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FEDERAL WAY MOD SOCCER CLUB
BY-LAWS
Revised
February 9, 2004

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FEDERAL WAY MOD SOCCER CLUB

Article I Name

This organization shall be known as Federal Way Mod Soccer Club (incorporated), here after referred to as the Club; and be affiliated with the Federal Way Soccer Association (incorporated), here after referred to as F.W.S.A.; and Washington State Youth Soccer Association (incorporated), here after referred to as W.S.Y.S.A. This Club 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 Club shall be to teach, govern, and promote all aspects of the game of soccer among those players, U-6 through U-10 who elect to join an affiliated team covered by the boundaries of this club listed in Article 4 of these by-laws.

Article 3 Control and Authority

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club shall be listed in the by-laws of this Club, and a body of members known as the Board of Directors, except when superseded by those of the FWSA by-laws or WSYSYA by- laws and Constitution.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

Article 4 Boundaries

The boundaries of this club shall be those of the Federal Way School District No. 210. This club's boundaries shall include all Elementary schools of Federal Way School District No. 210. This club may choose to include any private schools that may fall within the Federal Way School District No. 210 boundaries.

Article 5 Membership

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

Article 6 Organization

SECTION 1: The Governing Body

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

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

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

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

87 Article 7 Executive Board

88
89 SECTION 1: Executive Board:

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

- 91 A. President;
- 92 B. Vice President;
- 93 C. Secretary;
- 94 D. Treasurer;
- 95 E. Registrar I;
- 96 F. Registrar II;
- 97 G. 2nd Vice-President Administration.

98
99 SECTION 2: General duties and responsibilities:

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

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

111
112 SECTION 3: Officers election Procedures:

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

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

- 117 President
- 118 Secretary
- 119 2nd Vice President Administration
- 120 Registrar II

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

- 123 Vice President
- 124 Registrar I
- 125 Treasurer

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

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

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

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

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

146
147 SECTION 4: Term of Office:

- 148 (a) The term of office for the club Executive Board shall commence immediately upon
149 election, and shall continue until the Annual General meeting two years hence. Each
150 outgoing officer must transfer all club records and files maintained during the course
151 of the office to the successor and assist the new officer for a period not to exceed
152 the remainder of the fiscal year, in order to assure a smooth transition. Each club
153 officer shall not serve in the same office for more than two (2) full terms. In the event
154 that a nominee for a particular office is not presented to the Board of Directors at the
155 Annual General Meeting, and upon agreement by the officer and a vote of those
156 present at the AGM, the officer whose maximum term has expired may continue to
157 serve in that position on a temporary basis until such time as a replacement can be
158 established by a vote of a quorum at any regularly scheduled Board meeting.
159
160 (b) In the event the office of the President, Vice President, Secretary, Treasurer,
161 Registrar, 2nd Vice-President Administration are all vacated, the Board of Directors shall
162 elect, by a majority vote of a quorum, replacements for the remainder of their respective
163 terms. In the interim, the Board of Directors shall designate a member of the Board of
164 Directors as Acting President.
165
166 (c) Any Executive Board member being absent from three (3) consecutive meetings of
167 the Executive Board or the Board of Directors, or being negligent in responsibilities
168 to the club, or being in violation of the club or FWSA or WSYSA Code of ethics or
169 combination thereof, shall be subject to suspension or removal by the Board of Directors.
170

171 SECTION 5: Duties and responsibilities:

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

173
174 A. PRESIDENT:

- 175 1. Preside over all club meetings;
176 2. Submit a report on his/her activities at each monthly meeting;
177 3. Supervise all activities of the Club and Executive Board;
178 4. Serve as a member of all committees;
179 5. Present to the Board for approval all nominations for vacancies on the Board as
180 necessary during his/her term of office;
181 6. Prepare an agenda before all meetings, and
182 7. Present for approval, by the Executive Board, appointed Chairpersons names.
183

