



RADCLIFF YOUTH SOCCER ASSOCIATION, INC

GUIDING DOCUMENTS

CONSTITUTION

BYLAWS

POLICY MANUAL

What we believe, is the foundation of our **CONSTITUTION**. Therefore it has basically remained the same throughout the history of the association. The **BYLAWS** describe organization and how we operate. Therefore, they need to be reviewed and updated periodically. The **POLICY MANUAL** goes into even greater detail concerning procedures for various aspects of the association such as personnel, team organization, financial guidelines, etc.

TABLE OF CONTENTS

Radcliff Youth Soccer Association, Inc	1
Guiding Documents	1
CONSTITUTION.....	1
BYLAWS	1
POLICY MANUAL.....	1
SUMMERY OF CHANGES.....	4
The CONSTITUTION OF Radcliff Youth Soccer ASSOCIATION.....	5
I. Preamble.....	5
II. Purpose	5
III. Name, Affiliations and Branding.....	5
The Bylaws of Radcliff Youth Soccer ASSOCIATION	6
Article I. Board of Directors and Officers	6
Article II. Board Positions and Descriptions.....	8
Article III. MEMBERSHIP	10
Article IV. Meetings (Regular, Special, Annual).....	10
Article V. Adoptions and Amendments.....	11
Article VI. Removal of a Board member.....	11
Article VII. elections.....	12
Article VIII. Annual Accounting.....	12
Article IX. Bank Account.....	13
The Policy Manual of Radcliff Youth Soccer ASSOCIATION	14
Board Member DUTIES.....	14
Elections GUIDELINES	17
FINANCE Guidelines	19
CommitteeS	20
Volunteers.....	20
Meetings.....	21
Referees	22
TEAM FORMATION	22
Rules of the Game	23
PRACTICE.....	23

GAME DELAY OR CANCELLATION.....	24
TOURNAMENTS (Recreational).....	24
Registration.....	24
EQUIPMENT AND FIELDS (Recreational).....	25
SELECT LEAGUE.....	26

SUMMARY OF CHANGES

Original Select League page 24 of 28

As read:

Scholarships: A scholarship may be awarded by the RYSA Board. Request will be submitted to the Board with the following understanding:

Change by Board 1/16/2012: A scholarship may be awarded by the RYSA Board. **The Select VP will have oversight of the Scholarship program. Request will be submitted through the team's head coach, who will submit the request to the Select VP.** RYSA Board will be the approving authority. Request will be submitted to the Board **will be considered** with the following understanding:

1. **The head coach must endorse the request for scholarship.**

Original Select League page 24 of 28

As read:

Registration Fees: Will be determined and approved by the RYSA Board prior to the start of each seasonal year.

Change by Board 1/16/2012: Will be determined and approved by the RYSA Board prior to the start of each seasonal year. **Families with multiple players will pay full registration for two players, fee for third or more players will be \$100 per player.**

Original Page 25 of 28

Items to turn into your Coach or Team Manager:

As read:

Original signed and notarized KYSA Medical Release Form, with raised seal.

Change by Board 1/16/2012: Original signed and notarized KYSA Medical Release Form.

THE CONSTITUTION OF RADCLIFF YOUTH SOCCER ASSOCIATION

I. PREAMBLE

Because it is the desire of this association to be constituted a Youth Soccer Association, and to have all its matters of business to be conducted in an orderly manner and in agreement with Kentucky Youth Soccer and US Youth Soccer, the members of Radcliff Youth Soccer Association, do agree to and adopt the following Constitution, Bylaws and Policies, as a replacement to any previous such documents, effective the 1st day of August, 2011. These documents were ratified by a quorum of the RYSA Board on 18 July 2011.

II. PURPOSE

To promote the growth of and an appreciation for the game of soccer by providing opportunities for the youth of Radcliff and surrounding communities to learn the Laws of the Game and participate in an organized program of soccer.

To organize and promote youth soccer for players from various ages, IAW Kentucky Youth Soccer Association rules, and to encourage good sportsmanship and fair play of all participants therein.

We shall achieve this purpose by:

1. Encouraging the development and practice of good sportsmanship
2. Developing the principles of fair play
3. Promoting the growth of soccer
4. Instructing, training and educating players, coaches, and referees to develop and improve their soccer capabilities.

III. NAME, AFFILIATIONS AND BRANDING

The name of this association shall be Radcliff Youth Soccer Association, Inc., here-in-after referred to as RYSA. RYSA, as a member of the Kentucky Youth Soccer Association (KYSA), will cooperate and support youth soccer within the state of Kentucky. RYSA will abide by the rules of KYSA, US Youth Soccer (USYS) and the Federation of International Football Association (FIFA).

Branding is an important aspect of who we are as an organization and what we stand for. RYSA shall create for its' self and any associated programs, such as a Select program, a logo and 'tag'. The tag for RYSA shall be "*Where Kids Come First*". Control of the branding of the association will be the responsibility of the Board. Any re-branding must be approved by the Executive Board.

RYSA was Organized and Incorporated on 19 September 1980 in Radcliff, Kentucky. The Articles of Incorporation are on file with Hardin County Clerk's Office.

THE BYLAWS OF RADCLIFF YOUTH SOCCER ASSOCIATION

ARTICLE I. BOARD OF DIRECTORS AND OFFICERS

- I. All the below listed positions shall be called members of the RYSA Board of Directors, here-in-after referred to as Board.
- II. The policy making and executive functions of the Association shall be vested the Executive Board.
 - a. The Executive Board is responsible for overseeing the activities of an organization and ensuring that the goals and objectives are met.
 - b. Responsible for establishing and updating the policies that govern an organization.
 - c. They must act in good faith and exercise the degree of diligence, care, and skill that an ordinary prudent individual would use under similar circumstances in a like position.
- III. Board members may hold more than one position, but will not exceed holding more than three positions unless so approved by majority voted of the Board.

