Middleton Youth Soccer, Incorporated (“MYS”)

By-Laws (Last revised and adopted 2/3/15)

1. Board of Directors (“BoD”)
	1. The Board of Directors of MYS shall consist of the following fifteen (15) elected officers:
* President (1)
* Treasurer (1)
* Vice President of Travel (1)
* Vice President of In-Town (1)
* Procurement Director (1)
* Town Registrar (1)
* General Board Member (9)

Additionally, there shall be four (4) official appointed board roles:

* Kidsafe Coordinator (1)
* Field Manager (1)
* Web Master (1)
* Knowledge Management (1)
	1. President (elected office)
* is the chief executive officer of the corporation;
* shall administer the affairs of the corporation with the concurrence of the BoD;
* when present, shall chair all meetings of the BoD;
* shall establish and appoint committees and make appointments for MYS at County and state meetings consistent with board responsibilities;
* is the primary contact with the county youth soccer organization; and
* shall be the principal contact with state and national youth soccer organizations;
* shall develop vision for program expansion and direction;
* shall oversee any operations functions such as Registration, Activities, and Fields;
* shall perform other responsibilities assigned by the BoD.
	1. Treasurer (elected office)
* subject to the direction of the BoD, has general charge of the financial affairs of the corporation;
* shall keep or cause to be kept an accurate accounting of receipts and disbursements;
* shall submit a financial statement of the corporation using generally recognized accounting methods for the Annual General Meeting or as needed;
* shall have custody of all funds, securities, and valuable documents of the corporation and shall perform all the duties incident to the office of the Treasurer;
* shall chair the Budget Subcommittee.
	1. Vice President of Travel (elected office)
* shall assist the President of the Corporation;
* shall oversee the Travel program;
* shall be the chair of the Travel Subcommittee;
* shall assume the responsibilities of the President when the President is absent, cannot act, or refuses to act;
* is the secondary contact with the county youth soccer organization;
* shall perform other responsibilities assigned by the BoD or the President.
	1. Vice President of In-Town (elected office)
* shall assist the President of the Corporation;
* shall oversee the In-Town program
* shall be the chair of the In-Town Subcommittee;
* shall assume the responsibilities of the President when the President and Vice President of Travel is absent, cannot act, refuses to act, or by agreement;
* is the primary contact for all In-Town soccer for the corporation;
* shall perform other responsibilities assigned by the BoD or the President.
	1. Procurement Director (elected office)
* shall advise the Board on all major procurement options, soliciting low cost/high quality vendors for MYS needs;
* shall identify the equipment and uniform needs of the various divisions of the corporation, help establish a budget, and find or cause to find suppliers of the same;
* shall maintain contracts and contacts for uniforms
* shall physically hold or cause to be held an inventory of equipment
* shall arrange collection and disbursement of the equipment and uniforms for the corporation;
* shall have no authority to enter into any contract on behalf of MYS without specific approval of the BoD;
* shall serve on the Budget Committee; and
* shall perform other responsibilities assigned by the BoD or the President.
	1. Town Registrar (elected office)
* shall work with the “paid” registrar, if appropriate to ensure or seek to ensure the corporation’s compliance with all prevailing affiliation and registration requirements of the corporation, its coaches, players and other members with the county, state and national affiliates;
* shall oversee the registration process including but not limited to establishing - dates and deadlines, registration procedures, notification of same, collecting fees and paperwork, with the assistance of the Board of Directors assist in establishing teams, submitting paperwork to the appropriate affiliates, and administering the registration process;
* from time to time shall compile data and other information for reporting purposes;
* shall act as the backup for paid registrar
* shall Investigate options for registration (on line, in town different from travel) and sign tournament rosters, coordinate changes and cards
* shall ensure or seek to ensure the corporation’s compliance with all prevailing provisions of the Kidsafe program to include but not be limited to the disbursement and collection of application forms, submission to the appropriate parties, communicating information to and from the corporation concerning same, and confidentially administrating all aspects of the program; and
* shall perform other responsibilities assigned by the BoD or the President.
	1. General Board Member (9 elected offices)
* shall assist Vice President of Travel and Vice President of In-Town to administer the Travel and In-Town programs respectively.
* may serve in one of the appointed Board Roles (Kidsafe Coordinator, Field Manager, Web Master, or Knowledge Management).
* shall serve on Subcommittees as necessary or as interests dictate.
* shall perform other responsibilities assigned by the BoD or the President.
	1. Kidsafe Coordinator (appointed role)
* shall ensure that all coaches and assistant coaches have been CORI’d;
* shall perform other responsibilities assigned by the BoD or the President.
	1. Field Manager (appointed role)
* shall maintain or cause to maintain the soccer playing fields for the corporation;
* shall work with the BoD, town, and any other appropriate parties to maintain current and plan future fields for the MYS program:
* shall schedule available fields for team practices and work to resolve any league issues that might involve fields;
* shall serve on the Budget Committee;
* shall perform other responsibilities assigned by the BoD or the President.
	1. Web Master (appointed role)
* shall be responsible for maintaining and updating the MYS website;
* shall perform other responsibilities assigned by the BoD or the President.
	1. Knowledge Management (appointed role)
* shall be responsible for documenting, collecting, and maintaining official documents and institutional knowledge for MYS;
* shall perform other responsibilities assigned by the BoD or the President.
	1. The BoD shall be accountable to do the following:
* Establish goals, plans, and strategies to fulfill the mission of MYS;
* Establish and monitor the operating policies of the corporation;
* Establish and monitor the financial plans and policies so as to ensure the fiscal well-being of the corporation;
* Acquire and provide equipment and fields necessary for teams to compete;
* Support and encourage the participation of teams in tournaments and other soccer-related activities;
* Serve as the final Board of Appeals for any disputes, complaints, or problems;
* Recruit volunteers routinely in order to keep the organization healthy.
