

WAYNE WINGS YOUTH SOCCER CLUB  
BY LAWS

**Table of Contents**

Revision History . . . . .	i
Offices . . . . .	1
Purpose . . . . .	1
Members . . . . .	1
Directors . . . . .	4
Officers . . . . .	7
Execution of Instrument . . . . .	9
Fiscal Year . . . . .	10
Ref. to Certification of Incorporation . . . . .	10
Indemnification . . . . .	10
By-Law Changes . . . . .	10
Rules and Regulations . . . . .	11
Affiliations . . . . .	11
Attachments	
A - Certificate of Incorporation . . . . .	12
B - Coaching Staff Operating Principles . . . . .	13
C - Players' Operating Principles . . . . .	15
D - Parents' / Supporters' Operating Principles . . . . .	16
E - Managers' Operating Principles . . . . .	17
F - Players playing up . . . . .	18
G - Team Structure . . . . .	19
H - Financials . . . . .	20
I - Conflict Resolution Process . . . . .	21
Annual Tryout Schedule . . . . .	22

**Revision History**

01/19/95 Initial Issue  
11/01/99 Article VII: Replaced January with November  
Added Article XII – Club Affiliation  
Added Attachment A – Certification of Incorporation  
Added Attachment B – Coaching Staff Operating Principles  
Added Attachment C – Players' Operating Principles  
Added Attachment D – Parents' / Supporters Operating Principles  
Added Attachment E – Managers' Operating Principles  
Added Attachment F – Rules governing players playing up  
Added Attachment G – Team Structure  
Added Attachment H – Funding  
Added Attachment I – Conflict Resolution Process  
Added Club's Officers Contact List  
06/01/00 Added Article XI - Rules and Regulations  
Modified Article VI – added “but unless ----- authorized by the members”  
Modified Article IX – added “The foregoing ----- and approved by the Board”  
6 /25/00 Revised by-laws adopted

**BY LAWS OF  
WAYNE WINGS YOUTH SOCCER CLUB, INC.**

**Article I Offices**

The principal office of the Corporation shall be located in Ontario Center, New York. The Corporation may also have offices at such other places within or without the State of New York as the Board may from time to time determine or the business of the Corporation may require.

**Article II Purposes**

The purposes for which this Corporation has been organized are to train and give instruction in the sport of soccer to its members so that they may learn and develop the skills necessary to participate in the activity; to promote the involvement of youth in the sport; to teach and enhance those characteristics of honesty, good fellowship, discipline, team play and self-confidence which are the essentials of good sportsmanship; to foster amateur soccer matches among its members and members of other similarly constituted organizations for the benefit, enjoyment and well being of all participants; and for any and all other purposes as stated in the Certificate of Incorporation, as amended.

**Article III Members**

**1. Members**

Each family which has a child or children enrolled in any program conducted by the Corporation, shall be a member entitled to one (1) vote. The information provided on the program registration forms shall be used as the basis for determining the identity of the member and the address of the member.

**2. Place of Meetings**

Meetings of Members shall be held at the principal office of the Corporation or at such place within Wayne County or Monroe County, New York as the Board shall authorize.

**3. Annual Meetings**

The annual meeting of the Members shall be held within the month of November or such other time as the Board may direct, when the Members shall transact such other business as may properly come before the meeting.

**4. Special Meetings**

Special meetings of the Members may be called by the Board or by the President and shall be called by the Secretary at the request in writing by Members entitled to cast ten percent (10%) of the total number of votes entitled to be cast at such meeting. Such request shall state the purpose or purposes of the proposed meeting. Business transacted at a special meeting shall be confined to the purposes stated in the notice.

## **5. Notice of Meetings of Members**

Notice of meetings of Members shall be given personally or electronically, not less than ten (10) days nor more than fifty (50) days before the date set for such meeting to each Member entitled to vote at such meeting.. A notice for a special meeting shall state the purpose for which it is called and indicate that the notice is being issued by or at the direction of the person or persons calling the meeting. No business other than that specified in the call for the meeting shall be transacted at any special meeting of the Members, except upon the unanimous consent of all the Members entitled to notice Thereof.

