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FEDERAL WAY MOD SOCCER CLUB  
**BY-LAWS**  
Revised  
February 13, 2006

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36  
37 FEDERAL WAY MOD SOCCER CLUB  
38

39 Article I Name

40 This organization shall be known as Federal Way Mod Soccer Club (incorporated), here after  
41 referred to as the Club; and be affiliated with the Federal Way Soccer Association (incorporated),  
42 here after referred to as F.W.S.A.; and Washington State Youth Soccer Association  
43 (incorporated), here after referred to as W.S.Y.S.A. This Club is and shall be known as a non  
44 profit organization and shall not carry on any other activities not permitted to be carried on by an  
45 organization exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue  
46 Code or the corresponding provision of any future United States Internal Revenue Law.  
47

48 Article 2 Objectives and Purpose

49 The purpose of this Club shall be to teach, govern, and promote all aspects of the game of soccer  
50 among those players, U-6 through U-10 who elect to join an affiliated team covered by the  
51 boundaries of this club listed in Article 4 of these by-laws.  
52

53 Article 3 Control and Authority

54 The final control and authority of this club shall be listed in the by-laws of this Club, and a body of  
55 members known as the Board of Directors, except when superseded by those of the FWSA by-  
56 laws or WSYSYA by- laws and Constitution. This club shall have custodial responsibility for the  
57 youth that live within it's boundaries and shall exercise the right of decision making on all matters  
58 pertaining to Club affairs.  
59

60 Article 4 Boundaries

61 The boundaries of this club shall be those of the Federal Way School District No. 210. This club's  
62 boundaries shall include all Elementary, public and private, schools of Federal Way School District  
63 No. 210.  
64

65 Article 5 Membership

66 Membership to the Club will be open to anyone who participates in the affairs of the Club.  
67 Participation is described as serving on the Board of Directors, Coaching, or otherwise  
68 participating in any club sponsored activity or having a child who is a member of a team governed  
69 by the Club.  
70

71 Article 6 Organization

72  
73 SECTION 1: The Governing Body

74 The Club Board of Directors, shall be the governing body of this Club. It shall consist of the  
75 elected officers (here after referred to as the Executive Board), appointed Chairpersons, coaches,  
76 or any contributing interested members. A contributing interested member is one who has a child  
77 or children registered with the Club.  
78

79 SECTION 2: The Board of Directors shall vote on the following matters:

80 The responsibilities and authority of the Board of Directors shall include, but not be limited to:

- 81 1. Filling vacancies of the Executive Board.
  - 82 2. Removal of officers based on detrimental actions or neglect of accepted responsibilities.
  - 83 3. Approval of club and Association By-laws.
- 84  
85

86 Article 7 Executive Board

87  
88 SECTION 1: Executive Board:

89 The Executive Board of this Club shall consist of the following officers:

- 90 A. President;  
91 B. Vice President;  
92 C. Secretary;  
93 D. Treasurer;  
94 E. Girls Registrar;  
95 F. Boys Registrar;  
96 G. 2<sup>nd</sup> Vice-President Administration.

97  
98 SECTION 2: General duties and responsibilities:

99 The Executive Board shall be responsible for conducting the business and administrating the  
100 affairs of the Club to include, but not limited to, the following:

- 101  
102 1. Enforcing the club and FWSA and WSYSA by-laws, procedures, and rules.  
103 2. Approval and operation of any and all tournaments sponsored by the club.  
104 3. Approval or removal of the club Board of Directors.  
105 4. Recommendations to the Club Board of Directors for suspension or removal of the  
106 Club officers.  
107 5. Review and make recommendations on matters to be submitted to the Board of  
108 Directors.  
109 6. Sign orders on the treasury.

110  
111 SECTION 3: Officers election Procedures:

112 (a) The Executive Board shall be elected at the Annual General Meeting by the club's voting  
113 membership, as follows:

- 114  
115 1. Officers to be elected in even numbered years are:

116 President  
117 Secretary  
118 2<sup>nd</sup> Vice President Administration  
119 Boys Registrar

- 120  
121 2. Officers to be elected in odd numbered years are:

122 Vice President  
123 Girls Registrar  
124 Treasurer

125  
126 (b) A 30 day written notification stating the date and place of the election shall be sent  
127 to each member of the Board of Directors.

128 (c) Nominations shall be accepted from the floor at the election.

129 (d) Prior to each election, The President shall appoint a person who is not a candidate  
130 for office to conduct the election. Such person shall appoint a minimum of two (2)  
131 tellers and a secretary to pass out, collect and count the ballots in the presence of  
132 the election chair. Ballots may be distributed in advance by this committee as part  
133 of the procedure of signing in. The election results shall be announced to the  
134 membership by the election chair who shall state the number of eligible votes, the  
135 number of votes counted, the number of votes necessary to elect, and the results of  
136 the balloting. If only one nominee is presented for a particular Executive Board  
137 position, adherence to subsection (d) is not required. A show of hands shall  
138 determine the vote of those present.

139 (e) A majority of votes cast shall be necessary to elect.

