

FEDERAL WAY SOCCER ASSOCIATION

Bylaws Adopted March 2008

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the by-laws of the Association as approved or amended, and in the charter issued by the WSYSA, except when these are superseded by those of the WSYSA by-laws and Constitution.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

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

52 official authority for all the children of the Federal Way School District #210. All youth soccer
53 players registered with the FWSA or participating in a program administered by the FWSA are
54 subject to the control and authority of this Association.

55
56 **SECTION 2 Member Organizations Boundaries and Jurisdiction:**

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

59
60 **Federal Way Mod Soccer Club:**

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

64
65 **Federal Way United Soccer Club:**

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

69
70 **Article 5 Membership**

71 **SECTION 1 Association Membership:**

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

75
76 **SECTION 2 Member Organization Teams:**

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

80
81 **SECTION 3 Application for Membership:**

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

89
90 **SECTION 4 Affiliation Fee:**

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

94
95 **SECTION 5 Member Organizations Votes:**

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

103 **SECTION 6 Member Organization Duties:**

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

110
111 **SECTION 7 Rules and Regulations:**

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

120
121 **SECTION 8 Legal Services:**

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

126
127 **SECTION 9 The Referee Association:**

128 The Referee Association shall be entitled to one member on the Board of Directors and one
129 vote at all regular and special meetings of the Board. The Referee Administrator shall be
130 appointed to the Board of Directors by the Referee Association. It shall be his duty to represent
131 FWSA at State level, be responsible for referee development and referee disciplinary review,
132 and to be the liaison with the Washington State Soccer Referee Association. He shall be a
133 qualified referee, shall assist the 2nd Vice President of Administration with regards to the laws
134 of the game. He shall maintain liaison between the Association and Referees Association. He
135 shall coordinate referees clinics. He shall be a voting member of the Board of Directors.

136
137 **SECTION 10 Membership Withdrawal:**

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

140
141 **Article 6 Inter-Association Affiliation**

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

148
149 **Article 7 Board of Directors**

150 **SECTION 1 The Governing Body**

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

- 155
156 The responsibilities of the Board of Directors and Authority shall include, but not be limited to:
157 1. They shall be responsible for enforcing the Constitution, by-laws and operating
158 procedures of the FWSA
159 2. Approval of formation and operation of tournaments.
160 3. Approval of interstate and international play.
161 4. Removal of FWSA officers based on detrimental actions or neglect of accepted
162 responsibilities.
163 5. Filling vacancies of the Executive Board.
164 6. To ensure member organizations by-laws are in compliance with FWSA and WSYSA
165 bylaws.

166
167 **SECTION 2 Bonding:**

168 The officers elected to President, Vice President, Secretary, Treasurer, shall be bonded by the
169 FWSA. The FWSA Treasurer will facilitate this process.
170

171 **Article 8 Executive Board**

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

173 The Executive Board of this Club shall be:

- 174 1. President
175 2. Vice President
176 3. Secretary
177 4. Treasurer
178 5. Registrar
179 6. 2nd Vice President of Administration
180 7. Fields Director
181 8. Referee Administrator
182 9. Webmaster
183

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

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

- 187 1. Enforcing the FWSA and WSYSA by-laws, procedures, and rules.
188 2. Approval and operation of any and all tournaments sponsored by the Association.
189 3. Approval or removal of the Association Board of Directors.
190 4. Recommendations to the Board of Directors for suspension or removal of the
191 Association officers.
192 5. Review and make recommendations on matters to be submitted to the Board of
193 Directors.
194 6. Sign order on the treasury.
195

196 **SECTION 3 Officers Election Procedures:**

- 197 1. The Executive Board (elected) shall be elected at the Annual General Meeting by the
198 Associations voting membership, as follows:
199 a. Officers to be elected on ODD numbered years are:
200 President Fields Director
201 Secretary Referee Administrator
202
203 b. Officers to be elected in EVEN numbered years are:
204 Vice President 2nd Vice President of Administration
205 Registrar Treasurer
206 Webmaster

