



Clovis Youth Soccer Association (CYSA) By-Laws

1. Board of Directors.

1.01.01 Board of Directors Offices.

The Board of Directors of the Clovis Youth Soccer Association (CYSA) shall consist of the following positions:

- A. President
- B. Vice President
- C. Secretary
- D. Treasurer
- E. Registrar(s)
- F. Ways and Means Director(s)
- G. Uniforms Director(s)
- H. Referee Administrator(s)
- I. Field and Maintenance Director(s)
- J. Coaching Director(s)
- K. Scheduling Director(s)
- L. Risk Manager(s)

1.01.02 Responsibilities and Authority of the Board of Directors.

The Board of Director(s) shall be responsible for and have sole authority for the following:

- A. Enforcing and interpreting the Constitution, By-Laws, General Procedures, and Specific Rules, and
- B. Approving the registration of all players, and
- C. Approving the registration of all coaches, assistant coaches, and managers, and D. Setting procedures for the creation of and approval of all teams and sponsors, and E. Setting procedures for and approving the participation of all teams in all games, and F. The formation and/or operation of all tournaments within the territory, and G. Shall from time to time make temporary changes to General Procedures and/or Specific Rules for specific cases or occasions not otherwise provided for but which are deemed necessary by the Board of Directors to carry out the objectives of this Association, and
- H. Shall have the right for just cause to suspend, bar completely, or otherwise discipline any player, coach, manager, team assistant, or other persons who are affiliated or associated with CYSA, and
- I. Along with other leagues in the district shall elect the district Commissioner and have the authority and responsibility to remove the district Commissioner if s/he fails



Clovis Youth Soccer Association (CYSA) By-Laws

to represent the needs of CYSA at state meetings.

1.01.03 Duties of the Board of Directors.

A. President: Shall conduct all meetings of the Association and shall vote only in the event of a tie. The president shall appoint, at the beginning of each season or as the need arises and subject to approval by a majority of the Board of Directors, the members of and/or the chairperson of all committees and other members as needed. The president is responsible for the day to day activities of CYSA/NMYSA.

B. Vice President: Convenes and chairs the Grievance Committee. Assumes responsibilities of the president in his/her absence. Tournament Director – establishes and chairs all CYSA sponsored tournaments. Coordinates competition for CYSA teams beyond that scheduled among CYSA teams. This includes games, fields, travel, referees, meals, lodging, etc. (when appropriate). Coordinates CYSA representation to all CYSA approved away tournaments. In the event there is no referee admin, assists Referee Administrator(s) in setting up clinics and scheduling.

C. Secretary: Records and maintains the minutes of all meetings. Has the responsibility of communications within CYSA.

D. Treasurer: Maintains all financial records, makes bank deposits and presents the treasurer's report at all meetings. Assumes Ways and Means when the position is vacant. **E. Registrar(s):** Supervises registration of players. Stays in communication with NMYSA. Assigns players and coaches to teams. Assigns teams to divisions. Assists coaches with tournament and/or travel credentials. Maintains periodic background checks of all coaches and Board Members.

F. Ways and Means Director(s): Raises funds with the approval of the Board. Organizes methods of fundraising. Acquire sponsors for tournaments, with the approval of the Board.

G. Uniforms Director(s): Assist vice president with presenting uniform choices to the Board and recommends purchases. Oversees imprinting of uniforms. Distributes uniforms to teams at the beginning of each season. Ordering and maintaining uniforms.

H. Field and Maintenance Director(s): Maintains nets, goals, flags, and paint. Maintains and arranges for storage of all equipment. Responsible for inventory of the field and maintenance equipment. Responsible for lining all CYSA fields.

I. Referee Administrator(s): Responsible for recruiting, training, and scheduling of referees. Coordinates scheduling efforts with the Scheduling Director(s).

