

SYSA CONSTITUTION, BY-LAWS, RULES AND REGULATIONS

Constitution and By-Laws

(January 9, 2010)

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(January 9, 2010)

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SYSA CONSTITUTION AND BY-LAWS 2010

ARTICLE 1 - NAME:

1. The name of this association shall be the Smithfield Youth Soccer Association, Inc. The terms "SYSA" and "ASSOCIATION" as used in this Constitution and By-Law document shall refer to the Smithfield Youth Soccer Association, Inc.

ARTICLE 2 - PURPOSE:

1. The purpose of SYSA shall be to develop, promote and administer the game of soccer on a youth level (5 to 19 years of age) within the geographical boundaries of the Town of Smithfield, Rhode Island, in accordance with the constitutions, by-laws and applicable regulations of the governing State and National Associations to which SYSA is an affiliated member. It shall do so by providing a positive athletic experience, teaching open cooperation, good sportsmanship, and teamwork, and improving the individual skills of the players

ARTICLE 3 - COLORS:

1. Its Board of Directors shall approve the representative colors of SYSA.

ARTICLE 4 - AFFILIATION AND COMPLIANCE:

1. SYSA may be a member of Soccer Rhode Island (SRI), the Rhode Island Youth Soccer Association (RIYSA), and/or any other state soccer organization that is properly affiliated with the United States Youth Soccer Association (USYSA) and/or the United States Soccer Federation (USSF), and duly recognized by such national organizations as the designated "State Association" for the State of Rhode Island.
2. The USSF, USYSA and the governing State Association articles of incorporation, bylaws, policies and procedures, and requirements shall take precedence over and supersede, in descending order of applicability, the governing documents and decisions of SYSA and its members to the extent applicable under state law, and the SYSA and its members will abide by those articles, bylaws, policies and procedures, and requirements.
3. SYSA shall not join any organization or other entity that has requirements that conflict with articles, bylaws, policies and procedures, and requirements of the USSF, USYSA and/or the governing State Association.
4. SYSA and its members shall abide by the State Association, USYSA, and USSF articles, bylaws, policies and requirements on interplay. In this regard, SYSA shall register all players, coaches, teams, and administrators participating in any and all activities of SYSA in accordance with the regulated registration requirements set forth by the governing State Association, USYSA and USSF

ARTICLE 5 - MEMBERSHIP:

1. Membership in SYSA shall be open to all youth level soccer players and adult coaches, trainers, managers, administrators, officials, directors and other individuals not subject to suspension by the USSF, USYSA, the governing State Association and/or other locally affiliated organizations or members of the State Association. All participants in SYSA shall not have any relationship with an outside organization if in conflict with USSF, USYSA and/or the State Association regulations regarding contact with such unaffiliated groups.

2. Membership in SYSA shall be open to any and all interested individuals. SYSA and its members will not discriminate against any individual on the basis of race, color, religion, age, sex, natural origin or physical fitness.

3. SYSA shall adopt policies prohibiting sexual and physical abuse that meet certain minimum criteria established by the governing State Association, USYSA and/or USSF (subject to any contrary requirements contained in state or local law applicable to the State Association.)

4. Youth Membership shall be open and consist of youth level participants between 5 to 19 years of age. There shall be three categories for Youth Membership in SYSA:

- A) Recreation/Developmental Program
- B) Competitive Travel Program
- C) Referee Training Program

5. Additional affiliated membership categories may be offered by SYSA in accordance with guidelines by the governing State Association. All SYSA affiliated membership categories and programs shall be subject to approval of the SYSA Board and ratified by a majority of the voting membership prior to implementation.

6. All individuals seeking Youth Membership in an SYSA program must initially submit the required registration form, provide a certificate of birth documenting legal age, provide all requested medical information and complete the corresponding medical and legal liability waivers, provide proof of residence consistent with that residence stated on the above referenced registration form, and pay all related membership and registration fees set forth by SYSA. All membership and/or registration documents for youth participants under the legal age of 18 must be completed and signed by the participant's parent or other legal guardian prior to acceptance by SYSA.

7. The term for Youth Membership shall be one seasonal year, which is defined as being the period from September 1st to August 31st of each calendar year.

8. The General Membership shall be open to any adult (18 years of age and older) including coaches, administrators, coordinators, parents of registered youth members, and any other adults interested in furthering this ASSOCIATION's goals. All interested adults (18 years of age and older), other than players, seeking General Membership must complete and submit a SYSA membership application and the Risk Management form, required by USYSA and the governing State Association, and pay all membership fees set forth by SYSA to be considered a properly registered member. The Board of Directors shall determine the annual dues for membership in SYSA annually.

9. The term for General Membership shall be one seasonal year, which is defined as being the period from September 1st to August 31st of each calendar year.

10. All coaches, assistant coaches, coordinators officers, directors, board members, and other SYSA adult volunteers must be members of "GOOD STANDING" to serve in the designated position. The intent of this provision is to encourage active participation in SYSA. As such, those individuals that are active and members of "GOOD STANDING" will retain the voting privilege and ultimately form the foundation for defining the direction and organizational structure of the overall association.

11. In order to maintain voting privileges in SYSA on any matter, a General Member MUST maintain a member in "GOOD STANDING" status within the association. Each member shall have one (1) vote.

12. In order to be considered a member in "GOOD STANDING" in SYSA the following criteria MUST be met:

- A) The General Member must be properly registered and have paid the association's annual membership dues for the current seasonal year.
- B) The Member must have attended a minimum of three (3) SYSA general membership meetings during the previous twelve (12) month period.
- C) The Member must serve on one (1) SYSA committee during one seasonal year. Committees are established by the BOD.

