

**Monroe County Youth Soccer Inc.  
Procedures and Rules  
As Amended August 2010**

**General Description**

This document entitled “Monroe County Youth Soccer Inc. Procedures and Rules” (hereinafter referred to as “Procedures and Rules”) defines certain procedures and rules to be followed by the Board of Directors, the Executive Committee, the Director of Coaching and Player Development (DOC), persons serving in Coordinator Positions, and the membership. This document supplements the rules and laws as established in the By-Laws for Monroe County Youth Soccer Inc. (hereinafter referred to as “MCYS”), and may be amended or supplemented from time to time by the Executive Committee.

**Procedures and Rules**

**Section 1: Board of Directors**

- 1.1 **Meetings.** The Board shall meet regularly, generally on the last Wednesday of each month. Regular Board meetings shall be open to the membership; however, the members will only vote on items subject to vote by the membership, *e.g.*, election of Directors.

**Section 2: Executive Committee**

As defined by the By-Laws the Executive Committee of the Board of Directors consists of eight (8) elected Officer positions.

2.1 **Responsibilities of the Officers.**

- (a) **President** -- The President shall be the chief executive officer of MCYS and the Chairperson of the Board of Directors, and shall, in general, supervise and control all of the business and affairs of MCYS. He or she shall preside at all meetings of the Board, Executive Committee and the members. He or she shall report to the Board of Directors on all activities of MCYS. He or she may sign any contracts or other instruments which the Board of Directors or Executive Committee has authorized to be executed; and, in general, shall perform all duties as may be prescribed by the Board of Directors. In addition, he or she shall represent MCYS in meetings with other associations.
- (b) **Vice President of the Competitive Division** -- This Vice President shall supervise all activities relating to the Competitive Soccer Division. In addition, in the absence of the President or in the event of his or her inability or refusal to act, this Vice President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all

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restrictions upon the President. He or she shall assist the President in all duties as assigned and have the primary responsibility of making sure all corporate and legal papers relative to the Competitive Division are filed annually or as required.

- (c) **Vice President of the Recreational Division** -- This Vice President shall supervise all activities relating to the Recreational Soccer Division. In addition, in the absence of the President, or in the event of his or her refusal to act, and in the absence of the Vice President of the Competitive Division or in the event of his or her refusal to act, this Vice President shall perform the duties of the President. When so acting, he or she shall have all the powers of and be subject to all restrictions upon the President. He or she shall assist the President in all duties as assigned and have the primary responsibility of making sure all corporate and legal papers relating to the Recreational Division are filed annually or as required.
- (d) **Secretary** -- This Officer shall keep all minutes of the member MCYS meetings; see that all notices are given in accordance with the By-Laws; be the custodian of all corporate records and documents; and in general, perform all duties incident to the Office of Secretary and such other duties as assigned by the President, the Board of Directors or the Executive Committee.
- (e) **Treasurer of the Competitive Division** -- This Officer shall be in charge of and responsible for all MCYS funds and securities relating to the Competitive Division. They shall receive and give receipts for monies due and payable to MCYS from any source whatsoever, and arrange for the deposit of all such monies in a bank or financial institution agreeable to the Board of Directors. Duties also include presenting a formal financial report at each of the monthly meetings for review and approval; presenting all formal financial documents as needed to the firm and/or person(s) chosen to file taxes and legal documents on behalf of MCYS. This Officer shall coordinate as needed a review of membership fees and develop recommendations; direct the development of the annual budget; and in general perform all duties incident to the office of Treasurer and other such duties as assigned to this position by the President, the Board of Directors, or the Executive Committee.
- (f) **Treasurer of the Recreational Division** -- This Officer shall be in charge of and responsible for all MCYS funds and securities relating to the Recreational Division; receive and give receipts for monies due and payable to MCYS from any source whatsoever, and arrange for the deposit of all such monies in a bank or financial institution agreeable to the Board of Directors; present a

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formal financial report at each of the monthly meetings for review and approval; be responsible for presenting all formal financial documents as needed to the firm and/or person(s) chosen to file taxes and legal documents on behalf of MCYS; coordinate as needed review of membership fees and develop recommendations; direct the development of the annual budget; and in general perform all the duties incident to the office of Treasurer and other such duties as assigned to this position by the President, the Board of Directors or the Executive Committee.

- (g) **Director of Risk Management** -- This Officer shall be responsible for communicating to members, methods of minimizing risk, to players, volunteers, paid personnel, spectators, visiting teams, etc. This Officer's duties include field, facility and equipments safety, weather related safety, coach safety, and member safety. This Officer will work with other board members, coaches, parents, and players to maintain and implement a Club wide Risk Management Plan.
- (h) **Fund-raising Coordinator** -- This Officer shall be responsible for coordinating a committee of volunteers to develop ideas and methods to support Cutters Soccer Club monetarily. This Officer will, in cooperation with the Development Director, coordinate volunteers to carry out fund-raising opportunities.

