

**WHYSA By-Laws
West Hartford Youth Soccer
Association Incorporated
Amended and Restated By-Laws
As of April 24, 2007**

ARTICLE I - Name and Location

Section 1: The name of this corporation shall be the West Hartford Youth Soccer Association, Incorporated, hereinafter referred to as the League.

Section 2: The location of this organization shall be the Town of West Hartford, Connecticut.

ARTICLE II - Objective

Section 1: The objective of the League is to instill in the youth of the town principles of good citizenship, good sportsmanship and teamwork, through knowledge of and association with the sport of soccer.

ARTICLE III - Board of Directors

- Section 1:
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| (1) President of the League | (9) Travel Division Supervisor |
| (2) Executive Vice President | (10) Supervisor of Refereeing |
| (3) Treasurer | (11) Immediate Past President of the League
(with voting rights for one year) |
| (4) Equipment Supervisor | (12) Corporation Secretary |
| (5) Senior Division Supervisor | (13) Publicist |
| (6) Junior Division Supervisor | (14) Webmaster |
| (7) Fall & Spring Mites Division Supervisor | |
| (8) Fall & Spring Training Division Supervisor | |

An individual may hold more than one directorship, but no individual is entitled to more than one vote.

Section 2: **Quorum** - A quorum for the transaction of business shall consist of at least eight (8) members of the Board, and either the President or the Executive Vice-President must be present. The Board may act at all times by a simple majority vote of the quorum, except as described in Article X pertaining to Amendments.

Section 3: The Board of Directors shall be responsible for the policies of the League, the team organization, and the playing rules.

Section 4: The Board of Directors will have the power to discipline, dismiss or suspend any coach or Director whose action is detrimental to the League objectives as outlined in Article II.

Section 5: **Executive Committee** - The President, Executive Vice-President, Treasurer, Equipment Supervisor, the Division Supervisors and Corporation Secretary shall comprise the Executive Committee of the Board of Directors. The Executive Committee is empowered to act by majority vote on behalf of the League between Board meetings and its decisions shall be binding unless overridden by a vote of the Board of Directors at the next League meeting.

Section 6: **Standing Committees** - The Board of Directors may establish standing committees of the Board to take primary administrative responsibility for specific League functions and activities.

Section 7: The **Immediate Past President** of the League shall serve a 1-year term as a full voting member on the Board of Directors immediately upon expiration of his/her term as President. During this period, his/her duties will include assisting the current League President, acting as advisor to the Board and undertaking any role the Board or current League President shall offer. At the end of this 1-year term, the Immediate Past President shall continue as a member on the Board of Directors with the title of Past President Emeritus but shall have no further voting privileges in any matter coming before the League.

ARTICLE IV - Officers

- Section 1:
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| (1) President | (9) Fall & Spring Training Division Supervisor |
| (2) Executive Vice-President | (10) Travel Division Supervisor |
| (3) Treasurer | (11) Supervisor of Refereeing |
| (4) Fields Supervisor | (12) Referee Coordinator |
| (5) Equipment Supervisor | (13) Corporation Secretary |
| (6) Senior Division Supervisor | (14) Administrator |
| (7) Junior Division Supervisor | (15) Publicist |
| (8) Fall & Spring Mites Division Supervisor | (16) Webmaster |

Section 2: The duties of the officers shall be as follows:

