

CAROLINE COUNTY YOUTH SOCCER ASSOCIATION BYLAWS

ARTICLE I - NAME

SECTION A:

This organization shall be known as the Caroline County Youth Soccer Association, hereinafter referred to as "CCYSA".

ARTICLE II - OBJECTIVE

SECTION A:

The objective of the CCYSA shall be to instill in the youth of Caroline County the ideals of good sportsmanship, honesty, loyalty, courage and respect for others.

SECTION B:

To achieve these objectives, the CCYSA will provide a supervised program under the rules and regulations of the CCYSA. All directors, officers and members shall bear in mind that the attainment of exceptional athletic skills or the winning of games is secondary and that the molding of future citizens is the prime importance.

ARTICLE III - BOARD OF DIRECTORS

SECTION A:

The business affairs and management of the CCYSA shall be vested in the board of directors, hereinafter referred to as the "board". The board shall consist of the officers, town representatives from each of the communities supporting the CCYSA program, the director of equipment, and a member from the staff of the Caroline County department of recreation and parks.

SECTION B:

Directors shall serve a term of one (1) year, but may be re-elected to succeeding terms.

ARTICLE IV – OFFICERS

SECTION A:

The officers shall be president, vice-president, secretary, and treasurer.

SECTION B:

The PRESIDENT shall:

- 1) Conduct the affairs of the CCYSA and execute the policies established by the board.
- 2) Present a report of the condition of the CCYSA at an annual meeting as described in Article X Section A.
- 3) Communicate to the board, such matters as deemed appropriate and make such suggestions as may tend to promote the welfare of the CCYSA.
- 4) Be responsible for the conduct of the CCYSA in strict conformity to the policies,

principles, rules and regulations established by the CCYSA.

5) Designate in writing other officers, if necessary, to have power to make and execute for and in the name of the CCYSA such contracts and leases as may have been received prior to approval of the board.

6) Shall approve all invoices before payment is made by the treasurer.

7) An agenda shall be presented at each meeting. If there is an action item it must be placed on the agenda 2 days prior to the meeting.

SECTION C:

The VICE-PRESIDENT shall:

1) In the absence or disability of the president, and provided he is authorized by the president or the board so to act, shall perform the duties of the president, and when so acting shall have all powers of that office. He shall have such duties as from time to time maybe assigned by the board or by the president.

2) Shall be in charge of all scheduling of games and have them approved by the board.

SECTION D:

The SECRETARY shall:

1) Be responsible for recording the activities of the CCYSA maintaining appropriate files, mailing lists and necessary records.

2) Perform such duties as are herein specifically set forth in addition to such other duties as are customarily incident to the office of secretary or as may be assigned by the board or president.

3) Maintain a list of all players, directors, officers and committee members and give notice of all meetings of the CCYSA, the board and all committees.

4) Keep minutes of the meeting of the members, the board of directors and the officers, and cause them to be recorded in a book for that purpose; and have said minutes delivered to the board by email within 10 days after meeting date.

5) Send out a summary by email to the board of directors of all significant rule or policy changes voted on by the board within 2 days of such meeting.

6) Shall mail all correspondence not otherwise specifically delegated in connection with said meetings and shall be responsible for carrying out all orders, votes and resolutions not otherwise committed.

7) Shall conduct all meetings in the absence of the president and vice-president.

SECTION E:

The TREASURER shall:

1) Perform such duties as are herein specifically set forth and such other duties as are customarily incident to the office of the treasurer or may be assigned by the board or the president.

2) Receive all monies and securities and deposit same in a depository approved by the board.

3) Keep all records for the receipts and disbursement of all monies and securities of the CCYSA.

4) Write checks for payment of all invoices received on behalf of the CCYSA, after such invoices have been approved by the president for payment. If elected so by the board,

specific payments shall be signed by two officers of the board.

5) Shall be in charge of having records in order for a bank audit to be done upon election of each new treasurer.

6) Present a financial report of CCYSA at the annual meeting held as described in Article X, Section A.

