

PYSA
D/B/A
PENTUCKET YOUTH SOCCER ASSOCIATION

Bylaws and Operational Guidelines

Adopted: October 31, 2008

PYSA

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PENTUCKET YOUTH SOCCER ASSOCIATION

BYLAWS

BYLAW I. ELECTION OF OFFICERS

- A. The offices of President, Registrar, Secretary, and Treasurer shall be elected positions.
- B. These offices shall be elected annually by a majority vote of those members present at the annual election meeting. The annual election meeting shall be held in the month of June, and the terms of the elected officers shall be from July 1 through June 30.
- C. Nominations shall be solicited from the floor of all voting Board members present at the annual elections meeting. Nominations and elections shall take place in the following sequence: President, Registrar, Treasurer, and Secretary.
 - 1. After the nominations are closed, the voting members of the Council present shall vote.
 - 2. A majority of the votes cast for any office is necessary for election to that office.
- D. Unless otherwise specifically limited by these bylaws, the Board, by the affirmative vote of at least a majority of the members of the Board, may elect such additional officers as it shall deem necessary. The term of such additional officers shall not exceed one year commencing on the date of installation of such officers.
- E. No person may hold two Board offices.

BYLAW 2. REMOVAL OF MEMBERS

A member of the Association may be admonished, suspended or expelled for demonstrating lack of integrity, for specific and willful infractions of the By-laws or policies of the PYSA as established and published by the Board, or for other reasonable cause after a hearing of the case before the Board and by affirmative vote of at least seven members of the Board.

A. Motion for Expulsion

- 1. A motion for expulsion shall be made by a member, stating specific infractions.
- 2. The motion shall be automatically tabled to the next regular meeting upon a second to the motion.
- 3. The subject member shall be given written notice of the motion at least one week in advance of the meeting in which the vote to expel is to be taken, and is to be given ample opportunity to defend himself/herself before the membership Board.
- 4. Final action to expel a member shall be by secret ballot, and will require a vote of six members in favor of expulsion.

BYLAW 3. AMENDMENTS AND PROCEDURE

A. Amendments to these Bylaws shall be made in the following manner:

1. The proposed amendment shall be read at a regularly announced PYSA meeting.
2. If any Board member wishes time to consider the amendment, the Board shall issue a notice of a subsequent meeting (within 30 days) at which the amendment will be considered.
3. At the designated meeting the amendment shall be read again, discussed, and voted upon. A favorable majority vote of a quorum of the Board members present shall be required to adopt the amendment.

BYLAW 4. COMMITTEES

The PYSA Board may, from time to time, select from the membership or recruit from outside the organization individuals to serve on various committees. Such committees and the purposes of those committees may include:

Uniform Selection Committee –

Purpose: To recommend the type, style and supplier of soccer uniforms as needed by the organization.

Registration Committee –

Purpose: To administer the process of player registration through preparation of materials and organization of registration schedules and sign-ups.

Player Evaluation Committee –

Purpose: To organize and conduct appropriate player evaluation formats to aid in the proper placement of players on teams.

Education Committee –

Purpose: To acquire, organize and manage educational resources related to soccer.

Fund Raising Committee –

Purpose: To plan and organize activities related to the raising of funds in support of the PYSA and its related programs.

Publicity Committee –

Purpose: To publicize PYSA related news and activities.

Equipment Committee –

Purpose: To source and select the appropriate equipment for the program.

