

# FEDERAL WAY SOCCER ASSOCIATION

Bylaws Adopted April 2007

All references to "he" will mean He, His, She, or Her

## **Article 1 Name**

This organization shall be known as Federal Way Soccer Association (incorporated), here after referred to as the Association; and be affiliated with the Washington State Youth Soccer Association (incorporated), here after referred to as W.S.Y.S.A. This Association is and shall be known as a non-profit organization and shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue Code or the corresponding provision of any future United States Internal Revenue Law.

## **Article 2 Objectives and Purpose**

The purpose of this Association shall be to teach, administer, the game of soccer among those youths, participating in the soccer program administered by the Federal Way Soccer Association as defined by these by-laws or as authorized under the charter issued by the WSYSA; train coaching personnel and referees; teach through the game sportsmanship and physical health, develop, promote and govern the game of soccer among such youths; establish uniform rules applicable to youth soccer competition in the Federal Way Area consistent with the principles of FIFA, its laws and decisions, establish areas of jurisdiction of its member organizations; convenient to accomplish its primary purpose of teaching the game of soccer directly and through its member organizations.

## **Article 3 Control and Authority**

### **SECTION 1 Authority:**

The authority of this Association shall be vested in the by-laws of the Association as approved or amended, and in the charter issued by the WSYSA, except when these are superseded by those of the WSYSA by-laws and Constitution.

### **SECTION 2 Control:**

The final control of the Association shall be vested in an elected and appointed body known as the Board of Directors which shall exercise the right of decisions on all matters pertaining to Association affairs.

### **SECTION 3 Membership:**

Membership to Federal Way Soccer Association shall be open to any soccer players, parent or legal guardian of a player, coaches, trainers, managers, administrators, and officials not subject to suspension under section 4 of United States Soccer Federation Bylaw 241, and to any amateur soccer organization in its designated territory; the Federation articles of incorporation, bylaws, policies, and requirements take precedence over and supercede the governing documents and decisions of Federal Way Soccer Association and its members to the extent applicable under Washington State law; and the Federal Way Soccer Association and its members will abide by the articles of incorporation, bylaws and requirements of the Federation and of the Washington State Youth Soccer Association, including on interplay.

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**Article 4 Boundaries and Jurisdiction**

**SECTION 1 FWSA Boundaries and Jurisdiction:**

The boundaries of this Association shall coincide with the boundaries of the Federal Way School District #210, or as defined under the Charter issued by the WSYSA. The FWSA is the official authority for all the children of the Federal Way School District #210. All youth soccer players registered with the FWSA or participating in a program administered by the FWSA are subject to the control and authority of this Association.

**SECTION 2 Member Organizations Boundaries and Jurisdiction:**

The geographical boundaries and age jurisdiction of FWSA member organizations shall be approved by the Board of Directors and are as follows:

**Federal Way Mod Soccer Club:**

This club shall have custodial responsibility for ages U-6 through U-10 with boundaries that coincide and encompass all of Federal Way school District #210. This club may choose to include any private schools that may fall within the above listed boundaries.

**Federal Way United Soccer Club:**

This club shall have custodial responsibility for youth ages U-11 through U19 with boundaries that coincide and encompass all of Federal Way School District #210. This club may choose to include any private schools that may fall within the above listed boundaries.

**Article 5 Membership**

**SECTION 1 Association Membership:**

The membership of this Association shall be by Member Organizations. All such organizations are eligible for membership subject to approval of the Board of Directors and upon payment of an annual affiliation fee.

**SECTION 2 Member Organization Teams:**

Member Organizations shall have a minimum of five (5) registered and active teams. Such teams shall be generally formed of players who reside within the geographic area specified in Article 4 of these by-laws.

**SECTION 3 Application for Membership:**

Applications for membership shall be submitted in writing to the Secretary of the Association, in the format prescribed by the Board of Directors, with copies of the organizations Constitution, by-laws and rules. Such applications shall be presented to the Board of Directors at the next meeting, following acceptance by the Secretary, and a majority vote of the Board of Directors shall constitute approval. Upon approval of the application the member organization shall be granted the custodial responsibility over the youth soccer players registered with that member organization.

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**SECTION 4 Affiliation Fee:**

The Affiliation fee for each member organization shall be an amount set by two-thirds affirmative vote of a quorum of the Board of Directors. The annual affiliation fee is due and payable to FWASA October 1<sup>st</sup> and the insurance portions of said fee are due September 1<sup>st</sup>.

**SECTION 5 Member Organizations Votes:**

All member organizations shall be entitled to one member on the Board of Directors and four votes at all regular and special meetings of the Board, except that no member organization in arrears with its dues or suspended, shall be entitled to vote or participate in the business of the Association. Members holding Board office (elected or appointed) may not represent nor hold proxy vote for clubs during Board meetings. In all business, the responsibility of the Board position supersedes the Club affiliation.

**SECTION 6 Member Organization Duties:**

It is the duty of all member organizations to uphold the purpose of the Association and to help in the supervision of all soccer activities that take place. Each member organization shall be responsible for the conduct of its players, coaches, officials and spectators. Each member organization shall take all precautions reasonable to safeguard the players, game officials and spectators. Each member organization shall make reasonable effort to protect the property, public or private, on which the game is played from damage or misuse.

**SECTION 7 Rules and Regulations:**

All member organizations shall abide by the rules and regulations of the Association. Any member organization, which attempts to circumvent a decision rendered by the Association, or which damages the interests of the Association by word or deed, shall be charged with misconduct and shall face suspension, expulsion, or lesser disciplinary action. The FWASA Disciplinary chair and his committee shall review the full particulars relating to a charge of misconduct and upon two-thirds majority vote of a quorum of the committee may suspend or expel the offending member organization or take other lesser disciplinary action considered appropriate, upon approval of the Executive Board of FWASA.

**SECTION 8 Legal Services:**

In any Disciplinary matter, no player, coach, manager, team assistant, referee, parent or officer from any member team, club, Association or organization shall engage the services of any lawyer or attorney or invoke the aid of the courts until all avenues of approach of the Disciplinary and mediation procedures are exhausted through regular channels of organized soccer.