2.2 **Executive Committee Meetings.** The Executive Committee will meet as necessary between Board meetings to conduct the business of MCYS. The President shall provide at least two days advance notice of all meetings to the other Officers.

2.3 **Executive Committee Actions.** Providing there has been advance notice of the meeting, a minimum of three Officers present shall constitute a quorum. Executive Committee actions may be taken by majority vote of the Officers present. Further, unless there is an objection by one of the Officers and a request for a meeting, Executive Committee actions may be taken by majority vote of the Executive Committee by e-mail or telephone.

**Section 3: Coordinator Positions and Committees**

- 3.1 The President, in consultation with the Board, Executive Committee, and/or the Director of Coaching and Player Development, shall create and fill Coordinator

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positions as deemed necessary. These positions may include, but are not limited to, Scheduling and Equipment Coordinator; Corporate Support and Fund Raising Coordinator; Publication Coordinator; Team Manager Coordinators; Tournament Coordinator; Scholarship Coordinator; Member Coordinators; and Web Site Coordinator. Coordinators serve without pay, and may be members of the Board.

- 3.2 The President, in consultation with the Board, Executive Committee, and/or the Director of Coaching and Player Development, shall create and appoint Committees as deemed necessary. The Board is required by the By-Laws to appoint a Nominating Committee each February.

**Section 4: Coaching and Player Development**

The Director of Coaching and Player Development (DOC) shall have the following responsibilities:

- 4.1 He or she shall be responsible for establishing and maintaining a qualified staff of coaches for youth soccer. This shall be accomplished by obtaining resumes and background information on all actual and potential MCYS coaches; establishing or locating training clinics in which the MCYS coaches may become licensed at various levels and/or continue to increase their knowledge and skills in coaching youth soccer; running a coaching clinic for the MCYS coaches on a periodic basis; reviewing coaching evaluations for each coach at the end of each season; participating in team practices periodically with the various teams of MCYS; and occasionally submitting for publication on the MCYS web site or in the MCYS newsletter an article concerning coaching philosophy, practice, etc.
- 4.2 He or she shall attempt to ensure that the coaches are following the "Coach's Mission Statement" as set forth in the By-Laws.
- 4.3 To the extent that the mission statement needs to be updated, the DOC shall be responsible for recommending an updated mission statement to the MCYS Executive Committee for presentation to the Board.
- 4.4 The DOC shall direct the coaching staff by establishing an overall coaching and player development program. He or she shall have overall responsibility for the coaching and player development program, including, but not limited to, establishing minimum playing time requirements.

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- 4.5 The DOC also shall be responsible for organizing and arranging player and coach evaluation and placement.
- 4.6 The DOC shall serve as the official liaison for MCYS on all matters relating to coaching of teams, player development, parental interaction with coaches, and with organizations including, but are not limited to Indiana Soccer, US Youth Soccer Association, Monroe County Parks and Recreation, Bloomington Parks and Recreation, National Soccer Coaches Association of America.
- 4.7 The DOC shall be responsible for helping with any tournament or other competitions organized by MCYS (format, brackets, recruiting teams, and any other responsibilities requested by the Executive Committee).
- 4.8 In consultation with the Executive Committee, and in accordance with the annual budget approved by the Board, the DOC shall approve all regular financial payments for coaching salaries, fields, referees, uniforms, equipment, other playing costs, and any costs related to player development.
- 4.9 In consultation with the President, the DOC may delegate responsibilities as necessary or in the best interests of MCYS.
- 4.10 To the extent changes in these Procedures and Rules are necessary, the DOC shall assist the Executive Committee by proposing appropriate changes.

**Section 5: General Procedures and Rules**

- 5.1 **Fee structure.** The fee structure for participating in the membership in MCYS shall be reviewed on an annual basis and adjusted according to the needs of MCYS. The fee structure for the Competitive Soccer Division and the Recreational Soccer Division may be different, based on the different costs associated with the two programs. The fee structure shall be periodically reviewed, adjusted and approved by the Board of Directors, upon the recommendation of the Executive Committee. For detailed fee structure and information refer to the currently approved fee structure.
- 5.2 **Application for membership.** An application for membership shall be submitted via the MCYS formal player registration. Membership and voting rights will become active upon MCYS receiving full payment of all required fees, proof of

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ages of the players being registered, and the players' medical release form. Any applicant serving a position without being a member via player registration must submit a formal membership request via a letter to the Board of Directors. Upon approval by the Board of Directors this person shall become an active voting member. Members must also complete and adhere to all aspects of the Indiana Soccer Code of Conduct. Failure to do so can result in termination of Club membership.