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OPERATIONAL GUIDELINES

SECTION 1. GENERAL PROGRAM OUTLINE

- A. The Pentucket Youth Soccer Association shall provide SPRING and FALL programs applicable to eligible Pentucket players according to the following ECYSA format:

SPRING	U12 BOYS & U12 GIRLS U14 BOYS & U14 GIRLS U16 BOYS & U16 GIRLS U17 BOYS & U17 GIRLS U19 BOYS & U19 GIRLS
FALL	U12 BOYS & U12 GIRLS U14 BOYS & U14 GIRLS

The SPRING and FALL programs shall involve traveling teams rostered in accordance with ECYSA rules. Teams will be rostered as players, coaches and field availability allow. All attempts will be made to accommodate players who have duly registered in accordance with PYSA guidelines. Each team will be placed in a division commensurate with the overall competitive capabilities and composition of the team

SECTION 2. REGISTRATION PROCESS

A. Schedule

1. The Board shall meet twice annually, at its discretion, to coordinate registration for the Spring and Fall sessions.

B. Notification

The Registrar will be responsible for providing notice of times, places, and required materials to register players. The PYSA will be responsible for notifications regarding specific PYSA registrations. Notices should be given in the manner the Board deems to be most efficient and comprehensive including through online registration systems, mail, through e-mail, given to coaches, placed in local newspapers, and announced or distributed at local schools.

C. Eligibility of Players

All players who are eligible by ECYSA rules and regulations shall be eligible to play in the PYSA program.

D. Registration Fee

The PYSA registration fee schedule shall be set by the PYSA Board.

E. Regular Registration Period

Players may register for a given season directly with the PYSA at any time during the period starting with the first registration date held by the PYSA up to and including the final designated PYSA registration date. Players registering in this specified time period will be considered "regularly registered."

F. Final Registration Date

The PYSA will designate a date to be the final Registration Date for each of the Spring and Fall sessions.

G. Late Registration Period

All registrations completed after the PYSA final registration date will be considered *late* registrations, and must be submitted to the PYSA Registrar directly.

H. Late Registrations

The PYSA Registrar will keep a listing of late registrations (dated and recorded) in order of receipt of such registrations. Only registrations that include all materials as required by Section 2, Part I, Item 1 of the PYSA Operational Guidelines shall be considered valid.

I. Registration Procedures

1. Required Materials and Information for Player Registration. In all cases, registration of a player requires:
 - a. Completion of an MYSYA/USYSYA Membership Form and/or other form(s) as required by ECYSA
 - b. Payment of the required registration fee
 - c. A recent wallet sized photo (or reasonable image) of the player
 - d. A copy of the player's birth certificate (if not on file)
2. In order to register any player from outside of the Pentucket community or Pentucket school system, in addition to the required items mentioned above, a written or verbal release must be obtained from the Town Director from the town in which the player resides.

SECTION 3. ESTABLISHMENT OF ROSTERS

A. GENERAL OVERVIEW

1. Philosophy

For the purpose of selection and assignment to rosters, players will be evaluated using all available input from coaches and independent observers. Various criteria, including demonstrated soccer skills, size, strength, speed and overall athletic ability, knowledge of the game, spirit and commitment will be considered when selecting players for team assignment. The PYSA will strive, at all times, to fairly evaluate players.

Decisions determining the placement of teams in a particular division will be based on an overall assessment of a team's ability to be competitive and relatively successful at a given divisional level.

The PYSA will strive, where possible and practical, to create composite teams consisting of a balanced representation of the three Pentucket towns.

2. Rules

The following rules have been designed to establish rosters (i.e., select players, coaches, and Home Fields) in accordance with the PYSA purpose. Although designated as rules, the following ideas must be considered as guidelines with the understanding that each individual rule may be altered or interpreted as the Board decides. Any alteration or deviation from these rules, however, must be approved by no less than a 2/3 vote of the PYSA Board. A quorum is required for all balloting on rules modification. Rules may be altered on a temporary basis, in which case the effective duration of the rule change must be so stated in the organizational records,

B. TEAM SELECTIONS

1. Registration Review by PYSA Board

The Board shall meet in a special meeting, within the two weeks following the PYSA final registration session to review player registration, to preliminarily decide the number of teams, and to begin to create rosters.

