



## **Ramapo Youth Soccer Association BY-LAWS**

**Approved: May 31, 2019**

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## **BY-LAWS**

### **SECTION 1.00: CLUB DESIGNATION**

#### **1.01: NAME**

The name of the corporation shall be "Ramapo Youth Soccer Association, Inc." a not-for-profit corporation hereinafter referred to as "RYSA.", "the club", and "Ramapo Youth Soccer Association." The Club shall be commonly known as the "RYSA Wildcats", and may be officially listed for competitive purposes, as "RYSA"

The official address of RYSA will be:

Ramapo Youth Soccer Association, Inc.  
P.O. Box 789,  
Franklin Lakes, NJ 07417

The official internet web address of RYSA will be:

WWW.RYSAWILDCATS.COM

The representative colors of the club shall be Dark Green and White.

#### **1.02: PURPOSE**

The purpose for which the corporation exists is to facilitate youth soccer in Franklin Lakes, Oakland, and the surrounding area in New Jersey.

#### **1.03: SEASONAL YEAR**

The seasonal year of RYSA shall begin on August 1st and end on July 31st of the following calendar year.

#### **1.04: INCORPORATION**

RYSA is a not-for-profit corporation and is so incorporated under Section 501(a) of the Internal Revenue Code as an organization described in Section 501(c) (3).

RYSA is not organized for pecuniary profit or financial gain, and no part of its assets, income or profits shall be distributable to or inure to the benefit of its members, directors or officers.

The officers and directors of the Club shall not be individually liable for the Club's debts or other liabilities and the private property of such individuals shall be exempt from any corporate debts or liabilities.

RYSA will have a fiscal year of July 1 through June 30 of the following calendar year.

### **SECTION 2.00: AFFILIATIONS**

RYSA, its officers and members will be affiliated with and governed by these bylaws and by the rules and regulations of the United States Soccer Federation (USSF), US CLUB SOCCER, and NJ Youth Soccer (part of USYS) (NJYS). RYSA is currently an affiliated member with the Northern Counties Soccer Association (NCSA) and EDP Soccer (EDP). This affiliation of the club and specified teams is subject to change at the discretion of the Board of Directors.

### **SECTION 3.00: FINANCIAL OWNERSHIP**

All moneys paid as player dues or assessments or as team dues or assessments or raised by any fundraising activity under the name of RYSA or any of its member teams, is the property of RYSA and cannot be dispersed in any manner inconsistent with these bylaws.

The Board of Directors, hereinafter referred to as "the Board," shall decide on any questions regarding ownership or disbursement of RYSA moneys.

The Treasurer shall open and maintain such checking and/or savings and/or investment accounts in the name of RYSA at a bank or other accredited financial institution as may be approved by the Board.

The Treasurer shall be designated as the primary agent of RYSA on all club accounts.

The President shall be designated as the secondary agent on all club accounts.

The Treasurer shall track all club accounts on a monthly basis and shall report the status of the same at each Board meeting.

The Treasurer shall report and make available at the annual meeting a review of the current year's receipts and disbursements.

### **SECTION 4.00: MEMBERSHIP**

The membership of "RYSA" consists of players, parents and Managers. Teams are comprised of boys or girls up to 19 years old, born between January 1 and December 31 of their respective birth year, as determined by US CLUB SOCCER. All players must hold a US CLUB SOCCER or NJYS player pass for their appropriate age group. All RYSA players must be registered to the Club with a primary player pass. RYSA will follow NCSA and EDP rules regarding dual carding. All requests for dual carding on teams which play in different leagues to RYSA must be submitted to the board for approval. See detail Dual Card policy in section A below.

All Managers and Trainers must hold a current US CLUB SOCCER or NJYS Coaches pass.

#### **4.01: MEMBERSHIP RESPONSIBILITIES AND RESTRICTIONS**

It is the obligation of each member of RYSA to adhere to the bylaws and rules of this organization and to those of affiliated organizations in all matters pertaining to local, district, interdistrict, regional, national and international competition or other activities carried out by or under the name of the organization. Such obligation is a condition of membership.

No individual or team member representing RYSA in any capacity shall use or make available for use any data resulting from player or team registration forms without the approval of the Board.

No individual or team member representing RYSA in any capacity shall use the names RYSA, Ramapo Wildcats, RYSA Wildcats or any of its activities or information without approval of the Board.

#### **4.02: FAMILY MEMBERSHIP RESPONSIBILITIES**

It is the responsibility of the player and one parent or guardian to read and sign the SAGE Pledge, provided by the club as part of the registration process.

It is necessary for the club to have all member families involved in our club. At times, the club needs to call upon its members to assist in certain events when needed. Each member family is responsible for mandatory service time for no less than three (3) hours of service to the club as needed per yearly season year. The mandatory service time will be served at the club's annual Labor Day Tournament. To ensure that the service time is given, a \$100 charge will be assessed if family volunteer requirements have not been fulfilled. These volunteer requirements do not apply to families of high school team players.

#### **4.03: MEMBER SUSPENSION AND EXPULSION**

Members may be suspended or expelled from RYSA for reasonable cause by the Board, after a hearing at which they have reasonable opportunity to oppose such action. Reasonable cause would include, but not be limited to; failure to pay fees within 30 days of the start of the season unless otherwise agreed to or multiple infractions or one serious infraction of the Disciplinary code shown in Section D-Disciplinary Code.

A suspended member is still a member, that is, suspension does not terminate but rather deprives the member of the exercise of membership privileges until the reasons for suspension are rectified or until the member is expelled.

An expelled member is no longer a member of the organization and retains no privileges of membership. Expelled members may not reapply for membership.

#### **4.04: DUES**

Each player shall be responsible for payment of Club dues for each year in which he or she participates. Dues assist in the payment of costs of team registration, training, field maintenance, and Club operating expenses. Dues do not cover team or individual travel expenses, uniforms, or any other additional expenses brought about by team or individual participation in any outside soccer related events. Dues are non-refundable, except for extraordinary circumstances, such as a severe injury that leaves a player unable to participate in soccer activities, or other circumstances as determined by the Board. In the event of such an unfortunate occurrence, the Board, at its discretion, may decide to reimburse a player on a pro-rated basis for the portion of registration fees of the season for which he or she was not able to play (training fees due is at the sole discretion of the training company and not determined by RYSA). No player shall be permitted to participate in any Club matches until full payment of dues is received. The Board has the right to grant partial or full scholarships for any player who petitions the Club in writing to the board and needs financial aid. For families having three (3) or more players participating in RYSA, annual dues will be as follows: (i) the two (2) youngest children will each be required to pay the full annual dues, and (ii) each additional child will have the annual dues waived. The Board has the right to adjust dues annually by majority vote.

#### **4.05: PLAYER REGISTRATION**

In order for a player to be registered to the club, they must:

- Provide original proof of birth and pictures as required
- Fill out and sign club player code of conduct
- Fill out, and provide proper state and club paperwork as designated by RYSA, US CLUB SOCCER, or NJYS
- Provide proper club dues or have a board approved scholarship

## **A1.0: Dual Carding**

All requests for dual carding on teams which play in different leagues to RYSA must be submitted in writing to the Board for consideration and approval for each seasonal year regardless if player had been dual carded in the past.