## **6. List of Members**

A list or record of Members entitled to vote, certified by the Secretary shall be produced at any meeting of Members upon the request therefore of any Member who has given written notice to the Corporation that such request will be made at least ten (10) days prior to such meeting. If the right to vote at any meeting is challenged, the inspectors of election, or if none, the person presiding thereat, shall require such list or record of Members to be produced as evidence of the right of the persons challenged to vote at such meeting, and all persons who appear from such list or record to be Members entitled to vote thereat may vote at such meeting.

## **7. Quorum of Members**

At any meeting of the Members, the lesser of 100 Members or 10% of the Members entitled to cast a vote shall constitute a quorum at a meeting of Members for the transaction of any business. When a quorum is once present to organize a meeting, it is not broken by the subsequent withdrawal of any Members.

## **8. Vote of Members**

- a) In any case in which a Member is entitled to vote, such Member shall have one (1) vote.
- b) Directors shall be elected by a plurality of the votes cast at a meeting of the Members entitled to vote in the election.
- c) All other Corporation action shall be authorized by a majority of the votes cast at a meeting of Members by the Members entitled to vote thereon.
- d) Voting by proxy is permitted.

# **Article IV Board of Directors**

## **1. Board of Directors**

Subject to any provision in the Certificate of Incorporation the business of the Corporation shall be managed by its Board of Directors, each of whom shall be at least 21 years of age.

## **2. Number of Directors**

The number of Directors shall be not less than three (3). The Board of Directors may increase that number to a maximum of nine (9).

### **3. Election and Term of Directors**

All Directors shall serve three (3) year terms. At each subsequent annual meeting of Members, the Members shall elect Directors to fill any vacancies. Each Director shall hold office until the expiration of the term for which he is elected and until his successor has been elected and qualified, or until his prior resignation or removal except for the Commander who shall serve for as long as he is Commander. Any two or more offices may be held by the same person with the exception of President and Secretary There shall be no limit on the number of terms, which any Member may serve.

### **4. Newly Created Directorships and Vacancies**

Newly created Directorships resulting from an increase in the number of Directors and vacancies occurring in the Board for any reason may be filled by a vote of a majority of the directors then in office, although less than a quorum exists, unless otherwise provided in the certificate of incorporation. A Director elected to fill a vacancy caused by resignation, death, or removal shall be elected to hold office for the unexpired term of his predecessor.

### **5. Removal of Directors**

Any or all of the Directors may be removed with cause by vote of the Members or for cause only by vote of the Directors when there is a quorum of not less than a majority present at the meeting of Directors at which such action is taken.

### **6. Resignation**

A Director may resign at any time by giving written notice to the Board, the President or the Secretary. Unless otherwise specified in the notice, the resignation shall take effect upon receipt thereof by the Board or such officer, and the acceptance of the resignation shall not be necessary to make it effective.

### **7. Quorum of Directors**

Unless otherwise provided in the Certificate of Incorporation, a majority of the entire Board shall constitute a quorum for the transaction of business or of any specified item of business.

### **8. Action of the Board**

Unless otherwise required by law, the vote of a majority of the Directors present at the time of the vote, if a quorum is present at such time, shall be the act of the Board. Each Director present shall have one vote.

### **9. Place and Time of Board Meetings**

a) The Board may hold its meetings at the office of the Corporation or at such other places, either within or without the State of New York, as it may from time to time determine.

b) All directors may participate in a regular or special meeting through the use of a conference telephone or any other means of communication by which all Directors participating may simultaneously hear each other during the meeting. A Director participating by this means is deemed to be present at the meeting.

#### **10. Annual Meeting**

An annual meeting of the members will be held during the month of November.

#### **11. Regular Meetings**

Regular meeting of the Board shall be held monthly.

#### **12. Notice of Meetings of the Board, Adjournment**

a) Regular meetings of the Board may be held without notice at such time and place, as it shall from time to time determine. Special meetings of the Board shall be held upon notice to the Directors and may be called by the President upon three days notice to each Director. Special meetings shall be called by the President or by the Secretary in like manner on written request of two Directors.

b) A majority of the Directors present, whether or not a quorum is present may adjourn any meeting to another time and place. Notice of the adjournment shall be given all Directors who were absent at the time of the adjournment and, unless such time and place are announced at the meeting, to the other Directors.

