

Canon City Youth Soccer Association Bylaws

Revised and approved June 29, 2017

Article One- Name

The name of the organization is Canon City Youth Soccer Association (CCYSA). The club is also known and doing business as Canon City Blitz.

Article Two- Mission Statement

1. Promote and develop the sport of soccer for all individuals in Fremont County.
2. Give every player, coach, and referee the opportunity to develop his or her skills to the highest level of the individual's ability.
3. Provide a healthy, safe, and enjoyable soccer environment for all participants.
4. Foster honesty, integrity, and good will within soccer.
5. Provide educational opportunities to all players, coaches, referees and the community at large regarding the sport of soccer.
6. Promote unity within the local soccer community.

Article Three- Purpose

1. Generally: the purpose of the association is to promote and foster competitive soccer in the Fremont County Area.
2. Specifically:
 - A. We are a non-profit organization focused on sponsoring competitive teams for youth under age nineteen of age in Fremont County.
 - B. We sponsor competitive teams affiliated with the Colorado Soccer Association (CSA); and therefore US Soccer, US Youth Soccer, FIFA, and USOC.
 - C. CCYSA establishes rules, procedures, and bylaws which promote sportsmanship and which are consistent with membership in the CSA.
 - D. CCYSA will serve as a liaison between the state association and Fremont County players, coaches, managers, and officials.
 - E. CCYSA will recruit and train players, coaches, and officials.
 - F. CCYSA will provide equipment, training, playing fields, practice times, officials, and scheduled games for competitive teams.
 - G. CCYSA Board members will work to promote and foster positive relationships with all local soccer organizations, local soccer culture, and CSA clubs throughout the state.
 - H. CCYSA Board Members will collectively work on advertising the club, promoting club news, including player success stories about the club in local media.

Article Four- Membership

1. Membership in the association shall consist of all adults interested in supporting the mission and purposes of CCYSA.
2. All members will follow the guidelines of Colorado Soccer Association.
3. Members will specifically include coaches, managers, parents, officials, local professionals and other general public when recognized by the CCYSA board.

Article Five- Meetings

1. Regularly scheduled meetings of the association shall be held a minimum of eight times a year.
 - a. CCYSA currently meets the first Monday of every month.
 - b. CCYSA asks that a coach or manager from every team attempt to represent themselves at each meeting. We also encourage officials and parents of players to attend.
 - c. Special meetings of the general membership and/or board of directors may be called by the President when deemed to be in the best interest of the association.
 - d. At the request of not less than three Board Members the President shall be obligated to call a special meeting within three weeks of said request.
2. CCYSA will attempt to host seasonal coaches meetings.
3. CCYSA will attempt to host annual manager meetings.
4. CCYSA or individual teams will attempt to host seasonal or annual parent and players meetings.

Article Six- Board of Directors

1. The governing body of the association shall be the board of directors.
2. The board of directors shall have control and management of the affairs and funds of the association. It shall have full power and duty to carry out the mission and purposes of the association contained in Article 2.
3. The Board of Directors shall consist of seven members elected by a majority vote of the Association Membership for two year terms. Four board members shall be elected and end their terms in even years. The remaining three board members shall be elected and end their terms in odd years. There is no limit on successive terms.
4. Board Members shall be elected by a majority vote of the Association Membership present at the regular November meeting. Nominations may be made by any association member from the floor of the November meeting. A nominating committee may be appointed by the Board to propose a list of candidates for upcoming elections. Board member offices when vacant will be determined by a vote immediately after the general board member election occurs.
5. All Board members will need to complete a background check through CSA once every two years.

6. Any Board members who misses three consecutive meetings will be forcibly resigned unless prior Board approval for this extended absence has been given.
7. Mid-term vacancies on the Board may be filled by majority vote of the entire Board. The appointee shall serve the remainder of said term.
8. Four members of the Board of Directors shall constitute a quorum. A majority vote of those board members present is sufficient to pass all matters, except those related to expulsions of members or amendment of the Bylaws.
 - a. CCYSA will also be able to hold remote voting on issues that need immediate attention via electronic mail.
9. The Board may suspend or expel any Board Member, general member, player, coach, or official of the Association for:
 - a. Violation of the bylaws
 - b. Conduct which is in the opinion of the Board detrimental to the welfare, reputation, or best interest of the Association.
 - c. At least five board members must approve any expulsion.