### A1.1: REQUIREMENTS FOR DUAL CARDING<sup>1</sup>

Factors to be considered as part of the dual carding process include and are not limited to:

- (a) Whether the player has an exemplary attendance record at RYSA games and practices;
- (b) Whether the player is a hardship case;
- (c) The player provides a game and practice schedule from the team requesting the dual card which demonstrates that there is no conflict between this and their RYSA team;
- (d) The player gives RYSA priority over the second club by signing a Statement of Commitment to RYSA for mandatory RYSA events (as defined in the Statement of Commitment below); and
- (e) Assessment of the potential impact the dual carding can have on the RYSA team they are assigned

*<sup>1</sup>-For players who wish to play in the summer before August 1 it is acceptable for the Registrar to approve the cards without following this process.*

### A1.2: PROCESS FOR APPROVING DUAL CARDING

There are two organizations that authorize cards for players in New Jersey, US Club Soccer and NJYS (part of USYS). A request made to the Club for a RYSA player to be given dual card status will come from one of these or direct from the player. If the player fulfills all the criteria, the Board will approve the request to be dual carded.

#### A1.2.1: US Club Soccer carded players

When the request for dual carding is received by the RYSA Registrar from US Club Soccer, only then will the Registrar put the request on pending status.

#### A1.2.2: NJYS carded players

NJYS does not have a policy on dual carding. They operate a Multiple Rostering program and issue Secondary passes within leagues that card with NJYS. Under these rules, a player has to state which is their primary and which is their secondary team when accepting a secondary pass. The NJYS Secondary Player Passes Rules state that 'Any player rostered to more than one team must participate in the game played by their primary team in the event of a schedule conflict.'

Unlike US Club Soccer, NJYS does not automatically contact RYSA when they receive a request for a player to be dual carded and therefore RYSA is only able to influence the decision if the player informing RYSA of their intentions. To support the process, the club will produce a list of players known to have dual carding with NJYS each season.

#### A1.2.3 Process

Through whatever route the request is received, the process for consideration of dual carding is as follows:

1. The Registrar will contact the relevant boys or girls coordinator who in turn will contact the trainer/coach(es) of the RYSA team on which the player currently/previously plays/played for and establishes past participation of the player, specifically how many games and practices the player has

missed in the previous or current seasons. They will also establish, through discussion with the relevant coordinator, whether the player has hardship status. Lastly, they will ask the player to provide the RYSA registrar with a copy of the game and practice schedule for the team for which they wish to play.

2. If the player has missed more than one game and/or three practices cumulatively in the previous or current season (irrespective of whether the player was previously dual carded), unless these absences were due to middle or high school sports, religious, family, academic or health reasons, the request will be denied.
3. If the player has been granted hardship status, the request will be denied unless the family agrees to pay the RYSA Registration fee which has been previously reduced or waived by the club. The Board reserves the right to waive and/or modify this restriction, particularly if a scholarship is being provided by the second team.
4. If there is any conflict between the two schedules (practice or game) the request will be denied unless the family immediately signs a Statement of Commitment (see attached) indicating that RYSA is the player's priority team and that in the event of a conflict the RYSA commitment prevails and takes precedent.
5. If the player is in good standing, not a hardship case, there are no schedule conflicts and a Statement of Commitment is submitted, the request will move to pending approval status. ALL players and his/her parents must sign the Statement of Commitment.

*A MAXIMUM OF 7 DAYS IS ALLOWED FROM RYSA RECEIVING THE REQUEST, TO MOVING THE REQUEST TO PENDING APPROVAL OR DENIAL.*

At this point, the name of the player, the Statement of Commitment and the confirmation of participation and status will be circulated to the entire Board and a request for approval made. A simple majority vote of the Board is required to allow the request to be granted. The vote can be done via email if there is no meeting already scheduled. All decisions of the Board in this regard are deemed final and not subject to any appeal.

*THE BOARD HAS TWO DAYS TO VOTE.*

If so approved by the Board, the approval will be given to US Club Soccer, NJYS or the player via an email.

This process meets the requirements of US Club Soccer for Dual Carding and NJYS for secondary passes and the NCSA/EDP leagues.

#### A1.3: MONITORING DUAL CARDED PLAYERS

Each season the Club will draw up a list of dual carded players and distribute to the managers/ trainers. Managers/trainers should already be aware of players who are dual carded through the US Club Soccer rosters as they have an asterisk placed next to their name on the roster. Where they are aware of dual carding through NJYS, either through the list or because of prior experience with the player the same responsibility applies.



If through the course of a season the player does not have 100% attendance and their absences are not due to middle or high school sports, family, religious, health or academic reasons the manager/trainer is required to report this to the Board.

On receiving this information, that the player has not adhered to their commitment the player/ family may lose their membership in RYSA. This decision will be made by the Board after consideration of all of the facts. A player/family cannot be expelled unless there is a two thirds majority vote of the Board. If the Board rules against the player, the family will waive any right to a refund of their registration fee in the event they decide to leave the club.

**DUAL CARDED PLAYERS - REQUEST STATEMENT OF COMMITMENT**

I \_\_\_\_\_ (player's name), understand in the event that dual carded status is awarded to me, this is a privilege granted by RYSA. In return, I confirm my commitment to RYSA and promise to attend all tournaments and all RYSA games and practices even if there is a conflict with my secondary team \_\_\_\_\_ (name of second team). These events are deemed mandatory. I further understand that if I leave a RYSA game or practice to attend a game or practice for my secondary team, my position on the team will be reviewed. Whilst I am not required to attend non-mandatory events (i.e. extra tournaments/games added by team not previously disclosed as mandatory at the start of the season) I understand that if I make a commitment to such an event, I will not change that decision subsequently.

Signed \_\_\_\_\_ Date \_\_\_\_\_

(Please print name) \_\_\_\_\_

I \_\_\_\_\_ (parent's name), understand in the event that dual carded status is awarded to my child, this is a privilege granted by RYSA. In return, I confirm my child's commitment to RYSA and I will ensure that he/she attends all tournaments and all RYSA games and practices even if there is a conflict with his/her secondary team \_\_\_\_\_ (name of second team). These events are deemed mandatory. I further understand that if I allow my son/daughter to leave a RYSA game for reasons other than middle or high school sports, religious, family, academic or health, the position of my son/daughter on the team will be reviewed. Whilst he/she is not required to attend non-mandatory events (i.e. extra tournaments/games added by team not previously disclosed as mandatory at the start of the season) I understand that if I make a commitment to such an event, I will not change that decision subsequently. If it is found that my son/daughter has contravened the commitment as defined above, I understand that it is possible they will be asked to leave the team. In this situation I understand that I will forfeit all registration and training fees paid.

Signed \_\_\_\_\_ Date \_\_\_\_\_

(Please print name) \_\_\_\_\_

Relationship to player \_\_\_\_\_

***Please provide the following information ONLY if your son/daughter has been awarded hardship status by RYSA. Cost of Secondary club***

Registration fee paid \$ \_\_\_\_\_

Uniform cost \$ \_\_\_\_\_

Training fee paid \$ \_\_\_\_\_

Estimated travel costs \$ \_\_\_\_\_

## **SECTION 5.00: CLUB COMPOSITION, TRYOUTS and DESIGNATION**

### **5.01: COMPOSITION**

RYSA is divided into 3 distinct divisions; Division 5&6 (U8-U10), Division 3&4 (U11-U14), Division 1 &2 (U15-U19) each with its own rules and regulations, as set forth in the RYSA Team & Tryout Policy, (see section B below) which shall be amended by a majority vote of the board from time to time. The Club will strive to maintain a team composition with a minimum of 2/3 Franklin Lakes and Oakland players.

