

Bylaws of the Kent County Youth Soccer Association



**KENT COUNTY
YOUTH SOCCER**

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I. Name

The Name of this Association shall be the Kent County Youth Soccer Association (KCYSA).

II. Purpose and Mission Statement

Section 1: Purpose

The purpose of the KCYSA shall be to encourage, administer, foster and promote the sport of soccer for youth in Kent County, Maryland and surrounding areas. KCYSA is organized exclusively for charitable, educational, recreational, and instructional sports purposes, including for such purposes the making of distributions to organizations that qualify as exempt organizations under Section 501(c)(3) of the Internal Revenue Code (or corresponding provisions of any future United States Internal Revenue Law) The league is a local organization. Net proceeds are for league use, and are not distributed to any owners. The board, at its discretion, may seek '501(c)(3)' status for the league.

Section 2: Mission Statement

The Kent County Youth Soccer Association provides a safe haven for youth, utilizing soccer as a means for fostering teamwork, healthy competition, physical fitness and responsibility to the community. KCYSA seeks to teach children how to play soccer in an environment that is encouraging to youth and helps them to reach their full athletic potential at an age appropriate level. This is done through coaching and instruction that is positive as well as constructive, and competition that is fair and appropriate. The Kent County Youth Soccer Association will not discriminate against any individual on the basis of race, color, religion, age, sex, creed, ethnicity, national origin or identity.

III. Affiliation

The Kent County Youth Soccer Association will be subject to and abide by the rules and regulations of the United States Youth Soccer Association and the Maryland State Youth Soccer Association. The Kent County Youth Soccer Association is affiliated with and is a member of the Maryland Youth Soccer Association. The KCYSA shall be subject to the authority of the MSYSA, MSYSA's governing bodies, and the Federation International de Football Association (FIFA). The KCYSA agrees to abide by all rules, policies, and regulations of MSYSA, US Youth Soccer, and US Soccer. All member clubs and leagues shall register annually all of their MSYSA players, coaches, teams, and administrators with MSYSA.

The league is independent of state and local government; however, its primary places of business are the various parks of Kent County, Maryland. This means that the KCYSA and its constituents must adhere to the rules of Kent County Parks and Recreation regarding park usage.

The Club shall exercise, through its Board of Directors, all such powers as may be required in the furtherance of its stated purpose, as not inconsistent with the Constitution, By-Laws and regulations of the MSYSA, MSYSA's governing bodies, FIFA and/or the laws of relevant jurisdiction.

IV. Membership

Section 1: Membership

Membership in the Association includes parties categorized as follows: Players, Board of Directors (Executive), Board of Directors (Coordinators), Coaches, Assistant Coaches, Parents and Guardians of Players. **Player Eligibility:** Each applicant will be registered with KCYSA each playing season. Each applicant will fill out the required forms and pay the required registration fee as prescribed by the association. Voting privileges in the general meeting include the following parties: Board of Directors (Executive), Board of Directors (Coordinators), Coaches, Assistant Coaches, Parents and Guardians of Players. In instances where an individual serves in more than one position in the above categories, they shall be entitled to cast only one vote.

Section 2: Nominations and Voting

Call for nominations: Upon completion of the league year, the league shall announce open board positions. Nominations should be sent to the President and Communications Director, prior to the December meeting.

Annual Meeting: Each December, the Board shall hold an annual meeting to elect officers. Every member in good standing is eligible to cast a vote in the election of officers.

“Member in good standing”, defined: For voting purposes, a household can have as many members as there are registrants; however, all voters must be distinct people in the household.

(i.e. one parent cannot vote 3 times if they have 3 children in the league, likewise all voters must live in the household).

League fees are de facto dues paid to the KCYSA. Anyone who is current on dues, or has an arrangement on file, is compliant.

Any parent who was sent off the field by an official, or whose player received a red card in the most recently completed season, does not have “member in good standing” status.

Registration: Each member shall register each child in a timely manner, giving truthful information such that the league can allocate players prudently, and pay the fees prescribed by the board. Material mis-statements (i.e. age or withholding of medical/behavioral conditions that put players at risk if left untreated) on the registration may revoke membership without refund and will violate “good standing” status.