ARTICLE V -TOWN REPRESENTATIVES AND DIRECTOR OF EQUIPMENT

SECTION A:

The TOWN REPRESENTATIVE shall:

1) Be a liaison between the board and the managers, coaches, players, parents of their respective towns.

2) Hear all complaints, criticisms and problems and bring them to the board for consideration and action. They are not to try to answer any questions or solve any problems on behalf of the board before those problem areas are brought before the board for action.

3) Be responsible for finding all managers and coaches for their respective teams and shall prepare a list for the president and/or board for approval of such managers and coaches. One (1) manager and up to two (2) coaches per team maximum. Managers, coaches and assistant coaches can only be assigned one (1) team. Any exceptions and any one under the age of eighteen (18) must be approved by the board.

4) Conduct their respective town's player registration and shall be present or have someone on their behalf at such registration sessions, unless other arrangements are designated by the board.

5) Make sure that all player registration forms are complete and that copies of birth certificates are received, unless other arrangements are designated by the board.

6) Shall make sure the fields are lined and that all equipment, goals, nets, game balls, corner flags, timing devices and referee's equipment is in place for games hosted by their respective towns.

7) Act as nominating committee for election of new officers, if required.

8) Be responsible for distributing a preliminary roster of all teams to managers of their respective age divisions by the first practice of the season and for distributing a final roster by the first game of the season.

9) Be responsible for complete and accurate rosters including colors of uniforms, managers and coaches. All rosters will have the sponsor names instead of only team 1, 2, etc. All changes need to be provided to both the secretary and the president of the association.

10) Be responsible for finding qualified individual(s) to act as town representative as a replacement in the event that the current town representative will no longer be acting in such capacity.

SECTION B:

The DIRECTOR OF EQUIPMENT shall:

1) Be responsible for ordering, drop off and distributing all equipment and uniforms.

2) Submit a cost of yearly budget to the board before purchase of said equipment and uniforms.

- 3) Keep an up to date inventory on file.

ARTICLE VI - RECREATION AND PARKS REPRESENTATIVE

SECTION A:

Since the CCYSA evolved from a program established by the department of recreation and parks and since that department will assist in obtaining fields throughout the county for use by the CCYSA soccer program, it is essential that a staff member of said department be a voting member of the CCYSA.

ARTICLE VII - QUALIFICATIONS

SECTION A:

Any resident of Caroline County who is at least twenty-one (21) years of age who is sincerely interested in carrying out the objectives of the CCYSA and has not been convicted of any felonies/misdemeanors shall be eligible to be elected to and serve on the board.

SECTION B:

The board reserves the right to perform a criminal background check on all managers, coaches and board members.

- 1) All coaches and managers must fill out, sign and return a background check form prior to the first game. Any coach or manager that does not return a signed background check will not be allowed to coach or manage until it is turned in.
- 2) Any coach or manager that has any charges or investigations pending regarding sexual harassments, sexual misconduct with a minor, conviction or PBJ related to any sexual misconduct or molestation of a minor, will not be allowed to coach or manage at all, unless the board agrees to let the person coach or manage after a full review of the charges/case.
- 3) Any questionable conduct (sexual harassment, sexual molestation, physical abuse, verbal abuse, violent outbursts toward a player, parent, referee, or spectator, inappropriate language or innuendo toward a minor child, etc.) regarding minors and/or non-minors, sexual or otherwise, will be reviewed by the board on a case by case basis.
- 4) Any action or investigation by other youth sports organizations against a person may be taken in to consideration by the board in making a determination on whether or not to allow that person to coach or manage a team.
- 5) Coaches and managers must adhere to the coaching philosophy and by-laws of the league.

ARTICLE VIII – MEMBERSHIP

SECTION A:

Any resident of Caroline County who wishes to become involved in the activities of the CCYSA may do so by applying for membership. There shall be the following types of membership:

- 1) Player member - any resident of Caroline County who shall be five (5) by December 31st of the registering year through to any resident who has not reached the age of

eighteen (18) by December 31st of the registering year and who pays the required registration fees annually are eligible to be a player member.