On a yearly basis, the Board will evaluate the structure of the Club to ensure its ongoing success. Examples of structure change have included or may include hiring a paid Director(s) of Coaching to assist in overall evaluation of club composition, oversee tryouts, trainers, curriculum, etc as deemed appropriate by the Board. Contracts will be reviewed and renewed or cancelled annually. Changes to club structure shall be made by majority vote of the Board.

### **5.02: TRYOUTS**

Team selection and composition shall be decided by result of club tryouts to be held each spring for U8-15, and each fall for U15-U19, dates to be determined by the Board. The tryouts will be carried out using the rules set out in Section B below. At the end of the spring season, all RYSA teams are officially dissolved. After the tryouts are completed and teams are being formed, circumstances may arise in which players could be considered as candidates to play in a higher age bracket, so called 'playing up' and circumstances may arise in which it may be allowable. Details of this are shown in section C below.

### **5.03 TEAM DESIGNATION**

Team names shall not be referred to with a coach's name. They shall be referred to as; highest flighted team "RYSA U(age group), G(girls) or B(boys) Green", second highest flighted team "RYSA U(age group), G(girls) or B(boys) White", 3rd highest flighted team "RYSA U(age group), G(girls) or B(boys) Black". For example, the highest flighted U11 boys team in the club would be designated as RYSA U11B Green.

## **B1.0 Tryout & Team Policy**

### **B1.1: Tryout Policy (All Divisions)**

U8-U15 (nonhigh school) players are selected for the entire year (fall, winter, and spring seasons) and U15-U19 (high school) players are selected for the winter and spring seasons.

The first team formed at any age group will be referred to as the Green team, the second team will be the White team, and the third team will be the Black team. The players will be evaluated by trainers with the objective of creating the strongest teams in each age group.

All participants and returning players must attend tryouts each year and are not guaranteed a spot on the team. All participants at a tryout, regardless of which team they may have played for in the past, are placed in one group. Trainers then observe and grade the candidates in various categories. The Board will ask appropriate trainers to observe and grade the candidates in various categories. The evaluators will produce a list of players of similar ability for one or more teams. This list is based on evaluations from the tryouts and the trainer's assessment of the player's athletic ability, skill level, field awareness, attitude and team needs. In addition, an evaluation of the player's commitment in the previous season will be reviewed if the player is a returning RYSA player. Once the Green team's roster is selected, the evaluators examine the remaining candidates to determine if there are enough skilled players to form a White team and a Black team. Final selection of teams will be submitted to the Board for final approval along with a list of players who have not been selected.

All participants must try out and play for their age appropriate team. At the discretion of the Board, a player may be asked to play up.

If there are openings on a team after tryouts, additional players may be added at the discretion of the coordinator and trainer after the trainer has had an opportunity to evaluate the player's skills. These additions will be reviewed by the President to ensure no other issues exist.

Flighting within the league of play for each team is subject to the discretion of the Board, trainer and manager.

Trainers for each team will be selected after teams are approved.

#### **B1.2: DIVISION 5 & 6 (U8, U9, U10) TEAM MAKEUP**

U8 shall play in a 4v4 festival format. The number of players registered will be at the discretion of the Board and trainer.

Small Sided U9-U10 (7v7) RYSA Teams shall be allowed a maximum of fourteen (14) registered players at any given time. Any player registered to a team is bound to that team for the entire year unless a transfer is requested of and granted by the Board. No player may obtain a release from a RYSA team, play for another team and return to a RYSA team within the same seasonal year.

Each player at this level (Division 5 & 6) must play at least half of the game, assuming that the player regularly attends practices and games and has not been absent for reasons other than due to middle or high school sports, religious, family, academic or health reasons and is not disruptive during practices and games.

#### **B1.3: DIVISION 1, 2, 3 & 4 (U11-U19) TEAM MAKEUP**

Small Sided U11-U12 (9v9) RYSA Teams shall be allowed a maximum of sixteen (16) registered players at any given time. All U13-U19 (11v11) RYSA Teams shall be allowed a maximum of eighteen (18) registered players at any given. Any player registered to a team is bound to that team for the entire year unless a transfer is requested of and granted by the Board. No player may obtain a release from a RYSA team, play for another team and return to a RYSA team within the same seasonal year.

Playing time for Divisions 1, 2, 3 & 4 is at the discretion of the trainer. Players must attend all practices and games and communicate with the trainer reasons for absence. The only acceptable reasons for absence are due to middle or high school sports, religious, family, academic or health reasons.

#### **C1.0 PLAYING UP**

Team selection and composition shall be decided by result of club tryouts to be held each spring for U8-15, and each fall for U15-U19, dates to be determined by the Board. At the end of the spring season, all RYSA teams are officially dissolved. After the tryouts are completed and teams are being formed circumstances may arise in which players could be considered as candidates to play in a higher age bracket, so called 'playing up'.

Playing up, which will be evaluated on a case by case basis, is defined as a player playing in an age bracket higher than the one they would be placed in based on their birth year. Three circumstances may arise in which it may be allowable as described below.

### C1.1 U8

RYSA allows players younger than 8 years old to play on U8. This means that players who start playing aged 6/7 years old are likely to still be age appropriate for U8 two years after they have joined the club. In this situation these players may be allowed to play up. These players must of appropriate ability to play up and appropriate ability will be judged by the trainers/training organization partner who has worked with the player. They may, if they so choose, take input from managers who know the player. The decision on the suitability of the player to play up as determined by the trainer and Board is final.

### C1.2 Ability

A player whose skill level makes them overqualified to play in the age bracket dictated by their birth date may be allowed to play on a team in a higher age bracket. They must be of appropriate ability to play in the higher age bracket and better than other players who are age appropriate for that level. Appropriate ability will be judged by the trainers/training organization partner who has worked with the player. They may, if they so choose, take input from managers/trainers who know the player. The decision on the suitability of the player to play up as determined by the trainer and Board is final.

### C1.3 Making up team shortfall

Playing up will be allowed in teams when the placement of players from a lower age into the next age bracket will enable the club to form an extra team. Using the U12 and U13 age as an example, in a situation where one U12 team and one U13 team has been established and there are enough players of sufficient ability who are age appropriate to play at U12 and U13 left over, a third team could be formed. As this team has U13 players it would play at the U13 level which means that the U12 players would be playing up. This will only be allowed if the trainers agree that the players from the lower age group are of a good enough standard to play in the higher age bracket. Formation of teams in this scenario must be done as part of the tryout process.

### C1.4 Board Review of Impact on Other Teams

Before extending any offer to play up, the Board will review the impact moving a player(s) up will have on other teams. The Board reserves the right to block the offer if it negatively impacts teams at either age bracket. The Board reserves the right to challenge decisions made by trainers.

In the event that a player is judged eligible to play up based on ability, parents reserve the right to keep their son/ daughter in the correct age bracket, that is not play up.

