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

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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55 members known as the Board of Directors, except when superseded by those of the FWSA by-  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. 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 roll 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. 2<sup>nd</sup> 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 2<sup>nd</sup> 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. 2<sup>nd</sup> 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.

525 SECTION 2 Budget:

- 526 (a) The Treasurer, with the support of the club Executive Board and Ways and Means  
527 Coordinator, shall prepare a proposed budget for the next fiscal year. Copies of the  
528 proposed budget, by line item, shall be submitted to the Club Board of Directors, at  
529 least thirty (30) days prior to the meeting at which it is adopted. Copies of the  
530 approved budget, by line item, shall be printed in the Annual report.  
531 (b) The budget shall be limited for any given year to expected income plus reserve for  
532 that year. The total budget shall include no less than 10% contingency fund each  
533 year.  
534

535 SECTION 3 Registration fees

- 536 a) Each player in this club shall pay a registration fee. The registration fee shall be determined  
537 at the Board of Directors meeting (club monthly meeting) prior to registration.  
538 b) In order to assist families with multiple children playing soccer, the club will charge the  
539 registration fee for only 2 children per family. The third or more immediate children will have  
540 their player registration fee waived but still must participate in the Club fundraiser or pay the  
541 buyout fee.  
542 c) To acknowledge or encourage volunteers, the Club will waive the player registration fee for  
543 the fall season for one child per household, for each member of the Executive Board,  
544 Appointed Chairpersons, and one Head Coach per team for the fall season. This child must  
545 still participate in the Club Fundraiser or pay the buyout fee.  
546 d) No player shall be denied the right to play soccer due to his/her inability to pay the registration  
547 fee. All players unable to meet this fee shall write a letter requesting hardship and attach it to  
548 their player registration form before giving it to the Club. This must be done prior to the first  
549 scheduled game and uniform distribution. This letter acts as their check and is only seen by  
550 the Club Registrar. This child must still participate in the Club fundraiser or pay the buyout  
551 fee.  
552 e) Player fees and registration documents shall be collected by the Club. Players will not be  
553 issued any club equipment or permitted to play in any game until he/she is properly listed on  
554 the roster and his/her registration fee and paperwork has been collected or hardship declared.  
555 f) Any player who withdraws from the club before the first season game may be entitled to a full  
556 refund of his/her registration fees. A hearing by the Executive Board shall determine the  
557 validity of any grievances regarding registration fee refunds. All requests must be submitted  
558 in writing of the same year and addressed to the club Treasurer. The Executive Board must  
559 approve and authorize all refunds.  
560

561 SECTION 4 Audit

562 The financial books and accounts maintained by the Treasurer shall be audited at the end of each  
563 Treasurer's term, or every two (2) years which ever comes first.  
564

565 SECTION 5: Expenditures:

566 All Club expenditure shall be:

- 567 (a) Consistent with the approved budget for the year and within the Club's objectives,  
568 (b) Considered reasonable by the Executive Board, and  
569 (c) Authorized by the Executive Board.  
570

571 Article 11 Insurance

572 SECTION 1 Insurance

573 The club is required to purchase athletic insurance through WSYS. Fees are paid to FWSA  
574 annually.  
575

576 SECTION 2 Insurance Claims:

577 All insurance claims will be coordinated with the Club's Vice President.  
578  
579

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.

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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 2<sup>nd</sup> Vice President of Administration

776 The Club 2<sup>nd</sup> Vice President of Administration will follow the WSYSA's most current administrative  
777 handbook for all disciplinary matters. The Club 2<sup>nd</sup> Vice President of Administration will train with  
778 and maintain a liaison with the FWSA 2<sup>nd</sup> 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 2<sup>nd</sup> Vice President of Administration.
- 788 (e) The Disciplinary Committee shall be formed on an as need basis.
- 789 (f) The 2<sup>nd</sup> 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.

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838  
839 Article 22 Coaches Code of Ethics:

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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.