2) Executive member - any resident of Caroline County who has elected to serve as president, vice-president, secretary, treasurer, director of equipment, town representative or representative of Caroline County department of recreation and parks. These members shall make up the board of directors of CCYSA.

3) Manager and coach member – any resident of Caroline County who has volunteered to act as manager, coach, or assistant for any age division of CCYSA. Managers and coaches must be 21 years of age and turn 21 before the first practice and assistant coaches must be at least eighteen (18) years of age.

ARTICLE IX - FEES

SECTION A:

1) Dues for player members shall be established annually by the board and shall be so established prior to the first registration session. The amount shall be based on the estimated needs of the current season.

2) All players must be paid in full by opening day. Players that have not paid will be replaced by players on the waiting list in numerical order. The town representative must report to the board by next regular meeting.

ARTICLE X - MEETINGS

SECTION A:

There shall be an annual meeting within three weeks after the last scheduled game of the current playing season. The purpose of the meeting is to elect new officers, plan for the new season and to conduct other necessary business of the CCYSA. The new officers will assume office immediately upon conclusion of this annual meeting.

SECTION B:

There shall be open business meetings through the year to inform general membership of the activities scheduled for the current season. There shall be closed executive sessions following the open session. Actively interested party members are welcome to attend meetings to speak during the open business meetings. However, you must be on the agenda to speak.

SECTION C:

There shall be special meetings of the board, called by the president or called by at least two (2) other officers to carry out the specific business for which the meeting was called. In the event that there will be a scheduled end of year Tournament, a meeting will be held no less than one (1) week prior to the Tournament, to review the schedule. This will be in addition to the regular monthly meeting.

SECTION D:

A quorum to conduct business meetings shall be one-third (1/3) of the board, but two-thirds (2/3) of the board will be required to amend or change in any way these by-laws. There may be more than one town representative for each municipality, although each

town is entitled to only one vote as a whole on any business conducted by the board. Each officer position is entitled to one vote in business conducted by the board, as well as one vote from each town, director of equipment, and parks and recreation representative.

SECTION E:

A notice of each meeting shall be mailed or otherwise delivered to each executive board member at least ten (10) days in advance thereof, setting forth the place, time and purpose of the meeting. In lieu of such notice, a notice may be given in such form as may be authorized by the members, from time to time: i.e. email or telephone calls.

ARTICLE XI - DIVISIONS

SECTION A:

Players will be assigned to rosters according to the following age divisions that the player will be entering in the registering season: Based on their age as of December 31st of the same calendar year.

- 1) U6 – Ages four (4) and five (5) years old.
- 2) U8 - Ages six (6) and seven (7) years old.
- 3) U10 - Ages eight (8) and nine (9) years old.
- 4) U12 - Ages ten (10) and eleven (11) years old.
- 5) U15 - Ages twelve (12), thirteen (13) and fourteen (14) years old.
- 6) U18 - Ages fifteen (15), sixteen (16) and seventeen (17) years old.

SECTION B:

The board of directors will be responsible for assigning player members to teams rosters within their age division after the registration deadline has passed. Players will be assigned to team rosters based on the date and time of receipt of completed registration. Full payment of registration fees will be required before any player will be assigned to a team. The board of directors will perform the team roster selection process each year, and players will be assigned to teams without regard to prior year's selection. The board will have the option to adjust team rosters to ensure that teams within a division are as equal as possible in age, gender and ability. Any exceptions must be voted on by the board.

SECTION C:

The number of players on each team shall not exceed twenty-two (22) for the U18 age division; fourteen (14) for the U15 age division; twelve (12) for the U12 age division; ten (10) for the U10 age division; and (8) for the U8 age division. Any exceptions must be approved by the board.

ARTICLE XII - BOUNDARIES

SECTION A:

A player shall be assigned to a team based on their physical mailing address town in which that player resides. Exemptions must be brought before the board. A player that has been exempted from this rule will be allowed to play in the same location and shall

remain a player in that town until the end of their eligibility to play soccer.

