

**District IV BOD Meeting  
December 10, 2011  
Silverdale Beach Hotel - Silverdale, WA  
**APPROVED****

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**Call to order:** @ 7:11 p.m.

**Roll Call:** Called by the 1<sup>st</sup> Alternate Commissioner

Position/Title	Name	Status	Position/Title	Name	Status
Commissioner	Kasey O'Leary	Excused	NSYSA Rep. (Alt)	Louie Bond	Present
1 <sup>st</sup> Alt Commissioner	Greg Rogers	Present	OYSA Rep	Tom Harris	Absent
2 <sup>nd</sup> Alt Commissioner	Doug Marxen	Present			
Director/Competition	Scott McKee	Present			
Director/Development	Vacant	N/A			
Secretary	Vacant	N/A			
Treasurer	Tom Forstall	Present	DIV Administrator	Don Stephenson	Present
Director/Fundraising	Vacant	N/A			
<b>Guests:</b>					
None					

Administrator announced that a Quorum was present in accordance with the District IV Bylaws Article V Section G.1.b. (at least ½ Member Associations Representatives present).

**Minutes:**

- The board addressed the approval of Draft Minutes from the District IV 11/19/2011 BOD Meeting.

**M/S – To approve the Minutes of the November 19, 2011 District IV BOD meeting as written. Passed/Unan**

**Communications:**

- None

**Officer Reports:**

- Commissioner: {Kasey O'Leary} – No Report
- 1<sup>st</sup> Alt Commissioner: {Greg Rogers}
  - Attended several D4 Recreational Cup Matches within the District.
  - Attended SKSC AGM on Thursday 12/8/11. Volunteered to assist by counting of Ballots cast in election.
    - Louie Bond - NSYSA Rep announced that he had received an email from Brian Yarbrough in which he announced his resignation as SKSC President -

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making the newly re-elected VP/Admin (John Metselaar) the new SKSC President.

- Tom Forstall announced that Brian Yarbrough will be replacing him (effective next month) as the KPSRA Treasurer.
  
- 2<sup>nd</sup> Alt Commissioner: {Doug Marxen}
  - Reported that he had delivered the Certificates of Appreciation for the Pumas to Robin Waite and Vickie Williams. Mr. Waite stated that the Pumas are open to doing these events again.
  
- Director of Competition: {Scott McKee}
  - Reported that he had watched a bunch of Rec Cup matches last weekend. Hopes to view some more tomorrow at Starfire Complex.
  
- Dir/Develop: {Vacant} - No Report
  
- Treasurer: {Tom Forstall} *see written report*
  - Reviewed his written report stating the member clubs owe District IV \$16+K. Concerned about Storm King and PA as they have not yet responded to any billings.

**Action Item** – **Administrator** – contact PA & Storm King about monies owed District IV.

- Louie Bond asked Tom Forstall to copy NSYSA on any/all bills sent to NSYSA Clubs. Louie will take this information back to the NSYSA Clubs.
- The board had a general discussion on the D4 Budget and the general funding of the paid contractor (D4 Administrator position).
  
- Secretary: {Vacant} - No Report
  
- Dir/Fundraising: {Vacant} - No Report
  
- District IV Administrator: {Don Stephenson} - *see written report*
  - Don noted his written report
  - Don reported that he had been notified by Tom Harris that Sequim is expecting to be adding some new fields and is considering running a summer tournament in August and were asking some questions. Don reported that he recommended they contact KPSRA to ask about potential referee coverage and assigning for such a tournament. Don also told them where to obtain a Washington Youth Soccer Tournament Application.

**Association Reports:**

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- NSYSA: {Louie Bond}
  - Reported that NSYSA had a meeting this past Monday
    - Not all NSYSA clubs had Representatives present. NSYSA is stressing the importance of clubs having representatives attend.
    - Three (3) NSYSA Teams have advanced to the Recreational Cup Semi's (2 TSC & 1 CK).
    - Ian McCallum (NSYSA Development Committee Director) reviewed a Spring League Plan for a 2012 NSYSA Spring League that will be hosted on the D4 website.
    - AGM's have now been completed by SKSC, BIYSC & NKSC.
  - Several teams have entered the Founders Cup.
  - Louie will be the NSYSA Tournament Rep.
  - Don Stephenson noted that the District charges no scheduling fees for any of the State Cups (Founders, Challenge, Championship)
  - Don Stephenson reviewed a scheduling problem that a Storm King team was experiencing with a Vancouver team in the upcoming Founders Cup. Don had communicated the difficulty to the Region V Director (Ron Witherup) who agreed to make contact with the Vancouver schedulers to see what if any accommodation could be made. The Storm King team will have an approximate 4 hour trip each way for this match which is currently scheduled for an 11 AM start. The Storm King team would appreciate a later start (i.e. 1 PM).
  