Article Seven- Duties of the Officers of the Board

1. The board shall elect from its seven members:
 - a. President
 - b. Vice President
 - c. Secretary
 - d. Treasurer
 - e. Registrar
 - f. At-large Members (2)
2. President: The President shall preside over all meetings of the Association and coordinate the activities of the Officers of the Board. The President shall represent the Association or appoint representatives to CSA meetings and events. The President shall be available to receive feedback from all association members and public. The President shall be the main point of contact for questions of concerns regarding CCYSA. The President shall oversee all club business. The President shall have access to the club's bank account as back-up to the Treasurer. The President shall be the administrator of the CCYSA Got Soccer account. The President shall manage all club equipment and field needs. The President shall help coaches to coordinate and communicate equipment or field needs to the board.
3. Vice President: The Vice President shall assist the President as needed; preside over meetings and assume the other duties of the President in the absence of said person.
4. Secretary: The Secretary shall keep a record of all proceedings of the Association's meetings and create an agenda for each meeting with Board input. The Secretary will distribute meeting minutes and an agenda to all Board members two days prior to all regular meetings. The Secretary will ensure that all approved board meeting minutes are available for public record on the CCYSA website. The Secretary will perform any other duties typically pertaining to the position of secretary.

5. Treasurer: The treasurer shall receive all monies; keep a correct and current account thereof; deposit said monies in the name of the association in such bank(s) as may be designated by the Board; make payments for goods and services approved by the Board; and make reports of the financial condition of the Association. The treasurer will be responsible to track all player scholarships, player fees, and Got Soccer bills. The treasurer will track weekly manager reports in season regarding goal-can or other team specific fundraising. The treasurer will track all CCYSA merchandise. The Treasurer will ensure that all checks are cashed within 3 weeks of receipt. The treasurer can ask the President to assist with this. The Treasurer will be responsible to check the PO Box for the Association to monitor all bills and payments at least bi-weekly. The treasurer will present an accurate and detailed financial report of the Association at all regular meetings. The treasurer will complete an annual IRS filing; this is due every May 15th. We are required to do a Form 990-N. The treasurer will maintain the 501C3 for the association and that the annual secretary of state paperwork for this is completed by May 31st. The Treasurer will perform any other duties typically pertaining the position of Treasurer.
6. Registrar: The Registrar's main function is to submit team, coach, manager, and player registrations, rosters, and fees to CSA prior to the start of each season and to assist parents or others in registering their players for CCYSA participation seasonally. The Registrar will assist with any questions in this area specifically. The Registrar is responsible to coordinate age group assignment for all players with coach input and Board approval. The Registrar will also be responsible to ensure that all teams are playing in the most competitive league appropriate to their age group. The Registrar will notify coaches whenever teams have over 18 players; so that coaches may decide to host try-outs for said team. The Registrar will present detailed rosters of all teams to the Board prior to each season for approval. The Board will coordinate registration deadlines with the Registrar seasonally. Coaches can request that registration remain open seasonally as needed. The Registrar will perform any other duties typically pertaining to the position of Registrar.
7. At-Large: The At-Large members of the board will take on any duties as assigned. At Large members are responsible to attend all meetings, be informed on club issues, and vote in the best interest of the Association as outlined in Article Two.

Article Eight: Dues, Fees, and Gifts

1. The Association shall not collect annual dues.
2. The Board shall set and collect fees for participation in activities and events sponsored by the Association. Fees shall only be assessed to defray or cover the cost of Association activities, fields, training, and equipment.
3. The Association may accept gifts, of monies and/or equipment, so long as any obligations incurred are in keeping with the purpose of the Association contained in Article Two. The Association may also apply for grants to support its financial needs as a 501C3 and promote the organization's purpose.

