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FEDERAL WAY MOD SOCCER CLUB
BY-LAWS
Revised
April 9, 2012

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38 FEDERAL WAY MOD SOCCER CLUB
39

40 Article I Name

41 This organization shall be known as Federal Way Mod Soccer Club (incorporated), here after
42 referred to as the Club; and be affiliated with the Federal Way Soccer Association (incorporated),
43 here after referred to as F.W.S.A.; and Washington State Youth Soccer Association
44 (incorporated), here after referred to as W.S.Y.S.A. This Club is and shall be known as a non
45 profit organization and shall not carry on any other activities not permitted to be carried on by an
46 organization exempt from Federal income tax under Section 501 (c) (3) of the Internal Revenue
47 Code or the corresponding provision of any future United States Internal Revenue Law.
48

49 Article 2 Objectives and Purpose

50 The purpose of this Club shall be to teach, govern, and promote all aspects of the game of soccer
51 among those players, U-6 through U-10 who elect to join an affiliated team covered by the
52 boundaries of this club listed in Article 4 of these by-laws.
53

54 Article 3 Control and Authority

55 The final control and authority of this club shall be listed in the by-laws of this Club, and a body of
56 members known as the Board of Directors, except when superseded by those of the FWSA by-
57 laws or WSYSYSA by- laws and Constitution. This club shall have custodial responsibility for the
58 youth that live within it's boundaries and shall exercise the right of decision making on all matters
59 pertaining to Club affairs.
60

61 Article 4 Boundaries

62 The boundaries of this club shall be those of the Federal Way School District No. 210. This club's
63 boundaries shall include all Elementary, public and private, schools of Federal Way School District
64 No. 210.
65

66 Article 5 Membership

67 Membership to the Club will be open to anyone who participates in the affairs of the Club.
68 Participation is described as serving on the Board of Directors, Coaching, or otherwise
69 participating in any club sponsored activity or having a child who is a member of a team governed
70 by the Club.
71

72 Article 6 Organization

73
74 SECTION 1: The Governing Body

75 The Club Board of Directors, shall be the governing body of this Club. It shall consist of the
76 elected officers (here after referred to as the Executive Board), appointed Chairpersons, coaches,
77 or any contributing interested members. A contributing interested member is one who has a child
78 or children registered with the Club.
79

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

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

- 82 1. Filling vacancies of the Executive Board.
83 2. Removal of officers based on detrimental actions or neglect of accepted responsibilities.
84 3. Approval of club and Association By-laws.
85
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88 Article 7 Executive Board

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90 SECTION 1: Executive Board:

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

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

99

100 SECTION 2: General duties and responsibilities:

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

103

- 104 1. Enforcing the club and FWSA and WSYSA by-laws, procedures, and rules.
- 105 2. Approval and operation of any and all tournaments sponsored by the club.
- 106 3. Approval or removal of the club Board of Directors.
- 107 4. Recommendations to the Club Board of Directors for suspension or removal of the
108 Club Officers.
- 109 5. Review and make recommendations on matters to be submitted to the Board of 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's² voting
114 membership, as follows:

115

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

117

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

121

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

123

- 123 Vice President
- 124 Girls Registrar
- 125 Treasurer

126

127 (b) A 15 day written notification stating the date and place of the election shall be sent
128 to each member of the Board of Directors.

129

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

130

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

139

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

140

140 (f) In the event an objection is raised, a recount of the ballots may be approved by the Board of
141 Directors in a weighted, roll call vote. In the event a recount is authorized, each person running
142 for office shall be entitled to appoint one person to monitor the recount.

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143 (g) The election chair shall then entertain a motion to destroy the ballots.

