

# SNOQUALMIE VALLEY YOUTH SOCCER ASSOCIATION

## BYLAWS

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## **MISSION STATEMENT**

It is the mission of the SnVYSA to foster the physical, mental and emotional growth and development of its youth through the sport of soccer at all levels of age and competition.

SNOQUALMIE VALLEY YOUTH  
SOCCER ASSOCIATION

BYLAWS

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# **SNOQUALMIE VALLEY YOUTH SOCCER ASSOCIATION BYLAWS**

## **ARTICLE I -- NAME & DURATION**

### **Section 1.1**

The Snoqualmie Valley Youth Soccer Association, hereinafter referred to as SnVYSA, is a nonprofit corporation organized and existing under the laws of the State of Washington.

### **Section 1.2**

The duration of this organization shall be perpetual.

## **ARTICLE II -- OBJECTIVES & PURPOSES**

### **Section 2.1**

The objectives of SnVYSA are to:

Promote and further develop the game of youth soccer.

Provide a qualitatively graded level of soccer competition within the area of jurisdiction of SnVYSA.

Organize and govern Association level league play.

Establish uniform Procedures and Rules applicable to youth soccer competition in the SnVYSA consistent with those of the organization(s) under which a team plays, be it WSYSA, US Youth Soccer, US Club Soccer and USSF.

Provide a disciplinary structure for the league.

Coordinate referees for SnVYSA league and tournament play.

Administer and conduct tournaments at the Association level.

Coordinate with other Associations to insure appropriate level play for all teams.

Assign administrative responsibilities to member clubs.

Represent SnVYSA in all matters of youth soccer with regard to the organization(s) under which a team plays, be it SnVYSA, WSYSA District II, WSYSA, US Youth Soccer, US Club Soccer, USSF and interested parties.

Function as liaison between the member clubs within SnVYSA.

### **Section 2.2**

The purposes of SnVYSA are educational and include the following:

Teach and train players, coaches and referees.

Teach through the game of soccer, sportsmanship, physical health and mental alertness.

## **ARTICLE III -- MEMBERSHIP**

### **Section 3.1**

The membership of SnVYSA shall consist of unincorporated clubs within the boundaries of:

1. Carnation
2. Duvall
3. Fall City
4. North Bend
5. Snoqualmie
6. Advanced Development Program (ADP [also known as Cascade FC])

which agree to be bound by the Bylaws, procedures and rules of SnVYSA and which shall be admitted into membership in accordance with the Bylaws of SnVYSA.

### **Section 3.2**

Each member club has jurisdiction of youth soccer within their respective territories as granted by SnVYSA and are bound by rules, regulations and decisions of the organization(s) under which a team plays, be it SnVYSA, District II, WSYSA, US Youth Soccer, US Club Soccer and USSF.

### **Section 3.3**

In the event that a new club is formed within the existing boundaries of SnVYSA, that club shall become a member of SnVYSA by petitioning SnVYSA for membership and being accepted by a vote of the Board of Directors.

### **Section 3.4**

Each member club shall be represented by its Club Representative or designated alternate. The club representative shall exercise voting power of his/her organization and shall serve as a governing member of the SnVYSA Board of Directors. Each member club shall provide written notification to SnVYSA of the name of its representative within thirty (30) days of change in representation.

### **Section 3.5**

Individual players, coaches, referees and administrators are members of SnVYSA through their association with the organization or with SnVYSA committees or as elected officers of SnVYSA.

### **Section 3.6**

The membership of SnVYSA and the members of SnVYSA shall be open to any soccer players, coaches, trainer, managers, administrators and officials not subject to suspension under the Bylaws of the organization(s) under which a team plays, and to any amateur soccer organization in its territory.

### **Section 3.7**

SnVYSA will not discriminate against any individual on the basis of race, color, religion, age, gender or national origin.

## **ARTICLE IV -- OFFICERS**

### **Section 4.1**

The officers of SnVYSA shall consist of President, Vice President of Administration, Vice President of Competition, Vice President of Development, Secretary, Treasurer, Registrar and District Representative.

Officers shall commence their term of office immediately following the close of the SnVYSA Annual General Meeting and shall serve for a term of two (2) years or until the election and qualification of their successors. The President, Secretary, Vice President of Competition and District Representative shall be elected in even numbered years. All others shall be elected in odd numbered years. An election may be held at any regular meeting to complete the term of office for any officer who has submitted a written resignation, or who has been removed from office by the Board of Directors, provided thirty (30) days written notification to voting members has been made, indicating time, date and place for the voting.