13. To participate in any votes relating to SYSA matters, except for the annual election of officers where properly submitted absentee ballots will be accepted and recorded accordingly, the Member in "GOOD STANDING" must be personally present. Proxy voting is NOT allowed. In the case of absentee ballots cast for the election of officers, the absent Member must submit a written "vote" clearly indicating his/her name and voting position. Said "vote" must be submitted to the Election Chairperson prior to the start of the meeting to which the "vote" pertains. Said sealed envelope must be clearly labeled as to the member's name, the matter to which the vote pertains, and the meeting date (i.e. From John Doe - VOTE for SYSA President - meeting date 01/01/99). The Member must provide a separate sealed and properly labeled envelope for each absentee ballot cast. The absentee ballot envelope(s) will be opened in the presence of the membership present at the same time of the vote being taken.

ARTICLE 6 - ADMINISTRATION:

1. SYSA shall be governed by its Constitution and By-Laws and Rules and Regulations, which shall be administered by the SYSA Board of Directors. All meetings shall be conducted in accordance with Robert's Rules of Order, latest edition.

- A) The calendar year of SYSA shall be from January 1st to December 31st.
- B) The fiscal year of SYSA shall be from July 1st of the current year to June 30th of the following year or as mandated by the Internal Revenue Service (IRS).
- C) The fiscal year shall apply to all components of SYSA unless otherwise noted within the Constitution and By-Laws.
- D) The period for individual membership and player registrations to SYSA shall be consistent with the seasonal year as defined by the governing State Association and, as such, the period from September 1st of the current year to August 31st of the following year.

ARTICLE 7 - BOARD OF DIRECTORS:

The authority of SYSA shall be vested in the Board of Directors.

1. The following Officers shall serve on the SYSA Board of Directors and shall be elected by the General Membership of SYSA at the Annual General Meeting (AGM) in separate balloting by a majority of the votes cast: President, Vice-President of Recreation, Vice-President of Competitive, General Secretary, Membership Secretary, Registrar, Treasurer, Director of Coaching, Director of Referees, Fields Coordinator and Dinomite Coordinator. They shall take office immediately following their election and shall serve for one year or until the next Annual General Meeting. The Board of Directors will fill any vacancies occurring during the course of the year in the above positions for the remainder of the term.
2. The coaches of each recreational division after the player registration and the team selection process has been completed will elect Division Moderators. These individuals shall serve in this capacity until the next Division Moderator is elected the following year. If a vacancy occurs during the year, the President may appoint a Division Moderator for that division for the balance of the term.
3. The President with the approval of the other elected Officers of SYSA, shall appoint as deemed necessary the following positions as members of the SYSA Board of Directors: Director of Referees, Director of Coaching, Equipment Coordinator, Fields Coordinator, Safety Coordinator, Sponsor Coordinator, Concession Coordinator, Publicity Coordinator, Fund Raiser Coordinator, Under-16 Division Coordinator, Tyke Under-6 Division Coordinator and State League Representative(s). These appointed members of the Board serve at the pleasure of the elected Officers.
4. The following individuals are automatically assigned and shall serve as members of the SYSA Board: Past-President (Outgoing), Director of Recreation for the Town of Smithfield, Rhode Island.
5. Each member shall have one vote.
6. A quorum for a Board of Directors meeting shall require the attendance of (nine (9) members.
7. Any Board member missing five or more SYSA Board meetings within the same general membership year shall be removed from the Board after the fifth absence. There will be no reinstatement during that same year.
8. The Board of Directors shall enforce the rules of the State and National Associations in which SYSA is a member. SYSA shall be responsible for all applicable regular fees associated with any such affiliation or membership.
9. The Board of Directors shall have the power to ratify, review, alter, or reject any proposal made by any member of this Association. The Board of Directors will settle disputes between two (2) or more members of SYSA. Their decision shall be considered final.

ARTICLE 8 - OFFICERS:

1. PRESIDENT:

The President shall be responsible for and shall coordinate all operational aspects of SYSA in conjunction with the Vice-President of Recreation and the Vice-President of Competitive. He/she shall sign team rosters, travel papers and player releases, both temporary and permanent, on behalf of SYSA including those associated with the CSD as required by the governing State Association. The President shall preside at all SYSA meetings, shall be a member of the SYSA Competitive Soccer Division Committee, preside over all SYSA disciplinary hearings, and serve as a State League Representative (Delegate). He/she shall appoint all committees and shall be an ex-officio member of each. The President will also perform the duties of the Treasurer when the Treasurer is not available.

2. VICE-PRESIDENT OF RECREATION:

The Vice President of Recreation shall perform the duties of the President in his/her absence. He/she shall also be responsible for and coordinate all operational aspects of the recreational activities of SYSA other than those assigned to the President, Registrar, and Treasurer. These responsibilities shall include, but may not be limited to, coordinating and monitoring, coaching assignments for each age group and division, overseeing the team selection process, scheduling game times and fields, establishing and posting Team/Division standings, and to serve as the chairperson for any Appeals Panel in accordance with Article 10 of these By-Laws. He/she shall also be responsible for the annual fall league "Smithfield Cup" in-house tournament, as well as the annual Awards Day and Banquet activities to be held after the conclusion of the recreation soccer season.

3. VICE-PRESIDENT OF COMPETITIVE:

The Vice-President of Competitive shall perform the duties of the President in the absence of the President and Vice-President of Recreation. He/she shall be responsible for and coordinate all operational aspects of the SYSA Competitive Soccer Division (SYSA/CSD). He/she shall preside over all CSD committee meetings and shall be responsible for making monthly oral and, if requested by the SYSA Board, written reports on the operation of the competitive division to the SYSA Board of Directors. He/she shall prepare and submit a written report to the SYSA Board of Directors at the end of the winter and spring competitive seasons. He/she is also authorized to sign CSD team rosters, travel papers and player temporary releases on behalf of SYSA and shall serve as a State League Representative (Delegate). The Vice-President of Competitive will also be responsible for obtaining all necessary permits for the use of town facilities for CSD practices and games.