184 B. VICE PRESIDENT:

- 185 1. Attend all Club monthly meetings;
186 2. Submit a report on his/her activities at each meeting;
187 3. Assume the President's duties in his/her absence;
188 4. Assist the President as required;
189 5. Coordinate any exchange programs or skills contests;
190 6. Organize team pictures;
191 7. Act as F.W.S.A. representative at all monthly Association meetings;
192 8. Handle all public relations, and publicity issues; and
193 9. Handle any insurance claims.
194

- 195 C. SECRETARY:
196 1. Attend all Club monthly meetings;
197 2. Submit a report on his/ her activities at each meeting;
198 3. Attend to and file all correspondence;
199 4. Prepare and read all meeting minutes;
200 5. Call role of the Board and name any proxy voters;
201 6. Notify all elected officers, appointed Chairpersons, and coaches of any business
202 meetings;
203 7. Sit on the Coaches Coordinator committees; and
204 8. Help prepare meeting agendas.
205
- 206 D. TREASURER:
207 1. Attend all Club monthly meetings;
208 2. Submit a report on his/her activities at each meeting;
209 3. Keep financial records of all monetary transactions;
210 4. Maintain a checking account with signature authority by the President, Vice President,
211 Secretary, and Treasurer (Checks will be signed by Treasurer and one other officer);
212 5. Assist with and schedule an audit on the records prior to the Annual General
213 Meeting;
214 6. Sit on the Ways and Means, Equipment and Registration Committees;
215 7. Submit at the Annual General Meeting a proposed budget for the year;
216 8. File a tax exempt status with the IRS yearly;
217 9. File yearly State Tax Form and Federal Tax Form; and
218 10. Pay all insurance fees to FWSA.
219
- 220 E. REGISTRAR I:
221 1. Attend all Club monthly meetings;
222 2. Submit a report on his/ her activities at each meeting;
223 3. Coordinate Annual Player registration;
224 4. Verify age of all players registered in the Club by having on file a copy of each
225 child's certified birth certificate or other WSYSA approved document;
226 5. Maintain an up to date file on all girl players, their teams and coaches;
227 6. Handle all girl player transfers to and from teams, and to and from clubs and
228 Associations;
229 7. Maintain and provide up to date rosters of each girl team registered in the Club;
230 8. Establish a deadline date for the registration and submit to the Secretary for the
231 Annual calendar;
232 9. Maintain a liaison with the FWSA Registrar;
233 10. Submit team assignment sheets to coaches of all girl teams.
234
- 235 F. REGISTRAR II:
236 1. Attend all Club monthly meetings;
237 2. Submit a report on his/ her activities at each meeting;
238 3. Coordinate Annual Player registration;
239 4. Verify age of all players registered in the Club by having on file a copy of each
240 child's certified birth certificate or other WSYSA approved document;
241 5. Maintain an up to date file on all boy players, their teams and coaches;
242 6. Handle all boy player transfers to and from teams, and to and from clubs and
243 Associations;
244 7. Maintain and provide up to date rosters of each boy team registered in the Club;
245 8. Establish a deadline date for the registration and submit to the Secretary for the
246 Annual calendar;
247 9. Maintain a liaison with the FWSA Registrar;
248 10. Submit team assignment sheets to coaches of all boy teams.
249

- 250 G. 2nd Vice-President Administration:
251 1. Attend all Club monthly meetings;
252 2. Submit a report on his/ her activities at each meeting;
253 3. Preside over all Club Disciplinary matters;
254 4. Submit proposed changes to the Club and FWSA By-laws, in their proper format,
255 to the Club secretary a minimum of 45 days before the respective AGM; and
256 5. Establish a Disciplinary pool (of a minimum of two non partisan persons plus the
257 2nd Vice President of Administration), to be called upon as needed.
258
259

260 ARTICLE 8 APPOINTED CHAIRPERSONS

261 SECTION 1: Chairpersons:

262 The appointed Chairpersons positions shall be:

- 263 A. Referee Coordinator;
264 B. Fields Coordinator;
265 C. Coaches Coordinator;
266 D. Equipment Coordinator-Girls;
267 E. Equipment Coordinator-Boys;
268 F. Girls Coordinator (club may elect to assign coord. for each age division);
269 G. Boys Coordinator (club may elect to assign coord. to each age division);
270 H. Risk Manager;
271 I. Ways and Means Coordinator (optional as determined by the Executive Board); and
272 J. Match and Event Coordinator (optional as determined by the Executive Board).
273
274