**SECTION 9 The Referee Association:**

The Referee Association shall be entitled to one member on the Board of Directors and one vote at all regular and special meetings of the Board. The Referee Administrator shall be appointed to the Board of Directors by the Referee Association. It shall be his duty to represent FWASA at State level, be responsible for referee development and referee disciplinary review, and to be the liaison with the Washington State Soccer Referee Association. He shall be a qualified referee, shall assist the 2nd Vice President

140 of Administration with regards to the laws of the game. He shall maintain liaison  
141 between the Association and Referees Association. He shall coordinate referees  
142 clinics. He shall be a voting member of the Board of Directors.

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144 **SECTION 10 Membership Withdrawal:**

145 Any withdrawal of FWSA membership by a member organization (club) must be  
146 approved by two-thirds majority vote of the FWSA Board of Directors.

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148 **Article 6 Inter-Association Affiliation**

149 Any team or Association wishing to affiliate with the Federal Way Soccer Association for  
150 the purpose of competition or promotion of soccer, will, after signing an agreement, fall  
151 under the jurisdiction and will be governed by the Federal Way Soccer Association By-  
152 laws. Also said teams or Associations must, if requested by the Association registrar,  
153 submit to the Federal Way Soccer Association registrar, a properly filled out team roster  
154 and proof of age certificate, before any scheduling can take place.

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156 **Article 7 Board of Directors**

157 **SECTION 1 The Governing Body**

158 The Association Board of Directors shall have the right of decision on all matters  
159 pertaining to Association affairs. The Board of Directors will conduct the business of the  
160 Association, and shall consist of the elected officers, (here after referred to as the  
161 Executive Board) and the appointed officers and one Representative from each member  
162 Organization.

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164 The responsibilities of the Board of Directors and Authority shall include, but not be  
165 limited to:

- 166 1. They shall be responsible for enforcing the Constitution, by-laws and operating  
167 procedures of the FWSA
- 168 2. Approval of formation and operation of tournaments.
- 169 3. Approval of interstate and international play.
- 170 4. Removal of FWSA officers based on detrimental actions or neglect of accepted  
171 responsibilities.
- 172 5. Filling vacancies of the Executive Board.
- 173 6. To ensure member organizations by-laws are in compliance with FWSA and  
174 WSYSA bylaws.

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176 **SECTION 2 Bonding:**

177 The officers elected to President, Vice President, Secretary, Treasurer, shall be bonded  
178 by the FWSA. The FWSA Treasurer will facilitate this process.

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180 **Article 8 Executive Board**

181 **SECTION 1 Executive Board (Elected):**

182 The Executive Board of this Club shall be:

- 183 1. President
- 184 2. Vice President
- 185 3. Secretary
- 186 4. Treasurer
- 187 5. Registrar
- 188 6. 2nd Vice President of Administration

- 189 7. Fields Director
- 190 8. Referee Administrator
- 191 9. Webmaster

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193 **SECTION 2 Duties and Responsibilities of the Executive Board:**

194 The Executive Board shall be responsible for conducting the business and  
195 administrating the affairs of the Association to include, but not limited to, the following:

- 196 1. Enforcing the FWSA and WSYSA by-laws, procedures, and rules.
- 197 2. Approval and operation of any and all tournaments sponsored by the  
198 Association.
- 199 3. Approval or removal of the Association Board of Directors.
- 200 4. Recommendations to the Board of Directors for suspension or removal of the  
201 Association officers.
- 202 5. Review and make recommendations on matters to be submitted to the Board of  
203 Directors.
- 204 6. Sign order on the treasury.

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206 **SECTION 3 Officers Election Procedures:**

207 1. The Executive Board (elected) shall be elected at the Annual General Meeting by the  
208 Associations voting membership, as follows:

209 a. Officers to be elected on ODD numbered years are:

- 210 President Fields Director
- 211 Secretary Referee Administrator

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213 b. Officers to be elected in EVEN numbered years are:

- 214 Vice President 2nd Vice President of Administration
- 215 Registrar Treasurer
- 216 Webmaster

- 217 2. Thirty (30) days prior to the Annual General Meeting notification stating the date and  
218 place of the election shall be mailed electronically to each member of the Body.
- 219 3. Nominations shall be accepted from the floor at the election.
- 220 4. Prior to each election, the President shall appoint a person who is not a candidate for  
221 office to conduct the election. That person shall appoint a minimum of two (2) tellers and  
222 a secretary to pass out, collect and count the ballots in the presence of the election  
223 chair. Ballots may be distributed in advance by this committee as part of the procedure  
224 of signing in. The election results shall be announced to the membership by the election  
225 chair who shall state the number of eligible votes, the number of votes counted, the  
226 number of votes necessary to elect, and the results of the balloting.
- 227 5. A majority of votes cast shall be necessary to elect.
- 228 6. In the event an objection is raised, a recount of the ballots may be approved by the  
229 Board of Directors in a weighted, roll call vote. In the event a recount is authorized, each  
230 person running for office shall be entitled to appoint one person to monitor the recount.
- 231 7. The election chair shall then entertain a motion to destroy the ballots.

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234 **SECTION 4 Term of Office**

- 235 1. The term of office for the FWSA Executive Board shall commence immediately  
236 upon election, and shall continue until the Annual General Meeting two years  
237 hence. Outgoing officers shall assist the successors for a period not to exceed  
238 the remainder of the fiscal year, in order to assure a smooth transition. All  
239 Association officers are eligible for re-election to the same office at succeeding

240 elections. Vacancies occurring subsequent to elections shall be filled by majority  
241 vote of a quorum of the Board of Directors; except if the President is vacated, a  
242 new Vice President shall be selected. The term of office for officers elected by  
243 such election is the unexpired term of the vacated office.  
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245 2. In the event the offices of the President, Vice President, Secretary, Treasurer,  
246 Registrar, and 2nd VP of Administration are all vacated, the Board of Directors  
247 shall elect, by a majority vote, replacements for the remainder of their respective  
248 terms. In the interim, the Board of Directors shall designate a member of the  
249 Board of Directors as Acting President.  
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251 3. Any Executive Board member being absent from three (3) consecutive meetings  
252 of the Executive Board or the Board of Directors, or being negligent in  
253 responsibilities to the Association, or being in violation of the FWSA or WSYSA  
254 Code of Ethics or combination thereof, shall be subject to suspension or removal  
255 by the Board of Directors.  
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### 257 **SECTION 5 Duties and Responsibilities of Executive Board:**

