

By-laws of Penns Valley Youth Soccer

1. Election of Officers

Penns Valley Youth Soccer (PVYS) shall annually hold an election of officers to serve on the Board of Directors. The elected positions shall serve two-year terms with President, Coach Coordinator, and Registrar elections held in even years and Vice-President and Treasurer elections held in odd years. Elections shall be held at the Annual General Meeting (AGM) with newly elected officers taking office at the end of the meeting. Each office will be filled by the candidate receiving the most votes.

The nominations for the offices to be elected shall be accepted by the Nominating Committee or made from the floor during the election. All candidates must be presented for consideration to the membership at the AGM.

The Nominating Committee shall be appointed by the President with the approval of the Board of Directors.

2. Appointment of Officers

The PVYS President shall appoint the following positions annually: Referee Administrator, Equipment Manager, Child Protection Advocate and Field manager.

The appointments shall be made at the first regular meeting of the Board of Directors following the AGM. The President shall consider all candidates offered by the Nominating Committee.

The Nominating Committee shall accept nominations for appointed positions as well as elected offices.

3. Board of Directors Duties

President: The President shall be responsible for the operation of PVYS. The President shall preside over all meetings of the membership and Board of Directors. At the first meeting following the AGM the President shall appoint the Referee Administrator and Field Manager.

Vice-President: The Vice-President shall assume the responsibilities of the President in the absence of the President. The Vice-President shall preside over all meetings in the President's absence. The Vice-President shall be responsible for all correspondence for the club and shall keep or direct the keeping of the minutes of all meetings. The Vice-President shall direct or keep records of club meetings, activities and correspondence.

Coaching Coordinator: The Coaching Coordinator shall be responsible for recruitment and training of coaches and Player Development programs.

Treasurer: The Treasurer shall keep or direct the keeping of all financial records for the club. The Treasurer shall be responsible for the proper and legal reporting of the PVYS annual fiscal activities in accordance with local, state and Federal tax codes.

Registrar: The Registrar shall coordinate the registration of all players. This includes the completion of proper paperwork and payment of fees. The Registrar shall coordinate with the Treasurer the accurate recording of the payment of fees by the members and by PVYS for registration of players with PA West Soccer.

Referee Administrator: The Referee Administrator shall oversee the PVYS referee program. This includes recruitment of referees, education programs, and game assignments.

Field Manager: The field manager shall oversee the maintenance of all playing and practice facilities. The field manager will coordinate with the Equipment Manager for the purchase of all supplies needed for the maintenance of facilities.

Equipment Manager: The Equipment Manager shall be responsible for the purchase of all supplies, uniforms and equipment for PVYS. The Equipment Manager shall coordinate with vendors to identify the most economical purchasing opportunities for the club.

Child Protection Advocate: The Child Protection Advocate shall be responsible for obtaining all required volunteer clearance paperwork and coordinating clearances with PA West.

4. Hearing and Appeals

PVYS recognizes the rights of its members to have a fair hearing regarding any matter of discipline; the club also recognizes the right of its members to appeal any decision made by PVYS pertaining to them directly.

All disciplinary hearings shall be held using the following procedures: All hearings shall be heard by a hearing panel appointed by the President with the approval of the Board of Directors. The accused shall be notified in writing as to the date, time, location and reason for the hearing, as well as all evidence to be presented against them in accordance with USSF Bylaw 701. Notice shall be provided by certified mail no less than 14 days prior to the scheduled date. The accused shall have the right to present evidence in defense, use the help of counsel, and confront their accuser. The decision of the hearing panel shall be mailed by certified mail within 10 days of the hearing date. The decision should include all evidence considered and the reasoning for the decision.

Appeal of disciplinary hearings shall be held using the following procedures: Appeals of disciplinary matters shall be made in writing by certified mail to the Board of Directors within 10 days upon receipt of the findings of the hearing panel. The Board of Directors must schedule the appeal hearing within 30 days of receipt of the appeal. The appeal hearing must afford all parties involved the same privileges as outlines in the disciplinary hearings section of this item. The findings of the appeal hearing shall be mailed by certified mail within 10 days of the hearing date. The decision should include all evidence considered and the reasoning for the decision. All decisions of the Board of Directors will be final.

Appeals of non-disciplinary decisions shall be heard by the Board of Directors. The appeal must be made in writing by certified mail to the Board of Directors. The letter should include the reason for the appeal and any evidence believed to be relevant to issue at hand. A hearing shall be scheduled within 30 days of receipt of the appeal; issues that are subject to a deadline must be dealt with prior to that deadline. The appeal hearing must allow all parties to present evidence on their behalf. The finding of the appeal hearing shall be mailed by certified mail within 10 days of the hearing date. The decision should include all evidence considered and the reasoning for the decision. All decisions of the Board of Directors will be final.

5. Risk Management

PVYS recognizes the need for a comprehensive risk management program to protect the club and its members and employees.

- a) All employees and volunteers must supply the Child Protection Advocate with current Act 34 and 35 documents from the Commonwealth of PA.
- b) All employees and volunteers agree to always have another adult with them when working with children.
- c) PVYS will use the following safety standards for all games and practices:
 - a. All goals shall be anchored at all times.
 - b. The field shall be checked for debris and uneven playing surface. Debris shall be cleared before use; playing surface issues shall be given to the Field Manager and activity moved away from the dangerous area.
 - c. All PVYS teams shall have a med kit with them at all practices and games.
 - d. All volunteers shall complete concussion training as provided by PA West.

6. Fees

The Board of Directors of PVYS shall determine the registration fees for the seasonal year upon recommendation of the Treasurer. The fees shall be approved by 2/3 vote of the Board of Directors at the last regular Board of Directors meeting prior to the AGM. The fee shall be presented to the membership at the AGM. The fee shall be determined based on the operating costs of PVYS and projected membership totals.

Approved and Adopted on 6 November, 2017

President – Tounine Mayer

Vice-President – Joni Hubler

Treasurer – Betsy Quigley

Registrar – Heather Card

Coach Coordinator – Matthew Tomrell