

Hayward Youth Soccer League Constitution
Revised December 14, 1994
Revised November 18, 1998
Revised April 17, 2002

1) Name

The name of this League shall be the Hayward Youth Soccer League (HYSL).

2) Boundaries & Territories

The territory of this League shall be the City of Hayward, inclusive of the current (1988) U.S. Postal Service Zip Codes 94541, 94542, 94544, 94545, and any other Zip codes which may be added by the US Postal Service within the limits of the City of Hayward in the future, except for:

1) That area within the New Haven School District consisting of Hill View Crest Elementary School, in which case students attending said school shall be allowed to play youth soccer in either the Union City Youth Soccer League or HYSL

2) That area within the San Lorenzo Unified School District consisting of Lorenzo Manor School, Colonial Acres School, Edendale School and Saint John's Catholic School (all elementary schools).

3) Purpose

The purpose and objectives of this League shall be to develop, promote and administer the game of soccer among youth (boys and girls under nineteen (19) years of age), regardless of race, creed, and/or ability within the City of Hayward and its surrounding communities.

4) Affiliation

This League shall be an affiliated branch of and comply with the authority of the California Youth Soccer Association-North (CYSAN), the United States Youth Soccer Association (USYSA) and the United States Soccer Federation USSF).

5) Authorities

1) This League shall be governed by its Constitution, By-Laws, Rules and Regulations except when superseded by CYSAN, USYSA and/or USSF.

2) The governing authority of this League, whose powers shall be designated in the By-Laws, shall be vested with the Board of Directors of this League.

3) The Governing Board, Hereinafter to be known as the Board of Directors, shall be composed of the President, Treasurer, Secretary, Registrar, Competitive Coaching Coordinator, 2 (two) House Coaching Coordinators (Boys and Girls), Field & Equipment Coordinator, Referee Coordinator, Tournament Coordinator, Snack Bar Coordinator, 5 (five) House Team Coordinators (U6, U8, U10, 12, (U14/U16/U19), and 2 (two) Competitive Team Coordinators (Girls and Boys).

4) The League may recognize sub-units for the purpose of coordinating the administration of the Board of Directors.

6) Membership

1) Membership in this League shall be each team coach, one assistant coach, each team coordinator, each parent or guardian of registered HYSL players, each director, each officer and each referee who has refereed at least twelve (12) league soccer games in the prior year and is at least eighteen (18) years of age.

2) All member teams, their players, coaches, parents and referees shall abide by the Constitution, By-Laws, the Rule of Play, the Regulations of the HYSL as set forth by the Board of Directors, and all applicable rules and regulations of the associations with which HYSL is associated.

7) Annual Meeting

1) Toward the end of each seasonal year, the President of the IYSL, with the concurrence of the Board of Directors, shall call a general meeting of the membership, to be held on a specified date in November of the said seasonal year. Written notification to all members and all members of the Board of Directors shall be sent in advance of the annual general meeting and shall specify the date of the meeting.

2) The order of business at the general meeting shall be as follows:

- A) Call to order
- B) Roll Call
- C) Credentials Report
- D) Introduction of Guests
- E) Acceptance of Minutes of the previous AGM
- F) Reports:
 - 1) President
 - 2) Treasurer
 - 3) Secretary

- 4) Registrar
- 5) Committees
- G) Unfinished Business
- H) Proposals for change of Constitution, By-Laws, and/or general procedures and specific rules.
- I) New Business
- J) Election of Board of Directors
- K) Good of Games
- L) Adjournment

3) Each member and each member of the Board of Directors shall be entitled to one (1) vote. Voting shall be restricted to those members which have been registered during the current season. Voting by proxy shall not be allowed and only those members of record in good standing shall be entitled to voting privileges. The President of this League shall cast a vote only in the situation of a tie.

8) Changes

1) Amendments to the Constitution and By-Laws of this League shall be made at a general meeting of the membership, except in such cases as specified in the By-Laws of this League.

2) Amendments to the Constitution and By-Laws to be voted on at a general meeting, shall be forwarded in writing to the membership at least thirty (30) days prior to the general meeting.

3) An amendment shall be deemed adopted by an affirmative vote of the majority of the voting members present at a general meeting.

9) Board of Directors

1) The Board of Directors shall be elected at the annual general meeting. The term of the office shall be as determined by membership.

