

ROHNERT PARK SOCCER LEAGUE CONSTITUTION & BY-LAWS
January 2010

CONSTITUTION

1:1 NAME

1:1.1 This organization shall be known as the Rohnert Park Soccer League also referred to as "RPSL."

1:2 BOUNDARIES Deleted January 2010

1:3 PURPOSE AND PHILOSOPHY

1:3.1 The purpose of this League is to provide a Division III and IV soccer program for the youth (boys and girls, 4 through 18 years of age) regardless of race, creed, color, national origin, or skill level.

1:3.2 The goal of this League is to promote the game of soccer, good sportsmanship, and the positive development of its participants. It is therefore the duty of the Board, the Referees, and the Coaches to strive for this goal.

It is also understood that the strength of this League comes from participation, so it is important to have players and parents actively involved. Players and parents should be willing to actively participate in whatever way they can to make this League a success.

It is the aim of the Board to bring the greatest good to the greatest numbers. With this in mind, as well as the goal of the League, it is the function of this Board to make, amend, interpret, and apply the rules of this organization.

1:4 COLORS

1:4.1 The representative colors of the League shall be RED, WHITE, and BLUE.

1:5 AFFILIATION

1:5.1 This League is a member of District Five, of the California Youth Soccer Association (CYSA), which is an affiliated branch of the United States Youth Soccer Association (USYSA) and the United States Soccer Federation (USSF).

1:6 AUTHORITIES

1:6.1 This League shall be governed by its Constitution, By-Laws, Rules and Regulations, except when superseded by a higher authority of our Affiliation.

1:6.2 The governing Authority of this League, whose powers shall be designated by the By-laws, shall be vested with the Board of Directors of this League.

1:6.3 The elected Board of Directors of this League shall be comprised of: PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER, REGISTRAR, FIELD REPRESENTATIVE, EQUIPMENT REPRESENTATIVE, INSTRUCTION REPRESENTATIVE, REFEREE REPRESENTATIVE, PUBLICITY REPRESENTATIVE, COACHES REPRESENTATIVE FOR YOUNGER PLAYERS (U-6 & U-8), COACHES' REPRESENTATIVE FOR OLDER PLAYERS (U-10, U-12) COACHES' REPRESENTATIVE FOR INTER-LEAGUE, COMPETITIVE TEAM REPRESENTATIVE and TOURNAMENT REPRESENTATIVE.

1:6.4 The number of Directors serving on the Board may be altered for the preservation of the League. However, there shall never be fewer than five Directors.

1:7 MEMBERSHIP

1:7.1 Membership in this League is open to all youths eligible to play within the age limits as defined by the CYSA General Procedures and their parents or legal guardians as listed on the official League Registration form.

1:7.2 Membership is also open to volunteers wishing to contribute their time and talents for the betterment of this League, through its league play and administrative organization (i.e., coaches, league managers, field coordinators or other specific League elected and/or appointed positions), without compensation as long as they are willing to abide by its Authority.

1:7.3 Membership may be temporarily, or seasonally, closed when there are no openings on teams, or there are insufficient members to form new teams, or insufficient qualified coaches.

1:7.4 Deleted January 2010

1:7.5 All members shall abide by the Constitution, By-laws, and the Rules, Regulations and Procedures of this League and its higher Affiliations.

1:7.6 The Board of Directors shall annually establish the fees, rules, and procedures for registering as a member of this League.

1:7.7 All requests for scholarships (registration fees) must be submitted in writing and approved by the Registrar or Treasurer.

1:7.8 The RPSL Board of Directors has the right and responsibility to declare RPSL Members "in bad standing" by a simple majority vote.

1:7.9 No one may be a member of the RPSL Board of Directors if they have been declared "in bad standing" by the RPSL Board.

1:7.10 The definition of "in bad standing" will be maintained in the RPSL Rules, Regulations and Procedures.

1:8 NOMINATING MEETING AND ANNUAL MEETING

1:8.1 The meeting in October shall be the Nominating Meeting for the election of the Board of Directors.

