

# MIDDLETON YOUTH SOCCER, INC.

## The Constitution

### **Article I:**

#### Corporate Charter, Organizational Name:

This organization shall be known as Middleton Youth Soccer, Inc. (MYS) and will be officially registered with the [Massachusetts Youth Soccer Association](#) .

### **Article II:**

#### Purpose:

To provide capital and services necessary to support the game of soccer for the youths of the Town of Middleton, Massachusetts; and any, and all, other related businesses permitted under [Chapter 180 of the Massachusetts General Laws](#) .

### **Article III:**

#### Vision Statement

Our Vision is to be recognized as an outstanding youth oriented organization, respected for fostering sportsmanship, teamwork, physical fitness, and overall excellence in educating and developing soccer players.

#### Mission Statement:

The mission of the MYS shall be to and training for the youth of Middleton, Massachusetts to learn and enjoy the game of soccer through the development of individual skill, fitness, teamwork, and fair play.

#### Middleton Youth Soccer Values:

- The most important value of the organization is that children should have fun through learning the sport of soccer.
- Passion for soccer - "love of the game" is a specific goal for the program.
- Any and all decisions made shall be for the good of the organization, as a whole, with individual teams and persons being of secondary importance.
- MYS demands the highest level of ethical standards of behavior for all; club officials, coaches, players, parents, and spectators.
- MYS teams will always strive to play to the best of their ability.
- MYS will maintain a balanced perspective on winning and sportsmanship.
- Results oriented teams in the organization will strive to play at the level in which they can be competitive, develop, and enjoy the game.

## **Article IV:**

### Organization Structure:

MYS shall be governed by a Board of Directors (BOD) consisting of the following persons:

- (1) President;
- (1) Vice President Travel,
  - (1) U-10 Boys Director
  - (1) U-10 Girls Director
  - (1) U-12/U-14 Girls Director
  - (1) U-12/U-14 Boys Director
- (1) Vice President In-Town,
  - (1) U-4 Director
  - (1) U-6 Director
  - (1) U-8 Boys Director
  - (1) U-8 Girls Director
- (1) At Large Travel Director;
- (1) Secretary;
- (1) Treasurer;
- (1) Procurement Director;
- (1) Town Registrar;
- (1) Education and Development Director;
- (1) Training Advisor;
- (1) Webmaster;
- (1) Fields Director;

All Officers of the BOD shall have one vote. If one individual serves in two positions, that person shall have only one vote. Subcommittees of voting and/or non-voting members will be formed, when necessary, to oversee needs as determined by the BOD.

The manual of Parliamentary Rule shall be in accordance with Roberts Rules of Order.

## **Article V:**

### Duties of the Board of Directors (BOD):

- Establish goals, plans, and strategies to fulfill the mission of the MYS;
- Establish and monitor the operating policies of the Association;
- Establish and monitor the financial plans and policies so as to ensure the fiscal well-being of the association;
- Acquire and provide equipment and fields necessary for teams to compete;
- Support and encourage the participation of teams in tournaments and other soccer-related activities;
- Serve as the final Board of Appeals for any disputes, complaints, or problems;
- Recruit volunteers routinely in order to keep the organization healthy.

### Board Commitment:

- Each BOD member will be an active participant in the board dealings and in the event that a BOD member can no longer make a full commitment, will inform the President that s/he can no longer honor the commitment to that position. BOD members shall be elected to serve one-year terms commencing on March 1 and ending on the last day of February, of the following year. All BOD members are eligible for re-election annually. Nominations to the BOD offices shall be solicited by the Secretary of the BOD and the voting shall take place by secret ballot at the regularly scheduled February meeting which will be open to all interested people. BOD officers, members of the subcommittees, and all Coaches and Assistant Coaches are eligible to vote in the BOD election. In the event of a mid-year resignation, the BOD will elect a replacement at the next regularly scheduled meeting or a special meeting convened by the President, or one-third quorum of the BOD.

### Board Removal:

- Any BOD member can be removed for cause by affirmative vote of three-fourth's (3/4ths) of the voting board members present at a specially scheduled meeting. Written notice of the special meeting will be sent to the members not less than 14 Days prior to said meeting indicating time, place and reason for the meeting.