- 140 (f) In the event an objection is raised, a recount of the ballots may be approved by the  
141 Board of Directors in a weighted, roll call vote. In the event a recount is authorized,  
142 each person running for office shall be entitled to appoint one person to monitor the  
143 recount.  
144 (g) The election chair shall then entertain a motion to destroy the ballots.  
145

146 SECTION 4: Term of Office:

- 147 (a) The term of office for the club Executive Board shall commence immediately upon  
148 election, and shall continue until the Annual General meeting two years hence. Each  
149 outgoing officer must transfer all club records and files maintained during the course  
150 of the office to the successor and assist the new officer for a period not to exceed  
151 the remainder of the fiscal year, in order to assure a smooth transition. Each club  
152 officer shall not serve in the same office for more than two (2) full terms. In the event  
153 that a nominee for a particular office is not presented to the Board of Directors at the  
154 Annual General Meeting, and upon agreement by the officer and a vote of those  
155 present at the AGM, the officer whose maximum term has expired may continue to  
156 serve in that position on a temporary basis until such time as a replacement can be  
157 established by a vote of a quorum at any regularly scheduled Board meeting.  
158  
159 (b) In the event the office of the President, Vice President, Secretary, Treasurer,  
160 Registrar, 2<sup>nd</sup> Vice-President Administration are all vacated, the Board of Directors shall  
161 elect, by a majority vote of a quorum, replacements for the remainder of their respective  
162 terms. In the interim, the Board of Directors shall designate a member of the Board of  
163 Directors as Acting President.  
164  
165 (c) Any Executive Board member being absent from three (3) consecutive meetings of  
166 the Executive Board or the Board of Directors, or being negligent in responsibilities  
167 to the club, or being in violation of the club or FWSA or WSYSA Code of ethics or  
168 combination thereof, shall be subject to suspension or removal by the Board of Directors.  
169

170 SECTION 5: Duties and responsibilities:

171 The duties and responsibilities of each elected officer shall be:  
172

173 A. PRESIDENT:

- 174 1. Preside over all club meetings;  
175 2. Submit a report on his/her activities at each monthly meeting;  
176 3. Supervise all activities of the Club and Executive Board;  
177 4. Serve as a member of all committees;  
178 5. Present to the Board for approval all nominations for vacancies on the Board as  
179 necessary during his/her term of office;  
180 6. Prepare an agenda before all meetings, and  
181 7. Present for approval, by the Executive Board, appointed Chairpersons names.  
182

183 B. VICE PRESIDENT:

- 184 1. Attend all Club monthly meetings;  
185 2. Submit a report on his/her activities at each meeting;  
186 3. Assume the President's duties in his/her absence;  
187 4. Assist the President as required;  
188 5. Coordinate any exchange programs or skills contests;  
189 6. Organize team pictures;  
190 7. Act as F.W.S.A. representative at all monthly Association meetings;  
191 8. Handle all public relations, and publicity issues; and  
192 9. Handle any insurance claims.  
193

- 194 C. SECRETARY:  
195 1. Attend all Club monthly meetings;  
196 2. Submit a report on his/ her activities at each meeting;  
197 3. Attend to and file all correspondence;  
198 4. Prepare and read all meeting minutes;  
199 5. Call role of the Board and name any proxy voters;  
200 6. Notify all elected officers, appointed Chairpersons, and coaches of any business  
201 meetings;  
202 7. Sit on the Coaches Coordinator committees; and  
203 8. Help prepare meeting agendas.  
204
- 205 D. TREASURER:  
206 1. Attend all Club monthly meetings;  
207 2. Submit a report on his/her activities at each meeting;  
208 3. Keep financial records of all monetary transactions;  
209 4. Maintain a checking account with signature authority by the President, Vice President,  
210 Secretary, and Treasurer (Checks will be signed by Treasurer and one other officer);  
211 5. Assist with and schedule an audit on the records prior to the Annual General  
212 Meeting;  
213 6. Sit on the Ways and Means, Equipment and Registration Committees;  
214 7. Submit at the Annual General Meeting a proposed budget for the year;  
215 8. File a tax exempt status with the IRS yearly;  
216 9. File yearly State Tax Form and Federal Tax Form; and  
217 10. Pay all insurance fees to FWSA.  
218
- 219 E. GIRLS REGISTRAR  
220 1. Attend all Club monthly meetings;  
221 2. Submit a report on his/ her activities at each meeting;  
222 3. Coordinate Annual Player registration;  
223 4. Verify age of all players registered in the Club by having on file a copy of each  
224 child's certified birth certificate or other WSYSA approved document;  
225 5. Maintain an up to date file on all girl players, their teams and coaches;  
226 6. Handle all girl player transfers to and from teams, and to and from clubs and  
227 Associations;  
228 7. Maintain and provide up to date rosters of each girl team registered in the Club;  
229 8. Establish a deadline date for the registration and submit to the Secretary for the  
230 Annual calendar;  
231 9. Maintain a liaison with the FWSA Registrar;  
232 10. Submit team assignment sheets to coaches of all girl teams; and  
233 11. Ensure that all Club members who work with children, such as, but not limited to, the  
234 Board of Directors, Executive Board, Head and Assistant Coaches, and team Managers  
235 fill out and properly submit to WSYSA a Risk Management Application, in addition to any  
236 other FWSA or WSYSA required security form before any volunteering takes place.  
237
- 238 F. BOYS REGISTRAR  
239 1. Attend all Club monthly meetings;  
240 2. Submit a report on his/ her activities at each meeting;  
241 3. Coordinate Annual Player registration;  
242 4. Verify age of all players registered in the Club by having on file a copy of each  
243 child's certified birth certificate or other WSYSA approved document;  
244 5. Maintain an up to date file on all boy players, their teams and coaches;  
245 6. Handle all boy player transfers to and from teams, and to and from clubs and  
246 Associations;  
247 7. Maintain and provide up to date rosters of each boy team registered in the Club;  
248 8. Establish a deadline date for the registration and submit to the Secretary for the  
249 Annual calendar;

