



Washington State Youth Soccer District IV

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Meeting Agenda WSYSA District IV BOD Meeting January 21, 2012 Oxford Suites - Silverdale Start Time: 7:00 PM

1. **Roll Call/Call Meeting to Order**
2. **Approval of Meeting Minutes:**
 - December 10, 2011 District IV BOD Meeting *{Previously posted on the D4 Website}*
3. **Communications**
 - Commissioner
4. **Officers' Reports**
 - Commissioner
 - 1st Alt Comm.
 - 2nd Alt Comm.
 - Dir/Comp
 - Dir/Develop
 - Treasurer *{Attached}*
 - Secretary
 - Dir/Fundraising
 - Administrator *{Attached}*
5. **Association Reports**
 - NSYSA
 - OYSA
6. **Committee Reports**
 - A. TOPSoccer Committee Director *{Attached}*
7. **Unfinished Business**
 - A. Review of Outstanding Action Items *{O'Leary} {Attached}*
 - B. D4 2012-2013 Budget Review *{Forstall/O'Leary} {Attached}*
 - C. Review/Approval of Proposed Changes to D4 Bylaws *{Stephenson} {Attached}*
 - D. Status/Review of D4 Board Positions up for Election at AGM *{Rogers}*
 - E. People of the Year Awards - Deadline to D4 is 02/10/2012 *{Marxen}*
 - F. D4 Annual College Scholarships – Status Review *{Stephenson}*
 - G. D4 Annual Reports – Last Reminder *{Stephenson} {Attached}*
8. **New Business**
 - A. None
9. **General/Good of the Game**
10. **Adjourn**

TREASURER WSYSA, District IV

Tom Forstall, Treasurer
WSYSA District IV
PO Box 2281
Silverdale, WA 98383-2281



January 17, 2012

Treasurer's report

Monies District 4 owes

1. None.

Monies Owing District 4

For Recreational Cup, District III league fees, No show teams, Rescheduling fee, and Scheduling fees

Bremerton	\$1,200.00
Central Kitsap	3,610.00
North Mason	714.00
South Kitsap	4,050.00
Storm King	1,440.00
Total	\$11,014.00

For Mod soccer referees

Bremerton	\$119.70
Total	\$119.70

Owing KPSRA for fall referee fees

Silver FC	\$78.29
North Kitsap	3,933.81
Bremerton	395.72
Central Kitsap	666.23
FC Crush	63.07

Other

1. Attached is the proposed budget for District IV for August 2012 – July 2013.

Account Balances Report - As of 1/17/2012:2

(Includes unrealized gains)

As of 1/17/2012

1/17/2012

Page 1

Account	1/17/2012 Balance
ASSETS	
Cash and Bank Accounts	
CD	0.00
Challenge Cup	0.00
Dist.IV Check	4,320.51
Dist.IV Savings	158.77
Fields today Fit tomorrow	713.22
FTFT Money Market	12,268.94
Money Market	30,042.61
OPIC	0.00
TOTAL Cash and Bank Accounts	47,504.05
TOTAL ASSETS	47,504.05
LIABILITIES	
	0.00
OVERALL TOTAL	47,504.05

Budget Report Total 2011-2012
 8/1/2011 through 7/31/2012 Using Budget 11

1/17/2012

Page 1

Category Description	8/1/2011 Actual	- Budget	7/31/2012 Difference
INCOME			
01 DISTRICT IV COMMISSIONER			
01 GENERAL FUND			
120 MISC	25.00	0.00	25.00
130 INTEREST	57.11	100.00	-42.89
TOTAL 01 GENERAL FUND	82.11	100.00	-17.89
TOTAL 01 DISTRICT IV COMMISSIONER	82.11	100.00	-17.89
04 DIRECTOR OF COMPETITION			
05 FALL LEAGUE			
110 PLAYER FEES	0.00	1,575.00	-1,575.00
115 OUT OF DISTRICT LEAGUE FEES	450.00	3,150.00	-2,700.00
130 FINES	700.00	0.00	700.00
140 SCHEDULING FEES	14,350.00	26,500.00	-12,150.00
141 RESCHEDULING FEE	600.00	0.00	600.00
TOTAL 05 FALL LEAGUE	16,100.00	31,225.00	-15,125.00
06 RECREATIONAL CUP			
110 ENTRY FEES	8,500.00	15,000.00	-6,500.00
TOTAL 06 RECREATIONAL CUP	8,500.00	15,000.00	-6,500.00
07 SOCCER TO THE MAXX			
110 ENTRY FEE	0.00	3,500.00	-3,500.00
TOTAL 07 SOCCER TO THE MAXX	0.00	3,500.00	-3,500.00
09 MOD MICRO LEAGUE			
110 PREPAYMENT FEES	-119.70	0.00	-119.70
210 MOD REFEREE FEES	3,464.00	6,000.00	-2,536.00
220 CLUB BILLING FEE	172.70	300.00	-127.30
TOTAL 09 MOD MICRO LEAGUE	3,517.00	6,300.00	-2,783.00
TOTAL 04 DIRECTOR OF COMPETITION	28,117.00	56,025.00	-27,908.00
05 DIR. OF DEVELOPMENT			
06 TOP SOCCER			
110 INCOME	175.00	0.00	175.00
TOTAL 06 TOP SOCCER	175.00	0.00	175.00
TOTAL 05 DIR. OF DEVELOPMENT	175.00	0.00	175.00
TOTAL INCOME	28,374.11	56,125.00	-27,750.89
EXPENSES			
101 DISTRICT IV COMMISSIONER			
01 GENERAL FUND			
220 TELEPHONE	0.00	300.00	300.00
221 GO TO MEETING	468.00	468.00	0.00
230 POSTAGE	0.00	250.00	250.00
231 PO BOX	46.00	0.00	-46.00
240 MISC	2,000.00	1,500.00	-500.00
241 MEMORIAL	0.00	100.00	100.00
290 DISTRICT 4 AGM	0.00	400.00	400.00
300 MEETING EXPENSES	347.00	400.00	53.00
310 DISTRICT 4 ANNUAL RECOGNITIO...	0.00	300.00	300.00
311 PRESIDENT'S MEETING	0.00	250.00	250.00
360 COMPUTER SOFTWARE	0.00	500.00	500.00
370 WEB PAGE	4,160.00	4,160.00	0.00