1:8.1a Any RPSL Member in good standing may submit his or her name as a candidate for an open Board position by supplying to the League Secretary prior to the Nominating Meeting the required written documentation, signed and dated by the candidate. The only names which may be submitted for the office of League President shall be those Board members that have successfully completed a full Board term within the past 4 years. Alternately, the same required written documentation may be presented in person at the Nominating Meeting.

1:8.1b The Candidate's letter will include a statement that the candidates understands the requirements of the Board position and will serve if elected.

1:8.1c The candidate information statement shall be published on the League Web-site.

1:8.1d Voting is open to each League family and to coaches not part of a league family, as well as any Board member not part of a league family.

1:8.1e Deleted January 2010

1:8.1f The meeting in November is the Annual Meeting for the election of Directors to the Board. The only ballots that will be accepted at the Annual Meeting are the official League Ballot forms which will only be available at the meeting. League members may cast their ballot at this meeting before 8pm. The election shall consist of a tally by three Board members that are not in their election cycles, selected by a simple majority of all the Board members. All votes shall be kept confidential.

1:8.1g In the event that no one is elected to fill a position at the Annual Meeting, the RPSL Board of Directors may seek a volunteer to fill the position for the length of that term, elected by a simple majority of the Board of Directors at any meeting as defined in Section 2:5.1.

1:8.2 Every registered player may cast 1 vote in Board elections; parents or guardians shall cast these votes.

1:9 CHANGES

1:9.1 Changes to the RPSL Constitution and Bylaws can be made by a 2/3-majority vote of the total number of filled board positions (including the RPSL President).

BY-LAWS

2:1 BOARD OF DIRECTORS

2:1.1 Deleted January 2010

2:1.2 The Board shall serve from January 1 through December 31. New Board members will attend the December meeting for transition purposes.

2:1.3 The Board shall be responsible for interpreting and enforcing the Constitution, By-laws, and the Rules, Regulations and Procedures of this League. They are also responsible for registration of players; formation of teams, raising of funds; holding tournaments; setting up the season with referees, coaches, fields, equipment and schedule; providing out of town play when needed for certain teams.

2:1.4 The Board shall have the right and authority to suspend, expel, or otherwise discipline any player, coach, manager, assistant coach/manager or Board Member for violations of this League's Bylaws, and the Rules, Regulations and Procedures.

2:1.5 The voting Board of Directors shall consist of the following, with each Director having one vote (except the President who may only vote as a tiebreaker): PRESIDENT, VICE PRESIDENT, SECRETARY, TREASURER, REGISTRAR, REGISTRAR ASSISTANT, FIELD REPRESENTATIVE, EQUIPMENT REPRESENTATIVE, INSTRUCTION REPRESENTATIVE, REFEREE REPRESENTATIVE, PUBLICITY REPRESENTATIVE, COACHES REPRESENTATIVE FOR YOUNGER PLAYERS (U-6 & U-8), COACHES' REPRESENTATIVE FOR OLDER PLAYERS (U-10, U-12) COACHES' REPRESENTATIVE FOR INTER-LEAGUE, COMPETITIVE TEAM REPRESENTATIVE, and TOURNAMENT REPRESENTATIVE

2:1.6 If there are not enough volunteers to serve on the Board, the size of the Board may be reduced and duties altered accordingly, but there shall be no fewer than five Board Members.

2:1.6a The following Board of Directors are elected on even years: Vice-President, Secretary, Treasurer, Instructional Representative, Field/Scheduling Representative, Equipment Representative, Coaches' Representative for Younger Players (U-6, U-8) and Tournament Representative.

2:1.6b The following Board of Directors are elected on odd years: President, Registrar, Referee Representative, Publicity Representative, Coaches' Representative for Older Players (U-10, U-12), Coaches' Representative for Inter-league Players, and Competitive Teams Representative.

2:1.6c Terms for the Board of Directors are 2 calendar years, from January through December.

