

CWSA BYLAWS

GENERAL

The name of the organization shall be Columbia Windham Soccer Alliance. (CWSA) The name may be changed at the discretion of the Board of Directors.

1. Purpose/ Mission

The mission of CWSA is to provide quality, enjoyable soccer opportunities for the youth of our communities at various skill levels. The purpose of the organization shall be the regulation, control, promotion and development of youth soccer in the towns of Columbia and Windham. The program is open to any Columbia or Windham youth meeting the requirements of residency and age, regardless of gender, race or financial status. Players not from Columbia or Windham may register with CWSA providing their town or club does not have a C Connecticut Junior Soccer Association (CJSA) affiliated program and they are not registered with another CJSA program.

2. General Administration

CWSA shall be affiliated with the Connecticut Junior Soccer Association (CJSA) and shall recognize the authority, rules and laws of that body. Adult volunteers without compensation shall staff CWSA.

The Board of Directors shall have jurisdiction over all affiliated teams, volunteers, coaches, and players. No officer or member shall incur financial liability on behalf of the association without the approval of the Board of Directors.

3. Meetings

Meetings shall be held on a monthly basis at the discretion of the Board of Directors. Members are encouraged to participate and bring comments, questions and concerns to the attention of the Board.

Two General Meetings will be held in December and April (as needed) and shall be conducted in accordance with Robert's Rules of Order. The purpose of December's Annual Meeting is to elect Executive officers. April's meeting is to propose and to vote on changes and revisions to the bylaws and fill the vacancies of board positions and approve or revise the budget for the next year. Voting at the General Meeting is open to all CJSA registered adults and the parents/guardians of CJSA players registered to the CWSA. Conflicts in administering the Bylaws will be handled on an individual basis by the Board. Special meetings may be called by the President or at the request of the Board.

ADMINISTRATION

4. The Board of Directors (The Board) shall be composed of the Executive Board Officers and the General Board Members. The board shall have jurisdiction over all affiliated teams, their coaches and their players. A quorum, defined as at least 50% of the Executive Board Officers and at least two members, must be present at a meeting in order to conduct business. Any action must be approved by a majority of those present that are allowed to vote.

5. Election and Terms. All Executive Board Members shall be elected by the membership at the annual December meeting for a term of one year.

6. Nominating Committee. A nominating committee shall be the standing committee of the Board. The nominating committee shall prepare a slate of officers for submission at the annual meeting and it shall fill vacancies on the executive board as they occur. The President shall be the ex-officio member of all committees except the nominating committee.

Adopted March, 1995

Revisions, 1/96, 3/97, 4/98, 4/99, 4/2001, 4/2002, 4/2003, 4/2006, 5/2014

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7. Removal from Office: A Board Member found to be in violation of CJSA or CWSA policy, whose continuance in office is deemed harmful to the organization, or have missed (4) meetings in a (12) month period, may be asked to resign by the Executive Board. A two-thirds majority vote of the Board is required to remove a member from office.

8. Representation by Towns is necessary only to ensure efficient administration of fields, provide player representatives, and maintain a balance on the scholarship Committee.

9. Committees will be appointed by the Board and are responsible to the Board. The Board will solicit volunteers to fill vacancies on committees. Board members may also recruit volunteers/ committees to efficiently discharge their responsibilities.

10. Spending Authority The Board must approve expenditures over \$100 in advance. Vice President of respective town or President must approve expenditures under \$100 dollars.

11. Membership - All players, coaches, and Board members must be registered with CJSA.

12. Voting - All CJSA registered adults in the CWSA program who have attended at least four meetings in the previous twelve months are eligible to vote at general meetings on policy items. Policy will be aggregated and posted by the Web Master.

13. Registration - Annual registrations will be held in the spring and will be administered by the club registrar. New individual registrations may be accepted at any time by the registrar. Attempts will be made to place every child on a team. Adult registration will be limited to CWSA Board members, coaches, assistant coaches and tournament committee members. Fees will be determined by the Board and will include CJSA insurance for all members.