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

SECTION 4 Term of Office

- 222
223
224 1. The term of office for the FWSA Executive Board shall commence immediately upon
225 election, and shall continue until the Annual General Meeting two years hence.
226 Outgoing officers shall assist the successors for a period not to exceed the remainder of
227 the fiscal year, in order to assure a smooth transition. All Association officers are eligible
228 for re-election to the same office at succeeding elections. Vacancies occurring
229 subsequent to elections shall be filled by majority vote of a quorum of the Board of
230 Directors; except if the President is vacated, a new Vice President shall be selected.
231 The term of office for officers elected by such election is the unexpired term of the
232 vacated office.
233
234
- 235 2. In the event the offices of the President, Vice President, Secretary, Treasurer, Registrar,
236 and 2nd VP of Administration are all vacated, the Board of Directors shall elect, by a
237 majority vote, replacements for the remainder of their respective terms. In the interim,
238 the Board of Directors shall designate a member of the Board of Directors as Acting
239 President.
240
- 241 3. Any Executive Board member being absent from three (3) consecutive meetings of the
242 Executive Board or the Board of Directors, or being negligent in responsibilities to the
243 Association, or being in violation of the FWSA or WSYSA Code of Ethics or combination
244 thereof, shall be subject to suspension or removal by the Board of Directors.

SECTION 5 Duties and Responsibilities of Executive Board:

247 The duties and responsibilities of the Elected officers shall be:

A. PRESIDENT:

- 250 1. He shall call, attend, and preside over all Association and Board of Director
251 meetings.
- 252 2. Submit a report on his/her activities at each monthly meeting
- 253 3. Supervise all activities of the Association and Board of Directors.
- 254 4. Serve as ex-officio chairman of all committees.
- 255 5. Present to the Board for approval all nominations for vacancies on the Board as
256 necessary during his/her term of office.
- 257 6. Prepare an agenda before all meetings.
- 258 7. Present for approval, by the Executive Board, appointed Chairpersons names.

- 259 8. When requested by a majority vote of the Board of Directors, he shall call special
260 meetings of the Board of Directors, as the need arises.
261 9. In his capacity as Chairman of the Board of Directors, he shall vote only in the
262 case of a tie.
263

264 **B. VICE PRESIDENT:**

- 265 1. Attend all Association monthly meetings
266 2. Submit a report on his activities at each meeting
267 3. Assume the President's duties in his absence.
268 4. Assist the President as required
269 5. He shall be responsible for communication and education of all officers and
270 committee Directors on the Board of Directors regarding their duties and
271 activities of their position.
272 6. He shall be responsible for all FWSA fund raising activities
273 7. He shall be a voting member of the Board of Directors.
274

275 **C. SECRETARY:**

- 276 1. Attend all Association monthly meetings.
277 2. Submit a report on his activities at each meeting.
278 3. Attend to and file all correspondence and maintain a business address for the
279 Association.
280 4. He shall record and prepare the minutes for all meetings of the Board of
281 Directors and the Association.
282 5. He shall distribute to all Board members and mail member organization
283 Presidents copies of such minutes no later than two weeks from previous
284 Association meeting.
285 6. He shall provide timely notifications of the time and place of Board of Directors
286 meetings to all members of the Board of Directors.
287 7. He shall help the President prepare meeting agendas.
288 8. Call role of the Board and name any proxy voters.
289 9. He shall be a voting member of the Board of Directors.
290
291

292 **D. TREASURER:**

- 293 1. Attend all Association monthly meetings.
294 2. Submit a report on his activities at each meeting.
295 3. Keep financial records of all monetary transactions, including incoming and
296 outgoing monies
297 4. Maintain a checking and savings account with dual signature authority by either
298 the President, Vice president, and Treasurer; (checks will be signed by Treasurer
299 and one other officer)
300 5. Assist with and schedule an audit on the records prior to the Annual General
301 Meeting.
302 6. He shall present a written report on the financial status at all Association
303 meetings.
304 7. Submit at the Annual General Meeting a proposed budget for the year.
305 8. File a tax exempt status with the IRS yearly
306 9. File yearly State Tax Form and Federal Tax Form.
307 10. Pay all registration and insurance fees to WSYSA
308 11. He shall be required to have all member organizations file financial information
309 with the Association in order that they may be covered by Association tax-exempt
310 status.

