

MCMINNVILLE YOUTH SOCCER ASSOCIATION

OPERATING POLICIES

Adopted 12/11/2009

**POLICY 101: NON-PROFIT ORGANIZATION**

- (A) These are the Operating Policies (“Policies”) for the McMinnville Youth Soccer Association (“The Club”).
- (B) These Policies shall take the place of all prior Club Bylaws and Rules and Regulations.
- (C) The Club is a non-profit organization registered in the State of Oregon. The Club shall maintain its status as an Oregon non-profit organization.
- (D) The Club shall engage in lawful activity, none of which is for profit, pursuant to Chapter 61 of the Oregon Revised Statutes and Section 501(C)3 of the Internal Revenue Service.

**POLICY 201: BOARD OFFICERS AND DUTIES**

(A) PRESIDENT

- (1.) The President shall supervise all activities of MYSA. The President shall:
  - (2.) Chair & Conduct all meetings;
  - (3.) Be the general representative for MYSA in all matters, particularly in regard to public relations with the local community;
  - (4.) Appoint special committees, chairpersons or director positions, subject to the approval of the Board, which can include:
    - (a) Webmaster: manages club website
    - (b) Games Director: manages teams schedules
    - (c) Coaching Director: coaching manager
    - (d) Fields Director: coordinates field use for games and practices
    - (e) Equipment Director: manages club equipment
    - (f) Referee coordinator: Coordinates referees
  - (5.) Appoint persons to fill any vacancies in the MYSA Board, subject to approval of the Board of Directors by a simple majority;
  - (6.) Be the primary representative to Western District or Oregon Youth Soccer Association (“OYSA”) Meetings;
  - (7.) Be one of the signatories authorized for drafts on the Club treasury;
  - (8.) File the Club's correspondence and documents.

(B) VICE PRESIDENT

- (1.) The Vice President shall assume the duties of the President in his/her absence; and
- (2.) Be a representative to Western District or OYSA Meetings; and
- (3.) Be one of the authorized signatories for drafts on the Club's treasury; and
- (4.) Supervise the activities of the committees listed and give the committee reports at the meetings. These committees may include, but are not limited to, the following:
  - (a) ETHICS - (2 coaches, 1 officer and 2 Club members). The Ethics Committee is a standing committee with members selected by the Board. The Ethics Committee is responsible for investigating complaints filed with the Club against any member of the Club; e.g. officer, coach or general member.
    - (i) In the event that a member of the Ethics Committee is the subject of a complaint, an alternate shall be appointed to replace him/her by the Vice-President, subject to approval of the Board.
    - (ii) Upon completion of its investigation, the Ethics Committee shall present a recommendation to the Board.
  - (b) NOMINATING - (minimum of 3 Club members). The Nominating Committee will recruit volunteers for all Board positions and conduct the election proceedings at the AGM.
  - (c) AWARDS - will procure awards and conduct the awards ceremony(s).
- (5.) Be the Club's Parliamentarian.

(C) SECRETARY

- (1.) The Secretary shall act as Business Manager and attend to all correspondence, records, reports, and mail. They shall also record and prepare all meeting minutes to be read or distributed at subsequent meetings. The Secretary shall be a voting member of the Board and shall:
- (2.) Provide all clerical support to the Board to include, but not be limited to, notification of meetings and recording, publishing and distributing the minutes of all meetings of the MYSA Board to each member of the Board, and ensure posting on club website;
- (3.) Inform the OYSA of any changes in the MYSA Constitution and Policies, and;
- (4.) Maintain lists of Team Representatives and their attendance at Board meetings.

(D) TREASURER

- (1.) The Treasurer shall be the custodian and disbursing officer of funds accumulating to the Club, shall maintain these funds in an account or accounts in a state chartered bank in the name of MYSA, and shall present and distribute a written report at all regular business meetings. The Treasurer shall:
- (2.) Maintain a financial ledger of all funds received and distributed which shall be available for inspection by the Board of Directors at any time; and

- (3.) Be one of the authorized signatories for drafts on the Club's treasury; and
- (4.) Verify all financial transactions by the President or Vice-President in that order of priority; and
- (5.) Disburse funds only as authorized by the budget or the Board of Directors or the President under the power vested in him/her by these Policies; and
- (6.) Publish a financial statement, including income and expenditures for the past year, to be presented at the AGM as part of the Annual Report; and
- (7.) Arrange for a yearly audit of the Club's financial records after the end of the fiscal year (January 1 to December 31) and each time there is a change in the office of the Treasurer; and
- (8.) Collect and maintain records of revenues and expenditures submitted by individual teams.