- 5.3 **Member service requirements.** Except for Board members, coaches and volunteer coordinators, all members whose children play on any competitive soccer teams must provide ten (10) hours of volunteer service to MCYS per season, contribute \$200 to MCYS in lieu of such service, or provide a pro rata combination of service hours and funds (based on \$20.00 per hour) to MCYS.
- 5.4 **Termination of members.** The Board of MCYS reserves the right to terminate members under any of the following conditions:
- (a) The submittal of a resignation of the member to MCYS. There will be no fees refunded under this situation.
  - (b) Any member may be expelled by a simple majority vote of the Board of Directors, upon the request of the Executive Committee, for nonpayment of fees after 30 days from the due date unless otherwise extended for a good reason.
  - (c) Any member may be expelled by a simple majority of vote of the Board of Directors, upon the request of the Executive Committee, at a regularly scheduled monthly meeting, for conduct unbecoming a member or prejudicial to the aims or reputation of MCYS, including violations of any applicable Codes of Conduct. This would include misconduct demonstrated by a member's player. There will be no fees refunded under this situation.
  - (d) Any member may be relieved of membership due to his/her child being removed from the team through formal evaluations and cuts. In this case any registration fee previously paid for the season in which the player is cut will be refunded; however, any player placement fee paid to attend player placement and evaluation is non-refundable.
  - (e) Any player who deliberately injures another person, or any coach or member who deliberately injures another person or encourages a player to deliberately injure another person, may be suspended or terminated by the Executive Committee, after consideration of all relevant facts. There will be no fees refunded under this situation.

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- (f) Any member or player who brings a weapon to any MCYS-sponsored event, including but not limited to practices, games or meetings, shall be immediately terminated. There will be no fees refunded under this situation.
- (g) A member or player's failure to report a player's conviction or arrest for any crime, or suspension or expulsion from school may result in the automatic termination of the player from MCYS. There will be no fees refunded under this situation.

Upon termination, a member's child may not remain registered in any of MCYS' soccer programs for that season. The Board, in consultation with the DOC, will reevaluate the player's participation in future seasons.

- 5.5 All **rostered players of MCYS shall follow the By-Laws** as established by MCYS, these Procedures and Rules, as well as the soccer regulations as established by the United States Youth Soccer Association.
- 5.6 **Proof of age** shall consist of either a birth certificate, board of health record, passport, alien registration card issued by the United States government, or "Certificate of Naturalization" issued by the Immigration and Naturalization Service. This proof of age shall be provided to the Registrar or a person acting for and under the registrar at time of registration. A copy of this proof shall be maintained in MCYS' files.
- 5.7 For those players under 17 years of age, all player registration forms must be completed by a parent or legal guardian giving the player permission to participate in any formalized practices or games. Players over 18 years of age may sign the forms
- 5.8 MCYS must **receive a signed medical release** form from the parent or legal guardian of a player under 17 before the player is allowed to participate in any formalized practices or games. Players 18 and over are eligible to sign forms.
- 5.9 All monies paid to MCYS shall be placed in the **appropriate general operating fund** for the Competitive Soccer Division or the Recreational Soccer Division. However, if necessary, monies from the Competitive Soccer Division account may be used to fund activities or costs for the benefit of the Recreational Soccer Division, and funds from the Recreational Soccer Division may be used to fund activities or costs for the benefit of the Competitive Soccer Division. The Treasurers from the two Divisions shall coordinate and keep written records of all such expenditures, with the goal that monies used from one division's general

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operating fund for the benefit of the other division's operating fund will eventually be repaid.

- 5.10 A **reserve amount of 10 percent** of the total annual estimated income for all MCYS programs should be maintained between the two operating accounts at all times for unforeseen or emergency funding.
- 5.11 **Disbursements from MCYS' funds** shall be made from the bank drafts signed by any of the persons whose authorized signatures shall be filed with MCYS' financial institution. The signatures on file shall be those of the President, the Treasurer and the Vice President of the respective Division.
- 5.12 The **"Playing Year"** shall encompass the two seasons of fall and spring, and shall begin on the first day following the close of the regular leagues' spring season and end on the last day of the regular leagues' spring season. Provided, however, that a team may continue to play together as a team in tournaments during the June and July following the end of the playing year, in accordance with Indiana Soccer regulations. The DOC may designate times when teams should not practice.
- 5.12 The **Fiscal Year** shall be based upon a regular calendar year, such that all taxes and records will be able to be maintained easily.
- 5.13 No **scholarship monies** shall be awarded to a member unless the member's financial needs have been reviewed by the Board (or its delegates), and a scholarship has been approved for the member. No costs incurred for uniform or equipment which the member will own following payment shall be included in the scholarship monies. The club *reserves* the right to ask for uniforms to be returned once the season is over.
- 5.14 No **teams shall be formally submitted** for participation into the soccer league, unless an adequate number of players in that age group have indicated their availability to participate. This shall be based upon the currently active defined team structuring procedures.
- 5.15 **All changes, alterations and additions** to these Procedures and Rules shall be submitted in writing to the Executive Committee for formal review and approval, along with being officially recorded in the minutes of that month's meeting.
- 5.16 No **player is eligible to play** or practice with his assigned team until all fees are paid to MCYS in full and he or she is officially registered with MCYS along with a medical release form having been completed and signed. The only exception is