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SECTION 4: Term of Office:

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

SECTION 5: Duties and responsibilities:

The duties and responsibilities of each elected officer shall be:

A. PRESIDENT:

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

B. VICE PRESIDENT:

1. Attend all Club monthly meetings;
2. Submit a report on his/her activities at each meeting;
3. Assume the President's duties in his/her absence;
4. Assist the President as required;
5. Act as F.W.S.A. representative at all monthly Association meetings;
6. Handle any insurance claims.
7. Report on the activities of the Director of Coaching at the monthly meeting
8. Represent the Mod Club working with FWU and FWSA negotiating and supporting the Director of Coaching activities for the Mod Club. Guidelines of expected Director of Coaching support include:
 - a. Coaching development, evaluation, selection.
 - b. Player development through team camps, age group clinics or academies.
 - c. Creation and distribution of educational materials.
 - d. Transitional education from Mod to FWU

- 198 C. SECRETARY:
199 1. Attend all Club monthly meetings;
200 2. Submit a report on his/her activities at each meeting;
201 3. Attend to and file all correspondence;
202 4. Prepare and read all meeting minutes;
203 5. Call roll of the Board and name any proxy voters;
204 6. Notify all elected officers, appointed Chairpersons, and coaches of any business
205 meetings;
206 7. Sit on the Coaches Coordinator committees; and
207 8. Help prepare meeting agendas
208 9. Organize team pictures
209 10. Handle all public relations and publicity issues
210 11. Electronically mail notification of the meeting and its agenda, previous year AGM minutes,
211 and any proposed by law revisions in addition to a list of candidates for each elected office
212 to all Club members at least 15 days prior the AGM.
213
214 D. TREASURER:
215 1. Attend all Club monthly meetings;
216 2. Submit a report on his/her activities at each meeting;
217 3. Keep financial records of all monetary transactions;
218 4. Maintain a checking account with signature authority by the President, Vice President,
219 Secretary, and Treasurer (Checks will be signed by Treasurer and one other officer);
220 5. Assist with and schedule an audit on the records prior to the Annual General
221 Meeting;
222 6. Sit on the Ways and Means, Equipment and Registration Committees;
223 7. Submit at the Annual General Meeting a proposed budget for the year;
224 8. File a tax exempt status with the IRS yearly;
225 9. File yearly State Tax Form and Federal Tax Form; and
226 10. Pay all insurance fees to FWSA.
227
228 E. GIRLS REGISTRAR
229 1. Attend all Club monthly meetings;
230 2. Submit a report on his/ her activities at each meeting;
231 3. Coordinate Annual Player registration;
232 4. Verify age of all players registered in the Club by having on file a copy of each
233 child's certified birth certificate or other WSYSA approved document;
234 5. Maintain an up to date file on all girl players, their teams and coaches;
235 6. Handle all girl player transfers to and from teams, and to and from clubs and
236 Associations;
237 7. Maintain and provide up to date rosters of each girl team registered in the Club;
238 8. Establish a deadline date for the registration and submit to the Secretary for the
239 Annual calendar;
240 9. Maintain a liaison with the FWSA Registrar;
241 10. Submit team assignment sheets to coaches of all girl teams; and
242 11. Ensure that all Club members who work with children, such as, but not limited to, the
243 Board of Directors, Executive Board, Head and Assistant Coaches, and team Managers
244 fill out and properly submit to WSYSA a Risk Management Application, in addition to any
245 other FWSA or WSYSA required security form before any volunteering takes place.
246
247

- 248 F. BOYS REGISTRAR
249 1. Attend all Club monthly meetings;
250 2. Submit a report on his/ her activities at each meeting;
251 3. Coordinate Annual Player registration;
252 4. Verify age of all players registered in the Club by having on file a copy of each
253 child's certified birth certificate or other WSYSA approved document;
254 5. Maintain an up to date file on all boy players, their teams and coaches;
255 6. Handle all boy player transfers to and from teams, and to and from clubs and
256 Associations;
257 7. Maintain and provide up to date rosters of each boy team registered in the Club;
258 8. Establish a deadline date for the registration and submit to the Secretary for the
259 Annual calendar;
260 9. Maintain a liaison with the FWSA Registrar;
261 10. Submit team assignment sheets to coaches of all boy teams; and
262 11. Ensure that all Club members who work with children, such as, but not limited to, the
263 Board of Directors, Executive Board, Head and Assistant Coaches, and team Managers
264 fill out and properly submit to WSYSA a Risk Management Application, in addition to any
265 other FWSA or WSYSA required security form before any volunteering takes place.
266
267 G. 2nd Vice-President Administration:
268 1. Attend all Club monthly meetings;
269 2. Submit a report on his/ her activities at each meeting;
270 3. Preside over all Club Disciplinary matters;
271 4. Submit proposed changes to the Club and FWSA By-laws, in their proper format,
272 to the Club and FWSA Executive Board a minimum of 30 days before the Mod AGM; and
273 5. Establish a Disciplinary pool (of a minimum of two non partisan persons plus the
274 2nd Vice President of Administration), to be called upon as needed.
275
276