258 The duties and responsibilities of the Elected officers shall be:  
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#### 260 **A. PRESIDENT:**

- 261 1. He shall call, attend, and preside over all Association and Board of Director  
262 meetings.
- 263 2. Submit a report on his/her activities at each monthly meeting
- 264 3. Supervise all activities of the Association and Board of Directors.
- 265 4. Serve as ex-officio chairman of all committees.
- 266 5. Present to the Board for approval all nominations for vacancies on the Board as  
267 necessary during his/her term of office.
- 268 6. Prepare an agenda before all meetings.
- 269 7. Present for approval, by the Executive Board, appointed Chairpersons names.
- 270 8. When requested by a majority vote of the Board of Directors, he shall call special  
271 meetings of the Board of Directors, as the need arises.
- 272 9. In his capacity as Chairman of the Board of Directors, he shall vote only in the  
273 case of a tie.  
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#### 275 **B. VICE PRESIDENT:**

- 276 1. Attend all Association monthly meetings
- 277 2. Submit a report on his activities at each meeting
- 278 3. Assume the President's duties in his absence.
- 279 4. Assist the President as required
- 280 5. He shall be responsible for communication and education of all officers and  
281 committee Directors on the Board of Directors regarding their duties and  
282 activities of their position.
- 283 6. He shall be responsible for all FWSA fund raising activities
- 284 7. He shall be a voting member of the Board of Directors.  
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#### 286 **C. SECRETARY:**

- 287 1. Attend all Association monthly meetings.
- 288 2. Submit a report on his activities at each meeting.
- 289 3. Attend to and file all correspondence and maintain a business address for the  
290 Association.

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4. He shall record and prepare the minutes for all meetings of the Board of Directors and the Association.
  5. He shall distribute to all Board members and mail member organization Presidents copies of such minutes no later than two weeks from previous Association meeting.
  6. He shall provide timely notifications of the time and place of Board of Directors meetings to all members of the Board of Directors.
  7. He shall help the President prepare meeting agendas.
  8. Call role of the Board and name any proxy voters.
  9. He shall be a voting member of the Board of Directors.

303 **D. TREASURER:**

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1. Attend all Association monthly meetings.
  2. Submit a report on his activities at each meeting.
  3. Keep financial records of all monetary transactions, including incoming and outgoing monies
  4. Maintain a checking and savings account with dual signature authority by either the President, Vice president, and Treasurer; (checks will be signed by Treasurer and one other officer)
  5. Assist with and schedule an audit on the records prior to the Annual General Meeting.
  6. He shall present a written report on the financial status at all Association meetings.
  7. Submit at the Annual General Meeting a proposed budget for the year.
  8. File a tax exempt status with the IRS yearly
  9. File yearly State Tax Form and Federal Tax Form.
  10. Pay all registration and insurance fees to WSYSA
  11. He shall be required to have all member organizations file financial information with the Association in order that they may be covered by Association tax-exempt status.
  12. He shall maintain records necessary to assure that member organizations have and maintain insurance coverage acceptable to the Association.
  13. He shall assist in adjusting, with Board approval, all departmental accounts as necessary for balanced budgeting, within the total approved budget.
  14. He shall be a voting member of the Board of Directors.

328 **E. REGISTRAR/RISK MANAGER**

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1. Attend all Association monthly meetings.
  2. Submit a report on his activities at each meeting.
  3. Coordinate Annual Player registration within the Association.
  4. Verify age of all players registered in the Association.
  5. Maintain an up to date file on all players, teams and coaches.
  6. He shall direct the club registrars in the processing of registration and transfer of players, maintenance and update of rosters.
  7. He shall maintain liaison with the WSYSA Registrar.
  8. Handle all transfers to and from teams, and to and from clubs and Associations as required by deadlines.
  9. Establish deadlines for league registrations, state cups, and player transfers.
  10. Be responsible for ensuring that all club and Association members who work with children, such as, but not limited to, the Board of Directors, Executive Board, Head and Assistant Coaches, Team Managers, fill out and return to the WSYSA, a Washington State Youth Soccer Association Volunteer form, Washington State

344 Patrol clearance form, in addition to any other FWSA or WSYSA required  
345 security form.

346 11. Maintain a liaison and work with the WSYSA Risk Manager .

347 12. He shall be a voting member of the Board of Directors.  
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349 **F. 2ND VICE PRESIDENT OF ADMINISTRATION:**

350 1. Attend all Association monthly meetings.

351 2. Submit a report on his activities at each meeting.

352 3. Preside over all Association Disciplinary matters.

353 4. He shall be responsible for prompt disposition of all protests, letters of  
354 information, complaints, appeals, and direct the proper committee to hold  
355 preliminary hearings and file a report within seven days of validation.

356 5. He shall also report to the Board of Directors on all such matters concerning  
357 protests, letters of information, complaints or appeals.

358 6. He shall attend or send a representative to all District and State disciplinary  
359 committee meetings as needed.

360 7. He shall appoint and chair the By-law Committee and review the by-laws yearly  
361 and submit proposed changes to the FWSA By-laws, in their proper format, to all  
362 Association members, a minimum of 30 days before the FWSA AGM.

363 8. Establish a Disciplinary pool to be called upon as needed.

364 9. He shall be a voting member of the Board of Directors.  
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366 **G. FIELDS DIRECTOR:**

367 1. He shall report on the availability and utilization of fields within the Federal  
368 Way area.

369 2. He shall maintain liaison with the Recreation Council, Parks Department  
370 and other organizations regarding use, condition and availability of fields  
371 for playing soccer.

372 3. He shall coordinate the activities of member organizations in acquiring and  
373 improving fields for soccer.

374 4. He shall be the representative to the Recreation Council meetings.

375 5. He shall be a voting member of the Board of Directors.