### **Section 4.2**

The responsibilities of the President shall include, but not be limited to the following:

1. Preside over all meetings of the Board of Directors;
2. Be an ex-officio member of all standing and special committees;
3. Present the views of SnVYSA and be the general representative of SnVYSA in all matters to the community and to the organization(s) under which a team plays;
4. Be a member of the WSYSA Council (MAP) and vote according to the wishes of the member Clubs within the Association, or designate this responsibility to another Board Member (MAR);
5. Perform such other duties as usually pertain to the office of President, or as may be prescribed by the Bylaws or assigned by the Board of Directors;
6. Shall coordinate the work of the officers and committees of SnVYSA.

### **Section 4.3**

The responsibilities of the Vice President of Administration shall include, but not be limited to, the following:

1. Attend all meetings of the Board of Directors and, in the absence of the President, preside at said meeting(s);
2. Be Chairperson of the Association Disciplinary Committee;
3. Be responsible for ordering all equipment for the Association;
4. Perform such other duties as usually pertain to that office, or as may be assigned by the President or the Board of Directors.

### **Section 4.4**

The responsibilities of the Vice President of Competition shall include, but not be limited to, the following:

1. Attend all meetings of the Board of Directors;
2. Administer all Association league competition;
3. Administer all Association tournaments;

4. WSYSA Washington State Youth League Liaison;
5. Provide liaison between SnVYSA and the clubs in "Competition" matters;
6. Keep SnVYSA Rules of Competition current;
7. Scorekeeping;
8. Field development;
9. Field Scheduling (day, place, time) for District II teams and Advanced Development teams in conjunction with the District II Representative and the ADP Club Representative;
10. Registering District and Advanced Development Teams for league play in conjunction with the District Representative and the ADP Club Representative;
11. Liaison between SnVYSA and field venues for reservation and scheduling of fields within Association boundaries.

#### **Section 4.5**

The responsibilities of the Vice President of Development shall include, but not be limited to, the following:

1. Attend all meetings of the Board of Directors;
2. Player development;
3. Coach development;
4. Referee development;
5. Olympic Development Program liaison with District II VP of Development;
6. Communication and training material;
7. Liaison between SnVYSA and clubs in "Development" matters;
8. Be a member of the SnVYSA Advanced Development Board.

#### **Section 4.6**

The responsibilities of the Secretary shall include, but not be limited to, the following:

1. Attend all meetings of the Board of Directors;
2. Maintain the records of membership;
3. Attend to all correspondence;
4. Record and publish the minutes of the meetings of the Board of Directors and committees;
5. Give proper notice of all Association meetings to required attendees;
6. Attend to and be custodian of all Association trophies and office assets;
7. Submit a report to the annual meeting of the Association and at such other times as the President and the Board of Directors may require;
8. File the Annual Report to the State of Washington each year in a timely manner;
9. Secure the printing of and distribution to clubs of the registration newsletters, registration forms, Rules of Competition and any other materials requiring printing;
10. Place any Association announcements in the local newspapers in a timely manner;
11. Send out meeting reminders and secure the location for the meetings.

#### **Section 4.7**

The responsibilities of the Treasurer shall include, but not be limited to, the following:

1. Attend all meetings of the Board of Directors;
2. Receive all funds paid to SnVYSA;

3. Deposit funds in the official depositories;
4. Disburse funds on order of the Board of Directors;
5. Keep a full and accurate account of receipts and expenditures and make a monthly financial report to the Board of Directors;
6. Pay all fees required by the organization(s) under which a team plays directly to said organization;
7. Keep the Treasurer's accounts and books open at all times for inspection by the President, the Board of Directors, and any authorized auditors;
8. Make a report to the annual meeting of SnVYSA and at such other times as the President and the Board of Directors may require;
9. File a Form 990, and any other required documentation, with the Internal Revenue Service each year in a timely manner.

