

RAMONA SOCCER LEAGUE BYLAWS

As members of CYSA-South, we understand and accept that this affiliation implies our consent to abide by the Constitution, Bylaws, and Rules and Regulations of CYSA-South and the U.S. Soccer Federation (USSF), and all directives of the governing boards of these bodies.

ARTICLE I - MEMBERSHIP

- A. Membership shall be open to all interested individuals and be classified as a Regular Member or Voting Member.
 - a. Regular Member - Any registered player with the Ramona Soccer League.
 - i. A Regular Member has no vote.
 - ii. A youth becomes a registered player within the Ramona Soccer League by payment of a fee (as determined by the board) and with verification of age, generally during a registration period.
 - b. Voting Member - Any parent/guardian of a Regular Member or any coach (who remains in good standing, as pertaining to the Coaches Agreement) with the Ramona Soccer League.
 - i. Only voting members or direct relatives of regular members are eligible to hold Board positions.
 - ii. Eligibility is based on active registration at any time during the past two seasons of play.
 - iii. Any coach or assistant coach who has been removed from their position, or any person who has been asked to not return to the fields for any reason shall not be eligible to serve on the RSL or Intra FC board in any capacity.
- B. Organized teams living outside the boundary area of the Ramona Unified School District must have Board approval to register in the Ramona Soccer League.
- C. No team may have more than 1/3 non-residents without Board approval. A resident shall be defined as anyone living within the boundaries of the Ramona Unified School District.
- D. Intra teams shall be financially self-supporting. Each team player will pay a fee set by the Board to pay for field maintenance, lights, pictures, etc.

ARTICLE II - MEETING, COMMITTEES, TRIAL BOARDS PROCEDURES

- A. It is the responsibility of the Board to establish policy and maintain consistency. Board Members are required to attend monthly board meetings.
 - a. It is the responsibility of every Board Member to notify the President or Secretary if they are not going to attend a board meeting, at least one week prior to the meeting or as soon as practical.
 - b. Having missed a meeting and in order to remain informed, it is the Board Members responsibility to obtain the minutes, draft or final, of the missed meeting prior to attending the next scheduled board meeting.
 - c. Any Board Member missing two consecutive monthly meetings without being excused shall be asked to resign their position on the Board. Should the resignation not be given by the third consecutive monthly meeting, the Board Member will be removed by a two thirds vote of the Board of Directors.
 - d. To be able to have proper staffing at RSL Board events, it is a requirement of each member of the Board of Directors to commit to at least 2 hours of volunteering at each event the Board hosts to include but not limited to: opening/closing ceremonies, picture day,

assessments or selection of division teams. If the time requirement cannot be met then the board member will not be eligible for their player refund during that season. If there are extenuating circumstances then those can be discussed with the President, VP, and Secretary to determine an alternative.

- B. Most business of the Ramona Soccer League may be conducted in an informal manner; strict parliamentary procedure generally need not be followed at meetings. However, if desired by the majority of members present at any meeting, Robert's Rules of Order (most recent version) shall govern where applicable and where not inconsistent with these Bylaws.
- C. Annual elections shall be held at the December meeting of the Board of Directors (all current voting members are eligible to vote). Responsibilities are to take effect immediately.
 - Elections are to take place in person, with a paper ballot.
 - Ballots are to be counted in an open setting, not behind closed doors, with relevant parties present.
 - The use of an outside, neutral party mediator may be used to ensure an honest election.
 - After an election ballots will be maintained until after the next board meeting in January. If the election is not contested, ballots then may be disposed of.
- D. During the month of January, a Budget Committee, consisting of at least three (3) Board Members and chaired by the Treasurer, will meet to establish an annual operating budget. The proposed budget will be presented for discussion and approval no later than the March meeting.
- E. The President shall call the Board meeting at least once per month, unless contact between the President and other Board Members indicates an additional meeting is necessary. A quorum of at least six is required to constitute a Board Meeting. If the President is not available to run a meeting, then the Vice President shall do so. If the President and Vice President are unavailable, then the Secretary will chair the meeting. If all of the Board members listed above are unavailable, then no official meeting may be held. Members of the Board are required to be at meetings in person unless out of town or an emergency occurs, in which case a video call link can be provided. In the event there are ever restrictions again preventing public meetings from taking place, then meetings can be held remotely via some sort of video call (Skype, Zoom, Google Meet) as long as the quorum can still be met.
- F. The Trial Board will be composed of and limited to the following Board Members: President, Vice President, Administrator of INTRA FC, Secretary, Director of Coaches, Director of Referees, and the Division Rep of the division involved. The Trial Board will adhere to the CYSA manual on protests and appeals, a copy of which will be made available on request. Results of a Trial Board will be presented to the Board of Directors Immediately
 - The Trial Board shall meet and decide all protested games, red cards and any other grievances after hearing testimony from the referee, coaches, and other interested parties as prescribed by the current CYSA guidelines for trial boards. The decision of the trial board shall be final and its deliberations regarded as confidential. (See Article II-F) The results of a trial board shall be presented to the Board of Directors (BOD) immediately.
- G. An independent audit or accounting review of the Recreational & Intra accounts may be completed on an biannual basis (once every two years) by March 1st to be discussed in the January meeting.
 - The President shall determine access to codes and keys for building and shipping containers. The Director of Fields is given the responsibility for maintaining keys and codes and maintaining a log for who has keys.