V. Meetings

Section 1: Meeting Format

All meetings involving the Board of Directors or General Meeting of membership will be held in the following format:

1. The elected Communications Director will be notified by the President when a meeting is to be conducted. The Communications Director will arrange for a meeting location, announce to the appropriate members, and when applicable, will notify the general membership on all available avenues of communication. Agenda items for this meeting will be forwarded to the Communications Directors for publication prior to the meeting. Appropriate members will be notified a minimum of three days prior to the meeting date. All records of meetings will be documented in written or electronic form and will be disseminated to appropriate personnel following each meeting.
2. The meeting will be called to order by the President or highest member available from the Board of Directors. A minimum of four members of the appropriate Board will define a quorum.
3. Minutes will be taken by the Communication Director or designated representative. Minutes will be transcribed and posted electronically or, in the case of a general membership meeting, posted on an appropriate communication outlet for review by all appropriate members.
4. Meetings will be conducted in the following format:
 - a. Call to Order
 - b. Roll Call
 - c. Reading and Approval of minutes (by motion) from previous meeting
 - d. Reports from Directors/Coordinators
 - e. Old Business –Unfinished business from previous meetings
 - f. New Business –Initiatives, Proposals, Motions
 - g. Good of the Game - any other information to share

Section 2: Orders for a Motion

The following Roberts Rules of Order will be followed for a motion:

- **Motion** – A member makes a motion to propose an action or make a decision by saying, “I move to...”. Another member must second the motion by saying, “I second the motion.” Once someone seconds the motion, the group votes on the motion. It passes by a majority vote.
- **Amend a motion** – Members use this process to change a motion and can do so by stating, “I move to amend the motion on the floor.” Again, this motion must be seconded and voted upon.
- **Commit** – Members use this type of motion to transfer a motion to a committee. As with other types of motions, it must be seconded and voted upon. Once it moves to a committee, the committee presents a report on the committed motion at the next meeting.
- **Question** – Members say, “I call the question” to end a debate or discussion. The motion must be seconded and voted upon without further discussion. A call for the question requires a two-thirds majority vote to pass. At this point, the members must immediately vote on the motion on the floor.
- **Adjournment Procedure to appropriately end the meeting**

Adjourn –A member would say, “I move to adjourn,” and another member would second the motion.

Section 3: Meet Agendas

All meetings of this Association shall be conducted in accordance with Robert’s rules of Order, latest edition, except as modified herein.

The agenda of the Annual General meeting (held in December) will be:

- Call to Order
- Roll Call/Credentials
- Reading of the Minutes & Acceptance
- Reports of Directors and Coordinators
- Amendments or Additions to Bylaws and Policies
- Unfinished Business
- New Business
- Elections
- Good of the Game

Any action required to or that may be taken at a meeting of the Board may be taken without a meeting if a consent to the action so taken is provided by all members of the Board entitled to vote on such action. Such consent may be executed in counterparts, and shall be effective as of the date of the last consent obtained.

VI. Finances

Section 1: Funds

The Kent County Youth Soccer Association is a not for profit organization. Its funds are generated from the registration fees of the participants along with sponsorships and donations made by individuals, businesses and organizations. In addition, grants from governmental and non-governmental organizations support the goals of the KCYSA.

The league shall maintain an account at a local financial institution, in order to store league proceeds and pay its expenses. Other sources of income and non-material expenses may flow through electronic accounts, all of which should be detailed by the Treasurer (see 'The Board').

Section 2: Budget and Registration Fees

The Treasurer, along with the President, shall prepare a proposed annual budget for review and recommendations by the Board of Directors and for approval by a majority vote at the December General Membership meeting.

The Treasurer, along with the President, shall recommend a proposed schedule of recreational program registration and late fees for review and recommendations by the Board of Directors and for approval by a majority vote at the December General Membership meeting. Registration fees are listed on the Kent County Youth Soccer registration form. Registration can be completed electronically or hand delivered to an official KCYSA member of the Board of Directors.