	1. Rules of Operation Pertaining to the BoD:
* Meetings shall take place on the first Tuesday of every month.
* Voting shall take place only when a quorum of one third of the BoD is present.
* All items for the monthly agenda shall be submitted to the President at least seven (7) days before the regularly scheduled meeting and the agenda will be distributed to all members prior to the meeting, by means of the Board’s discretion. Any items not on the agenda may be brought to the attention of the BoD under “New Business” and in the case of emergencies, voted on the same evening. Special meetings may be called by the President, or by one-third vote of the BoD, upon notification of the entire Board.
* The BoD designate shall be responsible for keeping accurate minutes of all meetings.
* Subcommittees of voting and/or non-voting members shall be formed by the President, as necessary to oversee needs as determined by the BoD
* Other than the Annual General Meeting of the BoD (“AGM”), only duly elected members of the BoD may attend MYS meetings.  Exceptions to this must be approved by the President or Presiding Officer chairing the BoD meeting. This would include anyone not elected to the BoD (examples: visiting presenters, vendors, coaches, parents, or children).
	1. Elections to the Board of Directors
* Nominations to the BoD offices shall be solicited by the President and voting shall take place at the regularly scheduled February meeting of the board. The February meeting is the Annual General Meeting (“AGM”) of MYS and shall be open to all interested members of MYS.  BoD officers, members of subcommittees, and all Coaches and Assistant Coaches may attend and are eligible to nominate candidates and vote in the BoD elections.
* All BoD members shall be eligible for re-election annually.
* BoD members shall be elected to serve one-year terms commencing on March 1st and ending on the last day of February, of the following year.
	1. Each BoD member shall be an active participant in board dealings and in the event that a member can no longer make a full commitment, will inform the President that s/he can no longer honor the commitment to that office. The President shall inform the BoD and work with the retiring member to transfer responsibilities. The BoD shall elect a replacement at the next regularly scheduled meeting or a special meeting convened by the President, or one-third quorum of the BoD.
	2. BoD members shall monitor games and practices to assess the quality of programs and, when necessary, offer suggestions for improvement in accordance with the MYS mission statement.
	3. BoD members shall work with the coaches to ensure every player plays at least 50% of the game.
1. Membership
	1. MYS shall consist of two classes of membership – Parent/Guardian and Coach/Advisor.
	2. Members of MYS in the Parent/Guardian class of membership are considered members in good standing if the individual is the parent or legal guardian of currently registered player in MYS and have not had that status revoked by the BoD. Parent/Guardian members in good standing may attend the Annual General Meeting but may not vote.
	3. Members of MYS in the Coach/Advisor class of membership are considered members in good standing if they have been selected to coach a currently registered team or selected to serve on a subcommittee and have not had that status revoked by the BoD. Coaches/Advisors may attend the Annual General Meeting and may cast one vote in the BoD elections.
	4. The BoD may at its discretion appoint non-members to the status of Coach/Advisor member by a majority vote of the BOD.
	5. As per Article 3.03 of the Constitution, Revocation of Membership Privileges, the BoD shall have the authority to suspend, temporarily or permanently, the privileges of membership in the MYS of any member, player, or coach whose actions or conduct either on or off the field are considered unsportsmanlike, unethical, or more generally detrimental to the reputation or well-being of the Association or any of its members. If the BoD revokes the membership of a Parent/Guardian or Coach/Advisor member, the member may appeal the decision by contacting the President in writing. The President shall have the sole discretion on whether or not to present the matter of the appeal to the BoD at the next regularly scheduled meeting of the BoD.
2. Finance
	1. Any MYS related purchase of $250 or more must have prior approval of the BoD.
	2. Any purchase under $250 shall be at the President’s discretion. However, the President shall report such decisions to the Board not later than the second regular BoD meeting following the decision.
	3. The BoD shall reimburse any current or potential Coach for the cost of any MYSA Coaching license provided that the primary use of the license and course material is to benefit the MYS program.
	4. The BoD shall reimburse current MYS players for the cost of the initial USSF referee license course subject to availability of funds.
3. Registration:
	1. Registration shall be publicized throughout the town by various means such as newspaper, cable TV, posters and flyers to the schools.
	2. Scholarships shall be provided to any Middleton child where there is a financial need.
	3. All ID cards must be turned into the Vice President of Travel at the end of each season and in turn to the Town Registrar.
	4. No child can be added to a roster without proper registration.
	5. A late registration fee per player will be assessed starting the day after the last registration date.
	6. All fees, as well as, the family maximum, shall be determined and voted on by the BoD, prior to the Annual General Meeting.
	7. Refunds of 50% of season fee shall be permitted, upon written request of MYS, up until one week before the first day of the season. After that point, no refunds will be allowed.
	8. No portion of a late fee will be refundable.
	9. Waiver of this policy will be at the discretion of the BoD upon written request.
4. Non-Resident Players
	1. In-Town Progam – Non-Middleton residents shall be allowed to participate in the Middleton In-Town programs with the following restrictions:
* Middleton residents (registered on time) shall have first preference to participate over non-Middleton residents. Children whose family plans to move into town within two months will be considered as Middleton residents.
* The town or city where the child resides does not offer this age level program. Players must return to their own city or town when an age appropriate program is offered.
* No more than 5% of the players in any one age group shall be Non-Middleton residents. Decisions to reject applicants will be based on date of registration.
* A $10 surcharge per child shall be added to the registration fee for all non-Middleton residents.
	1. Travel Programs
* Non-resident play in the MYS travel program shall be governed by the Essex County Bylaws. Any and all updates to such rules will take effect at the time of the rule change.
* First preference is given to residents of the Tri-Town (Boxford and Topsfield).

