

## **CYSA DISTRICT VII Board Procedures and Policies**

### 1:01 NAME

1:01:01 This Administration shall be know as the California Youth Soccer Association (CYSA) District VII Board, hereinafter referred to as the “District Board”.

### 1:02 PURPOSE

1:02:01 The purpose of the District Board shall be to provide coordination and development of the youth soccer program within District VII. The District Board shall keep and maintain records of the players, teams and leagues for the purpose of registration and affiliation. The District Board shall act as a liaison between District VII leagues and the operations and programs of the California Youth Soccer Association and be the instrument for internal communications of the district.

### 1:03 RESPONSIBILITIES

1:03:01 The District Board, acting together, shall constitute the management of the District and they shall be responsible for:

- A. Ensuring the District Board operates within the framework of the CYSA Constitution, Bylaws, Rules and Procedures.
- B. Expenditures.
- C. Recording, publicizing and promoting youth soccer activities.
- D. Making rules and regulations for specific cases, which are deemed necessary and advantageous by the District Board to carry out the objectives of the program.
- E. Hearing appeals and protests from leagues within the District by committee.
- F. Administration of District Playing Leagues

### 1:04 BOUNDARIES

1:04:01 The boundaries of this District Board shall be the area defined by CYSA as District VII.

### 1:05 AFFILIATION

1:05:01 The District Board shall be an extension of CYSA and will comply with CYSA Rules and Procedures where applicable.

### 1:06 MEMBERSHIP AND VOTING

1:06:01 The District Board shall consist of the District Commissioner (who shall act as chairman of the Board), Assistant Commissioner, Registrar, Secretary, Treasurer, Referee Administrator, Coaching Administrator, League representatives and other members appointed by the Commissioner. Examples of other official members may be District Representatives to CYSA standing committees or individuals involved in the operation of District VII activities.

1:06:02 Each affiliated league within CYSA District VII shall be granted membership in the District Board. Each member league shall elect or appoint an individual, in accordance with their established procedures, to represent their league. Each official league representative, so elected or appointed, shall be entitled to vote, however, in the absence of the official league representative, another league representative may vote in their place. The alternate league voter must be a league official listed on the most recent league affiliation form.

1:06:03 Only those leagues of record in good standing shall be entitled to a vote.

1:06:04 Each official board member shall be entitled to one (1) vote on general issues. No individual may have more than one vote. When deemed appropriate by the District Commissioner specifically identified issues (league only) may be limited to a vote of only league representatives.

1:06:05 The Chairman shall vote only to break a tie.

1:06:06 A quorum is defined as the presence of 50% of the official District Board members or a majority of the league representatives for “league only” votes.

1:06:07 Each affiliated league shall have one vote for every five hundred (500) duly registered players Or fraction thereof, for voting powers for the purpose of the election or removal of their own District Commissioner. A League is entitled to vote for a District Commissioner based upon its status as an Affiliated League for the current season.

1:06:08 When properly noticed leagues, not properly represented at a District Board meeting, will be fined a penalty of \$50.00 per occurrence unless they are excused by the District Commissioner. Subsequent voting privileges of a delinquent league will be suspended until fines are paid by league check , payable to CYSA District VII. Failure to pay fines may also be grounds for further sanctions against the league.

#### 1:07 MEETINGS

1:07:01 The District Board will meet a minimum of four (4) times during each seasonal year to conduct regular business. Meetings shall be held on the second Wednesday of each month. The order of business shall be as follows:

- A. Call to order
- B. Roll call
- C. Introduction of guests
- D. Acceptance of minutes
- E. Correspondence
- F. Reports
  - 1. Commissioner’s report
  - 2. Staff reports
  - 3. League reports
- G. Unfinished business
- H. New business
- I. Good of the game
- J. Adjournment

1:07:02 Meetings may proceed under informal rules of order adopted by the chair unless a majority of the participants demand that the meeting proceed under formal rules of order, in which event Robert’s Rules of Order shall be followed.

#### 1:08 AMENDMENTS

1:08:01 Amendments to the rules or procedures of the District Board may be made at any meeting of the District Board.

1:08:02 Amendments must be presented to the District Commissioner in writing at least 30 days prior to any meeting of the District Board membership.

1:08:03 An amendment shall be deemed adopted by the affirmative vote of two-thirds of the voting membership present at the meeting.

#### 1:09 OPERATION

1:09:01 The District Commissioner shall appoint, during his/her term, personnel to fill the following positions: Assistant Commissioner, Registrar, Secretary, Treasurer and representatives to all CYSA standing committees as necessary.

1:09:02 District VII appointed officers and representatives will be responsible for performing which include, but are not limited to the following:

1. The Assistant Commissioner shall act as the District Commissioner representative in his/her absence and shall oversee special responsibilities as assigned by the District Commissioner.