### **Article VI:**

#### Rules of Operation Pertaining to the Board of Directors:

1. Meetings will take place on the first Tuesday of every month.
2. Voting shall take place only when a quorum of one third of the BOD members is present.
3. All items for the monthly agenda shall be submitted to the President at least seven days before the regularly scheduled meeting and the agenda will be distributed to all members by the Secretary prior to the meeting, by means of the Board's discretion. Any items not on the agenda may be brought to the attention of the BOD under "new business" and in the case of emergencies, voted on the same evening. Special meetings may be called by the President, or by one-third vote of the BOD, upon notification of the entire Board.
4. The BOD Secretary or designate, will be responsible for keeping accurate minutes of all meetings.
5. Any changes, additions, or deletions of the Constitution amendments must, be submitted to the Board members in writing, prior to voting. Motions must be passed by a two-thirds vote of the quorum at the regularly scheduled December meeting which precedes the general election by two months.
6. No Husband and Wife will serve on the Board of Directors at the same time.
7. The Board shall designate the financial fiscal year as the calendar year beginning on January 1, and ending on December 31.

## **Article VII:**

### **President/Town Director**

- is the chief executive officer of the corporation;
- shall administer the affairs of the corporation with the concurrence of the Board of Directors;
- when present, shall chair all meetings the Board of Directors;
- shall establish and appoint committees and make appointments for MYS at County and state meetings consistent with board responsibilities;
- is the primary contact with the county youth soccer organization; and
- shall be the principal contact with state and national youth soccer organizations;
- shall develop vision for program expansion and direction;
- shall oversee any operations functions such as Registration, Activities, and Fields; and
- shall perform other responsibilities assigned by the Board of Directors.

### **Vice President (Travel)**

- shall assist the President of the Corporation;
- shall oversee the travel program and provide guidance to the Directors of Boys/Girls/"At Large" travel;
- shall assume the responsibilities of the President when the President is absent, cannot act, or refuses to act;
- is the secondary contact with the county youth soccer organization; and
- shall perform other responsibilities assigned by the Board of Directors or the President.

### **Vice President (In-town)**

- shall assist the President of the Corporation;
- shall organize and chair the In Town Directors meeting with 21 days of the annual election;
- shall assume the responsibilities of the President when the President and Travel Vice President is absent, cannot act, refuses to act, or by agreement;
- shall oversee the In Town program and provide guidance to the In Town Program Directors
- is the primary contact for all In Town soccer for the corporation; and
- shall perform other responsibilities assigned by the Board of Directors or the President.

### **Treasurer**

- subject to the direction of the Board of Directors, has general charge of the financial affairs of the corporation;
- shall keep or cause to be kept an accurate accounting of receipts and disbursements;
- shall submit a financial statement of the corporation using generally recognized accounting methods for the Annual General Meeting or as needed;

- shall have custody of all funds, securities, and valuable documents of the corporation and shall perform all the duties incident to the office of the Treasurer; and
- shall chair the Budget Committee.

#### **Secretary**

- shall act as secretary at all meetings of the Corporation;
- shall keep or cause to keep all the records of the Corporation and perform all duties incident to the office of the Clerk;
- shall be responsible for distributing agendas for BOD Meetings
- shall be responsible to publish, publicize and distribute any and all publications, notices or announcements of the Corporation; and
- shall perform other responsibilities assigned by the Board of Directors or the President.
- In the absence of the secretary from any meeting of Members and Directors, the person presiding at the meeting shall designate a temporary secretary to perform the secretarial duties.

#### **Director Procurement**

- shall advise the Board on all major procurement options, soliciting low cost/high quality vendors for MYS needs;
- shall identify the equipment and uniform needs of the various divisions of the corporation, help establish a budget, and find or cause to find suppliers of the same;
- shall maintain contracts and contacts for uniforms
- shall physically hold or cause to be held an inventory of equipment
- shall arrange collection and disbursement of the equipment and uniforms for the corporation;
- shall have no authority to enter into any contract on behalf of MYS without specific approval of the Board;
- shall serve on the Budget Committee; and
- shall perform other responsibilities assigned by the Board of Directors or the President.