277 ARTICLE 8 APPOINTED CHAIRPERSONS

278 SECTION 1: Chairpersons:

279 The appointed Chairpersons positions shall be:

- 280 A. Referee Coordinator;
281 B. Fields Coordinator;
282 C. Equipment Coordinator-Girls;
283 D. Equipment Coordinator-Boys;
284 E. Girls Age Group Coordinator;
285 F. Boys Age Group Coordinator;
286 G. Ways and Means Coordinator (optional as determined by the Executive Board); and
287 H. Match and Event Coordinator
288

289 SECTION 2: Appointment:

290 The appointed Chairpersons shall be appointed and approved by a majority vote of a quorum of
291 the Board of Directors at the regular monthly meetings. Coordinators may select assistants, as
292 needed and approved by the Executive Board, to assist in equipment distribution and retrieval.
293
294

295 SECTION 3: Term of office:

- 296 (a) The term of office for the appointed Chairpersons shall commence immediately upon
297 appointment and shall continue until the AGM one (1) or two (2) years hence per the schedule
298 below. Each outgoing Chairperson must transfer all club records and files maintained during
299 the course of the office to the successor and assist the new Chairperson for a period not to
300 exceed the remainder of the fiscal year, in order to assure a smooth transition.
301
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- 303 1. Chairpersons to be appointed in even numbered years are:
304 Boys Equipment Coordinator
305 Match and Events Coordinator
306
- 307 2. Chairpersons to be appointed in odd numbered years are:
308 Girls Equipment Coordinator
309 Fields Coordinator
310
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- 312 3. Chairpersons to be appointed every year are:
313 Referee Coordinator
314 Girls Age Group Coordinator
315 Boys Age Group Coordinator
316 Ways and Means Coordinator
317
- 318 (b) In the event any of the Appointed positions become vacant, the Board of Directors
319 shall elect, by a majority vote of a quorum, a replacement.
- 320 (c) Any Chairperson being absent from three (3) consecutive meetings of the club or
321 being negligent in responsibilities to the club, or being in violation of the club or
322 FWSA Code of ethics or combination thereof, shall be subject to suspension or
323 removal from office.
324
- 325 SECTION 4: Duties and responsibilities:
326 The duties and responsibilities of the respective appointed Chairperson shall be as follows:
327
- 328 A. REFEREE COORDINATOR:
329 1. Attend all Club monthly meetings;
330 2. Submit a report on his/her activities at each meeting;
331 3. Keep liaison with the FW Soccer Referee Association;
332 4. Organize mod soccer referees, maintaining an up to date file on all referees involved in mod
333 soccer;
334 5. Seek and promote appropriate training for mod soccer referees;
335 6. Provide a list of U-9 and U-10 games schedule to FWSRA for referee assigning; and
336 7. Assign referees for the U-8 and under home games.
337
- 338 B. FIELDS COORDINATOR:
339 1. Attend all Club monthly meetings;
340 2. Submit a report on his/ her activities at each meeting;
341 3. Schedule the use of all club fields for practice (including lighted field time) and games by
342 member teams;
343 4. Coordinate club members to maintain, develop and upgrade, the number and quality of Club
344 fields;
345 5. Care and maintain all Club field equipment;
346 6. Work in conjunction with the Chairperson of Fields committee on the FWSA Board in
347 acquiring and improving fields for soccer; and
348 7. Coordinating lining, netting and setting up of mod goals of all fields to be used.
349
- 350 C. EQUIPMENT COORDINATOR-GIRLS:
351 1. Attend all club monthly meetings;
352 2. Submit a report on his/her activities at each meeting;
353 3. Coordinate proposed equipment purchases with Equipment Coordinator-BOYS,
354 and provide competitive bids to the Executive Board for approval, prior to purchase
355 of necessary equipment.
356 4. Issue, and maintain all Club uniforms, equipment, and materials for girls' teams.
357 5. Collect and inventory all girls' team equipment at end of season.
358

