



Bylaws

Peak Football Club

A Member Affiliate of New Mexico Youth Soccer Association

Peak Football Club is a member affiliate of New Mexico Youth Soccer Association, (NMYSA) who is the youth State Association for the United States Soccer Association, (USSF), and member State Association of US Youth Soccer Association, (USYS). Peak Football Club has developed these bylaws in accordance with the bylaws and policies set forth by NMYSA, USSF and USYS. In the event of a conflict of bylaws or rules established by Peak Football Club, the higher authority will supersede.

2.0 Board of Directors

2.01.01 Board of Directors Offices

The Board of Directors of the Peak Football Club shall consist of the following:

- A. President
- B. Vice President/Field Equipment Director
- C. Secretary/Treasurer
- D. Other offices may be added by the Board of Directors
 - a. Registrar/Scheduling Director
 - b. Coaching Director
 - c. Referee Director

2.01.02 Responsibilities and Authority

- A. The Board of Directors shall be responsible for and have sole authority for the following:
- B. Establishing policies and enforcing and interpreting the Constitution, Bylaws, General Procedures and Specific Rules.
- C. Approving the registration of all players and fees.
- D. Approving the registration of all coaches, assistant coaches, and managers, (adult participants).
- E. Setting procedures for the creation of and approval of all teams and sponsors.
- F. Setting procedures for and approving the participation of all teams in all games.
- G. The formation and/or operation of all tournaments within the territory.
- H. Shall from time to time make temporary changes to General Procedures and/or Specific Rules for specific cases or occasions not otherwise provided for in the Bylaws, General Procedures and Rules, but which are deemed necessary by the Board of Directors to carry out the objectives of this Association.
- I. Shall have the right for just cause to suspend, bar completely, or otherwise discipline any player, coach, manager, team assistant, league officer or other persons who are affiliated or associated with Peak Football Club, with a right to appeal.
- J. Shall, along with other Boards in the District, elect the District Commissioner and have the authority and responsibility to remove the District Commissioner if he/she fails to represent the needs of Peak Football Club at New Mexico Youth Soccer Association meetings.
- K. In the event of conflict of interest involving a member of the Board of Directors and any teams, league, or clubs, then that member of the Board shall be excused to provide impartiality.
- L. When leaving office for any reason the individual will turn over all equipment, materials or other items belonging to this association to the President or presiding officer within 30 days of leaving office.
- M. Shall ensure compliance with those rules and policies set forth by NMYSA, USSF and USYS.

2.01.03 Duties of the Board of Directors

- A. President — shall, subject to the control of the Board of Directors, exercise general supervision, direction, and management control over the business activities of the Board of Directors. The President shall preside over all meetings of the Board of Directors. The President shall only vote in the event of a tie. The President shall appoint, at the beginning of each season, and subject to the approval of the Board of Directors, the members of and/or the chairperson of any standing or newly formed committees. She/He shall have such other powers and duties as may be prescribed by the Board of Directors of Bylaws. The President shall be



responsible for setting agendas for all Board of Directors meetings, and the preparation of the Annual Report to be submitted at the Annual General Meeting of the New Mexico Youth Soccer Association (NMYSA).

