

POLICIES AND PROCEDURES

WINCHESTER YOUTH SOCCER CLUB (WYSC)

THE TRAVEL DIVISION OF BRYSA, Inc.

1.0 Mission

The Winchester Youth Soccer Club (WYSC, referred to below as the Club) seeks to promote the enjoyment of soccer and improvement of soccer skills for area youth. Player development for the advanced and highly competitive player is the primary function of the Club.

2.0 Membership

Membership in the Club is limited to youth teams approved by the Board of Directors of the Travel Division. By extension, all persons associated with member teams such as players, coaches, and parents are members of the Club. Teams may discriminate on the basis of gender in selecting players only when required to do so by the league in which the team participates. The Club will in no other instance discriminate on the basis of race, gender, creed or place of national origin.

3.0 Governance

The sole policy making body of the Club is the Travel Division Board of Directors. All policies and procedures of the Travel Division must comply with the BRYSA bylaws and are subject to review by the Executive Committee of BRYSA. The Board will hold quarterly meetings (February, May, August, and November). Additional meetings will be held on an as-needed basis.

The powers and duties of the WYSC Board of Directors shall include:

- a. Executing all responsibilities required to maintain Travel Soccer.
- b. Providing two representatives to serve on the BRYSA Executive Committee.
- c. Presenting an annual financial report to the Executive Committee and financial reports as requested.
- d. Electing Board members at the February meeting.
- e. Presenting a preliminary budget and setting a per player training fee and a per team fee at the May meeting.
- f. Approving finalized budget no later than the August meeting.
- g. Conducting an annual review of the Club.
- h. Reviewing the Winchester United Handbook annually.
- i. Selecting a Club Director.

3.0.1 Call and Notice

The Board of Directors shall meet quarterly, but also on special occasions provided written request is filed with the secretary. Reasonable notice shall be given to each member of the time and place and date of each meeting by notice in writing or by e-mail or telephone. Meeting schedule will be posted on the website.

Any action of the Board may be taken without a meeting if consent in writing setting forth the action taken is submitted by all Board members and filed with the minutes of the Club.

3.1 Board of Directors

The members of the Travel Division Board of Directors are as follows:

- a. Club Officers (see 3.2)
- b. At Large Members (see 3.3)
- c. Director of the Club (see 3.4)
- d. Club Administrator (see 3.4)

3.2 Club Officers

The officers of the Club are elected by majority vote of the Board of Directors at a meeting at which a quorum is present. Any Club member may run for office, however, it is not a requirement that an officer must be a Club member. These officers are:

- a. Chairman of the Board
- b. Secretary
- c. Treasurer

3.2.1 Chairman of the Board

The Chairman of the Board will conduct board meetings and otherwise keep board members apprised of scheduled board activity. The Chairman will serve on the BRYSA Executive Committee. The Chairman will be the liaison between the Club and the Winchester City Parks and Recreation Department and the Frederick County Parks and Recreation Department.

3.2.2 Secretary

The Secretary is responsible for keeping Club records, taking minutes of all meetings, distributing the minutes to all Travel Board of Directors, and assisting the Club officers and coaches in communicating with Club members. Any Club member wishing to address the Board of Directors meeting shall inform the Secretary and be placed upon the meeting agenda. The Chairman of the Board may elect to limit member comments to five minutes.

3.2.3 Treasurer

The Treasurer will maintain the Club's funds and financial records, receive bills and make appropriate payments from Club funds, collect and review the annual financial statements from each team, provide updated Treasurer's reports at each Board of Directors quarterly meeting which will include itemized listings of receipts and disbursements, and the Club Treasurer will prepare an annual Travel Division financial statement, a copy of which will be delivered to the Treasurer of the Executive Committee no later than September 1 each year. The Club Treasurer will also prepare financial statements as requested by the Executive Committee.

The Treasurer will suggest to the Board of Directors an appropriate team fee the Club will collect each season toward Club expenses. This team fee will be based on the written annual projected Club budget. Acceptance of the seasonal team fee will be determined by a majority vote of the Board of Directors no later than the May meeting, at which a quorum is present. A portion of such Club fees will be paid to the Executive Committee Treasurer for BRYSA administrative expenses and accounting expenses.