1. Coach Selection
	1. MYS welcomes all volunteer coaches from among the membership of MYS. All coaches must be members in good standing of MYS.
	2. All coaches are required to complete a Kidsafe (CORI) check.
	3. In-Town Program Coaches:
* The In-Town program shall establish an orientation program for all new coaches to include weekly lesson plans.
* All coaches are strongly urged to obtain MYSA certification at the earliest opportunity.
* MYS shall provide further opportunities for coaching development.
* No coach shall be allowed to create and maintain a core or “neighborhood” team.
* Coaches shall be recruited and selected by the Vice President for In-Town.
* The Vice President for In-Town is responsible for counseling coaches who do not adhere to the mission and goals of MYS.
	1. Travel Program Coaches:
* Coaches shall be recruited and selected by the Vice President of Travel.
* This selection process will take into consideration a coach’s experience, formal training, knowledge of the game, parent ratings, and MYS values.
* All Travel coaches shall apply to the BoD in writing. The coach should note his/her reason for wanting to coach a team, and explain his/her experience in coaching, playing, and formal training.
* All coaches are encouraged to have (at least) F license MYSA certification before coaching a second session in the travel program. Coaches are encouraged to continue seeking higher certification levels.
* No coach shall be allowed to create and maintain a core team that is not subject to player change.
* Assistant coaches shall be selected by the Head coach (subject to BoD approval if questioned) based on the team assignments or available outside expertise. Players should not be reassigned for this purpose.
1. Team Formation

7.01 In Town Teams:

* The Vice President for In-Town with the help of the In-Town Subcommittee shall develop fair and even teams (talent-neutral) within each age group.
* The Vice President for In-Town and the In-Town Subcommittee shall work with the In-Town coaches to ensure every player plays at least 50% of the game.
* Core or neighborhood teams are strongly discouraged.

