

**Rutland Youth Soccer (Organization)
Constitution and By-Laws
March 8th 2018**

Constitution

Organization Name - Rutland Youth Soccer, hereafter referred to as RYS is a non-profit organization affiliated with the Massachusetts Youth Soccer Association and the United States Youth Soccer Association (USYSA) and shall adhere to the Massachusetts Youth Soccer Association Constitution in all respects.

Objective- To provide a soccer organization for the youth of the Town of Rutland promoting participation in the game of soccer and teaching the principles of soccer excellence, sportsmanship, athletic skills, team spirit, character and social interaction. The ideals of enjoyment, fair play, fun, safety, integrity and honesty will be emphasized through age- and ability-appropriate competition and soccer educational opportunities to enable every member, albeit a player, coach, or referee, of RYS to achieve their personal goals.

Description and Governing Body - RYS will be responsible for setting policy objectives, providing for game and field scheduling, game rules, officials, equipment, recruiting and training coaches.

The governing body of RYS will be the Executive Board, hereafter referred to as the Board, which shall consist of the following:

Voted in By Existing Board Members	Voted in By Existing Board Members
Voting Members	Non Voting Members
President	Mountain Soccer Club Representative
Vice President	Instructional (Mixed U8) Referee Coordinator
Clerk	Opening Day Coordinator
Treasurer	MAYS Representative
Registrar	
CORI Coordinator	
Equipment Coordinator	
Player / Coach Development Coordinator	
Field Coordinator	
Kindergarten / Pre-Kindergarten (Mixed U6) Coordinator	
Instructional (Mixed U8) Coordinator	
Fundraising Coordinator	
Public Relations Coordinator	

Open Board positions will be voted in at regularly scheduled Board meetings.

Governing Body (Board) - Terms of Office- All Board positions have one-year term limits and after such, any interested individuals may be voted in by the Board to replace an existing and/or open position at regularly scheduled Board meetings. A majority vote of the Existing Board will determine approval of aforementioned positions.

Board Attendance Policy- A Board Member must attend a minimum of two-thirds of the monthly meetings throughout the year.

Board Decisions- All matters of policy shall be decided by a simple majority vote, except as noted in the FINANCIAL POLICY section of these By-Laws. If a person holds more than one Board position then that person only gets one total vote per issue before the Board.

Notice of Meetings- Board meetings will be held on a monthly basis or as deemed necessary. Notice to the public will be available on the RYS Website Calendar.

Duties and Responsibilities of the Board- The duties and responsibilities of the members of the Board shall be as follows:

President – The President shall officially preside at all meetings; act as Chairman of the Board; be the official representative of the RYS; be authorized to sign checks; be responsible for appointing members to all non-elected positions.

Vice President – The Vice President shall succeed to the office and powers of the President in his / her absence, or for the remainder of the term if vacated for any reason. In the event of such a vacancy, the Board shall elect a successor to the post of Vice President. Said person shall resolve the other grievances as described in the By-Laws.

Clerk – The Clerk shall attend to all correspondence for RYS including but not limited to: Annual Directors Meeting filing (coordinate with Treasurer & Attorney), complete Annual Report (coordinate with Attorney and RYS Board), keep detailed minutes of all Board and General Meetings, -communicate registration dates with local schools, newspapers, etc to ensure proper community engagement, solicit appropriate meeting space for all RYS Board meetings, keep records as necessary and correspond on behalf of the RYS only with the knowledge and permission of the President.

Treasurer – The Treasurer shall have charge of the finances of RYS. He/She shall report on the finances at all Board and General Meetings, and shall submit and distribute a full written report of the financial transactions and the status of the finances at the Annual General Meeting. The Treasurer will complete appropriate and necessary tax filings and support the Clerk in the development of the annual report. The Treasurer shall be authorized to sign checks. The Treasurer will prepare and propose the annual budget to the Board.

Registrar – The Registrar shall be responsible for managing all registrations and validating all team rosters with league officials. The Registrar will also provide the Board an annual roster of available coaches for each team. In the event there is more than one coach applying for an open position the Registrar will notify the Board for discussion. The Board will make the final determination and fill the position with the best available coach.

CORI Coordinator – The CORI Coordinator will coordinate and collect all CORI forms & information from all adult volunteers. He / She will be the liaison with the league CORI officer, the state Department of Justice and MAYS (or current league affiliation) regarding all such matters.

