



MARION COUNTY YOUTH SOCCER ASSOCIATION

Approved on:
October 29, 2015



CHANGE LOG

CHANGE	DESCRIPTION	DATE
INITIAL DOCUMENT	N/A	03/12/2007
DOCUMENT REVITALIZATION	UPDATED CONTENTS OF ENTIRE DOCUMENT TO BETTER REFLECT THE CURRENT ORGANIZATION. REMOVED ANTIQUATED LANGUAGE IN LIEU OF GENERATING NEW POLICY DOCUMENTATION.	10/29/2015
CLARIFICATION	ADDED CLARIFICATION TO ARTICLE II, SECTION G ON EVEN AND ODD YEAR DETERMINATION.	11/20/2015



INTRODUCTION

EACH PERSON HAVING ANY RESPONSIBILITY WHATSOEVER FOR ANY MEMBER CLUB OR TEAM PARTICIPATING IN THE MARION COUNTY YOUTH SOCCER ASSOCIATION IS RESPONSIBLE FOR READING AND UNDERSTANDING THESE BYLAWS. IN THE EVENT CHARGES OF INFRACTION OF ANY OF THE REGULATIONS CONTAINED HEREIN ARE MADE AGAINST A CLUB, TEAM, COACH OR ANY OTHER TEAM REPRESENTATIVE, CLAIMS BY SAID ACCUSED PERSON OF IGNORANCE OF THESE REGULATIONS WILL NOT BE CONSIDERED AN AVAILABLE DEFENSE TO SAID CHARGES. IT IS EACH MEMBER CLUB'S RESPONSIBILITY TO SEE TO IT THAT ANY PERSON HAVING RESPONSIBILITY FOR ANY TEAM HAS ACCESS TO A COPY OF THESE BYLAWS.

In an effort to efficiently and effectively manage the operations of the Marion County Youth Soccer Association (MCYSA), the board of directors upon suggestion of the general membership has developed and adopted this updated Constitution and Bylaws document. This document supersedes all previous documents relating to its subject matter. There are no other promises, conditions, understandings or other agreements, whether oral or written, relating to the subject matter of this document. This document may be modified by amendment only.



ARTICLE I: GENERAL INFORMATION

A. NAME

The name of this organization shall be referred to as Marion County Youth Soccer Association, herein referred to as MCYSA.

B. PURPOSE

The purpose of the league shall be to implant firmly, in the youth of the community, the ideas of good sportsmanship, honesty, loyalty, courage, and respect for authority, so that they may be well adjusted, stronger, and happier youths, growing up to be decent, healthy, and trustworthy adults. It is the goal of MCYSA to develop and further skills and knowledge needed to make players competent and proficient in the game of soccer while providing opportunities for players to improve their play of the game. To achieve this objective, the league will provide a supervised program of competitive soccer games. Directors, officers and members shall bear in mind that stressing exceptional athletic skills or winning of games is secondary, and that the type of leadership and sportsmanship extended to youth is the prime importance.

C. ORGANIZATION

The MCYSA shall operate pursuant to laws of the state of West Virginia and the United States of America.

D. AFFILIATION

The MCYSA shall be affiliated with the West Virginia Soccer Association (WVSA), the United States Soccer Federation, incorporated through its property recognized youth and amateur divisions, the United States Youth Soccer Association (USYSA) and the United States Adult Soccer Association (USASA). The MCYSA will recognize and comply with their authority and pay the appropriate annual affiliation fees and registration fees.

E. NON-PROFIT STATUS

The MCYSA shall operate as a non-profit and educational organization in accordance with internal revenue code 501-(C)-(3) under the umbrella of WVSA.

F. HEADQUARTERS

The headquarters of the MCYSA shall be within its territorial boundaries as defined in Section H: Boundaries. The MCYSA headquarters shall be determined from time to time by the voting members of the MCYSA (herein referred to as the Association) or by the board of directors in whom the Association may vest such authority. All general meeting shall be held within the territory limits defined in Section H: Boundaries.

G. JURISDICTION

The MCYSA shall have jurisdiction over all members, associations, referees, coaches, and players affiliated with it. MCYSA shall retain its own autonomy, but will adhere to the constitution, by-laws and rules and regulations of WVSA and will comply with its authority.

H. BOUNDARIES

MCYSA shall consist of all that certain territory defined by the legal boundaries of Marion County of West Virginia.

I. COLORS

The representative colors of MCYSA shall be Green and Navy Blue.

J. PROPOSED AMENDMENTS

Proposed amendments must be submitted to the Board of Directors in writing at least two (2) weeks prior to a regularly scheduled meeting. All amendments must be approved by a two-thirds vote of the Executive Officers.



ARTICLE II: ADMINISTRATION

A. GOVERNMENT

The MCYSA shall be governed by its members, which consists of the executive officers of the Association.

B. REGULAR MEMBERS

Any person sincerely interested in active participation to affect the objective of this league may apply to become a member. They become a regular member by registering with the league registrar and paying the yearly membership dues of \$ 5.00 per year per person. In order to vote in the election, dues must be paid by August 1 of the same calendar year. Regular members shall have no rights, duties, or obligations in the management or in the property of the league with the exception of attending regular meetings to submit proposals and voting in officer elections.

