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FEDERAL WAY MOD SOCCER CLUB
BY-LAWS
Revised
March 23, 2009

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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55 members known as the Board of Directors, except when superseded by those of the FWSA by-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 WSYSA 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. 2nd 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 2nd 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, 2nd 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. Act as F.W.S.A. representative at all monthly Association meetings;
189 6. Handle any insurance claims.
190 7. Report on the activities of the Director of Coaching at the monthly meeting
191 8. Represent the Mod Club working with FWU and FWSA negotiating and
192 supporting the Director of Coaching activities for the Mod Club. Guidelines
193 of expected Director of Coaching support include:
194 a. Coaching development, evaluation, selection.
195 b. Player development through team camps, age group clinics or academies.

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

- 252 6. Handle all boy player transfers to and from teams, and to and from clubs and
 253 Associations;
 254 7. Maintain and provide up to date rosters of each boy team registered in the Club;
 255 8. Establish a deadline date for the registration and submit to the Secretary for the
 256 Annual calendar;
 257 9. Maintain a liaison with the FWSA Registrar;
 258 10. Submit team assignment sheets to coaches of all boy teams; and
 259 11. Ensure that *all Club members who work with children*, such as, but not limited to, the
 260 Board of Directors, Executive Board, Head and Assistant Coaches, and team Managers
 261 fill out and properly submit to WSYSA a Risk Management Application, in addition to any
 262 other FWSA or WSYSA required security form before any volunteering takes place.
 263
- 264 G. 2nd Vice-President Administration:
 265 1. Attend all Club monthly meetings;
 266 2. Submit a report on his/ her activities at each meeting;
 267 3. Preside over all Club Disciplinary matters;
 268 4. Submit proposed changes to the Club and FWSA By-laws, in their proper format,
 269 to the Club secretary a minimum of 45 days before the respective AGM; and
 270 5. Establish a Disciplinary pool (of a minimum of two non partisan persons plus the
 271 2nd Vice President of Administration), to be called upon as needed.
 272
 273

274 **ARTICLE 8 APPOINTED CHAIRPERSONS**

275
 276 **SECTION 1: Chairpersons:**

277 The appointed Chairpersons positions shall be:

- 278 A. Referee Coordinator;
 279 B. Fields Coordinator;
 280 C. Equipment Coordinator-Girls;
 281 D. Equipment Coordinator-Boys;
 282 E. Girls Age Group Coordinator;
 283 F. Boys Age Group Coordinator;
 284 G. Ways and Means Coordinator (optional as determined by the Executive Board); and
 285 H. Match and Event Coordinator
 286

287 **SECTION 2: Appointment:**

288 The appointed Chairpersons shall be appointed and approved by a majority vote of a quorum of
 289 the Board of Directors at the regular monthly meetings. Coordinators may select assistants, as
 290 needed and approved by the Executive Board, to assist in equipment distribution and retrieval.
 291

292 **SECTION 3: Term of office:**

- 293 (a) The term of office for the appointed Chairpersons shall commence immediately upon
 294 appointment and shall continue until the AGM one (1) or two (2) years hence per the schedule
 295 below. Each outgoing Chairperson must transfer all club records and files maintained during
 296 the course of the office to the successor and assist the new Chairperson for a period not to
 297 exceed the remainder of the fiscal year, in order to assure a smooth transition.
 298

- 299 1. Chairpersons to be appointed in even numbered years are:
 300 Boys Equipment Coordinator
 301 Match and Events Coordinator
 302
 303 2. Chairpersons to be appointed in odd numbered years are:
 304 Girls Equipment Coordinator
 305 Fields Coordinator
 306
 307

- 308 3. Chairpersons to be appointed every year are:
309 Referee Coordinator
310 Girls Age Group Coordinator
311 Boys Age Group Coordinator
312 Ways and Means Coordinator
313

- 314 (b) In the event any of the Appointed positions become vacant, the Board of Directors
315 shall elect, by a majority vote of a quorum, a replacement.
316 (c) Any Chairperson being absent from three (3) consecutive meetings of the club or
317 being negligent in responsibilities to the club, or being in violation of the club or
318 FWSA Code of ethics or combination thereof, shall be subject to suspension or
319 removal from office.
320

