

OPERATING PROCEDURES
FOR
LEMOORE YOUTH SOCCER LEAGUE

Article I: Name

- A. Shall be Lemoore Youth Soccer League.(LYSL)

Article II: Boundaries and Territories

- A. Shall be those of Lemoore High School to include NAS Lemoore, Stratford, Kettleman City, Huron, Avenal, and Island School District.

Article III: Purpose

- A. Shall be to develop, promote and administer the game of soccer among you boys and girls under nineteen years of age, regardless of race, creed, and/or ability with in the territory of the league.

Article IV: Affiliation:

- A. With the authority of the California Youth Soccer Association Inc. (CYSA),the US Youth Soccer (USYS), the United States Soccer Federation (USSF), and the Federation International De Football Association (FIFA).

Article V Authorities:

- A. Shall be governed by its Bylaws, Operating Procedures and Rules of Play and Revisions except when these superseded by CYSA,USYS, and/or USSF.
- B. The Governing Board, hereinafter to be known as the Board of Directors. Shall be composed of the President, Vice-President, Secretary, Treasurer, Player Representative, Registrar, Coaching coordinator, Referee Coordinator, Equipment Coordinator, Field Coordinator, Fund-raising Coordinator, Tournament Coordinator and Competitive Coordinator and elected members by the membership as set forth in the bylaws: but in no case will the Board exceed Fifteen (15).

The elected members of the board shall constitute the voting membership of the Board of Directors. Each shall be entitled to (1) vote.

1. **President:** Shall conduct all meetings of the Board of Directors and shall cast a vote only in the case of a tie. Shall appoint, at the beginning of season, the ad hoc committees and/or

committee chairman. Shall recommend to the Board of Directors a list of persons to fill the appointed positions. Shall be responsible for insurance of the league. Shall be the District Representative and represent LYSL at the monthly District Meeting and Report back to the Board on all CYSA or district policy changes. Also acts as liaison between LYSL, CYSA and District VII for all traveling teams.

2. **Vice President**: Shall preside at meetings of the Board of Directors in the absence of the President.
 3. **Secretary**: Shall keep an accurate record of all meetings, handle all correspondence, give notice of meetings and maintain the files of this league. Shall be responsible for preparation of the annual report.
 4. **Treasurer**: shall give a receipt for all monies, which shall be deposited in a recognized bank in the name of the league. All accounts shall be paid by check. Shall pay all bills upon the authorization of the President. Keep an itemized record of all receipts and disbursements in a permanent file and provide a monthly-itemized statement to all Board members. Shall deliver to successor within fifteen (15) days, after expiration of term in office, all books, records and papers.
 5. **Player Representative**: Shall inform the board at each regular meeting of any player benched or expelled from a game. Shall be present at any disciplinary meeting involving a player.
 6. **Registrar**: Shall arrange all events for the sign up of players for the home league teams. Registers all players for traveling teams in accordance with CYSA. Prepare rosters and player passes. Attends all mandatory District Registrars meetings. Shall insure that no teams are formed after the draft. Players may be added to teams until the teams are full or the league has completed two weeks of league play, players can only be added to a team with the approval the coach and the board. Shall insure that any team outside LYSL that wished to play in our league follow the same drafting procedures followed by LYSL in selecting recreational teams if there are more than one team in each age group from each town.
 7. **Coaching Coordinator**: Is responsible for the arranging of coach training sessions. Coordinates and arranges coaches for all teams in the home league program.
 8. **Referee Coordinator**: Arranges referees for all games played in Lemoore. Is responsible for finding, training, and developing referees. Prepares reimbursement budget for all the upcoming season. Arranges with the Treasure for payment of the Referees. Will be a member of any disciplinary committee to review red cards issued in a game.
- C. Shall be responsible for and has sole authority for the following:
1. Being familiar with interpreting and enforcing the Constitution, Bylaws and Rules of play of the league and all applicable rules and regulation of the association with which this league is affiliated.
 2. Insuring proper registration for all players, Coaches and teams.
 3. Insuring proper accounting of fiscal transactions and accurate reporting to the District Commissioner and/or his/her appointed assistant.
 4. Sanction travel of teams
 5. Establishing a common set of play. These rules of play must be reviewed prior to the draft of teams any changes must be approved by the board of Directors prior to the draft.
 6. Establish a common set of administrative rules for all teams registered to the league

7. Provide levels of competition within the league for all players within the boundaries of the league
 8. Providing opportunities of play for all youth within the boundaries of the league.
 9. Shall sanction the formation of District traveling and or competitive teams. Such teams should have all requirements prior to turning in written notice for approval by board annually. The LYSL Board can allow such teams to function with renewed annual approval. District traveling teams must use the name Lemoore in their District names.
 10. Allowing the free movement of any player within or outside of LYSL after they have been cleared by the coach of any financial or material responsibility to the league.
 11. The board shall be responsible for approving any fundraising within the Lemoore Youth Soccer League by either recreational or competitive teams at monthly meetings prior to the fundraiser annually. Board may take necessary action against teams with out standing bills over 30 days. Any money donated and or sponsored, or given on behalf of any team or player to LYSL will be considered a nonrefundable donation unless approved by majority vote by LYSL board of directors.
 12. The board shall be responsible for insuring that any competitive teams from outside the LYSL jurisdiction coordinate all competitive games through the competitive coordinator. LYSL will not be held responsible for providing referees for teams not registered in said league unless a requirement of membership in that league.
 13. The board shall refer teams not registered with LYSL to the Lemoore Youth Sports Foundation for the payment of fees incurred for field use.
 14. The Board of LYSL reserves the right to pay all balances owed by competitive or recreational teams, without permission of the offending teams if they have a balance past due of 30 days. Team balances will be depleted to a zero balance, the team will also have no money issued for tournaments, additional uniforms etc. until the prior balances are cleared with the business/vendor. The balance owed will be presented to the board at the monthly meetings.
 15. The Board of LYSL reserves the right to determine how "outside" teams may be formed and determine which players are considered "outside" players as determined by their place of residence.
- D. Shall have the right and authority to suspend, bar completely or otherwise discipline any teams players, coach, manager, team assistant, League Official or any other person associated with the operating of this league from any member team organization.
- E. The league may recognize committees for the purpose of coordinating the administration of the league program. Any Committees recognized are under the jurisdiction of and are subject to the approval of the Board of Directors.