The EXECUTIVE BOARD shall consist of:

- President
- Vice President of Recreational / Registrar for Recreational
- Vice President of Select / Registrar for Select
- Secretary
- Treasurer

The COMMISSIONERS shall consist of:

- A Commissioner for each age group (League) for Recreational.
- A Commissioner over all Select teams

The OFFICERS shall consist of:

- Registrar (dual position with Vice President)
- Scheduler
- Director of Officiating
- Director of Coaching for Recreational
- Director of Coaching for Select
- Equipment Manager
- Risk Management Coordinator
- Concessions Manager
- Standing Committee Chairpersons, if such committees have been formed
- Immediate Past President (non-voting member, serve as advisor to the Board)

- IV. Board members will be elected IAW the Election Procedures in this document. Elections will be held during the Association's Annual Membership Meeting which is held in conjunction with the Fall season's Coaches' draw.
- V. Board members shall serve a two (2) year term of office, unless they are filling the remainder of a term that was vacated by a resigned board member. Then the term will be the fulfillment of the vacated position.
- VI. A Board Year shall be from the first day of November (1 Nov) to the thirty first day of October (31 Oct).
- VII. The Board shall have the following powers:
 - a. To ratify alter, or reject decisions and policies of any officer, director, commissioner, committee or other official of the Association.
 - b. To institute and operate tournaments, camps, and clinics.
 - c. To arrange and stage soccer games of any nature whatsoever in its own name.
 - d. To create and manage or to create and delegate the management under its direction, to others of any organization whatsoever, which it may deem expedient for the welfare of the game of soccer in the city of Radcliff and surrounding communities.
 - e. To hear all cases of misconduct of players, officials and/or persons affiliated with the Association when two or more persons or parties are concerned.
 - f. To enforce the purpose for which RYSA was organized.
 - g. To contact for such services and facilities as shall be necessary for the operation of RYSA business.
 - h. To authorize the expenditure of funds for the purpose of keeping with the needs of the Association.
 - i. To authorize members of the Board to sign checks when necessary to carry out expenditures in support of the Association.
- VIII. Resignation to positions prior to the end of the term of office shall be submitted in writing
 - a. Vacancies shall be filled by appointment of the President subject to ratification of the Board.

ARTICLE II. BOARD POSITIONS AND DESCRIPTIONS

- I. Initially on the meeting date when these Guiding Documents are adopted, and thereafter annually at the Annual Membership Meeting, Board members shall be elected by a majority vote of the Members present to the following positions and duties IAW election policies set forth in this document.
- II. Board members will execute their duties as outlined in this document, the Policy Manual and all other duties as assigned by the President or the Board.

ASSOCIATION ELECTED POSITIONS

PRESIDENT: Sets meeting dates and locations, appoints committees, presides over meetings, sees that the resolutions passed are carried out, and develops and promotes the association within the community and State. Election shall take place in ODD numbered years.

VICE PRESIDENT OF RECREATIONAL / REGISTRAR OF RECREATIONAL: Assumes the duties of the President when they are absent or incapacitated. Ensure the registration of players, coaches and team formation for the Recreational soccer program is IAW KYSA rules. Ensure the good order of the Recreational soccer program. Election shall take place in EVEN numbered years.

VICE PRESIDENT OF SELECT / REGISTRAR OF SELECT: Ensure the registration of players, coaches and team formation for the Select soccer program is IAW KSSL rules. Ensure the good order of the Select soccer program. Election shall take place in ODD numbered years.

SECRETARY: Keeps a record of meetings, and notifies members of meetings and activities. In years where their position is not up for election, serve as an ex-officio member for Elections Committee. Election shall take place in ODD numbered years.

TREASURER: Keeps a record of receipts and disbursements. Prepares monthly and annual financial reports for the Board. Ensure financial records are current and submits appropriate forms to the State and IRS (Reference "Compliance Guide for 501(c)(3) Public Charities"). Verifies and writes checks for disbursement. Prepare and submit to the Board for approval a budget for each year. Election shall take place in EVEN numbered years.

COMMISSIONERS FOR U4; U6; U8; U10; U12; U14-19; SELECT: Ensure each team has an adequate number of coaches. Responsible for working with the Registrar to form teams and facilitate the Coaches Draw for their respective age groups. Serve as a liaison between the Board, Coaches, and the Parents. Election for U4; U8, U12, and Select shall take place in EVEN numbered years. Election for U6; U10, and U14-19, shall take place in ODD numbered years.

BOARD APPOINTED, VOTING POSITIONS

Nominations for these positions may be made to or by any Board member. These positions shall be filled by a majority vote of the Board. Appointments will occur as indicated below.

SCHEDULER: Ensure game scheduling is conducted with area Clubs in regards to game times and field usage. Manages the cancelation and rescheduling of games. Works with tournament director on scheduling local tournaments and events. Appointment shall take place in EVEN numbered years.

DIRECTOR OF OFFICIATING: Coordinates and ensures referees are scheduled for all home games for Recreational and Select programs. Ensure referees are properly credentialed IAW KY Soccer Referee Association and KYSA. Appointment shall take place in ODD numbered years.

DIRECTOR OF COACHING FOR RECREATIONAL: Ensures coaches are properly registered for each age group. Lays out the philosophies and guidelines for coaches at every level. Promotes coaching education opportunities and encourages coaches to learn as their players learn. Appointment shall take place in EVEN numbered years.

DIRECTOR OF COACHING FOR SELECT: Ensures coaches are properly registered and licensed for each age group IAW KYSA and KSSL rules. Lays out the philosophies and guidelines for coaches at every level. Promotes coaching education opportunities and encourages coaches to obtain the necessary licenses in order to maintain the Club. Appointment shall take place in ODD numbered years.