376 6. He shall assign fields to member organizations for practice and  
377 competition.  
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379 **H. REFEREE ADMINISTRATOR:**

380 1. He shall represent the FWSA at the State level.

381 2. He shall be responsible for referee development and referee disciplinary  
382 review.

383 3. He shall be the FWSA liaison with the Washington State Soccer Referee  
384 Association.

385 4. He shall be a qualified referee and shall assist the 2nd Vice President of  
386 Administration with regards to the laws of the game.

387 5. He shall coordinate referee clinics

388 6. He shall be a voting member of the Board of Directors.  
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390 **I. WEBMASTER:**

391 1. He shall be responsible for the maintenance of a web site for the Federal  
392 Way Soccer Association and its member organizations.

393 2. He shall maintain a "domain name" called "Federal Way Soccer" and shall  
394 have that domain name "hosted" by a reputable ISP.

- 395 3. He shall maintain an E-mail account and will setup forwarding of E-mail  
396 addressed to officers or officials of the FWSA. The "Website content" shall  
397 be at the direction of the Board of Directors.  
398 4. The Webmaster will be responsible for design and graphics contained on  
399 the web site.  
400 5. The Webmaster shall be a voting member of the Federal Way Soccer  
401 Association.  
402 6. He shall report on the status of the web site at the monthly meetings.  
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## 404 **Article 9 Appointed Chairpersons**

### 405 **SECTION 1 The Appointed Chairpersons Positions shall be:**

406 The Appointed Chairpersons positions shall be:

- 407 1. WSYSA/District III Representative
- 408 2. Publicity Chairperson
- 409 3. Chairman of Tournament Committee
- 410 4. Director of Coaching (ex-officio)

### 411 **SECTION 2 Duties and Responsibilities of the Appointed Chairpersons:**

412 The duties and responsibilities of the appointed chairperson shall be:

#### 413 **A. WSYSA/District III REPRESENTATIVE:**

- 414 1. Attend all Association monthly meetings.
- 415 2. Submit a report on all matters pertaining to WSYSA/District III activities,  
416 to the Board of Directors at each monthly Association meeting.
- 417 3. Represent the interests of the Association at all District III and state level  
418 meetings per prior instruction by the Board of Directors.
- 419 4. He shall be a voting member of the Board of Directors

#### 420 **B. CHAIRMAN OF TOURNAMENT COMMITTEE:**

- 421 1. Attend all Association monthly meetings.
- 422 2. Submit a report on his activities at each meeting.
- 423 3. He shall also coordinate with WSYSA Tournament Committee on all  
424 matters concerning field assignment for the WSYSA State Tournament  
425 games held within Association Boundaries and schedules for Association  
426 teams.
- 427 4. He shall be a voting member of the Board of Directors

#### 428 **C. Director of Coaching**

- 429 1. Preside over all Association development programs.
- 430 2. Coordinate development of programs for member organizations.

### 431 **SECTION 3 Appointment of Chairpersons:**

432 The appointed Chairpersons shall be appointed and approved by a majority vote of a  
433 quorum of the Board of Directors at the regular monthly meetings, which will be open to  
434 all Association members. The appointed Chairpersons shall not be voting members of  
435 the Board of Directors unless so stated.  
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### 438 **SECTION 4 Terms of Office:**

- 439 1. The term of office for the appointed Chairpersons shall commence immediately  
440 upon appointment and shall continue until the AGM two (2) years hence.  
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442 Outgoing chairpersons shall assist the successors for a period not to exceed the  
443 remainder of the fiscal year, in order to assure a smooth transition.

- 444 2. In the event any of the appointed positions become vacant, the Board of  
445 Directors shall elect, by a majority vote of a quorum, a replacement.

## 447 **Article 10 Meetings**

### 448 **SECTION 1 Annual General Meeting**

- 449 1. The Association Annual General meeting must be held before the WSYSA AGM.  
450 2. Notification of the meeting and its agenda and any proposed by-law revisions, in  
451 addition to a list of candidates for each elected office, shall be made available to  
452 all FWSA Board of Directors members at least 30 days prior the Annual General  
453 Meeting. Notification shall be issued to each member organization so that they  
454 may distribute it to their various teams no later than fifteen (15) days prior to the  
455 Annual General Meeting.
- 456 3. The order of business at the AGM shall be as follows:
- 457 a. Roll call
  - 458 b. Credentials
  - 459 c. Minutes
  - 460 d. Officer's reports
  - 461 e. Committee reports
  - 462 f. Unfinished business
  - 463 g. Proposals (by-law changes)
  - 464 h. New business
  - 465 i. Election of officers
  - 466 j. Presentation of awards
  - 467 k. Good of the game
  - 468 l. Adjournment

### 469 **SECTION 2 Voting at the AGM**

- 470 1. Voting privileges at the AGM will be subject to the following: Each member listed shall  
471 have one (1) vote each.
- 472 a. Member of the FWSA Board of Directors
  - 473 b. The Coach of record
  - 474 c. The Assistant Coach of record
  - 475 d. Any parent or guardian of a player in good standing with the Association
- 476 2. Proxy votes shall be accredited to one representative of each team or Board  
477 member in lieu of the Board member or Coach of record attending. Delegates  
478 shall be limited to a maximum of 5 votes per delegate, self (1) plus four (4) proxy  
479 votes. All proxy votes must be in writing and signed by the absent voter.

