

MILPITAS YOUTH SOCCER ASSOCIATION

Constitution

ARTICLE I – NAME

The name of the organization shall be the Milpitas Youth Soccer Association, hereinafter referred to as MYSA or the Club.

ARTICLE II – PURPOSE

The purpose of MYSA is to promote mental and physical fitness, develop self and community pride, teach sportsmanship and provide all skill and competitive levels of organized youth soccer, within the territory of the Milpitas City boundaries.

ARTICLE III – AFFILIATIONS

The MYSA is an affiliated branch of the Metro P.A.L. Youth Soccer League. Other affiliations may be approved by the Board of Directors to assure MYSA teams participation in youth soccer.

ARTICLE IV – MEMBERSHIP AND VOTING RIGHTS

Each coach shall have one (1) vote in elections, recall of officers, and in approving Constitutional amendments and any other issues the Board (defined below) shall deem necessary.

ARTICLE V – GOVERNMENT

- A) The management of the property and affairs of the MYSA shall be under the direction of the Board of Directors. The Board shall be held accountable to the general membership for their actions.
- B) The Board of Directors and/or the Commissioner may appoint temporary committees to handle problems or duties not covered under other defined offices.

ARTICLE VI – OFFICERS, DUTIES AND RESPONSIBILITIES

A) Board of Directors

- 1) Members – The Board shall be comprised of the following volunteer/elected officials. Elections will occur in November of each year for all Board positions, for an annual term of March through February of the following year. Newly elected Board officials are encouraged to attend all remaining board meetings for the prior year.

Commissioner
Secretary-Treasurer
Registrar
Referee Coordinator
Fields Officer
Equipment Manager
Public Relations Coordinator
All Age Group Coordinators

- 2) Responsibilities

- a) The Board of Directors, acting together, shall constitute the administrative management of the Club. They shall be responsible for:

- 1) Insuring that the Club operates within the framework and intent of the Constitution.
- 2) Insuring the fair and equitable treatment of the players and all personnel of the Club.
- 3) Insuring that each team receives equal treatment insofar as is reasonable regardless of age or sex.
- 4) Promoting youth soccer.
- 5) Authorizing any fundraising campaigns proposed by the general membership.
- 6) Recording, publicizing and promoting the Club activities and endeavors.
- 7) Appointing the necessary staff to run the Club effectively and supervising their activities.

- b) The Board of Directors shall meet at least once during each quarter of the year. These meetings shall be publicized.

- c) Special Board meetings shall be called by the Commissioner, as deemed necessary, within seven (7) days of receipt of a petition bearing the signatures of fifty percent (50%) or more of the Board members of the Club.
- d) At least fifty percent (50%) of the members of the Board must be present to constitute a quorum at any Board of Directors meeting.
- e) Vacancies on the Board shall be filled by appointment or volunteer. The Board shall, by a majority vote, fill any vacancy for the remainder of the term.
- f) The MYSA budget shall be made available for viewing by any Club member.
- g) The Board shall have the authority to make temporary rules or regulations for specific cases or occasions not provided for in the Constitution. Such temporary rules or regulations must be presented to the general membership at the next general membership meeting for possible inclusion into the Constitution.

3) Duties of the Board Members

- a) Commissioner
 - 1) Shall preside at all meetings of the Board of Directors and at General Meetings.
 - 2) Shall automatically be an ex-officio member of any committee established within the organization but shall not act as its chairperson. The commissioner must be advised by committee chairpersons of the date, time and place of any such meetings.

- 3) Shall be responsible for the day-to-day operation of the Club.
- 4) Shall represent or appoint a representative of this association at all Metro P.A.L. Youth Soccer League meetings and will be authorized to cast votes on any subject which comes before the body.
- 5) Shall coordinate the activity of the total organization.
- 6) Shall have the authority of take disciplinary action as prescribed by the rules and guidelines against any coach, assistant coach, player, referee or parent. His/her decisions in these matters may be appealed to the entire Board of Directors.
- 7) Shall have the authority to authorize expenditures of up to \$500.00 per occasion without the prior approval of the Board or the General Membership.
- 8) Shall call a special Board meeting upon receiving written appeals to disciplinary action by the Commissioner. All such appeals must be received within seventy-two (72) hours after disciplinary action is pronounced. This meeting shall be held within forty-eight (48) hours after receipt of the appeal.

b) Secretary-Treasurer

- 1) Shall keep an accurate record of all Board and General Membership Meetings.