J. Coaching Director(s): Assists and trains coaching administrators in each age group. Keeps coaching administrators informed of Board decisions affecting them, NMYSA, intrastate rules and regulations on travel, conduct, etc., and their responsibilities to the coaches and the Association. Coordinate practice fields with



Clovis Youth Soccer Association (CYSA) By-Laws

coaches and Scheduling Director(s). S/he will arrange clinics, provide learning materials (such as films and/or books), and help with practice ideas and all things necessary to keep the coaches of CYSA informed, educated and coaching. Assists and trains coaches in each age group. Keeps coaches informed on Board decisions affecting them, NMYSA, intrastate rules and regulations on travel, conduct, etc., and their responsibilities to their team and the Association.

K. Scheduling Director(s): Schedules all league games. Coordinates field use with Coaching Director(s). Coordinates practice times and fields.

L. Risk Manager(s): Ensures safety of players at all times. Maintains periodic background checks with Registrar(s) of all coaches and Board members. Works with

Field Director to continually examine CYSA field conditions to provide the safest environment possible for all CYSA players.

1.02 Election of Board of Directors.

Election of the Board of Directors shall occur at the Annual General Meeting.

1.02.01 Election Requirements\Terms of Office\Benefits.

The election of the Board of Directors shall adhere to the following requirements and procedures:

- A. There is no limit upon the number of terms a Board Member may serve.
- B. Each registered head coach, parent/guardian who registered during regular registration (late registrants n/a) of a registered player in good standing and Board of Directors in good standing shall be entitled to one vote.
- C. Proxy votes are not allowed.
- D. The President shall cast a vote only in the case of a tie.
- E. Election to an office is by majority vote of those casting votes. In the event a candidate does not receive a majority of the votes cast, a run-off election of the top two vote-getting candidates will decide the election. Should the run-off not provide a majority, the presiding officer shall vote to determine the winner.
- F. The President, Treasurer, Uniforms Director(s), Field and Maintenance Director(s), Coaching Administrator(s), and Scheduling Director(s) shall be elected for a two year term in even numbered years. The Vice President, Secretary, Registrar(s), Coaching Director(s), Referee Administrator(s), Ways and Means



Clovis Youth Soccer Association (CYSA) By-Laws

Director(s), and Risk Manager(s) shall be elected for a two year term in odd numbered years.

G. The Annual General Meeting will be held following NMYSA's Annual General Meeting. Board of Directors terms shall start and end accordingly.

H. Upon completion of one (1) year of active service on the Board of Directors, each director will receive half of a player registration credit.

1.02.02 Removal of Board of Directors.

The removal of any member of the Board of Directors shall adhere to the following procedures:

A. Shall be requested by a voting member in writing, listing the reasons for such action and filed with the highest Board of Directors of CYSA not less than 14 days nor more than 30 days after receipt of the request.

B. Shall be voted upon by the Board of Directors not less than 14 days nor more than 30 days after receipt of the request.

C. Each Board member shall receive a copy of the request within 7 days of filing.

D. A two-thirds (2/3) majority vote of the Board of Directors present shall be required to remove a member of the Board of Directors.

E. The Board of Directors shall elect a replacement within 15 days.

F. The officer elected in this manner shall fill the unexpired term of the removed board member.

G. Board members with more than three (3) consecutive unexcused absences will be removed from their position as board member.

H. Board members must attend 5 meetings per season (September-August).

1.03 Meetings of Board of Directors.

1.03.01 Board of Directors.

Regular meetings of the Board of Directors shall follow Roberts Rule of Order and be held each month, February-November. The agenda of a regular meeting shall be as follows:

A. Call to Order

B. Roll Call

C. Introduction

D. Acceptance of Minutes/Agenda

E. Correspondence

F. Financial Report

G. Committee Reports

H. Old Business

I. New Business



Clovis Youth Soccer Association (CYSA) By-Laws

J. Good of Game

K. Adjournment

1.03.02 Call for Special Meetings of Board of Directors.

The Board of Directors shall meet for a special meeting whenever the President deems it necessary, or if s/he is directed to do so by six (6) or more members of the Board. All Board of Directors shall be contacted and informed of this special meeting by the President.