- OYSA: {Tom Harris} – No Report

**Committee Chair Reports**

**A. D4 Disciplinary Committee** *see written report*

- The board reviewed the written report.
- Don reviewed the current situation with the postponement of a District IV Ethics Hearing.

**B. Recreational Cup Committee** *see written report*

- Doug reviewed his written report
  - Reviewed the events that occurred during the BU18/19 matches between TSC & CKSC and the poor sportsmanship exhibited by the TSC Team in the final match.
  - Doug reviewed the portion of his written report pertaining to the District reimbursement of field costs for hosting of the Qtr Final matches that had been approved at our Nov 19<sup>th</sup> 2011 BOD Meeting. The specific figures for Tom Forstall to reimburse are listed in his written report.

**Unfinished Business:**

**A. Review of outstanding Action Items** {Rogers} *Attached*

- Greg reviewed and updated the status of the District's Action Item List

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**B. D4 Budget Meeting** {Rogers}

- Don Stephenson reviewed the current plans for the upcoming D4 Executive Board Budget Meeting. It will be on Sat 1/7/12, 8:30 AM at iHop in East Bremerton. Each member should be prepared to discuss the line items under their authority.

**C. Review of Proposed Changes to the D4 Constitution & Bylaws** {Stephenson} *Attached*

- The board reviewed the attached documents. Several additional modifications were made to the Bylaws and one change was made to the proposed Constitution.
- The plan will be for the modified Bylaw Change Proposal to be sent out to the Board by the Administrator and it will be placed on the Jan D4 BOD Meeting agenda for review/adoption. The updated Constitution Change Proposal will be placed on the D4 AGM Agenda for review/adoption.

**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.

**D. Review of D4 Board Positions up for Election at AGM** {Stephenson}

- Administrator reviewed the current D4 BOD Positions that are up for election at the upcoming D4 AGM:
  - **Commissioner** - Kasey O'Leary plans to re-run
  - **2nd Alt Commissioner** - Doug Marxen announced that he does not plan on re-running
  - **Director/Comp** - Scott McKee announced that he plans on re-running
  - **Treasurer** - Tom Forstall confirmed that he does not plan on re-running

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

**E. People of the Year Awards - Deadline to D4 is 02/10/2012** {Marxen}

- 2nd Alt Commissioner (Doug Marxen) stated that no nominations have yet been received by the District.
- Administrator noted that just last week that Washington Youth Soccer updated the People of the Year forms and they were then immediately updated on the D4 website and the D4 membership notified of the updated forms.

**New Business:**

**A. D4 Annual College Scholarships** {Stephenson} *Attached*

- Administrator reviewed the current policy with the board.

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

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**B. D4 Annual Reports** {Stephenson} {Attached}

- Administrator reviewed the current policy with the board. The board noted one reference to WSYSA that needed to be changed to Washington Youth Soccer. The board directed the Administrator to simply make that change and repost the policy.
- D4 Annual Reports from D4 Executive Board Members, Committee Directors and Associations are due to the District by 1 Feb.

**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.

**General/Good of the Game**

- Some general discussions on the responsibilities of the D4 Dir/Comp were held in response to some questions from the new D4 Dir/Comp.
- Tom Forstall asked some questions about the D4 TOPSoccer programs that were answered by the D4 Administrator.
- Discussed the recent NSYSA U10 & Below League from this past fall and the use of Referee Assignments/Payments via the D4 website. All the participating clubs except BIYSC used the system. Don reviewed how BIYSC could have used the system to perform Manual Assignments vice Self Assignments and then have had all the other features available (i.e. visibility of referee assignments by team staffs to know their matches are covered, payment of officials, receipt and visibility of Referee Match Reports by all Club/Association Officers, etc.). Due to their manual assignments off the website, none of the other features were available. This also means that BI had to pay these officials vice D4 paying and therefore the BIYSC will be responsible for paying L&I to the State of Washington for these matches.
- Louie Bond spoke of his work with hosting the Annual Kitsap Cup on New Year's Day (1/1/12) at OSSC, the proceeds of which are donated to the Sierra Leone, Africa program. Louie will send the applicable information to the D4 Administrator so this can be posted on the D4 website. This Cup has supported between 9-17 kids for the past 6 years.
- Scott McKee plans on attending the next NMYSC Board Meeting.