14. Finances - All money raised by any CWSA official in the name of the organization shall accrue to CWSA. Money earned through fundraisers, concessions, and tournaments sponsored by CWSA belong to CWSA. All fundraising or financial undertakings must be approved by the Board and reported to the Treasurer.

BOARD OF DIRECTORS

15. Officers - Executive Board

The Executive Board Officers will be The President, Town Vice-Presidents, Treasurer, Secretary, Club Registrar, and the Coaching Coordinator(s). Any position of the Executive Board may be shared by two persons as Co-Officers with equal voting power. The Executive Board shall have the power to make and enforce all rules and regulations necessary for the association. No officer shall hold more than one executive board position.

16. Board Members

The Board will consist of the Executive Board officers and the following: Club Referee Coordinator, Club Equipment Manager, Town Mini & Micro Coordinators, Web Master, Town Field Coordinators, Marketing, and Club North East District (NED) Representative. Positions may be added to or deleted from the Board as deemed necessary and appropriate by the presiding Board.

17. Duties of President

- Call and preside at all meetings
- Set agenda.
- Sign legal documents.

Adopted March, 1995

Revisions, 1/96, 3/97, 4/98, 4/99, 4/2001, 4/2002, 4/2003, 4/2006, 5/2014

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- Chair scholarship committee.
- Be an ex-officio member of all committees (or designate a VP).
- Receive copies of Secretary's minutes for all meetings.
- Receive copies of Treasurer's report for all meetings.
- Arrange for an independent audit of Treasurer's report on an annual basis.
- Bring to the attention of the Executive Board any question of conduct by a player, coach, referee, board member or volunteer which has not been in the best interest of the club.
- Attend and report on district meetings. Or assign a designee to attend and report on district meetings.
- Recommend to the Board a person or persons to evaluate comp team tryout scores.
- Work with Treasurer to prepare budget

18. Duties of Town Vice-Presidents

- Chair meetings in the absence of the President.
- Oversee fund raising, tournament activities and overall operations of respective town's sub-committees.
- Handle any club discipline or complaint issues.
- Serve as an ex-officio member of committees at President's request.
- Chair the Bylaw Subcommittee.
- Represent the players' interests to coaches and club officials.
- Serve as a referral source for players and parents with questions, problems, or concerns and report back to complainant and Board as appropriate.
- Act as a liaison with the Board for difficulties that can't be resolved to a player's satisfaction.

19. Duties of Treasurer

- Pay all bills and keep track of revenues and expenses.
- Do all bookkeeping.
- Submit reports to President at meetings.
- Submit an annual report together with all books for audit once a year.
- Records purchasing, revenue and expenses from fundraisers, tournaments, sponsors and registrations.
- Responsible for mail pickup at CWSA PO Box and distribution to appropriate board members.
- Work with president to prepare the budget

20. Duties of Secretary

- Prepare and report the minutes of all Board meetings.
- Submit written copies of minutes to Board.
- Handle any correspondence.
- Handle or oversee any media, publicity or news releases.
- Maintains Insurance records for towns.
- Retain all records including treasurer reports, committee reports, minutes and any legal documents.

21. Duties of Club Registrar

- Secure registration materials from CJSA.
- Submit all registrations and fees to the District Registrar.
- Provide information and services relevant to registration at the request of the board.
- Oversees registration, birth certificates, picture identification and maintains Rosters.
- Creates registration forms.

22. Duties of Club Equipment Manager

- Submit reports to President at meetings.
- Submit an annual inventory report once a year.
- Supervise the acquisition and distribution all equipment including but not limited to:
 - Uniforms, Tee shirts, game balls, practice balls, Goals, Goal nets, Goal sandbags, corner flags, practice cones, first aid kits, first aid equipment, equipment bags, pennies, goalie gloves, goalie shirts.

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23. Duties of Referee Coordinator (must be certified CJSA referee scheduler)

- Recruit qualified referees for all club games in accordance with CJSA guidelines
- Obtain referees for games hosted by the Club
- Set and maintain referee schedule
- Submit referee bills to treasurer
- Arrange for courses or notification of courses for referee certification and re-certification courses
- Oversee committee for a referee mentor program that will provide ongoing training and support for referees.
- Promote coach and parent awareness of role of referee.
- Act on CJSA complaints that can't be resolved internally.