2. Preparation for Team Selections

- a. The PYSA shall have available at the special meeting, as mentioned in 3.A.1., the following information and materials:
 1. A listing of all properly registered players.
 2. All registration materials pertaining to each registered player.
 3. An evaluation, as available, of each individual registered player by their most recent coach(es).
 4. Evaluations of individual players by independent observers designated by the PYSA for such purpose, as available.
 5. Rosters for all teams having participated in the previous soccer season.
- b. The PYSA shall solicit from member organizations (and the public at large) the names of individuals expressing an interest in coaching PYSA teams. This information is to be made available at (or prior to) the final PYSA registration session.

3. Preliminary Roster Determination

Preliminary rosters will be created in accordance with the following general procedures:

- a. Separation by Gender
 1. All duly registered players are to be separated by gender.
 2. The PYSA will strive to create rosters of uniform gender, but will not restrict itself from decisions whereby a roster is created in which a mix of gender is realized.
- b. Separation by Age Level
 1. Having been separated by gender, all duly registered players are to be separated into age groups as defined by ECYSA Operation Rule I A.
 2. The PYSA will strive to create rosters of a uniform age group, but will not restrict itself from decisions whereby a roster is created in which a mix of age groups is realized, as allowable by ECYSA rules.

- c. Determination of the Number of Potential Teams
 - 1. The number of players of each gender in each age level is to be determined.
 - 2. The number of potential teams is determined by consensus of PYSA. (In general, the PYSA shall strive to roster teams of at least 14 players.)
 - 3. More than 18 players in an age group will require:
 - a. the development of more than one team, or
 - b. the establishment of a waiting list, or
 - c. that extra players will be assisted in finding other teams on which to play, or
 - d. with coaches' approval, the placement of up to 20 players on a (Division 3) team, as allowable by ECYSA.

- d. Structure Teams Based on Player Skill / Ability
 - 1. The information/materials available per Section 3.A.2. of these Guidelines is to be applied in the following manner:
 - a. Based on skill levels from evaluation information, players are to be separated into general categories such as Above Average, Average, and Below Average.
 - 2. Select a top team from the stronger players.
 - 3. Distribute the remaining players, where possible, forming teams of successively lower talent levels.

- e. Additional Factors Affecting Team Structure

Where practical, the PYSA will make an effort to preserve the composition of Fall season soccer teams when formulating teams for the Spring season.

- f. Determine Preliminary Divisional Placement
 - 1. Estimate quantity of teams in each Division available for each age group under consideration. ECYSA guidelines must be applied.
 - 2. Final recommendations for Divisional placement will be established after rosters are completed and reviewed by assigned coach.

- g. Creation of Rosters
 - 1. Priority will be given to the creation of at least one top level team for each gender and age group.
 - 2. It is the policy of the PYSA that placement of players on Division 1 and Division 2 teams will be implemented prior to the assignment of a Coach.
 - 3. Second priority is to balance player skill level on remaining rosters (on Division 3 teams only), with the assistance of assigned coaches, if known.
 - 4. Placement of players on teams should be by consensus of the Board.
 - 5. Where no consensus can be found, the Board will vote and the resulting decision will be final. A simple majority shall be sufficient for a decision
 - 6. In the event of a tie vote of the Board, the President shall make final decisions pertaining to the appropriate preliminary placement of players on teams.

C. SELECTION OF COACHES

The PYSA will make a concerted effort to recruit coaches of the highest technical and moral caliber. It is the desire of the organization to enhance the Pentucket soccer program by utilizing coaches whose qualifications include: a high level of interest in the sport, previous coaching and/or playing experience, certification, a willingness to learn, and the ability to make a personal commitment to a

team. The PYSA will encourage recent (qualified) high school and college graduates to coach or assist in coaching PYSA teams. Parents of players will also be encouraged to become coaches or assistant coaches.