321 SECTION 4: Duties and responsibilities:

322 The duties and responsibilities of the respective appointed Chairperson shall be as follows:
323

324 A. REFEREE COORDINATOR:

- 325 1. Attend all Club monthly meetings;
326 2. Submit a report on his/her activities at each meeting;
327 3. Keep liaison with the FW Soccer Referee Association;
328 4. Organize mod soccer referees, maintaining an up to date file on all referees involved in mod
329 soccer;
330 5. Seek and promote appropriate training for mod soccer referees;
331 6. Provide a list of U-9 and U-10 games schedule to FWSRA for referee assigning; and
332 7. Assign referees for the U-8 and under home games.
333

334 B. FIELDS COORDINATOR:

- 335 1. Attend all Club monthly meetings;
336 2. Submit a report on his/ her activities at each meeting;
337 3. Schedule the use of all club fields for practice (including lighted field time) and games by
338 member teams;
339 4. Coordinate club members to maintain, develop and upgrade, the number and quality of Club
340 fields;
341 5. Care and maintain all Club field equipment;
342 6. Work in conjunction with the Chairperson of Fields committee on the FWSA Board in
343 acquiring and improving fields for soccer; and
344 7. Coordinating lining, netting and setting up of mod goals of all fields to be used.
345

346 C. EQUIPMENT COORDINATOR-GIRLS:

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

355 D. EQUIPMENT COORDINATOR-BOYS:

- 356 1. Attend all club monthly meetings;
357 2. Submit a report on his/her activities at each meeting;
358 3. Coordinate proposed equipment purchases with Equipment Coordinator-GIRLS,
359 and provide competitive bids to the Executive Board for approval, prior to purchase
360 of necessary equipment.
361 4. Issue, and maintain all Club uniforms, equipment, and materials for boys' teams.
362 5. Collect and inventory all boys' team equipment at end of season.
363

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

- 384 F. BOYS AGE GROUP COORDINATOR:
385 1. Attend all Club monthly meetings;
386 2. Submit a report on his/her activities at each meeting;
387 3. Notify all boys team coaches of all meetings and activities;
388 4. Facilitate pre-season Coaches' training regarding paper work, responsibilities and
389 expectations;
390 5. Help fill all coaches vacancies and make public notice of such need;
391 6. Collect completed team registration packets and review all information for accuracy;
392 7. Assist Club Registrar as needed in ensuring all Coaches, Assistant Coaches and Team
393 Managers fill out and properly submit to WSYSA a Risk Management Application, in addition
394 to any other FWSA or WSYSA required security form before any volunteering takes place;
395 8. Coordinate placement of registered boys to teams;
396 9. Assist Club Registrar in pre-registering existing teams from previous season and
397 collecting copies of certified birth certificates or other WSYSA approved documents
398 for all new boys registered within the club;
399 10. Seek and promote coaches clinics;
400 11. Address Coaches' issues with respect to parents, players, referees or Board members; and
401 12. Submit to the Club Match and Event Coordinator, a list of all teams registered for a
402 current season schedule.
403

- 404 G. WAYS AND MEANS COORDINATOR
405 1. Attend all club monthly meetings;
406 2. Submit a report on his/ her activities;
407 3. Establish the needs of, and coordinate with the club Treasurer on the Club Budget;
408 4. Conduct any fund raiser activities of the Club; and
409 5. Chair a fund raiser committee composed of one assistant or representative
410 from each team.
411

- 412 H. MATCH AND EVENTS COORDINATOR
413 1. Attend all club monthly meeting;
414 2. Submit a report on his/ her activities;
415 3. Develop and maintain any league schedules for regular season or tournaments
416 not done by the FWSA Director of competition.
417 4. Keep a liaison with the FWSA Director and assist the same as needed with this
418 club's team schedules; and
419 5. Distribute to all affected Board Members (Referee, Fields, Girls and Boys

420 Coordinators) in this club and up to date game schedule for all levels and ages
421 received from the District scheduler, Association scheduler or developed in-house.
422