(E) REGISTRAR

- (1.) The Registrar shall be responsible for registering all accepted applicants within the Club, and registering those individuals with Oregon Youth Soccer. They shall certify birth dates as necessary and accept required forms and fees from Club participants. All fees shall be given to the Treasurer for deposit. The Registrar shall:
  - (2.) Represent the Club to the OYSA Registrar or any other soccer organization;
  - (3.) Organize and conduct registration for all players in accordance with OYSA;
  - (4.) Maintain all Club registration records. Maintain current and past records on affiliated team applications, rosters, and birth verification information;
  - (5.) Verify and record age of players;
  - (6.) Coordinate all MYSA insurance matters with OYSA or appoint another individual to do so;
  - (7.) Supply registration forms to potential players and their parent(s)/legal guardian(s);
  - (8.) Coordinate and manage the Club's risk management program.

(F) MEMBERS AT LARGE

- (1.) Members at large are voting members of the Board of Directors. They shall:
  - (2.) Participate in Board, SGM and AGM meetings; and
  - (3.) Can serve on committees or as club chair positions; and
  - (3.) Participate in Try-outs and any other MYSA activities that benefit the Club.

**POLICY 202. TERM:**

(A) The President and Vice President shall have one year terms starting from the AGM at which they were elected. All other Board Officers (Secretary, Treasurer, Registrar and Members at Large) will have a two year term starting from the AGM at which they were elected. If a vacant Board position is filled, that Board Member's term will end

when the vacant position's term ends. There is no limit to the number of terms a Club Officer may spend in any position on The Board.

**POLICY 203: REMOVAL OF BOARD MEMBERS:**

- (A) A Board Member may be suspended or removed from office for his/her failure to meet his/her responsibilities as described in Policy 201 (Board Officers and Duties), or for otherwise acting in a manner detrimental to the interests of the Club. Such a suspension or removal shall require a two thirds affirmative vote of the Board. Such vote will occur after the Board is satisfied that all relevant information has been considered.
- (B) After initial consideration by the Board, the President may delay a vote on a suspension or removal until the next Board Meeting to allow time for further investigation.

**POLICY 204: ELECTION TO PRESIDENT**

- (A.) All presidential candidates shall have served on the Board the year prior to the election.

**POLICY 205: QUORUM**

- (A) A quorum of the Board shall be 5 Officers.
- (B) Team Representatives do not count toward a quorum.

**POLICY 206: TEAM REPRESENTATIVES**

- (A) Each team shall appoint a Team Representative who will attend Board Meetings and the AGM. The Team Representative must be agreeable to the coach.
- (B) Each Team Representative has one vote at the scheduled monthly Board Meetings.
- (C) Team Representatives shall not have a vote in matters pertaining to the filling of vacant Board positions, team formation and coach selection.

**POLICY 207: MONTHLY BOARD MEETINGS**

- (A) The Board will meet on a monthly basis. The schedule will be posted in advance.
- (B) Members of the Board for the purposes of the Monthly Board Meetings shall include Club Officers and Team Representatives.
- (C) All Members and players may attend the Monthly Board Meetings but only Officers and Team Representatives have voting rights.

**POLICY 208: COMMUNICATION BY THE BOARD**

- (A) The Board will communicate with its Members primarily through MYSA's Web site. In the event of Website malfunction, the Board will make due effort to communicate with its Members in other ways.

**POLICY 209: ANNUAL GENERAL MEETING**

- (A) MYSA will hold an Annual General Membership Meeting (“AGM”)
- (B) The AGM will be held generally in the first Quarter of the year and after OYSA’s AGM. Its time and place will be announced in advance.

**POLICY 210: SPECIAL GENERAL MEETING**

- (A) A Special General Meeting (“SGM”) may be held at any time of the year and its time and place will be announced at least one month in advance.

**POLICY 301: PLAYER REGISTRATION**

- (A) All players must be registered by the approved MYSA registrar.
- (B) All players must provide valid document of birth.