#### **13. President**

At all meetings of the Board, the President, or in his/her absence the vice president shall preside.

#### **14. Executive and Other Committees**

The Board, by resolution adopted by a majority of the entire Board, may designate from among its members an executive committee and other standing or special committees, to the extent provided in such resolution, except as to the matters prohibited by Section 712 of the Not-For-Profit Corporation Law. Such committee shall report their findings to the Board.

#### **15. Compensation**

No compensation shall be paid to Directors.

#### **16. Action without a Meeting**

Any action required or permitted to be taken by the Board may be taken without a meeting if all members of the Board or the Committee consent in writing to the adoption of a resolution authorizing the action.

### **Article V Board Responsibilities**

#### **1. President**

The President shall be the chief executive officer of the Corporation; he/she shall preside at all meetings of the Members of the Board; shall have the management of the business of the Corporation; shall see that all orders and resolutions of the Board are carried into effect; and be an ex officio member of all standing committees. The President will attend all Board meetings.

## **2. Vice-President**

During the absence or disability of the President, the Vice-President, shall have all the powers and functions of the President. The Vice-President will attend all Board Meetings.

## **3. Secretary**

The Secretary shall:

- a) Attend all meetings of the Board and of the Members.
- b) Record all votes and minutes of all proceedings in a book to be kept for that purpose and publish these minutes to Board and members within 10 days.
- c) Give or cause to be given notice of all meetings of Members and of special meetings of the Board.
- d) Keep in safe custody the seal of the Corporation and affix it to any instrument when authorized by the Board.
- e) When required, prepare or cause to be prepared and available at each meeting of Members a certified list in alphabetical order of the names of Members entitled to vote thereat.
- f) Keep all the documents and records of the Corporation as required by law or otherwise in a proper and safe manner.
- g) Perform such other duties as may be prescribed by the Board.

## **4. Assistant Secretary**

The Assistant Secretary shall:

- a). Assist the Secretary and shall fulfill the duties of the Secretary in his/her absence.
- b). Attend all meetings of the Board and of the Members.

## **5. Treasurer**

The Treasurer shall:

- a) Attend all meetings of the Board and of the Members.
- b) Have the custody of the corporate funds and securities.
- c) Keep full and accurate accounts of receipts and disbursements in the corporate books.
- d) Deposit all money and other valuables in the name and to the credit of the Corporation in such depositories as may be designated by the Board.
- e) Disburse the funds of the Corporation as may be ordered or authorized by the Board and preserve proper vouchers for such disbursements.
- f) Render to the President and Board at the regular meetings of the Board, or whenever they require it, an account of all his transactions as Treasurer and of the financial condition of the Corporation.
- g) Prepare an annual budget to be reviewed at all Board meeting.
- h) Render a full financial report at the annual meeting of the Members if so requested.
- i) Be furnished by all corporate officers and agents at his request, with such reports and statements as he may require as to all financial transactions of the Corporation.
- k) Perform such other duties as are given to him by these By-laws or as from time to time are assigned to him by the Board or the President.

## 6. Assistant Treasurer

The Assistant Treasurer shall:

- a) Attend all meetings of the Board and of the Members.
- b) Assist the Treasurer and shall fulfill the duties of the Treasurer in the absence of the Treasurer.

## 7. Facilities Director

The Facilities Director shall:

- a) Attend all meetings of the Board and of the Members.
- b) Coordinate use of school/recreation department fields and/or facilities.
- c) Complete appropriate school use forms and periodically meet with School/recreation administration.
- d) Layout all fields.
- e) Coordinate home game field locations.
- f) arrange all fields to be painted throughout the season.
- g) Obtain insurance documents from NYSWYSA for all applicable facilities.

## 8. Coaching Director

The Coaching Director shall:

- a) Attend all meetings of the Board and of the Members.
- b) Coordinate the try out process.
- c) Design a set of coach selection criteria and recommend all team coaches.
- d) Design a coaches' 'Code of Conduct'.
- e) Monitor team coaches and help them plan and implement a successful season
- f) Design a continuing education plan for all club coaches.
- g) Work with registrar to assure that all risk management paperwork is complete.