4. SECRETARY:

The Secretary shall be responsible for all correspondence of SYSA and for a period of at least seven years shall keep the minutes of all board meetings, general meetings and special meetings and shall maintain a record of all resolutions approved by the Board and/or the General Membership. He/She shall also be the "Registered Agent" for service. He/she shall be responsible for the upkeep of the Incorporation papers of SYSA.

5. TREASURER:

The Treasurer shall monitor, maintain and otherwise keep all accounts of banking and those monies received and disbursed by SYSA, and he/she shall prepare and submit written monthly reports to the SYSA Board of Directors as to the SYSA's financial status. He/she shall coordinate the preparation of the annual financial statement, budget and tax return. The Treasurer shall pay the referee fees weekly. The Treasurer shall sign all checks under an amount to be determined by the Board of Directors. Any individual checks and/or banking withdrawals that exceed the maximum amount established and so authorized by the Board of Directors, must be co-signed by the Treasurer and the President. In the absence of either one, than the others authorized to sign, in descending order shall be the: Vice-President of Recreation: the Vice-President of Competitive. The CSD Treasurer shall report to the SYSA Treasurer and submit written monthly reports of all CSD accounts, which shall be attached as a supplement to the SYSA Treasurer's report to the Board of Directors. The Treasurer shall keep records for a period of seven years or as required by the Federal or State IRS. The SYSA Treasurer shall arrange for either an annual in-house or certified audit annually as deemed necessary and directed by the Board.

6. REGISTRAR:

The Registrar shall be responsible for the accurate registration of all SYSA players and the preparation, distribution and maintenance of all SYSA team rosters, including the Competitive Soccer Division of SYSA prior to those rosters being submitted to the governing State association. The team selection process and meetings for the Recreation Divisions of SYSA shall be the responsibility of the Registrar. The Registrar shall serve as a member of the CSD Committee. The Registrar shall keep original records for a period of seven (7) years.

7. MEMBERSHIP SECRETARY:

The Membership Secretary shall promote and maintain adult membership lists for the SYSA membership year. The Membership Secretary shall serve as a member of the CSD Committee and shall perform the same functions when applicable for CSD. He/she will be responsible for the collection of the individual annual membership fees as established by the Board of Directors. He/she shall provide each paid member with a validated SYSA membership card for each membership year. He/she will be responsible for the verification of membership in the event of any dispute. He/she shall maintain a valid seniority list of all members, coaches and assistant coaches. He/she shall also maintain a listing of all members attending the regularly scheduled Board meetings, general meetings and other membership functions of SYSA and CSD. These attendance sheets will determine who the members are in "GOOD STANDING". He/she shall be responsible for coordinating the "Code of Conduct" and "Risk Management Programs" for all SYSA coaches, assistant coaches, Board and Committee members, and any other adult volunteer serving SYSA.

8. DIRECTOR OF REFEREES:

The Director of Referees shall be responsible for the selection, training, and assignment of referees for the Fall Recreational Season and, in accordance with CSD procedures and in conjunction with the CSD Referee Coordinator, shall perform the same functions when applicable for each competitive season.

9. DIRECTOR OF COACHING:

The Director of Coaching shall be responsible for the training and licensing program of all coaches for the recreational program and, in accordance with CSD policies, perform the same functions when applicable and requested for each competitive season. He/she, in conjunction with the President, Vice President of Recreation, the Membership Secretary, and the Registrar, shall select head coaches in accordance with the procedures outlined in the Rules and Regulations. He/she shall also insure that all coaches and assistant coaches are properly registered with SYSA. He/she shall monitor the effectiveness and conduct of the coaches and assistant coaches, and report to the Board of Directors accordingly.

10. DIVISION MODERATORS:

The coaches of their respective divisions shall elect a Division Moderator after player registration and the team selections. If a vacancy occurs during the fall recreational season, the President may appoint a Moderator for that division for the balance of the term. Moderators shall serve for a period of one (1) year beginning July 1st of the current year to June 30th of the following year. Each Division Moderator shall be responsible for coordinating supplies and practice fields for their division, facilitating communications and distribution of correspondence between the Board and division coaches, coordinating concession stand responsibilities assigned to the division, the collecting and reporting of weekly game scores, and any other activity required by the President, Vice President of Recreation, and/or the Board. Moderators are expected to attend all SYSA Board meetings.

11. Field Coordinator:

The Field Coordinator shall be responsible for coordinating the field setup and break down of the both the recreational and competitive seasons, which includes assembling the goals, affixing the nets, marking the fields and properly securing all equipment to meet safety standards. The Field Coordinator will inventory all SYSA equipment and be responsible for the maintenance of equipment. An inventory report will be forwarded to the SYSA BOD prior to the start of the Spring Competitive season and at the conclusion of the recreational season. The Field Coordinator will work with the Vice-President of Recreation and the Vice-President of Competitive in scheduling game times and field assignments. Also, the Field Coordinator will be responsible for obtaining all necessary permits for use of town facilities for SYSA recreational practices, games and any activities associated with the SYSA.

12. Dinomite Coordinator:

The Dinomite Coordinator will be responsible for and coordinate all aspects of the Dinomite Program. These responsibilities shall include, but not limited to, coordinating and monitoring, coaching assignments, overseeing the team selection process, scheduling game times and fields, training of coaches, implementing lesson plans and overseeing the distribution of uniforms and equipment. Also, the Dinomite Coordinator will be responsible for holding a meet and greet for all involved with the program. The meet and greet will take place atleast one week prior to the Opening Day of the Recreational Season.