Section 3: Refunds

Once a player has registered, \$25 is completely non-refundable. If a player cancels their registration before regular registration closes and/or team placement has begun, all but \$25 is refunded. No refunds will be granted after the regular registration deadline. Exceptions to this policy are: If the KCYSA is unable to place a player on a team (with or without a coach), 100% is refunded. If a player has a season precluding injury pre-season, all but \$25 is refunded. If a player's families are relocating from their current residence, more than 30 miles from Kent County, all but \$25 is refunded.

Section 4: Scholarships

KCYSA is a community based program that prides itself on offering affordable programs at all levels. Even though KCYSA tries to keep its fees as low as possible, families may still find it difficult to afford to let their children play without some form of assistance. A limited amount of funds are put aside annually for helping players at all levels when the need arises. These scholarships are limited and offered on a first come first served basis. All recreation applications will be reviewed in strict confidence by a panel of at least three members of the Board of Directors (primarily the President, Vice President, and Treasurer). Applicants will be notified in a timely manner of the decision. Turning in an application does not guarantee approval. Scholarship amounts awarded will be based on the needs of the individual. Scholarships will be reviewed on a season by season basis. If scholarships are submitted via email the following

must be included: player's name(s), birthdate(s), the program(s) they are interested in, and a brief explanation of why the family needs assistance. All requests are handled confidentially.

Section 5: Discounts

Discounts may be awarded to members of the Board of Directors and repeat coaches provided they meet the requirements on a season to season basis with approval in the annual budget.

VII. Board of Directors and Duties

Section 1: Membership of Board

The officers specified herein shall comprise the minimum membership of the Board. The President may nominate additional Directors and Coordinators, who shall be added to the Board upon confirmation by Board majority.

At league sanctioned activities (e.g. games, clinics, fundraisers) individual board members may make decisions in the best interest of the league. When doing so, that Board member should communicate such instances to the other members. The President should determine if such an event requires policy, and add it to the next agenda.

The terms of the officers shall be staggered in such a way that there is continuity of business. All terms shall be in two-year increments. Members of this volunteer Board are not limited in the number of terms that can be served. If there is a vacant position, an existing member can run for that position, with the prior position filled in a special election.

Section 2: Executive Board Roles

1. President - sets the direction of the organization. They will develop and communicate the strategic direction of the organization, oversee development and implementation of organizational policies and procedures. The President shall establish a meeting schedule and provide members with an agenda and conduct the meetings in accordance with the agenda. They shall serve as the primary spokesperson for the organization at community events, county meetings and other functions deemed appropriate. The President shall work with local authorities to secure field usage and ensure that the league is compliant with the policies of the Kent County Commissioners. They will coordinate communication with community organizations, other sports organizations, members, parents and the general public utilizing social media or internal communication platforms. The President shall also submit budget requests to the Treasurer in advance of the March meeting. The President shall be responsible for MSYSA affiliation and the obtaining of insurance. The President shall establish rules of play, and submit them to the Director of Officiating for review in August. The President shall lead a coaches meeting in August to set expectations for each age group. The President is ultimately responsible for fulfilling the operational functions of the league, whether directly, or via delegation.

2. Vice President(s) – assists in the duties of the President in completing tasks when the President is unavailable or unable to perform the duties outlined above. The VP (of Policy) will also provide support on various issues regarding the organization's policies and procedures. The VP (of Logistics) may also have a specific scope of duties from season to season, or in perpetuity (e.g. technology implementation). The VP (of Operations) will oversee the maintenance, inspection, and readiness of all fields and related equipment, as well as the board appointed contractors for field maintenance.
3. Treasurer - prepares an annual budget and presents it to the Board of Directors for the upcoming soccer season at the first spring meeting of the Board of Directors. The treasurer compiles a fee structure for the beginning of each soccer season, along with discounts or scholarship availability. They maintain accurate accounting of all revenue & expenditures, manage all incoming and outgoing funds with monthly reports, and present a summation of funds received and disbursed at the end of the soccer season prior to the end of the calendar year. The Treasurer will maintain a minimum of funds in the Kent County Youth Soccer Association account(s) to provide for annual expenses such as field usage fees and insurance.
4. Director of Communications - Maintain and record minutes of all Board of Directors meetings, coordinate regular meetings and any special meetings deemed necessary by the Board of Directors. The communications director will also keep on file a copy of the Bylaws, Guidelines and Playing Rules and any other relevant documentation. They will handle all official correspondence, annual filings with State or National organizations for the Association. They shall be primarily responsible for the league's messaging and transparency. Minutes of league meetings shall be maintained and posted to the league website. They shall also be empowered to share league announcements via its communication platform and social media.
5. Director of Officiating - Recruits, selects and trains referees for appropriate game management of KCYSA games. Ensures that referees are assigned and ensures adequate coverage for all matches, ensures all games are officiated in accordance with league rules and guidelines. The Director will also ensure that all referees are updated with the latest game rules and regulations related to the United States and Maryland Youth Soccer Associations. The Chief Officer of Referees will also handle disputes or complaints related to officiating, ensuring fair and impartial resolutions. The Chief Officer of Referees will also serve as the primary point of contact between the Board of Directors and the Referees. The Director of Officiating may utilize paid or volunteer officials. Director shall submit the roster of paid officials and per game rate to the Board. Upon receipt of the league schedule from the President, the Director of Officiating shall assign officials to games. At consistent intervals, the Director of Officiating shall submit payroll to the Treasurer for payment of officials. All of the above activities shall be done in accordance with the budget produced by the Treasurer.

