

Bainbridge Island Youth Soccer Club  
By-Laws -Approved November 7, 2007

## **1.0 Name**

The name of this organization shall be the Bainbridge Island Youth Soccer Club hereafter referred to as BIYSC or the Club. BIYSC is recorded with Washington State in its; Articles of Incorporation (4-28-83). The BIYSC shall be affiliated with the Northwest Sound Youth Soccer Association hereafter referred to as NSYSA. The BIYSC encompasses Bainbridge Island in its entirety. The address is Bainbridge Island Soccer Club, PO Box 10949, Bainbridge Island, WA 98110.

## **2.0 Purpose**

The mission statement of BIYSC is: BIYSC promotes the love of the game of soccer by providing quality training and appropriate competition for all ages and abilities in a safe and supportive environment, while developing the highest standards of player growth and fair play.

The purpose of the BIYSC is:

- To teach, govern, and promote the game of soccer for youth under age 19.
- To encourage courtesy, proper conduct and respect for authority by players, coaches, and spectators.
- To promote sportsmanship and leadership
- To develop physical fitness and mental alertness

## **3.0 Organization**

### **3.1 Members**

The members of BIYSC shall consist of registered players, players' parents or guardians, assigned coaches, officers and team representatives who come under the BIYSC jurisdiction, subscribe to the purpose of the BIYSC and agree to abide by the By-laws, Rules and Regulations of the BIYSC.

### **3.2 Voting Members**

BIYSC voting members shall be the Board Members and coaches or their team representatives. On matters requiring a vote, each voting member shall be entitled to one (1) vote. There shall be one (1) vote per team.

### **3.3 Authority**

The authority of the BIYSC shall be vested in the voting member of the BIYSC. The membership shall exercise its authority by electing a Board to conduct and manage the affairs of the BIYSC.

### **3.4 Board Members**

The Board shall consist of eleven (11) elected members and two (2) trustee members. Elected board members will be voted on and elected at the Annual General Meeting in November. The elected officers include the President, Vice President for Competition, Vice President of Community Relations/Fund Raising, Vice President of Coach and Player Development, Vice President of Field Development, Vice President of Recreational Soccer, and Vice President for Select Soccer, Secretary, Treasurer, Registrar Chair, and Equipment Manager. The two trustee positions shall be held by the former President and the former Registrar Chair. It shall be the duty of each board member to be thoroughly familiar with the BIYSC By-laws, Rules and Regulations and Standing Rules and Regulations of the Club in addition to those published by NSYSA, District IV, and WSYSA.

At any time, the Board of Directors may interpret the By-laws, Rules and Regulations or render decisions on matters not covered by the By-laws, Rules and Regulations. Such decisions or interpretations shall be binding on all teams for the current season of play.

### **3.5 Appointed Members**

Appointed positions, including but not limited to, NSYSA Representative, Public Relations/Awards and Recognition Chair, Registrar Assistant(s), Field Maintenance and Lining Chair, Director of Coaching, Director of Player Development, Webmaster, and shall be nominated and approved by the Board of Directors.

### **3.6 Executive Committee**

There shall be an Executive Committee of the Board consisting of eight (8) members: President, VP for Competition, VP of Coach and Player Development, VP of Recreational Soccer, VP of Select Soccer, Secretary, Treasurer, and Registrar Chair.

### **3.7 Amendments**

All amendments by the By-laws will be done at the Annual General Meeting, by a two-thirds (2/3) majority vote of voting members in attendance. There will be a notice sent to all voting members at least thirty (30) days prior to the Annual General Meeting, which includes a list of all proposed amendment changes. The Board may accept clarifying amendments to the proposed By-law amendments at the Annual General Meeting.

Rules and Regulations may be amended by a majority vote at any regular or special meeting called by the Board with appropriate notice to the membership.

### **3.8 Representation**

It shall be understood that no member of the BIYSC shall present his or herself as the spokesperson for the BIYSC without prior approval of the Board. Furthermore, no

person shall use their BIYSC title to enhance their situation for influencing others by either work or writing without prior approval by the Board.