SECTION B:

Should a player move during the course of a soccer season to a new town within Caroline County, that player shall have the option of continuing with their original team or playing for a team in their new town (if space allows and both town representatives are in agreement). Such player shall have this option until their eligibility expires for their current age division, at which time he/she shall play in their new town.

ARTICLE XIII - RULES OF PLAY

SECTION A:

The rules of play of CCYSA games shall be the same as those adopted for use by the bayside conference. Those rules may be found in the soccer rule book, or its successor publication which is authorized by the national federation of state high school associations (NFHS).

SECTION B:

The following additions and exceptions to these rules have been adopted by CCYSA:

1) Mandatory playing time – During the regular season each player must play at least one half of every game the player attends. Coaches shall make every effort to play all players and substitutes equally. All players attending each game shall have equal time on the field, and shall play equally throughout the entire game and not be limited by quarters or halves. A coach will be considered by the Board to be un-sportsmanlike if he/she substitutes the same few players during the game, while other players are playing the entire game.

2) Mandatory play-down – If a team is short on the number of players required on the field, the opposing team MUST decrease its number of players on the field so that both teams play with equal numbers on the field. See Article XV, Section D, Number 9 for related information.

ARTICLE XIV - UN-SPORTSMANLIKE CONDUCT

SECTION A:

Under every competitive situation there exists the possibility of some un-sportsmanlike conduct by a coach, player, parent or spectator. These persons shall keep in mind that the purpose of the CCYSA is to instill in the youth of Caroline County the ideals of good sportsmanship, honesty, loyalty, courage and respect for authority. Therefore, should any of these persons engage in an act of misconduct, said person(s) will be asked to leave the playing field. Should such person(s) not leave the playing field when asked, said game will end. Should said person(s) be a coach, player or director of CCYSA, he/she shall be suspended for a minimum one game and their reinstatement shall be at the approval of the board. If a player is issued a red-card, the referee and coach will notify the town representative and resident of CCYSA of said red-card.

SECTION B:

Any board member will have the right to stop a game to settle any un-sportsmanship conduct.

SECTION C:

Smoking shall be prohibited by anyone in attendance at all times anywhere near the fields. Smoking will only be permitted in the parking lot areas.

ARTICLE XV - SCHEDULING

SECTION A:

The schedule shall be prepared or delegated to be prepared by the vice-president of the CCYSA and approved by the board.

SECTION B:

The regular season start will be determined by the board prior to registration and shall run for a minimum of eight (8) weeks.

SECTION C:

Additional games may be played with teams in the CCYSA or with teams from other leagues, as long as prior approval is given by the president of CCYSA. Should games be scheduled with teams from other leagues, such teams must send to the CCYSA president a copy of the other league's insurance policy, before games can be played on CCYSA fields.

SECTION D:

- 1) Under no circumstances may a practice, make up game or regularly scheduled game be played prior to one o'clock (1:00 p.m.) on Sunday afternoon.
- 2) Length of playing periods - Games in the U8 age division shall consist of four (4) quarters of play, each quarter being ten (10) minutes in length. Games in the U10 age division shall consist of two (2) halves of play, each half being twenty (20) minutes in length. Games in the U12 age division shall consist of two (2) halves of play, each half being twenty-two (22) minutes in length. Games in the U15 and U18 age divisions shall consist of two (2) halves of play, each half being twenty-five (25) minutes in length. The time between quarters shall be three (3) minutes in all divisions and the time at the half shall be five (5) minutes.
- 3) Shin guards - All players in all age divisions shall be required to wear properly sized regulation shin guards at all games and practices. Any player in violation of this rule shall be asked to leave the playing field until shin guards have been applied. It shall be the responsibility of the team coach to make sure that all the players have the required shin guards.
- 4) Mouth pieces - Players that wear braces **must** have a mouth guard in their mouth at all times during practice and games. The board *recommends* that goalies wear mouth pieces.
- 5) Supporters and cups - It is *recommended* that all male players in all age divisions wear supporters and cups.
- 6) Field size - In the U6 and U8 age division the field size shall be 20 yards wide by 40

yards long. In the U10 age division the field size shall be 25 yards wide by 50 yards long. The field size for all other divisions shall be 50 yards wide by 100 yards long or as close to these divisions as available space will allow.