ARTICLE 9 - MEETINGS:

1. The Board of Directors shall meet at least nine (9) times per calendar year. General membership meetings shall be held monthly or as otherwise deemed necessary by the President and/or Board of Directors, and scheduled accordingly.
2. The Annual General Meeting (AGM) of the SYSA membership shall be held in January of each calendar year. The order of business for the AGM shall be as follows: Minutes of the previous meeting, Treasurer's Report, Committee/Coordinator reports, Communications, Old Business, New Business, Election of Officers, Announcements, Adjournment. The election of officers shall be conducted in accordance with Article 13 of the Constitution and By-laws.
3. The Annual By-laws meeting of the SYSA membership shall be held in December of each calendar year. Proposed By-law changes must be submitted in writing to the Secretary at or prior to the regularly scheduled November membership meeting. The order of business for the Annual By-Laws Meeting shall be as follows: Minutes of the previous meeting, Treasurer's Report, Committee/Coordinator reports, Communications, Old Business, New Business, By-law proposals/revisions, Announcements, Nominations of Officers, Adjournment.
4. Thirty days notice of the Annual General Meeting and the By-Laws Meetings shall be given to all members. Any member may request a special meeting by presenting the President with a petition signed by twenty (20) members eligible to vote. Any Special Meeting will be held after 15 days advance written notice of the Special Meeting to all members regardless of whether such are eligible to vote. The notice shall include the specific issue(s) and/or motion(s) that will be discussed or voted on at the Special Meeting.

ARTICLE 10 - PROTESTS AND APPEALS:

1. All game related protests for the recreation season shall be submitted in writing by the coach of the protesting team to the Division Moderator who shall have initial jurisdiction over the matter. The Division Moderator shall give a copy of the protest to the opposing coach, who shall have the opportunity to respond in writing, the Vice-President of Recreation and the President. All protests shall be lodged within three (3) days of the action being protested. The Moderator's decision shall be submitted, in writing, to both coaches involved, the Vice President of Recreation and the President within three (3) days of the receipt of the protest. The Vice President of Recreation shall keep the President and the Board of Directors apprised of all Protests and Appeals. All appeals of the Moderator's decision shall be submitted in writing within two (2) days of receipt of the Moderator's decision, to the President and Vice President of Recreation. The President will refer the appeal to an Appeals Panel for review and final resolution. The Appeals Panel shall consist of the Moderators representing each division (other than the Moderator involved), the Director of Referees, and the Vice President of Recreation. The Vice President of Recreation shall serve as the chairperson of the Appeals Panel. If the Vice-President serves as a coach in the involved protest or is a named party in the protest, the President shall serve as a chairperson replacement for the Vice President. Five (5) members of the Appeals Panel shall constitute a quorum. The Appeals Panel, in its sole discretion, may decide the matter solely on the written documentation already submitted, may request additional information, and/or conduct an Appeals Hearing as deemed appropriate. The Appeals Panel shall issue a written decision to involved parties and the Board within five (5) days of receipt of the protest or, if an Appeals Hearing is deemed necessary, within five (5) days of the close of such hearing. The Vice President of Recreation, as the chairperson of the Appeals Panel, shall keep the Board apprised of all decisions issued by the Panel. The decision of a majority of the Appeals Panel present at the Appeals meeting, or if conducted the hearing, shall be the decision of the Board and, as such, be considered final (Refer to Rules and Regulations, "Game Protest").

ARTICLE 11 - AMENDMENTS:

1. Any modifications effecting the Constitution and By-Laws of SYSA must be carried by a 2/3 vote of the members in "GOOD STANDING" attending the Annual By-Laws Meeting which shall be held in December or a duly called Special Meeting.

ARTICLE 12 - COMPETITIVE SOCCER DIVISION:

1. SYSA shall run a Competitive Soccer Division (CSD), which shall function as a SYSA sanctioned committee under supplemental rules and regulations established and approved by the SYSA Board of Directors. The purpose of this Division shall be to develop, promote and administer the competitive game of soccer on a youth level (5 to 19 years of age) within the geographical boundaries of the Town of Smithfield, Rhode Island, in accordance with the constitutions, by-laws and applicable regulations of the governing State and National Associations to which SYSA is an affiliated member.

2. The CSD Division shall be governed by a committee consisting of the following positions: the SYSA Vice President of Competitive, SYSA President, SYSA Membership Secretary, CSD Recording Secretary, CSD Treasurer, SYSA Field Coordinator, Director of Referees, and Director of Coaching.

3. All members of the CSD committee will each have one vote. The CSD Vice President will not cast his/her vote unless it is needed to break a tie.

4. Any CSD Committee member may be removed for just cause by quorum vote of the CSD Committee.

5. A CSD Committee quorum for meetings and voting will be a minimum of five (5) Committee members.

6. There will be a minimum of six (6) CSD meetings per calendar year.

7. All but the SYSA Vice President of Competitive, SYSA President, and SYSA Membership Secretary shall be elected by the CSD members at the CSD elections meeting to be held no later than May 31st of each calendar year. The positions for CSD Treasurer, Director of Referees, and Director of Coaching will be elected in years ending in odd numbers. Positions CSD Recording Secretary, SYSA Field Coordinator will be elected in years ending in even numbers. The term of office shall be for two (2) years. No officer will serve more than two (2) consecutive terms in the same position. All un-expired terms shall be filled, as needed, by the Vice President of Competitive with the approval of the CSD Committee.

8. The duties and responsibilities for the SYSA Vice-President of Competitive, SYSA President, SYSA Registrar and SYSA Membership Secretary, which are defined under Article 8, are the same as members of the CSD Committee. The duties and responsibilities for other CSD committee members are as follows:

A) Recording Secretary:

The Recording Secretary shall be responsible for the written minutes of all CSD meetings (both general and executive committee) and forward the same to the SYSA Board for future reference and file. He/she shall keep minutes for a period of seven years. He/she shall also keep a book of all resolutions adopted by the CSD committee and forward the same to the SYSA Board for future reference and file.