2:1.7 The Board may act to remove any Director from the Board after three (3) unexcused absences from Board Meetings or non-performance of duties defined and/or assigned in Section 2:1.8

2:1.8 The duties of the Board of Directors are as follows:

PRESIDENT

1. Shall have the responsibility of management and direct authority over the League.
2. Insure that the RPSL Constitution, By-laws, and Rules are properly interpreted and carried out.
3. Shall supervise public relations for the League.
4. Promote adult interest in the RPSL Soccer program, and recruit desirable persons to assist in the development of the game and the goals of the League.
5. Must be familiar with CYSA rules and have the Rule Book handy at all times.
6. Conduct RPSL Board Meeting according to Roberts Rules of Order.
7. Attend District V Board Meetings.
--Report on meeting to RPSL Board.
8. Attend District V Playing League Meetings.
--Report on meeting to RPSL Board.
9. Assign duties that need to be done during the season and make sure that those duties have been followed through.
10. Be aware of all that is happening to the RPSL at all times.
11. Attend all functions this League is involved in.
12. Will report all Red Cards issued to RPSL players and coaches to the Board as soon as possible.

VICE PRESIDENT.

1. Assist the President whenever needed.
2. Conduct meetings in the President's absence.
3. Contact and attend any board meetings that this League becomes involved in, such as to provide teams for any players we cannot provide teams for.
--For example, Sebastopol League, Santa Rosa League, Select Teams.
--Contact made as soon as possible after the first of the year.
4. Attend all functions this League is involved in.

SECRETARY

1. Take minutes at all meetings and get a copy of them to all board members.
2. Write any letters that are needed by the board.
3. Keep up to date Constitution, By-laws, and Rules of RPSL.
4. Attend all functions this League is involved in.

TREASURER.

1. Keep accurate records of all moneys.
2. Prepare budget for League approval in February.
3. Submit Profit and Loss to City Recreation Board in January.
4. Pay referees from game cards turned in by Referee Representative.
5. Prepare and file necessary tax forms.
6. Report once a month on finances.
7. Collect any moneys owed to the League.
8. Attend all functions this League is involved in.

REGISTRAR

1. Keep an accurate count of all registered players.
 - Make sure all players are registered before they are on the field.
2. Obtain proof of age of any player registered with the League.
3. Keep a record of all the teams within the League and rosters listing all players' names, CYSA registration numbers and expiration dates, date of birth, address, school and telephone number.
 - - Set date for Select Teams to have team rosters in.
4. Set up Registration, times, location, and workers.
NOTE: ALL BOARD MEMBERS HELP WITH REGISTRATION
5. Attend District V and District V Playing League Meetings to keep up to date on all information.
6. Set up Team Selection Dates with Instruction Rep. and Coaches/Age Group Rep. be present.
 - Set up team formation by board decision.
7. Make Coaches Kits up and have them handed out when they receive teams.
8. Inform all changes on registration to the board.
9. Attend all functions this League is involved in.

REGISTRAR ASSISTANT

1. Is appointed by the Registrar.
2. Has all the duties of the Registrar.
3. Has a vote on the Board of Directors.

REFEREE REPRESENTATIVE

1. Set up Referee classes and clinics.
2. Set up and conduct bimonthly referee meetings.
3. Receive from Field Representative list of all games and line up referees for those games.
4. Listen to complaints concerning referees and referee duties.
5. Inform the board of any red cards issued.
6. Collect game cards from referees and turn in to Treasurer for payment.
7. Maintain current roster of referees, a copy of which is on file.
8. Attend all functions this League is involved in.

FIELD REPRESENTATIVE

1. Be in contact with Park and Recreation Board and City on fields.
2. Attend Park and Recreation Special Meeting on field usage in January with a request in writing for field usage.
3. Check all fields and submit an outline for maintenance to City in January.
4. Fill out usage permits end of January for league and tournament play.
5. Attend Park and Recreation Meetings 3rd Monday of month.
6. Continue to check on fields and alert City to problems.
7. Make sure lines are marked prior to season.
8. Set up game schedule for all teams.
9. Coordinate with other leagues we are participating with on field usage.
10. Turn in schedule of games to Referee Representative and all Board members.
11. Select Field Coordinators for fields.
 - - Oversee their jobs and if a problem arises take care of it.
12. Attend all functions this League is involved in.