- 250 9. Maintain a liaison with the FWSA Registrar;  
 251 10. Submit team assignment sheets to coaches of all boy teams; and  
 252 11. Ensure that all Club members who work with children, such as, but not limited to, the  
 253 Board of Directors, Executive Board, Head and Assistant Coaches, and team Managers  
 254 fill out and properly submit to WSYSYSA a Risk Management Application, in addition to any  
 255 other FWSA or WSYSYSA required security form before any volunteering takes place.  
 256
- 257 G. 2<sup>nd</sup> Vice-President Administration:  
 258 1. Attend all Club monthly meetings;  
 259 2. Submit a report on his/ her activities at each meeting;  
 260 3. Preside over all Club Disciplinary matters;  
 261 4. Submit proposed changes to the Club and FWSA By-laws, in their proper format,  
 262 to the Club secretary a minimum of 45 days before the respective AGM; and  
 263 5. Establish a Disciplinary pool (of a minimum of two non partisan persons plus the  
 264 2<sup>nd</sup> Vice President of Administration), to be called upon as needed.  
 265  
 266

267 **ARTICLE 8 APPOINTED CHAIRPERSONS**  
 268

269 **SECTION 1: Chairpersons:**

270 The appointed Chairpersons positions shall be:

- 271 A. Referee Coordinator;  
 272 B. Fields Coordinator;  
 273 C. Equipment Coordinator-Girls;  
 274 D. Equipment Coordinator-Boys;  
 275 E. Girls Age Group Coordinator;  
 276 F. Boys Age Group Coordinator;  
 277 G. Ways and Means Coordinator (optional as determined by the Executive Board); and  
 278 H. Match and Event Coordinator  
 279

280 **SECTION 2: Appointment:**

281 The appointed Chairpersons shall be appointed and approved by a majority vote of a quorum of  
 282 the Board of Directors at the regular monthly meetings. Coordinators may select assistants, as  
 283 needed and approved by the Executive Board, to assist in equipment distribution and retrieval.  
 284

285 **SECTION 3: Term of office:**

286 (a) The term of office for the appointed Chairpersons shall commence immediately upon  
 287 appointment and shall continue until the AGM one (1) or two (2) years hence per the schedule  
 288 below. Each outgoing Chairperson must transfer all club records and files maintained during  
 289 the course of the office to the successor and assist the new Chairperson for a period not to  
 290 exceed the remainder of the fiscal year, in order to assure a smooth transition.  
 291

292 1. Chairpersons to be appointed in even numbered years are:  
 293 Boys Equipment Coordinator  
 294 Match and Events Coordinator  
 295

296 2. Chairpersons to be appointed in odd numbered years are:  
 297 Girls Equipment Coordinator  
 298 Fields Coordinator  
 299

300 3. Chairpersons to be appointed every year are:  
 301 Referee Coordinator  
 302 Girls Age Group Coordinator  
 303 Boys Age Group Coordinator  
 304 Ways and Means Coordinator  
 305

- 306 (b) In the event any of the Appointed positions become vacant, the Board of Directors  
307 shall elect, by a majority vote of a quorum, a replacement.  
308 (c) Any Chairperson being absent from three (3) consecutive meetings of the club or  
309 being negligent in responsibilities to the club, or being in violation of the club or  
310 FWSA Code of ethics or combination thereof, shall be subject to suspension or  
311 removal from office.  
312

313 SECTION 4: Duties and responsibilities:

314 The duties and responsibilities of the respective appointed Chairperson shall be as follows:  
315

316 A. REFEREE COORDINATOR:

- 317 1. Attend all Club monthly meetings;
- 318 2. Submit a report on his/her activities at each meeting;
- 319 3. Keep liaison with the FW Soccer Referee Association;
- 320 4. Organize mod soccer referees, maintaining an up to date file on all referees involved in mod  
321 soccer;
- 322 5. Seek and promote appropriate training for mod soccer referees;
- 323 6. Provide a list of U-9 and U-10 games schedule to FWSRA for referee assigning; and
- 324 7. Assign referees for the U-8 and under home games.  
325