275 SECTION 2: Appointment:

276 The appointed Chairpersons shall be appointed and approved by a majority vote of a quorum of
277 the Board of Directors at the regular monthly meetings. Coordinators may select assistants, as
278 needed and approved by the Executive Board, to assist in equipment distribution and retrieval.
279

280 SECTION 3: Term of office:

- 281 (a) The term of office for the appointed Chairpersons shall commence immediately upon
282 appointment and shall continue until the AGM two (2) years hence. Each outgoing
283 Chairperson must transfer all club records and files maintained during the course of
284 the office to the successor and assist the new Chairperson for a period not to
285 exceed the remainder of the fiscal year, in order to assure a smooth transition.
286 (b) In the event any of the Appointed positions become vacant, the Board of Directors
287 shall elect, by a majority vote of a quorum, a replacement.
288 (c) Any Chairperson being absent from three (3) consecutive meetings of the club or
289 being negligent in responsibilities to the club, or being in violation of the club or
290 FWSA Code of ethics or combination thereof, shall be subject to suspension or
291 removal from office.
292

293 SECTION 4: Duties and responsibilities:

294 The duties and responsibilities of the respective appointed Chairperson shall be as follows:
295

296 A. REFEREE COORDINATOR:

- 297 1. Attend all Club monthly meetings;
298 2. Submit a report on his/her activities at each meeting;
299 3. Keep liaison with the FW Soccer Referee Association;
300 4. Organize mod soccer referees, maintaining an up to date file on all referees involved in mod
301 soccer;
302 5. Seek and promote appropriate training for mod soccer referees;
303 6. Provide a list of U-9 and U-10 games schedule to FWSRA for referee assigning; and
304 7. Assign referees for the U-8 and under home games.
305

- 306 B. FIELDS COORDINATOR:
307 1. Attend all Club monthly meetings;
308 2. Submit a report on his/ her activities at each meeting;
309 3. Schedule the use of all club fields for practice (including lighted field time) and games by
310 member teams;
311 4. Coordinate club members to maintain, develop and upgrade, the number and quality of Club
312 fields;
313 5. Care and maintain all Club field equipment;
314 6. Work in conjunction with the Chairperson of Fields committee on the FWSA Board in
315 acquiring and improving fields for soccer; and
316 7. Coordinating lining, netting and setting up of mod goals of all fields to be used.
317
- 318 C. COACHES COORDINATOR:
319 1. Attend all Club monthly meetings;
320 2. Submit a report on his/her activities at each meeting;
321 3. Facilitate pre-season Coaches' training regarding paper work, responsibilities and
322 expectations;
323 4. Collect from all Coaches, Assistant coaches and team Managers, all proper paper work such
324 as, Coaches application, Washington State Youth Soccer Association Volunteer form,
325 Washington State Patrol form, in addition to any other form the FWSA or WSYSA may later
326 require, and timely return them to the Club Risk Manager;
327 5. Seek and promote coaches clinics;
328 6. Address Coaches' issues with respect to parents, players, referees or Board members; and
329 7. Set up and maintain a file on all club coaches, their training records, each year's team
330 assignment, accomplishments, violations or disciplinary actions taken against. **(This last**
331 **file will be a confidential file, only available to the Club and Association Judicial**
332 **Chairs.)**
333
- 334 D. EQUIPMENT COORDINATOR-GIRLS:
335 1. Attend all club monthly meetings;
336 2. Submit a report on his/her activities at each meeting;
337 3. Coordinate proposed equipment purchases with Equipment Coordinator-BOYS,
338 and provide competitive bids to the Executive Board for approval, prior to purchase
339 of necessary equipment.
340 4. Issue, and maintain all Club uniforms, equipment, and materials for girls' teams.
341 5. Collect and inventory all girls' team equipment at end of season.
342
- 343 E. EQUIPMENT COORDINATOR-BOYS:
344 1. Attend all club monthly meetings;
345 2. Submit a report on his/her activities at each meeting;
346 3. Coordinate proposed equipment purchases with Equipment Coordinator-GIRLS,
347 and provide competitive bids to the Executive Board for approval, prior to purchase
348 of necessary equipment.
349 4. Issue, and maintain all Club uniforms, equipment, and materials for boys' teams.
350 5. Collect and inventory all boys' team equipment at end of season.
351
- 352 F. GIRLS COORDINATOR:
353 1. Attend all club monthly meetings;
354 2. Submit a report on his/her activities at each meeting;
355 3. Notify all girls team coaches of all meetings and activities;
356 4. Help fill all Coach vacancies and make public notice of such need;
357 5. Assist club Registrar as needed in placement of girls to teams;
358 6. Assist club Registrar in pre-registering existing teams from previous season and
359 collecting copies of certified birth certificates or other WSYSA approved documents
360 for all girls registered within the club; and
361 7. Submit to the Club Match and Event Coordinator, a list of all teams registered for a