ARTICLE III - BOARD OF DIRECTORS

- A. The Board of Directors, (the Board or BOD) of the Ramona Soccer League (RSL), shall constitute the governing body of the RSL. The BOD shall be responsible for organizing the League and managing the affairs of the RSL, according to these Bylaws. If occasions arise that are not fully covered by these rules the RSL Board has absolute power to decide such cases.
- B. The Board shall be composed of members of the recreational branch of the League, as well as the

members of the INTRA Football Club who are not on the RSL Board in another capacity.

- a. President
- b. Vice President
- c. Secretary
- d. Treasurer
- e. Director of INTRA FC
- f. Registrar
- g. Registrar of INTRA FC
- h. Director of Referees
- i. Division Representatives (1-3, 4, 5, 6, 7, 8)
- j. Director of Coaches
- k. Director of Coaches of INTRA FC
- l. Director of Field Maintenance
- m. Director of Fundraising/Public Relations
- n. Director of Adult Soccer
- o. Club Administrator of Team Managers/Parents
- p. Safety and Compliance Officer

- C. The term of office for board members shall expire at the December elections, after serving two years on the board, beginning immediately at the time of election. The retiring Treasurer will have 30 days to bring the books to date, and work with the incoming Treasurer to transfer all accounts, email access, accounting software access, post office box keys, and share other responsibilities to ensure a smooth transition.
- D. Terms for RSL Board members are staggered to prevent a full change of the Board at one time.
 - a. President, Secretary, Registrar, Director of Coaches, Director of Fundraising/Public Relations, Division Rep. 4, Division Rep. 6, Division Rep. 8, Director of Adult Soccer, Club Administrator of Team Managers/Parents are up for election in even years (e.g. 2026).
 - b. Vice President, Treasurer, Director of Referees, Director of Fields, Division Rep. 1-3, Division Rep. 5, Division Rep. 7, Director of INTRA FC, Registrar of INTRA FC, Director of Coaches of INTRA FC, Safety and Compliance Officer are up for election on odd years (e.g. 2025).
- E. The President, Vice President, and Treasurer may not be related in any way or a member of the same household. Blood relations are family members extending to mother, father, brother, sister, son, daughter, and grandmother or grandfather. Marriage relations can include spouse, son or daughter-in-law, and mother or father-in-law. Former spouses are NOT considered to be related. The IRS considers related board members to not be completely independent. Even if the people in question believe they are not subject to influence by virtue of that relationship, the IRS considers it to be a conflict-of-interest that impacts the charity. The IRS requires that public charities have at least 51% of the voting members of the board of directors be unrelated.
- F. Board decisions shall be determined by a majority of the Board Members present. The President's or Acting President's (Chair of Board meeting) vote will not be included where a majority vote is established, but will be included only to break ties.
- G. Any RSL Board Member may be removed after a motion of dismissal is properly agendized, presented and seconded, and is approved by a two-thirds vote of those present
- H. Any RSL board member that resigns, leaving the board in bad standing shall not be allowed to sit on the Ramona Soccer League board in the future
- I. Any coach or assistant coach who has been removed from their position, or any person who has been asked to not return to the fields for any reason shall not be eligible to serve on the RSL or Intra FC board in any capacity.

- J. The RSL Board shall maintain adequate and correct accounts, books and records of its business and properties. All of the books, records and accounts shall be kept in a safe place as determined by the BOD.
- a. Financial records shall be made available in accordance with disclosure requirements of California state and federal law.
 - b. All checks, drafts, notes, bank accounts, money payments and evidence of indebtedness issued in the name of RSL shall be signed or endorsed by such person or persons and in such manner as provided for in these Bylaws.
 - c. The BOD shall prepare an Annual Report of Statement and present it to the membership. Usually this is accomplished by publishing a financial statement on the League website.
 - d. The BOD shall file applicable tax reporting as required by law for a non-profit organization, this is the responsibility of the Treasurer. Taxes follow the fiscal year from May to June. Taxes MUST be filed by October 15th of that year. The State of California requires us, on top of our taxes, to fill out and file a Registration Renewal Fee Report (Form RRF-1), with applicable fees that shows we filed our IRS 990 form with the Federal Government.