326 B. FIELDS COORDINATOR:

- 327 1. Attend all Club monthly meetings;
- 328 2. Submit a report on his/ her activities at each meeting;
- 329 3. Schedule the use of all club fields for practice (including lighted field time) and games by  
330 member teams;
- 331 4. Coordinate club members to maintain, develop and upgrade, the number and quality of Club  
332 fields;
- 333 5. Care and maintain all Club field equipment;
- 334 6. Work in conjunction with the Chairperson of Fields committee on the FWSA Board in  
335 acquiring and improving fields for soccer; and
- 336 7. Coordinating lining, netting and setting up of mod goals of all fields to be used.  
337

338 C. EQUIPMENT COORDINATOR-GIRLS:

- 339 1. Attend all club monthly meetings;
- 340 2. Submit a report on his/her activities at each meeting;
- 341 3. Coordinate proposed equipment purchases with Equipment Coordinator-BOYS,  
342 and provide competitive bids to the Executive Board for approval, prior to purchase  
343 of necessary equipment.
- 344 4. Issue, and maintain all Club uniforms, equipment, and materials for girls' teams.
- 345 5. Collect and inventory all girls' team equipment at end of season.  
346

347 D. EQUIPMENT COORDINATOR-BOYS:

- 348 1. Attend all club monthly meetings;
- 349 2. Submit a report on his/her activities at each meeting;
- 350 3. Coordinate proposed equipment purchases with Equipment Coordinator-GIRLS,  
351 and provide competitive bids to the Executive Board for approval, prior to purchase  
352 of necessary equipment.
- 353 4. Issue, and maintain all Club uniforms, equipment, and materials for boys' teams.
- 354 5. Collect and inventory all boys' team equipment at end of season.  
355

356 E. GIRLS AGE GROUP COORDINATOR:

- 357 1. Attend all club monthly meetings;
- 358 2. Submit a report on his/her activities at each meeting;
- 359 3. Notify all girls team coaches of all meetings and activities;
- 360 4. Facilitate pre-season Coaches' training regarding paper work, responsibilities and  
361 expectations;

- 362 5. Help fill all Coach vacancies and make public notice of such need;
- 363 6. Collect completed team registration packets and review all information for accuracy;
- 364 7. Assist Club Registrar as needed in ensuring all Coaches, Assistant Coaches and Team
- 365 Managers fill out and properly submit to WSYSA a Risk Management Application, in addition
- 366 to any other FWSA or WSYSA required security form before any volunteering takes place;
- 367 8. Coordinate placement of registered girls to teams;
- 368 9. Assist club Registrar in pre-registering existing teams from previous season and
- 369 collecting copies of certified birth certificates or other WSYSA approved documents
- 370 for all new girls registered within the club;
- 371 10. Seek and promote coaches clinics;
- 372 11. Address Coaches' issues with respect to parents, players, referees or Board members; and
- 373 12. Submit to the Club Match and Event Coordinator, a list of all teams registered for a
- 374 current season schedule.

375

#### 376 F. BOYS AGE GROUP COORDINATOR:

- 377 1. Attend all Club monthly meetings;
- 378 2. Submit a report on his/her activities at each meeting;
- 379 3. Notify all boys team coaches of all meetings and activities;
- 380 4. Facilitate pre-season Coaches' training regarding paper work, responsibilities and
- 381 expectations;
- 382 5. Help fill all coaches vacancies and make public notice of such need;
- 383 6. Collect completed team registration packets and review all information for accuracy;
- 384 7. Assist Club Registrar as needed in ensuring all Coaches, Assistant Coaches and Team
- 385 Managers fill out and properly submit to WSYSA a Risk Management Application, in addition
- 386 to any other FWSA or WSYSA required security form before any volunteering takes place;
- 387 8. Coordinate placement of registered boys to teams;
- 388 9. Assist Club Registrar in pre-registering existing teams from previous season and
- 389 collecting copies of certified birth certificates or other WSYSA approved documents
- 390 for all new boys registered within the club;
- 391 10. Seek and promote coaches clinics;
- 392 11. Address Coaches' issues with respect to parents, players, referees or Board members; and
- 393 12. Submit to the Club Match and Event Coordinator, a list of all teams registered for a
- 394 current season schedule.

395

#### 396 G. WAYS AND MEANS COORDINATOR

- 397 1. Attend all club monthly meetings;
- 398 2. Submit a report on his/ her activities;
- 399 3. Establish the needs of, and coordinate with the club Treasurer on the Club Budget;
- 400 4. Conduct any fund raiser activities of the Club; and
- 401 5. Chair a fund raiser committee composed of one assistant or representative
- 402 from each team.

403

#### 404 H. MATCH AND EVENTS COORDINATOR

- 405 1. Attend all club monthly meeting;
- 406 2. Submit a report on his/ her activities;
- 407 3. Develop and maintain any league schedules for regular season or tournaments
- 408 not done by the FWSA Director of competition.
- 409 4. Keep a liaison with the FWSA Director and assist the same as needed with this
- 410 club's team schedules; and
- 411 5. Distribute to all affected Board Members (Referee, Fields, Girls and Boys
- 412 Coordinators) in this club and up to date game schedule for all levels and ages
- 413 received from the District scheduler, Association scheduler or developed in-house.

414

415 Article 9 Meetings

416

417 SECTION 1 Annual General Meeting

418 (a) The club Annual General meeting must be held before the FWSA which is in April.  
419 The club may elect to hold their AGM at the end of the season (mid-November) for  
420 the upcoming season.