362 current season schedule.

363

364 G. BOYS COORDINATOR:

- 365 1. Attend all Club monthly meetings;
- 366 2. Submit a report on his/her activities at each meeting;
- 367 3. Notify all boys team coaches of all meetings and activities;
- 368 4. Help fill all coaches vacancies and make public notice of such need;
- 369 5. Coordinate placement of registered boys to teams;
- 370 6. Assist Club Registrar in pre-registering existing teams from previous season and
- 371 collecting copies of certified birth certificates or other WSYSA approved documents
- 372 for all boys registered within the club; and
- 373 7. Submit to the Club Match and Event Coordinator, a list of all teams registered for a
- 374 current season schedule.

375

376 H. RISK MANAGER:

- 377 1. Attend all club monthly meetings;
- 378 2. Submit a report on his/her activities;
- 379 3. Ensure that *all club members who work with children*, such as, but not limited to, the
- 380 Board of Directors, Executive Board, Head and Assistant Coaches Team Managers,
- 381 fill out and return to the Club Risk Manager, a Washington State Youth Soccer
- 382 Association Volunteer form, Washington State Patrol clearance form, in addition to
- 383 any other FWSA or WSYSA required security form;
- 384 4. Maintain a liaison and work with the FWSA Risk Manager to provide him/her with
- 385 all the completed and ready for submission, Washington State Patrol forms,
- 386 Washington State Youth Soccer Volunteer forms, in a timely manner, for all
- 387 required club members listed in item 3, above;
- 388 5. Set up and maintain a file that contains copies and dated records of all Club
- 389 members completed and filed WSYSA Volunteer forms, WSP forms and any other
- 390 security forms that may be required by FWSA or WSYSA; and
- 391 6. Ensure that all required Club members listed in item 3 of this section, refile with
- 392 him/her the required above mentioned forms, 18 months after their initial filing,
- 393 with the club Risk manager who will then forward them to the FWSA Risk manager
- 394 for submission to the appropriate agencies, to avoid a lapse in Washington State
- 395 Youth Soccer Association approval to be a volunteer.

396

397

398 I. WAYS AND MEANS COORDINATOR

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

405

406 J. MATCHES AND EVENTS COORDINATOR

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

416

417 Article 9 Meetings

418

419 SECTION 1 Annual General Meeting

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

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

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

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

438

439 SECTION 2 Voting at the AGM

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

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

446

447 SECTION 3 Monthly meetings

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

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

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

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

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

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

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

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

469

470 SECTION 4 Voting at monthly meetings:

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

- 472 1. President (as tie breaker only)
- 473 2. Vice President
- 474 3. Secretary
- 475 4. Treasurer
- 476 5. Registrar I
- 477 6. Registrar II
- 478 7. 2nd Vice-President Administration
- 479 8. Referee Coordinator
- 480 9. Fields Coordinator
- 481 10. Coaches Coordinator
- 482 11. Equipment Coordinator – Girls
- 483 12. Equipment Coordinator – Boys
- 484 13. Girls Coordinator
- 485 14. Boys Coordinator
- 486 15. Risk Manager
- 487 16. Ways and Means Coordinator
- 488 17. Director of Competition
- 489 18. Coaches (Head and Assistant)
- 490 19. Any club member (over 18years) that had attended the previous meeting

491
492 (b) No club member may have more than one (1) vote for self. No member may submit
493 more than 5 votes (four (4) proxy and one (1) self). All proxy votes must be in writing and
494 signed by the absent voter.