INSTRUCTION REPRESENTATIVE

1. Set up Coaches Clinics for training of all coaches.
2. Be at Registration to explain duties and sign up coaches.
3. Attend all functions this League is involved in.

EQUIPMENT REPRESENTATIVE

1. Count and attest to the equipment RPSL owns.
2. Is encouraged to attend the Annual General Meeting of the California Youth Soccer Association.
3. Have everything ordered by June.
4. Distribute and collect equipment at beginning and end of season.
5. Distribute pictures.
6. Order and distribute awards as soon into the season as possible.
7. Arrange for storage of equipment.
8. Attend all functions this League is involved in.

PUBLICITY

1. Contact local media for the publicity of RPSL registration.
2. Compile and distribute a flyer for the schools before each registration date.
-- Get flyer approved by Cotati-Rohnert Park School District.
3. Keep the official score and standings for Division IV, updating the results weekly by posting on the RPSL website.
4. Attend all functions this League is involved in.

COACHES REPRESENTATIVE (Younger, Older and Interleague)

1. Recruit coaches for the upcoming season.
2. Facilitate game schedules, equipment handout/return, team selections, coach.
3. Take prompt action on coaching problems.
4. Responsible for Coaches Registration Form-turn in to Registrar before District V deadline for team rosters.
5. Attend all functions this League is involved in.

COMPETITIVE TEAM REPRESENTATIVE

1. Recruit coaches for the upcoming season.
2. Facilitate game schedules, equipment handout/return, team selections, coach.
3. Take prompt action on coaching problems.
4. Responsible for Coaches Registration Form-turn in to Registrar before District V deadline for team rosters.
5. Attend all functions this League is involved in.

TOURNAMENT REPRESENTATIVE

- 1.
- 2.
- 3.
- 4.

2:1.9 Each board member with the exception of President, Vice President, Secretary, and Treasurer, may request that the board approve an advisor to assist them with their area of board responsibility (a maximum of two advisors per board position will be permitted). The board member must explain how that advisor will assist them. Advisors must be approved by a majority vote and will serve until December 31st of the year that they are approved. If a board member is unable to attend a board meeting, a previously elected advisor with that area of responsibility may attend in the Director's stead with full proxy privileges to vote on any business brought before the Board with the exception of bylaws amendments. These privileges apply to said meeting only and are rescinded at the adjournment of that meeting. If a board member plans to send a proxy, they must notify the President in writing prior to the beginning of said board meeting.

2:2 STANDING COMMITTEES

2:2.1 Deleted January 2010

2:3 REGISTRATION

2:3.1 All players are required to be registered with this League before they practice or compete with a team.

2:3.2 Fees, procedures, and schedule of registration shall be set annually by the Board, and publicized. Players will be accepted for registration and subsequent placement on a team on a first come, first serve basis subject to the availability of coaches, referees, and fields. A late fee will be charged for players registering after the official registration dates.

2:3.3 All players will provide a copy of proof of age, as defined in CYSA Constitution & By-laws, to be placed on file with RPSL.

2:5 MEETINGS

2:5.1 Regular meetings of the Board of Directors are on the fourth Tuesday from January through December. The meeting time is 7.00 p.m. except during soccer season (August through October), when it is 7.30 p.m. These meetings shall be open meetings to the membership, except during discussions of sensitive issues.

2:5.2 Special meetings may be held if the consensus of the Board feels it is necessary.

2:6 QUORUM

2:6.1 At all meetings of the Board of Directors, attendance by at least 51% of the filled board positions or their designated proxy shall constitute a quorum.

2:6.2 Transaction of business shall be passed by a simple majority vote of the quorum.

2:7 FORMATION OF TEAMS

2:7.1 This League may have two classes of play with each one being formed in accordance with CYSA procedures.