421 (b) Written Notification of the meeting and it's agenda and any proposed by law  
422 revisions in addition to a list of candidates for each elected office, will be sent to all  
423 Club members at least 30 days prior the AGM.

424 (c) The order of business at the AGM shall be as follows:

- 425 1. Roll call
- 426 2. Credentials
- 427 3. Minutes
- 428 4. Officer's reports
- 429 5. Committee Reports
- 430 6. Unfinished Business
- 431 7. Proposals (by law changes)
- 432 8. New Business
- 433 9. Election of officers
- 434 10. Good of the game
- 435 11. Adjournment

436

437 SECTION 2 Voting at the AGM

438 (a) All Club members over 18 years of age shall have the right to vote at the Annual  
439 General Meeting. Each member is entitled to one vote.

440 (b) Proxy votes shall be accredited to one representative of each team or Board  
441 member in lieu of the Board member or Coach of record attending.  
442 Delegates shall be limited to a maximum of 5 votes per delegate, self (1) plus four (4)  
443 proxy votes. All proxy votes must be in writing and signed by the absent voter.  
444

445 SECTION 3 Monthly meetings

446 (a) A quorum of the club shall consist of six (6) Board members, with at least three (3) of them  
447 being elected officers.

448 (b) The Club Board shall meet on a monthly basis, time and place specified by the Club  
449 President.

450 (c) Club Secretary and the Boys and Girls Coordinators will notify all Board members of any  
451 scheduled meetings.

452 (d) An agenda will be established by the President and made available before each meeting.

453 (e) Agenda for the monthly meeting shall be:

- 454 1. Call to order
- 455 2. Roll call
- 456 3. Minutes
- 457 4. Officer's reports
- 458 5. Committee / Chairpersons reports
- 459 6. Unfinished Business
- 460 7. New Business
- 461 8. Good of the Game
- 462 9. Adjournment

463 (f) Monthly meetings shall be open to all members and last no longer than two (2) hours.

464 (g) The rules contained in the current edition of Robert's Rules of Order newly revised, shall  
465 govern the Club in all cases, to which they are applicable and in which they are not  
466 inconsistent with these by-laws and with any special rules of order the club may adopt.  
467

468 SECTION 4 Voting at monthly meetings:

469 (a) The following or their proxy will have the right to vote at any meeting.

- 470 1. President (as tie breaker only)
- 471 2. Vice President
- 472 3. Secretary
- 473 4. Treasurer
- 474 5. Girls Registrar
- 475 6. Boys Registrar
- 476 7. 2<sup>nd</sup> Vice-President Administration
- 477 8. Referee Coordinator
- 478 9. Fields Coordinator
- 479 10. Equipment Coordinator – Girls
- 480 11. Equipment Coordinator – Boys
- 481 12. Girls Age Group Coordinator
- 482 13. Boys Age Group Coordinator
- 483 14. Ways and Means Coordinator
- 484 15. Match & Events Coordinator
- 485 16. Coaches (Head and Assistant)
- 486 17. Any club member (over 18years) that had attended the previous meeting

487  
488 (b) No club member may have more than one (1) vote for self. No member may submit  
489 more than 5 votes (four (4) proxy and one (1) self). All proxy votes must be in writing and  
490 signed by the absent voter.

491

492 SECTION 5 Attendance at meetings.

493 Attendance at regular monthly meetings and the AGM is mandatory for all Executive Board  
494 members. Any Executive Board member unable to attend, must send a proxy voter with his/her  
495 (board members) written vote. Any Executive Board member, or appointed Chairperson, missing  
496 two (2) meetings consecutively, may be asked to vacate that office.

497

498 SECTION 6 Special Meetings:

499 (a) Special meetings may be called by the Executive Board as requested.

500 (b) Business meetings shall be held at a time and place designated by the President.

501 Meetings shall be limited to two (2) hours. Special meetings may be convened by  
502 request of the President, or two (2) or more of the elected officers, or 30% or more of  
503 the club membership.

504

505 SECTION 7 Written Notification:

506 E-mail is considered an acceptable form of written notification for all members with an e-mail  
507 address on file with the secretary.

508

509

510 Article 10 Finances

511

512 SECTION 1 Fiscal year

513 The fiscal year of this club shall be at 12:01am on September 1, and the end at 11:59 p.m., on  
514 August 31, of the following year. All financial rules and regulations are in effect during the twelve  
515 (12) months of the fiscal year.

516

517 SECTION 2 Budget:

- 518 (a) The Treasurer, with the support of the club Executive Board and Ways and Means  
519 Coordinator, shall prepare a proposed budget for the next fiscal year. Copies of the  
520 proposed budget, by line item, shall be submitted to the Club Board of Directors, at  
521 least thirty (30) days prior to the meeting at which it is adopted. Copies of the  
522 approved budget, by line item, shall be printed in the Annual report.  
523 (b) The budget shall be limited for any given year to expected income plus reserve for  
524 that year. The total budget shall include no less than 10% contingency fund each  
525 year.