4. No Board members may receive a salary or compensation from the Association for their time spent executing the primary governing functions of the Board. The Board may reimburse its members and others for actual expenses incurred for travel and supplies while carrying out the functions of the Association. A mileage reimbursement rate of \$0.45 cents per mile one-way only is the current travel rate. The Board may compensate its members and others for goods and services which extend beyond the primary governing functions of the Board. The Board may compensate up to 2 coaches and 1 manager per team for their volunteer work each season for their team by waiving the seasonally player fee or compensating in a similar fashion upon board approval.
5. Seasonal fees for players are currently \$150 a season. A due date will be set seasonally with each registration link. A non-refundable registration fee of \$50 is due at the time of registration. Players will not be able to play until their seasonal fee is paid in full. Parents of players can contact their manager or the CCYSA treasurer if they need a payment plan in place or need an extension for this deadline. Parents should remember that need-based scholarships are available to apply for seasonally. Scholarships currently cover \$75 of the seasonal fee. Parents are required to cover the additional \$75 and purchase the required uniform. Exceptions to this rule must be board approved. A sibling discount of \$25 off is currently being offered to families.
6. Coaches will be compensated seasonally. The board will compensate up to 3 coaches per team per season in the following ways. Head coaches can choose to have one player fee waived per season and receive \$50 or receive a stipend of \$200. Assistant coaches can choose to have \$100 of the player fee waived per season or receive a stipend of \$100. Coaches can request additional travel reimbursement subject to board approval.
7. Managers will be compensated seasonally. Managers will be compensated by having \$100 of a player fee waived per season that they manage.
8. The Referee Assignor will be paid by CCYSA board at the current rate of \$15 per home game assigned. The Referee Assignor will submit bills to the club for officials who are owed certification reimbursements once their contract of officiating 3 home games has been completed. Recertification reimbursement is also available to officials who are deemed to be in good standing by the Referee Assignor.
9. Officials are paid through coreferees.org and the current Colorado Soccer Association rate.
10. Any team specific fundraising completed needs to be reported and tracked weekly to the Blitz Treasurer; weekly tracking only needs to occur when/if monies are being collected. Funds collected for individual teams need to be spent on an annual basis for each team. Unspent team funds will be returned to the general fund after a year if any balance is remaining. All funds that are used need to be reported to the Treasurer a detailed account of what was purchased.
11. The Webmaster may be compensated by a player fee waiver or equivalent stipend per season as deemed appropriate by the CCYSA board.

Article Nine: Dissolution

In the event the Association is dissolved; all monies, property, and equipment not sold for cash, remaining after settlement of just debts and obligations, shall be donated to governmental or non-profit organizations serving the residents of Fremont County.

Article Ten: Amendments

1. Amendments of the bylaws must be approved by at least five Board members.
2. CCYSA Bylaws must be reviewed and approved no less than every five years.

Article Eleven: Competitive Teams affiliated with CSA and Player Rules

1. Players will automatically play on a team's appropriate for his or her birth year and gender group.
2. For a player may request to play up on an older age group. The Board must approve all requests for players to move up to an older age group seasonally. The Board will vote with discretion on these issues and attempt to have input from coaches of both teams before making this decision. Roster size of both teams will also be taken into consideration. If a player wants to request to play up more than two age groups approval must be obtained from the Board and then CSA. Approval will typically be limited to situations where there is no team formed at the younger age or gender group, there is a surplus of players at the younger age or gender group, or a sibling is playing with another CCYSA team and the parent can show due hardship to split them up.
3. All high school students will automatically be placed on the corresponding high school age club team. Any requests to play on the younger team due to the player's birth year must be voted on by the board for approval. This exception will typically only be considered when the high school team has 16-18 committed players and the younger team is lacking in players.
4. Coaches may conduct tryouts when they have more than 18 players in their age group pool. to evaluate the abilities of all players for all teams. Players of that age group pool must attend the tryout or give advance notice of their absence to be considered for the team that season. Within seven days after the conclusion of tryouts coaches will notify all participants as to whether they will be members of the team. Tryouts will be monitored by the Board. Exceptions to any of the above procedures must be approved by the Board.
5. Registration is open to all players during the specific registration period until the team has a total of 16-18 players. Teams with 18 players will be considered closed. All 11v11 teams must have the minimum of 14 players registered in order to participate in the CSA competitive season. Once registration ends any player requesting to register and play must have Coach and CCYSA board approval unless the team currently has less than 16 players registered for 11v11 or 14 players registered for 9v9.
6. Players are registered for annual seasons with CSA. Player who chooses to only play for one season a year must get Registrar and Coach approval before registering for said team.

CCYSA reserves the right to charge players whom do not give notice for their annual fee in accordance with CSA rules.