Budget Report Total 2011-2012
8/1/2011 through 7/31/2012 Using Budget 11

1/17/2012

Page 2

Category Description	8/1/2011 Actual	- Budget	7/31/2012 Difference
410 ANNUAL REGISTRATION	35.00	10.00	-25.00
470 REFEREE CLINIC	0.00	350.00	350.00
510 COLLEGE SCHOLARSHIP	500.00	500.00	0.00
520 TREASURER 1% FEE	34.54	75.00	40.46
530 L&I PAYMENTS	122.85	0.00	-122.85
540 FREE FRIDAY CLINICS	660.00	0.00	-660.00
TOTAL 01 GENERAL FUND	8,373.39	9,563.00	1,189.61
03 PAID CONTRACTORS			
110 K-DAG SERVICES	16,510.00	33,020.00	16,510.00
111 ADMINISTRATOR EXPENSES	0.00	100.00	100.00
TOTAL 03 PAID CONTRACTORS	16,510.00	33,120.00	16,610.00
TOTAL 101 DISTRICT IV COMMISSIONER	24,883.39	42,683.00	17,799.61
103 2ND ALT COMMISSIONER			
02 DISCIPLINARY			
270 MEETING ROOM RENTAL	0.00	50.00	50.00
TOTAL 02 DISCIPLINARY	0.00	50.00	50.00
TOTAL 103 2ND ALT COMMISSIONER	0.00	50.00	50.00
104 DIR OF COMPETITION			
05 DISTRICT 4 LEAGUE			
270 LEAGUE FEES - OTHER DISTRICTS	1,980.00	3,150.00	1,170.00
300 AWARDS	2,616.17	2,600.00	-16.17
310 REFEREE FEES	306.82	200.00	-106.82
TOTAL 05 DISTRICT 4 LEAGUE	4,902.99	5,950.00	1,047.01
06 RECREATIONAL CUP			
210 MILEAGE	144.67	100.00	-44.67
240 MISC	0.00	500.00	500.00
300 AWARDS	1,228.27	1,300.00	71.73
310 REFEREE FEES	4,499.28	4,000.00	-499.28
320 FIELD FEES-TOTAL			
5 OTHER THAN SIL STAD	594.00	0.00	-594.00
Other 104 DIR OF COMPETITION:06 ...	0.00	500.00	500.00
TOTAL 320 FIELD FEES-TOTAL	594.00	500.00	-94.00
330 WSYSA FEES	3,600.00	5,000.00	1,400.00
340 T-SHIRTS	1,305.42	1,500.00	194.58
TOTAL 06 RECREATIONAL CUP	11,371.64	12,900.00	1,528.36
07 SOCCER TO THE MAXX			
240 MISC	0.00	100.00	100.00
310 REFEREE FEE	0.00	500.00	500.00
320 T-SHIRTS	0.00	1,800.00	1,800.00
TOTAL 07 SOCCER TO THE MAXX	0.00	2,400.00	2,400.00
09 MOD MICRO SOCCER			
310 MOD REFEREE FEES	3,464.00	6,000.00	2,536.00
TOTAL 09 MOD MICRO SOCCER	3,464.00	6,000.00	2,536.00
TOTAL 104 DIR OF COMPETITION	19,738.63	27,250.00	7,511.37
105 DIR OF DEVELOPMENT			
06 TOP SOCCER			
110 TOP SOCCER	407.51	500.00	92.49
TOTAL 06 TOP SOCCER	407.51	500.00	92.49
TOTAL 105 DIR OF DEVELOPMENT	407.51	500.00	92.49
107 TREASURER			

Budget Report Total 2011-2012
8/1/2011 through 7/31/2012 Using Budget 11

1/17/2012

Page 3

Category Description	8/1/2011 Actual	- Budget	7/31/2012 Difference
01 GENERAL FUND			
230 POSTAGE	88.00	0.00	-88.00
TOTAL 01 GENERAL FUND	88.00	0.00	-88.00
TOTAL 107 TREASURER	88.00	0.00	-88.00
TOTAL EXPENSES	45,117.53	70,483.00	25,365.47
OVERALL TOTAL	-16,743.42	-14,358.00	-2,385.42

**Budget report by six major categories
FY2011-12**

	Income		Expenses		Profit/Loss	
	Actual	Budget	Actual	Budget	Actual	Budget
General	\$82.11	\$100.00	\$24,971.39	\$42,733.00	-\$24,889.28	-\$42,633.00
League play	\$16,100.00	\$31,225.00	\$4,902.99	\$5,950.00	\$11,197.01	\$25,275.00
Recreational Cup	\$8,500.00	\$15,000.00	\$11,371.64	\$12,900.00	-\$2,871.64	\$2,100.00
Mod/Micro league	\$3,517.00	\$6,300.00	\$3,464.00	\$6,000.00	\$53.00	\$300.00
Top Soccer	\$175.00	\$0.00	\$407.51	\$500.00	-\$232.51	-\$500.00
Soccer to the Maxx	\$0.00	\$3,500.00	\$0.00	\$2,400.00	\$0.00	\$1,100.00
Total	\$28,374.11	\$56,125.00	\$45,117.53	\$70,483.00	-\$16,743.42	-\$14,358.00
Profit	-\$16,743.42	-\$14,358.00				

Approved 2011-2012 budget

	Comments	2011-2012		Actual figures to date		2012-2013
Income						
Interest		\$100.00		\$57.11		100.00
Misc				\$25.00		
Subtotal Commissioner			\$100.00		\$82.11	100.00
Scheduling Fees		\$26,500.00		\$14,350.00		20,000.00
State Cup Scheduling Fees						300.00
Subtotal VP Comp			\$26,500.00		\$14,350.00	20,300.00
Player fees	3800 players x \$.35/player projected #s as of 1/7/12	\$1,575.00		\$0.00		1,330.00
Out of district league fees		\$3,150.00		\$450.00		2,000.00
Fines				\$700.00		0.00
Bracket Rescheduling fees		\$0.00		\$600.00		0.00
Subtotal fall league			\$4,725.00		\$1,750.00	3,330.00
Recreational Cup Registration Fees		\$15,000.00		\$8,500.00		12,000.00
Subtotal Recreational Cup			\$15,000.00		\$8,500.00	12,000.00
Prepayment fee				-\$119.70		0.00
Mod soccer referee		\$6,000.00		\$3,464.00		3,500.00
Club billing fee		\$300.00		\$172.70		200.00
Subtotal Mod soccer			\$6,300.00		\$3,517.00	3,700.00
Soccer to the Maxx Registration Fees		\$3,500.00		\$0.00		0.00
Subtotal Soccer to the Maxx			\$3,500.00		0	0.00
Top Soccer registration		\$0.00		\$175.00		0.00
Subtotal Top Soccer			\$0.00		\$175.00	0.00
Total income			\$56,125.00		\$28,374.11	39,430.00
Expenses						
Web page		\$4,160.00		\$4,160.00		4,160.00
Annual state registration		\$10.00		\$35.00		10.00
Go to meeting		\$468.00		\$468.00		0.00
District 4 AGM		\$400.00		\$0.00		400.00
District IV Annual Recognition Awards		\$300.00		\$0.00		300.00
BOD Meeting expenses		\$400.00		\$347.00		400.00
Paid contractor		\$33,020.00		\$16,510.00		20,000.00
Misc expense		\$1,500.00		\$2,000.00		500.00
Academic scholarships		\$500.00		\$500.00		500.00
Computer, projector (ADP Equipment/Software)		\$500.00		\$0.00		0.00
Memorial		\$100.00		\$0.00		0.00
Referee clinic		\$350.00		\$0.00		0.00
Administrator expenses		\$100.00		\$0.00		100.00
President's meeting		\$250.00		\$0.00		0.00
Treasurer's 1% fee		\$75.00		\$34.54		50.00