7) Ball size - The U6 and U8 age divisions shall use a number three (3) ball. The U10 and U12 age divisions shall use a number four (4) ball and all other age divisions shall use a number five (5) ball.

8) Goal size - The goals for each division are recommended to be as close to the following dimensions as conditions and/or limitations shall allow:

U6 and U8 - 6' x 4'

U10 - 12' x 7'

U12 - 21' x 7'

All other age divisions - 24' x 8'

9) Fielding players – A team which cannot field the following number of eligible players from its team roster shall have the options to: (U15 – seven (7) players; U12 – six (6) players; U10 – five (5) players)

a) Pull players from the next lower age level up

b) Borrow players from the opposing team

c) Play short with equal number of players, with all players on both teams playing at least half of the game.

(Also see Article XIII, Section B, Number 2 for related information)

10) Tie games - In the event when score is kept during a game and there is a tie at the end of regulation - the game shall be determined by a shoot out if time allows. One round of shoot outs using five (5) of the players from each team that are on the field at the end of regulation.

11) Uniforms - All players will be provided with uniforms which could consist of all of the following: shirts, shorts and socks. All players must wear supplied uniforms during games and tournaments to be eligible to play.

12) Cleats – No player shall be allowed to wear metal spikes or studs during practice or games. Only official soccer cleats are allowed.

13) Number of players on field – The maximum number of players allowed on the field per team is as follows: Five (5) for U8 age division; Seven (7) for U10 age division; Nine (9) for U12 age division; and Eleven (11) for U15 and U18 age division.

SECTION E:

The board recommends team practice sessions be scheduled by the respective coaches, be no more than three (3) sessions per week, and be no longer than two (2) hours per session. Practice will begin no earlier than four (4) weeks prior to opening day.

SECTION F:

No games can be canceled or re-scheduled without approval of both town representatives, the town representative hosting the game and the president. Games will only be cancelled due to inclement weather or other safety issues as determined by the board. No coaches or managers may cancel a game prior to game day for any reason. Coaches may ask for a game to be postponed or rescheduled 3 days prior to the game by contacting all of the above mentioned board members.

ARTICLE XVI - AMENDMENTS

SECTION A:

These by-laws may be changed, altered, amended, added to or deleted from at any time preceding the start of the playing with a least two thirds (2/3) of the board members approval. Such change shall be dated and the vote recorded, indicating the number in favor and against. No alterations will be allowed during the season unless a by-law or amendment jeopardizes the safety of a player.

SECTION B:

CCYSA will comply with all MSYSA, US youth soccer and US soccer by-laws, policies and regulations. CCYSA will annually register all players in its programs with MSYSA.

ARTICLE XVII - TOURNAMENT

SECTION A:

If possible, the CCYSA shall hold a tournament or field day/fun day for all the CCYSA age divisions each season, with consideration for field availability, weather, and time constraints. The location of each division's games shall be decided by the board.

SECTION B:

CCYSA will reimburse the hosting town for holding tournaments and/or fun day tournaments.

SECTION C:

Each player shall play in the tournament games under the same time limit rules as established for regular season games (See Article XIII Section B).

SECTION D:

The format for the tournament/fun day will be decided by the board prior to the season start.

ARTICLE XVIII - REFEREES

SECTION A:

Town reps are responsible for scheduling youth referees for each game held in their respective town in which youth referees are required.

SECTION B:

If bayside referees are to be utilized for any game in any town, the CCYSA board will be responsible for scheduling them to the specific games.

SECTION C:

CCYSA will adopt a uniform pay scale for all referees prior to the start of each season. Referees are to be paid any fees due to them at least once a month during the season.

Approved on: _____

All in favor: _____ against: _____

Signature: _____
Secretary