B) CSD Treasurer:

The CSD Treasurer shall be responsible for the collection of all CSD fees and paying all CSD expenses. He/she shall prepare the CSD annual budget and financial reports with the SYSA Treasurer and forward the same monthly to the SYSA Board for future reference and file. The CSD Treasurer or Vice President of Competitive may sign checks under an amount to be determined by the SYSA Board. The Vice President of Competitive must cosign any check payable for an amount that exceeds the amount set by the Board. In the absence of the CSD Treasurer or Vice President of Competitive, check amounts exceeding the set amount must be cosigned by either, the President or the Treasurer of SYSA. The CSD Treasurer shall keep records for a period of seven years, or for such time as required by the Internal Revenue Service (IRS), whichever is longer.

C) Field Manager:

The Field Manager shall be responsible for field coordination and layout, field equipment and the marking maintenance of all fields used in the competitive season(s). The Field Manager will be responsible for scheduling outdoor practice times for all CSD practices and advising the individual coaches accordingly. The Field Manager will also oversee the assemblage of and taking down of all goals at the end of each competitive season.

D) Referee Coordinator

In conjunction with the SYSA Director of Referees, the CSD Referee Coordinator shall be responsible for the assignment of referees for the each competitive season (Under-12 divisions of play and below), in accordance with the procedures set forth by CSD and the applicable league of CSD competition.

ARTICLE 13 - GENERAL ELECTION OF OFFICERS:

1. The President, with the approval of the Board of Directors, shall appoint an Election Chairperson to oversee the election of the general officers. The Election Chairperson shall not be a candidate for any elected office unless the membership eligible to vote shall waive such requirement. At the general membership meeting in December, the Election Chairperson shall open nominations for each of the general officers to be elected that year. Nominations for each of the general officers shall be recorded. Nominations for Officers will be closed at the conclusion of the meeting, unless by vote of the membership present, such closure is waived and the period of entertaining nominations is extended to a specified future date. Candidates for each office will be listed by office and in writing and made available to the members in good standing prior to the elections at the Annual General Meeting (AGM) in January. Only members in "GOOD STANDING" may vote. Any member in "GOOD STANDING " who is unable to attend the Annual General Meeting in January may cast an absentee ballot for a candidate for each office nominated in December. The Election Chairperson shall collect said ballots and verify with the Membership Secretary the members' eligibility to vote. Absentee ballots must be submitted sealed in accordance with the provisions specified under Article 5. The Election Chairperson will conduct the voting and supervise the counting of the votes for each candidate for office at the Annual General Meeting.

RULES AND REGULATIONS 2003

SEASON:

1. The SYSA Fall Recreation Soccer season, including any preseason practices, may begin on the 1st of August of the playing year and continue through the completion of the SYSA fall recreation season. No activity may take place on any designated soccer fields without the proper permits from the proper authorities. This date is subject to change, with the approval of the SYSA BOD and the Smithfield Recreation Department. Practices for the fall recreational season shall begin at least two (2) weeks prior to the beginning of the fall season. By August 1st of each year, each coach will notify all players on that coach's team and provide them your name, contact information, and inform of the date, time, and location that practices will begin.

REGISTRATION:

1. Registrations will take place in the spring of each year for the following seasonal year. All individuals seeking Youth Membership in an SYSA program must initially submit the required registration form, provide a certificate of birth documenting legal age, provide all requested medical information and complete the corresponding medical and legal liability waivers, provide proof of residence consistent with that residence stated on the above referenced registration form, and pay all related membership and registration fees set forth by SYSA. All membership and/or registration documents for youth participants under the legal age of 18 must be completed and signed by the participant's parent or other legal guardian prior to acceptance by SYSA.

2. The Board of Directors will determine registration dates and fees annually. All registration fees must be paid in full prior to the Team Selection process which takes place in the month of Opening Day of the fall recreation season. Those HARSHIP requests must be submitted in writing at the time of registration to the SYSA BOD. The Board, in individual cases for good cause shown, may waive all or portion of any fee.

3. The SYSA Registrar shall run all team selection and rating meetings according to the procedures approved by the SYSA Board of Directors.

4. Any player registering for the Fall Recreation season after the predetermined and advertised registration deadline may be subject to a late fee as determined annually by the Board of Directors. A waiting list may be generated and maintained by the Registrar of all eligible players registering late. Team placement however will not be guaranteed for any player registering after the completion of the team selection process for that Division and will only be made upon vacancies that exist or develop on existing teams during the fall season. All teams will be brought up to full complement, if deemed appropriate by the President in consultation with the Registrar and Vice-President of Recreation, one week prior to the first game of the fall recreation season. In doing so, the President shall endeavor to maintain an overall balance of player and team abilities competing in each division. The method for doing this will be decided by the President, Registrar, and Vice-President of Recreation, and may be subject to Board approval.

5. If a registered player or the parents thereof indicate, prior to the date set for the team selection in a particular division, that he/she will not play the that season, the registration fee shall be refunded upon SYSA receipt of a written request. If the team selection process for a particular division has been completed and a player or the parents thereof indicate that he or she will not play that season, the registration fee will not be refunded unless the player and/or the parents thereof can demonstrate that the decision not to play was for reasons beyond the player's control. In cases such as this the Board shall determine whether the reasons given were in fact beyond the player's control. All registration refunds shall be subject to Board approval and, if granted payable to the parent of the player in question. If any portion of the amount paid at the time of registration previously has been designated and/or allocated for any fundraising effort (i.e., registration raffle, items of purchases, etc.) or paid by SYSA for the required registration with the State Association, the refund shall be adjusted accordingly.