C. PLAYER MEMBERS

Any player candidate meeting the requirement of MCYSA and who resides within the authorized boundaries of the league shall be eligible to compete for participation, but shall have no rights, duties or obligations in the management or in the property of the league.

a. SUSPENSION OR TERMINATION

- i. The Board of Directors shall, in the case of a player member, give notice to the coach of the team of which the player is a member. Said coach shall appear, in the capacity as an adviser, with the player before the Board of Directors, which has the full power to suspend or revoke such player's right to future participation.

D. EXECUTIVE OFFICERS

Any member actively interested in furthering the objectives of the league may become an executive officer upon nomination and election at the annual meeting. Upon multiple nominations for an office, voting members in attendance decide based on a majority rule. Nominees for the office of President must have served on the board prior or be currently serving in any office.

a. SUSPENSION OR TERMINATION

- i. Membership may be terminated by resignation to the Board of Directors.
- ii. Board of Directors, by two-thirds vote of those present at any duly constituted meeting, shall have the authority to discipline or suspend or terminate the membership of any member of any class when the conduct of such person is considered detrimental to the best interest of the league.
- iii. The member shall be notified of such meeting, informed of the general nature of the charges in writing, by an executive officer, and given an opportunity to appeal such charges, in writing within 72 hours. A meeting will be held within seven (7) days of the appeal.

E. BOARD MEMBERS

The business, property and affairs of the MCYSA shall be managed and controlled by a Board of Directors, which shall consist of the executive officers of this Association, each of whom shall be entitled to one vote. All authority of the MCYSA shall be vested in a Board of Directors unless specified otherwise in these by-laws.

- a. The Board of directors is responsible for developing, reviewing, amending, and enforcing the by-laws, policies and activities of the MCYSA, including but not limited to decisions affecting finance, membership status and appeals procedures.



- b. The Board of Directors may delegate responsibility for day-to-day operations associated with these activities.
- c. The Board of Directors has the power to borrow money, raise funds and determine spending for the MCYSA and its members.

F. OFFICES

The elected officers of the MCYSA shall be composed of:

Office	Duties
President	<ul style="list-style-type: none"> • Preside at all meetings of this Association. • Appoint committees as needed. • Enforce the by-laws. • Sign all contracts and documents in association with MCYSA. • Represent MCYSA and its members in meetings with other soccer associations and the WWSA. • Attend all general meetings of the WWSA or designate a representative.
Vice President	<ul style="list-style-type: none"> • Perform all the duties and exercise all the power of the president during his/her absence. • Assume such duties as deemed necessary by the President.
Treasurer	<ul style="list-style-type: none"> • Account for funds received and disbursed. • Certify that all financial responsibilities to WWSA have been met (fees, registrations, and/or fines). • Assume such duties as deemed necessary by the President.
Administrative Assistant	<ul style="list-style-type: none"> • Keep minutes of all meetings of MCYSA. • Send copy of said minutes to MCYSA Board. • Respond to all correspondence directed to him or her by the President. • Assume such duties as deemed necessary by the President.
Registrar	<ul style="list-style-type: none"> • Be responsible for registration of Association members. • Keep records of all registrations and memberships. • Certify and register members eligible for state tournaments. • Register all players in a timely manner with WWSA. • Assume such duties as deemed necessary by the President.
Facility Coordinator	<ul style="list-style-type: none"> • Responsible for distribution and inventory of equipment. • Coordinates and plans all work parties/days. • Purchasing of equipment. • Assume such duties as deemed necessary by the President.
Referee Coordinator	<ul style="list-style-type: none"> • Coordinate with assignors for scheduling of all officials. • Official certifications. • Assume such duties as deemed necessary by the President.
Travel Coordinator	<ul style="list-style-type: none"> • Be responsible for scheduling and planning of travel matches. • Assume such duties as deemed necessary by the President.
At-Large	<ul style="list-style-type: none"> • Maintenance and upkeep of league web site (including sponsor ads). • Ensure domain name and any Internet based services are kept current. • Respond to all correspondence directed to him or her by the President. • Assume such duties as deemed necessary by the President.



Board appointed positions of the MCYSA shall be composed of:

Position	Duties
Division Coordinators	<ul style="list-style-type: none"> • Be responsible for scheduling and planning of division matches. • Supply said schedules to the board in a timely manner (minimum of 1 week prior to opening day of season) • Assume such duties as deemed necessary by the President.
Concessions Manager	<ul style="list-style-type: none"> • Assume full responsibility of concession sales and environment during the season (including stocking, inventory, and cleaning). • Ensure concessions are available during match times and workers are trained and scheduled as needed. • Assume such duties as deemed necessary by the President.