ARTICLE IV - DUTIES OF THE BOARD OF DIRECTORS

- A. **President** - The President shall have the ultimate responsibility and authority to conduct the business of the organization within the framework of these By-Laws. He/She shall act as chairperson at all Board of Directors and General meetings. He/She shall oversee all volunteers and appoint special committees that the Board of Directors deem necessary to carry out the function of the League. He/She shall be the Liaison person with the governing body (CYSA-S). He/She shall have the power to make purchases on behalf of, incur indebtedness for, or otherwise obligate the league up to a maximum amount of \$400.00. These purchases must be approved at the next board meeting and must be accompanied by a check request or a receipt, or purchase using the RSL credit/debit card. It is recognized that this maximum amount shall be consistent with the total financial picture of the League with additional incorporation of the approved budget and actual income. He/She will be one of the signers on any League bank accounts.

Outline of President Responsibilities:

- a. The President is responsible for opening ceremonies; the President is responsible for creating a committee that the Director of Fundraising/PR will run, the Registrar will be on, and the President will oversee.
- b. The President will be the direct line of contact between the Water District and the Ramona Soccer League.
- c. The President must present the game and practice schedules to the Water District. The President must post all game schedules once the game schedule is approved.
- d. Volunteering (to include but not limited to preparing for the events, in person support, or cleaning up after the events) at each event held by RSL/INTRA.
- e. The President will be present for all assessments and/or drafts for teams along with Director Of Coaches and division representatives
- f. The President is responsible for jersey orders each season, after teams are created and registration closes. The president must obtain jersey sizes, via each division representative. Once the President obtains these sizes no swaps/changes should be made, and no new players shall be added. Once the league obtains jerseys, the President is responsible for organizing distribution of jerseys to Head coaches.

- B. **Vice President** - Shall act as President in the President's absence. The Vice President, with support from the Director of Fields, shall be responsible for supervising the preparation of the league practice and playing schedule for the entire season. Such schedules shall be subject to approval of the BOD. He/She will chair any Trial Boards. He/She shall also be responsible for the end of the season awards. He/She shall co-chair a committee tasked with producing the League's schedule to be published on the League's website. He/She may be one of the signers on any League bank accounts.

Outline of Vice President Responsibilities:

- a. The VP is co-chair for opening/closing ceremonies; VP is responsible for creating a committee that the Director of Fundraising/PR will run, and the VP will oversee.
 - b. VP is responsible for league photos. VP must find and book a photographer. Book them for the beginning of the season and get approval from the board on dates and prices for photographers. VP must Organize and run photo day and choose a spot for photos to be taken. Once pictures are obtained, the VP is responsible for organizing distribution to all Head Coaches.
 - d. Volunteering (to include but not limited to preparing for the events, in person support, or cleaning up after the events) at each event held by RSL/INTRA.
- C. **Secretary** - The Secretary shall chair a meeting of the BOD in the absence of both the President and the Vice President. The Secretary will be responsible for the preparation and distribution of all meeting minutes. Meeting minutes will be available 14 days post BOD meeting. He/She will keep files on all incoming and outgoing correspondence. He/She will assist the President in handling correspondence and follow-up of assigned duties and agendas of other Board members. He/She may have access to the League post office box and is responsible for distribution of mail to individuals on the BOD. He/She will be one of the signers on any League bank accounts. The Secretary is responsible for ordering trophies and medals for the league. The Secretary must obtain a trophy company to provide what is needed and get board approval for purchase. Once trophies arrive to the league the Secretary will co-chair with the Director of Fundraising/PR the organization and distribution of trophies and medals to Head coaches. The Secretary shall be responsible for maintaining all usernames, passwords, and access credentials for the League's official email accounts, website(s), and social media platforms. The Secretary and/or Treasurer shall be designated as backup authenticators or secondary administrators on all League digital accounts to ensure continued access in the event of lockout, officer transition, or other administrative need. Any changes to passwords, access credentials, or authentication methods for League accounts must be communicated promptly to the Secretary/Treasurer. All digital account access information shall remain the property of the League and shall be transferred to incoming officers upon change of position. The Secretary shall maintain the Do Not Return/Ineligible List. Information shall be shared only with Board members or officials with a legitimate need to know.