#### **Section 4.8**

The responsibilities of the Registrar shall include, but not be limited to, the following:

1. Attend all meetings of the Board of Directors;
2. Oversee all Club registrations for SnVYSA and collect registration data from club representatives;
3. Combine and format registration data for delivery to the organization(s) under which a team plays and register all SnVYSA players with the organization(s) under which a team plays according to stated timelines;
4. Verify registration information (age) for ADP teams;
5. Provide signed team rosters for tournaments;
6. Provide support for registration software package;
7. Maintain and verify "Risk Management" data base
8. Maintain and verify "Ineligible Player/Coach" data base;
9. Provide labels for mailing;
10. Receive and distribute "Team Kits";
11. Provide direction for parents/players looking for teams.

#### **Section 4.9**

The responsibilities of the District Representative shall include, but not be limited to, the following:

1. Attend all meetings of the Board of Directors;
2. Attend scheduled monthly meeting of the District II Board of Directors and return information to SnVYSA Board of Directors;
3. Liaison between SnVYSA and the other District II Associations in matters regarding a team or age group playing within their Association;
4. Member of District II Disciplinary Committee (may delegate);

#### **Section 4.10**

All officers shall deliver to the President all official material within ten (10) days following the resignation, termination, or election and qualification of their successors.

#### **Section 4.11**



The responsibilities of the Club Representatives shall include, but not be limited to, the following:

1. Attend monthly SnVYSA Board of Directors meetings;
2. Register players within their Club's jurisdiction;
3. Organize registered players into teams;
4. Recruit coaches;
5. Enter registration data into Association's registration software;
6. Provide disk of registration information to Association Registrar;
7. Deposit registration moneys into SnVYSA bank account and give receipts to Association Treasurer;
8. Give list of teams to T-shirt Coordinator;
9. Refer unplaceable players to neighboring clubs;
10. Layout and line fields; install and anchor goal posts;
11. Inventory soccer equipment and give list of needs to Vice President of Administration;
12. Secure fields;
13. Disseminate information to coaches;
14. Hold preseason coaches meeting(s) to distribute T-shirts, equipment, Team Kits, Rules of Competition, etc.;
15. Hold postseason coaches meeting to elect next season's club rep and take care of other postseason matters.

## **ARTICLE V -- BOARD OF DIRECTORS**

### **Section 5.1**

The Board of Directors shall consist of the officers and the member club representatives.

### **Section 5.2**

The Board of Directors shall be responsible for conducting the affairs of the Association to include, but not limited to, the following:

1. Enforcing the Bylaws, and procedures and rules of the SnVYSA;
2. Approval of formation and operation of SnVYSA tournaments, except such tournaments conducted by member clubs for their members only;
3. Approval of interassociation play;
4. Approval of formation of Select Teams;
5. Approval or removal of Association Committee Directors;
6. Recommendations to the Member Clubs for replacement of their member Club Representative;
7. Recommendations to the organization(s) under which a club is registered for suspension or expulsion of member clubs;
8. Create standing and temporary committees;
9. Approve the budget;
10. Approve non-budgeted expenses.

## **ARTICLE VI -- MEETINGS**

### **Section 6.1**

The annual meeting shall be held in January of each year at a time and place determined by the Board of

Directors.

### **Section 6.2**

The Board of Directors shall meet monthly, as dictated by the needs of SnVYSA and at the call of the President, or by a majority of the Board of Directors, unless otherwise established by majority vote, but not less than six (6) meetings a year. Notice of meetings shall be given by email, U.S. mail or telephone.

### **Section 6.3**

The affairs of the Association shall be conducted at meetings involving the elected officers and member club representatives.

## **ARTICLE VII -- VOTING**

### **Section 7.1**

For all SnVYSA matters except those outlined in Section 7.2, each member club and each elected Association officer shall have one vote. The Association President will exercise his/her vote only in the case of a tie. A simple majority of those voting is necessary to carry a motion.

### **Section 7.2**

Voting on the following matters:

1. Bylaws and rule and procedures changes
2. Approval and/or changes to all financial matters
3. Election of/or removal of Association officers

shall be as follows: elected Association officers shall have one vote. Member clubs shall have one vote per 1000 players or fraction thereof, as registered with the SnVYSA per the club's count on December 31st preceding the vote. A two-thirds (2/3s) majority of those voting is necessary to carry a motion. All votes shall be recorded openly in the minutes of the meeting wherein the vote was exercised. Proxy votes are not allowed.