Approved 2011-2012 budget

	Comments	2011-2012		Actual figures to date		2012-2013
<i>L&I payments</i>				\$122.85		250.00
<i>Free Friday clinics</i>				\$660.00		0.00
Postage, mileage		\$250.00		\$134.00		150.00
Telephone, printing, supplies		\$300.00		\$0.00		50.00
Subtotal Commissioner			\$42,683.00	\$24,971.39		26,870.00
Top Soccer		\$500.00		\$407.51		500.00
Subtotal 1st VP			\$500.00	\$407.51		500.00
Disciplinary	Meeting room rental	\$50.00		\$0.00		50.00
Subtotal 2nd VP			\$50.00	\$0.00		50.00
Recreational Cup	Awards	\$1,300.00		\$1,228.27		1,400.00
Recreational Cup	WSYSA fee	\$5,000.00		\$3,600.00		4,000.00
Recreational Cup	Referee fees	\$4,000.00		\$4,499.28		5,000.00
Recreational Cup	T-shirts	\$1,500.00		\$1,305.42		1,500.00
Recreational Cup	Fields	\$500.00		\$594.00		600.00
Recreational Cup	Mileage	\$100.00		\$144.67		200.00
Recreational Cup	Misc	\$500.00		\$0.00		100.00
Subtotal Recreational Cup			\$12,900.00	\$11,371.64		12,800.00
League play	Awards	\$2,600.00		\$2,616.17		2,800.00
League play	Referee fees	\$200.00		\$306.82		200.00
League play	Out of district league fees	\$3,150.00		\$1,980.00		2,000.00
Subtotal League play			\$5,950.00	\$4,902.99		5,000.00
Soccer to the Maxx	T-shirts	\$1,800.00		\$0.00		0.00
Soccer to the Maxx	Referee fees	\$500.00		\$0.00		0.00
Soccer to the Maxx	Misc	\$100.00		\$0.00		0.00
Subtotal Soccer to the Maxx			\$2,400.00	\$0.00		0.00
Mod soccer referees		\$6,000.00		\$3,464.00		
Subtotal Mod soccer			\$6,000.00	\$3,464.00		3,500.00
Total expenses			\$70,483.00	\$45,117.53		48,720.00
Profit/loss			-\$14,358.00	-\$16,743.42		-\$9,290.00

District IV Administrator
Report for January 21, 2012 BOD Meeting
Submitted by Don Stephenson

MEETINGS/EVENTS:

Since our last scheduled meeting, I have attended the following meetings/events:

- 12/13/11 – Met with CKSC Registrar/Dir of Comp to deliver D4 Fall League Awards to CKSC.
- 12/20/11 – Met with TSC Field Coordinator (Doug Marxen) and Kitsap County Parks to discuss the scheduling process for use of Gordon Field #1.
- 12/26/11 – Met with TSC Field Coordinator (Doug Marxen), D4 Commissioner and NSYSA President (Scott Foster) to discuss the scheduling process for use of Gordon Field #1.
- 12/27/11 – 01/05/12 – Out of the office on vacation time.
- 01/07/12 – Attending D4 Executive Board Meeting to develop a proposed D4 Budget for 2012-2013.
- 01/13/12 – Registration for NSYSA Spring League Closed. Only one team has registered at this point in time.
- 01/21/12 – I plan on attending the D4 BOD Meeting.

Upcoming Meetings/Events:

I plan on attending the following upcoming meetings/events:

- 01/24/12 – Plan on attending a D4 Ethics Hearing as its Recording Secretary.
- 02/12/12 – Plan on attending a D4 Competition Committee Meeting (Review of Fall 2011 Rec League)
- 02/18/12 – Plan on attending the D4 BOD Meeting

NSYSA Spring League:

The NSYSA Spring League Application process closed on 01/13/12 as scheduled. I have notified the NSYSA Development Committee Director (Ian McCallum) of the results of this Spring League Registration. Only one (1) team registered and that was Ian's Team when he did so to test the system back on 11/16/11. This is telling me that the Clubs/Teams do not appear very interested in supporting such a league – at least not for this spring. No one (Team Coach, Club, etc.) has called me to inquire about the process or state that they could not see how to apply. Basically, there has been no interest at all expressed from where I sit.

State Cup and other Spring/Winter Leagues:

I have been monitoring all of the various State Cup and Winter/Spring Leagues (RCL, Girls High School State League, NPSL, etc.) to gather all the D4 Home Match schedules for posting on the D4 site and coordination of referee coverage. As usual, this has again been an interesting evolution as Washington Youth Soccer is moving more of its scheduling to the Korrio system.

District IV Website:

I was recently informed of the closure of The Zone Sportsplex who was identified on the District IV Website as a Supporter of the District. As The Zone Sportsplex has now closed, I have removed their Logo from the Supporter portion of the D4 website.

This concludes my written report for this meeting.

As always, please feel free to contact me should you have any questions or need some assistance. I hope to be of service to each of you as the need arises throughout the year.

Top Soccer 2011

TopSoccer, this year has been successful. We have been able to run several sessions, which involved many more children.

The Port Orchard/Bremerton groups combined were able to have 3 sessions this year. The parents expressed an interest in having a continuous program, so we accommodated the best we could while also taking the summer off. These two groups train at OSSC so it is a centralized location and we typically have the same groups of kids. The final session for this group of children grew this year as we had several new additions to our athletes. Word of month amongst these families at school and within the Navy community is definitely helping our program to grow on the Peninsula. Brannon Shalley and John McKenzie are wonderful coaches for these kids.

Bainbridge also was able to do a fall session this year after having a year off. They train outside at Battlepoint, so the logistics of weather gets a bit challenging. Sue Steindorf does a wonderful job with her children.

We currently have 21 athletes in the District IV program.

Our challenge in the Central area is buddies. We have a shortage of committed buddies and we hope that we will be able to get more help with this in the future.

The Bremerton Program, run by Tracyton, will be starting another session to start out 2012 on March 14th.

We would like to be able to develop the program further this year by having the Poulsbo program begin again. We are in desperate need of a committed coach willing to work with these special children.

Thank you for all the continued support within the District.

Respectfully Submitted,

**Susan Pendt
D4 TopSoccer Chair**

District IV Action Items
Status as of 01/14/12

11/15/10 - Action Item – **1st Alt Commissioner** – Commence development of a plan for the District to provide for Administrative and Coaches Training for both Club & Association Levels. Plan is to include proposed time frames, general locations and topics.

Status: Pending

Update – 12/16/10 – This item will replace the initial Action Item for Association Representatives from 08/26/10.

Update – 01/10/11 - No Change in status

Update – 02/19/11 – Administrator noted that he had not made any progress on this yet. Kasey and Todd noted that state is looking at possibly developing Board Member Training for new board members. This may fit the bill perfectly for some of these identified needs within the District. We will look to see what the State does.

Update – 05/11/11 – Administrator placing on hold until after 5/15/11 Open Forum Meeting on Organizational Structure and 5/15/11 BOD Meeting.

Update – 05/15/11 – Add potential directions from NSYSA Steering Committee

Update – 07/21/11 – Commissioner still believes this to be a good idea but would like to hear back from each association as to What?/When?

Update – 11/19/11 – Commissioner directed this task to be shifted from Administrator to 1st Alt Commissioner. Recommended this be done in the March time frame.

Update – 12/10/11 – 1st Alt Commissioner has spoken with D4 Administrator and now made contact with NSYSA and D4 Dir/Comp to move forward with this.

07/21/11 - Action Item – **Administrator** – Commence a review of all existing District IV Governing Documents (Constitution, Bylaws, Operating Procedures) to determine what changes need to be adopted due to the demise of KPYSA from the District. Forward all recommended changes via the District IV 1st Alternate Commissioner (Greg Rogers).