Secretary will assist with

- a. jersey ordering and distribution
 - b. helping to plan and organize photo day
 - c. assisting with opening and/or closing ceremonies
 - d. Volunteering (to include but not limited to preparing for the events, in person support, or cleaning up after the events) at each event held by RSL/INTRA.
- D. **Treasurer** - The Treasurer shall keep an accurate account of all financial transactions authorized by the BOD and/or the President. He/She shall ensure prompt payment of all invoices/bills presented to the League and approved for payment by the BOD. He/She shall provide a Treasurer's report at each BOD, General and Coaches meeting and be prepared to display the financial records at said meetings. He/She

will have access to the League post office box and is responsible for distribution of mail to individuals on the BOD. He/She shall chair the Budget Committee. He/She shall ensure compliance with reimbursement procedures and proper cash handling procedures for all events where cash transactions (or electronic money transactions e.g. Venmo or credit card) are present. He/She shall promptly make deposits of received monies in League owned bank accounts . All disbursements should be made by check, where that is not possible, either the President or Treasurer may use a RSL credit/debit card for purchases that have been approved by both the President and Treasurer. No petty cash shall be allowed, only cash boxes for sales at any RSL event which upon completion of the event the monies shall be deposited back into the RSL account. No ATM withdrawals of cash FOR ANY REASON. Withdrawals need to happen inside the bank with the President and Treasurer's prior approval. All League financial records shall be kept current using accounting software purchased by the League (i.e., QuickBooks) and will be provided to a professional for tax preparation as required. No pro-bono tax preparation services are allowed. Only use of a RSL Board approved certified tax professional is allowed. Taxes follow the fiscal year from June to May. Taxes MUST be filed by October 15th of that year. The State of California requires RSL, in addition to the filing of our taxes, to fill out and file a Registration Renewal Fee Report (Form RRF-1), with applicable fees that shows that RSL has filed IRS form 990 with the Federal Government. The Treasurer shall keep accurate records of all INTRA team accounts and records shall be kept current using accounting software purchased by the League (i.e., QuickBooks) Individual team account balances will be presented at each meeting of the BOD and included in the minutes from each meeting. All team accounts must hold a \$200 minimum balance. He/She shall ensure compliance with reimbursement procedures and proper cash handling procedures for all events where cash transactions are present. He/She shall promptly deposit any received money to the League owned bank account and obtain a receipt. He/She shall be prepared to display the financial transaction records of the INTRA branch and any individual team accounts at meetings of the BOD or upon request by any member. The Treasurer will also ensure proper accounting of any sub accounts (I.E. team accounts in Playmetrics) through the monthly reconciliation of these accounts and reflect the balance changes in Quickbooks. All RSL/INTRA email accounts and passwords will be maintained by the Secretary or Treasurer, he/she will be responsible for assigning email addresses and passwords to all board members. The Facebook account passwords will be maintained by the Secretary or Treasurer, who will connect with the Director of Fundraising/PR to ensure they have the information they need to run the account. The Treasurer will be volunteering (to include but not limited to preparing for the events, in person support, or cleaning up after the events) at each event held by RSL/INTRA.

- E. **Director of INTRA FC:** The Director of Intra FC shall chair any meetings of the Intra committee. He/She shall be responsible for submitting Intra FC field schedule requests to the President and Director of Fields. Such schedules shall be subject for approval of the BOD. He/She shall chair any Intra Trial Boards. He/She shall chair any Intra committee meetings. He/She shall be responsible for attending meetings of the Governing League (i.e., Presidio) and the filing of documents with that organization. Volunteering (to include but not limited to preparing for the events, in person support, or cleaning up after the events) at each event held by RSL/INTRA.
- F. **Registrar** - The Registrar shall maintain an accurate roster of all teams in the League. Such rosters shall be the official League records for coaches, administrators and players for addresses and phone numbers. Primary focus consists of all activities regarding players. He/She shall be thoroughly familiar with registration procedures and roles of the governing body (CYSA-S), including validation requirements (i.e., copy of Birth Certificates) for the League, and complete CYSA registration in a timely manner. He/She shall organize dates for player registrations and provide the Treasurer with an accurate accounting of monies received. He/She shall oversee hardship requests to be placed in writing for presentation to the BOD. (Discussions of hardship and BOD decisions will be kept confidential.) He/She shall oversee the team draw or draft (assessments) with the help of the Division

Representatives. He/She shall be responsible for printing of all player cards and administration cards, including All Stars. He/She shall also be responsible for the end of the season awards along with the President and Director of Fundraising. The Registrar will be volunteering (to include but not limited to preparing for the events, in person support, or cleaning up after the events) at each event held by RSL/INTRA.