### **Section 7.3**

A quorum of the Board of Directors shall consist of at least fifty (50%) percent of the elected officers and club representatives. In addition, at least fifty (50%) percent of the players registered must be represented by the club representatives in attendance.

## **ARTICLE VIII -- STANDING AND SPECIAL COMMITTEES**

### **Section 8.1**

The Board of Directors may create such standing committees as it may deem necessary to promote the purpose and carry on the work of SnVYSA. The duties of such committees shall be determined at the time they are created.

**Section 8.2**

The director of each standing committee shall present a plan of work to the Board of Directors for approval. No committee work shall be undertaken without the consent of the Board of Directors.

**Section 8.3**

When duties for SnVYSA appear to cause a conflict of interest with the other organizational roles, officers and members will disclose such a (potential) conflict at the earliest possible time, and disqualify themselves from official action. All official actions shall be impartial, without conflict of interest. The point at which SnVYSA Board or members' work, duties or responsibilities end and the point where the other work relationships begin should be made clear to both organizations.

**Section 8.4**

Special committees shall be appointed by the President. The duties and timelines shall be defined in the creation of the committee.

**Section 8.5**

The President shall be an ex officio member of all committees except the nominating committee.

**ARTICLE IX-- ELECTIONS**

**Section 9.1**

There shall be a nominating committee selected by the Board of Directors. The President shall designate the director of this committee.

**Section 9.2**

The duty of this committee shall be to nominate at least one eligible person for each office to be filled, with the consent of the nominated, and to prepare a ballot for the election of such officers and directors, prior to the annual meeting.

**Section 9.3**

Officers shall be elected by ballot annually in the month of January.

**Section 9.4**

In case a vacancy occurs in the office of the President, the following shall serve in the following order of priority until a successor shall be elected and qualified 1) Vice President of Administration; 2) Vice President of Competition; 3) Vice President of Development; 4) Secretary. A vacancy occurring in any other office shall be filled for the unexpired term by a person elected by a majority vote of the remaining members of the Board of Directors.

**Section 9.5**

Nominations may be made from the floor of the meeting.

**Section 9.6**

Elected officers begin their duties immediately following the SnVYSA Annual General Meeting. Written notice of election shall be provided to any organization under which SnVYSA operates if required. Outgoing officers are encouraged to assist their successors for a period not to exceed the remainder of the seasonal year (September 1 through August 31) in order to assure a smooth transition.

**Section 9.7**

Club representatives shall be designated by their members in a manner consistent with Section 4.11 herein. Written notice shall be provided to SnVYSA by the member club of the designation of a representative prior to the representative taking part in Board activities.

**ARTICLE X -- FINANCE**

**Section 10.1**

The fiscal year end for SnVYSA is December 31<sup>st</sup>.

**Section 10.2**

The Treasurer, with the SnVYSA Board, shall prepare a proposed budget and fees for the next fiscal year and present the budget to the Board in October to be adopted prior to the beginning of the fiscal year. The budget shall include no less than a 10% contingency fund each year.

**Section 10.3**

SnVYSA's books of account shall be audited at least once a year and at any time there is a change in the office of Treasurer. The auditors shall be named by the Board of Directors.

**Section 10.4**

The Board of Directors shall determine the official depository or depositories.

**Section 10.5**

In case of the inability of the person designated to sign checks to perform their functions, the Board shall designate an officer from the Board of Directors who shall act as substitute.

**ARTICLE XI – RECREATIONAL LEAGUE FORMATION**

**Section 11.1**

Recreational leagues will be formed for the benefit of the member clubs for both boys and girls in all age groups between U-6 and U-12. Recreation teams submitted by the clubs to the Association will be placed through cooperation in the Association league that can provide the best match between team and league. In the event a league cannot be formed due to insufficient team numbers, all efforts will be made to place

said players with neighboring Associations.

### **Section 11.2**

The Vice President of Competition has overall responsibility for Association league formation and scheduling of games within each division of the Association league.

### **Section 11.3**

All competition within SnVYSA leagues will be governed by procedures and rules of the organization under which a league operates as amended by the SnVYSA Rules of Competition.

## **ARTICLE XII – ADVANCED DEVELOPMENT PROGRAM**

### **Section 12.1 Purpose and Philosophy**

The advanced development program of SnVYSA shall exist to provide an environment for players to participate in competitive level soccer competition. Emphasis is placed on individual player skill, character and teamwork development while maintaining high ideals and sportsmanship.