When a team ceases to exist, any funds not refundable to players will be paid to the Travel Treasurer for unrestricted Club use. The amount refundable to players may not exceed the amount of dues paid to the team by that player in the twelve-month period preceding the date the team ceased to exist.

3.3 At Large Members

Two At Large Members are elected by majority vote of the Board of Directors at a meeting at which a quorum is present. Any Club member may run for office. The At Large Members must be Club members.

3.4 Additional Board Members

a. Club Director

The Club Director will be selected by the Board and will be a voting member of the Board of Directors. The Club Director will be compensated by the team parents and/or the Club.

Responsibilities of the Club Director include, day-to-day operations of the club, including (but not limited to) coaching personnel decisions, coaching clinics, soccer philosophy and standards of performance, player development and players and fan conduct. The Club Director will update the Winchester United Soccer Handbook as needed on an annual basis, which will be approved by the Board of Directors. The Club Director will solicit and review applications for coaching positions (coaches, assistant coaches, trainers), meet with applicants to discuss his or her qualifications, and make hiring and firing decisions. The Club Director will also direct the long-term vision and direction of the club.

A fall and spring season review will be conducted and presented to the Board.

b. Club Administrator

The Club Administrator will be selected by the Board and will be a voting member of the Board of Directors. The Club Administrator will be compensated by the Club. The Club Administrator will work in conjunction with the Club Director. The Club Administrator will execute day-to-day business activities and oversee and assist the work of team managers. The Club Administrator should have prior Travel soccer manager experience, and be a current or past Club member.

3.5 Terms of Office

3.5.1 Elected Positions

Each officer and At-Large member shall be elected for a two-year term renewable one time, for a total of four consecutive years in that position. After four consecutive years there will be a mandatory sit out period of one year. Terms should be staggered so that experienced Board members rotate off at different times.

Annual elections shall be held at the February meeting. Nominations will be solicited from any Club member each year. Vacancies will be identified and general membership notified in November preceding the elections. The Board may hold special elections as needed to fill vacancies.

3.5.2 Appointed Positions

The Club Director and Club Administrator will remain in office until he or she resigns, or until dismissed by a unanimous vote of the remaining members of the Board of Directors.

3.5.3 Removal

Any member of the Board of Directors may be removed by unanimous vote of the remaining members of the Board of Directors for failure to participate, non-performance of duties, or other causes deemed detrimental to the Club. Removal shall come only after the member has been advised in writing of the complaint lodged against him or her and after that member has been given reasonable opportunity for defense.

3.6 Quorum

A majority of the number of Board of Directors then existing, present at the time the meeting is called to order, shall constitute a quorum for the transaction of business. The acts of the Majority of the Board members voting at a properly constituted meeting at which a quorum is present shall be the acts of the Board of Directors.

3.7 Voting

Each member of the Board of Directors shall have one vote on any matter to come before the Travel Board; specifically: one person one vote. (see exceptions 3.10)

3.8 Other Positions

3.8.1 Club Field's Assignor

This person will coordinate with the Fields Committee from the Recreational Division and will work with officials at Frederick County Parks and Recreation, Winchester City Schools, and Winchester Parks and Recreation to ensure that the Club's Travel teams shall have adequate practice and game fields and facilities. The Club Field's Assignor will work closely with their counterpart in the Recreational Division and the Club teams.

3.8.2 Referee Assignor

This person shall work with the Club league representatives, the BRYSA Director of Referees, and the Recreational Division's Referee Assignor to ensure that all Club games are assigned a sufficient number of competent, licensed referees.

3.8.3 League Representatives

The three league representatives will serve at the direction of the Board of Directors.

3.9 Amendments to the Club Policies and Procedures

Changes to these Policies and Procedures may be suggested to the Board of Directors at a regularly scheduled Club meeting in the form of a motion. These Policies and Procedures may then be amended at the next meeting by a majority vote if a quorum is present.

3.10 Compensation

No member of the Board shall receive any part of the net earnings of the Club. However, reasonable compensation may be paid for services rendered to or for the Club affecting one or more of its purposes. These services may include, but are not limited to:

- a. duties as a referee or assistant referee,
- b. coaching or training duties, or
- c. administrative duties.