- G. **Registrar of INTRA FC** - The INTRA FC Registrar shall work in collaboration with the RSL Registrar to maintain an accurate roster of all teams in the INTRA FC. Such rosters shall be the official League records for coaches, administrators and players with addresses and phone numbers. Primary focus consists of all activities regarding players. He/She shall be thoroughly familiar with registration procedures and roles of the governing body (CYSA-S), including validation requirements (i.e., copy of Birth Certificates) for the League, and complete CYSA registration in a timely manner. He/She shall organize dates for player registrations and provide the RSL Treasurer with an accurate accounting of monies received. He/She shall oversee hardship requests to be placed in writing for presentation to the BOD. (Discussions of hardship and BOD decisions will be kept confidential.) He/She shall be responsible for printing of all player cards and administration cards, including All Stars. The INTRA FC Registrar will be volunteering (to include but not limited to preparing for the events, in person support, or cleaning up after the events) at each event held by RSL/INTRA.
- H. **Director of Referees** - The Director of Referees (DOR) deals with all referee issues and contacts with the Referee Association. He/She shall ensure that referees are available for scheduled games and will inform all parties involved when scheduled referee coverage is unavailable. He/She shall keep the League aware of rule changes and changes within the Referee Association. He/She shall maintain a chronological record of yellow and red cards issued during the course of the regular season by team and individual, and notify all parties involved when action is warranted by the BOD. He/She is responsible for disbursement of all monies needed for the Referee payments. He/She will keep official scorebooks and place notice of all team standings on the official League website. He/She will keep an accounting of how many referees work per game day and will give this accounting to the RSL Treasurer as an invoice for monies disbursed. The money for referees will be disbursed to the Director of Referees via check from the Treasurer. He/She shall inform the Referee Assignor of rules specific to RSL. The Director of Referees is responsible for creating the game schedule and practice schedule, after creating the schedule it should be sent over to the President for approval, once the game schedule is approved by the Water District the President must post all game schedules. Before creating a game schedule, DOC must inform the DOR of any coaching conflicts so the DOR can ensure that a coach that has more than one team does not overlap and has ample time to get from one game to another. The DOR will be volunteering (to include but not limited to preparing for the events, in person support, or cleaning up after the events) at each event held by RSL/INTRA.
- I. **Division Representatives** - Will ensure that all teams in their respective divisions have an official coach and team parent. They shall represent their division's coaches and bring forth to the BOD all items that may need clarification, disciplinary action or simple discussion. A Division Rep may not be an active coach in their respective divisions. They will be the focal point for all parties involved when a grievance is presented. A Division Rep will notify all parties of protest procedures. They shall assist with registration. He/She shall assist with the team draw or draft. They shall ensure that coaches and team parents know their duties and provide them guidance in completing assigned responsibilities.

Division Representatives will assist the Vice President with the following duties:

- a. The Division Rep will gather uniform information from each Coach and submit it for order placement with the Vice President.
- b. Assist with coordination of opening/closing day ceremonies (i.e., Jog-a-thon, Raffle. etc.)
- c.

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Assist with coordination of picture day.

- c. Assist with coordination of post-season awards and events.
- d. Assist with coordination of other major fundraising functions, if necessary (i.e., candy sales).
- e. Assist with Assessments (Team selection) for their division before the seasons start
- f. Assist with the distribution of uniforms to their division.
- g. Responsible for maintaining the painting of or getting a volunteer to paint the lines on their division's field/fields on a weekly basis during the seasons.
- h. Division Reps will be volunteering (to include but not limited to preparing for the events, in person support, or cleaning up after the events) at each event held by RSL/INTRA.

J. **Director of Coaches** - The Director of Coaches (DOC) will assist in the development of continuity and consistency in coaching styles between recreational teams. He/She will develop and hold coaches clinics, as well as oversee completion of Risk Management and all Cal South requirements of all coaches, assistant coaches and team managers. The DOC may assist coaches during weekly practice. He/She will attend monthly BOD meetings and report the progress of the coaches and any areas of concern. The DOC will be responsible for notifying all Coaches in the appropriate Division, and the Division Representative immediately when a Red Card is issued in that particular Division. The DOC will establish a liaison with the League's Director of Referees and establish Red Cross CPR & First Aid classes. The DOC must establish a "Point of Contact" with the local legal authorities (Police and Sheriff). Normally such contact can be made by the department's community affairs section. The DOC will schedule meetings as per Article II, paragraph B. The Director Of Coaches will be volunteering (to include but not limited to preparing for the events, in person support, or cleaning up after the events) at each event held by RSL/INTRA.