DURATION OF GAME:

| <u>DIVISION</u> | <u>LENGTH OF GAME</u> | <u>BALL SIZE</u> | <u>PLAYERS</u> |
|-----------------|------------------------|------------------|----------------|
| Under-8 | (4) 10 minute quarters | 3 | 6 v 6 |
| Under-10 | (2) 25 minute halves | 4 | 6 v 6 |
| Under-12 | (2) 30 minute halves | 4 | 8 v 8 |
| Under-14 | (2) 30 minute halves | 5 | 11 v 11 |
| Under-16 | (2) 45 minute halves | 5 | 11 v 11 |

1. In SYSA all games are played under F.I.F.A. rules as published by U.S.S.F. and modified by USYSA and SYSA for youth players. All Under-8 and younger divisions of play shall be non-result orientated.

2. There will be no overtime periods during regular season games. During playoff or tournament situations, duration of overtime periods shall be in accordance with paragraph (4) as stated below. Overtime periods will not be sudden death.

3. In the event of playoff or tournament games if there is still a tie after the second overtime period, the game will be determined by a shootout in accordance with F.I.F.A. rules.

4. All games will begin at their scheduled times. If a team does not have the required minimum of players within five minutes of the scheduled game, or, if overall schedules are delayed, within five (5) minutes of the completion of the prior game, then a forfeit will result with a recorded score of 3-1.

| <u>DIVISION</u> | <u>FORFEITS</u> | <u>PLAYOFF OVERTIME</u> |
|-----------------|--------------------|-------------------------|
| Under-8 | 4 players required | None |
| Under-10 | 5 players required | (2) 5 minute periods |
| Under-12 | 6 players required | (2) 5 minute periods |
| Under-14 | 7 players required | (2) 5 minute periods |
| Under-16 | 7 players required | (2) 5 minute periods |

5. No games may be canceled by coaches without the consent of the Vice-President of Recreation and Moderator and notification to the Director of Referees with a minimum of 48 hours notice. Games canceled without permission will result in a forfeit to the canceling coach's team.

6. Games canceled due to unforeseen circumstances (serious injury, broken goal posts, etc.) shall resume at the point of the stoppage, not in its entirety. The referee of the canceled game shall determine the score and the amount of time remaining at the time that the game is stopped. The Moderator, in conjunction with the Vice-President of Recreation and the Director of Referees, shall reschedule the remaining portion of the canceled game.

SUBSTITUTIONS:

1. It is the expectation of the SYSA that all coaches will treat every player fairly and equitably with regard to playing time. **ALL PLAYERS IN ALL DIVISIONS MUST PLAY AN EQUAL AMOUNT OF PLAYING TIME** with a minimum of 50% each game, except if being disciplined or if the player arrives after the start of the game, or if injured.

2. In all Divisions substitutions shall follow FIFA Rules. A coach may substitute an unlimited number of substitutions, and that a player may return to the playing field after having been substituted. A player may be substituted at anyone's goal kick, anyone's on either team's throw-in provided the team with the throw in does substitute and on an injury. All players waiting to be substituted into the game must be standing at the halfway line prior to the substitution.

3. It is up to the COACHES to uphold the playing time requirement. Any coach or parent who suspects a coach is in violation of the playing time rule is expected to bring it to the attention of either the division moderator or a member of the SYSA Board of Directors. Once aware of the situation, the SYSA President and/or Vice President of Recreation shall meet with the suspected coach and review the policy. If it is determined that the coach violated the rule in any game after the meeting, that coach's team will forfeit the game in which the violation occurred and the coach shall be suspended for the next game his/her team plays. Further violations by the same coach shall result in additional penalties as deemed appropriate by the SYSA board, up to and including removal of the coach from his/her team.

4. In the case of all injuries the referee will determine when the stoppage of play takes place, except in the Under-8 Divisions when they will stop the game immediately upon any injury being noticed. A coach will not enter the playing field until asked by the referee. Entering the field of play without permission is an offense for which the violator may be given a card by the referee.

SLAUGHTER RULE:

1. A "Slaughter Rule" will be observed in all divisions of play. If the score differential during any game is six (6) goals or more, the team that is winning **MUST** remove a player from the field and play "down" until the goal differential drops to four (4) goals. It shall be the responsibility of all coaches to cooperate with one another and observe this Rule at all times. The SYSA Board may at its' sole discretion impose penalties (i.e. game forfeits, suspensions, etc.) on the coach and/or team in question if there is a failure to comply.

2. In the event a team has the required number of players to avoid a game forfeit, however not enough field players to fill the format of play for a particular division, the opposing team will play "down" to an equal number of field players. However in observance of this Rule, no team will play "down" more than two (2) field players, except under the provisions set forth under the "Slaughter Rule" stated above.

MISCELLANEOUS:

1. Line-up cards, properly filled out by the coach, must be given to the referee prior to the start of all games. All players' status must be noted (Examples: sick; quit, vacation, etc.).

2. BOTH TEAMS scheduled to play the first game of the day in each Division are responsible for the nets, flags, first aid kits and the goal posts being put in place BEFORE the start of their game. Both teams of the last game of the day are responsible for taking down the nets if applicable as well as returning the flags and first aid kits and seeing that they get to their proper storage place. TIME LOST FROM NETS BEING PUT UP LATE SHALL BE DEDUCTED FROM THEIR GAME TIME, TO KEEP THE REST OF THE DAY'S GAMES ON SCHEDULE. A coach taking the equipment home is not acceptable and will not be permitted. All equipment must go to their proper storage area after the conclusion of each day's play.

3. Any cases of intentional harassment or humiliation during SYSA sanctioned program will be reviewed by the Board of Directors and appropriate action will be taken.

4. The maximum score differential for any one game will be limited to five goals, for official score keeping purposes only. 5. The division standings for the season will be calculated as follows:

3 points for a win,
1 point for a tie and
0 points for a loss.

Tie Breakers for final standings shall be as follows:

- (1) Head to Head,
- (2) Most Victories,
- (3) Most Shutouts,
- (4) Fewest Goals allowed,
- (5) Playoff game.