526  
527 SECTION 3 Registration fees

- 528 (a) Each player in this club shall pay a registration fee. The registration fee shall be determined  
529 at the Board of Directors meeting (club monthly meeting) prior to registration.  
530 (b) In order to assist families with multiple children playing soccer, the club will charge the  
531 registration fee for only 2 children per family. The third or more immediate children will have  
532 their player registration fee waived but still must participate in the Club fundraiser or pay the  
533 buyout fee.  
534 (c) To acknowledge and encourage volunteers, the Club will waive the player registration fee for  
535 one child per household, for each member of the Executive Board and one Head Coach per  
536 team. This child must still participate in the Club fundraiser or pay the buyout fee.  
537 (d) No player shall be denied the right to play soccer due to his/her inability to pay the registration  
538 fee. All players unable to meet this fee shall write a letter requesting hardship and attach it to  
539 their player registration form before giving it to his/her team coach or the Club Registrar  
540 before the first scheduled game and uniform distribution. This letter acts as their check and is  
541 only seen by their Coach and the Club Registrar. This child must still participate in the Club  
542 fundraiser or pay the buyout fee.  
543 (e) Player fees shall be collected by each team's coach, who shall not issue any club equipment  
544 or permit any boy/girl in any game until he/she is properly listed on the roster and his/her  
545 registration fee has been collected or hardship declared. Each Coach will turn over to the  
546 Club Registrar, each of his/her teams players completed registration form and the registration  
547 fees he /she collected before the seasons first league game.  
548 (f) Any player who withdraws from the club before the first season game may be entitled to a full  
549 refund of his/her registration fees. A hearing by the Executive Board shall determine the  
550 validity of any grievances regarding registration fee refunds. All requests must be submitted  
551 in writing of the same year and addressed to the club Treasurer. The Executive Board must  
552 approve and authorize all refunds.

553  
554 SECTION 4 Audit

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

557  
558 SECTION 5: Expenditures:

559 All Club expenditure shall be:

- 560 (a) Consistent with the approved budget for the year and within the Club's objectives,  
561 (b) Considered reasonable by the Executive Board, and  
562 (c) Authorized by the Executive Board.

563  
564  
565 Article 11 Insurance

566  
567 SECTION 1 Insurance

568 The club is required to purchase athletic insurance through WSYS. Fees are paid to FWSA  
569 annually.

570  
571 SECTION 2 Insurance Claims:

572 All insurance claims will be coordinated with the Club's Vice President.

573 Article 12 Year

574

575 Section 1 Seasonal year:

576 (a) The seasonal year of the club shall begin September 1, and end on August 31, of the  
577 following year. Insurance coverage shall be for the same period of time.

578 (b) Team rosters for existing teams will be in effect September 1, through May 1 of the  
579 following year.

580

581 Section 2 Fiscal Year:

582 The fiscal year of the Club shall begin 12:01 am September 1, and end at 11:59 PM, August 31 of  
583 the following year.

584

585

586 Article 13 By-Law Amendments:

587

588 SECTION 1 by-law Amendments:

589 (a) Amendments to these by- laws may be affected at the Annual General Meeting upon  
590 affirmative vote of the majority vote of a quorum and of the members present.

591 (b) Amendments to the mod soccer rules must be within the guidelines set forth by FIFA  
592 and the WSYSA.

593 (c) Amendments to the mod soccer rules must be submitted for review to the FWSA  
594 Executive Board at least 45 days prior to the FWSA annual general meeting

595

596 SECTION 2 Proposed by law Amendments

597 A proposed amendment to the by-laws must be submitted in writing to the Club Secretary, not  
598 later than 45 days preceding the Annual General meeting and to be mailed to the voting members  
599 no less than 30 days prior to the Annual General meeting.

600

601 SECTION 3 By-law Conflicts

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

605

606 SECTION 4 Provisional By-laws

607 The Club's Board may, from time to time, make temporary rules or regulations governing specific  
608 cases or occasions not provided for on the existing by-laws, but which may be necessary for  
609 carrying out the objectives of the Club. Provisional Changes that were approved during the  
610 season, must be submitted for ratification at the next Annual General Meeting for adoption into the  
611 by-laws if approved by a majority vote, of a quorum, of the eligible membership.

612

613

614 Article 14 Player Registration

615

616 SECTION 1 Age limits:

617 This club shall govern over the boys and girls ages U-6 through U-10 who elect to join an affiliated  
618 team covered by this clubs Boundaries, listed in Article 4 of these By-laws. This club will forward  
619 all players Boys and Girls, U-11 and up to the Federal Way United Soccer Club which is a  
620 member club of FWSA.

621

622 SECTION 2 Player limitation:

623 (a) No player shall be denied the opportunity to participate due to physical and/or  
624 mental limitation.

625 (b) No player shall be denied the opportunity to participate due to the inability to pay the  
626 registration fee. The club will register said player as a hardship and allow said  
627 player to participate.

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SECTION 3 Player registration:

Each player shall register on a form approved by FWSA. Such form shall include, name, address, telephone number, date of birth, and a signed emergency medical authorization treatment form. A copy of his/her certified birth certificate or other WSYSA approved document to verify player age, must accompany this players registration form for the first time registering with this club.