495
496 SECTION 5 Attendance at meetings.

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

501
502 SECTION 6 Special Meetings:

- 503 (a) Special meetings may be called by the Executive Board as requested.
- 504 (b) Business meetings shall be held at a time and place designated by the President.
505 Meetings shall be limited to two (2) hours. Special meetings may be convened by
506 request of the President, or two (2) or more of the elected officers, or 30% or more of
507 the club membership.

508
509 SECTION 7 Written Notification:

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

512
513

514 Article 10 Finances

515
516

516 SECTION 1 Fiscal year

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

520
521

521 SECTION 2 Budget:

- 522 (a) The Treasurer, with the support of the club Executive Board and Ways and Means
523 Chairperson, shall prepare a proposed budget for the next fiscal year. Copies of the
524 proposed budget, by line item, shall be submitted to the Club Board of Directors, at
525 least thirty (30) days prior to the meeting at which it is adopted. Copies of the

526 approved budget, by line item, shall be printed in the Annual report.
527 (b) The budget shall be limited for any given year to expected income plus reserve for
528 that year. The total budget shall include no less than 10% contingency fund each
529 year.

530

531 SECTION 3 Registration fees

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

557

558 SECTION 4 Audit

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

561

562 SECTION 5: Expenditures:

563 All Club expenditure shall be:

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

567

568

569 Article 11 Insurance

570

571 SECTION 1 Insurance

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

574

575 SECTION 2 Insurance Claims:

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

577

578

579 Article 12 Year

580

581 Section 1 Seasonal year:

- 582 (a) The seasonal year of the club shall begin September 1, and end on August 31, of the
583 following year. Insurance coverage shall be for the same period of time.
584 (b) Team rosters for existing teams will be in effect September 1, through May 1 of the
585 following year.
586

587 Section 2 Fiscal Year:

588 The fiscal year of the Club shall begin 12:01 am September 1, and end at 11:59 PM, August 31 of
589 the following year.
590
591

592 Article 13 By-Law Amendments:

593
594 SECTION 1 by-law Amendments:

- 595 (a) Amendments to these by- laws may be affected at the Annual General Meeting upon
596 affirmative vote of the majority vote of a quorum and of the members present.
597 (b) Amendments to the mod soccer rules must be within the guidelines set forth by FIFA
598 and the WSYSA.
599 (c) Amendments to the mod soccer rules must be submitted for review to the FWSA
600 Executive Board at least 45 days prior to the FWSA annual general meeting
601

602 SECTION 2 Proposed by law Amendments

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

607 SECTION 3 By-law Conflicts

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

612 SECTION 4 Provisional By-laws

613 The Club's Board may, from time to time, make temporary rules or regulations governing specific
614 cases or occasions not provided for on the existing by-laws, but which may be necessary for
615 carrying out the objectives of the Club. Provisional Changes that were approved during the
616 season, must be submitted for ratification at the next Annual General Meeting for adoption into the
617 by-laws if approved by a majority vote, of a quorum, of the eligible membership.
618
619

620 Article 14 Player Registration

621
622 SECTION 1 Age limits:

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

628 SECTION 2 Player limitation:

- 629 (a) No player shall be denied the opportunity to participate due to physical and/or
630 mental limitation.
631 (b) No player shall be denied the opportunity to participate due to the inability to pay the
632 registration fee. The club will register said player as a hardship and allow said
633 player to participate.
634

635 SECTION 3 Player registration:

636 Each player shall register on a form approved by FWSA. Such form shall include, name, address,
637 telephone number, date of birth, and a signed emergency medical authorization treatment form.

638 A copy of his/her certified birth certificate or other WSYSA approved document to verify player
639 age, must accompany this players registration form for the first time registering with this club.