## **SECTION 6.00: PLAYER REGULATIONS**

### **6.01: RAMAPO YOUTH SOCCER ASSOCIATION SOCCER CLUB PLAYER CODE OF CONDUCT.**

1. Treats opponents with respect.
2. Plays hard but within the rules of the game and always demonstrates good sportsmanship.
3. Demonstrates self-control.
4. Respects the officials and accepts their decisions without gesture or argument.
5. Plays with pride and never quits.
6. Remembers that it is a privilege to represent RYSA and wear its colors.

## **6.02: BEHAVIOR**

Each player, and his/her parents, shall represent the Club appropriately by demonstrating good sportsmanship, team spirit, self-discipline and respect for others. Any demonstration of poor or inappropriate behavior will be subject to the penalties shown in Section D below.

## **6.03: ATTENDANCE**

Each player is expected to attend all games and practice sessions and to work on skill development outside of regular team practice sessions. Players are encouraged to attend off-season soccer camps. It is mandatory that each player must attend all tournaments the team is registered for including but not limited to the RYSA Wildcats Labor Day Weekend Tournament (U8 through U15 Boys & Girls). Players on the roster of a team that plays in the spring and fall season must play in both seasons.

## **6.04: REMOVAL**

Players cannot be removed from a team during a regular season except for disciplinary reasons, including failure to attend practices and games, or default of dues owed. Removal for such disciplinary reasons must be approved by a majority vote of the Board. The process for this is described in Section D below.

### D1.0 Disciplinary Code Member Suspension and Expulsion – Game Conduct

Any manager, trainer, parent or player found to be contravening the codes of behavior set out in sections 6.01 and 7.04 will be subject to the following fines and penalties.

#### D1.1 Manager/Trainer

NCSA Rules state that entering the field of play without referee's permission to argue a call is an automatic red card which incurs a fine of \$100 and an automatic three game suspension. The individual will be expected to pay the fine. At the discretion of the board, RYSA may impose additional discipline/suspension for such behavior. Second offense is an appearance before the NCSA games conduct committee. RYSA will implement the findings of this committee.

Physical abuse against referees results in a two year suspension from coaching/training and a fine of up to \$500. RYSA will follow these rules.

Yellow card incurs a \$25 fine which the individual is expected to pay. The club will not impose further sanctions.

#### D1.2 PLAYERS

<u>Infraction</u>	<u>NCSA Penalty</u>
Violent Conduct	Up to 3 games
Serious foul play	Up to 3 games
Abuse of Officials	Up to 3 games
Persistent misconduct	Up to 2 games
Denying goal scoring opportunity	Up to 2 games
Abusive language	Up to 2 games
Any other red card offense	Up to 2 games

### D1.3 PARENTS

<u>Infraction</u>	<u>RYSA Penalty</u>
Violent Conduct	Minimum of 1 up to a maximum of 6 games
Abusive language	Minimum of 1 up to a maximum of 6 games
Entering Field of Play	Minimum of 1 up to a maximum of 6 games

When an infraction is committed, the manager or trainer will report the event to the relevant coordinator within 48 hours. The coordinator then has 7 days to conduct an investigation into the validity of the report by discussions with other parents, manager, and/or trainer etc at the game where the infraction was alleged to have taken place. Within 7 days they need to report their findings and recommendation to the president. If it is decided that the infraction merits the minimum penalty, that is a one game suspension the coordinator and president may impose this without discussion with the board. Appeal is not allowable for the minimum penalty.

If the offence is more than the minimum penalty, the situation must be reviewed by the board and a vote taken on the recommended penalty. Whatever the decision of the board, it must be carried by a two thirds majority. If the parent wishes to appeal the decision they may do so through the established appeal and grievance process.

In the event of recurrences by either players or their parents the Board has the discretion to levy any punishment it feels appropriate including but not limited to permanent expulsion. The process will be the same as for the initial infraction, but without the option of a minimum penalty.

### **D2.0 Disciplinary Code Member Suspension and Expulsion – Training Session, Pre-Post Game**

#### D2.1 PARENTS

<u>Infraction</u>	<u>Penalty</u>
Abusive Language	One game suspension
Violent conduct	Six game suspension

When an infraction is committed by a parent, the manager or trainer will report the event to the relevant coordinator within 48 hours. The coordinator then has 7 days to conduct an investigation into the validity of the report by discussions with other parents, trainers or managers at the practice where the infraction was alleged to have taken place. Within 7 days they need to report their findings and recommendation to the president. If it is decided that the infraction merits the minimum penalty, that is a one game suspension the coordinator and president may impose this without discussion with the board. Appeal is not allowable for the minimum penalty.

If the offence is more than the minimum penalty, the situation must be reviewed by the board and a vote taken on the recommended penalty. Whatever the decision of the board it must be carried by a two thirds majority. If the parent wishes to appeal the decision they may do so through the established appeal and grievance process.

If parents have a grievance with the manager or trainer over an occurrence at a RYSA event (e.g. game, practice), they must wait 48 hours before discussing this with the manager. The manager will coordinate

a meeting between the parent, trainer and manager and include the coordinator, if deemed necessary or requested by the parent or trainer. The parent can proactively notify the coordinator of the situation and request their attendance at the meeting or include him/her in email communications if he/she feels it is warranted. Failure to comply with this 48-hour rule, particularly if the discussion is unpleasant shall be considered an Abusive Language infraction.

## D2.2 MANAGERS AND TRAINERS

<u>Infraction</u>	<u>Penalty</u>
Abusive Language	Two game suspension
Violent conduct	Season suspension

When an infraction is committed by a manager or trainer, parent (s) should report the event to the relevant coordinator within 48 hours. The coordinator then has 7 days to conduct an investigation into the validity of the report by discussions with other parents, trainers, managers at the practice where the infraction was alleged to have taken place. Within 7 days they need to report their findings and recommendation to the president. If it is decided that the infraction merits the minimum penalty, that is a two game suspension the coordinator and president may impose this without discussion with the board. Appeal is not allowable for the minimum penalty.

If the offence is more than the minimum penalty, the situation must be reviewed by the board and a vote taken on the recommended penalty. Whatever the decision of the board it must be carried by a two thirds majority. If the parent wishes to appeal the decision they may do so through the established appeal and grievance process.

## D2.3 PLAYERS

<u>Infraction</u>	<u>Penalty</u>
Persistent Abusive Language	First Warning –Discussion with coach
Persistent Abusive Language	Second Warning –Discussion with parents and report to coordinator
Persistent Abusive Language	Third Warning-Sits for a training session and parent must stay

In the event that the player does not stop after the third warning the situation must be reviewed by the board and a vote taken on the recommended penalty. They may decide to suspend the player for a game. Whatever the decision of the board it must be carried by a two thirds majority.

<u>Infraction</u>	<u>Penalty</u>
Intimidation of another player	Discussion with parent and report to coordinator
Persistent intimidation of another player/bullying	Review by the board

In the event that the player does not stop after the warning the situation must be reviewed by the board and a vote taken on the recommended penalty. They may decide to suspend the player for a game(s). Whatever the decision of the board it must be carried by a two thirds majority.



### **D3.0 MISSING GAMES/PRACTICES**

#### **D3.1 PLAYERS**

If a player misses 2 practices for reasons other than middle or high school sports, religious, family, academic or health they will sit for half a game. More than 2 practices their position on the team will be reviewed.

If a player misses a game for reasons other than middle or high school sports, religious, family, academic or health the penalty is at the discretion of the trainer who has the option to allow the missed game if their has been sufficient notice and discussion prior to the game.