2. The Registrar shall insure that all District players, coaches and teams are properly registered with CYSA and that all required fees have been properly paid and recorded. The Registrar shall attend all CYSA Registration Committee meetings and shall oversee proper credentials for District VII members at the CYSA Annual General Meeting. The registrar shall report at each meeting of the District Board.
3. The Treasurer shall be responsible for accurate accounting of all assets, receipts expenditures and bank balances and shall ensure that all deposits made into the District account reflect the party and nature of the funds. He/she shall ensure that all debits shall be disbursed after approval of the District Commissioner. All checks shall bear at least two (2) of the following signatures: District Commissioner, Treasurer, Secretary or a designee of the District Commissioner. All financial record of District VII shall be submitted for the annual audit of CYSA, according to procedures and time established by CYSA. Monthly bank reconciliations shall be filed with the CYSA staff accountant. The Treasurer shall attend all CYSA meetings of the Treasurers and report quarterly to the District Board.
4. The Secretary shall keep an accurate record of the District Board meetings and any other meetings as directed by the District Commissioner.
5. The Coaching Coordinator shall act as a liaison between the CYSA Coaching staff and the District VII leagues to ensure the proper training and licensing of coaches. He/she shall organize CYSA coaching courses through the District leagues and coordinate the announcement of these courses. He/she shall attend all CYSA Coaching Committee meetings as the representative of District VII and report at each meeting of the District Board.
6. The Tournament Coordinator shall ensure that all teams, leaving the District for tournaments, follow District VII, CYSA, USYS and USSF established procedures. He/she shall attend all meetings of the CYSA Tournament Committee and ensure the proper administration of all tournaments held in District VII. The Tournament Coordinator shall keep the District Commissioner informed of all policy and report at each meeting of the District Board.
7. The Olympic Development Coordinator shall organize the identification of players in District VII, who participate in the CYSA ODP Program. He/she shall attend all meetings of the CYSA ODP Committee and shall keep the District Commissioner informed of all policy and report at each meeting of the District Board.
8. The Cup Coordinator shall attend all meetings of the CYSA State Cup Committee, shall coordinate any hosting of State Cup games in District VII and shall keep the District Commissioner informed and shall report at each meeting of the District Board.
9. The Rules and Revisions Coordinator shall attend all meetings of the CYSA Rules and Revisions Committee, shall keep the District Commissioner informed of all policy and shall report to the District Board when appropriate. He/she shall act on behalf of all District VII leagues that submit rule change proposals and ensure that they are correctly submitted in a timely manner.

10. The Youth Referee Coordinator shall act on behalf of the District to effect the maximum number of referees to serve the leagues. He/she shall coordinate activities of approved instructors, assessors and assignors with the leagues and shall assist the leagues with referee clinics. He/she shall report at each meeting of the District Board.
11. The Recreation Chairman shall attend all meetings of the State Recreation Committee, shall ensure that information is dispersed to the leagues. He/she shall keep the District Commissioner informed of all policy and and report at each meeting of District Board.

12. The TOP Soccer Chairman shall attend all meetings of the CYSA TOP Soccer Committee, shall Coordinate with the leagues the development of a TOP Soccer Program. He/She shall keep the District Commissioner informed and report at each meeting of the District Board.

1:09:03 Each league shall contribute \$1.50 per player, each seasonal year, for the maintenance of the District office. The \$1.50 per player fee shall be due and payable by November 1<sup>st</sup> of each seasonal year. Leagues who fail to comply may receive sanctions by the District Board.

#### 1:10 RELEASE AND RECRUITMENT POLICY

1:10:01 No adult affiliated with the program (administrator, coach, parent, booster) shall actively recruit players from another league for participation in their program. No adult affiliated with a program shall encourage players within their program to actively recruit players from another league.

Recruitment shall be defined as:

1. Making first contact with a player or parent to discuss their program.
2. Discussing their program with a player or parent from another league (after being contacted first) without notifying the parent of the District VII league policies and providing the information regarding the appropriate league program within their home area.
3. Using current players to persuade players from other leagues to transfer.
4. Providing incentives to players, such as reductions in fees, trips, uniforms and other equipment.
5. Using a position of authority to persuade or coerce a player to transfer. This may include adults involved with the District ODP program, adults involved with clinics and soccer schools, adults involved with High School programs or other non-affiliated programs.

Violation of the recruiting prohibition shall be as follows:

The first violation shall be a letter of reprimand to the person(s) involved and an official warning to the League.. A second violation shall result in probation for the person(s) involved for a period of one year. third violation shall result in suspension of the person(s) involved for a period of one year and the team involved shall be placed on probation for one year. Players, being recruited, may be deemed ineligible.

Violations shall be considered as valid with confirming proof, including additional witnesses to the alleged violation. No written documentation shall be required. The District PAD Committee shall adjudicate such violations.

1:11:02 The District VII Release Policy shall be as follows:

SECTION DELETED JULY 11, 2007 DUE TO OPEN BOUNDARIES

1:11:03 District VII respects the right of every player to choose any CYSA League within which to register. The League of registration shall require all play and practice for its registered players to be within its geographic boundaries, excepting participation in an approved CYSA or District Playing League, approved CYSA/District Tournaments, other sanctioned CYSA/District events, and joint agreement between CYSA Leagues for play, including the use of guest players. Any requests from teams registered or otherwise organized outside District 7 to practice or play within the geographic boundaries of District 7 shall require the approval of the District 7 Commissioner.

1:12 FINANCIAL RESPONSIBILITY

1:12:01 The District Board shall not assure, nor be liable for, the debt nor the financial responsibilities of member leagues, teams or team officials.

1:13 PROTEST AND APPEALS

1:13:01 Protests and appeals will be handled according to CYSA rules. Protests or appeals of league decisions are to be in writing and delivered or mailed to the District VII Office at 4285 No. First St. Fresno, CA 93726 within 72 hours of the receipt of the league decision letter. The appeal must be accompanied by a copy of the decision letter and a fee of \$100.00. If the protest or appeal is upheld by the District, \$50.00 will be returned to the appellant. \$50.00 will be retained by the District to cover the cost of printing, mailing and the cost of holding the hearing.

1:13:02 The District Protest and Appeals Committee shall be appointed by the District Commissioner and consist of appropriate neutral members.

1:14 DISSOLUTION

1:14:01 Should the District Board be dissolved, all assets remaining after payment of all debts, shall be distributed to District 7 affiliated leagues (who are registered non profit 501 © (3), are in good standing Pro-rata based upon their current player registration at the time of dissolution. (approved 5/11/16)

APPROVED MAY 2001  
REVISED JULY 2007

REVISED SEPTEMBER 2010  
REVISED MAY 2014

**Approved May 9, 2001**