2) In the event that a Director becomes unable to serve, a new Director shall be appointed by the Board of Directors. A board of Director may be removed by two-thirds (2/3) vote of the entire Board membership.

3) The officers of the Board of Directors shall be the President, Treasurer, Secretary, Registrar, Competitive Coaching Coordinator, 2 (two) House Coaching Coordinators (Boys and Girls), Field & Equipment Coordinator, Referee Coordinator, Tournament Coordinator, Snack Bar Coordinator, 5 (five) House Team Coordinators (U6, U8, U10, 12, (U14/U16/U19), and 2 (two) Competitive Team Coordinators (Girls and Boys).

A) **President:** The President shall have general supervision over all the affairs of the League and shall call and preside at all meetings of the League and the Board. The President shall be an ex-officio member of all committees and appoint chairpersons and members of committees consistent with these by-laws. The President shall serve as primary liaison with the Hayward Area Recreation District and with the CYSA.

B) **Treasurer:** In the absence of the President, the Treasurer shall preside at meetings of the Board of Directors and serve as the secondary liaison with the CYSA. The Treasurer shall collect all monies and receive and hold all securities of the League and shall deposit and disburse the same as directed by the Board. The Treasurer may only make disbursements on the funds which have been first been deposited in accounts of the League. The Treasurer shall keep accounts of the League, which shall be open for inspection as directed by these by-laws or the Board. The Treasurer shall submit full monthly written statements of accounts to the Board (made available at each Board meeting). The Treasurer shall submit a summary financial report at the Annual General Meeting.

C) **Secretary:** In the absence of the President and the Treasurer the Secretary shall preside at the meetings of the Board of Directors. The Secretary shall keep the minutes of all the meetings of the League and the Board, shall take charge of all permanent records, except securities of the League, and shall issue notices of other correspondence to the membership, including monthly newsletters and web site updates.

D) **Competitive Coaching Coordinator:** In the absence of the President, Treasurer, or Secretary the Competitive Coaching Coordinator shall preside at the meetings of the Board of Directors. The Competitive Coaching Coordinator shall serve as the secondary liaison with the CYSA. The Competitive Coaching Coordinator shall recruit coaches and assistant coaches for the teams in the age group of responsibility. The Competitive Coaching Coordinator shall review all coaching applications and make recommendations to the Board. The Competitive Coaching Coordinator shall conduct training and evaluation programs consistent with the policies of the League. The Competitive Coaching Coordinator shall conduct all coaches meetings for the division of responsibility.

E) **Registrar:** The Registrar shall certify on team rosters that all players are properly registered and administratively qualified. The Registrar will plan and coordinate the registration activities of the League. The Registrar will coordinate activities of the League with other league registrars and the District 4 registrar as appropriate. Registration duties will extend through the regular League season into the winter period.

F) **House Coaching Coordinators (2 - Girls and Boys):** The House Coaching Coordinators recruit coaches and assistant coaches for the teams in the age groups of responsibility. The House Coaching Coordinators shall review all

coaching applications and make recommendations to the Board. The House Coaching Coordinators shall conduct training and evaluation programs consistent with the policies of the league. The House Coaching Coordinators shall conduct regular coaches meeting for the division of responsibility.

G) Field and Equipment Coordinator: The Field and Equipment Coordinator will be responsible for controlling and accounting for all field equipment, obtaining field permits, scheduling the fields for practice, and ensuring field preparation during the season. The Field and Equipment Coordinator will also be responsible for the ordering and distribution of all HYSL team uniforms.

H) Referee Coordinator: The Referee Coordinator shall be responsible for the training and assessment of all referees in the League. This includes coordination with the District 4 Referee Coordinator, conducting licensing clinics and in service training and assessing the capabilities of the League's referees. The Referee Coordinator will also be responsible for referee scheduling.

I) Tournament Coordinator: The Tournament Coordinator shall plan, coordinate, and administer all tournaments sponsored by the League and/or held on League fields.

J) Snack Bar Coordinator: The Snack Bar Coordinator shall be responsible for maintaining snack bar activity during the season and on special days at the fields that are a part of the League calendar. The Snack Bar Coordinator shall be responsible for purchasing salable goods and maintaining the snack bar operation. The Snack Bar Coordinator shall present to the Board a monthly accounting of all monies received and all expenses incurred and shall turn over all monies to the Treasurer for deposit into the League account.