Status: Pending

Update – 08/02/11 – Commenced review of applicable documents for necessary changes.

Update – 08/16/11 – Currently busy with League Scheduling. Plan to have completed review of Constitution & Bylaws by Sep BOD Meeting.

Update – 10/03/11 – Completed initial review of District IV Constitution and District IV Bylaws. Initial Drafts to be distributed to BOD members for review/comments before submitted formally as proposed changes.

Update – 11/17/11 – Administrator will have Initial Draft Copies of proposals for Board at 11/19/11 BOD Meeting.

Update – 11/19/11 – Board received copies for initial review. Association Reps & Board members to bring back initial comments to December D4 Board Mtg for review.

Update – 12/10/11 – Board has now reviewed proposed changes to D4 Constitution and D4 Bylaws. Administrator will send out final D4 Bylaw proposal which will be placed on the Jan D4 BOD Mtg Agenda

District IV Action Items
Status as of 01/14/12

for review/approval. The D4 Constitution change proposal will be placed on the D4 AGM Agenda for review/approval.

11/19/11 - Action Item – **Commissioner** – Form a committee to determine how to proceed with the expected retirement of current District IV Administrator.

Status: Pending

11/19/11 - Action Item – **Commissioner** – Schedule D4 Executive Board Budget Meeting for Jan 2012.

Status: Pending

Update – 12/10/11 – Mtg scheduled for 1/7/12 @ 8:30 AM at iHop in East Bremerton

11/19/11 - Action Item – **Commissioner** – E-Mail KPSRA President to commence coordination of the negotiation process for development of a new contract.

Status: Pending

11/19/11 - Action Item – **Administrator/Recreational Cup Director** – Modify D4 Recreational Cup Application Process on the D4 website to include the identification of a Volunteer from the team applying who is willing to act as a D4 Recreational Cup Field Marshal.

Status: Pending

Update – 12/10/11 – This will not be started for some time. It will be looked at prior to the Fall 2012 Season.

12/10/11 - Action Item – **Administrator** - contact PA & Storm King about monies owed District IV.

Status: Pending

Update – 12/13/11 – spoke with the PAYSC Registrar. She confirmed that PAYSC was aware of the bills. She will contact the PAYSC Treasurer to ensure these are paid immediately.

Update – 12/15/11 – D4 received payment of monies owed by PAYSC.

Update – 12/19/11 – Spoke with Tom Harris about these existing bills (d4 Scheduling Fees and D3 League Fees for the Storm King Club. He will contact the OYSA President/Treasurer to see about getting these paid now.

Update – 01/12/12 – Regarding the remaining Storm King bills, I received word from the OYSA President that we should receive a check by the middle to end of the week commencing 1/16/12 – meaning no later than 1/20/12.

District IV Action Items
Status as of 01/14/12

12/10/11 - Action Item – **Administrator** - Send out updated Bylaw Change Proposal to the D4 Board that can then be voted on at the Jan D4 BOD Meeting.

Status: Pending

Update – 12/19/11 – Updated D4 Bylaw Change Proposal from 12/10/11 D4 BOD Meeting sent out to D4 BOD.

12/10/11 - Action Item – **Administrator** - Post AGM election information on the D4 website soliciting nominees. Direct any/all questions to Greg Rogers (1st Alt Comm) .

Status: Pending

Update – 12/16/11 – Posted D4 AGM election information on the D4 website.

12/10/11 - Action Item – **Administrator** - Repost the D4 Scholarship Information on the D4 website and send to all Club President's/Secretary's via e-mail to get the word out.

Status: Pending

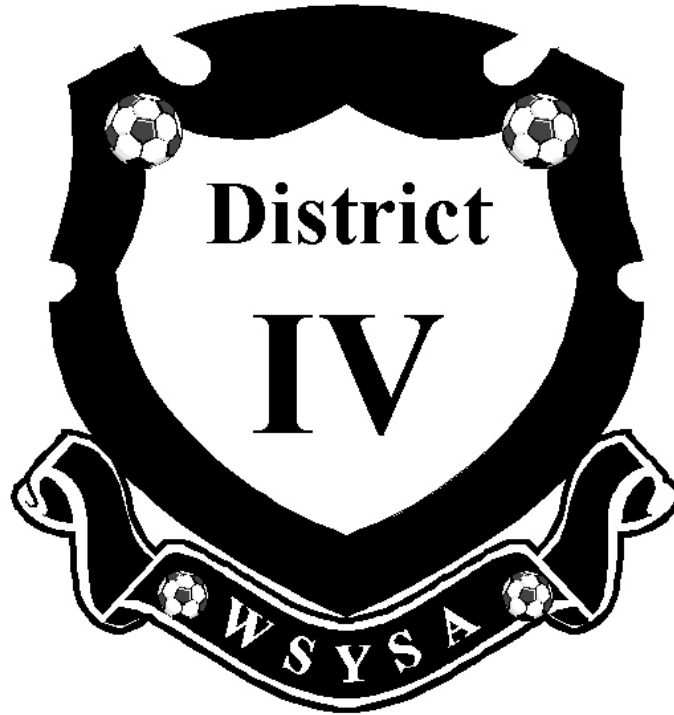
Update – 12/12/11 – The D4 Scholarship information has been reposted on the D4 website and e-mail notice has also been sent out to all member Club/Association Presidents/Secretary's with cc to D4 Board.

12/10/11 - Action Item – **Administrator** - Update the D4 Annual Report Policy and repost on the D4 website and send to all Club Pres/Secretary's via e-mail to get the word out.

Status: Pending

Update – 12/12/11 – D4 Annual Report Policy has been updated (reference to WSYSA has been changed to Washington Youth Soccer) and reposted on the D4 website. Copy of updated policy has also been sent out to all Club/Association Presidents/Secretary's, D4 Committee Directors and D4 Board.

WSYSA



DISTRICT IV

BYLAWS

Revised 08/13/08
Proposed 12/10/11

TABLE OF CONTENTS

ARTICLE I. MEMBERSHIP 1
 Section A - Members 1
 Section B - Current Members 1
 Section C - Member Representation..... 1
 Section D - Application for Membership 1
 Section E – Membership Conflict 1
 Section F – Responsibilities of Member 1
 Section G - Voting Membership..... 1
 Section H – Suspension of Membership 1
ARTICLE II. BOARD OF DIRECTORS 2
 Section A - Authority 2
 Section B - Makeup 2
 Section C - Voting 2
 Section D - Meetings 2
 Section E - Vacancies 2
 Section F - Removal 2
 Section G - Salaries 3
ARTICLE III. EXECUTIVE BOARD 3
 Section A - Makeup 3
 Section B - Responsibilities 3
 Section C - Meetings 3
 Section D - Elections 3
 Section E – Term of Office 4
 Section F – Responsibilities of Officers 4
ARTICLE IV. COMMITTEES 7
 Section A – District Committees 7
 Section B – Standing Committees 7
 Section C – Appointment or Removal of Committee Directors 7
 Section D – Special Committees 7
ARTICLE V MEETINGS 7
 Section A – Meeting of the Voting Membership..... 7
 Section B – Board of Directors Meetings..... 8
 Section C – Executive Board Meetings 8
 Section D – Special Meetings..... 8
 Section E – Parliamentary Authority 8
 Section F – Notice of Board of Directors Meetings..... 8
 Section G - Quorum..... 8
 Section H - Proxies 8
 Section I - Voting..... 9
ARTICLE VI. OPERATING PROCEDURES 9
 Section A - Content..... 9
 Section B – Changes or Amendments to Operating Procedures 9
ARTICLE VII. ADMINISTRATIVE AND FINANCIAL PROVISIONS 9
 Section A – District IV Administrator 9
 Section B – Non-Profit Status 9