**M/S – To adjourn the meeting**  
**Meeting Adjourned 8:47 p.m.**

**Passed/ Unan**

APPROVED MOTION SUMMARY PAGE  
District IV BOD MTG  
December 10, 2011

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**M/S – To approve the Minutes of the November 19, 2011 District IV BOD meeting  
as written. Passed/Unan**

**M/S – To adjourn the meeting Passed/ Unan**

ACTION ITEM SUMMARY PAGE  
District IV BOD MTG  
December 10, 2011

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**Action Item** – **Administrator** – contact PA & Storm King about monies owed District IV.

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**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.

# TREASURER

## WSYSA, District IV

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

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December 6, 2011

### 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
Bainbridge	400.00
Jefferson County	600.00
North Kitsap	3,918.00
Storm King	1,440.00
Port Angeles	390.00
Total	\$16,322.00

##### **For Mod soccer referees**

Jefferson County	\$8.00
Bremerton	119.70
North Kitsap	22.50
Tracyton	459.90
Total	\$610.10

##### **Owing KPSRA for fall referee fees**

Silver FC	\$449.57
North Kitsap	2,902.85
Bremerton	384.92
Central Kitsap	349.80
Tracyton	2,113.50

# Account Balances Report - As of 12/5/2011:2

(Includes unrealized gains)

As of 12/5/2011

12/5/2011

Page 1

Account	12/5/2011 Balance
<b>ASSETS</b>	
<b>Cash and Bank Accounts</b>	
CD	0.00
Challenge Cup	0.00
Dist.IV Check	5,368.31
Dist.IV Savings	158.75
Fields today Fit tomorrow	713.22
FTFT Money Market	12,265.82
Money Market	31,033.53
OPIC	0.00
<b>TOTAL Cash and Bank Accounts</b>	<b>49,539.63</b>
<b>TOTAL ASSETS</b>	<b>49,539.63</b>
<b>LIABILITIES</b>	
	<b>0.00</b>
<b>OVERALL TOTAL</b>	<b>49,539.63</b>

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

12/6/2011

Page 1

Category Description	8/1/2011 Actual	- Budget	7/31/2012 Difference
<b>INCOME</b>			
01 DISTRICT IV COMMISSIONER			
01 GENERAL FUND			
120 MISC	25.00	0.00	25.00
130 INTEREST	48.01	100.00	-51.99
TOTAL 01 GENERAL FUND	73.01	100.00	-26.99
TOTAL 01 DISTRICT IV COMMISSIONER	73.01	100.00	-26.99
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	600.00	0.00	600.00
140 SCHEDULING FEES	12,442.00	26,500.00	-14,058.00
141 RESCHEDULING FEE	400.00	0.00	400.00
TOTAL 05 FALL LEAGUE	13,892.00	31,225.00	-17,333.00
06 RECREATIONAL CUP			
110 ENTRY FEES	5,500.00	15,000.00	-9,500.00
TOTAL 06 RECREATIONAL CUP	5,500.00	15,000.00	-9,500.00
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	-610.10	0.00	-610.10
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	3,026.60	6,300.00	-3,273.40
TOTAL 04 DIRECTOR OF COMPETITION	22,418.60	56,025.00	-33,606.40
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
<b>TOTAL INCOME</b>	<b>22,666.61</b>	<b>56,125.00</b>	<b>-33,458.39</b>
<b>EXPENSES</b>			
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

12/6/2011

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	13.23	0.00	-13.23
TOTAL 01 GENERAL FUND	7,603.77	9,563.00	1,959.23
03 PAID CONTRACTORS			
110 K-DAG SERVICES	13,970.00	33,020.00	19,050.00
111 ADMINISTRATOR EXPENSES	0.00	100.00	100.00
TOTAL 03 PAID CONTRACTORS	13,970.00	33,120.00	19,150.00
TOTAL 101 DISTRICT IV COMMISSIONER	21,573.77	42,683.00	21,109.23
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	0.00	100.00	100.00
240 MISC	0.00	500.00	500.00
300 AWARDS	1,228.27	1,300.00	71.73
310 REFEREE FEES	3,678.88	4,000.00	321.12
320 FIELD FEES-TOTAL			
Other 104 DIR OF COMPETITION:06 ...	0.00	500.00	500.00
TOTAL 320 FIELD FEES-TOTAL	0.00	500.00	500.00
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	9,812.57	12,900.00	3,087.43
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	18,179.56	27,250.00	9,070.44
105 DIR OF DEVELOPMENT			
06 TOP SOCCER			
110 TOP SOCCER	300.00	500.00	200.00
TOTAL 06 TOP SOCCER	300.00	500.00	200.00
TOTAL 105 DIR OF DEVELOPMENT	300.00	500.00	200.00
107 TREASURER			
01 GENERAL FUND			
230 POSTAGE	88.00	0.00	-88.00