- 311 12. He shall maintain records necessary to assure that member organizations have
312 and maintain insurance coverage acceptable to the Association.
313 13. He shall assist in adjusting, with Board approval, all departmental accounts as
314 necessary for balanced budgeting, within the total approved budget.
315 14. He shall be a voting member of the Board of Directors.
316

317 **E. REGISTRAR/RISK MANAGER**

- 318 1. Attend all Association monthly meetings.
319 2. Submit a report on his activities at each meeting.
320 3. Coordinate Annual Player registration within the Association.
321 4. Verify age of all players registered in the Association.
322 5. Maintain an up to date file on all players, teams and coaches.
323 6. He shall direct the club registrars in the processing of registration and
324 transfer of players, maintenance and update of rosters.
325 7. He shall maintain liaison with the WSYSA Registrar.
326 8. Handle all transfers to and from teams, and to and from clubs and Associations
327 as required by deadlines.
328 9. Establish deadlines for league registrations, state cups, and player transfers.
329 10. Be responsible for ensuring that all club and Association members who work with
330 children, such as, but not limited to, the Board of Directors, Executive Board,
331 Head and Assistant Coaches, Team Managers, fill out and return to the WSYSA,
332 a Washington State Youth Soccer Association Volunteer form, Washington State
333 Patrol clearance form, in addition to any other FWSA or WSYSA required
334 security form.
335 11. Maintain a liaison and work with the WSYSA Risk Manager .
336 12. He shall be a voting member of the Board of Directors.
337

338 **F. 2ND VICE PRESIDENT OF ADMINISTRATION:**

- 339 1. Attend all Association monthly meetings.
340 2. Submit a report on his activities at each meeting.
341 3. Preside over all Association Disciplinary matters.
342 4. He shall be responsible for prompt disposition of all protests, letters of
343 information, complaints, appeals, and direct the proper committee to hold
344 preliminary hearings and file a report within seven days of validation.
345 5. He shall also report to the Board of Directors on all such matters concerning
346 protests, letters of information, complaints or appeals.
347 6. He shall attend or send a representative to all District and State disciplinary
348 committee meetings as needed.
349 7. He shall appoint and chair the By-law Committee and review the by-laws yearly
350 and submit proposed changes to the FWSA By-laws, in their proper format, to all
351 Association members, a minimum of 30 days before the FWSA AGM.
352 8. Establish a Disciplinary pool to be called upon as needed.
353 9. He shall be a voting member of the Board of Directors.
354

355 **G. FIELDS DIRECTOR:**

- 356 1. He shall report on the availability and utilization of fields within the Federal Way
357 area.
358 2. He shall maintain liaison with the Recreation Council, Parks Department and
359 other organizations regarding use, condition and availability of fields for playing
360 soccer.
361 3. He shall coordinate the activities of member organizations in acquiring and
362 improving fields for soccer.
363 4. He shall be the representative to the Recreation Council meetings.

- 364 5. He shall be a voting member of the Board of Directors.
365 6. He shall assign fields to member organizations for practice and competition.
366

367 **H. REFEREE ADMINISTRATOR:**

- 368 1. He shall represent the FWSA at the State level.
369 2. He shall be responsible for referee development and referee disciplinary review.
370 3. He shall be the FWSA liaison with the Washington State Soccer Referee
371 Association.
372 4. He shall be a qualified referee and shall assist the 2nd Vice President of
373 Administration with regards to the laws of the game.
374 5. He shall coordinate referee clinics
375 6. He shall be a voting member of the Board of Directors.
376

377 **I. WEBMASTER:**

- 378 1. He shall be responsible for the maintenance of a web site for the Federal Way
379 Soccer Association and its member organizations.
380 2. He shall maintain a "domain name" called "Federal Way Soccer" and shall have
381 that domain name "hosted" by a reputable ISP.
382 3. He shall maintain an E-mail account and will setup forwarding of E-mail
383 addressed to officers or officials of the FWSA. The "Website content" shall be at
384 the direction of the Board of Directors.
385 4. The Webmaster will be responsible for design and graphics contained on the
386 web site.
387 5. The Webmaster shall be a voting member of the Federal Way Soccer
388 Association.
389 6. He shall report on the status of the web site at the monthly meetings.
390

391 **Article 9 Appointed Chairpersons**

392 **SECTION 1 The Appointed Chairpersons Positions shall be:**

393 The Appointed Chairpersons positions shall be:

- 394 1. WSYSA/District III Representative
395 2. Publicity Chairperson
396 3. Chairman of Tournament Committee
397 4. Director of Coaching (ex-officio)
398