BOARD APPOINTED, NON-VOTING POSITIONS

RISK MANAGEMENT COORDINATOR: Ensure all disclosure forms are received and background checks are completed and maintain a secure filing system. Investigate any complaints of abuse and report any findings to the Association President, if action is needed. Distribute on a periodic basis appropriate educational material regarding the USYS Risk Management Program.

EQUIPMENT MANAGER: Oversee the procurement and maintenance of all Association equipment. Issues equipment and maintains records of the location of equipment, ensuring its prompt return at the end of each season. Ensures all playing fields are set up and ready for game days.

CONCESSIONS MANAGER: Oversee the maintenance of the concession stand and the scheduling of workers. Ensure all State and local license are up to date as required, and all policies are adhered to. Coordinates with the Treasurer for the purchasing of foods and supplies used in the concession. Ensures all monies collected from sales by the concession are accounted for and properly transferred to the Treasurer for processing into the Association's bank account.

- III. Board Members shall assume their duties the start of the Board year in which they are elected. In cases where a position is vacated prior to the end of term, duties will be effective the day the vacancy is ratified by the Board

ARTICLE III. MEMBERSHIP

I. General

RYSA Membership shall consist of all Board members, coaches and parents or legal guardians of properly registered players for the current playing season (Spring or Fall).

II. Termination of Membership

Coaches, players, or parent membership shall be terminated in the following ways:

1. 15 days following the end of the current playing season (Spring or Fall).
2. Conduct: should a member become an offense to RYSA and to its good name by reason of bad sportsmanship or violation of KYSA or RYSA Rules of Conduct, The Board may terminate membership by a two-thirds (2/3) vote.
3. In certain cases, i.e. player fighting, parent or coach using abusive language, the matter may be brought to the Board or the President may terminate membership on the spot. The President will submit a report to the Board in such cases.
4. Request of the individual member

ARTICLE IV. MEETINGS (REGULAR, SPECIAL, ANNUAL)

- I. Meetings are governed by *Robert's Rules of Order*. Only those items on the agenda will be considered for action. The President or their appoint representative is responsible for setting the meeting agenda and the time and length of meetings.
- II. Each member shall have one (1) vote, regardless of the number of positions occupied by a single member. Any ties in voting shall be broken by the President or the presiding officer in cases where the President is absent or must recuse themselves.
 - A. **Board Meetings:**

Regular Board meetings will be held each month and at other times as deemed necessary. Meetings may be canceled or rescheduled by the President or a majority vote of the Board members.

 - a. A quorum will be fifty (50%) of the current serving Board members for any regular or special called Board meeting in order for business to be conducted.
 - B. **Executive Board Meetings:**

Meetings will be held in conjunction with the Regular Board meeting and at other times as deemed necessary.

C. Coaches' Draw:

A meeting will be held at the start of each season, Spring and Fall, called the Coaches' Draw. Date and Time of the meeting will be determined by the Board. The purpose of this meeting is to bring the Board members, coaches, players and parents together to give instructions for the upcoming season, allowing for questions to be asked and answered and to conduct the selection of teams IAW KYSA and RYSA rules.

D. Annual Membership Meeting:

During the Fall Coaches' Draw, the Annual Membership Meeting shall be held in conjunction with the Coaches' Draw, at which time new Board Members will be elected IAW election procedures.

- a. A quorum will be fifty (50%) of the current serving Board members and those RYSA members present for the Annual meeting. A majority vote of members present is needed to elect Board members IAW Article VIII of the Bylaws.

E. Special Called Meetings may be called at any time by the President or by majority vote by the Board

ARTICLE V. ADOPTIONS AND AMENDMENTS

- I. Any motion/business that requires a change in the Constitution, Bylaws or Policy Manual, shall be tabled and referred to the Executive Board. A revision committee shall be appointed by the President. The revision committee will meet and make recommendations to the Board
- II. The Constitution and/or Bylaws and/or Policy Manual may be altered or amended at any regular or special Board meeting by a two-thirds (2/3) vote. Notice of the proposed alteration(s) shall be given in writing 20 days prior to the meeting.
- III. It is provided, that upon the adoption of these amendments, all affected documents previously adopted by the Board, shall be replaced by such adoption.

ARTICLE VI. REMOVAL OF A BOARD MEMBER

If a Board member does not fulfill the duties required as described in Article II or become an offense to RYSA and to its good name or by violations of KYSA or RYSA Rules of Conduct, that Board member will be notified in writing of the meeting at which removal from office will be discussed and voted upon. At that meeting, the Board member may present statements in an effort to retain the position.

Removal will occur if so voted by a two-thirds (2/3) vote of the Board present at the meeting.