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

12/6/2011

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Category Description	8/1/2011 Actual	- Budget	7/31/2012 Difference
TOTAL 01 GENERAL FUND	88.00	0.00	-88.00
TOTAL 107 TREASURER	88.00	0.00	-88.00
<b>TOTAL EXPENSES</b>	<b>40,141.33</b>	<b>70,483.00</b>	<b>30,341.67</b>
<b>OVERALL TOTAL</b>	<b>-17,474.72</b>	<b>-14,358.00</b>	<b>-3,116.72</b>

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

	Income		Expenses		Profit/Loss	
	Actual	Budget	Actual	Budget	Actual	Budget
General	\$73.01	\$100.00	\$21,661.77	\$42,733.00	-\$21,588.76	-\$42,633.00
League play	\$13,892.00	\$31,225.00	\$4,902.99	\$5,950.00	\$8,989.01	\$25,275.00
Recreational Cup	\$5,500.00	\$15,000.00	\$9,812.57	\$12,900.00	-\$4,312.57	\$2,100.00
Mod/Micro league	\$3,026.60	\$6,300.00	\$3,464.00	\$6,000.00	-\$437.40	\$300.00
Top Soccer	\$175.00	\$0.00	\$300.00	\$500.00	-\$125.00	-\$500.00
Soccer to the Maxx	\$0.00	\$3,500.00	\$0.00	\$2,400.00	\$0.00	\$1,100.00
Total	\$22,666.61	\$56,125.00	\$40,141.33	\$70,483.00	-\$17,474.72	-\$14,358.00
Profit	-\$17,474.72	-\$14,358.00				

District IV Administrator  
Report for December 10, 2011 BOD Meeting  
Submitted by Don Stephenson

**MEETINGS/EVENTS:**

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

- 11/20/11 – Manned the D4 Office to collect Recreational Cup Scores and posted on D4 website in real time.
- 11/21/11 – Met with D4 Recreational Cup Director – review District IV Portion of Tournament and prepared for hosting nine (9) Quarter Final matches on 1<sup>st</sup> weekend in Dec.
- 11/28/11 – Attended NSYSA Development Committee Meeting.
- 12/05/11 – Attending NSYSA BOD Meeting. Also handed out D4 League Awards (1<sup>st</sup> Place, 2<sup>nd</sup> Place, Sportsmanship) to club representatives in attendance.
- 12/10/11 – I plan on attending the D4 BOD Meeting.

**Upcoming Meetings/Events:**

I plan on attended the following upcoming meetings/events:

- 12/27/11 – 01/03/12 – Out of the office on vacation time. I will be available via cell and e-mail during most of this time.
- 01/13/12 – Registration for NSYSA Spring League Closes.
- 01/16/12 – Plan on meeting with the NSYSA Development Committee to formalize bracketing for NSYSA Spring League.
- 01/21/12 – Plan on attending D4 BOD Meeting

**Fall Season 2011:**

I have finalized the League Standings and also the Tom Higby Sportsmanship Awards for the Fall 2011 Season. This information has been provided to each of the member Club/Association Presidents (cc D4 BOD) and is also available on the D4 website. I have also distributed all the league awards (1<sup>st</sup> Place, 2<sup>nd</sup> Place, Sportsmanship) to club representatives at the Dec NSYSA BOD Meeting. I do still hold the awards for BSC, CKSC as no representatives attended the NSYSA meeting. I also hold the one set of awards for the PA Team that participated this fall in the D4 Rec League. I hope to have all these distributed by the end of the month. All clubs have been reminded to let the District know of any plans their club may have concerning any award ceremony's as the District would like to have a representative present at such activities.

**Recreational Cup 2011:**

District IV just completed the hosting of none (9) 2011 Washington Youth Soccer Recreational Cup Qtr Finals. Of the 20 District IV teams participating in Qtr Final matches across the state this past weekend, we now have 3 moving on to the Semi Final/Final Round of the Tournament.