District IV Bylaws

Section C – Fiscal Year.....9
Section D - Budget.....9
Section E – Financial Review10
Section F - Dissolution.....10
Section G – Financial Responsibility.....10
Section H – Loans Prohibited10
Section I – Organizational Records.....10
Section J – Annual Report11
Section K - Logo.....11
Section L - Fundraising.....11
Section M – Business Conflict of Interest11
Section N - Indemnification11
ARTICLE VIII. AMENDMENTS.....11
 Section A – Proposed Amendments.....11
 Section B - Voting12
ARTICLE IX. APPEALS.....12
 Section A – Hearings & Appeals12
 Section B - Procedures12
 Section C – Exhaustion of Administrative Remedies12

WSYSA DISTRICT IV BYLAWS

ARTICLE I. MEMBERSHIP

Section A - Members. Members consist of associations that are in good standing with ~~Washington State Youth Soccer Association (WSYSA)~~ Washington Youth Soccer and that are located in the geographic area designated as District IV by ~~WSYSA~~ Washington Youth Soccer.

Section B - Current Members. The following associations are members of District IV as approved by ~~WSYSA~~ Washington Youth Soccer: ~~Kitsap Peninsula Youth Soccer Association (KPYSA)~~, Northwest Sound Youth Soccer Association (NSYSA) and Olympic Youth Soccer Association (OYSA).

Section C - Member Representation. The president or designate of each member association shall serve as a member of the board of directors of this corporation, exercising authority and voting rights for his or her member association.

Section D - Application for Membership. Shall be in accordance with ~~WSYSA~~ Washington Youth Soccer ~~bylaws~~ governing documents.

Section E - Membership Conflict - The Constitution, Bylaws and other governing documents of any Member Association shall not conflict with those of the ~~WSYSA~~ Washington Youth Soccer or District IV.

Section F - Responsibilities of Members - Member Associations will be responsible for the conduct of coaches, managers, players, officials, and parents under their jurisdiction, and shall insure that their actions on or off the field do not bring disfavor upon District IV.

Section G - Voting Membership - The Voting Membership of District IV shall consist of the District IV Elected Officers and the Association Representative of each Member Association.

Section H - Suspension of Membership -

1. Member Associations failing to pay any fees due the District shall be provided notice of delinquency. If those fees are not paid within thirty (30) days after the notice of delinquency, the Member Association shall be suspended from membership. Unless otherwise provided by the Executive Board, the membership of a Member Association shall be terminated automatically if the Member has failed to pay those fees for a period of ninety (90) days after the date specified in the notice of delinquency. The Secretary of District IV shall notify the Member of suspension and the date upon which membership will be terminated if the fees remain unpaid.
 - a. Member Associations failing or refusing to follow the District IV Constitution, Bylaws, Procedures or rules, or attempting to circumvent a decision rendered by District IV., or seriously damaging the interest of District IV, face suspension of

- membership.
- b. Suspension of membership under subsection a shall require a two-thirds (2/3) vote of the Board of Directors, after reasonable notice to the Member Association of the time and place of hearing and providing the member with a reasonable opportunity to present evidence in support of the Member Association's position.
 - c. Notification of suspension shall be made to the Member Association in writing within 30 days.

ARTICLE II. BOARD OF DIRECTORS

Section A - Authority. The governing authority of District IV shall be vested in its Board of Directors, who shall be governed by the District IV Constitution, Bylaws, and Operating Procedures. The Board of Directors shall have the authority from time to time to issue policies or instructions necessary to interpret, clarify or further define the Bylaws, procedures and rules.

Section B - Makeup. The Board of Directors consists of the Executive Board and the Association Representatives. Responsibilities and actions shall include, but not be limited to those listed in Section C below.

Section C - Voting. The Board of Directors shall vote on the following matters:

1. WSYSA membership application recommendations;
2. Proposed changes or amendments to the District IV Constitution;
3. Proposed changes or amendments to the District IV Bylaws;
4. Proposed changes or amendments to the District IV Operating Procedures;
5. Approval of inter-association and district league play;
6. Filling vacancies on the Executive Board;
7. Removal of District Officers based on detrimental actions or neglect of accepted responsibilities;
8. Suspension of member associations voting privileges;
9. Any assessments against member associations;
10. Approval of Budgets and district fees;
11. Other general business of District IV as required or as set forth in other Sections of these Bylaws;

Section D - Meetings. The Board of Directors shall meet as defined in ARTICLE V of these Bylaws.

Section E - Vacancies. The Board of Directors shall have the power to fill any vacancy occurring in the Executive Board. The officer shall be elected for the unexpired term.

Section F - Removal.

1. Any officer elected by the Board of Directors may be, subject to limitations imposed by law, removed by a 2/3 majority vote of the Board of Directors.
2. Any officer being absent from three (3) consecutive meetings of the Board of Directors, or being negligent in responsibilities to District IV or being in violation of the WSYSA Washington Youth Soccer Board Member Code of Ethics or combination

thereof, shall be subject to suspension or removal by the Board of Directors, after reasonable notice and hearing.

Section G - Salaries. Board Members of the corporation shall not be paid a salary for the service they render to this corporation.

ARTICLE III. EXECUTIVE BOARD

Section A - Makeup. The Executive Board (Officers) of District IV shall consist of the Commissioner, the First Alternate Commissioner (1st Vice President/Administration), the Second Alternate Commissioner (2nd Vice President/Administration), the Secretary, the Treasurer, the Director of Competition, ~~the Director of Development~~ and the Director of Fundraising.

Section B - Responsibilities. The Executive Board shall be responsible for conducting the business and administering the affairs of District IV to include, but not limited to, the following:

1. Enforcing the Constitution, Bylaws, procedures and rules of District IV;
2. Approval of formation and operation of all tournaments, except such tournaments conducted by Member Associations for their membership;
3. ~~Approval of formation of District IV Teams for participation in Olympic Development Program (ODP) competitions;~~
4. Approval or removal of District IV Committee Directors;
5. Approval or removal of District IV representatives to WSYSA Washington Youth Soccer committees;
6. Review and make recommendations on matters to be submitted to the Board of Directors;
7. Sign orders on the treasury.
8. Strategic Planning.

Section C - Meetings. The Executive Board shall meet as defined in ARTICLE V of these Bylaws.

Section D - Elections. - The Officers of District IV (Executive Board) shall be elected at the Annual General Meeting by the voting membership of District IV, as follows and in any event, not less than one (1) month prior to the WSYSA Annual General Meeting:

1. Officers to be elected on even numbered years are:
 - a. Commissioner
 - b. 2nd Alternate Commissioner (2nd VP/Administration)
 - c. Director of Competition
 - d. Treasurer
2. Officers to be elected on odd numbered years are:
 - a. 1st Alternate Commissioner (1st VP/Administration)
 - b. ~~Director of Development~~
 - c. Secretary
 - d. Director of Fundraising

3. A thirty (30) day written notification stating the date and place of the election shall be sent to each member of the Board of Directors and to each Member Association.
4. Nominations shall be accepted from the floor at the election.
5. Prior to an election in which the Commissioner is being elected, the Commissioner shall appoint a person who is not a candidate for office to conduct the election.
6. A simple majority of votes cast shall be necessary to elect.
7. Election procedures shall be consistent with ~~WSYSA Bylaws~~ Washington Youth Soccer governing documents.