1. The PYSA shall make an application (or sign-up) form available to all individuals interested in becoming a coach, whereby the interest level and particular qualifications of the individual may be documented. Such completed forms will be used by the organization as a tool in surveying the relative qualifications of applicants, but will not necessarily be the sole basis for selecting and assigning coaches to teams.
2. Coaches will be chosen for PYSA teams primarily, but not exclusively, based on:
 - a. Experience Level (soccer)
 - Number of years coaching
 - Age level(s) coached
 - Division(s) coached
 - Successfulness - both record and team attitude
 - b. Coaching certifications
 - c. Playing experience
 - d. Other considerations for coaching assignments:
 - communication skills
 - ability to demonstrate soccer skills
 - positive attitude towards players
 - ability to manage players personalities
 - willingness to learn
 - tactical knowledge
 - child on team
 - knowledge of the laws of soccer
 - other sport coaching experience
 - e. Consideration will be given to previously established player/coach relationships when considering selection and assignment of a coach candidate
3. In the event of multiple coaches interested in coaching the same team, consideration will be given to a mutual agreement among those coaches involved.
4. One Coach will be assigned for each team. An Assistant Coach may be chosen by the Coach.
5. Coaches shall be selected and assigned to teams based on the consensus decision of the PYSA Board. Where no consensus can be found, the Board will vote and the resulting decision will be final. In the event of a tie vote of the Board, the President shall make final decisions pertaining to the assignment of coaches.
6. All coaches must comply with the ECYSA/MYSA rules for Kid Safe.

D. FINALIZATION OF ROSTERS

1. Final vote on Rosters will be taken after a reevaluation meeting to be held with assigned coaches and the PYSA Board. This meeting should be held within the two weeks succeeding the preliminary establishment of all rosters.
2. Coaches of Pentucket teams, on the PYSA Board, will abstain from voting on any final decisions pertaining to placement of players on their assigned team.
3. Parents, on the PYSA Board, will abstain from voting on final decisions pertaining to the placement of players on their child's team.

4. The Home Field for each team will be decided upon by consensus of the PYSA Board. The Board will assign teams to each town, whenever possible, on a rotating basis. If consensus cannot be found with regard to Home Field assignment, the Board shall determine assignment by a vote. In the event of a tie vote of the Board, the President shall make final decisions pertaining to the assignment of Home Field(s).
5. Final rosters including coaches, Division levels, and Home Field should be delivered to the PYSA Registration Coordinator for submission to ECYSA, no later than

January 1st - for the Spring season
June 25th - for the Fall season

SECTION 4. SUBMISSION OF ROSTERS TO ECYSA

1. The Registration Coordinator shall prepare rosters, player cards and all other necessary materials, and deliver to the appropriate Town Director at least three days prior to the ECYSA registration deadline.
2. After rosters have been submitted to ECYSA, any further player registrations will be handled according to the following guidelines:
 - a. A player may be added directly (Direct Add) to a given team if:
 1. the player is of known abilities, and
 2. the direct add will not cause another player to be displaced to another team, and
 3. the player is placed on an age appropriate team

The Town Director, responsible for the team on which the player will be placed, will directly add the roster entry and submit to the ECYSA.

- b. Where possible displacement of players is necessary to register late arrivals, the Board shall meet and decide on the action to be taken. Placement of players on teams should be by consensus of the Board. Where no consensus can be found, the Board will vote and the resulting decision will be final. A simple majority shall be sufficient for a decision. In the event of a tie vote of the Board, the President shall make final decisions pertaining to the appropriate placement of players on teams.

SECTION 5. FINANCIAL MATTERS

A. Distribution of Registration Fees

Registration Fees shall first be used to fund operating expenses of the PYSA with a reasonable amount of cushion to establish a Reserve Fund. The amount of the Reserve Fund should be recommended at least annually by the Treasurer and decided by majority vote of the Board. Excess fees should be distributed to the towns' respective non-profit youth league using some reasonable apportionment factor (headcount, field usage, etc.).

B. Fund Raising

The PYSA, from time to time, may find it advantageous to raise funds to support the organization. Fund raising activities shall be coordinated by the PYSA Board or committees so designated by the Board for that purpose. Revenue generated by fundraising activities will be deposited in the PYSA General Fund.