**NSYSA Spring League:**

The NSYSA Development Committee is moving forward with the planning and implementation of a Spring League for U8 & U10. I have created a new Spring League Application form on the D4 website for this. This application is currently open and will close on Friday 01/13/12. I will be meeting with Ian McCallum and the NSYSA Development Committee on 01/16/12 to finalize the bracketing for this league and then create schedules for this league. NSYSA will be creating its own set of rules for this league as they do not plan on using the same structures specified in the D4 Operating Procedures – Addendum – U10 & Below Rules.

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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.

Disciplinary Committee Report  
December District IV Meeting

Recreational Cup  
Week 11

3 Cautions Upheld  
1 Caution Denied – No name or number furnished

No further District IV matches this Season

Respectfully Submitted,  
Dick Mohrmann

District 4 Recreational Cup Director  
Report for December 10, 2011 BOD Meeting

11/20/11 – With the District Recreational Cup Semi and Finals be played I was able to watch half of three game, 1<sup>st</sup> half of the GU15 Final at Anderson Hill, the 2<sup>nd</sup> half of the GU16 Final at Gordon and the 2<sup>nd</sup> half of the GU11 Semi 2. I was able to present the Awards to the GU16 Champion team and informed the 2<sup>nd</sup> place team that they were moving on to the Quarter-Final round as a Wild Card team. I then went back to Anderson Hill to watch all of the BU18/19 Final and present the Awards to the Champion team.

11/22/11 - Sent a report into Washington Youth Soccer listing all of the teams from District 4 that were moving on to the Quarter-Final round along with the teams POC information. Included was schedule for the 9 quarter final matches being played in District 4.

Over the two weeks between the District 4 Recreational Cup tournament and the Quarter-final round I worked with all of the teams to insure that they knew where they game was at, answering any questions that they had and making sure that they had the correct game roster.

12/3/11 – I was only able to watch part of the GU15 and the 2<sup>nd</sup> half of the GU16 home quarter-final games that were played at Gordon field. Unfortunately no team from District 4 won a quarter-final game on Saturday

12/4/11 - I was down in Vancouver with my GU19 team for our Quarter-final game. We won and the only other District 4 team to win a Quarter-final game was the CKSC BU17 team.

Here's the cost for the fields that we used for the 9 Home Quarter-final games that we had here in District 4.

BIYSC: BU11 game at Woodward on Saturday 12/3/11 90 minutes = **\$30.00** (2 hours)

BU15 game at Battle Point 5 on Saturday 12/3/11 = **\$75.00** (2.5 hours)

Total = **\$105.00**

TSC: GU11 game at Fairground 7 on Saturday 12/3/11 = **\$30.00** (2 hours)

GU15, GU13, GU12 and GU16 games at Gordon 1 on Saturday 12/3/11 = **\$270.00** (9 hours) plus **\$54.00** for the lights (2.7 hours).

BU17 and BU18/19 games at Gordon 1 on Sunday 12/4/11 = **\$135.00** (4.5 hours).

Total = **\$489.00**

This concludes my written report for this meeting.

Respectfully submitted,

Doug Marxen  
District IV Recreational Cup Director

District IV Action Items  
Status as of 12/06/11

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**11/15/10 - Action Item** – **1<sup>st</sup> 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 1<sup>st</sup> Alt Commissioner. Recommended this be done in the March time frame.

**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 1<sup>st</sup> 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.

**11/19/11 - Action Item** – **Administrator** – Change next D4 BOD Meeting from 12/17/11 to 12/10/11).

**Status:** Pending

**Update** – 11/27/11 – Completed.

District IV Action Items  
Status as of 12/06/11

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**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