399 **SECTION 2 Duties and Responsibilities of the Appointed Chairpersons:**

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

401 **A. WSYSA/District III REPRESENTATIVE:**

- 402 1. Attend all Association monthly meetings.
403 2. Submit a report on all matters pertaining to WSYSA/District III activities, to the
404 Board of Directors at each monthly Association meeting.
405 3. Represent the interests of the Association at all District III and state level
406 meetings per prior instruction by the Board of Directors.
407 4. He shall be a voting member of the Board of Directors

408 **B. CHAIRMAN OF TOURNAMENT COMMITTEE:**

- 409 1. Attend all Association monthly meetings.
410 2. Submit a report on his activities at each meeting.
411 3. He shall also coordinate with WSYSA Tournament Committee on all matters
412 concerning field assignment for the WSYSA State Tournament games held
413 within Association Boundaries and schedules for Association teams.
414 4. He shall be a voting member of the Board of Directors

415 **C. Director of Coaching**

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

SECTION 3 Appointment of Chairpersons:

The appointed Chairpersons shall be appointed and approved by a majority vote of a quorum of the Board of Directors at the regular monthly meetings, which will be open to all Association members. The appointed Chairpersons shall not be voting members of the Board of Directors unless so stated.

SECTION 4 Terms of Office:

1. The term of office for the appointed Chairpersons shall commence immediately upon appointment and shall continue until the AGM two (2) years hence. Outgoing chairpersons shall assist the successors for a period not to exceed the remainder of the fiscal year, in order to assure a smooth transition.
2. In the event any of the appointed positions become vacant, the Board of Directors shall elect, by a majority vote of a quorum, a replacement.

Article 10 Meetings

SECTION 1 Annual General Meeting

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

SECTION 2 Voting at the AGM

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

SECTION 3 Regular Monthly Meetings

- 468
469
470
471
472
473
474
475
476
477
478
479
480
481
482
483
484
485
486
487
488
489
490
491
492
493
494
1. A quorum of the Board of Directors shall consist of five or more elected officers and fifty percent (rounded to the next higher number) or more of the representatives from the member organizations.
 2. The Association Board shall meet on a monthly basis during the playing season, time and place specified by the Association President.
 3. Special meetings of the Board of Directors may be called at the discretion of the President to resolve matters that may arise between the regular meetings of the Board.
 4. An agenda will be established by the President and made available before each meeting.
 5. Agenda for the monthly meeting shall be:
 - a. Call to order
 - b. Roll call
 - c. Minutes
 - d. Officer's reports
 - e. Committee/Chairpersons reports
 - f. Unfinished business
 - g. New business
 - h. Good of the Game
 - i. Adjournment
 6. Monthly meetings shall last no longer than two (2) hours.
 7. The rules contained in the current edition of Robert's Rules of Order newly revised, shall govern the Association in all cases to which they are applicable and in which they are not inconsistent with these by-laws and with any special rules of order the Association may adopt.

495 **SECTION 4 Voting at Monthly Meetings:**

- 496
497
498
499
500
501
502
503
504
505
506
507
508
509
510
511
512
513
1. The following or their proxy will have the right to vote at any meeting:
 - a. President (as tie breaker only)
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Registrar
 - f. 2nd Vice President of Administration
 - g. Referee Administrator
 - h. Fields Director
 - i. One (1) Representative from each member Organization
 - j. WSYSA/District III Representative
 - k. Webmaster
 - l. Tournament Chairman
 - m. Any parent or guardian of a player in good standing with the Association
 2. No Association member may have more than one (1) vote for self.
 3. Only a signed letter of proxy will be accepted. Signature of FWSA President, Club President, or next available officer present in the President's absence will be required.

514 **SECTION 5 Attendance at Meetings:**

515 Attendance at regular monthly meetings and the AGM is mandatory for all Executive Board
516 members. Any Executive Board member unable to attend, must send a proxy voter with his
517 (board member's) written vote. Any executive Board member, or Appointed Chairperson,
518 missing two (2) meetings consecutively, may be asked to vacate that office.

519
520

521
522
523
524
525
526
527
528
529
530
531
532
533
534
535
536
537
538
539
540
541
542
543
544
545
546
547
548
549
550
551
552
553
554
555
556
557
558
559
560
561
562
563
564
565
566
567
568
569
570
571
572

SECTION 6 Special General Meetings:

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

Article 11 Finances

SECTION 1 Fiscal Year

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

SECTION 2 Budget:

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

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.