**POLICY 302: OBLIGATION OF PLAYERS**

- (A) Players must adhere to the *Code of Conduct for MYSA Players*.
- (B) Players are obligated to attend every practice and game.
- (C) Players will not use, or be under the influence of, tobacco, alcoholic beverages or illegal drugs while in the area of the playing field.
- (D) If MYSA is fined by OYSA for a player’s actions, the player’s parents will be responsible for the fine and MYSA will not be responsible for the fine.

**POLICY 303: UNDER AGE PLAYERS**

- (A) Players may try out at a higher age level but should try out at their proper age level as well. If they aren’t selected for a team at an older age level, they will not be placed on a team at their proper level unless they have tried out at that level.
- (B) When a player wishes to play at an older age group, consideration will be given to grade level requests.
- (C) When a player wishes to play at an older age group, consideration will be given to not displacing a proper age level player.
- (D) When a player wishes to play at an older age group, consideration will be given to whether that player is needed at their proper age level.
- (E) When a player wishes to play at an older age group, consideration will be given to their abilities to do so.

**POLICY 304: GUEST PLAYERS**

- (A) A guest player is defined as a player that possesses a valid OYSA player card, but is not on the regular team roster.

- (B) Guest players may only be used when needed to replace a keeper, or if the number of regular roster players available for a game falls below the number needed to achieve 3 subs. The addition of guest players may not push the number of players on a roster (regular plus guest) for a particular game above 4 subs. *This rule does not apply to summer tournaments.*
- (C) A player may not be a guest player if:
  - (1.) It interferes with his/her regular team obligations, as dictated by his/her regular team's schedule; or
  - (2.) The coach of the guest player's regular team disapproves; or
  - (3.) The parent(s) of the guest player disapprove.

**POLICY 305: TEAM FORMATION-Player Development Teams**

- (A) Teams will be formed without the use of tryouts, invitations, recruiting or any other similar process to roster players on the basis of talent or ability.
- (B) Players will generally be assigned by the Registrar to team rosters based on the order of their registration.
- (C) Special requests for team or coaches can be considered and approved.
- (D) Coaches may have their own child/players assigned to their team roster.

**POLICY 306: TEAM FORMATION-Competitive/Select Teams**

- (A) Teams are to be formed by a Team Formation Committee after reviewing results of the try-outs and/or obtaining feedback from other sources if desired.
- (B) The Team Formation Committee will be formed and approved by the Board.
- (C) Teams will be formed in an effort to put the strongest and more skills players together without regard to player-coach attachments or association.
- (D) All teams will be approved by the Board.
- (E) A try-out will be held every spring, the date(s) and time(s) of which will be posted at least a month in advance.
- (F) If a player is unable to make try-outs for a valid reason (e.g. injury with a doctor's note, family emergency), their parent(s) may petition the Board, in writing before try-outs, for placement on a team.

**POLICY 307: COACH'S RESPONSIBILITIES**

- (A) All prospective coaches must submit in writing their desire to coach along with background information and previous experience, and a signed *Code of Conduct for MYSA Officials and Coaches* form, to the Board.
- (B) Coaches must adhere to the *Code of Conduct for MYSA Officials and Coaches*.
- (C) Coaches should practice a minimum of twice per week, with a minimum of sixty (60) minutes per practice or 120 minutes per week (daylight permitting).

- (D) Coaches should ensure that guest players receive no more playing time than regular roster players. Exceptions to this include guest keepers, injuries to regular roster players playing in the game, and players sent off (ejected) by the referee.
- (E) Coaches will not use, or be under the influence of, tobacco, alcoholic beverages or illegal drugs while in the area of the playing field.
- (F) Any or all of the above actions must meet the approval of the parents of the players involved and the Board.
- (G) Coaches will provide written player evaluations to the Board at the end of each season.
- (H) Coaches of competitive teams must have an E License or higher. Coaches of Player Development Teams are strongly encouraged to hold an E License or higher.
- (I) If MYSA is fined by OYSA for a coach's, or a coach's team's, actions, the coach will be responsible for the fine and MYSA will not be responsible for the fine.