Equipment Coordinator – The Equipment Coordinator oversees all activities related to equipment, supplies, merchandise and uniforms for the organization; obtains and controls storage space; maintains adequate records on inventory; sets minimum and maximum inventory levels; researches and recommends to the Board vendors and products to provide maximum value for the organization; orders equipment, supplies, uniforms as may become necessary from time to time with prior approval from the Board. He/she is

responsible for distributing and collecting equipment, supplies and uniforms to their respective areas of responsibility.

Player / Coach Development Coordinator – The Player / Coach Coordinator shall be responsible for training and developing quality coaches for the RYS U10+ age groups; contracting, as approved by the Board, with outside organizations to provide specialized training and education; hire professional coaches when needed; conduct clinics for players and coaches; maintain a database of coaches and their qualifications; aid the organization in their search for qualified coaches; schedule license certification courses and promote the general advancement of coaches within RYS.

Field Coordinator – The Field Coordinator shall have the responsibility of securing sufficient field space to allow for a full schedule of practices and games for both competitive and recreational activities; coordinate and facilitates practice times; assign home fields with the league that RYS is affiliated; make the final determination as to whether a field is to be used for play or practice due to either schedule conflicts, weather, wear or other considerations; works with the Town of Rutland Recreation Department, Rutland Public Schools, Rutland Public Safety and private organizations and individuals to secure playing fields; arrange for the provision of portable restroom facilities, control the inventory, storage and movement of all field equipment and supplies, including, but not limited to, goals, nets, and line painting equipment and supplies; recruit and schedule parent volunteers to help with the maintenance of fields.

Kindergarten / Pre-Kindergarten (Mixed U6) Coordinator –The Coordinator shall be the primary liaison with the parents at this level. They are the first point of contact for all parent questions or concerns at this age group. They will start the season by being present at every session for the first 2 weeks of the program, ensuring all parents and players are organized and have a solid understanding of our program & expectations. The Coordinator must maintain a presence throughout the season. They will organize and assign parent volunteers at an approximate ratio of 1 volunteer for every 10 players. The parent volunteers will assist the professional training staff assigned by the RYS Board. The Coordinator will provide feedback to the board regarding the quality of the program, the quality of the professional trainers, and desired improvements. All parent issues or concerns shall be forwarded to the board via email within 24 hours.

Instructional (Mixed U8) Coordinator –The Coordinator shall be the primary liaison with the parents at this level. They are the first point of contact for all parent questions or concerns at this age group. They will start the season by being present at every session for the first 2 weeks, ensuring all parents and players are organized and have a solid understanding of our program & expectations. The Coordinator must maintain a presence throughout the year. They will work with the Registrar & CORI Coordinator and assign two parent coaches per team. The Coordinator will work directly with the professional training staff assigned by the RYS Board. The Coordinator will provide feedback to the Board regarding the quality of the program, the quality of the professional trainers, and improvements desired. All parent issues or concerns shall be forwarded to the board via email within 24 hours.

Public Relations Coordinator – The Public Relations Coordinator will be responsible for writing and publishing web content and social media posts on RYS properties as well as delivering key information to local schools and media outlets to ensure proper community engagement. The timely publishing of this content will support the annual cycle of RYS activity including but not limited to general announcements, registration, player evaluations, special events, fundraisers and promotion of games or other club accomplishments. With the coordination of key board members, the PR coordinator will also respond to public inquiries, comments and otherwise engage with the public on social media and other outlets.

Fundraising Coordinator – The Fundraising Coordinator shall have the responsibility of determining and carrying out public awareness programs and fundraising, as agreed upon by the Board, to further RYS and foster the growth of soccer in the Town of Rutland. Select and purchase merchandise related to fundraising with prior approval of the Board.

MAYS Representative – The Representative will have the responsibility to attend meetings of the MAYS League (or current league affiliation) and represent the best interests of RYS at those meetings; report monthly on activities of the league and their effect on RYS.

Mountain Soccer Club (MSC) Town Representative – The Representative will have the responsibility to attend meetings of the MSC league and represent the best interests of RYS at those meetings; report monthly on activities of the league and their effect on RYS. Town Representative is a voting position on The MSC board.