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| (1) <i>President</i> | The President shall call and conduct all meetings according to the By-Laws. He/she shall be the executive officer in charge of carrying out policies approved by the Board of Directors. He/she shall vote only in event of a tie by the Board of Directors. □ |
| (2) <i>Executive Vice President</i> | The Executive Vice President shall assist the President as Directed and shall have full powers in the absence of the President. He/she shall assist the Division Supervisors in the preparation and distribution of League schedules, roster determination, and the Calendar of Events and Coaches Handbook. |
| (3) <i>Treasurer</i> | The Treasurer shall be in charge of the deposit and distribution of all League funds. The Treasurer shall make an annual budget in January of each year and be prepared to render reports at all League meetings. He/she shall maintain the financial records of the League, shall arrange for the payment of referees and shall procure all necessary insurance coverage. The President shall be a signatory on all accounts maintained by the League. |
| (4) <i>Fields Supervisor</i> | The Fields Supervisor shall be responsible for field assignments and coordinate fields with the West Hartford Department of Leisure Services. |
| (5) <i>Equipment Supervisor</i> | The Equipment Supervisor shall be responsible for the procurement and maintenance of all Recreational League equipment (uniforms, etc.). No purchase will be allowed without his/her authorization. |
| (6) <i>All Division Supervisors</i> | All Supervisors will have full responsibility for activities in the respective Divisions. Subject to these By-Laws and to the Rules of CJSA, as applicable, they will direct such activities as schedule preparation, practice schedule, coaching clinics, player evaluation, registration for their respective divisions, the annual draft, tryouts and post season events, and they shall act as the responsible League official at fields where games are played. They shall report on the activities of their Division at each meeting of the Board of Directors. separate meeting of the Coaches in each division shall be held at least once every calendar year prior to the start of the season. If the Senior Division Supervisor is also serving as a Senior Division Coach, the duties of such individual as Senior Division Supervisor shall specifically exclude the distribution of players to Senior Division teams. he distribution of such players shall be made by an individual chosen by the President. |
| (7) | |
| (8) | |
| (9) | |
| (10) | |
| (11) <i>Supervisor of Refereeing</i> | The Supervisor of Refereeing shall be responsible for the training and oversight of officials. He/she shall work with the President in matters concerning Referees; shall arrange Referee clinics as necessary, and advise on all changes to the rules of the game. |

- (12) *Referee Coordinator* The Referee Coordinator is responsible for finding enough referees to adequately officiate the games, scheduling referees for all recreational games and finding qualified replacements for any cancellations.
- (13) *Corporation Secretary* The Corporation Secretary shall support and advise League officials in WHYSA related legal matters, be they concerning individuals or the Corporation, and assist in running league meetings according to Roberts Rules.
- (14) *Administrator* The Administrator shall be responsible for: Maintenance of Database for Players, Officials & Referees. Regular mail pick-up and database entry; Record keeping support for Association Treasurer; Refunds for recreational/travel players; Compliance with Connecticut Junior Soccer Association (CJSA) insurance rules regarding transmission of player and coach information; Support of League; Publication of Alphabetical lists of players; Design, Publication and Distribution of required forms through mailings; Publication of Board meeting minutes; Mailing services; Assistance to the Web-Administrator of the West Hartford Soccer website.
- (15) *Publicist* The Publicist shall be responsible for all press and media coverage and advertisement of League activities and shall maintain current standings for all Divisions.
- (16) *Webmaster* The Webmaster is in charge of the design of the WHYSA website along with the creation and maintenance of the web pages comprising it. In addition, the Webmaster is also responsible for monitoring website activity as well as conveying questions and comments from users of the site to the appropriate parties.

ARTICLE V - Election of Officers and Directors

- Section 1: The President shall appoint a nominating committee of three members from the Board of Directors to prepare a slate of officers and directors to be presented for election at the Annual Meeting. The Slate should be presented to the Board at least thirty days (30) prior to said meeting.
- Section 2: Directors and Officers of the League shall be elected by a majority of the incumbent Board at the Annual Meeting.
- Section 3: If any Directorship is left vacant, the remaining members of the Board may fill the unexpired term.
- Section 4: Any qualified individual shall be eligible for nomination as an officer.