#### **Director Fields**

- shall maintain or cause to maintain the soccer playing fields for the corporation;
- shall work with the Board, town, and any other appropriate parties to maintain current and plan future fields for the MYS program:
- shall schedule available fields for team practices and work to resolve any league issues that might involve fields;
- shall serve on the Budget Committee; and
- shall perform other responsibilities assigned by the Board of Directors or the President.

#### **Director Education and Development**

- shall coordinate with the Board of Directors appropriate education, development, and certification of coaches, assistant coaches and other members of the corporation, identify the needs of the corporation as they relate to same, help

- establish a budget, identify and contract or cause to identify and contract appropriate vendors for the delivery of same;
- shall participate in the Coaching Selection Committee
- shall develop Training Programs for In Town and Travel Coaches and player
- shall develop Coaching Assessment program/Assess Coaches
- shall develop Player Assessment Programs (Tryouts)/Assess “play up” players
- shall coordinate parent coach assessments
- shall recommends playing Options (i. e. 4 v. 4, etc.) at various age group levels
- shall report to both Vice Presidents directly as well as the Board of Directors as necessary; and
- shall perform other responsibilities assigned by the Board of Directors.

#### **Training Advisor**

- shall work with Director Education and Development to develop Training Programs for In Town and Travel Coaches
- shall provide Training or coordinate coaching development programs as appropriate
- shall assess coaches as appropriate; and
- shall perform other responsibilities assigned by the Board of Directors or the Director of Education and Training

#### **Registrar/Kidsafe Coordinator**

- shall work with the “paid” registrar, if appropriate to ensure or seek to ensure the corporation’s compliance with all prevailing affiliation and registration requirements of the corporation, its coaches, players and other members with the county, state and national affiliates;
- shall oversee the registration process including but not limited to establishing - dates and deadlines, registration procedures, notification of same, collecting fees and paperwork, with the assistance of the Board of Directors assist in establishing teams, submitting paperwork to the appropriate affiliates, and administering the registration process;
- from time to time shall compile data and other information for reporting purposes;
- shall act as the back up for paid registrar
- shall investigate options for registration (on line, in town different from travel) and sign tournament rosters, coordinate changes and cards
- shall ensure or seek to ensure the corporation’s compliance with all prevailing provisions of the Kidsafe program to include but not be limited to the disbursement and collection of application forms, submission to the appropriate parties, communicating information to and from the corporation concerning same, and confidentially administrating all aspects of the program; and
- may perform other responsibilities assigned by the Board of Directors.

#### **Director (s) – U4,U6,U8**

- shall meet within 14 days of the Annual elections with the Vice President on In Town and establish areas of responsibilities for the upcoming year;

- shall direct the affairs of their areas of responsibility to include but not be limited to coach recruitment, team formation, player placement, assist in the formation of practice schedules with their respective Vice President, facilitate division/coach/parent & player/Corporation communication, disburse and collect equipment and perform other duties incidental to the office of the In Town Director;
- shall be the primary contact for issues relating to their areas of responsibilities within the corporation; and
- shall perform other responsibilities assigned by the Board of Directors or specifically their respective Vice President.

**Director(s)– U10,U12/U14**

- shall direct the affairs of the Boys/Girls playing groups to include but not be limited to coach recruitment, team formation, player placement, assist in the formation of practice schedules with their respective Vice President, facilitate division/coach/parent & player/Corporation communication, disburse and collect equipment and perform other duties incidental to the office of the Division Director;
- shall be the primary contact for issues relating to their playing groups within the corporation; and
- shall perform other responsibilities assigned by the Board of Directors or specifically their respective Vice President.

**Director – “At Large” Travel**

- shall direct the affairs of Boys/Girls playing groups above U-14 to include but not be limited to coach recruitment, team formation, player placement, assist in the formation of practice schedules with their respective Vice President, facilitate division/coach/parent & player/Corporation communication, disburse and collect equipment and perform other duties incidental to the office of the Travel Vice President;
- shall be the primary contact for issues relating to their playing groups within the corporation; and
- shall perform other responsibilities assigned by the Board of Directors or specifically their respective Vice President.

**Webmaster**

- job description tbd.