Instructional (Mixed U8) Referee Coordinator – The Coordinator will work with the Registrar and age appropriate coaches to identify and recruit soccer players who may be interested in becoming a referee. The Coordinator will organize appropriate training activities for all referee candidates. They will assign referees to all Instructional (Mixed U8) games as required by RYS and monitor performance throughout the season.

Opening Day Coordinator – The Opening Day Coordinator will focus on the planning and execution of Rutland Youth Soccer's Opening Day Event. The event will typically take place on the first Saturday in September that occurs after Labor Day at a convenient location near the center of Rutland. Events will include U6 sessions beginning at 8:30am, U10 games in the afternoon and special events in between. Activities may include 4v4 soccer games for U8 players, other mini games or challenges, a fundraising raffle, door prizes, RYS merchandise for sale, food trucks, food vendors, music, and team pictures. Work with PR Coordinator for developing interest in the event.

Coach Selection and Approval - The Registrar shall assign coaches for all teams. In the event there are more qualified coach's than teams at a given level, the Registrar will bring the situation to the Board and the Board shall appoint team coaches.

Quorum- A quorum is defined as the majority of the current active Board members.

Membership- Membership in RYS shall be open to all residents of the Town of Rutland as well as those attending a school in Rutland. If an abutting Town does not provide a soccer program, exceptions may be made per the decision of the Board.

Conduct- The Board shall have the authority to suspend and / or remove any member of RYS whose conduct is considered detrimental to the organization.

Financial Policy

Fiscal Year – The fiscal and tax year shall both be on a calendar year basis.

Budget – A balanced budget for the forthcoming year shall be prepared by the Treasurer and approved by the Board before at the Annual Meeting.

Major Expenses – Major, non-budgeted expenses over \$250 from any individual or corporation shall require approval of the majority of the Board.

Bank Account – All moneys shall be promptly deposited in either a savings or checking account in RYS name.

Expenses – Bills shall be paid when due. Checks shall be signed by two authorized RYS signatories.

Expenditures – Funds shall be spent only in the interest of RYS.

Signatories – RYS shall maintain 3 signatories for the checking account. The President , Treasurer and a third Board member at the Boards discretion. This will be voted on as needed.

Dissolution - Upon the dissolution of the corporation, the Board of Directors shall, after paying or making provision for the payment of all of the liabilities of the corporation, dispose of all of the assets of the corporation to such organization or organizations as shall at the time qualify as an exempt organization or organizations under Section 501 (c)(3) of the Internal Revenue Code and its regulations, as they now exist or may hereafter be amended, as the Board of Directors shall determine.

Other Matters - The Board shall have the power to deal with any matters not explicitly covered by the By-Laws.

Modifications to the Constitution - This Constitution, or any section thereof, may be amended by a majority vote of the Board.

Modifications to the By-Laws- The By-Laws, or any section thereof, may be amended by a majority vote of the Board.

By-Laws

Age Groupings- For the Fall playing season, players shall be grouped as follows, utilizing the Mass Youth Soccer’s age group chart available here: http://www.mayouthsoccer.org/about/age_groups

Program	Grade Requirements
Pre-K	Pre-School
Kindergarten	KG or Lower
U-8	2 nd Grade or Lower
U-10	4 th Grade or Lower
U-12	6 th Grade or Lower
U-14	8 th Grade or Lower
High School	12 th Grade or Lower

Each player should play in the age group appropriate to his or her grade AND birth date cut off listed here: http://www.mayouthsoccer.org/about/age_groups . Exceptions must be approved by the League of participation and the Board in a closed door meeting. If the player has a parent on the Board then that parent shall be excused from the process.

Coaching License Fee Reimbursement - In an effort to continuously improve the level and commitment of coaching within the organization, RYS commits to reimburse 100% or up to a maximum of \$100, the lesser of the two, to coach's attending and passing Massachusetts Youth Soccer Association approved coach licensing courses. Coaches are required to get approval from the Board prior to attending a course. The Board reserves the right to deny training reimbursement due to budget limitations.

Eligibility- RYS provides Fall soccer related programs. Children of the appropriate age (as indicated in pre-registration publicity) who live or attend school in Rutland are eligible to play. On rare occasions, and subject to Board approval, RYS may allow players that are not residents of Rutland to participate. RYS makes every effort to assign all registrants to a team. Some Fall age groups may be divided into divisions based on ability. All registrants in the Under 5, 6, 8 age groups will be assigned to a team. However, the number of select teams (Under 10 & older age groups) may be limited due to available field space and /or availability of qualified coaches.