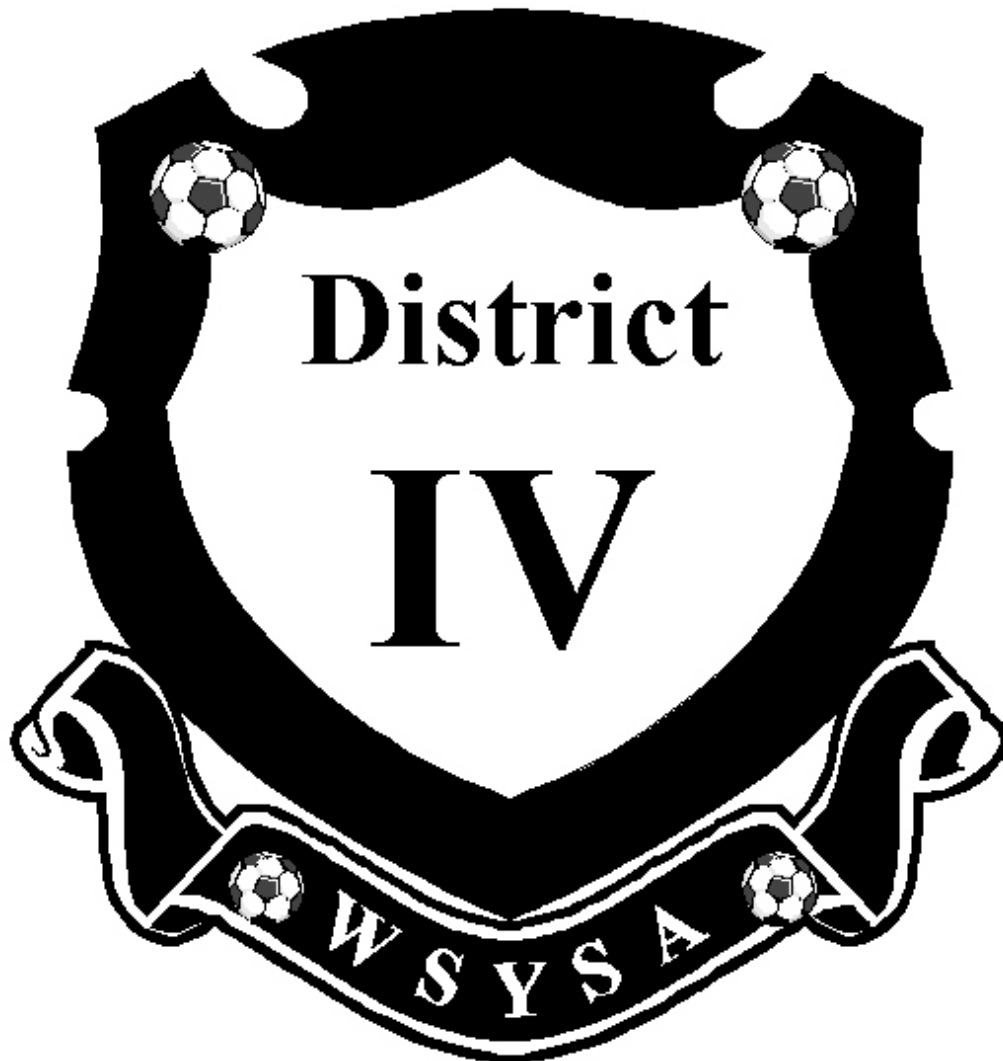
**11/19/11 - Action Item** – **Commissioner** – E-Mail KPSRA President to commence coordination of the negotiation process for development of a new contract.

**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

# WSYSA



# CONSTITUTION

AMENDED MARCH 20, 2004  
Proposed October 03, 2011

# **WSYSA DISTRICT IV CONSTITUTION**

## **ARTICLE I - NAME AND DURATION**

**Section 1 -** The District IV Soccer Association, Inc., herein referred to as the 'District' is a non-profit corporation, organized and existing under the laws of the State of Washington and the United States.

**Section 2 -** The duration of this corporation shall be perpetual.

## **ARTICLE II - OBJECTIVES AND PURPOSE**

**Section 1 -** The objectives of the District are to:

- A. Promote and further develop the game of soccer within the District.
- B. Organize and govern the game of soccer for youth within the District boundaries.
- C. Assign administrative responsibilities to member organizations.
- D. Establish uniform rules and regulations applicable to youth soccer competition in this District consistent with the principles and laws of the Federation International De Football Association (FIFA, the World Governing Body for Soccer), those of the United States Soccer Federation (USSF, the National Governing Body of Soccer, Affiliated with FIFA), those of the United States Youth Soccer Association (USYSA, a division of the USSF), and those of the ~~Washington State Youth Soccer Association (WSYSA)~~ Washington Youth Soccer.
  1. Where conditions and circumstances prevent full compliance, the District shall effect deviations within the principles and ethical guidelines set forth by ~~WSYSA~~ Washington Youth Soccer for the good of the players.
- E. Provide programs for the membership as required.
- F. Administer and conduct District competitions as required.
- G. Represent this District in all matters of organized youth soccer with regard to ~~WSYSA~~ Washington Youth Soccer and interested parties.

**Section 2 -** The purposes of the District are educational and include the following:

- A. To provide non-profit, public educational soccer competition
- B. Teach and train players, coaches, and referees.
- C. Teach through the game of soccer, sportsmanship, physical health and mental alertness.

**Section 3 -** The boundaries of the District shall be determined by the boundaries of the member Associations and their physically defined boundaries.