#### **D3.2 TRAINERS**

In the event that a trainer is absent from a practice or game their fee will be withheld unless the training organization provides a substitute trainer. Consistent tardiness/absence has a negative consequence on the RYSA team and its players and trainers will be evaluated and possibly removed as determined by review and approval by the Board.

### **SECTION 7.00: TEAM MANAGEMENT**

#### **7.01: TEAM MANAGEMENT STRUCTURE**

Each team will have a Paid Trainer appointed from the Training partner organization(s) appointed by the board and a US Soccer/NJYS Carded Team Manager responsible for paperwork and support for the trainer. At games, a maximum of two manager/training personnel are allowed to stay with the team at any one time.

#### **7.02: TRAINERS- REGULATIONS AND REQUIREMENTS**

The Board will choose a training organization(s) to partner with to provide trainers for all the club teams. A proposal shall be presented by the training organization and reviewed by the Board for approval each Spring for the subsequent year unless other terms are approved. The trainer will be responsible for skills and technical training at practices and assignment of player positions and time at games. While playing time in league games is at the discretion of the trainer, all able-bodied players on every RYSA team should receive playing time in every game.

Details of Coaching and Training Requirements which shall be memorialized in a written contract are shown in section E below. Trainer and team performance will be evaluated at the close of each season (fall and spring) in order to optimize each team's ability to reach its full potential.

#### **7.03: MANAGER REGULATIONS AND REQUIREMENTS**

The team manager will be responsible for the administration and documentation of the team. He/she may delegate this to the assistant team manager if he/she wishes. Details of Coaching and Training Requirements are shown in section E below.

#### **7.04 RYSA MANAGER/TRAINER: CODE OF CONDUCT**

1. Treats own players, parents, and opponents with respect.
2. Teaches and inspires soccer players to love the game and instills the desire to compete fairly.
3. Is the type of person he/she wants the players to be.
4. Sets high standards of performance and conduct and maintains control and discipline of the team at all times.
5. Respects the judgment and interpretation of the rules by the officials.
6. Realizes that he/she is a teacher/coach and therefore understands the game and proper soccer behavior at all times.

#### **E1.0 COACHING/TRAINING REQUIREMENTS**

Head managers, assistant managers, and trainers must be over 18 years of age, unless approved by the Board.

All RYSA managers, assistant managers, and trainers must be approved by the Board annually, at the conclusion of the spring season. All RYSA assistant managers, managers, and trainers are evaluated by the Board.

Any RYSA managers, assistant managers, and trainers may be removed from his/her position for reasonable cause by the Board after a hearing at which he/she has had a reasonable opportunity to oppose such action. Grounds for removal may include, but are not limited to, violation of the Ramapo Youth Soccer Association Soccer Club Code of Conduct, failure to abide by Club rules and regulations and failure to attend Manager's meetings.

Any RYSA head manager/trainer may request to add, remove or change an assistant manager for his or her team with approval of the board. In addition, any replacement assistant manager must meet RYSA requirements for coaching eligibility as specified in the Bylaws.

All managers and trainers must complete coaches training courses that are required by RYSA, US Club Soccer, NJYS, and /or the league of play.

All trainers must maintain a minimum USSF Class F license or equivalent. Every RYSA trainer will attempt to maintain, with a balance of training and education, an atmosphere that will provide all players the opportunity to excel in the sport of soccer within the spirit of fair play.

A team may not hold a practice or play a match unless a Board approved, US CLUB/NJYS carded trainer or manager is in attendance and assuming responsibility for coaching the team.

All RYSA teams will participate in the league of play approved by the Board.

No team may participate in a different league or any additional leagues without prior written approval of the Board.

Any team wishing to play in a league flight other than their age- and gender-appropriate flight must first obtain permission from the Board.

Any team wishing to participate in a travel tournament must obtain permission from the appropriate Coordinator before applying to the tournament. No team attending a travel tournament will be permitted to bring guest players to the tournament without prior approval of the appropriate Coordinator. Any RYSA trainer wishing to take a RYSA player from another team as a guest player must first obtain permission from the player's trainer before approaching the player.

The number of tournaments each individual team enters is at the discretion of the manager/trainer, subject to the approval of the Board.

RYSA managers are responsible for any fines incurred by their teams. All fines must be paid at the conclusion of each season. RYSA reserves the right to withhold payment of any monies due to any manager who has fines outstanding.

In addition to all outstanding fines being paid, all RYSA-required paperwork, including Club roster forms and manager, trainer & player codes of conduct must be completed before any team is permitted to be registered.

Teams not registering, withholding paperwork or club dues is subject to the withholding of referee money at the discretion of the Coordinator.

Attendance at all club manager meetings is mandatory. A \$25.00 fine will be incurred to all managers not attending or represented.

### **SECTION 8.00: CLUB RESPONSIBILITIES**

RYSA will be responsible to all teams for the following:

- Reimburse teams for league referee fees provided the team is up-to-date with all required paperwork and does not have outstanding financial obligations to RYSA.
- Reimburse teams for all State Cup entry fees and referee fees provided the request for reimbursement is made via email with appropriate supporting documentation confirming entry fees paid and dates games were played.
- Contribute a percentage of the training costs, fall and spring, incurred by the team as approved by the Board at the start of each season.
- Ensure timely allocation of team trainers from the partner training organizations prior to the start of each season.
- Ensure that the fields used by RYSA teams are in good condition as is possible.

### **SECTION 9.00: FUNDRAISING & TEAM SPONSORS**

Fundraising projects or events or other activities sponsored by RYSA will be coordinated by the Board through the fundraising coordinator. If member teams wish to undertake fundraising, any activities must be approved by the Board.

Proposals for RYSA or team member fundraising activities must be presented to the Board in writing. Proposals shall be submitted no later than two (2) months prior to the event. RYSA does not permit individual team sponsors. All sponsors will be centrally coordinated.

### **SECTION 10.00: UNIFORM, EQUIPMENT & VENDOR SELECTION**

All Players on a team will wear the same uniform. The uniform must conform to the requirements of the club. The Board will determine and annually review the uniform requirements. The uniform will consist of Green or White jersey, Green, White or Black shorts, and Green or White socks as determined. All RYSA teams MUST wear the specified club uniform to ALL competitions. Board approved training tops

must be worn for practice. Teams may wear an approved club T-Shirt to summer competitions, upon approval of the Board.

The Board MUST approve all items that are not on the approved club uniform list.

Each time a new uniform specification is published, it will include a list of grandfathered items and the length of time it may be used. Managers are obligated to purchase all uniforms and sportswear at only approved vendors of the RYSA. The RYSA name, "Ramapo", "Wildcats" and "Ramapo Wildcats", "RYSA" and "RYSA WILDCATS" name, logo and patch design cannot be used without permission of the Board.

#### **UNIFORM & EQUIPMENT VENDOR SELECTION PROCESS**

The Board will name at least one (1) official sportswear and uniform vendor, and at least one (1) equipment vendor. They may be the same vendor. Every year, the board will review the status of the current vendor(s). The Board must approve change of vendors by a majority vote. If the Board agrees to change vendors, RYSA must negotiate with no less than three (3) vendors and take bids from each one. The vendors bidding shall be submitted to the Board. The selection will be made by a vote of the Board.