573 **SECTION 6 Annual Reports:**

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

- 575 1. Presidents report
576 2. Treasurer's report
577 3. Reports from each standing Committee Director
578 4. Reports from each member organization.

579

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

582

583 **SECTION 7 Audit:**

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

586

587 **Article 12 Fund Raising**

588 **SECTION 1 Fund Raising:**

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

593
594
595
596
597
598
599
600
601
602
603
604
605
606
607
608
609
610
611
612
613
614
615
616
617
618
619
620
621
622
623
624
625
626
627
628
629
630
631
632
633
634
635
636
637
638
639
640
641
642
643

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

Article 16 Player Registration

644 **SECTION 1 Player Limitations:**

- 645 1. No player shall be denied the opportunity to participate due to physical and/or mental
646 limitation.
- 647 2. No player shall be denied the opportunity to participate, due to his/her inability to pay the
648 registration fee. Each member organization shall make every reasonable effort to
649 assure that all players under their authority receive the opportunity to participate in the
650 game of soccer, and thus will register said player as a hardship and allow said player to
651 participate.

652

653 **SECTION 2 Player Registration:**

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

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

- 659 1. Documented registration for each team member.
- 660 2. Any club registration fees due from each of his team players.
- 661 3. Appropriate proof of age for each of his team players.

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

668

669 **SECTION 3 Player Transfers:**

670 Transfers will be held in accordance with WSYSA guidelines.

671

672 **SECTION 4 Residency Changes:**

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

675

676 **Article 17 Player Team Assignments**

677 Except as otherwise specified in these by-laws, all players will be assigned to teams based on
678 their age as of August 1st of the seasonal year.

679
680
681
682
683
684
685
686
687
688
689
690
691
692
693
694
695
696
697
698
699
700
701
702
703
704
705
706
707
708
709
710
711
712
713
714
715
716
717
718
719
720
721
722
723
724
725
726
727
728
729

SECTION 1 Player Age Definition:

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

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 and Donations

SECTION 1 Individual Team Sponsorship and donations:

Each team may actively seek their own sponsor or donations, 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-

730 laws. Donations from individuals through company programs must be used for team expenses if
731 donor is expecting it to be a tax deduction. Monies cannot be credited to a specific player_unless
732 the tax deduction is being waived. Donations from family or friends to a specific player account
733 are not tax deductible.

734

735 **Article 21 Team Staff**

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

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

741

742 **Article 22 Rules of Competition**

743 **SECTION 1 Organized Teams:**

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

748

749 **SECTION 2 Association Affiliation for Scheduling:**

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

754

755 **SECTION 3 Deadlines for Roster Additions:**

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

758

759 **Article 23 Special Game Rules**

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

761 Refer to WSYSA rules.

762

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

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

769

770 **Article 25 or new number Awards**

771 **Section 1 Karl Grosch Presidents Award**

772 This award Selected by the Association Board and Club Presidents is named after the founder
773 of Federal Way Soccer and a founding father of United States Youth Soccer. The award is given
774 to an individual that demonstrates exceptional commitment to the youth soccer community and
775 the promotion of the game through selfless action and dedication.

776

777 **Section 2 Gale and June Rhoades Dedication Award**

778 Annual award selected by the Executive Board and presented to an individual or individuals for
779 outstanding service to the youth of Federal Way as members of FWSA.

780
781
782
783
784
785
786
787
788
789
790
791
792
793
794
795
796
797
798
799
800
801
802
803
804
805
806
807
808
809
810
811
812
813
814
815
816
817
818
819
820
821
822
823
824
825
826
827
828
829
830
831

Article 26 Disciplinary Procedure

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

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

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

SECTION 1 Disciplinary Committee:

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

SECTION 2 Cause of Action Filing Requirements:

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

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

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

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

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

1. The FWSA Disciplinary Committee will deal with all protests and misconduct reports arising out of competitions conducted by the FWSA. The FWSA 2nd VP of Administration will also hear appeals arising from the member organizations Disciplinary and administrative decisions. Appeals from decisions of the hearing body for alleged misconduct having consequences beyond FWSA shall be directed to WSYSA.
2. District III will deal with all protest and misconduct reports arising out of competitions conducted by that District.
3. The WSYSA conduct committee will deal with all misconduct reports arising out of competitions conducted by WSYSA. WSYSA Protests and Appeals will deal with all protests and appeals arising out of competitions conducted by WSYSA.