- 359 D. EQUIPMENT COORDINATOR-BOYS:
360 1. Attend all club monthly meetings;
361 2. Submit a report on his/her activities at each meeting;
362 3. Coordinate proposed equipment purchases with Equipment Coordinator-GIRLS,
363 and provide competitive bids to the Executive Board for approval, prior to purchase
364 of necessary equipment.
365 4. Issue, and maintain all Club uniforms, equipment, and materials for boys' teams.
366 5. Collect and inventory all boys' team equipment at end of season.
367
- 368 E. GIRLS AGE GROUP COORDINATOR:
369 1. Attend all club monthly meetings;
370 2. Submit a report on his/her activities at each meeting;
371 3. Notify all girls team coaches of all meetings and activities;
372 4. Facilitate pre-season Coaches' training regarding paper work, responsibilities and
373 expectations;
374 5. Help fill all Coach vacancies and make public notice of such need;
375 6. Collect completed team registration packets and review all information for accuracy;
376 7. Assist Club Registrar as needed in ensuring all Coaches, Assistant Coaches and Team
377 Managers fill out and properly submit to WSYSA a Risk Management Application, in addition
378 to any other FWSA or WSYSA required security form before any volunteering takes place;
379 8. Coordinate placement of registered girls to teams;
380 9. Assist club Registrar in pre-registering existing teams from previous season and
381 collecting copies of certified birth certificates or other WSYSA approved documents
382 for all new girls registered within the club;
383 10. Seek and promote coaches clinics;
384 11. Address Coaches' issues with respect to parents, players, referees or Board members; and
385 12. Submit to the Club Match and Event Coordinator, a list of all teams registered for a
386 current season schedule.
387
- 388 F. BOYS AGE GROUP COORDINATOR:
389 1. Attend all Club monthly meetings;
390 2. Submit a report on his/her activities at each meeting;
391 3. Notify all boys team coaches of all meetings and activities;
392 4. Facilitate pre-season Coaches' training regarding paper work, responsibilities and
393 expectations;
394 5. Help fill all coaches vacancies and make public notice of such need;
395 6. Collect completed team registration packets and review all information for accuracy;
396 7. Assist Club Registrar as needed in ensuring all Coaches, Assistant Coaches and Team
397 Managers fill out and properly submit to WSYSA a Risk Management Application, in addition
398 to any other FWSA or WSYSA required security form before any volunteering takes place;
399 8. Coordinate placement of registered boys to teams;
400 9. Assist Club Registrar in pre-registering existing teams from previous season and
401 collecting copies of certified birth certificates or other WSYSA approved documents
402 for all new boys registered within the club;
403 10. Seek and promote coaches clinics;
404 11. Address Coaches' issues with respect to parents, players, referees or Board members; and
405 12. Submit to the Club Match and Event Coordinator, a list of all teams registered for a
406 current season schedule.
407
- 408 G. WAYS AND MEANS COORDINATOR
409 1. Attend all club monthly meetings;
410 2. Submit a report on his/ her activities;
411 3. Establish the needs of, and coordinate with the club Treasurer on the Club Budget;
412 4. Conduct any fund raiser activities of the Club; and
413 5. Chair a fund raiser committee composed of one assistant or representative
414 from each team.