### **3.9 Term of Office**

Except as proved in Section 3.10, the term of office for the elected board members shall be for a two (2) year period. The term shall be from January 1 to December 31. The Registrar Chair, VP of Coach and Player Development, VP of Field Development, VP of Recreational Soccer, Equipment Manager, and Treasurer will be elected at the Annual General Meeting and assume office the following January of even numbered years. The President, VP of Competition, VP of Community Relations/Fundraising, VP of Select Soccer, and Secretary will be elected at the Annual General Meeting and assume office the following January of odd numbered years. Trustees: The trustees are honorary positions set up to assist the new officers in their duties by being in an advisory position and shall be voting members. The two trustees will serve a two (2) year term. This will be from January 1 to December 31. If for any reason a trustee position is vacant, a trustee may be appointed at the discretion of the Board of Directors.

### **3.10 Inability to Complete Term of Office**

An officer unable to complete their term due to illness, relocation, etc., notifies the Board as soon as possible in writing. If in the opinion of the Board an officer is found to be neglecting his or her duties as outlined by the constitution or By-laws, the Board shall be empowered to relieve said officer from office. A majority vote of the Board is required to declare a position forfeited. The board may, by appointment, fill any vacant Board position for the remainder of the unexpired term or the next Annual General Meeting, whichever occurs first.

### **3.11 Conducting of Business**

There shall be eight (8) members of the board or a quorum (i.e., simple majority) of the Executive Committee present in order to conduct Club business. Policies are developed and written by the Board as appropriate and relate to the by-laws, Rules and Regulations, but may not contradict this document. See attached Policies, Policies are dated upon creation and the membership is informed an appropriate.

## **4.0 Elected Board Members**

### **4.1 President**

The President shall:

Oversee all activities of the BIYSC and the work of the officers. Serve as Chairperson at Club and Board meetings. Monitor all policies, rules and regulations of the BIYSC and assure that they are executed.

Establish committees and select representatives to act in the Club's own behalf at Association, District and/or State levels as well as in the community.  
Organize annual short term and long term planning and goal setting.  
Vote only in the case of a tie.  
Orient new Board Members to their responsibilities.  
Represent BIYSC at School District and Park District meetings.  
Co-sign on all Club disbursements requiring second signature.  
Serve as Chairperson on the Conduct Review Board.  
Serve as Nominating Committee Chair.

## **4.2 Vice President of Competition**

The Vice President of Competition shall:  
Perform duties of the President in President's absence.  
Attend regularly and report when appropriate at the BIYSC meetings.  
Attend NSYSA scheduling meetings and set the match schedules as required with assistance of the Registrar Chair.  
Provide the VP of Development with all materials received from NSYSA at scheduling meetings to be placed in coach's notebooks.  
Assign Club referees for modified soccer program  
Be responsible for full field referee substitution in the event BIYSC is notified by NSYSA or District IV for a need for a referee.  
Maintain a pool of referees for full field soccer.  
Keep records of referees completed matches and submit to Club Treasurer for compensation.  
Organize and coordinate referee training.  
Keep records of all referee rankings.  
Acts a Club scheduler including match changes and reschedules, and monitors coach notifications.  
Resolves match related conflicts and disputes.  
Act as a liaison between BIYSC and NSYSA Vice President of Competition.  
Distribute team schedules and changes to schedules to coaches for league play.  
Coordinate the field scheduling for practice sessions, league play, jamborees, and tournaments.

## **4.3 Vice President for Coach and Player Development**

The Vice President for Development shall:  
Perform the duties of the President in the absence of the President and the VP of Competition.  
Attend regularly and report when appropriate at the BIYSC meetings.  
Encourage and promote the training of coaches, including setting up state coaching clinics. Encourage and promote layer development by providing access to soccer training, injury prevention, and conditioning programs.  
Maintain a roster of coaches showing their level of training.  
Recruit coaches to teams.

Organize the annual Coaches' meeting with assistance of other Board members. Define date, time and location and submit to Secretary.

Oversee preparation of coaches' loose leaf binder notebooks containing the following:

- Team roster
- Team schedule (if available)
- Club Rules and Regulations and By-laws
- NSYSA Rules and Regulations
- BIYSC Board Members' names and telephone numbers
- Game information regulations.