## 9. Registrar

The registrar shall:

- a) Attend all meetings of the Board and of the Members.
- b) Collect and organize paperwork for all 'try out' participants
- c) Collect and complete all risk management applications
- d) work with coaches to complete team rosters
- e) register players and team staff into NYSWYSA approved data base
- f) obtain and distribute player passes
- g) advertise for Wayne Wings Try outs

## **Article VI Execution of Instruments**

All Corporate instruments and documents shall be signed or countersigned, executed, verified or acknowledged by the President or by such Officer or Officers of other person or persons as the Board may from time to time designate, but unless so authorized by the Board, or expressly authorized by these by-laws, no Officer or agent shall have any power or authority to pledge the Corporation's credit or to render it liable pecuniary in

any amount for any purpose. No loans shall be financed on behalf of the Corporation unless specifically authorized by the Members.

#### **Article VII Fiscal Year**

The fiscal year shall begin on the first day of November in each year.

#### **Article VIII References to Certificate of Incorporation**

Reference to the Certificate of Incorporation in these By-laws shall include all amendments thereto or changes thereof unless specifically accepted.

#### **Article IX Indemnification**

If a Director or Officer of the Corporation is made a party to any civil or criminal action or proceeding in any matter arising from the performance by such Director or Officer of his duties for or on behalf of the Corporation, then, to the full extent permitted by law, the Corporation, upon affirmative vote of the Board of Directors, a quorum of Directors being present at the time of the vote who are not parties to the action or proceeding, shall: (1) Advance to such Director or Officer all sums found by the Board, so voting, to be necessary and appropriate to enable the Director or Officer to conduct his defense, or appeal, in the action or proceeding; and (2) Indemnify such Director or Officer for all sums paid by him in way of judgments, fines, amounts paid in settlement, and reasonable expenses, including attorneys' fees actually and necessarily incurred, in connection with the action or proceeding, or appeal therein, subject to the proper application of credit for any sums advanced to the Director or Officer pursuant to clause (1) of this Article. The foregoing shall not obligate the corporation to purchase Directors' or Officers' liability insurance, but the Corporation may purchase such insurance if authorize and approved by the Board.

#### **Article X By-Law Changes**

##### **Amendment, Repeal, Adoption, Election of Directors**

The By-laws may be amended, repealed or adopted by vote of the Members at the time entitled to vote in the election of any Directors. By-laws may also be amended, repealed or adopted by the Board but any By-law adopted by the Board may be amended by the Members entitled to vote thereon as herein above provided.

#### **Article XI Rules and Regulations**

All members of this Corporation shall operate in accordance with the duly appointed rules, regulations, and laws of soccer as promulgated by FIFA, USSF Youth Division, NYSWYSA, and this Corporation.

## **Article XII Affiliations**

1. The Wayne Wings Youth Soccer Club Inc. is a member of the New York State West Youth Soccer Association, and as such agrees to abide by the laws and procedures governing membership.
2. The membership of the Wayne Wings Youth Soccer Club shall be open to any soccer players, coaches, trainers, managers, administrators, and officials not subject to suspension under Section 4 of Bylaw 241 of the United States Soccer Federation (USSF).
3. The USSF articles of incorporation, bylaws, policies, and requirements take precedence over and supersede the governing documents and decisions of the Wayne Wings Youth Soccer Club to the extent applicable under state law, and the Wayne Wings Youth Soccer Club will abide by those articles, bylaws, policies, and requirements.
4. The Wayne Wings Youth Soccer Club will abide by the USSF's articles, bylaws, policies, and requirements on interplay.
5. The Wayne Wings Youth Soccer Club will provide equitable and prompt hearing and appeal procedures to guarantee the rights of individuals to participate and compete. These procedures shall include that all grievances involving the right to participate and compete in activities sponsored by the USSF, the New York State West Youth Soccer Association (NYSWYSA), and the Wayne Wings Youth Soccer Club may be appealed to the USSF's Appeals Committee in accordance with NYSWYSA bylaws and policies. The Federation's Appeals Committee shall have jurisdiction to approve, modify or reverse a decision. A decision rendered by the Wayne Wings Youth Soccer Club or the NYSWYSA from which an appeal is taken is not suspended pending the final decision of the Federation's Appeals Committee unless the Committee otherwise orders. The decision made by the Wayne Wings Youth Soccer Club or the NYSWYSA may be upheld, revised or reversed and remanded.
6. This corporation shall not discriminate against any individual on the basis of race, color, age, sex, or national origin.