- Division III Advanced House Teams
- Division IV Recreational

The Competitive Team Coaches Selection Committee will consist of the Competitive Team Representative and 2 RPSL Members at large, who are recommended by the Competitive Team Representative and approved by the Board by a simple majority. (Modified January 2010)

2:7.1a D-3 Coaches Selection Process:

The Coaches Selection Committee shall fully consider the applications of all coaches applying to Coach a Division-3 team. The Coaches Selection Committee shall select the best age group coaching applicant available based on the following criteria:

- a. Coaching experience.
- b. Coaching licenses.
- c. Volunteer assistance to the League.
- d. Playing experience.
- e. Interviews
- f. Other relevant criteria

At the Board meeting prior to the start of the Coaches Selection Committee interview process, the D-3 Coordinator will present the list of applicants to the Board. Thereafter, if any member of the Board is aware of information that that member believes is relevant to the selection of any of the coaching applicants, the Board member should bring this to the attention of the D-3 coordinator in confidence before the interviews take place.

Following completion of the interview process, the D-3 Coordinator shall present the Committee's recommendations to the Board. A majority of the Board shall vote to approve each committee selection on an individual basis.

2:7.1b Uniforms: The RPSL Board will approve a distinctive uniform in League colors for all Division III for that year. No pressure is to be applied to the parents or players to purchase accessories.

2:7.1c Tournaments: Moved to Rules, Regulations and Procedures – January 2010

2:7.1d Funds: All receipt and disbursement of funds must be through RPSL Treasurer. At the end of the season funds will be disbursed by discretion of RPSL Board to Class III for the next year.

2:7.2 Deleted January 2010

2:7.3 Deleted January 2010

2:7.4 The number of players per team will be determined by the number of registered players. However, eighteen (18) is the maximum number.

2:7.5 In order for players to play Division III, they must participate in scheduled tryouts. If they do not tryout, they must play Class IV.

2:7.5a Each player shall try out in his or her own age group.

2:7.5b Deleted January 2010

2:7.5c Deleted January 2010

2:7.5d Deleted January 2010

2:7.5e Deleted January 2010

2:7.5f Deleted January 2010

2:7.6 No player or players registered on a team may be used on another team unless a transfer form has been entered for that player or players and approved by District V Registrar as per CYSA Bylaws.

2:7.7 Deleted January 2010

2:7.8 Deleted January 2010

2:7.9 Applications made by players requesting to play on teams other than in their natural age and/or gender groups must be approved by a simple majority Board vote. Applications must be made in writing to the Board.

2:9 PLAYING SEASON

2:9.1 The regular season play, along with tournaments and post regular season play, will be established annually by the Board, based on insurance coverage, field usage, weather conditions and other possible conflicts.

2:10 RESPONSIBILITIES

2:10.1 Members of this League shall be responsible for their own actions, and in addition, team officials shall be responsible for the actions and conduct for all persons associated with their team. Members shall abide by the Constitution, Bylaws, and Rules and Regulations of this League, and its Affiliations.

2:10.2 The "CYSA" Bylaws does not accept ignorance as an excuse for violations, therefore it is up to each member to know and follow all the laws and rules of "CYSA."

2:10.3 Violators of League laws and rules shall be subject to discipline by the Board, which may include removal from the League.

2:11 DISSOLUTION – Deleted January 2010

2:12 RULES OF ORDER.

2:12.1 The rules contained in the Roberts Rules of Order shall govern this league in all cases in which they do not conflict with this league's, District V, CYSA, the United States Youth Soccer Association, and the United States Soccer Federation's Constitution, Bylaws, General Procedures and Specific Rules.

2:13 BUDGET

2:13.1 Every January the Treasurer will submit a budget to the Board for that season. It should include all income (funds carried over from the previous year, expected funds from registration, expected funds from sponsorships, fund-raiser and donations) and all expected expenditures uniforms, equipment, storage costs, CYSA fees, insurance, referee fees, awards, pictures, possible maintenance costs for fields and lighting, building, and other miscellaneous costs).

2:13.2 The Board will study the proposed budget and make changes as needed, and they shall adopt the final yearly budget no later than the March meeting.

2:13.3 The Board is under no obligation to provide the status quo of previous years; therefore, it is up to each concerned League member as well as each Board Director to annually review the needs, type, quality and quantity of each expenditure, and to make their feelings known.

2:13.4 The budget will determine the registration fee.

2:13.5 An outside independent audit of RPSL's books will occur at least once every three years.