ARTICLE VII. ELECTIONS

- I. **FORM OF ELECTION.** The election of Board members will be accomplished by live balloting at the Annual Membership Meeting. Absentee ballots will not be used.
- II. **QUORUM.** A quorum at the annual meeting will be the eligible Association members present for the meeting.
- III. **ELECTION COMMITTEE.** The election shall be supervised by a three-member Elections Committee appointed annually by the Board at least 120 days prior to the voting. The Vice President who is not in standing for re-election will serve as Chairperson. The other two members shall be Board members who are not running for the Board. One member will be from outside the Executive Board. The committee is primarily responsible for assuring that all notices and ballots are properly prepared, delivered in a timely fashion, and kept secure. All committee members must be able to attend the Annual Membership meeting.
- IV. **DUTIES OF SECRETARY.** The Board secretary shall be an ex-officio member of the Elections Committee and serves as liaison between the committee and the Board, and is responsible for assuring that the actions of the committee are consistent with the requirements of the bylaws. In the event the secretary is standing for re-election to the Board, the secretary's designee for that election cycle shall serve as representative on the Elections Committee. This shall not preclude the secretary from performing duties required by the bylaws.
- V. **CALL FOR CANDIDATES.** The committee shall issue a call for nominations no less than 90 days prior to the Annual Membership meeting and will compile a slate of names for each position. This notice shall be given to all eligible members by email and posted on the RYSA website. The committee will compile a list of candidates for each Board position up for election. Incumbents in offices subject to election shall be polled, and if willing to serve, shall be included on the candidates list. Candidates will be contacted by the committee to ensure their willingness and eligibility to serve. The slate of name will be presented to the Board for review and approval. Board positions up for election which have no candidates, those positions will not appear on the ballot. Positions will be filled IAW the Bylaws.
- VI. **VOTER LIST.** The committee shall prepare a list of eligible voters who are members in good standing prior to the Annual Membership meeting. Ballots shall be made available only to persons on the eligible voter list.

ARTICLE VIII. ANNUAL ACCOUNTING

Each calendar year, a full and complete account of the condition of the Association shall be made to the Board. At the Annual Membership meeting, a report of the IRS Form 990 for the preceding year will be given. All financial transactions shall be reviewed annually by an Audit Committee appointed by the Executive Board.

ARTICLE IX. BANK ACCOUNT

The Association may select a bank for the purpose of opening a bank account. Funds in the bank account shall be withdrawn by checks signed by the treasurer. The Board may require two (2) signatures on checks prior to disbursement.

THE POLICY MANUAL OF RADCLIFF YOUTH SOCCER ASSOCIATION

BOARD MEMBER DUTIES

PRESIDENT:

- A. To preside at all Executive and Board Meetings.
- B. To preside as an ex-officio member of all Association committees.
- C. To appoint special or Ad Hoc committees.
- D. To co-sign money disbursements made in the name of the Association.
- E. To appoint, subject to ratification of the Board, persons to fulfill vacated positions.
- F. To perform duties as shall be necessary to promote the welfare of the Association.
- G. To represent, or to delegate persons to represent, the Association in meeting with other organizations.
- H. To authorize the disbursement of monies as necessary for the support of the Association.
- I. To preside and call to order an executive session of the board.

VICE PRESIDENT OF RECREATIONAL / REGISTRAR OF RECREATIONAL:

- A. Responsible for conducting all registrations for the Recreational program, maintain team rosters, and transmittal of registration records to KYSA.
- B. Ensure the registration of players and coaches and the enforcing of all State Rules, Bylaws, Policies and Regulations governing player registration and team assignment.
- C. To assume the duties of the President, in their absence or in case of resignation or incapacitation, until the next annual election.
- D. To promote and ensure the well being of the kids in the Recreational program.
- E. Coordinate and schedule pictures for the leagues.
- F. To oversee and ensure the smooth operations of Recreational program to include, but not limited to, coaches, teams, fields, referees, schedules and concession stand.
- G. To maintain a register of the mailing address of each member.

VICE PRESIDENT OF SELECT / REGISTRAR OF SELECT:

- A. Responsible for conducting all registrations for the Select program, maintain team rosters, and transmittal of registration records to KYSA and KSSL.
- B. Ensure the registration of players and coaches and the enforcing of all State Rules, Bylaws, Policies and Regulations governing player registration and team assignment.
- C. To promote and ensure the well being of the kids in the Select program.

- D. To oversee and ensure the smooth operations of Select program to include, but not limited to, coaches, teams, fields, referees and schedules
- E. To maintain a register of the mailing address of each member.

SECRETARY:

- A. To be responsible for the storage and maintenance of all records of the Association, to include: minutes of all regular and special Board meetings, and external correspondence.
- B. To be responsible for informing members of meetings, handling correspondence of the Association, and carrying out other duties as shall be delegated.
- C. Responsible for publicity, news releases, and other announcements.
- D. Serve as a ex-officio member of the Elections Committee

TREASURER:

- A. To receive all monies for the Association, keep accurate records of receipts and disbursements made in the name of the Association.
- B. Ensure all monies received are deposited into banking account within 5 days.
- C. To authorize and sign all checks in the name of the Association and ensure two signatures are obtained on all checks as deemed by the Board.
- D. To present a statement of accounts at every meeting and at other times, when required by the Board, and to make a full report at the Annual Membership meeting.
- E. To ensure the Treasurer's accounts are examined a minimum of once a year by Audit Committee.
- F. To develop and present an annual budget of the Association to the Board.

COMMISSIONERS FOR U4;U6; U8; U10; U12; U14-19; SELECT:

- A. To perform all duties necessary to insure the achievement of the objectives of the Association's programs.
- B. To ensure each team has an adequate number of coaches and assistant coaches.
- C. To assist coaches in getting team sponsors.
- D. Serve as a channel of communication between the Board, committees, Coaches, and the Parent(s)/Guardians.
- E. Be responsible for forming teams within their respective leagues prior to the beginning of each season.
- F. Assist Concession Manager in scheduling volunteers to work in the concession stand.
- G. Commissioners shall not represent an age in which they have a child playing.

SCHEDULER:

- A. Schedule games for RYSA; de-conflicting game times and field usage.
- B. Responsible for contacting other area Leagues to inform them of game cancellations and to work to re-schedule games accordingly.
- C. To assist the RYSA tournament director in scheduling tournaments sponsored by RYSA.
- D. Coordinate the participation of RYSA teams in any tournaments not sponsored by RYSA.
- E. Coordinate and approve any interstate play for RYSA.
- F. Perform all duties necessary to insure the achievement of RYSA objectives.