## **Attachment A**

**CERTIFICATE OF INCORPORATION  
OF  
WAYNE WINGS YOUTH SOCCER CLUB, INC.**

**UNDER SECTION 402 OF THE NOT-FOR-PROFIT  
CORPORATION LAW**

The undersigned hereby certifies:

1. The name of the Corporation is Wayne Wings Youth Soccer Club, Inc.
2. The Corporation is a Corporation as defined in subparagraph (a)(5) of Section 102 of the Not-for-Profit Corporation Law.
3. The purposes for which the Corporation is formed are to give instruction in the game of soccer to its members; to distribute information for the improvement of the sport and promote the involvement of youth in the sport; to provide soccer matches among its members and members of other similarly constituted organizations for the benefit, enjoyment and well being of its members; to advance and develop those characteristics of honesty, good fellowship, discipline, team play and self-reliance which are the essentials of good sportsmanship.
4. The Corporation is a Type B Corporation under section 201 of the Not-for-Profit Corporation Law.
5. The office of the Corporation shall be located in the County of Wayne, State of New York.

5. The names and addresses of the initial directors are:

Christine Derks  
6704 Lakeside Road  
Ontario, NY 14519

Lynn Rzepka  
3853 Orchard Street  
Walworth, NY 14568

Theresa Wright Hayden  
715A Jacobs Road  
Macedon, NY 14502

Marsha Cross  
485 County Line Road  
Ontario, NY 14519

## **Attachment B**

### **Coaches /Assistant Coaches**

#### **Tryouts:**

1. Attend all tryout sessions until roster is complete / closed.
2. After two thirds (2/3) of the roster is filled as a result of the tryout evaluation, create a player pool from the remaining candidates for which further evaluations would be conducted before selecting the final players to be added to the roster. The pool will be limited to a maximum of four players above the intended roster size.
3. Prepare player evaluations and discuss with the players and parents.
4. Should recommend for further evaluation those players who show exceptional abilities at their group's respective age.

#### **Training Sessions:**

1. Conduct a minimum of two (2) sessions per week pre-season starting around April 1 until the league games begins and at least one (1) session per scheduled game per week to augment the game schedule.
2. Pre-season scrimmages are highly recommended.
3. Conduct at least one (1) session per week during the indoor season. Additional session may be conducted based on the agreement by the team's personnel.  
(Parents, Players, Managers)
4. Indoor leagues are optional. Participation must be based on the agreement and approval of the team's personnel.

#### **Games:**

1. Validate the initial league game schedule and resolve any potential conflicts within the mandated timeframe.
2. Clearly communicate to the players and parents all information relative to the final schedules.
3. Participate in at least two (2) tournaments during the outdoor season.

#### **Meetings:**

1. Must attend Director of Coaches meetings.<sup>1</sup>
2. Call, hold and attend player / parents meetings as necessary to communicate and conduct relevant club and team's business.

#### **General Behavior:**

1. Set a high ethical standard by his /her own behavior both on and off the field. Maintain discipline of the team at all games and club functions.
2. Know, understand and teach the rules of the game of soccer. Create an environment for learning in which the players would develop to their highest potential.
3. Be responsible for maintaining and improving their knowledge and capabilities by attending courses and clinics whenever they become available.
4. Maintain contact with school personnel to minimize any potential conflicts with school functions.
5. Provide input to the coaching directors on the appointment of assistant coaches.
6. Evaluate players at the end of the indoor season and before the last home game of the outdoor season and provided written feedback to both the players and parents.
7. Must develop team goals, training plans and strategies for improving both players and team's skills.

8. Set policies and procedures for the proficient operation of the team.
9. Attend all league mandated coaches meetings.
10. Provide practice and game schedules to all players and parents in a timely fashion.
11. Report injuries, accidents, cards, fines, incidents, property and/or equipment damage etc. to the Coaching Director.
12. Coaches must first contact the coach of any player whom they are considering to invite to be a guest player on his or her team before contacting the player or parents. Full consideration must be given to the player's health and welfare and the obligations to their primary team.
13. Determine and provide to the registrar the final team's roster.