SECTION 4 Playing down:

A player may play down (age level) if in the opinion of their coach, and an appropriate expert, it would be detrimental to their physical and or/ mental well being to play in their own age group. A written request and verifying documents must be submitted to the Club Board of Directors and FWSA Board for their approval.

SECTION 5 Playing up:

A player may play up, no more than 2 years, if in the opinion of their coach, and the Club Board of Directors, it is beneficial to the individual player. Written application must be submitted to the Club Board of Directors for approval if playing up more than 1 year.

SECTION 6 Player Transfers:

- (a) Transfer of players within the Club, before the Club Registrar has transferred the Club registrations to the FWSA Registrar, shall be handled between the sending and receiving coaches, players, and parents and the Clubs' Registrars. No transfer form required.
- (b) Transfer of players within the Club, after the Club Registrar has transferred the Club registrations to the FWSA Registrar, WILL REQUIRE a transfer form filled out and filed by the Club Registrar with the FWSA Registrar.
- (c) Release and transfer of a player to or from another Association within the same District (District III) shall require a WSYSA, (provided by the WSYSA office) transfer Form filled out and filed with the FWSA Registrar. In addition, a player release form may be required, signed by both the sending and receiving Coaches and Associations. (See FWSA Registrar for details).
- (d) All player transfers must be completed in support of the Association Registrar deadline of the seasonal year.

Article 15 Player Team Assignments

Except as otherwise specified in these by-laws, all players will be assigned to teams based on their age as of August 1st preceding the seasonal year. The seasonal year is September 1st through August 31.

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.

SECTION 2 Defunct teams

- (a) Any player registered on a team in this club which has ceased to operate, before Oct 31st, and accordingly has been declared defunct by the Executive Board, may be transferred (with a transfer form to the FWSA) to another club team. WSYSA does not permit player transfers after Oct. 31. so the Club Board of Directors may elect to grant a partial refund of the registration fees to each player of the defunct team.
- (b) If a team goes defunct, all moneys and assets shall be turned over to the Executive Board for disposition back to the original team members.

684 SECTION 3 RESIDENCY CHANGES:  
685 In case of a residency change, a player may not be compelled to transfer from a team of which  
686 he/she has been a registered member prior to changing residence.  
687

688 SECTION 4 INDIVIDUAL PLAYER TEAM PLACEMENT:

- 689 (a) The Club Registrar, and Boys and Girls Coordinators shall work together in assigning each  
690 player to a team. ONLY the following criteria will be used in determining the placement of  
691 each player to a team.  
692 1. The players age and sex  
693 2. The school or neighborhood the player attends / lives.  
694 3. Available space on a team  
695
- 696 (b) The Club will make every effort to first place players on teams with other players from their  
697 same school, and when that is not possible with players from the same neighborhood. If that  
698 is not possible, then every effort will be made to place the player on a team with a friend,  
699 before placing them with any other team.
- 700 (a) Upon written request, the Club Board of Directors may vote to allow individual players to play  
701 on teams with friends even though they may not attend the same school or neighborhood.  
702 (b) Players may be dropped from a team for disciplinary reasons upon approval of the Board of  
703 Directors.  
704

705 SECTION 5 Incomplete teams:

706 Incomplete teams, within the Club, will be referred to the club Registrar and Club Board, whom at  
707 their discretion may waive team size requirements to allow placement of the affected players.  
708  
709

710 Article 16 Athletic Policy and Player Participation:

711  
712 With the exceptions of illness, injury or disciplinary action by the coach or Club Board, each child  
713 registered to a team who is present and in proper uniform at a game, shall play 50% of the game.  
714  
715

716 Article 17 Uniform and Equipment

- 717 (a) Uniforms for member teams will be issued for all players, after their registration form, birth  
718 certificate and fees are paid (or hardship declared).  
719 (b) No player shall be permitted on the field without a uniform and shinguards in a league game.  
720 (c) The Club is responsible for the purchase and disposition of all uniforms and equipment for  
721 each playing season. However, with prior concurrence of the Executive Board, teams may  
722 purchase their own Uniforms independently, or as part of a Club buy. If teams purchase their  
723 own uniforms they must be the Club colors, which are any combination of black, blue, red,  
724 and white.  
725 (d) All uniforms and equipment issued to a team must be turned in to the respective (Girls/Boys)  
726 Equipment Coordinator within 15 days following the teams last season game, unless other  
727 arrangements are made and approved by the Equipment Coordinator.  
728  
729

730 Article 18 Sponsorship and Fund Raising

731  
732 SECTION 1 Individual team sponsorship

733 Each team may actively seek their own sponsor, and such moneys paid to the team may be used  
734 for the teams expenses. All sponsors must be approved by the Club Board of Directors.  
735

736 SECTION 2 Club fund raisers  
737 Any and all team and Club fundraisers must be approved by the Board of Directors. Team fund  
738 raising drives will not coincide with the Club fund-raisers, precede or follow by two (2) weeks. All  
739 income from team and Club fundraising must be reported to the Club Treasurer, and all funds  
740 must be processed through the Club account.