Ejections- If a player or coach is ejected from the game by a referee, they will not be allowed to play/coach in the next game played by his/her team. This applies to all games, including any championship games. Additional penalties may be assessed as deemed appropriate by the Board and current league affiliation rules. Coaches ejected from a 2nd game will be removed for the season and will not be eligible to coach for RYS in the next season.

Fees- Fees for participation and uniforms shall be decided upon by the Board and will be determined and incorporated into the Fiscal Year financial budget approved by the Board at a specified pre-determined meeting. All registration and fees shall be due and payable at registration.

Playing Time- It is our policy that as a member of a team every child must be given the opportunity to play at least one half of each regulation game during the Fall soccer season.

Participation - Players are expected to participate in practices and games. Parents are expected to participate by ensuring that their children are on time for, and picked up following practices and games, and that they have their equipment with them. If a player cannot be present for a scheduled game or practice, the coach should be notified in advance. Parents should support the coach, help maintain discipline, and promote good sportsmanship. If problems should arise that cannot be mutually resolved, they shall be brought to the Vice President for resolution with the coach. The Vice President then will inform the Board at the next meeting. If the Vice President deems it necessary, he / she can convene the Board to resolve the situation.

Protective Equipment- Each player must wear shin guards, or will not be allowed to practice or play.

Purpose - The purpose of the Rutland Youth Soccer is to encourage and support amateur soccer in Rutland, especially among young people as a means of promoting coordination, physical fitness and fair play. The purpose of the Board is to oversee a functional soccer program, set policies, dispense funds and make decisions for the good of the program. Our primary focus in RYS is to educate the children on the merits of sportsmanship, teamwork, and the skills needed to play the sport of soccer. It is our philosophy that each child should have the opportunity to enjoy the sport of soccer and develop good self esteem while playing the game.

Referee Support- The coaches, players, and parents shall provide support to the referees at all times.

Registrations- Players shall register with RYS and pay registration and participation fees. If the registration date is missed, there is no guarantee of receiving a spot on a team. The Registrar will compile a waitlist and determine if a late request can be accommodated. Players may be required to verify their date of birth with an acceptable form of documentation, such as a birth certificate.

Rules of Play- Current FIFA International rules shall govern play with exceptions as noted. If a team is playing in a league, the team shall abide by the constitution and By-Laws of that league as appropriate.

Uniforms- Players on a team shall wear uniforms selected by the Board. Cutoffs, jams and visible boxer shorts are not allowed. Sweats, spandex, etc. are only allowed if weather, medical conditions, or league rules dictate their use. No jewelry is permitted.

Unbecoming Conduct- Player, coach, referee or parent behavior that is judged unbecoming or inappropriate shall be referred to the Board Vice president in writing for immediate review and action. If the Board concurs, the offender will be suspended for 1 game at a minimum. Additional penalties may be assessed as deemed appropriate by the Board and current league affiliation rules.

Waitlists- Players who do not register before registration deadlines shall be placed on a time-ordered wait-list. Every attempt will be made to place players in RYS soccer programs, but due to timelines and registration procedures, not all requests will be met. The Executive Board shall determine player placement.

Other Board Policies

1. The Medical and Liability Release section of the registration should be read and acknowledged by a parent or guardian in order for a child to participate in the program.
2. No teams or coaches may conduct any private fundraising without prior Board approval.
3. Players cannot be added or dropped from a roster without the consent of the Registrar.
4. Following Mass Youth Soccer regulations, it is our policy that in all age groups the team and the coaches will be on one side of the field, while the parents and spectators will be on the opposite side of the field. Spectators shall not sit behind goals at either end of the field.
5. The Board will review and consider any extraordinary circumstances or situations which arise during the course of the season to maintain fair play and the spirit of the game.
6. If any player, coach or parent refuses to comply with the rules of RYS or USYSA and its affiliates, they are subject to suspension or expulsion from the RYS program.
7. No coach, assistant coach, parent volunteers and/or Board member may participate in any activities within RYS without a valid Massachusetts CORI background check.
8. Refund Policy – Posted on our website
9. Parents Code of Conduct – Posted on our website
10. Coaches Code of Conduct – Posted on our website