K. **Director of Coaches of INTRA FC**-The Director of Coaches of INTRA FC will assist in the development of continuity and consistency in coaching styles between INTRA FC teams. The Director of Coaches of INTRA FC must have the following: U.S. Soccer D license or enrolled in the D license course and have at least a year of competitive coaching or served on the RSL board of directors for 1 year while also coaching. He/She must be willing to attend mandatory DOC meetings in Eastvale, Ca or Irvine, Ca, and willing to attend mandatory DOC Zoom meetings as required by SoCal. He/She will develop and hold coaches clinics, as well as oversee completion of Risk Management and all Cal South requirements of all coaches, assistant coaches and team managers. The Director of Coaches of INTRA FC may assist coaches during weekly practice. He/She will attend monthly BOD meetings and report the progress of the INTRA coaches and any areas of concern. The Director of Coaches of INTRA FC shall assist in scheduling meetings as per Article II, paragraph B. The Director of Coaches of INTRA FC will be volunteering (to include but not limited to preparing for the events, in person support, or cleaning up after the events) at each event held by RSL/INTRA.

L. **Director of Fields** - The Director of Fields shall oversee all decisions regarding field conditions and property maintenance. The Director of Fields is given the responsibility for maintaining keys and codes and maintaining a log for who has keys. Assist the Vice President with establishing practice and game schedules. He/She shall determine when field closures are necessary. He/She will keep a record of inventory of property (e.g. goals, nets, field painting machines) and consumables like field paint and report those to the President, Vice President, and Treasurer. He/She will submit a budget of field supplies and equipment needs to the Treasurer annually, or more often as needed. The Director of Fields will order consumables, like field paint, after consulting with the Treasurer. Director of Fields will be volunteering (to include but not limited to preparing for the events, in person support, or cleaning up after the events) at each event held by RSL/INTRA.

M. **Director of Fundraising/Public Relations**- The Director of Fundraising/Public Relations shall oversee

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all major fundraising events for the league with the assistance of the VP and participate in the budget committee as needed. Fundraising events shall include but are not limited to Opening/Closing Ceremonies, League Sponsors, Snack Bar/Vendors, Special Events, and Tournaments (hosted by RSL only, member of the committee). The Director of Fundraising/Public Relations will utilize the RSL account created for FaceBook to maintain all RSL FaceBook accounts, and will not have the RSL FaceBook account connected to their personal account.

Outline of Director of Fundraising/PR Responsibilities:

- a. jersey organization and distribution
- b. helping to plan and organize photo day with the VP
- c. distribution of trophies and medals, will co-chair with Secretary
- d. oversee the planning of opening and/or closing ceremonies with the assistance of the VP
- e. will be volunteering (to include but not limited to preparing for the events, in person support, or cleaning up after the events) at each event held by RSL/INTRA
- f. ensuring signage is up in the community to inform registration is open
- g. advertisement of registration/events via social media, website, local papers, or other means

N. **Director of Adult Soccer**-The Director of Adult Soccer shall oversee, manage, and support all adult soccer programs within RSL. This role ensures that leagues, tournaments, and related activities operate in a safe, organized, and equitable manner consistent with the RSL's mission and bylaws.

Outline of Director of Adult Soccer responsibilities:

- a. Develop, coordinate, and supervise all adult soccer leagues, divisions, and events.
- b. Establish and enforce program rules, schedules, and standards of conduct.
- c. Manage player eligibility and competitive balance across divisions.
- d. Serve as the primary point of contact for coaches, captains, participants, and officials regarding adult program matters.
- e. Resolve disputes, handle disciplinary issues, and recommend sanctions in accordance with organizational policies.
- f. Monitor field usage and coordinate with the RSL President and Director of Fields to ensure appropriate scheduling and field conditions.
- g. Prepare and present program updates, participation data, and recommendations to the Board of Directors.
- h. Collaborate with the Treasurer to develop and monitor the budget for adult soccer programs.
- i. Promote a positive, inclusive environment and encourage sportsmanship across all adult leagues
- j. Volunteering (to include but not limited to preparing for the events, in person support, or cleaning up after the events) at each event held by RSL/INTRA

O. **Club Administrator of Team Managers/Parents**-The Club Administrator of Team Managers/Parents shall oversee all RSL and INTRA FC team parents and managers. He/She shall oversee all individual team parents and managers to ensure their duties are performed correctly. The Club Administrator Team Managers/Parents shall manage INTRA club-wide administrative tasks such as team placement, tournament registration, player cards, and practice field schedules. He/She shall ensure all teams, team parents, and managers comply with the rules and policies of the governing bodies. The Club Administrator of Team Managers/Parents shall ensure all team parents and managers have the required background checks and SafeSport training certification, if necessary. He/She shall be a resource for

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team parents and managers regarding any events and communication from the Board of Directors. Volunteering (to include but not limited to preparing for the events, in person support, or cleaning up after the events) at each event held by RSL/INTRA.