DIRECTOR OF OFFICIATING:

- A. Responsible for the recruiting, training, development and scheduling of referees.
- B. Coordinate with USSF/KSRA to conduct periodic referee clinics to provide for the training and development of referees.
- C. Keep all records of refereed games in preparation for payment.
- D. Act as the Association's representative for complaints about officiating within other leagues.

DIRECTOR OF COACHING OF RECREATIONAL:

- A. Responsible for the training development, and education of RYSA Recreational coaches.
- B. Conduct periodic coaches' clinics to provide for the training and development of RYSA coaches.
- C. Provide assistance and information on coaching techniques or problems to members upon request.
- D. Be responsible for the purchase and distribution of instruction books and videos.
- E. Provide access to information about coaches' certification clinics.

DIRECTOR OF COACHING OF SELECT:

- A. Ensures coaches are properly registered and licensed for each age group IAW KYSA and KSSL rules.
- B. Responsible for the training development, and education of RYSA Select coaches.
- C. Conduct periodic coaches' clinics to provide for the training and development of RYSA coaches.
- D. Provide assistance and information on coaching techniques or problems to members upon request.
- E. Be responsible for the purchase and distribution of instruction books and videos.
- F. Provide access to information about coaches' certification clinics.

RISK MANAGEMENT COORDINATOR:

- A. Ensure all disclosure forms are received and background checks are completed and maintain a secure filing system.
- B. Investigate any complaints of abuse and report any findings to the Association President, if action is needed.
- C. Distribute on a periodic basis appropriate educational material regarding the USYS Risk Management Program.

EQUIPMENT MANAGER:

- A. Oversee the procurement and maintenance of all Association equipment.
- B. Issues equipment and maintain a record of the location of equipment, ensuring its prompt return at the end of each season.
- C. Ensures all playing fields are set up and ready for game days.

CONCESSIONS MANAGER:

- A. Oversee the maintenance of the concession stand.
- B. Responsible for the scheduling of workers to ensure all hours of the concession are covered.
- C. Ensure all State and local license are up to date as required.
- D. Coordinates with the Treasurer for the purchasing of foods and supplies used in the concession.
- E. Ensures all monies collected from sales by the concession are accounted for and properly transferred to the Treasurer for processing into the Association's bank account.
- F. Control inventory and stock of the concessions stand.
- G. Set opening and closing hours and guidelines for operations.
- H. To schedule Board members for concession duty.

ELECTIONS GUIDELINES

- I. Live Ballots.
The Election Committee shall prepare ballots for use during the live election held at the annual membership meeting. Each voter will be given a ballot after being verified against the Voter List.
- II. Candidate Oral Statements.
Each candidate present for the election shall have the opportunity to make a statement of up to 2 minutes regarding their qualifications and reasons for seeking election. In the event that a candidate for office is unable to attend the annual meeting, the candidate may request another member in good standing to read a two-minute statement prepared by the candidate on behalf of the absent candidate. However, the candidate who is unable to attend the meeting and makes such a request must notify the chair of the Elections committee in advance of the meeting, providing a bona fide reason for the absence such as sickness, family problems, work assignments or other reasons preventing such attendance. This statement will become part of the record of the annual

meeting. Once the polls are open, there will be no campaigning in the room designated for balloting.

III. Floor Nominations / Write-ins.

Floor nominations or write-ins are not allowed.

IV. Distribution of Ballots.

Once the presiding election official announces the opening of the polls, the other two committee members, seated at an appropriate place, shall direct the distribution of the ballots and record who has received a ballot. Only those members listed on the Voter list will be eligible to vote on site.

V. Opening of Polls.

The polls shall remain open for at least 30 minutes or until all those waiting to vote are served. Each voter shall place their paper ballot in the official ballot box. The presiding election official shall give 5 minutes advance notice of the closing of the polls, after which the committee shall retire to tabulate the paper votes.

VI. Tabulation Process.

Prior to tabulating the vote, the committee shall count the total number of ballots against the number of names checked off the Voter List to make sure the two coincide. Any discrepancy must be resolved before the returns are certified. The committee shall employ vote-counting procedures that assure true and accurate results.

VII. Tie Votes.

In the event of a tie vote, the tie will be broken by a secret ballot of the sitting Board.

VIII. Announcement of Results.

The results of the election, signed by the committee, will be submitted to the Board secretary (or the secretary's designee, if the secretary is a candidate) and the names of the winning candidates announced during annual membership meeting. The names of the winners will be posted on the RYSA web site as soon as possible. Vote totals will not be announced, but shall be recorded in the minutes of the annual membership meeting. Thereafter, the committee will ensure the ballots are destroyed.

IX. Powers.

The Elections committee is empowered to make such decisions as required to assure the smooth conduct of the election, but it must advise the board of any material changes in the way the election is conducted. The secretary or designee of the board shall act as liaison between the board and the committee.