6. The minimum age for any individual being named and/or assigned a Head or Assistant coaching position with SYSA is 18 years. Any coaching candidate under the age of 18 years who are properly registered with SYSA as a player may, upon approval of the Board, assist the team as a demonstrator if under the direct supervision of an adult coach or, in the case of the tyke program, the Tyke Coordinator at all times.

7. All coaches (both Head Coach and Assistants) must be members of SYSA, in good standing, and pay all appropriate dues. Children under 18 years of age who are assisting an adult coach shall not be required to be a member in good standing.

8. Any member owing money to SYSA (dues, registration, sponsor ship fees, etc.) will be considered in bad standing. A member in bad standing may not coach a team in SYSA until such fees have been remitted to SYSA.

YELLOW AND RED CARDS:

1. The referee has final determination in issuing cards.
2. Any player receiving two "YELLOW" cards (or cautions) in one game results in an ejection from that game and a game suspension for the next game or games being played by his or her team, subject to a review by the Board of Directors. A player issued a "YELLOW" card must leave the field of play. They can come back into the game at an appropriate time at the discretion of the coach. The referee will stop the clock and notify the coach of the reason for the yellow card. The ball will then be put back into play with the appropriate kick.
3. Any player receiving a "RED" card results in immediate ejection from the game being played and an automatic suspension for the next game or games being played by his or her team, subject to a review by the Board of Directors. It is further provided that the above penalty is a minimum and the SYSA Board may at its discretion impose additional penalties on the player, coach, team and/or the parent (or spectator) in question. The referee will stop the clock and notify the coach of the reason for the "RED" card. The ball will then be put back into play with the appropriate kick. It is not necessary to receive two "YELLOW" cards (or cautions) first to be ejected from a game. Any person receiving a "RED" card must also leave the field and the surrounding area. The coach, player or other individual **MUST** then come before the Board of Directors for further investigation of the incident.
4. Coaches are responsible for the actions of their players, assistants and parents of the players. **PLEASE** try to control your spectators. During any SYSA game, all adults on the coach's side of the field holds themselves out to be a coach or assistant, and shall suffer all penalties due a coach if he/she becomes disruptive. Persons that are not registered coaches, Board Members, or players not participating in the game, shall not be allowed on the coaching side of the field.
5. If a parent of an SYSA player or any other spectator receives a "RED" card during a sanctioned SYSA game, the parent or spectator shall be informed by the referee and/or coaches that he/she must leave the immediate playing area and not return for the remainder of the game. If the parent (or a family related spectator) refuses to leave or returns to the playing field before the end of the game, then the child of that parent (or family related spectator) shall be suspended for the remainder of the game in progress and the child's following game. If the "RED" card is issued to a parent (or a family related spectator) after the completion of the game the child will automatically be suspended for the following game of that season. It is further provided that the above penalty is a minimum and, as such, the SYSA Board may at its sole discretion impose additional penalties on the parent (or family related spectator), player, coach and/or team.

PLAYER DISCIPLINE:

1. If a player is to be disciplined for offenses, such as unsportsman-like conduct, foul language or disruptive behavior, or missing practices without due cause, and is not expected to play 50% of the game, the following people must be notified prior to the start of the game:

- (a) The SYSA President and/or Vice-President of Recreation.
- (b) The referee(s) by the coach verbally.
- (c) The opposing coach by the referee and by the coach imposing the discipline.
- (d) Writing the reason on the game card. 2.

A Coach's failure to follow this rule may result in an appearance before the SYSA Board for possible disciplinary action.

GAME PROTESTS:

1. Procedures to be followed concerning protests are covered in the SYSA By-Laws. See Article 10.
2. A \$20.00 fee payable to SYSA must accompany all protests/appeals requiring action by the Board of Directors or Appeals Panel. This fee will be refunded if the protest is upheld.
3. Judgement calls by the referee in a game are NOT acceptable grounds for protest.

COACHING SENIORITY:

1. A coach, assistant coach, or Board Member earns a year of seniority for each year of completed active service, providing that they attend a minimum of three (3) SYSA meetings per year to maintain their voting rights and seniority. Any conflicts in coaching seniority will be resolved by the Board of Directors on a case-by-case basis. No one will receive more than one year's credit for one year's service. Credit for prior years of services will be kept on record. This rule will apply only when an opening exists for a head coaching assignment. An assistant coach does not automatically take over a team.

2. If a controversy does occur, it should be put in writing and submitted to the Membership Secretary of SYSA and then it will be brought to the attention of the Board of Directors.

3. The head coaching assignments will be made by the SYSA Board of Directors prior to the date set for team selection for individual divisions. Candidates for head coaching positions must submit a written request to the SYSA Vice President of Recreation no later than June 15th of the current year. The request must state the division he/she intends to coach. A candidate for a head coaching position should meet the following criteria:

- (a) Be a paid member of SYSA.
- (b) Be a member in "GOOD STANDING" (i.e. have no out-standing charges for infractions of the SYSA Bylaws or Rules pending before the SYSA Board of Directors, minimum attendance at membership meetings, etc.).
- (c) Participate in some capacity during the previous season, such as being a head coach or assistant coach or serving on a committee, or be scheduled to serve on one for the upcoming season. All coaches shall be expected to provide a reasonable service to SYSA as approved by the SYSA Board. All members of the SYSA Board automatically qualify.
- (d) Seniority will be used as a tiebreaker for the assignment of a head coaching position if more than one applicant for a vacancy meets all other criteria above.

4. A coach relinquishes his/her team on the date set for the return of the "Letter of Intent". He/she will maintain control of the team for contact purposes only until the following registration.