Board members receiving payment for services as stated in a, b, and c above shall not vote in matters regarding compensation.

Members may be reimbursed for out of pocket expenses.

No director, officer or any private individual shall be entitled to share in the distribution of any of the corporate assets on dissolution of the Club.

3.11 Committees

Committee members are appointed by and serve at the pleasure of the Travel Board. Membership on any committee is open to anyone. The Travel Board of Directors may establish additional ad hoc Committees as needed.

The Travel Division shall have the following standing committees:

3.11.1 Rules and Discipline Committee

This committee shall be composed of at least three and no more than seven members of the Board and has the authority and responsibility to hear and investigate all allegations of infractions of BRYSA bylaws, Club policies or procedures, or league rules - and shall make recommendations to the Travel Board for action. See "Rule and Discipline" below.

4.0 Structure of the Club

Prior to each season the Club Director will make recommendations to the Travel Board regarding the number and composition of teams at each age level for each gender that the Club should sponsor. The Travel Board will consider the number of qualified players believed to be available and the previous level of success of the existing teams when determining the structure for the next season. Continuity for existing teams is highly desirable, but the overriding concern in establishing the Club structure is to field the most competitive teams at each age level in the various leagues.

4.1 Team Age Groups

A team age group may include more than a single twelve-month birth period. A Club age group is also assigned to a specific school grade, e.g., eighth or twelfth grade. The purpose of assigning a school grade to a team is to allow players of the same school grade to play on the same team, where they may not have been permitted to do so based solely on birth date. Players must qualify according to birth date for inclusion on the team according to league rules.

4.2 Exceptions to Team Age Groups

The Club desires to field the most competitive travel teams possible at each age level; use of the playing up exception undermines the strength of the Club's younger teams. WYSC will no longer allow anyone to play out of their age appropriate or grade appropriate level if there is an age appropriate team available. Newly formed teams lacking sufficient players in that age group may elect to fill out their roster from younger age groups so long as there is no team for the younger age group. When the pool of players enlarges and younger teams are formed the younger players will move to their appropriate age level team.

4.3 Senior Team

When there are multiple teams of the same gender in one age level, the coaches of these teams will meet and decide which team will be the senior team. Coaches will be determined by the Club Director. This senior team will have priority in selecting players at that age level's tryouts. In certain cases league rules will limit the number of teams the Club may sponsor in a single age group, in the same division e.g., U-16 boys teams in NCSL Division 2. Additional teams will be sponsored by the Club in alternate leagues such as ODSL based on their competitiveness.

4.4 Recruiting Players from Existing Teams

Prevailing league rules governing transfer of Travel team players apply to all Club players and teams. Recruiting players from one Travel team to another Travel team is discouraged and may be cause for investigation by the Rules and Discipline Committee

Recruiting players already rostered on a Recreational team will not be allowed during a playing season. The Travel coach should notify the Director of Registration of the Recreational Division before offering a tryout to a rostered Recreational team player. Travel coaches are encouraged to speak with the coach of the recreational team and must speak with the parents of the player before approaching the player regarding switching to a Travel team.

4.5 Team Tryouts

The schedule of tryouts will be facilitated by the Club and coordinated among teams. The Club will pay for advertisement. Additional single team tryout notices will be the responsibility of the Team.

Players will be selected after open tryouts held prior to the beginning of each seasonal year (August 1 to July 31). Club age groups consisting of more than one team of the same gender will hold joint tryouts. Coaches are encouraged to select the best players for their team irrespective of the player's home geographic location, economic situation or previous association with the team. When there are two or more age groups that will be combined to form one team, those two age groups will hold joint tryouts. Players may be selected during the course of the season to fill roster vacancies on an individual team tryout basis.

Travel tryouts will be scheduled to be completed prior to the start of the Recreational Division's registration to allow players the opportunity to apply for a Recreational team if not selected by the Travel teams. The tryout schedules and locations will be advertised in local papers, the BRYSA website and by other means such as through the City and County School Board offices as deemed appropriate. The Club will authorize the funds needed to advertise the tryouts.

4.5.1 Player's Right of Refusal

Any player may refuse an offer to join a team without fear of recrimination.