FINANCE GUIDELINES

- I. The oversight of the finances of the Association is primarily the responsibility of the Treasurer who will be considered the Chief Financial Officer. They will work in cooperation with all those who have financial responsibilities within the Association. The Board may require the Treasurer to have an Assistant Treasurer, who will be appointed by the President and ratified by the Board
- II. The Treasurer and Assistant Treasurer (as appointed) shall be bonded. The Association shall provide for such bonding as needed.
- III. All purchases exceeding \$1000 must be authorized by the Board prior to purchase.
 - a. Exception maybe made by the Treasurer for items of need. i.e. concessions
- IV. Purchase Order (PO) system:
 - a. All expenditures require a PO. (see Annex A for form)
 - b. Purchases may be made by authorized persons, as determined by the Treasurer, using their own personal account. A PO must be submitted to the Treasurer within five (5) days with all receipts attached in order to be reimbursed from the Association's account.
 - c. The ordering/purchase of services or goods from a vender may only be made by authorized persons, as determined by the Treasurer. The PO must be submitted to the Treasurer prior to the ordering of said service or goods to ensure the availability of funds.
 - d. Purchase orders will be given to the Treasurer who will execute the purchase order as requested.
 - e. All purchase orders must include the amount of the purchase, the party to which the check is to be written, the signature of the person designated as responsible for such purchases, and the date of purchase before being submitted.
- V. Availability of funds will be determined by the Treasurer.
- VI. An annual budget shall be prepared for recommendation to the Board for adoption according to the following procedures:
 - a. A Finance Committee will be appointed by the Board to assist the Treasurer in preparing and reviewing the budget for presentation to the Board. The committee makeup will be determined by the Board.
 - b. Budget requests for the coming fiscal year should be received by September 1 of the current fiscal year.
- VII. Collection, Counting and Depositing of Funds
The procedure for collection, counting and deposit of funds shall be as follows:
 - a. Monies shall be collected by a current Board member and transferred to the Treasurer with a tally sheet signed by the Board member and Treasurer.
 - b. All monies collected and turned into the Treasurer will be accounted for in the Treasurer's books and reports, and deposited into the Association's bank account within five (5) working days.

II. Audits.

The financial records of the Association shall be audited annually. An Audit Committee may be formed by the Board to serve this function or they can decide if an outside audit is needed, what type, and who should perform it.

VIII. Referees.

- a. Referrers are considered as contracted workers and as such are paid for their services as referees at a rate as determined by the Board.
- b. Referee must complete and fill out a RYSA Referee Pay Sheet (see Annex A) in order to receive payment.
- c. Only USSF certified referees will be paid and must submit a Referee Pay Voucher for each pay period, as defined by the Board.
- d. No advance payments will be made.

COMMITTEES

- I. There are no Standing Committees.
- II. Committee will be established as needed, as directed by the President or the Board.
- III. Committees are temporary and will serve a specific purpose. Once that purpose has been served, the committee will dissolve.
- IV. Committee Chairperson will be assigned by the President or chosen from among the committee personnel, depending on the purpose of the committee.

VOLUNTEERS

RYSA is dependent upon volunteers to help keep the Association functioning. Every Board member should encourage parents, guardians and friends of the Association to assist where possible.

I. Coach

- A. Recreational and Select coaches are selected and approved by the Board. Coaches may be reprimanded and/or removed by the Board for rules violation, conduct, or any other infraction. Coaches' age must be a minimal of 16 for Recreational and 18 for Select.
- B. Coaches are encouraged to become USSF certified.
- C. Coaches may apply for reimbursement of course cost as determined by the Board.
- D. All coaches must have on file with RYSA a USYSA registration form and a Background Check each soccer year.
- E. Each team may identify one (1) assistant coach prior to teams being formed. If the assistant coach has a child in that league, they will be assigned to that team. All other assistant coaches will be identified after the team is rostered. There shall be a maximum of two (2) assistant coaches per team.

- F. Coaches and assistant coaches will abide by all RYSA, KYSA, and USYS rules of conduct.
- G. Schedule and conduct practices. Ensure that the team is ready for participation in games and tournaments. Teaches good soccer skills and good sportsmanship behavior.

II. Assistant Coach

- A. Assist the coach during practices and/or games. Serves as coach during their absence.
- B. Assistant coaches are encouraged to become USSF certified.
- C. All assistant coaches must have on file with RYSA a USYSA registration form and a Background Check each soccer year.

MEETINGS

Meetings are open to all members of the Association unless otherwise specified by the President, chairperson or presiding official. Guest who are not a member of the Association may be invited as appropriate.

A. Board Meetings:

- i. Regular Board meetings will be held on the **third Monday** of each month.

B. Executive Board Meetings:

- i. Meetings will be held in conjunction with the Regular Board meeting unless otherwise specified by the President.

C. Coaches' Draw:

- i. Meetings will be held at the start of each season, Spring and Fall. Date and Time of the meeting will be determined by the Board.
- ii. The purpose of this meeting is to bring the Board members, coaches, players and parents together to give instructions for the upcoming season, allowing for questions to be asked and answered.
- iii. Conduct the selection of teams IAW KYSA and RYSA rules.

D. Annual Membership Meeting:

- i. The Annual Membership Meeting shall be held in conjunction with the Coaches' Draw, at which time new Board Members will be elected IAW election procedures.

- E. **Special Called Meetings** may be called at any time by the President or by majority vote of the Board

REFEREES

- I. Referees are appointed and managed by the Director of Officiating/Assigner.
- II. All center referees assigned to games of U10 and above must be USSF certified.
- III. Club referees or coaches may referee games of U4 through U8. Only USSF certified referees will be paid.
- IV. Submit a Referee Pay Sheet IAW Finance Guidelines.

TEAM FORMATION

Each season teams are formed on the basis of total registrations. Teams are formed IAW KYSA State Rules. In all programs, age is determined by birth date. The cut-off date for all age groups is 1 August, as determined by KYSA.

- I. RYSA will abide by the State Rules of KYSA for the formation of teams unless otherwise modified in this policy.
 - a. These rules can be found on the KYSA website at :
http://www.kysoccer.net/kys_administrative/rules.aspx
 - b. RYSA will also make these rules available to it members through its own website or other electronic means.
- II. Recreational Teams.
 - a. Insofar as possible, attempts will be made to balance the teams by spreading new players on the basis of age and sex. Commissioners will attempt to avoid assigning all inexperienced players of one age group to the same team.
 - b. Returning players (those who played in the RYSA during the prior playing season) may be assigned to the same team on which they played in the immediately preceding season. If a player elects not to return to the same team, they must be placed in the open Draw.
 - c. New players and players electing not to return to the same team will be placed in open draw and assigned to teams on a random basis without regard to the ability of the player.
 - d. Players will be automatically moved up to the next age group on the basis of birth year only. Move-up of underage players will not be permitted except on the written request of a parent or guardian. All players moving up to the next age group must be placed in an open draw and not moved up as a team. Approval of the request will be made by a majority Board (two-thirds) vote. Under age players will not be permitted to move down to their original age group once they have played a game at the older age group.
 - e. Tryouts are not permitted as part of the player assignment process. Players may not be assigned to teams on the basis of geographic location of residence provided such assignment is otherwise random in nature.