### **Section 12.2 Authority**

The SnVYSA Advanced Development Board, comprised of the Cascade FC Administrator, Vice President of Development and the head coach of each advanced development team, shall act as the principal authority, which oversees the activities of this program. It is understood, however, that the ultimate authority lies with the SnVYSA BOD. No team within SnVYSA may conduct player selection activities or otherwise register itself at this level of competition without first gaining approval from the Association and the Advanced Development Board.

### **Section 12.3 Coaching**

The advanced development program endeavors to provide highly qualified coaches for its players. Individuals whose responsibilities and title reflect the senior coaching authority on a given team shall possess the minimum coaching certification(s):

U11 through U13	State “E” License or NSCAA equivalent
U14	State “D” License or NSCAA equivalent
U15 and older	USSF “C” License or NSCAA equivalent

SnVYSA will provide full tuition reimbursement to any volunteer (unpaid) coach successfully completing the “E” and “D” Licenses. Coaches who receive a coaching stipend shall bear the cost of licensing education. Additional licensing reimbursement may be negotiated with the Association.

In addition to the above licenses the following qualifications are required to coach within the advanced development program:

1. Complete and submit the required application requesting to be considered as a coach;
2. Have the ability to teach and maintain good rapport with youth;
3. Have the interest and desire to be an advanced development coach;
4. Have a current Washington State Club Referee License;

5. Be in good standing (not sanctioned or on probation) with the organization(s) under which the Club operates;
6. Obtain the approval of the SnVYSA Board of Directors.

Coaches selected by the Advanced Development Board and confirmed by the SnVYSA Board of Directors will enter into the then current Coaching Contract and be subject to the terms and conditions therein. Once confirmed head coaches shall have the right to nominate one or more assistant coach(es). The assistant coach shall be required to complete and submit an assistant coach application to the Cascade FC Administrator. The qualifications for the assistant coach shall be consistent with the goals and objectives of the advanced development program. Final approval/appointment of any assistant coach rests with the SnVYSA BOD. Termination of any such responsibility rests with the Head Coach of said team.

As with most requirements there are equivalent experiences which can be used as a substitute for the qualifications stated herein. In such instances final SnVYSA Board of Directors approval will be required.

In the event of gross misconduct, including, but not limited to, expulsion from two or more games (including tournaments), the coach and his/her assistant(s) may be removed from their position by a unanimous vote of the SnVYSA Executive Board of Directors. In the event that not all Board positions have been filled, a unanimous vote is required of those positions that are filled.

## **Section 12.4 Player Selection Procedures**

**12.4.1 Goal.** The goal of the Club's tryouts are to create a fair and well organized tryout for the player and to manage the percentage of SnVYSA and non-SnVYSA players that are placed onto the Club's teams.

**12.4.2 Notification of Tryouts.** Player selection activities will be coordinated through the Advanced Development Board. Dates, times and locations of player tryouts will be published on the SnVYSA website, on community websites and in local newspapers circulating within those communities representing SnVYSA. Such notices shall be placed a minimum of two (2) weeks prior to the first tryout. Notification shall also be mailed to appropriate age level players registered with SnVYSA the previous season.

**12.4.3 Eligibility.** For the purpose of tryouts SnVYSA will open its borders to any and all players wishing to attend.

**12.4.4 General Process.** A minimum of two (2) tryouts on separate days will be held for each age group. A player must attend a minimum of one (1) tryout in order to be eligible for selection to a team. If a player, due to injury or illness or for any other reason, cannot attend the tryouts, they may request to practice with the team that has been selected in order to receive an assessment by the coaching staff. A minimum attendance of three (3) practices is required. The Advanced Development Board shall be notified if a player is selected under these circumstances and will be responsible for ensuring that no player is cut or otherwise discouraged to play on the team to make room for another player.

**12.4.5 Non-SnVYSA Players.** In accord with the purpose of the club program to form local but competitive select teams, each team may be fielded with up to five (5) players from outside the boundaries of SnVYSA. If more than five (5) players are required to fill a team with a minimum of fifteen (15) total players, then, and in that event, the coach of any such team will be required to call a meeting of the selection committee to state his/her case for the allowance of additional outside players.