### 480 **SECTION 3 Regular Monthly Meetings**

- 481
- 482 1. A quorum of the Board of Directors shall consist of five or more elected officers  
483 and fifty percent (rounded to the next higher number) or more of the  
484 representatives from the member organizations.
- 485 2. The Association Board shall meet on a monthly basis during the playing season,  
486 time and place specified by the Association President.
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- 489 3. Special meetings of the Board of Directors may be called at the discretion of the  
490 President to resolve matters that may arise between the regular meetings of the  
491 Board.  
492 4. An agenda will be established by the President and made available before each  
493 meeting.  
494 5. Agenda for the monthly meeting shall be:  
495 a. Call to order  
496 b. Roll call  
497 c. Minutes  
498 d. Officer's reports  
499 e. Committee/Chairpersons reports  
500 f. Unfinished business  
501 g. New business  
502 h. Good of the Game  
503 i. Adjournment  
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505 6. Monthly meetings shall last no longer than two (2) hours.  
506 7. The rules contained in the current edition of Robert's Rules of Order newly  
507 revised, shall govern the Association in all cases to which they are applicable  
508 and in which they are not inconsistent with these by-laws and with any special  
509 rules of order the Association may adopt.  
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511 **SECTION 4 Voting at Monthly Meetings:**

- 512 1. The following or their proxy will have the right to vote at any meeting:  
513 a. President (as tie breaker only)  
514 b. Vice President  
515 c. Secretary  
516 d. Treasurer  
517 e. Registrar  
518 f. 2nd Vice President of Administration  
519 g. Referee Administrator  
520 h. Fields Director  
521 i. One (1) Representative from each member Organization  
522 j. WSYSA/District III Representative  
523 k. Webmaster  
524 l. Tournament Chairman  
525 m. Any parent or guardian of a player in good standing with the Association  
526 2. No Association member may have more than one (1) vote for self.  
527 3. Only a signed letter of proxy will be accepted. Signature of FWSA President, Club  
528 President, or next available officer present in the President's absence will be required.  
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530 **SECTION 5 Attendance at Meetings:**

531 Attendance at regular monthly meetings and the AGM is mandatory for all Executive  
532 Board members. Any Executive Board member unable to attend, must send a proxy  
533 voter with his (board member's) written vote. Any executive Board member, or  
534 Appointed Chairperson, missing two (2) meetings consecutively, may be asked to  
535 vacate that office.  
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539 **SECTION 6 Special General Meetings:**

- 540 1. Special General Meetings shall be called only for the purpose of removing an  
541 elected officer.
- 542 2. The order of business at such meetings:
- 543 a. Roll Call
- 544 b. Credentials
- 545 c. Report by the tribunal
- 546 d. Vote on the report
- 547 e. Adjournment
- 548 3. One vote may be cast per registered team in addition to voting members.
- 549 4. Special General Meetings may be convened by request of the President, or two  
550 (2) or more of the elected officers, or 30% or more of the Association  
551 membership.
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553 **Article 11 Finances**

554 **SECTION 1 Fiscal Year**

555 The fiscal year of this Association shall begin at 12:01 am on May 1<sup>st</sup>, and the end at  
556 11:59 pm on April 30<sup>th</sup> of the following year. All financial rules and regulations are in  
557 effect during the twelve (12) months of the fiscal year.

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559 **SECTION 2 Budget:**

- 560 1. The Treasurer, with the support of the Association Executive Board, shall  
561 prepare a proposed budget for the next fiscal year. Copies of the proposed  
562 budget, by line item, shall be submitted to the Association Board of Directors, at  
563 least thirty (30) days prior to the meeting at which it is adopted. Copies of the  
564 approved budget, by line item, shall be printed in the Annual report.
- 565 2. The budget shall be limited for any given year to expected income plus reserve  
566 for that year. The total budget shall include no less than 10% contingency fund  
567 each year.

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**SECTION 3 Registration Fees:**

1. Each player in FWSA shall pay a registration fee to his member organizations. FWSA will then assess each member organization a per player fee to cover the WSYSA player insurance and WSYSA player fees.
2. No player shall be denied the right to play soccer due to his/her inability to pay the registration fee. All players unable to meet this fee shall declare hardship to his team coach or the club registrar before the first scheduled game and uniform distribution.

**SECTION 4 Field Fund**

The organization shall establish and maintain a fund for the development and / or purchase of fields. The FWSA Board of Directors shall administer said fund, including the establishment of annual fees to be levied upon the members of the FWSA for the fund. A two-thirds affirmative vote of a quorum of the FWSA Board of Directors is required before funds may be disbursed from the field fund.

**SECTION 5 Health and Welfare Fund:**

The FWSA shall establish and maintain a Health and Welfare fund for the use of the FWSA for those activities deemed of a special nature by the FWSA member clubs, teams or individuals meeting requirements of financial aid. A two-thirds affirmative vote of a quorum of the FWSA Board of Directors is required before funds may be disbursed from the Health and Welfare fund. Funds for the Health and Welfare fund will be acquired by donations, fund raisers, contributions and “found” money.

**SECTION 6 Annual Reports:**

A written annual report shall be published each year. Such report shall include:

1. Presidents report
2. Treasurer’s report
3. Reports from each standing Committee Director
4. Reports from each member organization.

The annual report shall be compiled by the Secretary and forwarded to each member organization no later than thirty days after the Annual General Meeting.

**SECTION 7 Audit:**

The financial books and accounts maintained by the Treasurer shall be audited at the end of each Treasurer’s term, or every two (2) years which ever comes first.

**Article 12 Fund Raising**

**SECTION 1 Fund Raising:**

All fund raising activities will comply with the current issue of the Washington State charitable Solicitations Act, RCW 19.09, as revised. The Association Treasurer will obtain a copy of said act at the beginning of each fiscal year and provide this information to member organizations. Member organizations failing to comply with this Article may be charged with misconduct.

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**SECTION 2 Approved Areas of Fund Raising:**

Fund raising by member organizations shall be restricted to the geographic area served by the member organization except as otherwise approved by the Board of Directors. All fund raising shall be undertaken only with prior approval of the Board of Directors.

**SECTION 3 Sponsorship:**

No member organization shall approach a sponsor committed to another member organization for the purpose of enticing the sponsor away from the other. Copies of sponsorship agreements will be forwarded to the Secretary of the Association upon execution. The Secretary will compile and maintain up to date records of the Association sponsors.

**Article 13 Insurance:**

**Section 1 Insurance:**

All member organizations are required to purchase athletic insurance provided by the WSYSA. Full particulars regarding insurance coverage's are available through the WSYSA Office and FWSA Insurance Coordinator (WSYSA Representative).

**SECTION 2 Insurance Claims:**

All insurance claims will be coordinated with the WSYSA Representative.

**Article 14 Year**

**SECTION 1 Seasonal Year:**

1. The seasonal year of the club shall begin September 1, and end on August 31, of the following year. Insurance coverage shall be for the same period of time.
2. Team rosters for existing teams will be in effect September 1 through May 1 of the following year, except for teams participating in Regional or national competition.