Section E - Term Of Office. -

1. The term of office for District IV Officers shall commence immediately following the ~~WSYSA Washington Youth Soccer~~ AGM, and shall continue until the Annual General Meeting two years hence. Outgoing officers shall assist their successors for a period not to exceed the remainder of the fiscal year, in order to assure a smooth transition.
2. In the event the office of the Commissioner, the First Alternate Commissioner (1st Vice-President/Administration) and the Second Alternate Commissioner (2nd Vice-President/Administration) are all vacated, the Board of Directors shall elect replacements for the remainder of their respective terms. In the interim, the Board of Directors shall designate a member of the Board of Directors as Acting Commissioner.
3. Members of the District IV Executive Board may not simultaneously be a President of any Member Association.
4. A member of the District IV Executive Board may not be a paid employee or compensated agent of any member of the USSF, USYSA, ~~WSYSA Washington Youth Soccer~~ or District IV. A compensated agent refers to a person receiving fees for services rendered, not a person who is compensated for expenses incurred in order to fulfill official duties in connection with the business of ~~WSYSA Washington Youth Soccer~~.

Section F - Responsibilities Of Officers

1. **Commissioner** - The Commissioner shall supervise all activities of District IV; the work of the Executive Board, the Board of Directors, and shall chair all meetings of the same. The responsibilities of the Commissioner shall include, but not be limited to, the following:
 - a. Represent the District to ~~WSYSA Washington Youth Soccer~~ with a seat on the ~~WSYSA Board of directors~~ Washington Youth Soccer – Soccer Operations Committee. This responsibility may be delegated on a case by case basis to the First or Second Alternate Commissioner as the case may warrant to ensure representation by the District at meetings of the ~~WSYSA Board of Directors~~ Washington Youth Soccer - Soccer Operations Committee;
 - b. Oversee all District IV affairs. May delegate tasks, assignments, or duties but not responsibilities to others for accomplishment;
 - c. Appoint directors of committees as the needs of District IV may require, subject to the approval of the Executive Board;
 - d. Appoint District IV representatives to WSYSA committees as requested by ~~WSYSA Washington Youth Soccer~~, subject to the approval of the Executive

- Board;
 - e. Sign any contract that obligates the District with the formal approval of the District IV Board of Directors;
 - f. Sign orders on the Treasury;
 - g. Any other duties imposed by ~~WSYSA Bylaws~~ Washington Youth Soccer governing documents.
2. **First Alternate Commissioner** (1st Vice-President/Administration) - The First Alternate Commissioner shall assist the Commissioner in all business of District IV, become the Acting Commissioner during any temporary absence of the Commissioner, and succeed to the office of Commissioner if that office becomes vacant mid-term for any reason. The responsibilities of the First Alternate Commissioner shall include, but not be limited to, the following:
- a. Assist ~~WSYSA~~ Washington Youth Soccer with any Registration matters within District IV;
 - b. Oversee Risk Management within District IV;
 - c. Oversee the District IV Rules and Revisions process;
 - d. Oversee the District IV Protest process;
 - e. Sign orders on the Treasury.
3. **Second Alternate Commissioner** (2nd Vice-President/Administration) - The Second Alternate Commissioner shall assist the Commissioner in all business of District IV, become Acting Commissioner during any temporary absence of both the Commissioner and the First Alternate Commissioner, and succeed to the office of Commissioner if both offices become vacant mid-term for any reason. The responsibilities of the Second Alternate Commissioner shall include, but not be limited to, the following:
- a. Oversee District IV Publicity/Newsletter/Home Page;
 - b. Oversee the District IV Disciplinary process;
 - c. Oversee any District IV Administrative Hearing Process;
 - d. ~~Coordinate all WSYSA Soccer Fair Arrangements (3v3 Friendship Tournament & Coach of the Year Dinner) for District IV;~~
 - e. Coordinate all District IV special awards such as Coach of the Year and Administrator of the Year, ~~and Young Referee of the Year;~~
 - f. Sign orders on the Treasury (as necessary).
4. **Secretary** - The responsibilities of the Secretary shall include, but not be limited to, the following:
- a. Maintain custody of all District IV records and correspondence and non financial assets;
 - b. Oversee the compilation and publishing of the District IV Directory and Annual Report;
 - c. Oversee the recording, preparation, publishing and distribution of the minutes in a timely fashion for all meetings of the Executive Board and Board of Directors;
 - d. Oversee the issuance of proper notice of all District IV Board of Director and Executive Board meetings to required attendees;
 - e. Oversee the coordination of the District IV AGM, Executive Board and Board of Director (BOD) Meetings;
 - f. Sign orders on the Treasury (as necessary);
5. **Treasurer** - The responsibilities of the Treasurer shall include, but not be limited to, the following:

- a. Deposit all moneys of the District in a chartered bank/credit union in the name of WSYSA District IV;
 - b. Provide properly authorized disbursements of District IV budgeted funds and other fees,
 - c. Keep the proper accounting on all financial items, with the assistance of a Certified Public Accountant, and/or other qualified professional help, as needed;
 - d. Transmit monthly reports of expenditure and revenue to the Commissioner for review.
 - e. Prepare financial reports for all Executive Board and Board of Directors Meetings including the Annual General Meeting as requested, not to exceed one report per month;
 - f. Prepare a proposed budget for each fiscal year with the inputs from the other officers. The proposed budget will be developed in January for approval at the Annual General Meeting;
 - g. Assist the Executive Board in defining specific financial policies, with the assistance of a Certified Public Accountant and/or other qualified professional help, as needed;
 - h. Sign orders on the Treasury;
 - i. File required reporting forms, such as IRS forms and Washington State annual report forms and maintain records thereof;
 - j. Maintain the status of the District as an entity under the laws of the State of Washington and as a non-profit entity under federal income tax laws.
6. **Director of Competition** - The responsibilities of the Director of Competition shall include, but not be limited to, the following:
- a. Oversee all District IV administered league competition;
 - b. Oversee all District IV administered tournament competitions (~~except President's Cup~~);
 - c. Oversee District IV representation of all ~~WSYSA~~ Washington Youth Soccer administered league competitions (~~Washington State Youth League Committee~~);
 - d. Oversee District IV representation of all other District-administered league competitions (i.e., District III Leagues);
 - e. Oversee District IV representation of all ~~WSYSA~~ Washington Youth Soccer administered tournaments (~~Championship/Challenge/Commissioner Founders/President's Recreational Cup Committee~~);
 - f. Provide liaison between District and Member Associations in League Play;
 - g. Review and signature approval of formation and operation of all tournaments within the District provided they meet the Executive Board requirements, except those tournaments conducted by a Member Association exclusively for its membership;
 - h. Sign orders on the Treasury (as necessary).
7. ~~Director of Development~~ - ~~The responsibilities of the Director of Development shall include, but not be limited to, the following:~~
- ~~a. Oversee and coordinate with Member Associations, all District IV programs involving:~~
 - ~~1. Player Development (Camps and Clinics);~~
 - ~~2. Coach Development (Camps and Clinics);~~
 - ~~3. Referee Development (Courses and Clinics);~~
 - ~~4. Training materials and equipment;~~
 - ~~5. Olympic Development Program (ODP);~~
 - ~~b. Oversee District IV representation of all WSYSA administered exchanges (i.e.,~~