24. Duties of Town Micro Coordinators

- Responsible for Field setup, equipment assignment and return, scheduling of coaches, games, tee shirts, distribution, registration and rosters.

25. Duties of Club Coaching Coordinator

- Recruits and appoints coaches and assistant coaches for all teams in cooperation with Competition Team and Town Recreation Team Coordinators and subject to Board approval.
- Provides and arranges for training clinics or notification of training clinics.
- Arranges for licensing courses or notifies coaches of available courses.
- Encourages coaching staff development.
- Works with program directors to counsel coaches and resolve complaints from or about coaching staff.
 - Report to the board the results of competition team tryouts and the resultant rosters.
 - Perform mailings to all individuals trying out for a competition team.
 - Arrange practice and game schedules in conjunction with CJSA and field coordinators.
 - Receive complaints about competition team coaches and refer to Player Representative as appropriate. Chair the competition team committee.
 - Attend Northeast District Comp. Committee Meetings, or send a designee that will report back to the club.
 - Arrange to provide coaches from respective towns to place players for team assignment.
 - Arrange practice and game schedules for respective town teams in conjunction with field coordinators.
 - Receive complaints.
 - Work with other town registrar(s) to oversee plans for recreation tournaments and recreation games by CWSA teams.
 - Receive complaints about in-town recreation team and coaches and refer to Player Representative as appropriate.

26. Duties of Town Facility Coordinators (one from each town)

- Arrange for use of town or school facilities, including lining and field setup.
- Act as CWSA representative to the towns in matters pertaining to facility use by CWSA.
- Arrange for field maintenance and oversee CWSA volunteers or committees for this process.
- Establish schedules for practices and games based on facility availability.
- Seek board approval for expenses associated with facility maintenance and submit bills to the Treasurer.
- Make request for facility equipment purchases to the Club Equipment Manager.
- Secure task committees for field and equipment maintenance.
- Maintains and distributes to appropriate towns Insurance forms for facility usage.

27. Duties of Town Volunteer Coordinator:

Contacts people who check off to voluntary and then finds out how they can help with the organization. The Voluntary Coordinator would then place individual with appropriate board member or committee based on their interests and time commitments.

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28. Web Master

The Web Master will maintain the website at the request of the Executive Board and appointed committees as needed to promote and support the CWSA.

29. Marketing

The Marketing person will maintain create materials at the request of the Executive Board and appointed committees as needed to promote and support the CWSA. All materials will be proofed by the Executive Board prior to going out to the public.

30. Game Rules

All games must be played under the rule of FIFA as modified by CJSA, CJSA Northeast District or CWSA. All participants, officials and spectators are expected to conduct themselves in a spirit of sportsmanship and fair play. Standards have been established by CJSA. Anyone violating these standards may be subject to disciplinary action by the Board in accordance with guidelines established by CJSA. Complaints will be channeled through town recreation team coordinators, town player representatives or other board members as appropriate.

Teams may only play or scrimmage with CJSA or American Youth Soccer Organization (AYSO) affiliated teams.

All parents, players, coaches, officials must comply with NYSCA (National Youth Sports Coaches Association) codes of conduct.

31. Formation of Teams

CWSA teams will include all youth teams aged U-19 and under. All teams' formation and roster size will be in compliance with the rule of FIFA as modified by CJSA, CJSA Northeast District or CWSA.

All teams will be known as CWSA teams. Every effort will be made to provide all youths who meet CWSA eligibility requirements an opportunity to participate on a team. Coaches will be selected and assigned by Competition Team Coordinator or Town Recreation Team Coordinators working with CWSA Coaching Coordinator. Teams in all age divisions will attempt to schedule a minimum of twelve games / scrimmages.

<u>Executive Board / Officers</u>	<u>General Board Members</u>
President	Club Referee Coordinator
Columbia Vice President	Field Coordinator(s)
Windham Vice President	Club Mini & Micro Coordinator(s)
Secretary	Club Equipment Manager
Treasurer	Web Master
Club Registrar	NED Rep
Coaching Coordinators	Marketing

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