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H. MATCH AND EVENTS COORDINATOR

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

Article 9 Meetings

SECTION 1 Annual General Meeting

- (a) The club Annual General meeting must be held before the FWSA AGM. The club may elect to hold their AGM at the end of the season (mid-November) for the upcoming season.
- (b) Written Notification of the meeting and its agenda, previous year AGM minutes, and any proposed by law revisions in addition to a list of candidates for each elected office, will be sent to all Club members at least 15 days prior the AGM.
- (c) The order of business at the AGM shall be as follows:
 1. Roll call
 2. Credentials
 3. Minutes
 4. Officer's reports
 5. Committee Reports
 6. Unfinished Business
 7. Proposals (by law changes)
 8. New Business
 9. Election of officers
 10. Good of the game
 11. Adjournment

SECTION 2 Voting at the AGM

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

SECTION 3 Monthly meetings

- (a) A quorum of the club shall consist of six (6) Board members, with at least three (3) of them being elected officers.
- (b) The Club Board shall meet on a monthly basis, time and place specified by the Club President.
- (c) Club Secretary and the Boys and Girls Coordinators will notify all Board members of any scheduled meetings.
- (d) An agenda will be established by the President and made available before each meeting.

- 465 (e) Agenda for the monthly meeting shall be:
466 1. Call to order
467 2. Roll call
468 3. Minutes
469 4. Officer's reports
470 5. Committee / Chairpersons reports
471 6. Unfinished Business
472 7. New Business
473 8. Good of the Game
474 9. Adjournment
475 (f) Monthly meetings shall be open to all members and last no longer than two (2) hours.
476 (g) The rules contained in the current edition of Robert's Rules of Order newly revised, shall
477 govern the Club in all cases, to which they are applicable and in which they are not
478 inconsistent with these by-laws and with any special rules of order the club may adopt.
479

480 SECTION 4 Voting at monthly meetings:

- 481 (a) The following or their proxy will have the right to vote at any meeting.
482 1. President (as tie breaker only)
483 2. Vice President
484 3. Secretary
485 4. Treasurer
486 5. Girls Registrar
487 6. Boys Registrar
488 7. 2nd Vice-President Administration
489 8. Referee Coordinator
490 9. Fields Coordinator
491 10. Equipment Coordinator – Girls
492 11. Equipment Coordinator – Boys
493 12. Girls Age Group Coordinator
494 13. Boys Age Group Coordinator
495 14. Ways and Means Coordinator
496 15. Match & Events Coordinator
497 16. Coaches (Head and Assistant)
498 17. Any club member (over 18years) that had attended the previous meeting
499
500 (b) No club member may have more than one (1) vote for self. No member may submit
501 more than 5 votes (four (4) proxy and one (1) self). All proxy votes must be in writing and
502 signed by the absent voter.
503

504 SECTION 5 Attendance at meetings.

505 Attendance at regular monthly meetings and the AGM is mandatory for all Executive Board
506 members. Any Executive Board member unable to attend, must send a proxy voter with his/her
507 (board members) written vote. Any Executive Board member, or appointed Chairperson, missing
508 two (2) meetings consecutively, may be asked to vacate that office.
509

510 SECTION 6 Special Meetings:

- 511 (a) Special meetings may be called by the Executive Board as requested.
512 (b) Business meetings shall be held at a time and place designated by the President.
513 Meetings shall be limited to two (2) hours. Special meetings may be convened by
514 request of the President, or two (2) or more of the elected officers, or 30% or more of
515 the club membership.
516

517 SECTION 7 Written Notification:

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

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.

576 Article 11 Insurance

577

578 SECTION 1 Insurance

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

581

582 SECTION 2 Insurance Claims:

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

584 Article 12 Year

585

586 Section 1 Seasonal year:

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

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

591

592 Section 2 Fiscal Year:

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

595

596

597 Article 13 By-Law Amendments:

598

599 SECTION 1 by-law Amendments:

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

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

604 (c) Amendments to the mod soccer rules must be submitted for review to the FWSA
605 Executive Board at least 30 days prior to the FWSA annual general meeting

606

607 SECTION 2 Proposed by law Amendments

608 A proposed amendment to the by-laws must be submitted in writing to the Club Secretary, not
609 later than 30 days preceding the Annual General meeting and to be mailed to the voting members
610 no less than 15 days prior to the Annual General meeting.