**Article 15 By-law Amendments**

**SECTION 1 By-law Amendments:**

1. Amendments to these by-laws may be affected at the Annual General Meeting upon affirmative vote of the majority of the accredited delegates.
2. A proposed amendment to the by-laws must be submitted in writing to the Secretary of the Association not later than forty-five days (45) preceding the Annual General Meeting.

**SECTION 2 By-law Conflicts:**

Any case in which these by-laws are in conflict or become in conflict with the by-laws of the WSYSA, the WSYSA will take precedence, and these by-laws shall be amended at the next Annual General Meeting to eliminate the cause of conflict.

**SECTION 3 Provisional By-laws:**

The Board of Directors, by two-thirds majority vote of a quorum of the Board of Directors, may, from time to time, make temporary rules or regulations governing specific cases or occasions **not provided for in the existing by-laws**, but which may be necessary for carrying out the purpose and objectives of the Association.

662 Provisional rules that were approved during the season, shall remain in effect only until  
663 the next Annual General Meeting and must be submitted for ratification at the next  
664 Annual General Meeting for adoption into the by-laws if approved by a majority vote of a  
665 quorum of the eligible membership.  
666

## 667 **Article 16 Player Registration**

### 668 **SECTION 1 Player Limitations:**

- 670 1. No player shall be denied the opportunity to participate due to physical and/or  
671 mental limitation.
- 672 2. No player shall be denied the opportunity to participate, due to his/her inability to  
673 pay the registration fee. Each member organization shall make every reasonable  
674 effort to assure that all players under their authority receive the opportunity to  
675 participate in the game of soccer, and thus will register said player as a hardship  
676 and allow said player to participate.  
677

### 678 **SECTION 2 Player Registration:**

679 Each member organization must use a player registration form that is approved by the FWSA.  
680 Such form shall include, name, address, telephone number, date of birth, and a signed  
681 emergency medical authorization treatment form.

682 Each team Coach shall be responsible for collecting and submitting to his member organization  
683 or Association's registrars by stated deadlines the following items:

- 684 1. Documented registration for each team member.
- 685 2. Any club registration fees due from each of his team players.
- 686 3. Appropriate proof of age for each of his team players.

687 The following are acceptable documents for proof of age: certified birth certificate, birth  
688 registration issued by an appropriate government agency, Board of Health records, passport,  
689 alien registration card issued by the United States Government, a certificate issued by the  
690 Immigration and Naturalization Service attesting to age or a certification of an American citizen  
691 born abroad issued by the appropriate government agency. Hospital or baptismal or religious  
692 certificates will not be accepted.  
693

### 694 **SECTION 3 Player Transfers:**

695 Transfers will be held in accordance with WSYSA guidelines.  
696

### 697 **SECTION 4 Residency Changes:**

698 In case of a residency change, a player may not be compelled to transfer from a team of  
699 which he has been a registered member prior to changing residence.  
700

## 701 **Article 17 Player Team Assignments**

702 Except as otherwise specified in these by-laws, all players will be assigned to teams  
703 based on their age as of August 1<sup>st</sup> of the seasonal year.

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**SECTION 1 Player Age Definition:**

- U-6 player has not reached 6<sup>th</sup> birthday before August 1.
- U-7 player has not reached 7<sup>th</sup> birthday before August 1.
- U-8 player has not reached 8<sup>th</sup> birthday before August 1.
- U-9 player has not reached 9<sup>th</sup> birthday before August 1.
- U-10 player has not reached 10<sup>th</sup> birthday before August 1.
- U-11 player has not reached 11<sup>th</sup> birthday before August 1.
- U-12 player has not reached 12<sup>th</sup> birthday before August 1.
- U-13 player has not reached 13<sup>th</sup> birthday before August 1.
- U-14 player has not reached 14<sup>th</sup> birthday before August 1.
- U-15 player has not reached 15<sup>th</sup> birthday before August 1.
- U-16 player has not reached 16<sup>th</sup> birthday before August 1.
- U-17 player has not reached 17<sup>th</sup> birthday before August 1.
- U-18 player has not reached 18<sup>th</sup> birthday before August 1.
- U-19 player has not reached 19<sup>th</sup> birthday before August 1.

**SECTION 2 Playing Down:**

As per WSYSA guidelines

**SECTION 3 Overage Players:**

Unless having been granted special permission by the FWSA and the WSYSA due to a physical or mental disability, any team playing a player who is over age according to the above age definitions listed in these by-laws, shall forfeit the game(s) in which such player takes part.

**Article 18 Athletic Policies and Player Participation**

**Section 1 Player Participation:**

Except for disciplinary reasons or illness or injury, every player assigned to a team, who is present and in proper uniform at the game, shall play a portion of all games in which a FWSA registered team participates. Each player has the right to play in every game. For U11 and below: Each player will play 50% of each game, and for U12 and above: It is recommended that each player participate a minimum of ten (10) minutes per half in each game.

**SECTION 2 Try-outs:**

Team try-outs are not allowed until U-11 and above.

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**Article 19 Uniform and Equipment**

**SECTION 1 Uniforms and Equipment:**

Shall be in accordance with FIFA rules.

**SECTION 2 Member Organization Colors:**

Member organizations may reserve specific uniform color combinations for their exclusive use. Organizations desiring to take advantage of this option should contact the Association Secretary, and if there is no prior color reservation conflict, the specific color combination thereof will be assigned to the exclusive use of the requesting organization.

**Article 20 Team Sponsorship**

**SECTION 1 Individual Team Sponsorship:**

Each team may actively seek their own sponsor, and such moneys paid to the team may be used for the team's expenses. All sponsors must be approved by the member Organizations Board of Directors and comply with Article 12 sections 1, 2, and 3 of these by-laws.

**Article 21 Team Staff**

**SECTION 1 Coaches and Staff / WSYSA and WSP Forms:**

Each team in FWSA must have a head coach who is at least 18 years of age. Each coach may choose to have an assistant coach and a team manager. Every individual on each team, who works with the players MUST complete a Washington State Patrol form and a WSYSA volunteer form every two (2) years.