6. Director of Coaching - Will develop and implement training programs for each of the age groups in regards to coaches to help enhance both skills and knowledge of players. Offer guidance and support of resources to coaches regarding practices and games strategies. Also serving as a liaison between coaches and the Board of Directors regarding questions or concerns brought forward that need attention. The Director is also tasked with identifying player advancement opportunities such as all-star games, inter-organizational match-ups, and destination tournaments. The Director shall also identify opportunities for specialized training (e.g. goalkeeper training, summer clinics, coaches training with local veteran coaches, MSYSA tools, etc).

Section 3: Coordinator Roles

1. Age Group Coordinators - Arrange teams, coaches and handle concerns, works with other Board members to plan end of season activities and schedule. Can be one or two people depending on the needs of the division and league for that particular season.
 - a. Little (u5 and/or U6)
 - b. Middle (u8 and/or u10)
 - c. Older (u12 and/or u14)
2. Player/Registration Coordinator - distribute & track all registration information
3. Social Media/Public Relations Coordinator - shares information out on social media and shout outs to sponsors, helps organize website, taking league pictures and adding them to local media
4. Uniform Coordinator – implements ordering & distribution of uniforms for KCYS Association teams and handles concerns
5. Sponsorship Coordinator - Works on gathering sponsorships and organizing thank you pictures and sponsor signs
6. Special Project Coordinator(s) - Organizing non soccer game related activities for the league (Food Trucks, Opening Day, Picture Day)

VIII. Grievances, Disputes, Appeals

Section 1: Protests and Appeals

All protests and appeals shall be filed in writing with the Board of Directors and shall be postmarked no later than 48 hours after notification of the decision or action from which the protest or appeal is taken. The notice of protest or appeal filed with KCYSA shall describe specifically the decision or action being protested or appealed and shall contain a detailed statement of the basis or grounds for the protest or appeal.

Upon receipt of a written notice, initial authority to review and/or hear the protest or appeal shall rest with the Board of Directors. The Board of Directors may, at its discretion, hold a hearing at which all parties in interest are given the opportunity to appear. If a hearing is not held, the Board of Directors may afford all parties in interest an opportunity to submit appropriate information for consideration by the Board of Directors in ruling on the protest or appeal.

Section 2: Amendments

These By-Laws may be amended, repealed or altered in part or whole by two-thirds (2/3) majority vote at any duly organized meeting of the Association, provided that a copy of any amendment proposed for consideration shall be made available to all members of the Association for at least 30 days prior to the date of the meeting. It shall be the duty of the Association's Communication Director to distribute copies of proposed amendments to all members by electronic communication.

IX. Playing Rules

Section 1: Rules of Play

The league's rules of play shall be guided by the following hierarchy:

- 1. FIFA:** Publishes worldwide laws of the game via IFAB. These govern the overall look and feel of play.
- 2. MSYSA:** Publishes specific rules that affiliates must follow, and provides other guidance that can be followed.
- 3. KCYSA:** Publishes rules specific to league activity

The use of the term "hierarchy" in the above refers to not allowing for material deviations by the subordinate organizations. For instance, no *sanctioned* KCYS match shall use 3 soccer balls, nor would violent and abusive conduct ever be tolerated.