- 2) Shall submit minutes of each Board of Directors meeting to the Board at the next scheduled Board Meeting.
- 3) Shall publish an agenda for each Board Meeting.
- 4) Shall have a receipt for all monies, which shall be deposited in a FDIC insured account in the name of the Club. All accounts shall be paid by check with signatures of two of three authorized board members. The receipt book and vouchers shall be produced upon demand of the Board of Directors, properly balanced and up-to-date.
- 5) The Treasurer shall give a report at every Board Meeting and General Meeting.
- 6) Shall prepare a final financial statement by March 31 of each year.
- 7) Shall be covered by a fidelity bond.

c) Registrar

- 1) Shall be responsible for the registration process.
- 2) Shall recommend modification, additions and/or deletions to the team selection process such that the process remains workable and useable each year.
- 3) Shall administer team formation process with the assistance of the Age Group Coordinators.

d) Referee Coordinator

- 1) Shall be responsible to locate, evaluate and obtain referees for the Club.
- 2) Shall coordinate the assignment of referees to games within the Club jurisdiction.
- 3) Shall coordinate the training of referees in the rules of the game and shall be responsible for the referees proficiency on the field.
- 4) Shall be a qualified referee, registered with P.A.L. or U.S.S.F.
- 5) Shall be responsible for the collection of all referee game report forms and forwarding the forms to the Treasurer for payment of fees.
- 6) Shall not be a coach for a P.A.L. team.

e) Fields Officer

- 1) Shall be responsible for securing all playing fields from proper authorities.
- 2) Shall coordinate the preparation of fields.
- 3) Shall be responsible for all field equipment.

f) Public Relations Coordinator

- 1) Shall collect all game scores from the Age Group Coordinators, and communicate to local newspaper.
- 2) Shall prepare publicity posters or advertisements as needed by MYSA.

g) Equipment Manager

- 1) Shall be responsible for the purchase of all player and team equipment as budgeted and approved by the Board.
- 2) Shall coordinate the distribution of uniforms and equipment to teams on an equal basis.
- 3) Shall keep accurate records of all equipment belonging to the Club.
- 4) Shall coordinate the collection and storage of all Club equipment at the end of the playing season.
- 5) Shall submit to the Board of Directors a report of equipment not returned to the Club at season end.

h) Age Group Coordinators

- 1) Shall be responsible for collecting game scores for teams in his/her group.
- 2) Shall assist the Registrar during player registration and team formation processes.
- 3) Shall be responsible for communications between the Board of Directors and the coaches within his/her age group.
- 4) Indemnification

ARTICLE VII – COACHES

A) Responsibilities

- 1) Shall be responsible for the complete operation of their teams. The coach may elect to appoint an assistant coach if he/she so chooses.
- 2) The coach is responsible for setting practices and setting rules for player attendance at practice and games. The coach has the authority to bench a player who violates the attendance rules and/or who becomes a disciplinary problem.

ARTICLE VIII – MEETINGS

- A) All meeting shall follow Roberts Rules of Order.
- B) General Coaches Meeting
 - 1) The MYSA shall call at least three (3) General Coaches meetings annually.
 - 2) Those coaches present shall constitute a quorum.
 - 3) An attempt must be made to notify all coaches at least 72 hours prior to the meeting.
 - 4) The Commissioner shall call a General Coaches meeting on any issue presented to the Commissioner in the form of a petition carrying at least 25% of the coaches.

ARTICLE IX – RECALL OF BOARD MEMBERS

- A) The Commissioner shall call a General Coaches meeting for the specific purpose of a recall vote upon the receipt of a recall petition carrying at least 50% of the coaches.
- B) A two-thirds vote of the coaches present at this meeting will constitute a recall of the Board member.
- C) The Commissioner may call a special Board meeting for the purpose of recalling an appointed member of the Board. A two-thirds vote of the Board is required to recall the officials.

ARTICLE X – CONSTITUTIONAL AMENDMENTS

- A) Proposed amendments to the Constitution must be presented to the Board in writing.
- B) All Board members shall be notified of the proposed amendments two (2) weeks prior to the Board meeting at which the proposed amendments will be considered for approval for membership vote.
- C) The Board shall vote approval of the amendment by a two-thirds majority, at which time, if approved, it shall be presented to the membership for ratification.
- D) The proposed amendment must be ratified by a two-thirds majority of the members present and voting at a General Coaches meeting in order to become part of the Constitution.