**Article 22 Rules of Competition**

**SECTION 1 Organized Teams:**

Member Organizations shall organize teams within their various designated age divisions. All such teams will be registered with the Association Registrar, and all teams so registered will be organized into leagues and accordingly scheduled games by the Club, Association, District and State, whichever is appropriate.

**SECTION 2 Association Affiliation for Scheduling:**

Teams from outside Federal Way Soccer Association may affiliate with the FWSA for scheduling purposes only. In which case a certificate of insurance must be filed with the FWSA Secretary by the parent organization of said team. Affiliation fees, if any, will be set annually by the Board of Directors. All said teams will adhere to the FWSA By-laws.

**SECTION 3 Deadlines for Roster Additions:**

Each year the Association will establish a date after which time players may not be added to the roster of any team affiliated with a member organization.

**Article 23 Special Game Rules**

**SECTION 1 Player Participation in Senior Amateur Soccer:**

Refer to WSYSA rules.

788

789 **Article 24 Jamboree, Tournaments, and Cup Games**

790 The control, organization and decisions for conducting jamborees, tournaments and cup games  
791 is vested in the Association. Rules, regulations, schedules, entry fees and so forth, will be  
792 determined on an individual basis depending solely upon participation, timing and requirements  
793 for such competition. The Board of Directors will supervise through special and standing  
794 committees all matters pertaining to such competitions.

795

796 **Article 25 Disciplinary Procedure**

797 The FWSA Disciplinary Committee shall have the power to discipline any FWSA member,  
798 player, coach, or parent whose actions have willfully violated these by-laws, constitution or  
799 operating procedures or who's actions are detrimental to the purposes of the FWSA. Penalties  
800 may consist of, but are not limited to, warnings, temporary or permanent exclusion from the  
801 activities of the FWSA.

802

803 A claim of ignorance of these policies, procedures or by-laws shall not be satisfactory grounds  
804 for the alteration or waiving of such polices or procedures.

805

806 The Association 2nd VP of Administration will follow the WSYSA's most current administrative  
807 handbook for all disciplinary matters.

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809

810 **SECTION 1 Disciplinary Committee:**

- 811 1. The Disciplinary Committee shall have sole responsibility for disciplinary  
812 recommendations.
- 813 2. Any parties' directly/indirectly involved in alleged violation shall not serve on the  
814 Disciplinary Committee proceedings.
- 815 3. Disciplinary Committee shall be formed from a disciplinary pool and shall consist  
816 of a minimum of two (2) non-partisan persons plus the Disciplinary Chair.
- 817 4. The Disciplinary Committee shall be formed on an as need basis.
- 818 5. The Disciplinary Chair shall vote only in a tie.

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821 **SECTION 2 Cause of Action Filing Requirements:**

822 Any hearing of a protest, appeal, or allegation of misconduct must be as the result of a  
823 properly submitted written cause of action. No hearing or other administrative action  
824 shall result from circumstances or charges which are only communicated verbally.

825

826 **SECTION 3 Rules of Competition – Protests and Misconduct Filing Procedures:**

827 Protests are usually related to a specific game or administrative action, and are filed by  
828 one of the involved team officials. Only those teams involved are permitted to protest a  
829 game result.

830

831 Protests must be based upon violation of the published rules of the competition or  
832 WSYSA Rules and Regulations or FIFA Laws of the game.

833

834 The rights of protest and appeal within the rules of the competition must be exhausted  
835 before proceeding to the next level of authority defined within these by-laws.

836

- 837 1. The FWSA Disciplinary Committee will deal with all protests and misconduct  
838 reports arising out of competitions conducted by the FWSA. The FWSA 2<sup>nd</sup> VP of  
839 Administration will also hear appeals arising from the member organizations  
840 Disciplinary and administrative decisions. Appeals from decisions of the hearing  
841 body for alleged misconduct having consequences beyond FWSA shall be  
842 directed to WSYSA.  
843
- 844 2. District III will deal with all protest and misconduct reports arising out of  
845 competitions conducted by that District.  
846
- 847 3. The WSYSA conduct committee will deal with all misconduct reports arising out  
848 of competitions conducted by WSYSA. WSYSA Protests and Appeals will deal  
849 with all protests and appeals arising out of competitions conducted by WSYSA.  
850
- 851 4. Any protest must be in regards to the laws of the game. Protesting coach must  
852 inform opposing coach and referee about his intent to protest game BEFORE  
853 LEAVING THE GAME FIELD.  
854
- 855
- 856 5. Any protest must be submitted in writing, via **CERTIFIED OR REGISTERED**  
857 **MAIL**, accompanied by a \$50.00 fee (money order or cashiers check only, no  
858 personal checks or cash) to the FWSA 2nd Vice President of Administration,  
859 within forty-eight (48) hours of the event being protested. The fee, less expenses,  
860 is refundable if the protest is upheld, or retained and deposited if the protest is  
861 denied.  
862
- 863 6. Any protest must be submitted with the following:  
864 a. A SIGNED letter of protest, explaining the exact law or procedure that you  
865 feel was violated, in addition to the specifics of the complaint, i.e. how and  
866 by whom it was allegedly violated.  
867 b. Any supporting documents to support your case making sure they are all  
868 signed, (typed signatures are unacceptable) and contain names and  
869 phone numbers for all parties submitting documents.  
870 c. A statement of the desired resolution.  
871 d. \$50.00 filing fee stated above in item "5".  
872

873 **SECTION 4 Filing Procedures for Appeals:**

874 Appeals arise as the result of an adverse decision from a protest hearing, administrative action,  
875 disciplinary hearing, or lower level appeal. Only those parties to the original action, who are  
876 adversely impacted by such decisions, shall be allowed to appeal.  
877

878 An appeal shall not have the effect of "staying" a previous ruling. Previous decisions remain in  
879 force, pending the result of the appeal.  
880

- 881 4- The FWSA Disciplinary Committee will hear appeals arising from the member  
882 organizations disciplinary and administrative decisions.  
883
- 884 2. Any appeal must be submitted via **CERTIFIED OR REGISTERED U.S. MAIL** to the  
885 proper disciplinary authority designated in item "1" above, within forty-eight (48) hours of

886 the receipt by the appellant of the prior adverse ruling (Sundays and Holidays excluded  
887 unless the rules of the competition state otherwise) and must include the following:

- 888 a. A written, signed letter explaining your exact reason for appealing, listing the  
889 exact violation of the laws or procedures.
- 890 b. The original document of the protest, appeal or alleged misconduct.
- 891 c. All supporting documents (signed) with names and phone numbers of persons  
892 submitting documents.
- 893 d. A statement of desired resolution.
- 894 e. Filing fee of \$50.00, which will be refunded, less expenses, if your appeal is  
895 upheld, or retained and deposited if the appeal is denied.