5.0 Team Officials

Each team must select a manager. Teams may also have assistant coaches, assistant managers and trainers. All team officials must meet eligibility requirements, including registration and clearance by the KidSafe program.

5.1 Coaches, Assistant Coaches and Trainers

The minimum requirements for persons seeking to be a coach or trainer in the Travel Division are as follows:

- a. Eighteen years of age,
- b. E Certificate for age group teams U-14 and younger,
- c. D License for age group teams U- 15 and older.

Assistant coaches are required to be at least eighteen years of age, and are encouraged, but not required, to hold the age group appropriate coaching license.

The Club Director will prepare written evaluations of all coaches, assistant coaches and trainers on a yearly basis, and will review the assessment with the person being evaluated. Evaluations will reflect, but are not limited to a review of the following:

- a. Knowledge of the game,
- b. Teaching skills and attendance of yearly licensing or training courses,
- c. Relationship with players,
- d. Relationship with team parents,
- e. Sportsmanship, attitude, and ability to cooperate with Club officials,
- f. Adherence to the spirit and letter of Club and league policies,
- g. Observations of Referees regarding behavior during games.

The Club Director will meet with and advise coaches of solutions to problems with teams. The Club Director will also conduct or arrange for ongoing coaching education.

Parents have the right to petition the Club Director to investigate dissatisfaction with the coach's philosophy, but should always attempt to first discuss problems with the coach. The Club Director will review and report back to the parents as to what action has been taken. Matters of discipline will be referred to the Club Director who will report to the Rules and Discipline Committee.

5.2 Team Manager

Each team will appoint a Manager to assist the Coach with the following:

- a. communication among team parents and players,
- b. performing administrative duties to meet league requirements,
- c. maintaining team records and financial accounts,
- d. issuing a team financial statement each season to parents and the Travel Treasurer
- e. providing each team member with a copy of the Club's Code of Conduct,
- f. reporting all yellow or red card violations, within 72 hours of occurrence, to the Rules and Discipline Committee.

6.0 Rules and Discipline

Allegations of infractions of the letter or spirit of BRYSA bylaws, Club policies and procedures, or league rules will be investigated by the Rules and Discipline Committee in a timely fashion. Parents have the obligation to communicate concerns regarding team problems to the team's coach first. Failing satisfactory resolution parents should then talk to the Club Director. If this does not resolve the issue the Club Director will contact the Rules and Discipline Committee. If resolution is still not reached parents may notify any member of the Rules and Discipline Committee.

All known or alleged violations of the Code of Conduct or other rules of BRYSA, the Club, or travel league must be reported in writing to a member of the Rules and Discipline Committee within 72 hours. The committee member receiving such notification must notify the Chairperson and all other committee members as soon as possible. The Committee must meet to discuss the violation within seven days. Upon receipt of the allegation the Committee will inform the individual(s) against whom the allegation was made.

Committee hearings will be closed to all persons not having a direct interest in the issue. In all instances in which a player is involved, the player's parents may accompany the player and participate in the hearing. Committee members should disqualify themselves from any matter involving themselves or a team with which they have a direct association.

Exceptions to normal Committee procedures are cases involving alleged serious misbehavior such as sexual misconduct, actual or threatened violence, or breaking of civil laws in which case the Chairman of the Board and/or the Club Director has the authority to suspend the involved individual(s) from any participation in Club activities until the Rules and Discipline Committee has completed its investigation.

The Rules and Discipline Committee has the authority to impose sanctions on involved parties after the Committee has performed a thorough investigation. Any Club member or team may be disciplined by the Club, even following disciplinary action by a league. These actions may include:

- a. Teams may be subject to probation or to being prohibited from playing under the Club's sponsorship.
- b. Players may be issued a written warning, may be required to "sit out" one or more games, and in extreme cases may be involuntarily dropped from the team's roster.
- c. Coaches will be disciplined only after the Club Director has had the opportunity to review the allegations with the coach.
- d. Parent members of the Club are also subject to disciplinary action by the Club, ranging from being issued a warning to being banned from attending Club matches at home or away for a specified number of games.

The Rules and Discipline Committee will report all matters brought to its attention at the next meeting of the Travel Board.

APPROVED BY WINCHESTER YOUTH SOCCER CLUB (WYSC)

18 May 2006