The selection committee will be have three [3] members, one of which will be the ADP Rep and another member will be one of the independent evaluators of the tryout group in question. The decision of the selection committee shall be by majority vote and shall be binding. In regard to the U11 and U12 Development Program, Snoqualmie Valley players will be given first priority for placement onto a developmental team where soccer skills are determined to be equal to those players residing outside the boundaries of SnVYSA.

#### **12.4.6 Selection:**

**For age groups U14 and below:** A minimum of two (2) independent and qualified evaluators will be used during the tryouts for any team U14 or below. Evaluators will be approved by the Advanced Development Board prior to any selection activity. **THE COACH OF SAID TEAM IS NOT ONE OF THE INDEPENDENT EVALUATORS.** Said coach's vote may be used, at the request of the evaluators, to break a tie on a questionable player. Said evaluators will be responsible for identifying a minimum of eleven (11) players or 3/4s of the team, whichever is greater, when final selections are made. The remaining selections may be made by the coach from the list of eligible players produced through the tryout process.

**For age groups U15 and above:** The coach and a minimum of two (2) evaluators will be used during tryouts. In the event the coach selects his/her evaluators, the evaluators must be approved by the Vice President of Development and Advanced Development Administrator prior to the scheduled tryouts. The coach and evaluators will come to a consensus concerning the ranking of players 1 through 11. All other eligible players will be placed in a pool from which the coach may select his/her remaining players.

**The Coach's Kid.** The child of any coach wishing to coach said child's age group must tryout and must place at least on the list of eligible players from which a coach is authorized to select the remaining players for his/her team. A player, even a coach's child, may not be selected to a team if cut during the tryouts. (It is understandable, in such a scenario, that the coach may decline to coach the team.)

If, in the opinion of the evaluators and coaching staff, sufficient numbers cannot be identified to field a team able to compete at a competitive level, results of the tryouts shall be deemed void and further team selection activities shall be coordinated by the Advanced Development Board.

#### **Section 12.5 Player Transfer**

All player transfers must comply with the written rules governing this activity.

#### **Section 12.6 Grievance Process**

The aggrieved party shall follow the procedures set forth in the SnVYSA Rules of Competition, Article VIII.

#### **Section 12.7 Performance Evaluations**

All coaches shall be required to provide each player with a written critique of that player's playing performance at least once during the season. This critique shall cover both positive aspects and those area(s) where further growth and development may be necessary. Player evaluations shall include recommendations for improvement.

All advanced development coaches will be evaluated by their players and/or parents at the end of each

season, said evaluations to be delivered by and returned to the Cascade FC Administrator. A summary report will be given to the Advanced Development Board at its meeting in January following the end of the regular season and to the SnVYSA Board of Directors. The evaluations will be delivered to each coach.

### **Section 12.8 Fundraising**

Advanced development teams require significant financial support for uniforms, equipment, tournament fees, practice lights, etc. Teams may engage in fundraising under the name of the team. Such fundraising shall be carried out in a professional manner, in good taste and shall not bring discredit to the game, the team or SnVYSA. Teams may recruit sponsors provided any advertising is discrete, in the best interest of the sport of soccer, the advanced development program and SnVYSA. In the event sponsors wish their logos to be placed on team apparel, said sponsors must first be approved by the Advanced Development Board. Levels of funding and of expenditures are an internal matter left to the coach and management of each individual team. Players shall be involved in the fundraising activities to the maximum extent possible.

### **Section 12.9 Association Support**

Any extra support, financial or otherwise, may be directed to the SnVYSA Board of Directors to be decided upon on an individual basis.

### **Section 12.10 Program Identity**

Advanced development teams participating in SnVYSA shall be identified by the name "Cascade FC" or "Cascade FC Select" depending upon the program under which the team participates. In addition, the team name shall include the gender and year of the oldest player, i.e., "Cascade FC G94". In the event there are two or more teams formed in a single age group and gender, the teams will be further identified with the colors of the then uniform, primary for first team, secondary for second team. In addition, Cascade FC and Cascade FC Select have their own logos which will be used if a team chooses to use a logo on team apparel or accessories. All Cascade FC and Cascade FC Select teams shall identify themselves as "Cascade FC" or "Cascade FC Select" respectively whenever completing paperwork for tournaments, league play or any other time a name is required.