### **Relief of Responsibilities:**

A coach may be relieved of his/her responsibilities if the actions of the coach are determined to put the safety or interest of the players and/or The Wayne Wings Youth Soccer Club at risk.

This determination to be made by a majority vote of the Wayne Wings Youth Soccer Club board **after** hearing from any and all concerned parties.

Attendance by both coaches at this meeting is mandatory. If neither coach is available then an alternate representative from the team must be present. A coach or representative can not represent more than one (1) team. Failure to provide meeting representatives may result in a fine payable by the coach of the team to the Wayne Wings Youth Soccer Club within ten (10) days of the incident. Coaches with outstanding fines are subject to disciplinary action. The Board of Directors will establish the schedule of fines at the beginning of each season. Coaches to coordinate the activities with the parent, player and manager on the requirements for the recovery of the player's pass from the league's divisional co-ordinator.

## **Attachment C**

### **Players**

Objective:

The Wayne Wings organization believes in promoting good participation, sportsmanship, teamwork, and pride while teaching fundamental soccer skills. This framework is necessary to build a quality youth soccer program for the children of the residents in the Wayne Central School District.

Tryouts:

1. Player must attend all tryouts until roster is complete/ closed.
2. Player may tryout for an older team with the recommendation and consent of the coaching director. (Rules governing players playing up are covered in Attachment F)
3. Registration forms must be completed with associated fees paid before attending tryouts.
4. All tryout fees are non-refundable.

Practices / Games:

1. Players are expected to attend all practices/ games.

2. Absences from game(s) or practice(s), except for emergencies, must be pre - arranged with the coaches or designee before an event.
  3. Players are strongly encouraged to attend skill camps.
  4. Tournaments during the league season are optional, but participation in two tournaments is recommended.
  5. Players must be prepared at each practice and game with the required equipment.<sup>4</sup>
  6. Injured players are encouraged to attend practices and games to maintain contact and continuity with the team.
  7. Players will provide assistance as required or scheduled at each practice or game.
  8. The team's coaches will determine playing time.
  9. Open communication with coaches is highly recommended.
  10. Must complete the coaches' evaluation forms.
  11. Players are expected to police any area or facility used for team activities.
- <sup>3</sup> Under certain circumstances and with the Board's approval, players who reside beyond the district may be permitted to participate in the program.
- <sup>4</sup> Shinguards, ball, indoor and outdoor shoes, proper fitting clothes, water or sports drinks, etc.

## **Attachment D**

### **Parents / Supporters**

#### **Parents**

Parental participation is an important part of the team and club's success. The following are examples of the types of endeavors to which parents should be willing to commit their support.

1. Ensure their child fulfill his/her responsibilities to the team.
2. Provide assistance in fund raising for special events.
3. Share driving responsibilities for punctual transportation to and from tryouts, practices and games
4. Support the Wayne Wings Tournaments by fulfilling the duties assigned to your son's or daughter's team
5. Provide assistance and coordination in bringing refreshments to games and activities.
6. Help with the arrangements and implementation of local and out of town travel plans.
7. Treat officials with respect and as a guest of our club. Negative actions or remarks are inappropriate.
8. Show respect for the coaches and manager of a team. Open criticism is in poor taste. Should a problem develop, adults are expected to find an appropriate time and place to advise the coach/manager of their concern. The Wayne Wings Organization provides many avenues of appeal including coaches, managers, board members, and coaching directors, by which any Wayne Wings player or parent can pursue an issue.
9. Direct feedback to the club on the quality of coaching to include a decision to maintain the coaching staff.
10. Develop a team network to promote soccer as a family experience.
11. Complete the coaches' evaluation forms.
12. Are responsible for any personal fines levied by the league for misconduct.

## **Supporters**

Relatives and friends are encouraged to attend as many games as possible and as such are considered part of the team. During these activities every effort must be made to treat officials and members of the opposing team with respect and as a guest of our club. If however, a team is penalized or fined by the league for supporter misconduct, the club would make every attempt to recover any cost from the offending individual(s).