640
641 SECTION 4 Playing down:

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

646
647 SECTION 5 Playing up:

- 648 (a) A player may play up, no more than 2 years, if in the opinion of their coach, and the
649 Club Board of Directors, it is beneficial to the individual player. Written application
650 must be submitted to the Club Board of Directors for approval.
651 (b) No player may play up, for any reason, without the written permission and consent of
652 the player, and their parents or guardians.

653
654 SECTION 6 Player Transfers:

- 655 (a) Transfer of players within the Club, before the Club Registrar has transferred the Club
656 registrations to the FWSA Registrar, shall be handled between the sending and receiving
657 coaches, players, and parents and the Clubs' Registrars. No transfer form required.
658 (b) Transfer of players within the Club, after the Club Registrar has transferred the Club
659 registrations to the FWSA Registrar, WILL REQUIRE a transfer form filled out and filed by the
660 Club Registrar with the FWSA Registrar.
661 (c) Release and transfer of a player to or from another Association within the same District
662 (District III) shall require a WSYSA, (provided by the WSYSA office) transfer
663 Form filled out and filed with the FWSA Registrar. In addition, a player release form may be
664 required, signed by both the sending and receiving Coaches and Associations.
665 (See FWSA Registrar for details).
666 (d) All player transfers must be completed by midnight, October 31st of the seasonal
667 year.

668
669
670 Article 15 Player Team Assignments

671
672 Except as otherwise specified in these by-laws, all players will be assigned to teams based on
673 their age as of August 1st preceding the seasonal year. The seasonal year is September 1st
674 through August 31.

675
676 SECTION 1: PLAYER AGE DEFINITION:

- 677 U-6 player has not reached 6th birthday before August 1
678 U-7 player has not reached 7th birthday before August 1
679 U-8 player has not reached 8th birthday before August 1
680 U-9 player has not reached 9th birthday before August 1
681 U-10 player has not reached 10th birthday before August 1.

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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.

SECTION 3 RESIDENCY CHANGES:

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

SECTION 4 INDIVIDUAL PLAYER TEAM PLACEMENT:

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

SECTION 5 Incomplete teams:

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

Article 16 Athletic Policy and Player Participation:

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

Article 17 Uniform and Equipment

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

736 Article 18 Sponsorship and Fund Raising

737
738 SECTION 1 Individual team sponsorship

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

741
742 SECTION 2 Club fund raisers

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

747
748
749 Article 19 Team Staff

750
751 SECTION 1 Coaches and staff/ WSYSA and WSP forms

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

757
758 SECTION 2 COACH SELECTION

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

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

765
766
767 Article 20 2nd Vice President of Administration

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

771
772 SECTION 1 Disciplinary committee:

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

782
783 SECTION 2 Disciplinary representation

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

790 Article 21 Discipline

791
792 Coaches and/or staff, players and parents or guardians and spectators of youth soccer games will
793 be brought before either the club, FWASA or WSYSA Disciplinary board, to be reviewed,
794 disciplined or terminated for committing any of the following:

795
796 SECTION 1 Actions deeming Disciplinary review/ action

- 797 (a) Conviction of a felony as defined by the revised code of WSYSA
798 (b) Striking, Kicking, or spitting upon a player, or spectator.
799 (c) Directing profane remarks at players, or spectators.
800 (d) Unsportsman-like conduct.
801 (e) Receiving a red or two yellow cards during league or tournament play.
802 (f) Violation of these rules and regulations or decisions of the Club Board.
803 (g) Violation of the club, FWASA or WSYSA (coaches and other) Code of Ethics

804
805 SECTION 2: Referee Assistant Referee abuse and assault:

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

810
811 ABUSE

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

821
822 ASSAULT

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

829
830
831 Article 22 Coaches Code of Ethics:

832
833 This code of ethics has been developed to clarify and distinguish approved and accepted ethical
834 and moral behavior from that which is detrimental to the development of soccer within the FWASA
835 and the WSYSA.

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

842
843 The Club will use the Code of Ethics as defined and published by WSYSA.