#### **4.4 Secretary**

The Secretary shall:

Record the minutes of all meetings and distribute to the Board of Directors, NSYSA Board of Directors, and the District IV Commissioner prior to the next club meeting.

Attend to BIYSC correspondence.

Distribute minutes, announcements and information to team representatives/coaches as directed by the Board via the BIYSC website.

Maintain a current list of BIYSC Officers (with addresses and phone numbers) and provide a copy to the NSYSA secretary.

Is responsible for scheduling meeting rooms for BIYSC monthly and annual meetings.

Is responsible for maintaining a permanent record of all Conduct Review Board and Board of Directors rulings and findings and all written correspondence by all parties.

#### **4.5 Treasurer**

The treasurer shall:

Attend regularly and report when appropriate at the BIYSC meetings.

Account for all Club monies.

Keep an accurate written record of all financial transactions

Deposit all monies in a chartered bank in the name of BIYSC

Disburse all monies

Prepare monthly financial statements for distribution at every Board meeting.

Present an annual accounting of the receipts and expenditures at the Annual General Meeting.

Complete all State Federal forms and pay all fees to maintain BIYSC as a non-profit organization.

Prepare a budget for the upcoming soccer year.

Submit BIYSC books for a bi-annually summary audit to independent auditor who is not a member of the club.

An audit should also be performed at the end of an outgoing treasurer term.

#### **4.6 Registrar Chair**

The Registrar Chair shall:

Verify the ages of all youths.

Organize and supervise on-line registration process and resolve problems with registration.

Oversee the team rosters and is responsible for all registration, correspondence to the Association, District and State in a timely manner.

Assign players to teams.

Retain a roster of each team for current league season.

Attend Board of Directors' meetings

Coordinate with the VP of Competition to schedule games for the BIYSC for the upcoming soccer season.

Retain a separate list of coaches, assistant coaches, and team representatives.

Develop a registration schedule.

Assure that all coaches have current Risk Management Forms.

Delegate tasks to Assistant Registrar as needed.

Answer and route email from info@biysc.com and Club voice mail.

Pick up mail at P.O. Box.

#### **4.7 Equipment Chairperson**

The Equipment Chairperson shall:

Oversee buying, inventorying, maintaining, distributing, and collecting all equipment issued by BIYSC each year.

Purchase uniforms as approved by the Board.

Schedule and organize a means to distribute all uniforms.

Be responsible for conducting negotiations with vendors and businesses in order to procure above equipment and uniforms.

Work with VP of Competition to assure safety of field equipment and to order replacements for field equipment when indicated and approved by the Board.

Work with VP of Select to provide needed pinnies, balls, and field equipment for Select tryouts in spring.

Work with VP of Competition and Parks Dept. to assure field equipment and paint for spring and fall soccer seasons.

Chair Select soccer uniform committee that decides on Select jerseys, alternate jerseys, shorts, socks, bags and warm-up jackets and pants.

#### **4.7 Vice President of Field Development**

The Vice President of Field Development shall:

Work with Field Maintenance and Lining Chairperson and VP of Competition to organize and supervise an outgoing and proactive field maintenance and development plan.

Work with VP of Public Relations and Fundraising to raise funds for field development and maintenance.

Be familiar with and able to identify both private and public partnerships and resources.

Represent BIYSC at Park District meetings and school board meetings when appropriate.

Attend regularly and report when appropriate at the BIYSC meetings.

#### **4.8 Vice President of Select Program**

The Vice President of Select Program shall:

Attend regularly and report when appropriate at the BIYSC meetings.

Supervise all aspects of the BIYSC Select Program's activities.

Chair the Club Selection Committee to recruit, interview and pick Select program coaches.

Oversee the coach selection process.

Schedule, organize and oversee, with the Director of Coaching, the Select tryouts

Work with the Club Treasurer to monitor income and expenses of the Select program.

Participate in any judicial proceedings and disputes regarding all BIYSC Select Teams, players or coaches.

Approve Select team rosters.