### **ARTICLE III - DISTRICT COLORS**

**Section 1** - The representative colors of the District shall be purple and white.

### **ARTICLE IV - JURISDICTION**

**Section 1** - The District shall have jurisdiction over all its member association, including their member clubs and teams, as well as players, coaches and administrators.

### **ARTICLE V - AFFILIATION**

**Section 1** - The District shall be a member of ~~the Washington State Youth Soccer Association (WSYSA)~~ Washington Youth Soccer, the United States Youth Soccer Association (USYSA), and the United States Soccer Federation (USSF).

### **ARTICLE VI - FINANCIAL POLICY**

**Section 1** - Each member association desiring non-profit status (registered charitable organization) must obtain it independently from the State of Washington (Olympia) and the Internal Revenue Service.

**Section 2** - District IV specifically disclaims financial responsibility from and shall not assume nor be held liable for, the debts or the financial obligations, either expressed or implied, of any affiliated association, club or team, or any of the coaches, managers, officers, or members of any affiliated association, club or team.

### **ARTICLE VII - ADMINISTRATION**

**Section 1** - The governing authority of the District shall be vested in the District Board of Directors.

**Section 2** - The District Board shall have the authority from time to time to issue instruction necessary to interpret, clarify or further define its constitution, by-laws, operating procedures, rules of competition, disciplinary procedures and other matters of concern.

**Section 3** - The District Board shall be comprised of the Executive Board and the Association Representatives (each member association having one (1) representative).

**Section 4** - The Executive Board and the Board of Directors shall be governed by the constitution and the by-laws except when these are superseded by those of ~~the Washington State Youth Soccer Association (WSYSA)~~ Washington Youth Soccer.

**Section 5** - The Executive Board shall be comprised of the duly elected District Officers.

## **ARTICLE VIII - MEETINGS**

- Section 1 -** Meetings of the District Board and those of the Executive Board are considered business meetings and shall be called as defined in the by-laws. Board meetings shall be held no less than four (4) times per calendar year.
- Section 2 -** The annual general meeting (AGM) of the District shall be held for the primary purpose of election of the Executive Board (officers) and acting on proposals to modify the Constitution of the District. This meeting shall be held during the first quarter of each calendar year, prior to the WSYSA AGM.
- Section 3 -** All meetings of the District shall be conducted using the recent edition of "Robert's Rules of Order" as a guide.
- Section 4 -** Notice of business meetings shall be given no less than ten (10) and no more than ninety (90) days prior to the date of the meeting. Notice shall include the date, time, and location. In the case of a special meeting called by the District Commissioner, notice shall include a summary of the business to be transacted.
- Section 5 -** The District shall maintain adequate and correct accounts, books and records of its business and properties. All of such books, records and accounts shall be kept by the Officer directed as responsible. All records shall be open to inspection for the Directors in a manner defined within the by-laws.