G. TERM OF OFFICE

Elected officers shall serve for a term of 2 years. In the event that, at the end of the term limit of an elected officer, there are no persons willing or able to run for the office or be appointed into the office, then the reigning officer may serve longer than specified above. Election shall be held at the annual general meeting with one-half of the executive committee being elected each year in the following manner. Even and odd years are determined by the year in which the annual meeting takes place.

President	Even	Vice-President	Odd
Treasurer	Even	Administrative Assistant	Odd
Registrar	Even	Referee Coordinator	Odd
Facility Coordinator	Even	At-Large Member	Odd
Travel Coordinator	Even		

H. OFFICE RESIGNATION

Any officer resigning his/her office shall be denied any other office or position for a period of one year, unless prior approval is obtained from the Board of Directors. Appointment to a secondary office or position will be permitted. The resigned position will be appointed by the Board until the following election where official nominations take place.

I. MEETINGS

The Board of Directors shall have a minimum of three (3) meetings per year. Special meetings of the Board of Directors may be called by the President or any two Board Members.

J. QUORUM

Twenty-five percent (25%) of the Board Members including the president or designee must be present to constitute a quorum for the transaction of business.

K. VOTING PROCEDURES

Each Board Member present in person shall be entitled to one vote, with the President or designee voting to break a tie.

L. COMMITTEES

The President with the approval of the board of directors shall have the authority to appoint committees as deemed necessary.



ARTICLE III: FINANCE

M. ASSOCIATION EXPENSES

All expenditure of the Association must be approved or appropriated annually and paid for by the treasurer from Association funds by check or debit card. All expenditures are to be supported by invoice and/or statement from supplier. All vouchers and canceled checks are to be retained at least seven (7) years.

Appropriations are as follows:

- Tournament and appropriate participation fees
- Administration
- Uniforms
- Petty Cash
- Equipment
- Association Dues
- Maintenance

Expenditures under \$100.00 may occur as necessary upon the approval of 3 members of the Board of Directors.

N. ASSOCIATION INCOME

Income for league is expected to come from following sources:

- Players assessment
 - Sponsor fees
 - Concessions income
 - Tournament entries
- a. Each player signing up to play soccer shall be assessed a fee as determined by the Board of Directors. If more than player from the same family participates, a reduced fee will be charged for each subsequent child.
 - b. Each sponsor of a soccer team shall be assessed a fee determined by the Board of Directors.
 - c. The operation of the concession stand at the field lies under the control MSYSA. The concession stand shall remain open on dates and times as directed by the Board.
 - d. Tournament entry fees assessed by MCYSA shall be determined by the Board of Directors upon the occurrence of each tournament.

O. DISSOLUTION

In the event of dissolution of the Association, assets of the Association remaining after discharge of all liabilities shall be placed in trust, with the reigning Association Treasurer as trustee, for the benefit of a new, substantially similar, soccer club. The funds shall remain in trust until the organization of said club or the expiration of five (5) years, whatever occurs first. If a new soccer club is formed with the same or similar purpose, the assets will be transferred to it by the trustee. If no new soccer club is formed, the assets will be distributed by the trustee directly to the Marion County Parks and Recreation Commission (MCPARC), with the stipulation that they be used for soccer programs.

P. FINANCIAL REPORT

A summary report of the financial operation of the Association shall be made at least annually to the membership and shall be available for public inspection upon written request made to the Treasurer.



ARTICLE IV: LOCAL LEAGUE GUIDELINES

Q. TEAM DIVISIONS

The Board of Directors may restructure the League, should it deem necessary. The President, in consultation with the Board of Directors, shall establish League playing rules and regulations, which will govern activities on and off the field.

a. Recreation

Recreation Soccer ('Rec Soccer') is typically the first step in MCYSA's soccer development program. At the youngest levels, it usually consists of either a single game and practice on the weekend or a single practice during the week and a single game per week. All rec activities at these levels are at local fields within town. The older age groups may travel to adjacent towns to play other rec teams. Age groups will be assessed per season based on registration numbers.

b. Travel

The travel division of Marion County Youth Soccer Association (MCYSA) is a competitive program in which MCYSA sponsors teams both in the fall and spring. Our goal is to provide today's youth soccer player with an opportunity to acquire advanced soccer training and development. Age groups will be assessed per season based on registration numbers.

R. POST SEASON PLAY (Governor's Cup, Open Cup, Kohl's Cup, etc...)

Post season play will be determined by the Board of Directors based on Regular Season Play. Please check tournament specific eligibility requirements for additional details. Team's registration will be handled by the registrar.

S. SCHEDULED GAMES

All games must be played as scheduled. Any rescheduled game must have the approval of the age group coordinators and both coaches.

T. WEATHER AND FIELD CONDITION CANCELLATIONS

Rain out games shall be made up base on scheduling availability. Any variance must be approved by all Managers involved and by age group coordinator.

U. FACILITY WORK DAYS

Work days must be scheduled and posted a minimum of three (3) weeks in advance. An adult representative from each team must be present at each work day scheduled.

THE WVSA OPERATING MANUAL AND APPROPRIATE RULE BOOK WILL BE USED FOR ANY EVENT NOT COVERED BY THESE LOCAL LEAGUE RULES.