423 Article 9 Meetings

424 SECTION 1 Annual General Meeting

- 426 (a) The club Annual General meeting must be held before the FWSA which is in April.
427 The club may elect to hold their AGM at the end of the season (mid-November) for
428 the upcoming season.
- 429 (b) Written Notification of the meeting and it's agenda and any proposed by law
430 revisions in addition to a list of candidates for each elected office, will be sent to all
431 Club members at least 30 days prior the AGM.
- 432 (c) The order of business at the AGM shall be as follows:
433 1. Roll call
434 2. Credentials
435 3. Minutes
436 4. Officer's reports
437 5. Committee Reports
438 6. Unfinished Business
439 7. Proposals (by law changes)
440 8. New Business
441 9. Election of officers
442 10. Good of the game
443 11. Adjournment
444

445 SECTION 2 Voting at the AGM

- 446 (a) All Club members over 18 years of age shall have the right to vote at the Annual
447 General Meeting. Each member is entitled to one vote.
- 448 (b) Proxy votes shall be accredited to one representative of each team or Board
449 member in lieu of the Board member or Coach of record attending.
450 Delegates shall be limited to a maximum of 5 votes per delegate, self (1) plus four (4)
451 proxy votes. All proxy votes must be in writing and signed by the absent voter.
452

453 SECTION 3 Monthly meetings

- 454 (a) A quorum of the club shall consist of six (6) Board members, with at least three (3) of them
455 being elected officers.
- 456 (b) The Club Board shall meet on a monthly basis, time and place specified by the Club
457 President.
- 458 (c) Club Secretary and the Boys and Girls Coordinators will notify all Board members of any
459 scheduled meetings.
- 460 (d) An agenda will be established by the President and made available before each meeting.
- 461 (e) Agenda for the monthly meeting shall be:
462 1. Call to order
463 2. Roll call
464 3. Minutes
465 4. Officer's reports
466 5. Committee / Chairpersons reports
467 6. Unfinished Business
468 7. New Business
469 8. Good of the Game
470 9. Adjournment
- 471 (f) Monthly meetings shall be open to all members and last no longer than two (2) hours.
- 472 (g) The rules contained in the current edition of Robert's Rules of Order newly revised, shall
473 govern the Club in all cases, to which they are applicable and in which they are not
474 inconsistent with these by-laws and with any special rules of order the club may adopt.
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SECTION 4 Voting at monthly meetings:

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

1. President (as tie breaker only)
2. Vice President
3. Secretary
4. Treasurer
5. Girls Registrar
6. Boys Registrar
7. 2nd Vice-President Administration
8. Referee Coordinator
9. Fields Coordinator
10. Equipment Coordinator – Girls
11. Equipment Coordinator – Boys
12. Girls Age Group Coordinator
13. Boys Age Group Coordinator
14. Ways and Means Coordinator
15. Match & Events Coordinator
16. Coaches (Head and Assistant)
17. Any club member (over 18years) that had attended the previous meeting

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

SECTION 5 Attendance at meetings.

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

SECTION 6 Special Meetings:

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

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

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

SECTION 7 Written Notification:

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

Article 10 Finances

SECTION 1 Fiscal year

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

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SECTION 2 Budget:

- (a) The Treasurer, with the support of the club Executive Board and Ways and Means Coordinator, shall prepare a proposed budget for the next fiscal year. Copies of the proposed budget, by line item, shall be submitted to the Club 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.
- (b) 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

- a) Each player in this club shall pay a registration fee. The registration fee shall be determined at the Board of Directors meeting (club monthly meeting) prior to registration.
- b) In order to assist families with multiple children playing soccer, the club will charge the registration fee for only 2 children per family. The third or more immediate children will have their player registration fee waived but still must participate in the Club fundraiser or pay the buyout fee.
- c) To acknowledge or encourage volunteers, the Club will waive the player registration fee for the fall season for one child per household, for each member of the Executive Board, Appointed Chairpersons, and one Head Coach per team for the fall season. This child must still participate in the Club Fundraiser or pay the buyout fee.
- d) 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 write a letter requesting hardship and attach it to their player registration form before giving it to the Club. This must be done prior to the first scheduled game and uniform distribution. This letter acts as their check and is only seen by the Club Registrar. This child must still participate in the Club fundraiser or pay the buyout fee.
- e) Player fees and registration documents shall be collected by the Club. Players will not be issued any club equipment or permitted to play in any game until he/she is properly listed on the roster and his/her registration fee and paperwork has been collected or hardship declared.
- f) Any player who withdraws from the club before the first season game may be entitled to a full refund of his/her registration fees. A hearing by the Executive Board shall determine the validity of any grievances regarding registration fee refunds. All requests must be submitted in writing of the same year and addressed to the club Treasurer. The Executive Board must approve and authorize all refunds.