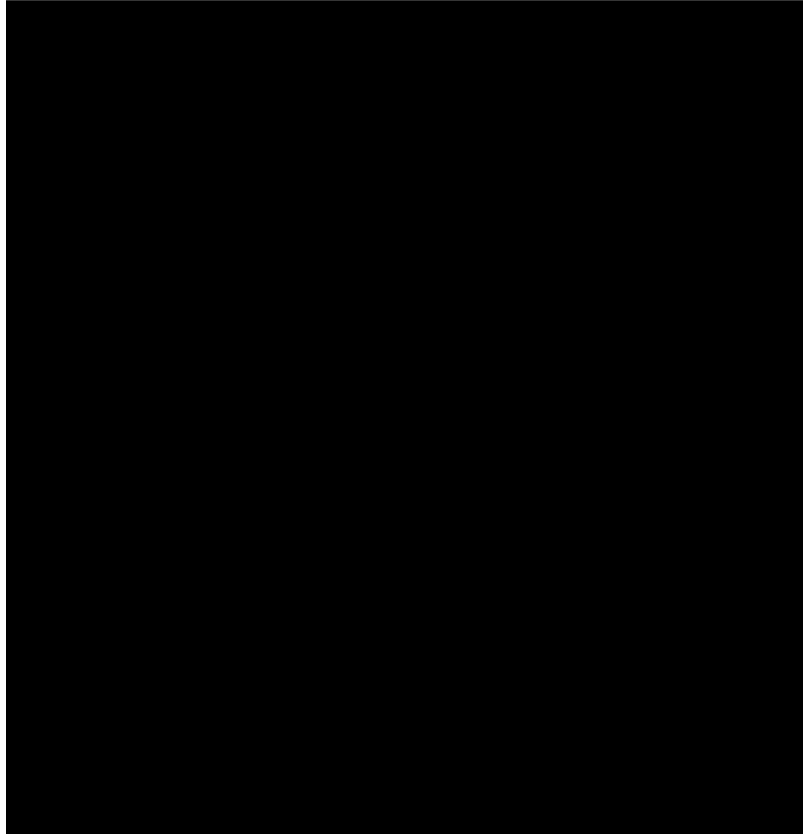
## **ARTICLE IX - AMENDMENTS TO THE CONSTITUTION**

- Section 1 -** All members of the District Board shall be given a written notice of proposed amendments to the Constitution at least 30 days in advance. Passage of constitutional amendments shall require an affirmative vote of 3/4 of the voting members present at the AGM provided there is a quorum present. Such amendments shall become effective at the adjournment of the AGM.

## **ARTICLE X - ORDER OF BUSINESS FOR THE AGM**

- Section 1-** The minimum agenda items for the AGM shall include: Roll call; acceptance of minutes; reports of officers and committees; old/unfinished business; Constitution, by-laws and rule change proposals; New Business and Elections; Good of the Game

# **WSYSA DISTRICT IV**



# **BYLAWS**

**Revised 08/13/08  
Proposed 10/03/11**

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# **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, Administrator of the Year, and Young Referee of the Year;
  - f. Sign orders on the Treasury.
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 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 Youth Soccer Annual College Scholarship Application



**Deadline:** Applications for the scholarship must be postmarked no later than February 28<sup>th</sup>. If the application is postmarked after this date, it will not be considered for action.

**Eligibility:** Applicants must have been a member of/affiliated with District IV Youth Soccer as a registered player, coach, officer, administrator or referee during the year prior to the application being received. The applicant must have a cumulative GPA of at least 3.0 on a scale of 4.0.

**Terms:** Scholarships will be awarded to one male and one female soccer player who are in their senior year of high school or equivalent. Scholarships are only to be used for tuition, fees, books, supplies, and room and board at a college, junior college or technical institution. Early disbursements of scholarship amounts will not be allowed. No disbursement will be made directly to the student, parent or any third party. All disbursement of scholarship monies will only be made directly to the college or technical institution. At any time that District IV deems there are not sufficient funds in the bank outside of operating funds then District IV may choose to not offer the scholarship for a given year.

**Application:** By completing this form, the student will submit an application for a scholarship in the amount of \$250.00 for the period August through May of the school year in which the student is applying.

*Example: Application received by February 28, 2006. Award will be approved and announced in April 2006 and issued to college or technical institution for school year August 2006 – May 2007.*

The application must be postmarked no later than February 28<sup>th</sup> at the District IV address listed below. All items must be fully completed for consideration of the application. Print legibly and use ink or fill out the form on the computer.

**Documentation required:** Scholarship application (completed in full and with necessary signatures), two letters of recommendation, a cover letter from the applicant, a list of activities that the applicant has participated in and the applicant's GPA documentation.

**Mail to:** WSYSA District IV Youth Soccer  
Attn: Scholarship Application  
PO Box 2281  
Silverdale, WA 98383

**Questions:** You can direct your questions to the WSYSA District IV Administrator via phone at (360) 698-4413 or email at [administrator@d4soccer.org](mailto:administrator@d4soccer.org).



# WSYSA District IV Youth Soccer Annual College Scholarship Application



1. Name \_\_\_\_\_
  
2. Address \_\_\_\_\_
  
3. Institution Attending \_\_\_\_\_
  
4. Date of Birth \_\_\_\_\_
  
5. Phone Number to best be reached \_\_\_\_\_
  
6. Father's Name \_\_\_\_\_  
Address \_\_\_\_\_
  
7. Mother's Name \_\_\_\_\_  
Address \_\_\_\_\_
  
8. Include with this application two letters of recommendation as follows:
  - a. School Administrator, Counselor, Teacher or Coach
  - b. One other person not involved in the school, i.e. minister, family doctor or a professional friend who is not a relative.
  
9. A letter written legibly or typed by the applicant stating the reasons for applying and any other pertinent facts that may be helpful. Please keep your letter fairly brief.
  
10. A list of all community, church and school activities.
  
11. \_\_\_\_\_  
(Signature of Applicant)
  
12. \_\_\_\_\_  
(Signature of Parent or Legal Guardian)

**WSYSA District IV Annual Report Policy**

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**1. POLICY**

It is the policy of District IV to follow all official directives/rules/regulations issued by Washington Youth Soccer 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.

**WSYSA District IV Annual Report Policy**

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- 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.

**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.