## **Attachment E**

### **Managers**

The manager is the major connection between the team, (the coaching staff, players and parents) and all external contacts. He/She contributes significantly to the proper administration and success of the team.

Managers must be willing to:

1. Assist with the preparation of all rosters, registration forms, tournament applications forms or any other documentation necessary for the successful operation of the team.
2. Create phone trees and refreshment schedules.
3. Coordinate all field preparation activities with the facilities coordinator.
4. Create and distribute any instructions/directions/maps to the team's activities.
5. Administer and coordinate the fiscal obligations of the team. (i.e. referee's fees, tournament fees, fund raising activities, player's fines)
6. Sign game reports and collect the players' passes at the conclusion of the game.
7. Assist the coaching staff whenever possible with maintaining proper decorum on the sidelines.

## **Attachment F**

### **Players playing up**

A few players, who show exceptional ability, will have the opportunity to try-out and qualify to play on an older team. The club's policy on playing up is as follows:

1. The player must be given an invitation by any member of the coaching staff to tryout with the older team based on skills only.
2. The player must have parental permission to try-out for an older team.
3. The player qualifies to play on an older team by ranking in the top one third (1/3) of the team (the top 6 players) one age group higher and top two thirds (2/3) of the team (the top 12 players) two age groups higher.
4. The maximum number of players moving up by the above qualification is two per team.
5. If the club sees a need to move players around to maximize the total number of teams and players, the Board can offer an option to allow players to play up.
6. Special consideration will be given to experiences such as: ODP state level participation, playing at an advanced age group in the school program, playing at an advanced age group for a travel club, or playing on a sanctioned NYSW premier team.

<sup>5</sup> The Board, on an individual case basis, must approve all exceptions to the following process. All decisions rendered by the board are final.

## **Attachment G**

### **Team Structure**

#### **Team**

A team is a collection of individuals getting together to function as a single unit. It will consist of coaches, players, managers, and supporters. Each team will consist of between 14 and 18 players, 1 Head Coach, 1 or more Assistant Coach and/or 1 or more Managers. The team may elect one of the individuals to act as the team treasurer. This person will work closely with the club's treasurer on all financial matters. Once a roster has been determined replacement would be governed by the rules and regulations of New York State West Youth Soccer Association (NYSWYSA) and its affiliations (USYSA, USSF, and FIFA).

#### **Team Representative**

Each team will designate team representatives who, on a rotational basis, will attend the board meetings on behalf of the team. By attending the meeting and sharing information on the team's activities, these individuals will provide a continuous communication channel among teams in the club.

#### **Board Delegate**

Each team will provide a board delegate who will become a member of the group from which board and officer positions will be filled. This function will help to maintain a vibrant and evergreen organization.

## **Attachment H**

### **Financials**

#### **Advances**

On occasion, the treasurer will issue funds on behalf of a team to permit early registration at upcoming functions. It is the responsibility of the team personnel to collect the payments from their members and repay the treasury in a timely fashion, a period not to exceed two weeks after the completed event.

#### **Authorization**

All financial transactions undertaken on behalf of the club must have prior approval of the club's treasurer or designee and must be handled by check in the name of the Wayne Wings Youth Soccer Club.

#### **Expenses**

A player's budget that describes the projected annual expenses for the upcoming season would be set and distributed prior to the start of the fiscal year. This plan would be reviewed and adjusted yearly based on changes in league, game, tournament, referee, equipment and operating costs.

#### **Refunds**

Prorated refunds would be granted based on the recommendations of the player's coaches and manager and a predetermined timeline.

Between registration - first practice Payment minus Registration fee

Two weeks prior to league registration Payment minus Indoor fees

Prior to roster registration Payment minus (Indoor + league fee)