611

612 SECTION 3 By-law Conflicts

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

616

617 SECTION 4 Provisional By-laws

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

623

624

625

626 Article 14 Player Registration

627
628 SECTION 1 Age limits:

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

633
634 SECTION 2 Player limitation:

- 635 (a) No player shall be denied the opportunity to participate due to physical and/or
636 mental limitation.
637 (b) No player shall be denied the opportunity to participate due to the inability to pay the
638 registration fee. The club will register said player as a hardship and allow said
639 player to participate.
640

641 SECTION 3 Player registration:

642 Each player shall register on a form approved by FWSA. Such form shall include, name, address,
643 telephone number, date of birth, and a signed emergency medical authorization treatment form.
644 A copy of his/her certified birth certificate or other WSYSA approved document to verify player
645 age, must accompany this players registration form for the first time registering with this club.
646

647 SECTION 4 Playing down:

648 A player may play down (age level) if in the opinion of their coach, and an appropriate expert, it
649 would be detrimental to their physical and or/ mental well being to play in their own age group. A
650 written request and verifying documents must be submitted to the Club Board of Directors and
651 FWSA Board for their approval.
652

653 SECTION 5 Playing up:

654 A player may play up, no more than 2 years, if in the opinion of their coach, and the Club Board of
655 Directors, it is beneficial to the individual player. Written application must be submitted to the Club
656 Board of Directors for approval if playing up more than 1 year.
657

658 SECTION 6 Player Transfers:

- 659 (a) Transfer of players within the Club, before the Club Registrar has transferred the Club
660 registrations to the FWSA Registrar, shall be handled between the sending and receiving
661 coaches, players, and parents and the Clubs' Registrars. No transfer form required.
662 (b) Transfer of players within the Club, after the Club Registrar has transferred the Club
663 registrations to the FWSA Registrar, WILL REQUIRE a transfer form filled out and filed by the
664 Club Registrar with the FWSA Registrar.
665 (c) Release and transfer of a player to or from another Association within the same District
666 (District III) shall require a WSYSA, (provided by the WSYSA office) transfer
667 Form filled out and filed with the FWSA Registrar. In addition, a player release form may be
668 required, signed by both the sending and receiving Coaches and Associations.
669 (See FWSA Registrar for details).
670 (d) All player transfers must be completed in support of the Association Registrar deadline of the
671 seasonal year.
672
673

674 Article 15 Player Team Assignments

675
676 Except as otherwise specified in these by-laws, all players will be assigned to teams based on
677 their age as of August 1st preceding the seasonal year. The seasonal year is September 1st
678 through August 31.
679
680

681 SECTION 1: PLAYER AGE DEFINITION:
682 U-6 player has not reached 6th birthday before August 1
683 U-7 player has not reached 7th birthday before August 1
684 U-8 player has not reached 8th birthday before August 1
685 U-9 player has not reached 9th birthday before August 1
686 U-10 player has not reached 10th birthday before August 1.

687
688 SECTION 2 Defunct teams

- 689 (a) Any player registered on a team in this club which has ceased to operate, before Oct
690 31st, and accordingly has been declared defunct by the Executive Board, may be
691 transferred (with a transfer form to the FWSA) to another club team. WSYSA does
692 not permit player transfers after Oct. 31. so the Club Board of Directors may elect to
693 grant a partial refund of the registration fees to each player of the defunct team.
694 (b) If a team goes defunct, all moneys and assets shall be turned over to the Executive
695 Board for disposition back to the original team members.

696
697 SECTION 3 RESIDENCY CHANGES:

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

700
701 SECTION 4 INDIVIDUAL PLAYER TEAM PLACEMENT:

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

717
718 SECTION 5 Incomplete teams:

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

721
722
723 Article 16 Athletic Policy and Player Participation:

724
725 With the exceptions of illness, injury or disciplinary action by the coach or Club Board, each child
726 registered to a team who is present and in proper uniform at a game, shall play 50% of the game.