ARTICLE VI - Meetings

- Section 1: The Annual General Meeting shall be held during the month of April. A Board Meeting will be held during the last two weeks of January. Regular General Meetings shall be held in September and at such other times as determined by the Executive Committee. Special General Meetings and Board of Directors Meetings may be called at the request of the President or upon the written request of three (3) members of the Board. Special meetings that are called shall be held as soon as practicable, but no later than ten (10) calendar days from the date of said request.
- Section 2: All General meetings shall be open to the general public, but only members of the Board may vote (except as provided in Section 3 below).
- Section 3: All meetings will be conducted according to Roberts Rules of Order.
- Section 4: No meetings will be held without prior notice to all members of the Board.

ARTICLE VII - League Personnel

- Section 1: **Players** -To participate in the League's recreational program a player must meet the following requirements. Participation in the Travel program is subject to the eligibility rules of CJSA.
- (1) Except as provided in Article XI, Section 11(3) be a resident of West Hartford or attend a West Hartford school at the start of said season (unless he/she is the child of an active coach and his/her eligibility is approved by a majority of the Head Coaches in the Division);
 - (2) Have written permission from a parent or legal guardian;
 - (3) Meet the age requirements as stated under the Rules in Article VIII of these Bylaws. All training division players and players in other divisions who are new to the League must provide a copy of a birth certificate, passport or other proof of age recognized by law with their registration form. Such players will not be considered registered, and a player will not be permitted to practice with or play for a team until the League Administrator has received the completed registration form and proof of age.
 - (4) Register with the League by completing the prescribed form and having the form and payment received by the League Administrator; and
 - (5) Is not a seasonal member of a High School soccer team;
 - (6) Is not playing on a Travel team during that season
 - (7) Conform to any other rules which the Board may see fit to establish regarding eligibility, so long as such rules do not conflict with the requirements of CJSA.
- Section 2: **Coaches** - All coaching personnel as described in Article IX of these By-Laws.
- Section 3: **Referees** - All referees serving the League in that capacity.
- Section 4: The Board of Directors shall have the authority, by vote of the majority, to suspend any player, coach, or referee whose conduct is considered detrimental to the best interests of the program.
- Section 5: The Board of Directors shall have the authority to act in cases of serious misconduct by any player, coach or referee. It shall have the authority to suspend or expel any player, coach or referee for a violation of these By-Laws, including the Playing Rules.
- Section 6: The use of all tobacco and alcohol products by coaches, officials, players, and spectators is prohibited at any time at all soccer field locations.
- Section 7: Except as otherwise provided under CJSA rules, no elected member of the Board of Directors, Recreational Head Coaches or Recreational Assistant Coaches shall be compensated for performing the duties of the position for which they were elected.

ARTICLE VIII - Organization

- Section 1: This League program will consist of recreational teams for boys and girls (coed) age six (6) through fourteen (14); and travel and premier teams pursuant to CJSA age divisions and rules. The playing age of any player shall be his/her age as of December 31 of the year of the current soccer season or as otherwise provided in the CJSA Rules.
- Section 2: The League will consist of five (5) Divisions as follows:
- (1) Training Division - Six (6) and seven (7) year old coed;
 - (2) Mites Division - Eight (8) and nine (9) year old coed;
 - (3) Junior Division -Ten (10) and eleven (11) year old coed;
 - (4) Senior Division -Twelve (12) through fourteen (14) year old coed;
 - (5) Travel Division - U-9 through U-19
- Any son or daughter of a head coach shall be eligible to play in the Junior Division at the age of nine (9)..*
- Section 3: The Board of Directors shall, where feasible, organize Fall, and Spring/Summer teams for each Division at all age levels.

Section 4: Each Travel and Premier Team shall be run by a Head Coach and/or Manager; shall be financially self supporting; and shall maintain its own fee structure and bank account. The name of the WHYSA President and/or the Travel Division Supervisor shall be shown on this account and, in the event that the team is disbanded, any balance will be returned to the parents or deposited in the League's Travel Division account.