- P. Safety and Compliance Officer-**The Safety & Compliance Officer ensures player well-being by implementing U.S. Soccer's Safe Soccer Framework, managing reporting for abuse/misconduct, oversees background checks and risk management processes for coaches, staff, and volunteers, providing safeguarding training, ensuring adherence to SafeSport rules, and preventing physical/emotional harm to create a safe, inclusive environment, acting as a liaison for local clubs with national standards. Implements and ensures compliance with U.S. Soccer, USOPC, and SafeSport policies and codes of conduct.

Any Board Member not performing their job duties as listed above in the bylaws will be subject to a vote from the Board to remove them from their position after a motion of dismissal is properly agendized, presented and seconded, and is approved by a two-thirds vote of those present.

ARTICLE V- CASH POLICIES

- A. Each committee shall provide an estimate of expenses by the first budget meeting in January of each year with the budget due by the BOD meeting in March.
- B. Each fundraising chairperson and co-chair will provide an estimate of expenses prior to the activity/event they are undertaking. At the conclusion of that activity/event, the chairperson and the co-chair shall provide the Treasurer with an overall statement of monies earned and spent. The Treasurer shall check said statement and verify the statement for accuracy.
- C. Refund policy is as follows:
- a. There is a \$25 processing fee deducted from all refunds. Registration fees are based on a variety of costs and expenses incurred by the league. Because many of these costs must be paid in advance, player withdrawals still result in a cost to Ramona Soccer League.
 - b. Ramona Soccer League recognizes that, from time to time, players may need to withdraw from a sport due to unforeseen circumstances.
 - c. All requests for refunds must be submitted using RSL Refund Request Form on the RSL website and emailed to treasurer@ramonasoccer.com.
Refunds will be considered in accordance with the following timeline:
 - i. Before Team Rosters: 100% (minus \$25 processing fee)
 - ii. After Team Rosters: 50% (minus \$25 processing fee)
 - iii. After Season Begins (Opening Day): No Refund
 - d. All refunds/reimbursements will be sent out following the board meeting each month or when designated by the League
- D. Refunds/Reimbursements must follow the guidelines set up by the board.
- a. All documentation must be completed and submitted to the BOD and Treasurer within the specified timeframe prior to the refund/reimbursement being processed
 - b. All refund/reimbursement requests must be completed on the RSL Refund/Reimbursement Google form (via the website)
 - c. All refund/reimbursement checks must go through a checks and balance process to ensure accuracy of the request being made and final approval for reimbursement will come from the President, Vice President, and/or Director of INTRA FC
 - d. All refunds/reimbursements will be sent out following the board meeting each month or when designated by the League
- E. All teams will surrender any funds to the appropriate Account Manager to be kept in a learn account. Teams will not keep a "slush" fund.
- F. All monies received, through Ramona Soccer League and/or INTRA FC, become property of the

ARTICLE VI - TEAM MANAGEMENT

- A. Recreational coaches and assistant coaches shall be selected from a list of those parties who have indicated a desire to coach. The BOD shall have final approval of all recreational coaches and assistant coaches.
- B. All coaches (Recreational & Intra) will be required to attend meetings as scheduled by the Director of Coaches and Director of INTRA.
- C. Coaches will participate in the assessment process that the league puts on before the beginning of each season. This is where the teams are chosen by the coaches.
- D. Coaches are allowed to pick 3 players (their child included) that they would like on their team, before the draft. After that, the remaining players will be chosen at random. This helps to ensure that teams are more competitive and have a more equal distribution of experienced players.
- E. Coaches are responsible for their players and the teams conduct. Coaches are also responsible for their teams parents and spectators' conduct before, during, and after games and practices.
- F. No two recreational teams may coach from the same side of the field. Sideline will be assigned by RSL prior to the start of the season along with the game schedule.
- G. When conditions exist within a team that reflect poor management, which is not in accordance with these Bylaws and/or not in the best interest of sportsmanship, the RSL Board shall have the power to relieve the team coach or coaches involved and/or to revoke their membership in the Ramona Soccer League.
- H. Names and resumes of all Intra coaches must be submitted to the Director of INTRA FC for approval to coach in the RSL. A committee consisting of the Director of Intra FC, Intra FC Treasurer, Director of Coaches, and RSL President will interview all applicants. The selection process should begin no later than December 15th for younger teams and February 1st for older teams.
- I. Intra traveling teams shall field one team per age division. A second team may be formed if the first team has a full roster. Teams should be placed in different skill brackets, if the teams are new competitive teams they may play within the same skill bracket but different regions (ex. Central, North or South). The quality of remaining recreational teams should always be considered in this decision.
- J. All Intra players must have a signed contract before being registered on an INTRA team.