SECTION 4 Audit

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

SECTION 5: Expenditures:

All Club expenditure shall be:

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

Article 11 Insurance

SECTION 1 Insurance

The club is required to purchase athletic insurance through WSYSA. Fees are paid to FWSA annually.

SECTION 2 Insurance Claims:

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

580 Article 12 Year

581

582 Section 1 Seasonal year:

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

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

587

588 Section 2 Fiscal Year:

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

591

592

593 Article 13 By-Law Amendments:

594

595 SECTION 1 by-law Amendments:

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

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

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

602

603 SECTION 2 Proposed by law Amendments

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

607

608 SECTION 3 By-law Conflicts

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

612

613 SECTION 4 Provisional By-laws

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

619

620

621 Article 14 Player Registration

622

623 SECTION 1 Age limits:

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

628

629 SECTION 2 Player limitation:

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

632 (b) No player shall be denied the opportunity to participate due to the inability to pay the
633 registration fee. The club will register said player as a hardship and allow said
634 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.

691 SECTION 3 RESIDENCY CHANGES:
692 In case of a residency change, a player may not be compelled to transfer from a team of which
693 he/she has been a registered member prior to changing residence.
694

695 SECTION 4 INDIVIDUAL PLAYER TEAM PLACEMENT:

- 696 (a) The Club Registrar, and Boys and Girls Coordinators shall work together in assigning each
697 player to a team. ONLY the following criteria will be used in determining the placement of
698 each player to a team.
699 1. The players age and sex
700 2. The school or neighborhood the player attends / lives.
701 3. Available space on a team
702
- 703 (b) The Club will make every effort to first place players on teams with other players from their
704 same school, and when that is not possible with players from the same neighborhood. If that
705 is not possible, then every effort will be made to place the player on a team with a friend,
706 before placing them with any other team.
- 707 (a) Upon written request, the Club Board of Directors may vote to allow individual players to play
708 on teams with friends even though they may not attend the same school or neighborhood.
- 709 (b) Players may be dropped from a team for disciplinary reasons upon approval of the Board of
710 Directors.
711

712 SECTION 5 Incomplete teams:

713 Incomplete teams, within the Club, will be referred to the club Registrar and Club Board, whom at
714 their discretion may waive team size requirements to allow placement of the affected players.
715
716

717 Article 16 Athletic Policy and Player Participation:

718
719 With the exceptions of illness, injury or disciplinary action by the coach or Club Board, each child
720 registered to a team who is present and in proper uniform at a game, shall play 50% of the game.
721
722

723 Article 17 Uniform and Equipment

- 724 (a) Uniforms for member teams will be issued for all players, after their registration form, birth
725 certificate and fees are paid (or hardship declared).
726 (b) No player shall be permitted on the field without a uniform and shinguards in a league game.
727 (c) The Club is responsible for the purchase and disposition of all uniforms and equipment for
728 each playing season. However, with prior concurrence of the Executive Board, teams may
729 purchase their own Uniforms independently, or as part of a Club buy. If teams purchase their
730 own uniforms they must be the Club colors, which are any combination of black, blue, red,
731 and white.
732 (d) All uniforms and equipment issued to a team must be turned in to the respective (Girls/Boys)
733 Equipment Coordinator within 15 days following the teams last season game, unless other
734 arrangements are made and approved by the Equipment Coordinator.
735
736