- ~~Canadian Exchange);~~
~~c. Sign orders on the Treasury (as necessary).~~
8. **Director of Fundraising** - The responsibilities of the Director of Fundraising shall include, but not be limited to, the following:
- a. Solicit funds for use by the District. The sources of funds to be obtained may include, but not be limited to, the following:
 1. Grants
 2. Donations
 3. Product Sales
 4. Sponsorships (not in conflict with ~~WSYSA~~ Washington Youth Soccer)
 - b. Oversee the Fundraising Committee. May be the chair or appoint a chair with the approval of the District IV Board.
 - c. Appoint, with the Committee Chair when appropriate, committee members to the Fundraising Committee.
 - d. Sign orders on the Treasury (as necessary).

ARTICLE IV. COMMITTEES

Section A - District Committees - Shall be established as required to satisfy the programs and needs of District IV. The Commissioner shall be an ex-officio member of all committees except the Nominating Committee.

Section B - Standing Committees - Shall have a continuing existence and are as set forth from time to time in the District IV Operating Procedures. Each standing committee shall be the responsibility of a specific member of the Executive Board.

Section C - Appointment or Removal of Committee Directors -

1. The Executive Board shall confirm annually, appointments of committee directors made by the Commissioner.
2. The Executive Board has the authority to remove any previously confirmed committee director.
3. In the event a committee director resigns, or is unable to fulfill the position as director, the responsible officer shall bring to the Executive Board a recommendation for replacement.

Section D - Special Committees

1. Special Committees may be formed as deemed appropriate by the Executive Board for the purpose of accomplishing specific tasks.
2. Formation of any special committee shall include a written charter outlining the committee's specific tasks, responsibilities, membership and duration.
3. Membership shall include at least one member of the Executive Board to be responsible for the committee.

ARTICLE V. MEETINGS

Section A - Meeting of the Voting Membership. The Annual General Meeting (AGM) of Members shall be held as per ARTICLE VIII Section 2 and ARTICLE X of the District IV

Constitution.

Section B - Board of Directors Meetings - Shall be held a minimum of four (4) times per year as per ARTICLE VIII Section 1 of the District IV Constitution.

Section C - Executive Board Meetings - Shall be called as necessary by the Commissioner or by two (2) or more officers. Reasonable notice of all meetings will be provided.

Section D - Special Meetings. Special Board of Directors meetings for any purpose or purposes may be held at any place, at any time, whenever called by the Commissioner or by two (2) or more of the Board of Directors.

Section E - Parliamentary Authority - All meetings of the District shall be conducted using the current edition of "Roberts Rules of Order" as a guide.

Section F - Notice of Board of Directors Meetings. Notice of the time and place of any meetings of the Board of Directors shall be:

1. Given by the Secretary or District IV Administrator, or by the person or persons calling the meeting;
2. By mail, e-mail, telegram, or by personal communication over the telephone or otherwise;
3. Performed at least ten (10) days prior to the date on which the meeting is to be held.

Section G - Quorum.

1. Board of Director meetings:
 - a. A quorum for all Board of Director meetings shall consist of at least the following:
 1. The Commissioner or an Alternate and;
 2. One-half (1/2) of the total number of Officers in office and;
 3. At least one of the Member Association Representatives.
 - b. At any meeting of the Board of Directors at which a quorum is present, any business may be transacted, and the board may exercise all of its powers, except the following unless at least one-half (1/2) of the Member Association Representatives are present:
 1. Amend bylaws;
 2. Approve changes to the District budget that modify the overall value of the currently approved budget;
 3. Make an assessment against a Member Association;
 4. Suspend a Member Associations voting privileges.
2. Executive Board meetings:
 - a. A quorum for all Executive Board meetings shall consist of at least the following:
 1. The Commissioner or an Alternate and;
 2. One-half (1/2) of the total number of Officers in office (including the Commissioner or the Alternate presiding.
 - b. At any meeting of the Executive Board at which a quorum is present, any business may be transacted, and the board may exercise all of its powers.

Section H - Proxies. - Voting by proxy is prohibited.

Section I - Voting. -

1. Each Member Association Representative shall have one vote;
2. Each Officer shall have one vote;
3. The Commissioner shall exercise voting rights only in the case of a tie.
4. All votes shall be determined by a simple majority except for the following which will require a two-thirds majority vote of the Board of Directors:
 - a. a. Approval of the District Budget.
 - b. b. Any assessments against Member Associations.
 - c. c. Suspension of Member Association voting privileges.
5. Directors may participate in any meeting by means of any communication equipment, which enables all persons participating in the meeting to hear each other simultaneously during the meeting. A director who participates by means of communications equipment is deemed to be present in person at the meeting.

ARTICLE VI. OPERATING PROCEDURES

Section A - Content. The District IV Operating Procedures shall establish Administrative Procedures, General Procedures and Rules of Competition.

Section B - Changes or Amendments to Operating Procedures.

1. Shall only be effected by the District IV Board of Directors.
2. May be approved at any meeting of the Board of Directors.
3. All approved changes or amendments to the District IV Operating Procedures shall be in effect from the date of adoption, unless determined otherwise by the Board of Directors at the time of approval.

ARTICLE VII. ADMINISTRATIVE AND FINANCIAL PROVISIONS

Section A - District IV Administrator

1. District IV may at the discretion of the Board, contract with or employ a District IV Administrator to assist with the Administration of the District, its programs and services.
2. All official notices intended for District IV, it's Board of Directors or any of its officers or committees may be addressed in care of the District IV Administrator.
3. The District IV Administrator shall not have the status of an officer of the District, but shall be entitled to attend all meetings of the District IV Executive Board and Board of Directors and shall be a non-voting member of the District IV committees.

Section B - Non-Profit Status - District IV is and shall be a non-profit organization. District IV shall maintain its tax-exempt status under the Internal Revenue Code.

Section C - Fiscal Year.

1. The fiscal year of the District shall begin on August 1, and end on July 31, of the following year.
2. All financial rules and regulations are in effect during the twelve (12) months of the fiscal year.

Section D - Budget. -

1. A budget shall be prepared in January each year by the Treasurer and submitted to the Board of Directors for adoption at its Annual General Meeting.
2. Copies of the proposed budget shall be distributed to the Board of Directors and member associations at least ten (10) days in advance of the meeting at which a budget will be adopted.
3. Copies of the approved budget will be forwarded to each officer and member association representative on its adoption.
4. The budget shall be limited for any given year to anticipated income and expenses for that year. The budget shall not project a loss.
5. At the beginning of each fiscal year, the treasury shall have a working reserve (or contingency fund) equal to 15% of projected income. If it does not, then an expense line item will be included in the budget to bring the working reserve to a minimum of 15% of projected income.
6. The board may adopt a Per Player Assessment fee to its member associations to enable the Board of Directors to approve a balanced budget.
7. No-Risk Policy - District IV shall not institute programs or services that are not covered by either a budget item or by assured funds from outside sources or by funds generated by properly implemented District IV programs.