727
728
729 Article 17 Uniform and Equipment

- 730 (a) Uniforms for member teams will be issued for all players, after their registration form, birth
731 certificate and fees are paid (or hardship declared).
732 (b) No player shall be permitted on the field without a uniform and shinguards in a league game.
733 (c) The Club is responsible for the purchase and disposition of all uniforms and equipment for
734 each playing season. However, with prior concurrence of the Executive Board, teams may
735 purchase their own Uniforms independently, or as part of a Club buy. If teams purchase their
736 own uniforms they must be in compliance with FWMSC Policy #8.

737 (d) All uniforms and equipment issued for use to a team must be turned in to the respective
738 (Girls/Boys) Equipment Coordinator within 15 days following the teams last season game,
739 unless other arrangements are made and approved by the Equipment Coordinator.
740
741

742 Article 18 Sponsorship and Fund Raising

743 SECTION 1 Individual team sponsorship

744 Each team may actively seek their own sponsor, and such moneys paid to the team may be used
745 for the teams expenses. All sponsors must be approved by the Club Board of Directors.
746
747

748 SECTION 2 Club fund raisers

749 Any and all team and Club fundraisers must be approved by the Board of Directors. Team fund
750 raising drives will not coincide with the Club fund-raisers, precede or follow by two (2) weeks. All
751 income from team and Club fundraising must be reported to the Club Treasurer, and all funds
752 must be processed through the Club account.
753
754

755 Article 19 Team Staff

756 SECTION 1 Coaches and staff/ WSYSA and WSP forms

757 Each team must have a Head Coach and one other staff person who is at least 18 years of age.
758 Each Coach may choose to have an Assistant Coach and a team manager, however, every
759 individual on each team who works with the players or team finances MUST apply for a
760 Washington State Patrol clearance every two (2) years. This clearance must be approved by the
761 appropriate agency, to permit any individual to work with any team.
762
763

764 SECTION 2 COACH SELECTION

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

- 767 1. Training, coaches license level (preference given to the license level appropriate for the
768 applicable team age group.)
- 769 2. Experience
- 770 3. Recommendations

771 SECTION 3 YOUTH ASSISTANTS

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

- 773 1. The Youth Assistant registers on-line as an Assistant Coach and is Washington State
774 Patrol cleared.
- 775 2. The Youth Assistant is NEVER left alone with the players. An adult with a Washington
776 State Patrol clearance is required at all times.
- 777 3. The Youth Assistant must be at least 13 years of age.
778
779

780 Article 20 2nd Vice President of Administration

781 The Club 2nd Vice President of Administration will follow the WSYSA's most current administrative
782 handbook for all disciplinary matters. The Club 2nd Vice President of Administration will train with
783 and maintain a liaison with the FWSA 2nd Vice President of Administration.
784

785 SECTION 1 Disciplinary committee:

- 786 (a) The Disciplinary Committee shall have sole responsibility for disciplinary
787 recommendations.
- 788 (b) All appeals start at the FWSA level.
- 789 (c) All parties directly / indirectly involved in alleged violation shall not serve on the
790 Disciplinary Committee proceedings.
- 791 (d) Disciplinary Committee shall be formed from a disciplinary pool and shall consist of a
792 minimum of two (2) non partisan persons plus the 2nd Vice President of Administration.

- 793 (e) The Disciplinary Committee shall be formed on an as need basis.
- 794 (f) The 2nd Vice President of Administration shall vote only in a tie.

795

796 SECTION 2 Disciplinary representation

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

801

802

803 Article 21 Discipline

804

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

808

809 SECTION 1 Actions deeming Disciplinary review/ action

- 810 (a) Conviction of a felony as defined by the revised code of WSYSA
- 811 (b) Striking, Kicking, or spitting upon a player, or spectator.
- 812 (c) Directing profane remarks at players, or spectators.
- 813 (d) Unsportsman-like conduct.
- 814 (e) Receiving a red or two yellow cards during league or tournament play.
- 815 (f) Violation of these rules and regulations or decisions of the Club Board.
- 816 (g) Violation of the club, FWSA or WSYSA (coaches and other) Code of Ethics

817

818 SECTION 2: Referee Assistant Referee abuse and assault:

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

823

824 ABUSE

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

834

835 ASSAULT

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

842

843

844

845 Article 22 Coaches Code of Ethics:

846

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

850

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

856

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