ARTICLE XI – PLAYER REGISTRATION

- A) All players must register yearly by completing a player registration form.
- B) MYSA fees are to be payable at the time of registration.
- C) Proof of age must be submitted at the time of initial registration.
- D) Refund of player registration fees shall be in accordance with the following dates, regardless of the reason for the refund request. Any exceptions must be reviewed by the MYSA Board of directors.
 - 1) Prior to August 01, 100% of the fees will be refunded.
 - 2) After August 01, and prior to the distribution of uniforms (generally occurs mid-August), players will be given their uniform, and the balance of their registration fee less the uniform cost and the Metro-PAL registration fee (e.g. \$25 - \$12 - 3.50 = \$9.50 refund).

- 3) After the uniforms have been distributed, no refunds are allowed.

The Board of Directors reserves the right to review any refunds requested after August 01.

ARTICLE XII – TEAM FORMATION

The following criteria will be applied in the specified order:

- A) Teams are encouraged to remain intact over the years. Recruiting of players from other teams is not allowed.
- B) Teams are encouraged to limit their size to 15; U-8 teams are encouraged to limit their size to 10 players. In no case can a team exceed 18 players; U-8 teams cannot exceed 12 players.
- C) Returning players will be assigned to their last season's team unless a different team is requested by the player's parents, or the team has dissolved.
- D) New players who have requested a specific team will be placed on that team.
- E) New players who have not requested a specific team, or returning players who have specifically requested not to be placed on the prior years team, will be placed on teams according to the following criteria:
 - 1) Neighborhood of player. Teams are to be comprised of players from the same school or geographical area.
 - 2) Age of player within the age bracket. To facilitate keeping a team intact over the years, first year players within an age bracket will be grouped with teams made up predominantly of first year players. Likewise, with second year players.
 - 3) Random. Player names must be drawn from a pool of available players. Date of registration must be considered if there are an inadequate number of teams on which to place the player.

ARTICLE XIII – COACHING REQUIREMENTS

- A) All coaches should have:
 - 1) Good rapport with players and parents.
 - 2) Ample time for the team.
 - 3) A knowledge of the physical, mental and psychological make-up of the age group to be coached.
 - 4) Good teaching abilities.
 - 5) A complete understanding of the philosophies of the Club.
- B) Coaches are responsible for returning all Club issued equipment at the end of the season. Such equipment includes the game ball, all practice balls and the goalie shirts.

ARTICLE XIV – DISCIPLINARY RULINGS AND SUGGESTED PUNISHMENTS

- A) Players guilty of fighting before, during or after games shall receive a two (2) game suspension.
- B) Players guilty of using profanity, either by word or sign, against other players, coaches, spectators, referees or any league official shall be ejected for the game and receive a one (1) game suspension.
- C) Players guilty of making threatening gestures against other players, coaches, spectators, referees or any league official shall be ejected from the game and receive a two (2) game suspension.
- D) Players guilty of pushing or striking any coach, referee or official shall receive a one (1) year suspension.
- E) Coaches or team officials who make threatening gestures or use threatening language to other players, coaches, officials or referees shall be disciplined according to the following schedule:

- 1) First time: Shall be suspended for one (1) game and placed on probation for one (1) year.
- 2) Second time: Shall be suspended for one (1) year.
- 3) Third time: The offender shall be suspended for life.
- 4) For fighting at any time: The offender shall be suspended for life.

ARTICLE XV – RULES AND REGULATIONS

The rules and regulations of the Metro-P.A.L. Youth Soccer League will govern all plays.

ARTICLE XVI – EFFECTIVE DATE

This Constitution shall become effective as soon as approved at a General Coaches meeting.

ARTICLE XVII – PROCESSING OF COMPLAINTS

- A) Whenever problems arise which cannot be resolved informally, the complaint must be put in writing and submitted through three successive levels for resolution. If the problem cannot be resolved at one level, it will be submitted to the next level for resolution.
 - 1) The related Age Group Coordinator
 - 2) The Board of Directors, to be resolved at the next scheduled Board meeting.
 - 3) The coaches, to be resolved at the next scheduled coaches meeting.
- B) Special review committees will be established as necessary to review complaints and to recommend any disciplinary actions to the Board of Directors.