- f. Children of the head coach and not more than one (1) assistant coach may be assigned to that coach's team regardless of the method of team formation, so long as the age requirements are met.
- III. Select teams.
- a. Try outs will be held for these teams. The number of teams will be determined by the numbers of players and certified coaches available.
 - b. Coaches working with the VP of Select will set the final roster for a team.

RULES OF THE GAME

RYSA will abide by USYS and KYSA rules for game play.

- I. U12 and under will abide by the rules for Small-Sided Games.
- II. U13 and above will abide by the rules for Full-Sided Games, playing 11 v 11.
- III. Recreational Games:
 - a. Each player will play a minimum of one half (50%) of a game. The following exceptions apply:
 - i. If a player is late for the start of the game, the coach is not obligated to play that player the minimum time required.
 - ii. If a player has not attended all practices the week prior to the game without notifying the coach for the reason for the player not attending practice, the coach is not obligated to play that player the minimum time required
 - iii. If a player has not behaved in an acceptable manner at the practices the week prior to a game the coach is not obligated to play that player the minimum time required. The, parent, and League Commissioner must be notified of the disciplinary action prior to the start of the game. In the event that the League Commissioner is not available, a Board member must be notified.
- IV. Select teams will abide by KSSL rules for the game play.

PRACTICE

- I. Recreational weekly practice schedule will be determine by the coach, but will adhere to the following guidelines:
 - a. U8 and below teams will not exceed three hours of practice per week.
 - b. U10 and U12 teams will not exceed four hours of practice per week
 - c. U13 and above, practice length is set by the coach, but will not exceed more than four days a week.
- II. Recreational teams will not exceed more than 3 games per week, with the exception of tournaments.
- III. Select teams practice schedule will be determined by the coach with no restrictions, but must adhere to a schedule that is in good order and keeping good team building.

GAME DELAY OR CANCELLATION

- I. The Board or Director of Officiating may delay a game up to one hour beyond the start of a game provided there are not any games scheduled for the same field at a later time. If this occurs, the referees and coaches must be notified.
- II. Decision to delay or cancel a game due to weather, darkness, condition of a field, lack of players will be made by the referee after conferring with the Director of Officiating.
- III. If a game is stopped by the referee for any of the aforementioned reasons, it shall be considered an official game if one half has been completed.
 - a. Otherwise the game may be rescheduled.
- IV. The City of Radcliff may cancel games for any reason. The City will notify the President who will then notify the Association and other affected area leagues.
- V. The President or designated representative may also cancel games if weather conditions are such that play is impractical.
- VI. Special consideration will be given to Select games due to the teams travel distance and rescheduling concerns.

TOURNAMENTS (RECREATIONAL)

- I. RYSA will host a tournament during the Spring season.
 - a. The tournament is open to recreational teams, U10 through U16.
 - b. Tournament games will be conducted in accordance with RYSA rules.
 - c. Registration fees will be set by the Board.
 - d. Area Leagues will be notified as to tournament dates, costs, local rules and registration deadlines as early as possible.
 - e. Each team must provide a copy of their KYSA roster.
 - f. Awards will be presented to the 1st and 2nd place teams in each age group.
- II. RYSA teams may participate in other tournaments and participation is at the discretion of the coach.
 - a. RYSA may contribute to tournament registration fees, but each team is responsible for the fees if they choose to enter a State or local tournament.
 - b. Teams who fail to show at a RYSA funded tournaments will reimburse RYSA for the tournament cost and any fines imposed by the tournament.

REGISTRATION

- I. Registration is usually conducted on Saturdays at the Colvin Community Center. Information pertaining to registration will be made available to the community by means of website, local newspaper, banners, flyers, and radio announcements.
- II. Registration fees are set prior to the beginning of each season. Players on Select teams may pay fees in addition to those collected at the finale of registration. No refunds will be given except as determined by the Board.

- a. Early Registration is offered at the end of each season and prior to the start of the next season registration at a discounted rate as determine by the Board.
 - b. Late Registration. Players who register after the regular registration period may be required to pay an additional fee, as determined by the Board
 - c. Parents registering more than two (2) children in the **Recreational program** will pay the regular fee for each of the two oldest children; third additional child or more will be registered at no charge.
- III. Liability and Medical insurance is provided to each player as a registered member of RYSA and KYSA. Fees paid to KYSA in the player's name provide this coverage.
- IV. Birth Certificates. Parent/guardians must provide RYSA with a copy of each player's birth certificate at registration. Birth certificates will be kept on file.

EQUIPMENT AND FIELDS (RECREATIONAL)

- I. Team Equipment. At a minimum, the coach of each team will be provided with the following:
- a. Soccer balls of the appropriate size for that team's league.
 - b. One goalie shirt. A goalie shirt may be any shirt which is different in color from the team uniform.
 - c. One shirt/shorts for each team member.
 - d. Ball/equipment bag.
 - e. New coaches will be provided the resources to aid them in their coaching development.
- II. A First Aid kit will be provided at RYSA's home field (Dawley Park).
- a. Team coaches need to provide a First Aid kit for all away games.
- III. Uniforms. RYSA provides the following uniform for each team member:
- a. One team shirt/shorts which will be returned at the end of each season.
- IV. Uniforms will be replaced when found unserviceable Equipment manager.
- V. Parents/legal guardians are responsible for the loss of or damage to a uniform and will replace/repay RYSA at current prices.
- VI. Sponsored Uniforms. Association members may solicit sponsors for each team. Sponsored teams may have the sponsor's name or logo on the jersey, but letters will not to exceed 2" in height.
- a. Shirts must adhere to USYS and KYSA rules for team jerseys.
- VII. Select team will manage equipment and fields IAW Select team Guidelines.