Section E - Financial Review -

1. The financial books and accounts maintained by the Treasurer shall be verified at least once every two years, immediately following the Treasurer's current term of office.
2. The financial review may not be performed by a member of the Board of Directors.

Section F - Dissolution. - Should District ~~IV~~ IV be dissolved, all monetary assets remaining after payment of all debts, shall be turned over to any remaining Member Associations which have qualified under Section 501©(3) of the US Internal Revenue Code and shall be divided proportionally to the number of registered teams. Physical assets shall be held in trust by remaining Member Associations.

Section G - Financial Responsibility - District IV specifically disclaims financial responsibility for and shall not assume nor be held liable for the debts of the financial obligations, either express or implied, of any Member Association, club or team, or any coaches, managers, officers, or officials, or members of any Member Association club or team of the WSYSA Washington Youth Soccer.

Section H - Loans Prohibited. - No loans shall be made by the District to any member of the Board of Directors.

Section I - Organizational Records -

1. Organizational records, minutes and reports, shall be kept by the Secretary, with the exception of, the detailed financial records maintained by the Treasurer.
2. Special requests for District records and the distribution of such records shall be at the direction of the Commissioner.
3. Each member Club/Association is to send the District electronic copies of all Club/Association Board Meeting Minutes and Member Meeting Minutes minus financials. These are to be delivered to the District IV Administrator for posting on the District IV

website as they are approved by the member Club/Association. The individual Club/Association may elect to send Draft Minutes as well. If Draft Minutes are sent to the District, they will be replaced on the District IV website with the Approved Minutes when received by the District Administrator. All Club Board Meeting and Club Member Meeting Minutes are to be sent to the District along with a copy to their applicable Association Secretary.

Section J - Annual Report

1. The District Commissioner shall submit to ~~WSYSA~~ Washington Youth Soccer, an Annual Report covering the activities of the district, no later than one month prior to the ~~WSYSA Washington Youth Soccer~~ AGM, or as requested by the ~~WSYSA Secretary~~ Washington Youth Soccer Executive Director.
2. Each member association shall submit to the District an Annual Report covering the activities of their association and overall financial status, including a copy of their latest IRS Form 990 or 990EZ submission, no later than February 1st of each year, or as requested by the District IV Secretary.

Section K - Logo -

1. The District IV Logo shall be used with permission of the Executive Board only.
2. Permission shall not be given for programs or projects that are unsafe, discriminatory, or not in the fundamental policies outlined in the Constitution and Bylaws.

Section L - Fundraising - Any fundraising programs, including marketing, in the name of District IV require Board of Director's approval.

Section M - Conflict of Interest - No member of District IV shall engage themselves in a District IV position or function in order to gain advantage for their personal or business gain or another organization. Any potential conflict shall be declared in a written disclosure statement to the Executive Board, either voluntarily or at the request of the Executive Board. If an actual conflict of interest is evident, the Executive board shall request the withdrawal of the person or recommend investigation by the Board of Directors for removal.

Section N - Indemnification - District IV shall indemnify and defend each of its present or former Directors or Officers or other person acting on behalf of District IV at the request of District IV against all expenses actually and reasonably incurred by the person (including judgment, costs, and attorney fees) in connection with the defense of any pending or threatened litigation to which that person is made a party or threatened to be made a party because that person's performance of duties to District IV. This indemnification applies if a person acted in good faith and in a manner reasonably believed to be in the best interests of District IV. This indemnification shall not apply to acts which involve fraud, assault, or intentional, willful or grossly negligent misconduct.

ARTICLE VIII. AMENDMENTS

Section A - Proposed Amendments.

1. Must be submitted in writing to the Secretary.
2. Must be distributed by the Secretary to the Board of Directors for review a minimum of 30

days prior to the date of the planned vote.

Section B - Voting - These bylaws may be altered or amended by the affirmative vote of a simple majority of the Board of Directors at any Board of Director or Special meeting.

ARTICLE IX. HEARINGS

Section A - Hearings - District IV will provide equitable and prompt hearing procedures to guarantee the rights of individuals to participate and compete. These procedures shall include that all grievances involving the right to participate and compete in activities sponsored or administered by District IV and ~~WSYSA~~ Washington Youth Soccer may be appealed to higher level administrative bodies that have jurisdiction to approve, modify, or reverse a decision.

Section B - Procedures - All hearings shall be consistent with ~~WSYSA Bylaw requirements~~ Washington Youth Soccer governing documents.

Section C - Exhaustion of Administrative Remedies - No member, official, league, club, team, player, coach, administrator or referee may invoke the aid of the courts of the United States or of a State without first exhausting all available remedies within District IV, ~~WSYSA~~ Washington Youth Soccer or USYSA, or USSF.

WSYSA District IV Annual Report Policy

1. POLICY

It is the policy of District IV to follow all official directives/rules/regulations issued by WSYSA and District IV pertaining to Annual Reports.

2. PURPOSE

The purpose of this policy is to outline the procedures to be utilized for the submission of Annual Reports by the District IV Member Associations, District IV Executive Board Officers, District IV Administrator and District IV Committee Directors.

3. ADMINISTRATIVE ASSIGNMENT

It is the responsibility of the District IV Board of Directors to create, monitor and review this policy on an annual basis to ensure that it continues to meet the needs of the membership of the district.

4. PROCEDURE/GUIDELINES

A. Who is to submit:

1. Each District IV Executive Officer and the District IV Administrator
2. Each District IV Committee Director
3. Each Member Association President

B. What is to be submitted:

1. Each District IV Executive Officer and the District IV Administrator shall provide a written summary of information and events pertaining to their position for the prior year (i.e. from the previous District IV AGM)
2. Each District IV Committee Director shall provide a written summary of information and events pertaining to their committee for the prior year (i.e. from the previous District IV AGM)
3. Each District IV Member Association President shall provide a written summary of information and events pertaining to their Association for the prior year (i.e. from the previous District IV AGM). Reports from the Association must also include a copy of their most recently filed Form 990 with all pages to show their Association's current financial status.

C. How are reports to be submitted:

1. Reports shall be submitted as a Word document
2. Reports are to be submitted by one of the following methods:
 - a. Electronically via email to the District IV Secretary with a cc to the District IV Administrator *{Preferred Method of submittal}*
 - b. Via US Mail to District IV at the following address:
WSYSA District IV
PO Box 2281
Silverdale, WA. 98383
Reports provided in this fashion will be copied by the District IV Administrator with the original being delivered to the District IV Secretary.
 - c. Hand delivered to the District IV Administrator. Reports provided in this fashion will be copied by the District IV Administrator with the original being delivered to the District IV Secretary.

WSYSA District IV Annual Report Policy

D. When are reports to be submitted:

1. No later than February 1st of each year or as requested by the District IV Secretary in accordance with the current District IV Bylaws.

E. Results:

1. The District IV Secretary will take all the individually received reports and combine them into one (1) District IV Annual Report to be Reviewed/Approved by the District IV Commissioner.
2. Once approved by the District IV Commissioner:
 - a. The District IV Secretary will send a copy to Washington Youth Soccer as the “District IV Annual Report” per current Washington Youth Soccer directives.
 - b. The District IV Administrator will post a copy of the approved report (minus the Association’s form 990’s) on the District IV Website as part of the districts public records.