After roster registration Zero\*

After first league game\* Zero\*

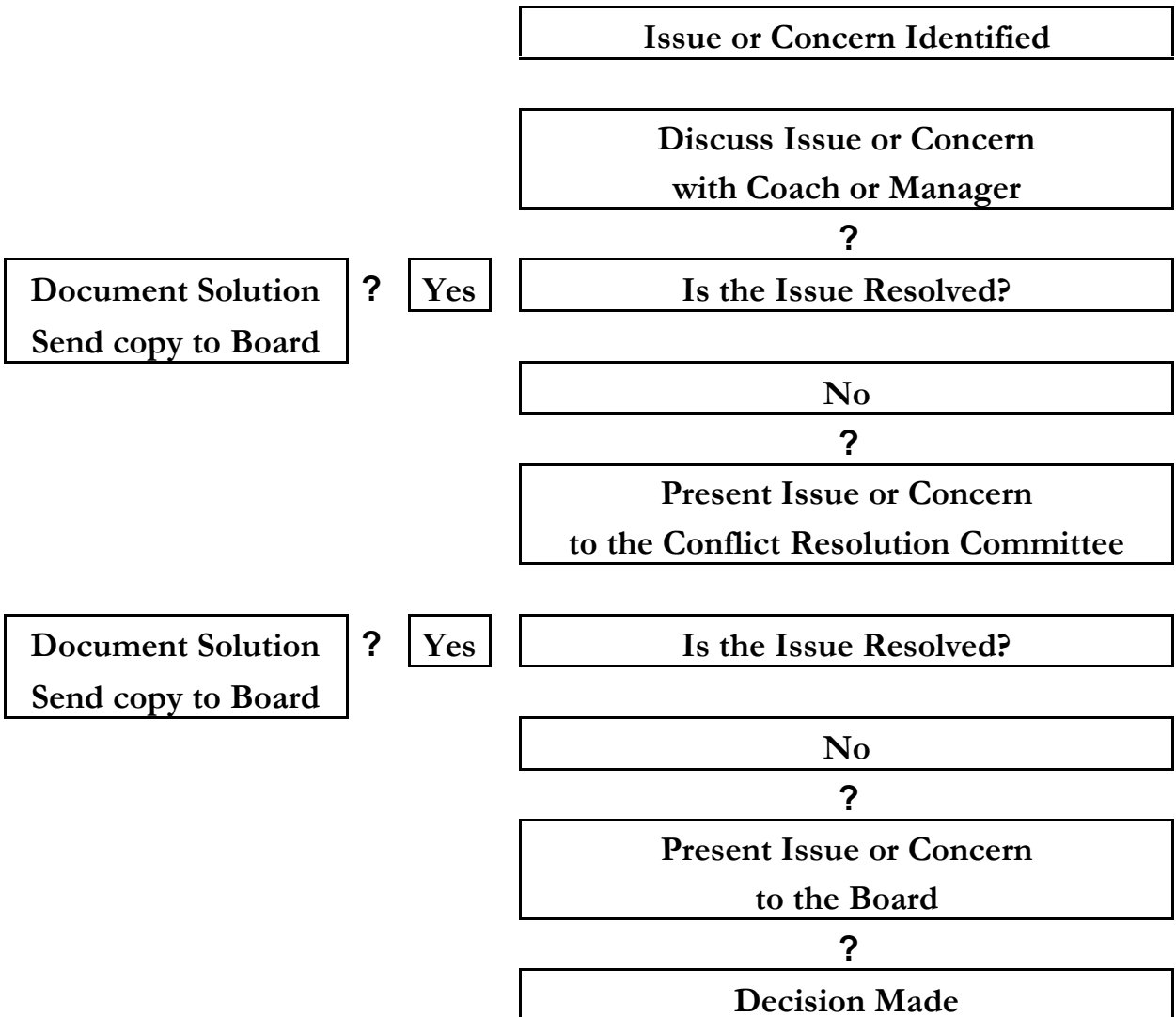
\* Prorated amount would be proposed based on the individual meeting the established league criteria for player withdrawal.

### **Disciplinary Actions**

Individuals failing to adhere to the rules and regulations of the organization would be subject to disciplinary actions, which could range from suspension of rights and privileges to separation from the organization.

## **Attachment I**

### **Conflict Resolution Flow Chart**



## **Annual Tryout Schedule**

Team tryouts for the upcoming season will take place during the months of August and September. The following list references the weeks during which these activities would be held.

The dates of each age group will be published by the first day of March of each year. The specific times and locations of the tryouts will be advertised through the local media at least one month prior to the first scheduled date.

U16 - First – Second weeks of August

U14 - Second – Third weeks of August

U12 - Second – Third weeks of September

U10 - Third – Fourth weeks of September