SELECT LEAGUE

Radcliff FC is looking for young athletes that are willing to dedicate their talents to the game of soccer and Radcliff FC, which tolerates only the highest Physical, Moral and Ethical Character. Players are expected to be role models for the other athletes.

Radcliff FC is working hard to establish an alternative to the high cost of playing competitive soccer in the Tri-county area; an alternative that allows players and coaches the opportunity to excel in competitive soccer and to provide the atmosphere for every dedicated player and coach to make Radcliff FC their home.

Competitive soccer does have its' associated costs which will always make it more expensive than Recreational soccer. This includes travel and lodging expenses. RYSA strives to hold down costs by:

1. Teams are formed on a 'coach availability' basis
2. Competitive pricing of uniforms.
3. No mandate for special league advertisement items, such as: bags, warm-ups, or soccer ball brands
4. RYSA is a non-profit organization and all fees go to support the kids and league (no salaries exist)

Registration Fees:

Will be determined and approved by the RYSA Board prior to the start of each seasonal year. Families with multiple players will pay full registration for two players, fee for third or more players will be \$100 per player.

There will be a \$75.00 Non-Refundable Roster Fee (due upon acceptance to a team)

Fees include:

- 2 uniforms (Home and Away versions)
- Tournaments, no travel limitation. Teams declining participate in any tournaments will not receive any partial refund.
 - *Teams wanted to travel to more than the league assign tournaments, may request so through the RYSA Board. Fees for these extra tournaments will Not be paid for by the club*
- Enrollment into the Kentucky Select Soccer League
- Select Player Passes (Players must be available to sign Player Passes when requested)
- Training sessions per week plus game time, normally 8-12 games per season

Scholarships:

A scholarship maybe awarded by the RYSA Board. The Select VP will have oversight of the Scholarship program. Request will be submitted through the team's head coach, who will

submit the request to the Select VP. RYSA Board will be the approving authority. Request will be submitted to the Board will be considered with the following understanding:

1. The head coach must indorse the request for scholarship.
2. There are a limited number of scholarships issued each year.
3. Board decisions as to grant or not grant a scholarship are final.
4. Those applying for a scholarship understand the Roster Fee (\$75.00) must be paid with the balance of payment being on scholarship.
5. Scholarship will be for the seasonal year played (if started in the Fall).
6. Each scholarship player will comply with Mandatory Volunteer time with RYSA by the parent or player. Examples: *work in concession, field/park maintenance*

Items to turn into your Coach or Team Manager:

- Prior to (or during) Try-out: Player Information sheet.
- Prior to training session participation:
 - **a)** Copy of a government-issued Birth Certificate (no Hospital certificates accepted).
 - **b)** Original signed and notarized KYSA Medical Release Form.
 - **c)** Completed registration form.

Annex A.

RYSA Purchase Order

PO Date:		PO Requester:			
Purpose of Purchase:					
Vender Name:			Contact Person:		
If Check is Mailed:	Address:				
	Phone:	City:	ST:	Zip:	
Itemized List:					
QTY	DESCRIPTION	UNIT PRICE	TOTAL		
		Subtotal			
		Sales Tax			
		Shipping and Handling			
		TOTAL			

Signature of PO Requester	
Signature of Treasurer	Date:

1. Submit PO to the RYSA Treasurer IAW Financial policies.
2. Verify availability of funds with the Treasurer prior to submitting PO.

THIS PAGE LEFT BLANK



Where Kids Come First

Referee Pay Sheet

MUST be completed by all referees expecting pay from RYSA

Referee Name:		Social Security#: (if not on file w/RYSA)		Pay Period (From: To:)	
Address:		City:		State: Zip:	

Home Phone:		Cell Phone:		Email:	
-------------	--	-------------	--	--------	--

Game	Game Type		Age Group	Date	Time	Team Names	Position	Verifying Board Member Signature	If Select, paid in cash?
	Rec	Select							
1			U-				Center / AR		
2			U-				Center / AR		
3			U-				Center / AR		
4			U-				Center / AR		
5			U-				Center / AR		
6			U-				Center / AR		
7			U-				Center / AR		
8			U-				Center / AR		
9			U-				Center / AR		
10			U-				Center / AR		

<p>I verify that all information on this pay sheet is current and true. I understand checks will be issued after games are verified with the master Schedule.</p>						<p>FOR TREASURER'S USE ONLY</p>			
Referee's Signature						Date:			

<p>Pay Rates Rec Center: Age Group + \$4 Rec AR: Age Group + \$2 <u>Select:</u> \$3 more for each position.</p>	<ul style="list-style-type: none"> ✓ Referees must report all incidents immediately to the Director of Referees. ✓ Referees are required to notify the Director of Referees when swapping games or you are unable to cover your scheduled game. ✓ Referee scheduling, make up games and incident reports are handled by the Director of Referees. ✓ Referees are not paid for games that are cancelled by RYSA. Please call the Director of Referees to check for cancellations. ✓ Pay sheet will not be processed and paid if it does not match the master schedule unless changes are verified by Director of Referees and the Scheduler. ✓ Referees making more than \$600.00 will be sent a 1099 form to file taxes. ✓ Questions concerning payment issues should be directed to the RYSA Treasurer or Director of Referees.
---	--

RYSA Form (JUL 2011)