting, swearing, or abusive language toward the referee, coaches, or other parents, they will be asked to leave the premises and may, at the discretion of the Executive Board, not be allowed to attend future games. In addition, the Executive Board may hold a special meeting or hearing to determine if any other action is appropriate which may include the child of the parent/guardian be removed from the team without a refund of the registration fees.

Protests

Protests must be entered within two days after the match. Any protests will be referred to the Grievance Committee for review and decision. The Committee will be chaired by the Division Director and must have at least two other members chosen by said Director. The decision of the committee will be final. Any protests must be accompanied with a \$50.00 fee. The fee will be returned only if the protest is upheld.

Other Grievances - In the event a parent feels their child is not being treated fairly by the coach in the program, the following procedure is recommended:

- Talk with the coach and try to resolve the difference.
- If not satisfied, contact the Division Director who will follow-up with the coach and report back to the parent within one week. The Division Director will also inform the full Executive Board of the situation at the next board meeting. If the Division Director deems it necessary, they can convene the Executive Board to resolve the situation.

Fees

Fees for participation and uniforms shall be decided by the Executive board, and shall be due and payable at registration.

Travel uniform deposit will be set by the Executive Board and will be returned at end of season when uniform is returned.

In some cases, as deemed acceptable by the Executive Board, the registration fee may be waived.

Participation

Players are expected to participate in practices and games. Parents are expected to participate by ensuring their children are on dropped off and picked up on time and for both practices and games. If a player cannot be present for a scheduled game or practice, the coach should be notified in advance. Parents should support the coach and promote good sportsmanship during practices and games.

As is policy during MYSA soccer games, parents are to stand on the opposite side of the field during the game.

Expectations of Coaches

- Promote good sportsmanship.
- Do not tolerate unsportsmanlike behavior by **COACHES, PLAYERS, and PARENTS/SPECTATORS.**
- Promote soccer through the development of ball and game skills.
- Maintain rosters
- Be present for practices and games and schedule at least one practice per week.
- For both Fall/Spring seasons, in-town coaches are expected to ensure that all players play equally during games. Exceptions shall only be for injuries, sickness or discipline. A player shall only play for one team.
- Sign and follow the Coaches Code of Conduct.
- Attend coaches meetings and training sessions as deemed necessary by Executive Board.

Amended:

- (1) November 17, 2001**
- (2) March 24, 2008**
- (3) May 19, 2008**
- (4) April 26, 2010**