C. Fund Distributions

Withdrawal, distribution, and expenditure of funds for routine and recurring expenses (e.g. registration fees, field rentals, equipment purchases, etc.) from the PYSA General and Reserve Funds shall take place only with the approval of, and only under the direction of, the Treasurer who will be accountable to the PYSA Board. All distributions of monies from the General and Reserve Funds for non-recurring expenses must be approved by a majority vote of the PYSA Board.

SECTION 6. PYSA GENERAL POLICIES

A. Playing Time

Coaches should ensure that, as a part of the team, players participate in all games. While playing time need not be equal, the ideal goal is that each player will play, at a minimum, half of each game. Playing time is usually influenced by skill, attendance at practice, and game day needs (such as conditions related to injuries and missing players). Playing time is to be evaluated on a per season basis, not necessarily per game.

B. Conduct and Responsibilities of Coaches

The PYSA expects that all coaches, assistant coaches and other persons participating in the coaching of teams, will demonstrate a high level of sportsmanship, integrity and moral character in all activities associated with the Pentucket Youth Soccer program. In addition, it is expected that such individuals comply with the following expectations:

1. Coaches will adhere to the Code of Ethics described in the ECYSA Rule Book.
2. Coaches will adhere to the No-tolerance rules established by the ECYSA.
3. Coaches will abide by the rules and regulations as defined by the ECYSA.
4. Coaching responsibilities include:
 - a. ensuring fair playing time for all players
 - b. providing practice opportunities for those able to attend
 - c. arranging for practice space through Home Field town program
 - d. encouragement of skill development, tactical development and fair play
 - e. organizing the teams' uniform purchase
 - f. organization of game day needs (e.g., transportation, oranges, water, first aid items, corner flags, 10 cards and rosters, Home Team postcard, etc.)
 - g. attempting to identify a team parent to assist with team needs
 - h. management of issued equipment

C. Conduct and Responsibilities of Players

Players are expected to participate in practices and games. If a player cannot be present for a scheduled game or practice, it is the responsibility of the player to notify the coach in advance.

Players have a responsibility to the PYSA, in general, and additional obligations to their specific team.

Players are expected to treat club property and equipment in a respectable manner, and refrain from willful activity that may result in damage to playing fields. Players are expected to abide by the decisions of coaches and match officials.

Players have an obligation to their teammates to play in a cooperative and supportive manner, and to opposing players, to compete in a spirit of fair play.

Players are expected to adhere to the No Tolerance rules established by the ECYSA.

D. Conduct and Responsibilities of Parents

Parents are expected to participate in the PYSA soccer program by ensuring that their children are on time and picked up for both practices and games and that they have their equipment with them. Parents should support the coach, help maintain discipline, and promote good sportsmanship.

Parents are expected to adhere to the No-tolerance rules established by the ECYSA.

E. Disciplinary Action

If any coach or player engages in unbecoming conduct, either in game, play or practice sessions, which is brought to the Board's attention, the Board will investigate and make decisions regarding specific disciplinary action, if necessary. Disciplinary action may include partial or full suspension or other possibly more severe actions deemed appropriate. The Board shall have the authority to enforce any such disciplinary action so imposed.

F. Tournaments

PYSA encourages participation in non-league tournaments. PYSA intends to support efforts by coaches and players to travel to tournaments by providing patches and technical support for registrations, if funds are available.

It is recommended that players be selected based on the following criteria:

- a. Original PYSA rostered team
- b. Rostered players from other PYSA teams within the same age group
- c. Other PYSA players as needed

Tournament entries will be the responsibility of coaches/players interested in participation.

Tournament listings are available through a variety of sources such as:

Essex County Youth Soccer Association
MYSAs office
Soccer New England
Soccer America

MYSAs rules must be followed by all teams.

G. PYSA Support of Coaches

1. All PYSA coaches will be provided access to educational material or programs sponsored by PYSA.
2. PYSA encourages all coaches to attend coaching certification clinics.
3. Coaches will not be paid for coaching PYSA teams.

Approved by:

PYSA - President

10/31/08

Date

PYSA - Treasurer

10/31/08

Date