ASSISTANT COACHES:

1. At least one week prior to the first scheduled game of the season, each Head Coach **MUST** furnish the Board (specifically the Vice President of Recreation and Membership Secretary) with the name of up to two assistant coaches who will take charge of the team on the absence of the Head Coach. All assistant coaches shall be subject to Board approval prior to being accepted by SYSA as an assistant coach. Failure of the Head Coach or at least one of the assistant coaches to attend a scheduled game will result in a forfeit. Unless the Board, through its Vice President of Recreation or President, has prior notification in writing from the Head Coach and they have agreed the alternate coach is acceptable. Acceptable alternates must be properly registered with SYSA as coaches.

2. **ALL COACHES AND ASSISTANT COACHES** in **ALL AGE DIVISIONS** will coach from the coaches' side of the field **ONLY!** All coaches must stay on one side of the mid-field line (the half of the field you start the game on). Switching of field halves at half time is optional and both coaches must agree to switch. If a coach chooses not to switch then all coaches will remain their original half of the field.

3. All head and assistant coaches must attend three (3) meetings per year to obtain a year of coaching seniority.

4. It is strongly suggested, although not required, that each coach have at least one assistant of the same sex as each player. For example, a male coaching a girl's team should attempt to have a woman as an assistant. A woman coaching a team with both boys and girls should have a male assistant, while a man coaching a team with both boys and girls should have a female assistant coach.

PLAYER RATINGS:

1. All the coaches and assistant coaches within their respective division at the conclusion of the Fall Soccer Season will rate all players in the Under-8 through the Under-14 age divisions. Player ratings are to be completed by each head coach and submitted to the Vice President of Recreation via Division Moderators no later than November 15th of each year. Upon compilation of all player ratings for each division by the Board, a rating meeting shall be scheduled by the Board and held between all division coaches to review and, if deemed necessary, adjust the player ratings to produce a fair and reasonable assessment of player abilities within the Division.

2. A player's final rating will be determined by a consensus of the coaches and assistant coaches present at the ratings meeting. Each Moderator will chair the ratings meeting for his/her division. The SYSA Registrar will maintain all final ratings for use during the team selection process the following season.

PLAYERS CHANGING AGE DIVISIONS (U15 and below):

SYSA Recreation Program

1. A request in writing from the players parent and/or guardian must be presented to the SYSA BOD prior to the fall soccer registration.
2. 98th percentile in the most current recreation ratings and drafted on the first line of the most recent recreation draft.
3. Two recently written recommendations from separate SYSA Head Coaches from the most recent Rec season. One of these recommendations must be from the players head coach. A recommendation may not be from a coach that serves on the SYSA Board of Directors
4. The decision must be made with two thirds majority of the SYSA BOD voting yes with no less than 6 yes votes in order to be granted
5. Granted request are valid for one season and may not be renege once granted.

SYSA Competitive Soccer Division

1. A request in written from the players parent and/or guardian must be presented to the SYSA BOD prior to the competitive soccer tryouts.
2. Rated the TOP player in their single age division based on the most recent competitive soccer ratings.
3. Player must tryout in their current division and in the division your intended to advance to.
4. Must fall in the top 20% of the advanced intended team based on the ratings for that division tryout.
5. The CSD committe reserves the right to see the player in action on the field before final decisions are made.
6. The decisions must be made with two thirds majority of the CSD committe members voting yes and with no less than 6 yes votes in order to be granted.
7. Granted request are valid for one season and may not be renege once granted.

INCLEMENT WEATHER:

1. The duly assigned referee(s) will decide whether a game will be played at the scheduled time. The only exception to this rule will be when the President of SYSA decides to cancel all games in a Division, or for all games, that day not less than one and one-half hours prior to the inception of play that day. Once play has begun for the day, should weather conditions change the President and/or Vice-President of Recreation, in conjunction with the referees, may cancel or suspend play as warranted for the safety of the players.

2. Games that have been started and called off due to foul weather conditions will be replayed in its entirety at a time acceptable to both coaches and SYSA, or on the next available rain date as designated by the Division Moderator and the Director of Referees

FUNDRAISING ACTIVITIES:

1. SYSA, and its CSD committee, shall conduct joint fundraisers. Such activities would include sale items, raffles, and the concession stand. Funds from all such activities shall be split between the two (2) groups with SYSA receiving 65% of the profits and CSD receiving 35% of the profits. Approval must be obtained from the SYSA Board of Directors prior to any and all fundraising activities.
2. Exempt from this proportional split of profits are the SYSA Banquet, Fall Recreational team proceeds from pictures, and any individual fundraiser a team may conduct to defer its own costs for regional or tournament play.
3. Prior to any individual team fundraiser, the SYSA Board of Directors and, as applicable, the CSD committee must be given 10 days advanced written notification by the Coach. Said notification must include the type of fundraiser, the beginning and end dates, the purpose, and any other information that may be required by the SYSA Board of Directors.

SPONSORS:

1. The Board of Directors will determine sponsors fees annually.
2. Coaches who are also sponsors shall have precedence when sponsorship for that coach's team is assigned.
3. Existing sponsors will have the next priority in sponsorship.
4. SYSA will attempt to place a sponsor's child on the team being sponsored whenever possible. When two or more sponsors have children on a particular team and neither of the sponsors have a child or children on a different team, length of sponsorship shall determine which name shall be assigned to the team in question. SYSA cannot guarantee that a sponsor's name will be assigned to any particular team.
5. All sponsor fees will be due by July 1st of each year.

INJURIES:

1. It is the intent of SYSA, when feasible and available, to participate in an additional medical insurance plan. The Board shall determine annually what, if any, insurance coverage to obtain. If any insurance coverage is obtained, the cost of such shall be included in the registration fee.
2. The SYSA Safety Coordinator shall follow-up on all injuries. Coaches shall notify the Safety Coordinator and Moderator of their Division of any and all injuries.

Revised:

July 16, 2010

Adopted:

SYSA AGM

January 9, 2010