2:14 UNIFORMS

2:14.1 Official RPSL uniforms must be worn for all league games and tournaments unless an alternate uniform is specifically approved by the Board for a particular event.

2:15 FIELDS AND MAINTENANCE

2:15.1 RPSL will attempt to work with the City to see that the fields are safe to play or practice on as long as we use the City's facilities.

2:16 REFEREES

2:16.1 The monies paid to the Referees and Linesmen for their games will be determined annually by the Board. (See 2.13 Budget)

2:16.2 Deleted January 2010

2:16.3 In the event that the referee does not show up for the game then the two coaches will have to come to a mutual agreement on someone at hand to Referee the game, or else the two coaches or their assistants will be required to do a "two Referee" system for their own game. Teams not playing because of no referee will be charged with a forfeit, and there will be no rescheduling because of it.

2:16.4 For the Referee or Linesmen to receive moneys for the games they officiate, they must wear an acceptable referee's uniform.

2:16.5 RPSL members taking a Referee Entry Level Referee (Grade 8) Certificate course and passing will be reimbursed for the cost of the clinic when they complete two games for this League.

2:17 Deleted January 2010

2:18 COACHES

2:18.1 Deleted January 2010

2:18.2 Deleted January 2010

2:18.3 All head coaches will be at least 18 years of age.

GENERAL RULES, REGULATIONS AND PROCEDURES

3:1 AUTHORITIES AND RESPONSIBILITIES

3:1.1 The rules, regulations and procedures of this League shall be the same as the California Youth Soccer Association's (CYSA), except where they do not apply to our League, this League's are more stringent, or where this League has its own specific rules.

3:1.2 It is the responsibility of each League member, especially the coaches, to know the Rules, Regulations, and Procedures contained in CYSA.

3:1.3 Section 4 contains specific RPSL rules to be followed for our House play. If there are any conflicts with CYSA, or there is doubt in their interpretation, this League's Board will interpret the Rules for House team play.

3:1.4 When our teams play in another League, then they are obligated to play under that League's Rules. This also applies to tournaments.

SPECIFIC RPSL RULES AND PROCEDURES

4:0 DIVISION IV TEAM DEVELOPMENTAL RULES AND REGULATIONS

4:0.1 Each year during July the RPSL Board shall establish and publish modified rules for the Division IV In-House Recreational play.

4:1 STANDINGS Deleted and moved to Policies January 2010

4:2 REPORTING OF SCORES Deleted and moved to Policies January 2010

4:3 GAMES

4:3.1 Deleted January and moved to Policies.

4:3.2 Players shall only wear a uniform approved by the League and that has not been defaced.

4:3.3 Every player on a Division III or IV team must play at least one-half (1/2) of the game, except for injuries, sickness, physically unfit, or for disciplinary reasons.

4:3.3a If the player is not going to play at least one-half (1/2) of the game for one of the above listed reasons, then the coach must inform the player, his/her parents or guardian before the start of the game.

4:3.3b If a game is protested at that time, because of a shortage of players, and the protest is upheld then the team in violation will be subject to forfeiting the game if they win.

4:3.4 Games shall be played as scheduled, except for weather or field condition, unless the scheduled game is a hardship on both teams, and the two coaches give the Field Representative and Referee Representative at least a weeks notice prior to the game so it may be rescheduled. Each team will only be allowed one such rescheduling.

4:5 PROTEST, APPEALS, AND DISCIPLINE

4:5.1 The Protest, Appeals, and Disciplinary (PAD) Committee shall hear and rule on all protests, appeals and needs for discipline. When needed, the Chairman will hold a meeting as soon as possible.

4:5.2 The PAD Committee shall consist of the Referee Rep., all available Coaches Reps. and will be chaired by the Vice President.

4:5.4 The Board shall be notified of all decisions by the Committee as soon as possible.

4:5.5 Deleted January 2010

4:6.3 Final decision on all PAD matters will be done by RPSL Board. All parties involved will be notified of all decisions as soon as possible.

4:7.1 All protests and appeals are subject to CYSA Constitution and Bylaws.