Prepare and Approve Select tournament team rosters.

Advertise Select try-outs and Select program.

#### **4.9 Vice President of Recreational Program**

The Vice President of Recreational Soccer shall:

Be responsible for overseeing the entire recreational soccer program.

Attend BIYSC Board meetings and report when appropriate.

Work with the Club Treasurer to monitor income and expenses of the Recreational program.

Participate in resolving disputes regarding all BIYSC Recreational Teams, players or coaches.

Assist Registrar in recruiting and assigning recreational coaches.

Resolves minor disputes between coaches and parents.

#### **4.10 Vice President of Community Relations/Fund Raising**

The Vice President of Community Relations/Fund Raising shall:

Attend regularly and report when appropriate at the BIYSC meetings.

Be responsible for heightening the awareness of the soccer club in the community.

Establish and implement fundraising and public relation programs to benefit both the recreational and select soccer teams.

Develop and implement a fundraising program to support scholarships.

Develop and implement a fundraising program to develop fields.

Oversee Webmaster.

Assist VP of Recreational Soccer and VP of Select soccer with advertising for their programs.

#### **5.0 Appointed Positions**

The board may appoint the following positions pursuant to Section 3.5. All appointed positions shall have one (1) vote unless otherwise noted.

### **5.1 NSYSA Representative**

The NSYSA Representative shall:

Act as spokesperson for the BIYSC at all NSYSA meetings

Serve as the preliminary communicator between NSYSA and the Club.

Submit an annual report from BIYSC to the NSYSA Secretary one month before the NSYSA Annual General Meeting.

Report all business conducted at the NSYSA to the BIYSC at the next scheduled meeting.

Designate an alternate in the event that he/she is unable to attend a NSYSA meeting.

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### **5.2 Public Relations/Awards and Recognition Chairperson**

The PR chairperson shall:

Be responsible for coordinating scores and news with the local newspaper.

Be responsible for organizing the fall awards and recognition ceremony including providing refreshments.

Coordinate with District IV to obtain plaques.

Attend BIYSC meetings regularly.

### **5.3 Field Maintenance and Lining Chair**

Develop and execute a plan for field maintenance with the Bainbridge Island Parks and Recreation District

Develop and execute a plan for field maintenance with the Bainbridge Island School District

Organize field lining.

### **5.4 Director of Coaching**

This may be a volunteer or paid position decided by the Board.

If paid, the board will develop and approve a yearly Letter of Agreement, listing compensation, areas of responsibility and job descriptions.

The Director of Coaching shall:

Oversee all BIYSC coaching issues. This is to include working with both recreational and select team coaches as needed in all areas of coaching/player development to help foster further long-term development and growth of all of the club's players and coaches. Will act as the Club liaison; overseeing the Bainbridge Island Soccer Academy and any other outside coaching clinics throughout the year, to both recreational and select coaches.

Be held responsible for overseeing appropriate coaching clinics throughout the year to both recreational and select coaches.

Be held responsible for general coaching guidance through programs, meetings, guest coaches and special events.

Will represent the Club at all appropriate Club meetings and functions.

Work to manage, supervise and conduct the Club's Select tryout process.

Attend BIYSC meetings.

Will not vote in cases of conflict of interest.

This is a non-voting position.

## **5.5 Director of Player Development**

This may be a volunteer or paid position decided by the Executive Board. If paid, the board will develop and approve a yearly Letter of Agreement listing areas of responsibility and job descriptions.

The Director of Player Development shall:

Assist the Director of Coaching in building and overseeing a technical training curriculum for both recreational and select (competitive) players.

Work with Director of Coaching to coach and training individual players and teams.

Be responsible for developing and operating training camps.

Will assist VP of Development in recruiting, training and developing coaches.

Will not vote in cases of conflict of interest.

This is a non-voting position.

## **5.6 Bainbridge Island Soccer Academy (BISA)**

BIYSC will support an internal training academy to develop and operate programs focused at training coaches and players for both Recreational and Select. The BISA training camps will focus on group and individual skill training to support and enhance individual

coach/player field training.

Does not vote.