Article VI: Standing Committees

- A. The following standings, committees and others shall be appointed yearly:
1. Protest and Appeals Committee
 2. Credentials

Article VII Membership

- A. Any applicant for membership in this league shall submit yearly, the appropriate fee(s):
 - 1. Properly completed registration form for each team, player, coach, prepared in accordance with the current CYSA registration instructions and procedures.
 - 2. Submit upon initial registration of each player, proof of place and date of birth, in accordance with CYSA regulations.

Article VIII Meetings:

- A. Regular meeting of the Board of Directors will be held monthly, on the third Monday of the month or as determined by the Board. The agenda for regular meetings may be as follows:
 - 1. Call to Order
 - 2. Roll Call
 - 3. Introduction of guests
 - 4. Acceptance of minutes
 - 5. Correspondence
 - 6. Treasurer's Report
 - 7. Committee Reports
 - 8. Unfinished Business
 - 9. New Business
 - 10. Good of the Game
 - 11. Adjournment

Article IX: Annual Meeting

- A. Shall be held (2) months prior to the end of the Corporation's fiscal year as determined by the Board of Directors. The President of LYSL, with the concurrence of the Board of Directors, shall give written notice to all registered teams at least (30) days prior to the said annual general meeting.
- B. All duly elected officers shall commence their elected duties on the following first (1st) of February at 12:01 A.M.
- C. The order of business at the general meeting shall be as follows:
 - 1. Call to order
 - 2. Roll Call
 - 3. Credentials Report
 - 4. Introduction of Guests
 - 5. Acceptance of Minutes of the previous AGM
 - 6. Reports:
 - A. President
 - B. Treasurer
 - C. Secretary
 - D. Registrar
 - E. Committees and Coordinators
 - 7. Unfinished Business

8. New business

9. Election of the Board of Directors

10. Good of the Game

11. Adjournment

D. Each registered team represented by a registered coach and/or registered assistant coach, each member of the Board of Directors, and one family member shall be entitled to one (1) vote. No individual can cast more than one vote. Voting by proxy shall not be allowed and only those members in good standing shall be entitled to voting privileges. The president of the league shall cast a vote only in the situation of a tie.

Article X: Seasonal Year

- A. Shall be from September 1 through August 31 for membership/registration. Insurance coverage shall be for the same period of time.

Article XI: Protest and Appeals

- A. Only violations of the By-laws, Operating Procedures and specific Rules of the League and Misapplications of the Laws of the Game shall be proper subject to be considered for actions.
- B. Are to be made in writing and delivered to the chairman of the Protest and Appeals Committee within 48 hours of the action being protested or appealed. The Fee is Twenty-five dollars (\$25.00) must accompany the protest and appeal. Any decision rendered by this committee may be appealed to the Board of Directors and then, if needed to the CYSA protest and Appeals Committee as per CYSA constitution bylaws rules and regulations.
- C. Upon rendering a decision the League shall forward a copy of its evidence findings and decision to the CYSA office for future reference. All Pertinent data must be forwarded to with 14 days of the league decision.
- D. In the matter of protest and appeals, NO person associated with the operation of the League shall invoke the aid of the courts of any State or of the United States without first exhausting final appeal to the annual General Meeting of the USYSA.

Article XII Competitive Clubs

- A. Coaches for competitive teams must submit a resume, be approved by the Board of Directors of LYSL and must meet basic criteria as established by District VII, LYSL or CYSA by a date set by the Board
- B. A Competitive Coordinator should be elected to the Board to coordinate all competitive games and plays in Lemoore with Recreation program. Shall advise Competitive Coaches of all District VII and LYSL rules and Bylaws. Will work with Registrar for registration of LYSL players. Competitive Coordinator will communicate between LYSL coaches and District VII.

- C. All Competitive Coaches must participate in field and complex setup and preparation if they wish to insure home games.
- D. U-12 District playing teams (including but not limited to Harold S. Young (Class 1) and Don Hawkins (Class 3)). Will be required to provide 2 Referees; 1 adult (18 or over), and one 13 years of age or older to be used in referee pool by League. All referees have to be licensed by the start of LYSL season. Competitive U-13and older district playing teams (including but not limited to Harold S Young (Class 1) and Don Hawkins (Class 3)) Will be required to provide 4 referees: 1 Adult (18 over) and three individuals (13 years of age or older) to be used in referee pool by League. All referees have to be licensed prior to start of LYSL season.

Board approved 2012