**POLICY 308: COACH SELECTION-Player Development and Competitive/Select Teams**

- (A) A Coach Selection Committee will be formed by the Board. The Coach Selection Committee will make offers for coaching positions to interested individuals on behalf of the Club.
- (B) The Coach Selection Committee will operate in manner that will best ensure appropriate screening and review of interested coaching applicants.
- (C) The Head Coaches for each age level team will be selected based on their applications to the club and evaluations submitted to the Coach Selection Committee.
- (D) After full review the Coach Selection Committee will establish a list of suitable Head Coaches for each age level team to the Board for review and approval.
- (E) Head Coaches will be empowered to select their own assistant coaches and team managers; however the Board must approve of these persons.
- (F) Ordinarily, returning Head Coaches will be first considered for returning to the position of Head Coach unless the Board has determined their return would undermine the spirit of the club or the team. This will require the Board to clearly articulate reasons for denying the return as Head Coach. Any returning Head Coach not being approved to return as Head Coach will be afforded an opportunity to defend his/her position in the presence of the Board. The denial of a returning coach should be a rare situation, but reasons that could preclude their return can include:
  - (1.) Coach is guardian/parent of a player who did not make the final list of eligible players after tryouts for the team the coach wants to coach;
  - (2.) Survey data clearly suggests tension among players/parents and coach exists that would create a situation not conducive to a positive program;
  - (3.) The Board has determined the returning Head Coach does not have the needed experience or knowledge to further develop the team;
  - (4.) Demonstrated behavior of Head Coach is not consistent with club goals;
  - (5.) Head Coach did not support the decision of the Board, and did or attempt to undermine decisions of the Board;

**POLICY 309: OBLIGATIONS OF PARENTS or LEGAL GUARDIANS**

- (A) Parent(s) or Legal Guardian(s) must sign and adhere to the *Code of Conduct for MYSA Parents*.
- (B) Parent(s) or Legal Guardian(s) will present concerns to the coach or team manager in a manner and time that is appropriate, and should not interrupt practices or games to do so.
- (C) Parent(s) or Legal Guardian(s) will not use, or be under the influence of, tobacco, alcoholic beverages or illegal drugs while in the area of the playing field.

**POLICY 401. RULES OF THE GAME AND REFEREES**

- (A) FIFA laws of the game as modified for youth and small sided games shall apply and be administered by the club and league(s) rules.
- (B) All referees shall be USSF certified.
- (C) Referees selected by the Club shall serve as independent contractors.

**POLICY 501. GRIEVANCE, PROTEST AND APPEALS**

- (A) The Club and its Board shall enforce procedures for handling grievances, protests and appeals in accordance with the principles of due process.
- (B) Submission of grievances, protests and appeals shall be in writing and shall include the name of the individual bringing the grievance, protest or appeal and should indicate the specific charges or alleged violation, and resolution desired.
- (C) Oregon Youth Soccer Association Policies and Procedures shall be adhered to.

**POLICY 502. HEARING PROCEDURES**

- (A) Hearings shall begin within 60 days of receiving formal written notice of the grievance, protest or appeal. The Hearing date and time shall be publicized to all parties involved.
- (B) Hearings shall be conducted by an impartial group of at least 3 Members chosen by the Board.
- (C) Persons involved in the incident shall provide ample opportunity to be heard, to present witnesses and confront witnesses through written and oral testimony.
- (D) All rules will be fairly and evenly applied.
- (E) A written finding shall be issued to all parties within 15 days of completion of the formal hearing process.

**POLICY 503. APPEALS PROCESS**

- (A) Appeals of hearing results must be submitted within 15 days of receiving results of the hearing. Appeals of Club findings shall be made to Oregon Youth Soccer Association.
- (B) The decisions or sanctions shall remain in effect until the time limit of the sanction has expired, or the decision is overturned by an appeal.

**POLICY 601. SEVERABILITY AND PRECEDENCE**

- (A) Any section of these Policies considered to be in violation of applicable laws shall not affect the remaining sections that are in compliance with those laws.
- (B) Any case in which these Policies are in conflict or become in conflict with the Oregon Youth Soccer Association Policies, the Oregon Youth Soccer Association Policies shall take precedence and the Club Policies shall be amended to eliminate the cause of conflict.

**POLICY 602. CHANGES AND AMMENDMENTS TO POLICIES**

- (A) These Policies may be changed or amended by a simple majority vote of Board Officers.
- (B) Team Representatives do not have voting privileges for the purpose of changing or amending these Policies.
- (C) A proposed change or amendment must be submitted to the President or Secretary of the Club no later than 30 days before the meeting at which it is to be considered.
- (D) Changes or Amendments may be made at the scheduled monthly Board meetings, the AGM or at a SGM.