Article Twelve: Coaches

1. Coaches are asked to promote and develop all of their players for the highest level of competition based on each individual's ability, interest and desire.
2. Coaches are a leader and example of good sportsmanship and fair play for all players. Coaches are asked to encourage players with positive and constructive feedback.
3. Coaches are required to complete all required trainings for CCYSA and CSA including background checks once every two years and concussion training prior to the fall season (high school-age coaches need to do prior to each season). Coaches are asked to maintain an F coaching license or higher. CCYSA will reimburse up to 2 coaches per team to complete higher levels of coaching training with at least a 2 year commitment to coaching for CCYSA.
4. Coaches will prepare for all practices ahead of time; with the intention of developing player skill and teamwork. Coaches will ensure that the time spent at practice is meaningful for all players. Coaches will ensure players all receive physical fitness training at practice.
5. Coaches will report any major concerns or complaints to the CCYSA board via email or at meetings. Coaches will provide team updates to the board at regular meetings. Coaches will help to keep the board informed in regards to any reoccurring issues or concerns.
6. Coaches are responsible to ensure that players, whom are in good standing, i.e. attending practices regularly with a positive attitude and maximum effort, receive the maximum playtime available on that team. Coaches will make an effort to ensure that all players will typically have some playtime at each game, 8-15 minutes per half is recommended. Coaches will also actively train at least two goalkeepers for their team. Coaches should attempt to maintain a practice of rotating their goalkeepers at halftime whenever possible.
7. Coaches are responsible to make informed decisions when deciding to hold or cancel practices in bad weather. Coaches are asked to not use game fields in inclement weather. Coaches are also responsible to remove players from the field when lightning has been deemed to be within a 10 mile range of the field. Coaches will utilize the flash to bang method described here. The observer begins counting or timing when a "flash of lightening" is sighted. Counting or timing is stopped when the associated thunder (bang) is heard. Divide the number by 5 to determine the distance to the lightning flash. Example, a "flash-to-bang" of 30 seconds would be equal to 6 miles. Coaches will ensure players remain off the field for 15 minutes or longer when play must be stopped for lightning. Coaches are encouraged to use the Weather bug app to track storms in the area.
8. Coaches will treat all game officials and opposing coaches with respect. Coaches should remember that they are the role model for good sportsmanship on the field.
9. Coaches will ensure that the CCYSA President is contacted within 48 hours if there are concerns regarding a game that will lead to a report to the Colorado Soccer Association. Coaches and Managers will need to submit a short report via email for documentation purposes.

10. Coaches are required to enforce the following procedure at home games. If the game has ended and there is noticeable tension occurring between the teams, the manager will inform the away coach that the away team will exit the field first. The home team will await official release by gathering at the Northeast goal area of the upper field. Parents are encouraged to join their team. The manager and coaches will dismiss the home team after visible confirmation that the away team has left.
11. All coaches will sign an Independent Contractor Agreement annually.

Article Thirteen: Managers

1. Managers will be the contact person for all parent concerns and questions, including questions for the coaching staff. Managers will attempt to resolve or answer concerns and questions in a professional and courteous manner.
2. Managers will report any major concerns or complaints to the CCYSA board via email or at meetings. Managers will provide team updates to the board at regular meetings. Managers will help to keep the board informed in regards to reoccurring issues or concerns.
3. Managers will ensure that all registration documents have been submitted as needed to the registrar. Managers will ensure that all rosters and player passes are accurate and report any concerns to the registrar immediately.
4. Managers will ensure that all club fees are paid in full as set in Article 7 #5.
5. Managers will ensure that teams have a way to communicate and ask questions via text, email, or phone.
6. Managers will provide families with a game schedule and directions seasonally. Managers will ensure that players purchase uniforms and gear by providing them with the ordering information.
7. Managers will work with other clubs and our local ref assignor when applicable to reschedule or make any game time changes when needed.
8. Managers will encourage families to update their soccer information seasonally.
9. Managers will send the webmaster an email with a short summary of their team information including pictures if available for posting on the CCYSA website.
10. Managers will ensure that the CCYSA President is contacted within 48 hours if there are concerns regarding a game that will lead to a report to the Colorado Soccer Association. Managers and Coaches will need to submit a short report via email for documentation purposes.
11. Managers will help to build team unity by scheduling team meetings, meals, and encouraging carpools amongst the team.
12. Managers are required to complete all required trainings for CCYSA and CSA including background checks once every two years always prior to the fall season (high school-age managers need to do prior to each season).
13. Managers need to report any team specific fundraising weekly to the Blitz Treasurer; weekly tracking only needs to occur when/if monies are being collected. Funds collected for individual teams need to be spent on an annual basis for each team. Unspent team funds will be returned to

the general fund after a year if any balance is remaining. All funds that are used need to be reported to the Treasurer a detailed account of what was purchased.