ARTICLE IX - Coaching Personnel

Section 1: Each team shall be supervised by one Head Coach and such assistant coaches as the Head Coach shall determine. The Head Coach shall be appointed by the Board of Directors and shall be subject to annual review. Each Head Coach shall select his assistants subject to the approval of the Board of Directors. Such coaching personnel shall be selected on the basis of the following qualities:

- (1) good character, temperament and judgment;
- (2) ability to work with youth in the six (6) to eighteen (18) year old age group;
- (3) a reasonable knowledge of the game of soccer;
- (4) willingness to conform to these By-Laws, the Coaching By-Laws and the League goals; and
- (5) have on file a current disclosure form prior to assuming duties as Head Coach or Assistant Coach.

Section 2: Each Head Coach shall be responsible for the actions of his assistants, players and parents. The Head Coach may release any assistant who is not acting in the best interests of the program. Such released personnel shall have the right to a hearing before the Board of Directors if they so desire.

Section 3: Each Head Coach of the Mites and Junior Divisions shall be responsible for completing all annual evaluation forms and all Head Coaches shall be responsible for completing equipment forms and for coordinating fund raising activities by his/her players.

Section 4: Each coach of the Recreation Division shall be responsible to notify his/her respective Supervisor of any withdrawn player as soon as reasonably possible.

ARTICLE X - Amendments

Proposed changes in the By-Laws, the Coaching By-Laws, or in League Rules must be presented in writing to an officer and incorporated in the notice of meeting which is sent to all members of the Board of Directors. The By-Laws, Coaching By-Laws or League Rules, or any section thereof, may be amended or repealed by a two-thirds vote of the Board of Directors following written notice of the proposed change (provided a quorum is present).

ARTICLE XI - League Rules

Section 1: Each season the Recreational Supervisors for that season shall submit a proposed playing schedule to the Board of Directors for approval prior to the start of the season.

Section 2: The basic playing rules for the all Divisions shall conform to those of CJSA.

Section 3: Teams in the Mites, Spring, Junior and Senior Divisions shall be allowed to carry over to the following year any eligible player who:

- (1) participated actively in at least one (1) League game for said team during the immediate past season;
- (2) continues to meet the age requirements for their Division;
- (3) and has registered by the deadline stated in the application form.

Section 4: In all Recreational Divisions, brothers, sisters of players and sons/daughters of head coaches shall be assigned to teams in the following manner:

- (1) A newly admitted player who has a sibling already on a Team in said Division shall be assigned to that Team if he/she so desires. However, in the Senior Division, the Team to which such player is assigned will lose a draft pick in the round in which such child would have been picked had he or she been selected in the Senior Division draft. The determination of the loss of such draft pick shall be made by the Senior Division Supervisor, subject however, to approval of a majority of the head Senior Division coaches in attendance at the Senior Division draft.

- (2) Children of Recreational Head Coaches - a newly admitted child of the Head Coach (only) will be assigned to the Team of such Head Coach unless otherwise requested. However, in the Senior Division, such Team will lose a draft pick in accordance with the same procedure as described in Article XI, Sections 5(1) above.
- (3) Adults - Persons wishing to be Assistant Coaches in the Recreational Program with children eligible for league play must have their child drafted by a team prior to being nominated for an assistant coaching position. Exception to this policy must be approved by the Board of Directors

Section 5: Teams other than in the Travel Division may not meet as a team more than four (4) times per week. Weeks are defined as Monday to the following Sunday (i.e., 1 game + 3 practices = 4 meetings or 2 games + 2 practices = 4 meetings). Practices should be limited to two (2) hours maximum. This rule applies throughout the playoffs and championship games. No practices may be held before the League's insurance coverage is in effect.