### **SECTION 11.00: BOARD OF DIRECTORS**

#### **11.01: QUALIFICATIONS**

Candidates for RYSA Board must be members in good standing and over twenty-one (21) years of age, and candidates for particular officer positions must meet the criteria set forth below.

#### **11.02: SELECTION**

All RYSA Board members, as hereinafter set forth, shall be nominated prior to the June Board Meeting by any RYSA member in good standing. When a request for nominations is sent out to the membership and explanation of the process for selection will be included. Not less than ten days before the annual general meeting candidates will provide a one-paragraph resume to the President. Not less than 24 hours before the election the resumes will be posted on the website. Nominations will not be accepted less than ten days prior to the election. The election takes place at the June Board Meeting by a vote of the RYSA members. Each RYSA family is entitled to one vote. Candidates must attend the election and identify themselves to the meeting. If they are absent they will be removed from the list of candidates. In exceptional circumstances, this may be over-ruled by the board. The board reserves the right to refuse the nomination/resume of any person who has in the past or present, been sanctioned or has committed an infraction at a game, board meeting, practice, or other in relation to any RYSA business.

In the event, at the discretion of the President, that vacancies on the Board are materially hindering the Board from effectively carrying out its duties and obligations, the following process will apply:

1. The President will inform the membership via email and by a posting on the Club website that (i) the Board is seeking to identify possible candidates for membership to the Board as a result of vacancies on the Board, (ii) that, to be considered for such vacancies, all interested members in good standing must submit, by a date to be specified, a letter of interest addressed to the Board President (via email is acceptable) and (ii) provide a date for the Board to interview and consider the candidates that submit their letters of interest in a timely manner. The timely submitted letters of interest will be circulated by the President to the Board not less than 24 hours prior to a special meeting, wherein the interviews will take place. At such specially convened meeting of the Board, the Board will consider the candidates and a vote will be taken, via ballot, on the candidates. The candidates, whether Board members or not, will not be permitted to vote in this election. To be elected the candidate must receive affirmative votes by a two-thirds majority of the

Board present at that time. There must be at least two thirds of the board present for the election for the result to be valid. In the event that the Board does not so elect any candidates at that the special meeting, in the discretion of the President, another notice soliciting further letters of interest may be sent out by the President as set forth above.

The results of this election are binding.

### **11.03: TERM OF OFFICE**

Board Members shall serve a term of two (2) years commencing July 1 in the year of election, and expiring on June 30 two (2) years following. The Board will strive to operate with staggered terms such that half of the members will have scheduled term end dates in any one (1) year. Officer positions including the President shall be for one year.

### **11.04: RESIGNATION**

Board members may resign by submitting a written notice to the President, who will immediately circulate it to the Board. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the Board. Acceptance of the resignation by the Board shall not be necessary to make it effective.

### **11.05: SANCTIONING AND REMOVAL OF BOARD MEMBERS**

#### 11.05.1 Sanctioning and Removal

The Board may sanction a Board Member and/or remove a Board Member from his or her position as a Board Member for good cause. Good cause may include, but is not limited to, the following conduct:

- Inappropriate conduct at a Board meeting, including but not limited to, verbal abuse and foul language.
- Absence from three (3) consecutive meetings without appropriate justification.
- Committing any of the infractions set forth in Section D (Disciplinary Code) hereto.
- Failure to carry out his or her assigned duties and responsibilities.

#### 11.05.2 Procedure for Sanctioning and Removal

The President and/or his or her designee shall inform the Board Member (i) of the alleged conduct which gives rise to the possible sanctioning and/or removal of the Board Member, (ii) that the said conduct of the Board Member and the possible sanctioning and/or removal of the Board Member shall be discussed and determined by the Board at an upcoming Board meeting, (iii) the date, time and location of said meeting, and (iv) that the Board Member shall, at that meeting, have the opportunity to be heard in response to the allegations. The Board Member shall be so informed not less than five (5) days prior to the subject Board meeting.

At the subject Board meeting, at least two thirds of the Board Members must be present to discuss and consider the allegations and to make a determination whether sanctions and/or removal, if any, are appropriate. Any such action by the Board must be by an affirmative two-thirds majority vote of the Board present. Among the factors to be considered by the Board in making its determination are, among other things, (a) the severity of the allegations, (b) the proof that the allegations are true, (c) the impact and reflection upon the Club of the conduct of the Board Member, (d) the impact of the conduct of the Board Member upon the players, and (e) the recurrence, if any, of such or similar conduct. If appropriate, the Board may, among other things, issue the Board Member a written letter of reprimand, suspend the

Board Member from Board membership for a specific period of time and/or permanently remove the Board Member from the Board.

#### **11.06: REPLACEMENT**

In the event that an officer other than the President resigns or is removed from office prior to the normal end of the current term of office, the Board may appoint a Club member who will serve for the time remaining in the current term. In the event that the President resigns or is removed from office prior to the normal end of the current term, the Vice-President shall assume all the duties of the President for the balance of the current term.

#### **11.07: ACTIONS OF THE BOARD OF DIRECTORS**

The presence of no less than two-thirds of the members of the Board shall constitute a quorum and shall be necessary for the transaction of business or of any specified item of business. If a quorum is present, the vote of a majority of the Board present at the time of the vote shall be the act of the Board unless otherwise specified in these by-laws. Each member of the Board shall have one vote except the president who will only vote in the event of a tie. Each member must be present at the meeting to vote — no proxies are allowed. Email votes cannot overrule previous in person votes. All actions of the Board shall be final. Email votes between meetings on urgent matters are acceptable practice at the discretion of the president.

#### **11.08: FISCAL RESTRICTIONS OF THE BOARD OF DIRECTORS**

The Ramapo Youth Soccer Association Board may approve capital expenditures as necessary to run the day-to-day operations not to exceed the amount of \$15,000 per project. The expenditure can only be approved by a two thirds majority of the whole Board at a meeting convened for such a vote. Email votes are not acceptable.

#### **11.09: MEMBERSHIP**

The Board of Directors shall be comprised of no less than 8, and up to 14 voting members, elected from the current club membership. Six of the Board of Directors will be Officer Positions. The remainder of the board will take responsibility for specific areas of the club activities without having a specific position.

#### **PRESIDENT**

The President of RYSA is appointed by the Board at the annual June Board meeting and becomes a trustee of the Board, ex-officio, for the duration of the term of President. If the President holds an elected Board seat, he/she shall resign that seat and the Board shall appoint a replacement Board member for the duration of that term.

The Officer positions will be appointed by the President from amongst the members of the Board. The Officer positions are as follows:

- VICE PRESIDENT
- SECRETARY
- TREASURER
- COORDINATORS

Non-officer Board members will be assigned duties by the president. Specific activities to be assigned are:

- GAMES COORDINATION AND SCHEDULING
- FIELD & EQUIPMENT MANAGEMENT
- TRYOUT PLANNING AND IMPLEMENTATION
- TRAINING & COACHING COORDINATION
- HIGH SCHOOL LEVEL COORDINATION
- TOURNAMENT DIRECTOR
- FUNDRAISING/TOURNAMENT
- CLOTHING AND UNIFORM SELECTION AND PRODUCTION
- CLUB REGISTRAR DUTIES
- LEAGUE LIAISON
- WEB-SITE MAINTENANCE
- EMERITUS POSITION-at the discretion of the president

## **SECTION 12.00: BOARD OF DIRECTORS DUTIES AND RESPONSIBILITIES**

The duties and responsibilities of the Board shall include but are not limited to the following:

- To conduct all RYSA business in accordance with RYSA certificate of incorporation, bylaws and all other rules and regulations as may be adopted by the Board from time to time.
- To hear and pass judgment on all requests, protests and appeals brought forth by any member, officer or committee including any request seeking suspension of any Board member, coach member or officer.
- To approve the annual managers, assistant managers, and trainers in addition to the team rosters and cut list provided by the Training/Tryout Coordinator.
- To have full power to deal with any situation not expressly provided for in the certificate of incorporation or these bylaws.