Team colors, uniforms and warm-ups shall be decided by a majority vote of the Advanced Development Board at its meeting at the beginning of each season prior to the initial meeting of the teams. All advanced development teams will wear the same uniforms and warm-ups (if sizing allows) and uniforms and warm-ups will be selected with the understanding that they will exist for at least two (2) years before a change is made. If, when a change is made to a new uniform, an existing team wishes to continue with its present uniform/warm-up, said team may do so for one additional season. The team will be required to conform thereafter.

### **Section 12.11 Administrator's Role and Responsibilities**

The responsibilities of the ADP Administrator shall include, but not be limited to, the following:

1. Attend monthly SnVYSA Board of Directors meetings;
2. Oversee all activities of the Advanced Development Program to include the following and any other responsibilities set by the SnVYSA BOD:
  - a. Advertise coaching positions, accept applications, determine suitability and recruit coaches



- via a method/format approved by the SnVYSA BOD;
  - b. Register players selected via the selection process onto teams;
  - c. Identify supporting personnel (minimum of Manager and Treasurer) for each team;
  - d. Maintain all required paperwork for all coaches (paid or unpaid) and all supporting personnel;
  - e. Enter registration data into Association's registration software;
  - f. Provide registration information to Association Registrar;
  - g. Deposit registration moneys into SnVYSA bank account and give receipts to Association Treasurer;
  - h. Act as liaison between County, City and School District personnel to secure fields for ADP play;
  - i. Register all teams into appropriate leagues of play for season and for postseason;
  - j. Maintain all necessary financial records concerning costs teams incur and bill teams appropriately;
  - k. Disseminate information to coaches;
  - l. Hold coaches meetings as necessary to take care of ADP matters;
3. Be appointed to serve by the SnVYSA BOD and enter into an employment contract with the SnVYSA BOD if required.

## **ARTICLE XIII -- DISCIPLINARY**

### **Section 13.1**

A disciplinary committee shall be approved each year by the Board of Directors to conduct open hearings and receive testimony from all witnesses on Association league disciplinary problems. The committee shall consist of an appointed member from each of the member associations. The Director will be the Vice President of Administration or a designee.

### **Section 13.2**

The SnVYSA Disciplinary Committee shall rule on all violations of the Rules of Competition of SnVYSA or on any action by a member player, coach or spectator which is detrimental to the purpose of the Association's soccer program. The guidelines being used are those of the Washington State Youth League.

### **Section 13.3**

a) The Disciplinary Committee will rule on all protests arising out of competition conducted by the Association. All protests submitted to this committee will be accompanied by a fee of \$50.00 (in the form of a cashier's check or money order only), made payable to SnVYSA, refundable if protest is upheld.

b) All protests must be submitted in writing to the Vice President of Administration within 48 hours of the game for which the protest applies.

### **Section 13.4**

Appeals of rulings handed down by the SnVYSA Disciplinary Committee must be directed to the appropriate governing organization in accord with said organization's policy regarding the appeal of disciplinary matters.

**ARTICLE XIV -- ADMINISTRATIVE AUTHORITY**

The SnVYSA Board of Directors shall be bound and organized by its Bylaws, Procedures and Rules unless superseded by the Bylaws, Procedures and Rules of District II, WSYSA, US Youth Soccer, US Club Soccer and USSF, whichever organization is the authority. The SnVYSA Board of Directors shall have the authority from time to time to issue policies or instructions necessary to interpret, clarify or further define the Bylaws, procedures and rules.

**ARTICLE XV -- RULES OF ORDER**

Robert’s Rules of Order (current edition) shall be the parliamentary authority for all matter of procedures not specifically covered by these Bylaws.

**ARTICLE XVI -- AMENDMENTS**

Any amendment of these Bylaws, if in conformity with the Laws of Washington, may be adopted by a two-thirds (2/3s) vote of the members of the Board of Directors, provided written notice of the proposed amendment shall have been given the members at least thirty (30) days prior to the meeting. There shall be no voting by proxy.

**ARTICLE XVII -- APPROVAL OF THE BOARD OF DIRECTORS**

These Bylaws and all amendments or additions shall not be effective unless approved by the Board of Directors.

Adopted by resolution of the Board of Directors the 16<sup>th</sup> day of April, 2012.

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Bud Raisio  
SnVYSA President

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Doug McClintic  
SnVYSA Secretary