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under special conditions when a player has applied for scholarship support or has established a special approved payment plan.

- 5.17 **All practices are to take place** at MCYS-approved fields that are recorded with the existing insurance carriers.
- 5.18 The **coach's payment schedules** shall be reviewed annually. Any recommendations, changes or alterations to this schedule shall be submitted in writing to the Executive Committee for review and approval, consistent with the budget approved by the Board.
- 5.19 The Executive Committee shall annually develop and submit to the Board of Directors for review and approval at the annual Board meeting an **annual budget for MCYS**. Revised budgets may be presented to the Board for review and approval more frequently as circumstances warrant.
- 5.20 Prior to the **purchase of equipment** in the excess of \$300, MCYS should receive at least two or three bids from various companies. Following review and approval by the Executive Committee, the equipment may be purchased. All expenditures greater than \$300 must have prior Executive Committee approval.
- 5.21 For **reimbursement of a monetary expenditure** of less than \$300 made for MCYS, a receipt must be presented to the Treasurer of the respective Division; and reviewed and approved by the President, Vice President and/or Treasurer of that Division.
- 5.22 Any player's **conviction or arrest for any crime, or suspension or expulsion from school** must be reported immediately by the player and his or her parent (member) to the President or other Board member. Upon receipt of this information, the Board shall meet, conduct any investigation it deems necessary, and take any action appropriate under the circumstances, including termination or suspension of the player from any of MCYS' soccer programs. As provided in Section 5.4(g) above, failure to report a player's conviction, arrest, suspension or expulsion may result in the automatic termination of the player from MCYS.

**Section 6: Rules in Establishing Teams and Placement of Players on Competitive Soccer Teams**

- 6.1 **Player Placement.** The DOC, in consultation with the coaches, will be responsible for player placement and team formation. Player placement for all teams will generally take place in June, although players not available at that time

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will be considered later. A supplemental player placement for High School level players may be held in the fall as necessary. Players will generally be placed on teams in their age level. Placement is primarily based on their soccer skills. However, the DOC and coaches may also consider the following criteria:

- (a) commitment to travel soccer;
- (b) compliance with any “try-out” requirements;
- (c) past attendance;
- (d) past cooperation;
- (e) safety issues; and
- (f) any other issues that may relate to the player’s participation on a competitive soccer team, including prior refusal to play for the particular coach and/or prior abandonment of a competitive soccer team in the middle of a season.

- 6.2 The DOC will **place players on teams based on their age and ability**, and following the guidelines as established in the Indiana Soccer rulebook. Moving a player from one team to another team, or playing up, will be viewed as the exception to the rule, and will require the approval of the DOC and the player’s parents, in consultation with the coaches involved.
- 6.3 Any player placement issues should be addressed with the DOC, who will consult with the coaches and parents involved, and make the final determination.
- 6.4 Once player placement is completed, players and their families need to pay or make arrangements to pay, and complete all necessary registration materials. If a player **fails to make full payment** of all fees or does not complete all required paper work by a designated date as determined by MCYS, that player may lose his or her spot on the team, and may not be allowed to participate in the future. If special financial arrangements are needed, the player’s parents are responsible for contacting the MCYS Executive Committee or the Scholarship Coordinator as soon as player notification of acceptance is received.
- 6.5 The DOC may permit a player to **join a team in a higher age group** in the best interest of the player or to meet the Club’s needs. The player and his or her parents must also agree to the rostering of this player in the higher age group team. Players must attend all practices and games with his or her primary team; if there is no conflict, the player may play and/or practice with the team at the next higher or lower age level. This player, with the approval of the DOC, may play with other Cutters Soccer Club teams in appropriate age groups following Indiana Soccer and league guidelines.

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The placement of individual teams into the leagues competitive bracket is determined by the DOC, in consultation with the coaches.

**Section 7: Rules in Establishing Teams and Placement of Players on Recreational Soccer Teams**

The Vice President and the other Officers of the Recreational Division should propose rules to the extent necessary for the efficient management of the recreational program.