737 Article 18 Sponsorship and Fund Raising

738
739 SECTION 1 Individual team sponsorship

740 Each team may actively seek their own sponsor, and such moneys paid to the team may be used
741 for the teams expenses. All sponsors must be approved by the Club Board of Directors.
742

743 SECTION 2 Club fund raisers
744 Any and all team and Club fundraisers must be approved by the Board of Directors. Team fund
745 raising drives will not coincide with the Club fund-raisers, precede or follow by two (2) weeks. All
746 income from team and Club fundraising must be reported to the Club Treasurer, and all funds
747 must be processed through the Club account.
748
749

750 Article 19 Team Staff

751 SECTION 1 Coaches and staff/ WSYSA and WSP forms
752 Each team must have a Head Coach and one other staff person who is at least 18 years of age.
753 Each Coach may choose to have an Assistant Coach and a team manager, however, every
754 individual on each team who works with the players or team finances MUST apply for a
755 Washington State Patrol clearance every two (2) years. This clearance must be approved by the
756 appropriate agency, to permit any individual to work with any team.
757
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759 SECTION 2 COACH SELECTION

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

- 762 1. Training, coaches license level (preference given to the license level appropriate for the
763 applicable team age group.)
- 764 2. Experience
- 765 3. Recommendations

766 SECTION 3 YOUTH ASSISTANTS

767 Teams may have Youth Assistants under the age of 18 providing:

- 768 1. The Youth Assistant registers on-line as an Assistant Coach and is Washington State
769 Patrol cleared.
- 770 2. The Youth Assistant is NEVER left alone with the players. An adult with a Washington
771 State Patrol clearance is required at all times.
- 772 3. The Youth Assistant must be at least 13 years of age.
773
774

775 Article 20 2nd Vice President of Administration

776 The Club 2nd Vice President of Administration will follow the WSYSA's most current administrative
777 handbook for all disciplinary matters. The Club 2nd Vice President of Administration will train with
778 and maintain a liaison with the FWSA 2nd Vice President of Administration.
779

780 SECTION 1 Disciplinary committee:

- 781 (a) The Disciplinary Committee shall have sole responsibility for disciplinary
782 recommendations.
- 783 (b) All appeals start at the FWSA level.
- 784 (c) All parties directly / indirectly involved in alleged violation shall not serve on the
785 Disciplinary Committee proceedings.
- 786 (d) Disciplinary Committee shall be formed from a disciplinary pool and shall consist of a
787 minimum of two (2) non partisan persons plus the 2nd Vice President of Administration.
- 788 (e) The Disciplinary Committee shall be formed on an as need basis.
- 789 (f) The 2nd Vice President of Administration shall vote only in a tie.
790

791 SECTION 2 Disciplinary representation

792 In any disciplinary matter, no player, coach, manager, team assistant, parent or officer from the
793 team, Club or FWSA shall engage the services of any lawyer or attorney or invoke the aid of the
794 courts until all avenues of approach of the Disciplinary procedure are exhausted through regular
795 channels of organized soccer.
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Article 21 Discipline

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

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

812
813 SECTION 2: Referee Assistant Referee abuse and assault:

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

818
819 ABUSE

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

829
830 ASSAULT

- 831 1. Hitting, kicking, punching, choking, spitting on or at, grabbing or bodily running into
832 an official;
833 2. Kicking or throwing an object at an official that could inflict injury;
834 3. Damaging an official's uniform or personal property, i.e. car, equipment, flags; or
835 4. Any unwanted physical contact with an official or his personal property can be deemed
836 assault of an official.

837
838
839 Article 22 Coaches Code of Ethics:

840
841 This code of ethics has been developed to clarify and distinguish approved and accepted ethical
842 and moral behavior from that which is detrimental to the development of soccer within the FWSA
843 and the WSYSA.

844
845 This code shall be followed by every Coach in this Club. Each coach (head and assistant) will be
846 required to subscribe, adhere, and be subject to the following code of ethics. Each coach shall be
847 required to read and sign a copy of the code of ethics to be kept on record with the Club. A breach
848 of this code shall make you subject to disciplinary action as determined by the Club Disciplinary
849 Committee.

850
851 The Club will use the Code of Ethics as defined and published by WSYSA.