- 896
- 897 3. The appellant must inform the lower disciplinary body of his intent to appeal by sending  
898 the chairman of the lower-level hearing board one (1) copy of the letter of appeal also  
899 within forty-eight (48) hours of receipt of the lower level ruling. This copy shall be  
900 submitted via **CERTIFIED OR REGISTERED MAIL**.

901  
902 Upon such notice, the chairman of the lower level hearing board shall immediately  
903 submit all retained evidence and documentation to the next higher level chairman. This  
904 submittal shall also be by **CERTIFIED OR REGISTERED MAIL**.

#### 905 **SECTION 6 General Grievances:**

906 A grievance is a complaint of a general nature, which is not based upon specific rule  
907 violations, or upon a specific administrative decision (or lack of decision). General  
908 grievances are not handled through protest, appeals, or disciplinary hearing processes.  
909

910 Grievances may be heard on an informal basis by the appropriate competition authority.  
911

912 The Member organizations grievances shall be heard by their respective Executive  
913 Boards, then appealed to the FWSA Executive Board.  
914

#### 915 **SECTION 7 Tribunals:**

916 Upon two-thirds affirmative vote of a quorum of the Board of Directors a Tribunal shall  
917 be appointed by the Board and chaired by the FWSA 2nd VP of Administration, to  
918 review the conduct of an officer. Such Tribunal shall consist of Association members not  
919 then serving on the Board of Directors. Each member organization shall be represented  
920 on the Tribunal. The Tribunal shall serve for thirty calendar days. Upon unanimous vote  
921 of the Tribunal, a Special General Meeting shall be called for the purpose of removing  
922 an elected officer from office prior to the expiration of his term. Upon two-thirds vote of  
923 a quorum of accredited delegates at such a meeting, the office shall be declared vacant,  
924 and shall be subsequently filled in accordance with these by-laws.  
925

#### 926 **Article 26 Discipline**

927 Coaches and /or staff, players and parents or guardians and spectators of youth soccer games  
928 while playing on or associated with a FWSA or member team may be brought before either the  
929 club, FWSA or WSYSA Disciplinary board, to be reviewed, disciplined or terminated for  
930 committing any of the following  
931

#### 932 **SECTION 1 Actions deeming disciplinary review/action:**

- 933 1. Conviction of a felony as defined by the revised code of WSYSA.
- 934 2. Striking, kicking, or spitting upon a player, or spectator.
- 935

- 936 3. Directing profane remarks at players, or spectators.
- 937 4. Un-sportsman like conduct.
- 938 5. Receiving a red or two yellow cards during league or tournament play.
- 939 6. Violation of these rules and regulations or decisions of the Club Board.
- 940 7. Violation of the Club, FWSA or WSYSA Code (coaches and other) of Ethics.

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**SECTION 2 Referee/linesman Abuse and Assault:**

944 This club will have a zero tolerance against referee abuse or assault. Any allegations of  
945 abuse or assault against a game official (referees and linesmen) will be immediately  
946 directed to the WSYSA Board of Protest and Appeals for review and possible  
947 disciplinary action. Referee abuse and assault may be defined as, but not limited to the  
948 following:

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950

**ABUSE**

- 951 1. Using foul or abusive language toward a referee or linesman.
- 952 2. Spewing any beverage on a referee's personal property.
- 953 3. Verbally threatening a referee.
- 954 4. Verbal threats or remarks that carry the implied direct threat of physical harm,  
955 such as "I'll get you after the game" or "you won't get out of here in one piece,"  
956 shall be deemed referee abuse.
- 957 5. Any comments directed, derogatory or not, at the referee, or about the referee,  
958 can be deemed referee abuse. This includes, before and after the game, on and  
959 off the field, including the parking lot.

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**ASSAULT**

1. Hitting, kicking, punching, choking, spitting on or at, grabbing or bodily running into a referee or linesman.
2. Kicking or throwing an object at a referee or linesman that could inflict injury.
3. Damaging a referees uniform or personal property, i.e. car, equipment, flags.
4. Any unwanted physical contact with a referee and/or linesman or his personal property can be deemed referee assault.

**SECTION 3 SPECTATOR CONDUCT:**

In general, the game is to be observed in a manner consistent with a safe physical and emotional environment for the participants. Spectators are expected to conduct themselves accordingly. Smoking or consumption of alcoholic beverages at the game site is prohibited.

Spectators are allowed to watch the game from the middle ½ of the sidelines and shall be no closer than two (2) yards from the touchline. Spectators must remain between the penalty areas.

Spectators shall be dismissed from the game field, by the coach, for flagrant un-sportsman-like infractions including but not limited to: swearing, physical violence or physical or verbal intimidation or degradation of players, coaches, or referees.

The Federal Way Youth Soccer Association allows the coach to drop or suspend a player from a team if the parent or guardian’s behavior is in flagrant violation of the rules of spectator conduct.

**SECTION 4 Disciplinary Hearings:**

Disciplinary hearings result from allegations of misconduct. Such misconduct must be a violation of a published rule, regulation or procedure.

A disciplinary committee shall only hear allegations of misconduct, which are lodged against individuals or entities within the jurisdiction of the convening authority.

Only the elected and or appointed officials of duly constituted clubs, leagues, or tournament committees, or WSYSA administration may bring charges of misconduct. Referees are recognized as officials of such organizations in matters regarding game conduct.

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1001 **Article 27 Coaches Code of Ethics**

1002

1003 Refer to WSYSA Administrative Handbook rule 608.2 for ethics code.

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