ARTICLE VII - GRIEVANCE PROCEDURES

- A. In the event a parent, guardian, player, coach or any other person concerned has a complaint to register against a coach, assistant coach, team parent, Board Member or other RSL Official, the parties having the complaint will first bring his/her complaint to the attention of his/her child's coach, who in turn should do his/her best to resolve the problem or grievance. If he/she is unable or unwilling to resolve the situation, then the complaining party shall notify the Director of Coaches and the Division Representative in writing. At no time shall a player, parent or guardian contact the RSL Board directly before he/she has attempted to resolve the problem at the coaches level or directly with the party involved. Only written complaints, including email, will be acted upon by the RSL Board.
- B. Coaching complaint(s) will be handled by the Board accordingly and in no specific order or in combination with one another.
 - a. Notification to the Coach, clarification of coaching conduct will be printed and re-issued, to be

signed and dated by the coach in question.

- b. A verbal warning
- c. A Written warning
- d. Suspension of a game
- e. Removal of volunteer status
- f. Removal from RSL League

If a parent requests to not speak with a Coach or another Coach requests to not speak with a Coach, then the division Rep can stand in as their representative.

- C. The threatening or striking of a coach, an RSL Official, a referee and/or a Board Member will be subject to disciplinary action by the RSL Board or the Trial Board assigned. A Special Board meeting as may be called. All individuals reserve the right to contact law enforcement/legal counsel.
- D. Protests of games shall be presented in writing to the RSL Board within twenty-four (24) hours of the game in question. A filing fee of twenty-five dollars (\$25) will accompany the protest. If the protest is upheld, the filing fee will be returned to the protestor, otherwise, the filing fee will be credited to the RSL treasury.
- E. Disciplinary and special problems concerning team members (players) will be handled in the following ways:
 - a. Coach to contact parent and try to resolve
 - b. Coach to contact Director of Coaches and the Division Rep and try to resolve
 - c. Director of Coaches and the Division Rep talks to the Board
 - d. Board makes the final decision
- F. Any person in a volunteer position either as a coach or an assistant who is removed and or told not to return will not be eligible to hold a position on the RSL Board in any capacity at any time.
- G. RSL Board will always meet in a closed door session away from the public to discuss any grievance and to determine any actions against those who have a grievance against them.
- H. Do Not Return / Ineligible Participation Policy
 - a. The League reserves the right to restrict or deny participation to any player, parent/guardian, coach, volunteer, or spectator whose conduct is determined to be detrimental to the safety, integrity, or operation of the League.
 - b. Individuals placed on the League's Do Not Return (DNR) list are prohibited from participating in, attending, or representing the League in any capacity for the duration specified by the League.
 - c. Placement on the DNR list may result from, but is not limited to:
 - i. Violations of the League Code of Conduct
 - ii. Threatening, abusive, or disruptive behavior toward players, officials, volunteers, or spectators
 - iii. Failure to comply with disciplinary actions or league policies
 - iv. Actions that place the League at legal, financial, or reputational risk
 - v. Decisions regarding placement on the DNR list shall be made by the Board of Directors or a designated disciplinary committee.
 - vi. The DNR list is confidential and shall be maintained by the Secretary. Information shall be shared only with Board members or officials with a legitimate need to know.

ARTICLE VIII- AMENDMENTS

- A. These Bylaws may be amended and approved by two-thirds vote of the members present at a meeting that has been properly announced, only if such amendments have been presented in writing to the Board and/or read to the members at a previous meeting.
- B. Any amendments passed shall be put in the Bylaws, typed-up and given to any member upon request within 30 days, and posted to the RSL web page in the same timeframe.

- C. The revised Bylaws will have a revision date at the bottom of each page to aid in controlling the version of the documents that are being used so as to let people know if they have the most up to date version.