The specific duties of the President and Board members (Officers and Non-officers) are shown in section F below.

## **F1.0 BOARD OF DIRECTORS DUTIES AND RESPONSIBILITIES**

### **F1.1 OFFICERS:**

#### **1. PRESIDENT**

The duties and responsibilities of the President shall include the following:

- To preside at all meetings of the membership and the Board (the President shall vote only to break a tie).
- To act as facilitator at all board meetings
- To appoint Board of Directors Officers
- To establish committees and to appoint committee chairs as required to administer and manage the programs and business of this organization, subject to approval of the Board.
- To periodically review RYSA bylaws and make recommendations for the improvement of RYSA, subject to Board approval
- In the event a Board member resigns, to nominate, subject to Board approval, a new Board member to serve until the end of the un-expired term
- To serve as the liaison between RYSA and other organizations.

- To serve as the general representative of RYSA in all matters.
- To carry out such other and further duties as from time to time are assigned by the Board.

## **2: VICE-PRESIDENT**

The duties and responsibilities of the Vice-President shall include the following:

- To assist the President as necessary.
- To exercise the duties and responsibilities of the President in the absence of the President.
- To carry out such other and further duties as from time to time are assigned by the President.

## **3: SECRETARY**

The duties and responsibilities of the Secretary shall include the following:

- To record and publish minutes of all Club and Board meetings.
- To give proper notice of all membership meetings and other organized events.
- To attend to and be custodian of all office assets, correspondence and records of the organization.
- To publish and distribute minutes, notices and other communication as requested.
- To nominate annually, subject to Board approval, the President of RYSA
- To carry out such other and further duties as from time to time are assigned by the President.

## **4: TREASURER**

The duties and responsibilities of the Treasurer shall include the following:

- To prepare an annual budget and to present same to the Board for approval.
- To keep a detailed account of income and expenses of RYSA.
- To submit appropriate financial statements at the Board meetings.
- To cause the filing of all income tax returns and/or reports with appropriate state and federal agencies.
- To ensure appropriate insurance is in place for club membership and Board members.
- To carry out such other and further duties as from time to time are assigned by the President.

## **5: COORDINATORS (Of Which There Shall be up to Four)**

The duties and responsibilities of the Coordinators shall include the following:

- To oversee the selection, registration and operation of the teams of RYSA as assigned by the President.
- To act as a liaison between the members of the teams and the Board.
- To carry out such other and further duties as from time to time are assigned by the President.

## **F1.2 ASSIGNED DUTIES**

Non-officer Board members will be assigned duties by the president. Specific activities to be assigned are:

### **GAMES COORDINATION**

- Schedule all RYSA games with the league in which its teams compete (currently Northern Counties Soccer Association/EDP)
- Schedule all TBS games
- Liaise with local agencies on matters concerning facilities for use by RYSA including practice and game fields and gymnasiums.

### **FIELD & EQUIPMENT MANAGEMENT**

- Liaise with local agencies on matters concerning fields and equipment for use by RYSA.
- Ensure that game fields are in proper game condition including field lining and are equipped with goals, nets and corner flags.
- Procure and distribute of all necessary RYSA-supplied equipment including balls, medical kits and RYSA patches.



### **TRYOUT PLANNING AND COORDINATION**

- Oversee the operation of the Ramapo Youth Soccer Association Soccer Club tryouts
- Publicize the tryout in advance through website, social media, handouts and other forms of communication.
- Establish, verify, and confirm the tryout date, time, and location.
- Coordinate with evaluators to ensure availability.
- Monitor and assign all duties associated with pre and post tryout processes

### **TRAINING & COACHING COORDINATION**

- Work with trainers to schedule all indoor and outdoor practice times.
- Plan, organize and implement the RYSA Junior Wildcats Program.
- Organize and coordinate coaching clinics designed to improve the manager's technical and tactical knowledge of the game, the rules of the game and the rules of the Club.
- Act as the contact point between the RYSA and the approved training organization partners.
- Provide a list of possible head and assistant managers and trainers annually to the Board.
- Make recommendations to the Board when a trainer or manager vacancy occurs.

### **LEAGUE LIAISON**

- Represent the Club at all N.C.S.A. and EDP meetings and functions
- Complete all forms and paperwork required to have the Club represented in the respective leagues
- Satisfy the responsibilities of a Club Representative as defined by the N.C.S.A. and EDP

### **CLUB REGISTRAR DUTIES**

- Coordinate and record the registration of all RYSA members.
- Maintain an adequate supply of all forms that may be needed by RYSA teams and/or players.
- Assist in maintaining all information required by the hotels used at the annual Tournament.

### **TOURNAMENT DIRECTOR**

- Plan, organize and implement the Labor Day Tournament and maximize revenues

### **FUNDRAISING**

- Suggest and gain approval for fundraising activities from the Board and then ensure they are effectively implemented.
- Work with the RYSA board and team managers to implement fund-raising activities

### **CLOTHING**

- Identify suitable on-line store vendor, recruit and implement the sale of spirit wear

### **UNIFORM SELECTION AND PRODUCTION**

- Oversee the approval of all clothing and related supplies including, but not limited to, uniforms, bags and warm-ups.

### **WEB-SITE & REGISTRATION SYSTEM**

- Maintain RYSA website to ensure timeliness and accuracy of information.
- Ensure registration system is functioning and troubleshoot as needed.

## **EMERITUS BOARD POSITION**

A position on the board will be created for an individual who brings experience of the club or other types of beneficial skill who does not have children playing in the club. For example a member of the board who has extensive knowledge of the club could be an asset to the board. They are forced to resign when their children leave the club. This position would allow them to remain on the board and bring the benefit of their experience to it. They will be a non-voting member of the Board additional to not replacing one of the 14 board members. There will only be one Emeritus position on the board at any one time.

## **SECTION 13.00: MEETINGS**

RYSA will hold board meetings, as scheduled by the President. These meetings are open to all RYSA members and dates will be posted on the website. The president has the authority to call for a board meeting to be closed to board members only.

The order of business shall be as follows:

- 1) Acceptance of Minutes of Last Meeting
- 2) Correspondence
- 3) Treasurer Report
- 4) Committee Reports
- 5) New Business
- 6) Special Agenda Items
- 7) Adjournment

Any member deemed to show inappropriate conduct at the meeting will be asked to leave by the President and their conduct reviewed as per section 11.05 above. If they continue the president reserves the right to close the meeting and their conduct will be reviewed as per section 11.05 above

- Any member wishing to address the managers at a manager's meeting, or the board at a board meeting may do so by notifying the Board in writing no less than seven (7) days in advance of the meeting.
- Regular Board meetings shall be held every month and special meetings may be called by the President or by a quorum of the Board.
- A minimum of three (3) days' notice is required for Board meeting and seven (7) days' notice is required for Manager meetings.
- RYSA will hold one (1) Annual General Meeting open to all Club members including players, parents and managers. This meeting will include a State of the Club report by the President as well as a financial report by the Treasurer. The meeting will be held in June.
- Manager meetings to be scheduled by the Coordinator or President.