## **5.7 Registration Assistant(s)**

The Registration Assistant(s) shall:

Assist the Registrar with the year round registration duties and other duties as assigned.

Attend BIYSC meetings.

## **5.8 Volunteer Coordinator**

The Volunteer Coordinator shall work with the BIYSC board members to provide assistance on games, events, and skills camps.

## **6.0 Trustee Positions**

The Trustee positions shall consist of two people; the former President and the former Registrar Chair.

They shall be voting members.

They shall serve a two (2) year term.

## **7.0 Team Representative**

Each team shall have a team representative selected by the team's coach.

Each representative may attend the regular monthly meeting of the BIYSC and each team is entitled to one (1) vote. Each coach shall submit the name of the Team Representative and an alternate to the Registrar Chair prior to the first match of the season.

Duties of the Team Representative:

Shall be thoroughly familiar with the Rules and Regulations, and By-laws published by BIYSC.

Represent their team on all matters concerning this Club's policy.

Be present at BIYSC Board meetings.

Serve as a liaison between the Club and their team.

## **8.0 Conduct Review Board**

8.1 A Conduct Review board shall be convened by the Board of Directors as needed. The conduct review Board shall review problems that are delegated to them. This may include, but not be limited to, conduct by players, coaches, spectators and/or Board members relating to any situation that is under the jurisdiction of the BIYSC on and off the playing field.

8.2 The Conduct Review Board will be chaired by the President of his/her designee and consist of at least three (3) person who are BIYSC Board members.

8.3 It is not the function of the Conduct Review Board to hear or make any decisions on protests of game play of referees. This type of action shall go through the normal NSYSA procedures.

8.4 Procedure: The Conduct Review Board shall act consistent with WSYSA procedures for disciplinary hearings and grievances under WSYSA Rule 602.

8.5 Records: A permanent record of all Conduct Review Board and Board of Directors rulings and findings and all written correspondence by all parties shall be maintained by the Secretary.

## **9.0 BIYSC Meetings**

9.1 The President of the BIYSC shall serve as the Chairperson at all meetings and the meetings shall be open to the public. The conduct of the meetings shall be governed by the current edition of Robert's Rules of Order.

## **9.2 Annual General Meeting:**

The Annual General Meeting shall take place in the month of November. Notification of the meeting shall be made by the secretary at least thirty (30) days prior to the meeting. This notice will go out to all members of the Club. The notice will bring to attention that this is the Annual General Meeting and elections will be held for the elected officers of the Board of Directors. The notice will also state that all amendments to the By-laws will be voted on at the Annual General Meeting by a two-thirds (2/3) majority vote. This notice will be sent to all voting members at least thirty (30) days prior to the meeting and a list of all proposed amendment changes.

## **9.3 Order of Business:**

The order of business at meetings shall be as follows:

- Roll call and introductions
- Minutes of previous meeting
- Treasurer's report
- Officer's reports
- NSYSA report
- Committee report
- Unfinished old business
- New business
- Elections as necessary
- Adjournment

## **9.4 BIYSC Special Meetings:**

Additional meetings shall be held at the discretion of the Board. The affairs of the BIYSC shall be conducted at the scheduled monthly meetings.

## **9.5 Voting Procedures:**

All matters being voted on can be carried by a simple majority vote by the voting members. All votes shall be recorded in the minutes of the meeting wherein the votes were exercised. Voting by proxy is not allowed. [Members who have received compensation over \\$250 from BIYSC in the previous 12 months are prohibited from voting. Registration fee waivers do not constitute compensation.](#)

## **9.6 Email Voting**

The President may call for an email vote if an issue needs to be decided upon prior to the next Board meeting.

Email Voting – An email vote is an issue sent to the 21 positions of the board as outlined above in sections 4, 5, and 6. The issue will be sent to the BIYSC board position email boxes. The vote will be valid if the votes submitted meet the “conducting business” requirements outlined in section 3.11. All email votes will be reviewed at the next full

board meeting following an Email vote.

## **10.0 Indemnification**

All elected members of the Club and assigned officials of affiliated teams shall be indemnified against personal liability claims for performing acts and duties directly related to the work of the Club.