Section 2: Rules at each level

1. MSYSA considers headers an indirect kick offense at u12 and below.
2. Buildout line for 7v7 play. As such, KCYS still allows goalkeepers to punt the ball, because we believe kids should be able to utilize and develop skill sets, while retaining the spirit of the rule - which is to give teams on defense a chance to connect passes.

Section 3: Rules of Play

The rules of play shall be submitted by the President to the Director of Officiating. The rules document shall also be disseminated to the coaches, and posted to the league website.

XI. Team Formation

Section 1: Team Formation

The formation of teams, both in-house and travel, shall take place prior to the fall and spring sessions from the rolls of properly registered players. It shall be the responsibility of the particular coordinator to coordinate and direct the formation of all teams under his/her control.

Section 2: In-House Team Formation

1. All in-house age groups/team roster sizes will coincide with the players' registration in that particular age group. The teams will be constructed by reviewing the players who are properly registered and have paid the fee.
2. Late sign-up players will be placed on a team where there is an opening (i.e. may not be the same team as last year or season).
3. Coaches will be given the option of having his/her own child(ren) as a member of his/her team. Siblings, at the choice of the parent/guardian, may automatically be assigned to the same team if of the same age group.
4. The coach will be responsible to notify the players that have been placed on his/her team, and inform them when and where practices will be held. Also, the coach will be responsible to maintain his/her team roster up-to-date, and to inform his/her commissioner of any changes.
5. Only rostered players in the KCYSA league are permitted to play in KCYSA games.
6. To ensure even teams in skills and in numbers, players may move up an age division as deemed appropriate by the board and parents.
7. Players may also dual-enroll in different age divisions to allow for building individual skills and filling out teams. Dual-enrollment is determined before the start of the season by the age coordinators, coaches, and parents.
8. Players who are rostered by Oct. 1st and have played in at least one game with a certain team are eligible to participate with that team at the end of season activities if needed. This is determined by the age group coordinator and coaches prior to any activities.
9. If there are too few players for a particular game, the following will occur:
 - a. Notification to the age group coordinator and other appropriate board members
 - b. Group decision (coaches from both teams, coordinators, BOD members) to determine a solution where youth still get an opportunity to play soccer without it affecting season standings

Section 3: Travel Teams

Travel teams will consist of interested players, determined by registration and/or emailed interest to the Director of Coaching. Travel teams will play at locations outside of Kent County and will participate in area tournaments. It is the responsibility of the families to pay any additional costs incurred as part of the travel team.

Under USYS and MSYSA rules, a player has the right to be concurrently rostered to more than one team. The player can be a Secondary (Multiple-Rostered) player on any number of teams but can only be a Primary player on one team.

XII. Coaches

Section 1: Selection of Coaches

Coaches shall be appointed annually by the President and Director of Coaching. All coaches shall be approved by the Board, adhere to the MSYSA Zero-Tolerance Policy and follow the Association Code of Conduct. Coaches are required to complete concussion protocol training and a background check before the start of the season.

Section 2: Conduct of Coaches

It shall be the duty of all coaches to uphold the rules stated in the by-laws and coaching guidelines of this Association and MSYSA. The Association reserves the right to withdraw coaching privileges of any individual who violates the by-Laws or shows a persistent disregard for the rules of soccer. Disciplinary action will be dealt with by the Board.

Section 3: Responsibility of Coaches

1. It shall be the responsibility of each coach of the Association to teach the rules of soccer and sportsmanship to their teams as defined by the Association and MSYSA or they will be relinquished of their coaching position.

2. All coaches must attend all general meetings and any special meeting called. If he/she cannot attend, an assistant coach shall attend. In the event the assistant coach cannot attend, a designated person shall attend for the team, but will not have voting privileges unless that person is also a member of the Association.

c. A player completing the necessary training and practice sessions (at least one per week) shall participate in at least ½ (one-half) of each game, unless for reason of illness or discipline. All disciplinary action should be discussed with the player's parent or guardian prior to the actual reprimand.

XI. Amendments