## **SECTION 14.00: PROTEST AND GRIEVANCE PROCEDURE**

Before a matter is to be heard by the Grievance Committee, arbitration between the parties should take place. A neutral arbitrator will be chosen by the board, and follow USYSA procedures. If arbitration does not settle the dispute, a protest and grievance procedure shall take place.

The purpose of the protest and grievance procedure shall be to hear protests and grievances resulting from the game of soccer among players registered to RYSA and to hear protests and grievances pertaining to RYSA bylaws, actions, rules, regulations and policies as may from time to time be in effect. Any individual member, team member, player, coach or team manager may present a protest or grievance to the Board.

The objective of the protest and grievance procedure shall be to provide fair, expedient and just hearing for all protests and grievances.

All grievances must be submitted in writing to the Board, or they will not be considered. All grievances must be addressed in a timely manner and submitted to the board within 30 days of the complaint. All grievances must be presented to the President a minimum of seven (7) days prior to the next scheduled Board meeting.

#### **14.01 SELECTION OF GRIEVANCE COMMITTEE**

A Grievance Committee is to be formed at the discretion of the President. The president will nominate the prospective committee members for review and approval of the Board of Directors. The committee members will elect a Chairperson.

The committee is charged with the responsibility of considering grievances, ascertaining all of the facts involved, meeting with the involved parties and making reports and recommendations to the board. The Board of Directors is responsible to determine what (if any) action needs to be taken. A decision by the board shall take no more than seven (7) days after the recommendation of the Grievance Committee. All grievances must be kept in strict confidence to protect all parties involved.

#### **SECTION 15.00: BY-LAWS ADOPTIONS, AMENDMENTS AND REPEALS**

**15.01** Proposals to adopt, amend or repeal by-laws may be made by any member, in writing directed to the Board President, or by any member of the Board at a Board meeting. By-laws may be adopted, amended or repealed by a two-thirds (2/3) majority vote of the Board. At least six (6) members of the board must be present to vote.

**15.02** If there are any conflicts between these by-laws and the RYSA Certificate of Incorporation, the Certificate of Incorporation shall govern and these by-laws shall be deemed invalid only insofar as they are inconsistent with the Certificate of Incorporation. To the extent possible, these by-laws and the Certificate of Incorporation shall be interpreted so as to be consistent with each other.

**15.03** The Addenda attached to these by-laws shall have the same force and binding effect as the by-laws. If there are any conflicts between these by-laws and the Addenda attached to the by-laws, the by-laws shall govern and the Addenda shall be deemed invalid only insofar as they are inconsistent with the bylaws. To the extent possible, these by-laws and the Addenda attached to the by-laws shall be interpreted so as to be consistent with each other.

**15.04** These by-laws are effective as of the date adopted and replace and supersede any and all prior bylaws.

## **SECTION 16.00: CONFLICT OF INTERESTS**

### **16.01. INTRODUCTION**

As an affiliate of US Club Soccer and NJYS, "Ramapo Youth Soccer Association, Inc." hereinafter referred to as "RYSA" is charged with conducting its affairs consistent with the highest ethical principles and the public trust that has been placed in it as a not-for-profit corporation having as its purpose the advancement of youth soccer. To ensure that the business of RYSA is conducted ethically, in good faith, and with honesty and fairness, RYSA adopts this policy as setting forth minimal standards of conduct and ethics.

### **16.02. DEFINITIONS**

1. "Person" means the directors, officers, employees, agents, committee members, members, and volunteers of the club.
  
2. "Conflict of interest" means (1) any relationship in which a Person receives compensation from any individual, group, or entity that does business with or has an interest in the policies, decisions, or operations of RYSA that could influence or be perceived to influence the Person's objectivity in any decision-making process involving the policies, decisions, or operations of RYSA; and/or (2) any relationship in which a Person whose interest in the policies, decisions or operations of RYSA are influenced by personal priorities that may be inconsistent with the policies, decisions or operations of RYSA or by their interest in the policies, decisions or operations of another entity. "Conflict of interest" includes both actual conflicts of interest, potential conflicts of interest, and the appearance of conflicts of interest. The appearance of a conflict of interest exists if a Person not associated with RYSA aware of the facts might reasonably entertain a doubt that the person would be impartial.
  
3. "Compensation" means any form of remuneration other than reimbursement for expenses actually incurred.

### **16.03. GUIDELINES**

All Persons shall be expected to observe the guidelines referred to in this Policy. While it is impossible to list in this Policy every circumstance which may suggest a conflict of interest, the following criteria should served as guidelines when deciding whether a particular situation may give rise to a conflict. Persons should avoid any actions which might result in or create the appearance of:

- using the association with the club for private gain, either monetary or other
- giving personal agendas priority over the good of RYSA
- granting by RYSA of unwarranted preferential treatment to any person or organization
- misusing RYSA's confidential information for financial or other personal gain
- losing RYSA's independence or impartiality
- adversely affecting public confidence in the integrity or the reputation of RYSA
- endangering life, health or safety

Any deviation from these guidelines described in this policy must be reported to the RYSA Board of Directors. Any exceptions to these guidelines must be approved by the RYSA Board of Directors before consummating any part of affected transaction.

### **16.04 REQUIREMENTS**

Every Person with a conflict of interest must, before any participation in any matter concerning the policies, decisions, or operations of RYSA that involve the conflict of interest, do each of the following:

- Fully disclose all material facts relating to the conflict of interest to the Board
- Excuse themselves from any formal or informal discussions relating to the conflict of interest
- Not participate or be present during deliberations or discussion relating to any matter involving the conflict of interest
- Abstain from voting or seeking to influence the vote on any matter relating to the conflict of interest

Any decisions in which one or more Persons has a conflict of interest is void unless each of the following exists

- Each person with a conflict of interest relating to the decisions fully complied with the requirements of the four points in the preceding paragraph
- A majority of disinterested Persons entitled to vote, approve the decision in which any person has or had a conflict of interest
- The identity of those voting to approve a decision in which any Person has a conflict of interest is set forth in the minutes of the meeting in which the vote was taken or otherwise disclosed in writing within seven days of the decision being made.

Anything which could constitute a conflict of interest (or the appearance or perception of a conflict of interest) or unethical conduct on the part of a Person is also a conflict of interest if engaged in by such a Person through a third party such as a spouse, a family member or other Persons or organizations with whom such Person is closely identified or in which such Person has any direct or indirect legal or equitable ownership or financial interest or position (including without limitation as a director, officer, shareholder, partner, employee, beneficiary, trustee, investor or lender).

#### **16.05. DISCLOSURE**

It is the responsibility of each Person, upon knowledge of any violation of the guidelines stated above or of any situation which could potentially be in violation of the guidelines, to report all relevant facts on the subject to the Board of Directors.

Any disclosure or notice required by this Policy shall be made by giving written notice to the President of the Board of Directors

#### **16.06 PENALTIES**

Any Person found to be in violation of the policy will be expelled from RYSA in perpetuity.