**Fundraising, Sponsorship and Concessions**

- shall organize any fundraising efforts;
- shall seek sponsorship opportunities; and
- shall perform other responsibilities assigned by the Board of Directors or the President;

### **Activities**

- shall organize MYS activities (sometimes with a committee depending on scope); Activities could include: MYS tournaments, Coaches Day, Professional soccer (Breakers/Revolution); and
- shall work with In Town VP to organize Jamboree, work with Training Director to organize other activities such as coach training, Media relations, PTA communications, and Futsal, etc.

### **Registrar (ex officio)**

- shall ensure or seek to ensure the corporation's compliance with all prevailing affiliation and registration requirements of the corporation, its coaches, players and other members with the county, state and national affiliates;
- from time to time shall compile data and other information for reporting purposes; and
- shall perform other responsibilities assigned by the Board of Directors or the Town Registrar

## **Policies / Bylaws**

### **Article I:**

#### **Director's Responsibility:**

- Directors will monitor games and practices to assess the quality of programs and, when necessary, offer suggestions for improvement in accordance with the MYS mission statement.
- With Coaches, Directors will develop fair and even teams with each Division. Each Division will be based on individual player skill.
- Directors will work with the coaches to ensure every player plays at least 50% of the game.

### **Article II:**

#### **Team Placement:**

MYS Players will play in their appropriate age groups as established by Essex County Youth Soccer, Massachusetts Youth Soccer, and the US Youth Soccer Associations.

All U4 and U6 will have a parent or designated person present at any gathering.

#### **In Town Program – Exceptions**

- The starting age for the U-4 program will be three years of age by September 1, for the Fall season, and April 1, for the Spring season.
- Player movement between In Town age groups (including moving down from a travel program back to an In Town program) will be allowed for safety reasons only. Safety means that a reasonable potential exists that the child may be injured or injure other children if he/she plays in an age appropriate program. Typically, this is related to size or an ability to strike the ball such that it has a high velocity above ground level. This movement will be determined at the sole discretion of the In Town VP. Non-soccer related aggressiveness outside of the rules of soccer should be considered a disciplinary issue to be dealt with by the In Town

Directors and coaches, not a safety issue. Movement for safety reasons should be rare.

- In Town movement is subject to the “Move up” bylaw.

Travel Program - Exception

- The Board does not consider requests to Move up in the travel program.

Playing Up Exceptions and Procedures - In Town and Travel

- Any exception requires BOD approval and a waiver of bylaws. A rare exception to move players up, at the request of the Town when town needs arise, requires BOD waiver of bylaws. Every effort should be made to avoid this situation by moving players out of town or soliciting players from nearby communities.
- Tryout information and any and all other information available will be used at the BOD’s direction, to determine the team placement of players, team format, and shall be decided in a timely fashion.
- The starting age for the U-4 program (Munchkins) will be three years of age by August 1, for the Fall season and April 1, for the Spring season. All U4 (Munchkins) and U6 (Tots) will have a parent or designated person present at any gathering.

**Article III:**

Registration:

- Registration will be publicized throughout the town by various means such as newspaper, cable TV, posters and flyers to the schools.
- Scholarships will be provided to any Middleton child where there is a financial need.
- All ID cards must be turned into the Division Director at the end of each season and in turn to the Registrar.
- No child can be added to a roster without proper registration.
- A late registration fee per player will be assessed starting the day after the last registration date.
- All fees, as well as, the family maximum, will be determined and voted, prior to the Annual General Meeting by the BOD, annually.

**Article IV:**

Annual Jamboree:

- There will be an annual Spring Jamboree at which awards and / or trophies will be distributed at the discretion of the BOD, depending on availability of funds.

**Article V:**

Finance:

- Any MYS related purchase of \$250 or more should have prior approval of the BOD. Any purchase under \$250 shall be at the President’s discretion. However, the President shall report such decisions to the Board not later than the second Board meeting following the decision.
- The Board will reimburse any current or potential Coach for the cost of any MYSA Coaching license provided that the primary use of the license and course material is to benefit the MYS program.

- MYS will reimburse current MYS players for the cost of the initial USSF referee license course subject to availability of funds.