14. Managers are required to enforce the following procedure at home games. If the game has ended and there is noticeable tension occurring between the teams, the manager will inform the away coach that the away team will exit the field first. The home team will await official release by gathering at the Northeast goal area of the upper field. Parents are encouraged to join their team. The manager and coaches will dismiss the home team after visible confirmation that the away team has left.
15. All managers will sign an Independent Contractor Agreement annually.

Article Fourteen: Parents

1. Parents will exhibit good sportsmanship and encourage fair play at all times when attending practices and games.
2. Parents will work to provide only positive feedback to their players during game times. CCYSA asks all parents to refrain from sideline coaching at games and practices.
3. Parents will ensure that their players attend all practices and games. Parents will report any absences prior to the absence to the coaching staff or manager. Parents will help players to report to practices and games on time, in their required soccer uniform, and with equipment needed as dictated by the coaching staff or manager.
4. Parents will address all concerns and questions to the manager. If the parent(s) feels that they need additional follow-up or feedback parents will contact the President of CCYSA via phone or email. The president will share this information with the CCYSA board via email as needed. Any concerns or complaints where a parent would like action must be addressed in writing to the CCYSA board or the parent must attend the regular board meeting to address the board with their concerns.
5. Parents will understand that playtime for CCYSA is never guaranteed.
6. Parents will report any incidents of hazing, bullying, or harassing that they have knowledge of to the CCYSA President within 48 hours for immediate action by the CCYSA board.
7. Parents are responsible to ensure that they pay the seasonal CCYSA fee prior to the start of the fall season games. Parents may apply for a need based scholarship program seasonally by contacting their manager or the CCYSA board. See Article 7 #5 for more information.

Article Fifteen: Referee Assignor and Officials

A. Referee Assignor

1. Referee Assignor will maintain a record of available referees and their contact information.
2. Referee Assignor will ensure that all referees have a current certification.
3. Referee Assignor will address any concerns or complaints from CCYSA coaches and managers to resolve issues. Referee Assignor will contact CCYSA board at regular meetings or via email for any unresolved issues or if action is needed.

4. Referee Assignor will be the point of contact for all officials who work for CCYSA. Referee Assignor will handle any questions or concerns from referees and contact CCYSA board if needed.
5. Referee Assignor will coordinate with CSA and the Colorado Registrar and follow any guidelines set forth by said persons and organizations.
6. Referee Assignor will attempt to offer seasonal meetings and trainings for CCYSA referees. Referee Assignor will also schedule referee certification classes locally and work to maintain, develop, and recruit referees for CCYSA.
7. Referee Assignor will sign an Independent Contractor Agreement annually.

B. Officials

1. Referees will come to games in uniform with the required equipment at least 30 minutes prior to the start of each game. Uniforms consist of black long socks, black shorts, blue and green official sports referee jerseys are recommended, and cleats. Equipment may also consist of a watch, whistle, flag, yellow & red cards, a coin, and a game report book.
2. Referees will provide the Referee Assignor with their availability seasonally on coreferees.org. Referees will accept or decline games from the Referee Assignor in a timely manner. Referees will give the Referee Assignor at least 24 hours notice if they are unavailable for a previously accepted game.
3. Referees will attempt to attend meetings held by the Referee Assignor. Referees will attempt to be available for trainings or practice scrimmages in order to maintain their skills. Referees are encouraged to participate in at least one scrimmage a season.
4. Referees primary job is to enforce the Laws of the Game as dictated by USSF and US Soccer. Referees will be knowledgeable about the laws of the game and how to apply them as a Referee. Referees are expected to help maintain the safety of the players on the field. Referees are encouraged to address and resolve any concerns with players, fans, managers or coaches using the "Ask, Tell, Dismiss" method. Center Referees and Assistant Referees are expected to cooperate and help each other to maintain the Laws of the Game with confident and accurate officiating.
5. Referees are responsible to make informed decisions when deciding to hold or cancel games in bad weather. Referees are also responsible to remove players from the field when lightning has been deemed to be within a 6 mile range of the field. Referees will utilize the "flash to bang" method described here. The observer begins counting or timing when a "flash of lightening" is sighted. Counting or timing is stopped when the associated thunder (bang) is heard. Divide the number by 5 to determine the distance to the lightning flash. Example, a "flash-to-bang" of 30 seconds would be equal to 6 miles.
6. Center Referees are required to submit a game report within 48 hours on coreferees.org.
7. All Referees will maintain their contact information, availability, and wages through coreferees.org. Referees should address any questions regarding this site to the Referee Assignor or if needed the CCYSA President.