- 832 4. Any protest must be in regards to the laws of the game. Protesting coach must inform
833 opposing coach and referee about his intent to protest game BEFORE LEAVING THE
834 GAME FIELD.
835
- 836 5. Any protest must be submitted in writing, via **CERTIFIED OR REGISTERED MAIL**,
837 accompanied by a \$50.00 fee (money order or cashiers check only, no personal checks
838 or cash) to the FWSA 2nd Vice President of Administration, within forty-eight (48) hours
839 of the event being protested. The fee, less expenses, is refundable if the protest is
840 upheld, or retained and deposited if the protest is denied.
841
- 842 6. Any protest must be submitted with the following:
843 a. A SIGNED letter of protest, explaining the exact law or procedure that you feel
844 was violated, in addition to the specifics of the complaint, i.e. how and by whom it
845 was allegedly violated.
846 b. Any supporting documents to support your case making sure they are all signed,
847 (typed signatures are unacceptable) and contain names and phone numbers for
848 all parties submitting documents.
849 c. A statement of the desired resolution.
850 d. \$50.00 filing fee stated above in item "5".
851

SECTION 4 Filing Procedures for Appeals:

852 Appeals arise as the result of an adverse decision from a protest hearing, administrative action,
853 disciplinary hearing, or lower level appeal. Only those parties to the original action, who are
854 adversely impacted by such decisions, shall be allowed to appeal.
855

856 An appeal shall not have the effect of "staying" a previous ruling. Previous decisions remain in
857 force, pending the result of the appeal.
858

- 859
- 860 1. The FWSA Disciplinary Committee will hear appeals arising from the member
861 organizations disciplinary and administrative decisions.
862
- 863 2. Any appeal must be submitted via **CERTIFIED OR REGISTERED U.S. MAIL** to the
864 proper disciplinary authority designated in item "1" above, within forty-eight (48) hours of
865 the receipt by the appellant of the prior adverse ruling (Sundays and Holidays excluded
866 unless the rules of the competition state otherwise) and must include the following:
867 a. A written, signed letter explaining your exact reason for appealing, listing the
868 exact violation of the laws or procedures.
869 b. The original document of the protest, appeal or alleged misconduct.
870 c. All supporting documents (signed) with names and phone numbers of persons
871 submitting documents.
872 d. A statement of desired resolution.
873 e. Filing fee of \$50.00, which will be refunded, less expenses, if your appeal is
874 upheld, or retained and deposited if the appeal is denied.
875
- 876 3. The appellant must inform the lower disciplinary body of his intent to appeal by sending
877 the chairman of the lower-level hearing board one (1) copy of the letter of appeal also
878 within forty-eight (48) hours of receipt of the lower level ruling. This copy shall be
879 submitted via **CERTIFIED OR REGISTERED MAIL**.
880

881 Upon such notice, the chairman of the lower level hearing board shall immediately
882 submit all retained evidence and documentation to the next higher level chairman. This
883 submittal shall also be by **CERTIFIED OR REGISTERED MAIL**.
884

885 **SECTION 6 General Grievances:**

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

889
890 Grievances may be heard on an informal basis by the appropriate competition authority.
891

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

894

895 **SECTION 7 Tribunals:**

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

905

906 **Article 26 Discipline**

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

911

912 **SECTION 1 Actions deeming disciplinary review/action:**

- 913 1. Conviction of a felony as defined by the revised code of WSYSA.
914 2. Striking, kicking, or spitting upon a player, or spectator.
915 3. Directing profane remarks at players, or spectators.
916 4. Un-sportsman like conduct.
917 5. Receiving a red or two yellow cards during league or tournament play.
918 6. Violation of these rules and regulations or decisions of the Club Board.
919 7. Violation of the Club, FWSA or WSYSA Code (coaches and other) of Ethics.

920

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

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

926

927 **ABUSE**

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

937
938
939
940
941
942
943
944
945
946
947
948
949
950
951
952
953
954
955
956
957
958
959
960
961
962
963
964
965
966
967
968
969
970
971
972

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.

973

974 **Article 27 Coaches Code of Ethics**

975

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

977

978