## **Article VI:**

### Tournament Play:

- Organization sponsored Tournaments
  1. Qualifying competitive Middleton teams may participate at league “championship” or “friendship” tournaments. MYS will pay entry fees.
- Non-Organization Sponsored Tournaments:
  1. Any MYS coach desiring to take his/her team to a tournament will do so totally at the team’s expense. Teams of predominantly MYS players may have the privilege of wearing Middleton colors/uniforms, using Middleton Team names, and, if participating in patch tournaments, will be given Middleton patches from the MYS Board.
  2. Coaches and teams representing Middleton Youth Soccer are expected to adhere to the highest levels of conduct and ethical behavior. Any conduct detrimental to the program may result in suspension of this privilege by the Board.

## **Article VII:**

### Indoor Soccer:

- MYS may provide information to coaches and MYS parents about indoor soccer, as available. This is for information only.
- Teams participating in Indoor soccer programs are not sponsored by MYS, but are run at the discretion of individual coaches. Many of these coaches are Fall and Spring MYS coaches. No MYS funding may be used for indoor soccer programs.
- Indoor teams of predominantly MYS players may have the privilege of wearing Middleton colors/uniforms, using Middleton Team names, and, if participating in patch tournaments, buy Middleton patches from the MYS Board.
- Coaches and teams representing Middleton Youth Soccer are expected to adhere to the highest levels of conduct and ethical behavior. Any conduct detrimental to the program may result in suspension of this privilege by the Board.

## **Article VIII:**

### Conduct:

- The BOD shall have the authority to suspend, temporarily or permanently, the privileges of membership in the MYS of any member, player, or coach whose actions or conduct either on or off the field are considered unsportsmanlike, unethical, or more generally detrimental to the reputation or well-being of the Association or any of its members.

## **Article IX:**

### Bylaws:

- Any changes, additions, waivers, or deletions to these bylaws shall require approval by two-thirds majority of the BOD.

## **Article X:**

## Refunds

- Refunds of 50% of season fee will be permitted, upon written request of MYS, up until one week before the first day of the season. After that point, no refunds will be allowed.
- No portion of a late fee will be refundable.
- Waiver of this policy will be at the discretion of the Board of Directors upon written request.

## **Article XI:**

### Non-Resident Players (In Town Programs):

Non-Middleton residents will be allowed to participate in the Middleton In-Town programs with the following restrictions:

- Middleton residents (registered on time) will have first preference to participate over non-Middleton residents. Children whose family plans to move into town within two months will be considered as Middleton residents.
- The town or city where the child resides does not offer this age level program. Players must return to their own city or town when an age appropriate program is offered.
- No more than 5% of the players in any one age group will be Non-Middleton residents. Decisions to reject applicants will be based on date of registration.
- A \$10 surcharge per child will be added to the registration fee for all non-Middleton residents.

### Non-Resident Players (Travel Programs):

- Non-resident play in the MYS travel program will be governed by the Essex County Bylaws. Any and all updates to such rules will take effect at the time of the rule change.
- First preference is given to residents of the Tri-Town (Boxford and Topsfield).

## **Article XII:**

### Coach Selection:

MYS welcomes all volunteer coaches. All coaches are required to submit Kidsafe (CORI) applications.

#### In Town:

- The Training Director will establish an orientation program for all new coaches to include weekly lesson plans.
- All coaches are strongly urged to obtain MYSA certification at the earliest opportunity. MYS will also provide further opportunities for coaching development.
- No coach will be allowed to create and maintain a core or “neighborhood” team.
- Coaches will be recruited and selected by a committee consisting of the VP In Town and In Town Directors. This Committee is also responsible for counseling coaches who do not adhere to the mission and goals of MYS.

#### Travel Program:

- All coaches are required to have (at least) F license MYSA certification before coaching a second session in the travel program (i. e. coaches may be allowed to coach one spring or fall session without a license). Coaches are encouraged to continue seeking higher certification levels.