K) House Team Coordinators (5): The House Team Coordinators shall supervise all activities in the age/gender group of responsibility. The House Team Coordinators shall serve as the agent of all the players and coaches within the applicable age/gender group. The House Team Coordinators will also be responsible for assisting the registrar to ensure that all players within their respective divisions are properly registered.

L) Competitive Team Coordinators (2): The Competitive Team Coordinators shall supervise all activities for the competitive teams (including tryouts, team formation, etc.) The Competitive Team Coordinators shall serve as the agent of all the competitive players and coaches. The Competitive Team Coordinators will also be responsible for assisting the registrar to ensure that all players within their respective divisions are properly registered.

4) The Board of Directors shall be responsible for having sole authority for the following:

- A) Being familiar with, interpreting, enforcing the Constitution, By-Laws, Rules and Regulations of this League and all applicable Rules and Regulations of the Associations with which this League is affiliated.
 - B) Approving procedures for information of registers teams.
 - C) Insuring proper registration for all players, coaches, and teams.
 - D) Insuring proper accounting of fiscal transactions and accurate reporting to the District Commissioner and/or his/her appointed assistant.
 - E) Sanctioning travel of teams for any administrative rules for all teams registered to the League.
 - F) Establishing a common set of administrative rules for all teams registered to the League.
 - G) Establishing a common set of playing rules for League play.
 - H) Providing levels of competition within the League for all players within the boundaries of the League.
 - I) Providing opportunities of play for all youth within the boundaries of the League.
- 5) The Board of Directors shall have the right and authority to suspend, bar completely or otherwise discipline any team, player, coach, manager, team assistant, League official or any other person associated with the operation of this League from any member team organization.

10) Standing Committees

The following standing committees and others needed shall be appointed yearly:

- A) Rules and Revisions Committee
- B) Protest and Appeals Committee
- C) Registration
- D) Credentials (Eligibility of voting members)

11) Membership

Any applicant for membership in this League shall submit yearly, with the appropriate fee's);

A) Properly completed registration form for each team, player, coach, prepared in accordance with the current CYSA registration instructions and procedures.

B) Submit upon initial registration of each player, proof of place and date of birth.

12) Meetings

Regular meetings of the Board of Directors will be held at least once a month as designated by the Board of Directors. The agenda for regular meetings may be as follows:

- A) Call to Order
- B) Roll Call
- C) Introduction of Guests
- D) Acceptance of Minutes
- E) Correspondence
- F) Treasurer's Report
- G) Committee Report's)
- H) Unfinished Business
- I) New Business
- J) Good of Game
- K) Adjournment

13) Quorum

At all meetings of the Board of Directors, fifty percent (50%) of the Board of Directors membership shall constitute a quorum for the transaction of business.

14) Seasonal Year

The seasonal year for membership/registration shall be from September 1 through August 31. Insurance coverage shall be for the same period of time.

15) Protest and Appeals

1) Only violations of the Constitution, By-Laws, General Procedures, and specific Rules of the League, misapplication of the "Laws of the Game" shall be proper subjects to be considered for action.

2) Protest and Appeals are to be in writing and delivered to the Chairman of the Protest and Appeals Committee within two (2) calendar days of the action being protested or appealed. The fee of \$25.00 must accompany the Protest or Appeal and will be returned if the committee votes to uphold the Protest or Appeal. Any decision rendered by this Committee may be appealed to the full Board of Directors and then if need to be to the CYSA-N Protest and Appeals Committee as per CYSA-N Constitution, By-Laws, Rules and Regulations.

3) Upon rendering a decision, the League shall forward a copy of its evidence, findings and decision to the CYSA-N Office for future reference. All pertinent data must be forwarded within fourteen (14) days of the League Decision.

4) In the matter of Protest and Appeals, no person associated with the operation of this League shall invoke the aid of the courts of any state or of the United States without first exhausting all available remedies within the appropriate soccer organization, including a final appeal to the annual general meeting of the USYSA.

16) Dissolution

Should this League be dissolved, all assets remaining after payment of all debts shall be distributed to the Hayward Area Recreation & Park District or its related foundation.

17) Rules of Order

Robert's Rules of Order shall be deemed as adopted at all meetings of this League, unless otherwise agreed to by the participants'; insofar as such rules are not inconsistent with the Constitution, By-Laws, Rules and Regulations of this League or of any organization with which this League is affiliated.