7.02 Travel Teams:

* The Vice President for Travel with the help of the Travel Subcommittee shall skill-based teams guided by the following procedures:
* All players must attend a mandatory tryout that will be conducted, if at all possible, by an outside professional organization, such as MLS or the Aztec Training Program. They will score all participants in a standardized manner that will remain confidential and be available only to the BoD and the Head coach.
* Players failing to make the tryout must request an evaluation from the BoD. It should be noted that tryout players may be at a disadvantage because of the potential that the make-up may not be scored on the same level as the original tryout.
* Current coaches may be asked to provide a coaching evaluation on players.
* The Vice President for Travel with the help of the Travel Subcommittee shall decide on the number of teams and the number of players per team before the teams are selected.
* Where select teams exist in the Travel program, teams will be formed by the Vice President of Travel creating a team based on tryout ratings. The assigned coach will be allowed to select additional players, known as “coach’s picks”. At small sided, there will be no more than two (2) “coach’s picks”. For large sided teams there will be no more than four (4) “coach’s picks”. The purpose of a “coach’s pick” varies. It allows for adjustments when a player’s tryout does not reflect his/her ability, for a coach to pick his/her son/daughter, to select a goalie, or an injured player who did not make tryouts.
* ECYS rules regarding Club players may require adjustments to avoid forfeit. These adjustments will be done automatically and not considered a “coach’s pick”.
* Where select teams do not exist in the Travel program, the Vice President for Travel shall work with the Travel Subcommittee and selected coaches to form teams of equal talent.
* The coaching evaluations may be used to assist the coaches in team formation (i. e. “coach’s picks”).
* Player evaluations and coaches’ comments shall not be made public. Player evaluations already assigned to teams are not to be shown to subsequent coaches selecting teams.
* Teams assignments are for one year (Fall and Spring programs). Adjustments are only to be made based on new sign-ups/dropouts or, expansion/reduction in the number of teams. Adjustments will follow the evaluation procedure.
* Only one tryout period per year will be scheduled. Untested players will play on the team seeded at the lowest level.
* Out of town assignments, if necessary, will be based on the needs of the other town. Late sign-ups will be moved first, if possible, then evaluation results used to make assignments.
1. Team Placement:

8.01 MYS Players will play in their appropriate age groups as established by Essex County, Massachusetts Youth Soccer and the US Youth Soccer Associations.

8.02 All U4 and U6 will have a parent or designated person present at any gathering.

8.03 The starting age for the U-4 program will be three years of age by September 1, for the Fall season, and April 1, for the Spring season.

8.04 Player movement between In-Town age groups (including moving down from a travel program back to an In-Town program) will be allowed for safety reasons only. Safety means that a reasonable potential exists that the child may be injured or injure other children if he/she plays in an age appropriate program. Typically, this is related to size or an ability to strike the ball such that it has a high velocity above ground level. This movement will be determined at the sole discretion of the In-Town VP. Non-soccer related aggressiveness outside of the rules of soccer should be considered a disciplinary issue to be dealt with by the directors and coaches, not a safety issue. Movement for safety reasons should be rare. In-Town movement is not allowed for grade or skill reasons.

8.05 The BoD does not consider requests to move a player up in the Travel program.

8.06 Playing Up Exceptions and Procedures - In Town and Travel

* Any exception requires BoD approval and a waiver of bylaws.
* A rare exception to move players up, at the request of the Town when town needs arise, requires BoD waiver of bylaws. Every effort should be made to avoid this situation by moving players out of town or soliciting players from nearby communities.
* Tryout information and any and all other information available will be used at the BoD’s direction to determine the team placement of players, team format, and shall be decided in a timely fashion.
1. Tournament Play
	1. Organized sponsored tournaments:
* Qualifying competitive Middleton teams may participate at league “championship” or “friendship” tournaments.
* MYS will pay entry fees.

9.02 Non-Organization Sponsored Tournaments:

* Any MYS coach desiring to take his/her team to a tournament will do so totally at the team’s expense. Teams of predominantly MYS players may have the privilege of wearing Middleton colors/uniforms, using Middleton Team names, and, if participating in patch tournaments, will be given Middleton patches from the MYS Board.
* Coaches and teams representing Middleton Youth Soccer are expected to adhere to the highest levels of conduct and ethical behavior. Any conduct detrimental to the program may result in suspension of this privilege by the Board.

1. Indoor Soccer
	1. MYS may provide information to coaches and MYS parents about indoor soccer, as available. This is for information only.
	2. Teams participating in Indoor soccer programs are not sponsored by MYS, but are run at the discretion of individual coaches. Many of these coaches are Fall and Spring MYS coaches.

* 1. No MYS funding may be used for indoor soccer programs.
	2. Indoor teams of predominantly MYS players may have the privilege of wearing Middleton colors/uniforms, using Middleton Team names, and, if participating in patch tournaments, buy Middleton patches from the MYS Board.
	3. Coaches and teams representing Middleton Youth Soccer are expected to adhere to the highest levels of conduct and ethical behavior. Any conduct detrimental to the program may result in suspension of this privilege by the Board.
1. Code of Conduct
	1. MYS adheres to the Parents, Players, and Coaches Code of Conduct of the Essex County Youth Soccer Association.