- No coach will be allowed to create and maintain a core team that is not subject to player change.
- All Travel coaches must apply to the BOD in writing. The coach should note his/her reason for wanting to coach a team, and explain his/her experience in coaching, playing, and formal training.
- Travel coaches will be selected by a three person committee consisting of: Town President, Travel Vice President, and either the Director of Education & Development or the appropriate age Group Director. In the event that any of these 3 positions has applied for a coaching position, they will be required to abstain from the decision process at that age group only. An alternate Board member will fill the third spot on the Committee. This alternate Board member will be the MYS Board member with the longest consecutive MYS Board tenure (who is willing to serve in this capacity).
- This selection process will take into consideration a coach's experience, formal training, knowledge of the game, parent and Training Director ratings, and MYS values.
- The Training Director will rate all coaches and assistant coaches at the end of the fall season and team parents will have the opportunity to evaluate coaches and assistant coaches.
- Assistant coaches will be selected by the Head coach (subject to Board approval if questioned) based on the team assignments or available outside expertise. Players should not be reassigned for this purpose.

### **Article XIII:**

#### Team Formation:

##### In Town Teams

The In Town Vice President and the In Town Program Directors (In Town Team Formation Committee) will develop fair and even teams (talent-neutral) within each age group. Directors will work with the coaches to ensure every player plays at least 50% of the game. Core or neighborhood teams are strongly discouraged.

##### Travel Teams

The Travel Vice President and the Travel Directors (Travel Team Formation Committee) will form skill-based teams guided by the following procedures:

1. All players must attend a mandatory tryout that will be conducted, if at all possible, by an outside professional organization, such as MLS or the Aztec Training Program. They will score all participants in a standardized manner that will remain confidential and be available only to the BOD and the Head coach. Players failing to make the tryout must request an evaluation from the BOD. It should be noted that tryout players may be at a disadvantage because of the potential that the make-up may not be scored on the same level as the original tryout. Failing to tryout will automatically place the player in the Division 3 player pool unless a written request is made based on significant reasons such as injury or religious observances. Current coaches may be asked to provide a coaching evaluation on players.
2. The Committee will decide on the number of teams and the number of players per team before the teams are selected. In Division 1 and Division 2, teams will be formed by the Committee creating a team based on tryout ratings. The

assigned coach will be allowed to select additional players, known as “coach’s picks”. At small sided, there will be no more than (2) “coach’s picks”. For large sided teams there will be no more than (4) “coach’s picks”. The Division 1 team will be formed first, followed by the Division 2 team. The purpose of a “coach’s pick” varies. It allows for adjustments when a player’s tryout does not reflect his/her ability, for a coach to pick his/her son/daughter, to select a goalie, or an injured player who did not make tryouts.

3. ECYS rules regarding Club players may require adjustments to avoid forfeit. These adjustments will be done automatically and not considered a “coach’s pick”.
4. In Division 3, or at any time where MYS has two teams in the same division, the Committee will work with the selected coaches to form teams of equal talent.
5. The coaching evaluations may be used to assist the coaches in team formation (i.e. “coach’s picks” or Division 3 team formation.).
6. Player evaluations and coaches’ comments shall not be made public. Player evaluations already assigned to teams are not to be shown to subsequent coaches selecting teams.
7. Teams assignments are for one year (Fall and Spring programs). Adjustments are only to be made based on new sign-ups/dropouts or, expansion/reduction in the number of teams. Adjustments will follow the evaluation procedure. Only one tryout period per year will be scheduled. Untested players will play on the team seeded at the lowest level.
8. Out of town assignments, if necessary, will be based on the needs of the other town. Late sign-ups will be moved first, if possible, and then evaluation results used to make assignments.
9. “Move up”- Players are not allowed to “play up” with the one exception. That players are assumed to be playing in age groups with most of their grade classmates. This means a young 1<sup>st</sup>, 3<sup>rd</sup>, 5<sup>th</sup>, 7<sup>th</sup> grader will be placed at U-8, U-10, U-12, and U-14 respectively unless the parent requests for the player to play down.

*Revisions:*

5/1995

6/1996

1997

1998

5/2002

5/2003 (Ratified Constitution as redrafted from various copies, changed Vision, Mission, and Values, changed Article 6 to change fiscal year, changed Article #5 to change AGM to February, amended article #4 to restructure Board, added bylaws for Articles 10 and 11 Refunds and Out of Town Players)

11/2003 (Amended Articles 7 - Indoor Soccer, 6 - Tournament Play, 9 - Bylaw changes, 5 – Finance, added Article 12 - Coaching Selection)

12/2003 (Amended to add article 13 – Team formation)

1/2004 (Amended to add new Move Up By-Law)