1.03.03 Voting.

Voting shall be by majority vote of those present. Proxy votes are not accepted. The President shall vote only in the case of a tie. Group email/text messaging is permitted when a meeting is not required.

1.03.04 Quorum.

At all meetings of the Board of Directors, fifty percent (50%) of the said Board shall constitute a quorum for the transaction of business.

1.04 Protests and Appeals.

1.04.01 Appeals.

Every decision rendered by this Association may be appealed as described by NMYSA through the District Commissioner.

1.04.02 Protests.

Protests regarding the actions of any CYSA member may be made to the Board of Directors in writing. Upon receipt of the protest, the Vice President shall convene a Grievance Committee, the membership subject to Board approval. A copy of the protest will be provided to the person subject to the protest prior to the Committee meeting. A written response to the member lodging the protest will be made within fifteen (15) days of receipt.



Clovis Youth Soccer Association (CYSA) By-Laws

1.05 Member Responsibility.

1.05.01 Members.

All members are responsible for abiding by CYSA rules and procedures, as well as those of higher youth soccer authority. Any CYSA member threatening harm (verbally or physically) to any board member shall be called before the Board of Directors for appropriate sanctions. Failure to appear is an automatic admission of guilt.

1.05.02 Falsification of Records.

Falsification of records shall be grounds for disciplinary action by CYSA.

1.05.03 Pleas of Ignorance.

A plea of ignorance to the Constitution, By-Laws, General Procedures, or Specific Rules of this Association is not sufficient and violators may expect appropriate action by the Board of Directors.

1.06 Temporary Changes/Additions to the General Procedures and Specific Rules.

Temporary changes/additions shall be made by providing a written description of the proposal(s) to the Board of Directors at least thirty (30) days prior to the effective date of the changes/additions. A majority vote of the Directors is required to approve changes/additions. Temporary changes/additions may be made as described in 01.02.01(G) by the Board of Directors.

1.07 Dissolution.

Should this Association be dissolved, all assets remaining after the full payment of all liabilities shall be turned over to the Parks and Recreation Department of the City of Clovis.

1.08 Organization for Competition.

1.08.01.

This Association will comply with USYSA age divisions for play.

1.08.02.

Players cannot register in an age group below that for which their age dictates. Consideration of such a request will only be made if it is in the best interest of the player and CYSA. Approval of the CYSA Board is required for such a



Clovis Youth Soccer Association (CYSA) By-Laws

registration.

1.08.03.

All players must register in accordance with CYSA general procedure. Players may not participate in any CYSA activity until their registration is complete, as determined by the Registrar.

1.08.04.

Only developmental teams may be established in the U-6, U-8, U-10, U12, and U13/16 age groups, pending CYSA approval. Both Intermediate and Club teams may be established in the U-8 through U-19 age groups, pending CYSA approval. Age groups subject to change based on registration.

1.08.05.

Recreational team players are to play at least one half of each game.

1.08.06.

CYSA game time in every game is guaranteed for each member who meets his/her player responsibilities. However, the amount of game time is at the discretion of the coach. Players are expected to play the field positions the coach assigns.

1.08.07.

- A. All U-6 and U-8 teams are limited to 3 soccer activities a week. Up to 4 in the event of a double header that week. 2 practices and 1 game.
- B. U-10 through U-12 teams are limited to 2 soccer practices and two regularly scheduled games per week during the regular season with unlimited soccer activities for pre-season and pre-tournament.
- C. U-13 through U-19 and above teams have unlimited soccer activities.
- D. All teams registered Club have unlimited soccer activities. All scrimmage games (no referees) are considered practice.

1.08.08.

A player may be released from a team by the Board of Directors at the request of a coach only if the player is unable to play for one of the following reasons: A. The player has violated USYSA and CYSA or State Disciplinary Rules;

1. Repeated ungentlemanly / unwomanly conduct at practice or game sessions.
2. Repeated unexcused absences. After three (3) unexcused absences from either practices or games, the coach must notify the Coaching Administrator(s).