Section 6: ***Game Protests -***

Protests involving the Laws of the Game

In keeping with the stated purpose of the League, decisions based upon the judgment of the Referees shall be final. No protest shall be allowed except where there is a misinterpretation or misapplication of the Laws of the Game. Any protest must be submitted in writing within 48 hours of the conclusion of the game in question to the League President who will present the protest to the Executive Committee of the Board of Directors. Each case will be considered on its merits. The complainant and respondent may appeal the decision of the Executive Committee to the full Board of Directors at its next scheduled meeting. If the protest is found to be a matter of misinterpretation or misapplication of the rules, the Committee or Board will decide by majority vote whether the result of the game should stand, be reversed, be considered a tie, or the game should be replayed. The Head Coaches of the contested game shall not vote on this issue.

Other Protests:

All other game protests not pertaining to a misinterpretation or misapplication of the Laws of the Game must be submitted in writing within 48 hours of the conclusion of the game in question to the League President who will present the protest to the Board of Directors for consideration and resolution. The Board will decide by majority vote whether the result of the game should stand, be reversed, be considered a tie, or if the game should be replayed. The Head coaches of the contested game shall not vote on this issue.

Section 7: ***Equipment*** - The League will furnish each player in the Recreational Divisions with a shirt, shorts and socks. The League will provide each Head Coach with practice equipment such as bags, balls, cones and flags as it deems necessary and appropriate to meet the needs of the team. The Head Coach of each team is responsible for seeing that all equipment is accounted for, and is returned either to his successor Head Coach, or if one has not been named, to the Equipment Supervisor. With the approval of the Head Coach and Equipment Supervisor, equipment for Spring teams may be borrowed from Fall recreational teams and shall be returned in good condition, normal wear and tear excepted. All equipment ordered for use by a Travel Team shall be paid for by Travel Player fees and registration.

Section 8: Items such as soccer shoes and shin guards will not be supplied by the League. Each child is responsible for obtaining such equipment. Soccer shoes shall conform to the specifications in the Playing Rules.

Section 9: ***Assigning Players to Team and Drafting Order***

Senior Division:

(1) (a) Senior Division: The Senior Division Supervisor shall be responsible to conduct the draft of players. Not less than one (1) week prior to the Senior Division Draft, the Senior Division Supervisor shall compile or cause to be compiled, and sent to each Senior Division Coach, a list of all officially registered players who, as of that date, have been assigned to existing Senior Division Teams in accordance with Article XI, Sections 4 and 5 of these Bylaws.

(b) In each draft round, existing Senior Division teams shall draft in ascending order according to the number of assigned players as determined from this list so that in each round the teams with the fewest number of assigned players shall draft before the teams with a greater number of assigned players.

- (c) Any existing Senior Division team with four (4) or less assigned players as determined from this list will be allowed one (1) additional draft selection at the completion of the second, third and fourth draft rounds.
- d) Draft order for teams with an equal number of assigned players shall be determined by the drawing of lots and shall rotate after each round by reverse order of previous years record.
- (2) Drafting for Senior Division expansion teams will be conducted in the following manner:
 - (a) Expansion team(s) will draft before existing teams. If there are two or more expansion teams, the coaches of the teams will draw lots to determine who drafts 1st etc. Drafting order will reverse in each successive round.
 - (b) For the first five rounds, the expansion teams will select players as follows:
 - 1st round - 2 players 3rd round - 2 players 5th round - 3 players
 - 2nd round - 2 players 4th round - 3 players
 - (c) For the 6th and subsequent rounds, 1 player per round. Existing teams will draft 1 player per round.

Recreational Program of all Divisions except for Travel and Seniors::

- (1) The player placement for the Divisions shall be handled by the respective Supervisors/Coordinators. As nearly as is possible, each team will have an equal number of players of each age. The Supervisor shall attempt to distribute talent equally among the teams.