741  
742

## 743 Article 19 Team Staff

744

### 745 SECTION 1 Coaches and staff/ WSYSA and WSP forms

746 Each team must have a Head Coach who is at least 18 years of age. Each Coach may choose to  
747 have an Assistant Coach and a team manager, however, every individual on each team who  
748 works with the players MUST fill out a Washington State Patrol form and a WSYSA volunteer  
749 form every two (2) years. These clearance forms must be approved by the appropriate agencies,  
750 to permit any individual to work with any team.

751

### 752 SECTION 2 COACH SELECTION

753 When two or more coaches apply for the same team, the coach's coordinator shall apply the  
754 following criteria to select each team coach.

- 755 1. Training, coaches license level (preference given to the license level appropriate for the  
756 applicable team age group.)
- 757 2. Experience
- 758 3. Recommendations

759

760

## 761 Article 20 2<sup>nd</sup> Vice President of Administration

762 The Club 2<sup>nd</sup> Vice President of Administration will follow the WSYSA's most current administrative  
763 handbook for all disciplinary matters. The Club 2<sup>nd</sup> Vice President of Administration will train with  
764 and maintain a liaison with the FWSA 2<sup>nd</sup> Vice President of Administration.

765

### 766 SECTION 1 Disciplinary committee:

- 767 (a) The Disciplinary Committee shall have sole responsibility for disciplinary  
768 recommendations.
- 769 (b) All appeals start at the FWSA level.
- 770 (c) All parties directly / indirectly involved in alleged violation shall not serve on the  
771 Disciplinary Committee proceedings.
- 772 (d) Disciplinary Committee shall be formed from a disciplinary pool and shall consist of a  
773 minimum of two (2) non partisan persons plus the 2<sup>nd</sup> Vice President of Administration.
- 774 (e) The Disciplinary Committee shall be formed on an as need basis.
- 775 (f) The 2<sup>nd</sup> Vice President of Administration shall vote only in a tie.

776

### 777 SECTION 2 Disciplinary representation

778 In any disciplinary matter, no player, coach, manager, team assistant, parent or officer from the  
779 team, Club or FWSA shall engage the services of any lawyer or attorney or invoke the aid of the  
780 courts until all avenues of approach of the Disciplinary procedure are exhausted through regular  
781 channels of organized soccer.

782

783

## 784 Article 21 Discipline

785

786 Coaches and/or staff, players and parents or guardians and spectators of youth soccer games will  
787 be brought before either the club, FWSA or WSYSA Disciplinary board, to be reviewed,  
788 disciplined or terminated for committing any of the following:

789

- 790 SECTION 1 Actions deeming Disciplinary review/ action  
791 (a) Conviction of a felony as defined by the revised code of WSYSA  
792 (b) Striking, Kicking, or spitting upon a player, or spectator.  
793 (c) Directing profane remarks at players, or spectators.  
794 (d) Unsportsman-like conduct.  
795 (e) Receiving a red or two yellow cards during league or tournament play.  
796 (f) Violation of these rules and regulations or decisions of the Club Board.  
797 (g) Violation of the club, FWSA or WSYSA (coaches and other) Code of Ethics

798  
799 SECTION 2: Referee Assistant Referee abuse and assault:  
800 This club will have a zero tolerance against referee abuse or assault. Any allegations of abuse or  
801 assault against a game official (referees or assistant referee) will be immediately directed to the  
802 WSYSA Board of Protest and Appeals for review and possible disciplinary action. Referee abuse  
803 and assault may be defined as, but not limited to the following:  
804

805 ABUSE

- 806 1. Using foul or abusive language toward an official.  
807 2. Spewing any beverage on an official's personal property  
808 3. Verbally threatening an official.  
809 4. Verbal threats or remarks that carry the implied direct threat of physical harm such as "I'll get  
810 you after the game" or "you won't get out of here in one piece" shall be deemed abuse of an  
811 official.  
812 5. ANY COMMENTS DIRECTED, DEROGATORY OR NOT, AT THE OFFICIAL, OR ABOUT  
813 THE OFFICIAL, CAN BE DEEMED ABUSE OF THAT OFFICIAL. This includes, before and  
814 after the game, on and off the field, including the parking lot.

815  
816 ASSAULT

- 817 1. Hitting, kicking, punching, choking, spitting on or at, grabbing or bodily running into  
818 an official;  
819 2. Kicking or throwing an object at an official that could inflict injury;  
820 3. Damaging an official's uniform or personal property, i.e. car, equipment, flags; or  
821 4. Any unwanted physical contact with an official or his personal property can be deemed  
822 assault of an official.  
823  
824

825 Article 22 Coaches Code of Ethics:

826  
827 This code of ethics has been developed to clarify and distinguish approved and accepted ethical  
828 and moral behavior from that which is detrimental to the development of soccer within the FWSA  
829 and the WSYSA.  
830

831 This code shall be followed by every Coach in this Club. Each coach (head and assistant) will be  
832 required to subscribe, adhere, and be subject to the following code of ethics. Each coach shall be  
833 required to read and sign a copy of the code of ethics to be kept on record with the Club. A breach  
834 of this code shall make you subject to disciplinary action as determined by the Club Disciplinary  
835 Committee.  
836

837 The Club will use the Code of Ethics as defined and published by WSYSA.