Clovis Youth Soccer Association (CYSA) By-Laws

The Coaching Administrator(s) will then call the parent(s) or guardian(s) of the player and try to ascertain what the problem is. The Coaching Administrator(s) will then get back with the coach and review the discussion with the player's parent(s) or guardian(s). In any event, the player will only be allowed two (2) more unexcused absences and will then be dropped from the team's roster after approval from the Board of Directors. An unexcused absence shall be defined as "any absence in which the player, parent(s) or guardian(s) neglect to call the coach and inform him/her that the player will not be present for a scheduled practice or game.

3. Player or parental conduct that has a negative or detrimental impact to the team.
4. Other administrative reasons such as human error involving registration matters or exceptions granted by the CYSA Board of Directors.
5. A player who no longer wishes to play as a registered member must sign a declaration form with the registrar.

B. The player has moved beyond a reasonable travel distance. Players moving from an area/district of more than twenty (20) miles, at the time of registration. C. The player is injured in such a manner that the player will not be able to participate for the remainder of the registered year.

1.09 Coaches.

The Board has the right to deny, for good reason, any person the opportunity to coach a CYSA team.

1.10 Sponsors.

CYSA may find and/or approve sponsors for the league. Sponsors will be used to maintain the league determined by the Board of Directors. The Board of Directors has the right to deny, for good reason, any sponsor, the opportunity to associate with CYSA.

1.11 Uniforms.

CYSA will provide or approve uniforms for all CYSA recreation teams. No CYSA team will play in a game other than CYSA approved uniforms unless prior approval by a Board of Director. Nothing may be added to CYSA approved uniforms without Board approval. Jerseys must always be viewable, and hoods must remain tucked into jerseys during all games.



Clovis Youth Soccer Association (CYSA) By-Laws

1.11.01 Player Equipment.

Each player is required to wear shin guards at **all** soccer activities (including little strikers). Each team is responsible for their own equipment. I.e personal equipment coaches use.

1.12 Recruitment Policy.

1.12.01 Poaching and Recruitment.

Any team which, through its responsible coaches, managers, or other representatives (TO INCLUDE PLAYERS AND PARENTS) attempts to illegally poach (INCLUDE REGISTERED PLAYERS OF ANY OTHER TEAM UNDER THE JURISDICTION OF THIS ASSOCIATION TO LEAVE HIS/HER TEAM BEFORE THE END OF THE CURRENT SEASONAL YEAR) or attempts before end of the league spring playing season during the current seasonal year, to recruit registered players of any other CYSA team for the next seasonal year, shall be deemed to have committed a poaching or illegal recruiting offense and may be subject to a hearing process as contained in the General Procedures and Rules of the CYSA. This may result in disciplinary action including but not limited to censure, probation, or suspension.

1.12.02 Recreational League.

- A. With the exception of the U13/16, when a draft is applicable, an intra-club or intra league team in which the use of tryouts, invitations, recruiting or any like process to roster players to selectively to any team on the basis of talent or ability is prohibited.
- B. The club or league administering the team accepts as participants in the club or league any and all eligible youths within their defined boundaries.
- C. A roster system of players is employed for the purpose of creating a fair or balanced distribution of playing talent among all teams participating.
- D. League rules require that each player on a recreational team play at least one half of each game except for reasons of injury, illness, or discipline.

1.12.03 Classic/Select League.

- A. An intra-club or intra-league team in which the use of tryouts, invitations, recruiting or any like process to roster selectively to any team on the basis of talent or ability is permitted.
- B. One or more league rules restrict the manner in which players may be assigned to participating teams.



Clovis Youth Soccer Association (CYSA) By-Laws

1.12.04 Premier League.

An inter-club or inter-league team in which no club or league rule restricts the way players may be rostered to participating teams, except for rules which define and prohibit unethical recruiting behavior.