Section 10: ***Travel Division***

- (1) Player selection for all Travel and Premier teams shall be the responsibility of the Head Coach, with input from his Assistant Coaches and from other Travel Head Coaches as appropriate. Open tryouts shall be held for each team, the locations of which shall be advertised broadly and published to all League Coaches. No player shall be required to play on a Travel or Premier Team year round as a condition to participating in the Spring or Fall season. The Travel Division Supervisor shall submit travel and premier player rosters to the League Administrator by July 1 prior to each new fall season, except where circumstances dictate a later date, subject to the approval of the WHYSA President. In no case shall Travel rosters be submitted to the League Administrator after the formation of Junior and Senior Division teams. Players shall not be eligible to play on Travel or Premier teams and recreational teams during the same season.
- (2) All player residency requirements of Travel and Premier teams shall conform to CJSA rules.
- (3) Premier teams in the Travel Division must include the name of West Hartford as part of any premier team name.

Section 11: ***Rosters***

- (1) Team rosters for the Recreational Divisions must be submitted by the Division Supervisors at least one (1) week prior to the first season game.
- (2) The Division Supervisors, subject to appeal to the Board of Directors, shall make the final determination of eligibility for all players.
- (3) Any Recreational Division Team that uses a player not listed on its roster or not properly registered with the League shall forfeit any games in which such player appears.

Section 12: ***Maximum Players on Team*** - the maximum number of players shall be as follows:

- (1) Senior Division - 16; however, additional players (not to exceed 16) may be assigned to teams as necessary at the discretion of the Division Supervisor and with the approval of the Coach.
- (2) Junior Division - 13; however, additional players (not to exceed 13) may be assigned to teams as necessary at the discretion of the Division Supervisor and with the approval of the Coach.
- (3) Mites Division - 11; however, additional players (not to exceed 11) may be assigned to teams as necessary at the discretion of the Division Supervisor and with the approval of the Coach.
- (4) Training Division - 13; however, additional players (not to exceed 13) may be assigned to teams as necessary at the discretion of the Division Supervisor and with the approval of the Coach.
- (5) Travel Division - Pursuant to CJSA Rules

- Section 13: **Trades** - no trades shall be made of any players without approval of the Division Supervisor.
- Section 14: There will be a waiting list established when all Teams within a recreational division have the maximum number of players as established in Article XI, Section 12 of the Bylaws. Names shall be placed on the waiting list in the order in which the registration forms were received by the League Administrator.
- Section 15: No players shall be assigned to a Senior Division Team from the waiting list until after the freshman soccer teams for Conard and Hall High School have made their cuts. In the Senior Division, the waiting list shall be maintained by the League Administrator. If a Senior Division team loses a player, the coach of such team shall inform the Senior Division Supervisor and the Senior Division Supervisor shall promptly notify the League Administrator. Remaining players will be assigned, in the manner described in Article XI, Section 12 (2) to the team which has the shortage. Names shall be placed on the waiting list in the order in which the registration forms were received by the League Administrator.
- Section 16: All Division players must play a minimum of two (2) uninterrupted periods per game. Before each game a Head Coach must report to the opposing Head Coach the names of the players on his team who either will not play in the game or who will not be able to play for the minimum period of time required. Violation of this rule without just cause may, at the discretion of the Board of Directors and in accordance with the procedures described in Article XI, Section 6 above, result in forfeiture of the game in question by the defaulting team.

ARTICLE XII-Corporate Year

The books of the Corporation shall be kept on a calendar year basis.

ARTICLE XIII - Fields

- Section 1: All recreational and travel practice fields will be assigned by the Fields Supervisor prior to the start of the season. Requests for specific fields and days must be made to the Fields Supervisor.
- Section 2: All field changes must be approved and coordinated with the Fields Supervisor.

ARTICLE XIV - Games

- Section 1: All recreational games must be played on the designated playing dates and fields. Any schedule changes must be approved by the Division Supervisor, the Supervisor of Referees and the Fields Supervisor.
- Section 2: The President, in consultation with the Division Supervisors and the Fields Supervisor, shall determine whether to postpone any scheduled game due to inclement weather or the condition of playing fields. In addition, the Referee at the game site has the authority to decide to allow or not to allow a game to take place due to the condition of the field of play or its surrounds, weather condition, any safety issues.