- B. Vice-president/Field Equipment Director — shall, in absence of the President, preside over and conduct meetings of the Board of Directors. The Vice-president shall be responsible in reviewing, revising, and updating League Bylaws. The Vice-president shall be an ex-officio member of all committees. Vice-president shall coordinate and schedule team pictures for all recreational teams. The President may, with the approval of the Board of Directors, appoint an assistant to the Vice-president to fulfill the responsibilities of this office.
- C. Field/Equipment Director — shall be responsible for the preparation of all league fields including marking fields, maintaining nets and scheduling field maintenance throughout the year. The Field Director shall schedule league wide field workdays as required to complete and maintain the fields. Additional duties include ordering equipment - soccer balls, nets and corner flags. Coordinating the watering schedule with city personnel shall also be arranged by the Field Director.
- D. Secretary/Treasurer — shall keep an accurate record of all meetings of the Board of Directors, and maintain the files of the League, including written minutes of all Board Meetings. The Secretary shall give notice to all Board of Directors of meetings and shall secure meeting locations. The Secretary shall organize the Annual League Raffle, including distributing and collecting all money and tickets from league coaches. Shall give receipt for all monies received which shall be deposited in a recognized bank in the name of the League. All accounts shall be paid by check and shall bear two (2) signatures. The Treasurer, the President, the Vice-president and the Registrar shall be recognized signatures of checks by this League. The receipt book and vouchers for accounts (savings/checking) shall be produced when required by the Board of Directors and shall be properly balanced according to the bank book or statement, whichever is currently up to date. The Treasurer will provide current financial statements at all Peak Football Club Board of Director meetings and to NMYSA annual with affiliation. The Treasurer shall also be responsible for preparation of all papers pursuant to and maintenance of the Articles of Incorporation and tax-exempt status of this League. The Treasurer is also responsible for developing the budget, for approval by the Board of Directors, and planning expenditures of this League. The President may, with the approval of the Board of Directors, appoint an assistant to the Treasurer to fulfill the responsibilities of this office.
- E. Registrar/Scheduler
Registrar—shall be responsible for the registration of players, coaches, and teams. The Registrar will certify the registration data and will serve as the authority for this data for insurance eligibility and other purposes. The Registrar shall be responsible for development and maintenance of registration materials to ensure proper completion of all forms, and other requirements consistent with NMYSA, USYS and USSF requirements. The Registrar shall certify the rosters of teams that are to participate in regional competitions, travel rosters, and the select team rosters. The Registrar shall certify the rosters of teams playing in NMYSA sponsored tournaments. The League Registrars shall certify their respective rosters for all other intra-state games and tournaments. The President may, with the approval of the Board of Directors, appoint a Travel Registrar to assist the League Registrar fulfill the Responsibilities associated with tournament, travel and/or select teams. The Registrar must also ensure that all registered players have been entered/registered by their guardian to the NMYSA electronic database.
Scheduler—shall provide scheduling and field designations for all recreational games if applicable.
- F. Coaching Director — shall be responsible for contacting and assigning coaches for all league recreational teams. Additional duties include the issuing and gathering of uniforms for the recreational teams as may be required. The Coach Coordinator shall be the Board of Directors' contact for all coaches. The Coach Coordinator will be responsible for instituting a coaching/playing philosophy that is consistent across all age groups and teams.
- G. Referee Director — shall be responsible for coordinating referee training with the NM State Referee Committee, along with scheduling/assigning qualified referees for all league games. The President may, with the approval of the Board of Directors, appoint an assistant to the Referee Coordinator to fulfill the responsibilities, including completing processing all payments due referees if applicable.
**The President may assign additional duties to any member of the Board of Directors whenever it is deemed necessary.

2.02 Election of Board of Directors

Election of the Board of Directors shall occur at the Annual General Meeting.

2.02.01 Election Requirements/Terms of Office



The election of the Board of Directors shall adhere to the following requirements and procedures:

- A. There will be no limit of the number of (1 year) terms a Board Member may serve.
- B. Each registered head coach, parent/guardian of a registered player in good standing; and Director in good standing shall be entitled to one vote.
- C. Proxy votes are not allowed.
- D. The President shall cast a vote only in the case of a tie.
- E. Election to an office is by majority vote of those casting votes. In the event a candidate does not receive a majority of the votes cast, a runoff election of the top two vote-getting candidates will decide the election. Should the run-off not provide a majority, the presiding officer shall vote to determine the winner.
- F. The term shall be for a period of one year.
- G. The Annual General Meeting will be held annually before June 31, and the Board of Directors terms shall start and end accordingly, on July 1.

2.02.02 Removal of Board of Directors

The removal of any member of the Board of Directors shall adhere to the following procedures:

- A. Shall be requested by a voting member in writing, listing the reasons for such action and filed with the President of Peak Football Club not less than 7 days nor more than 30 days after receipt of the request.
- B. Shall be voted upon by the Board of Directors not less than 7 days or more than 30 days after receipt of the request.
- C. Each Board member shall receive a copy of the request within 7 days of filing.
- D. A two-thirds (2/3) majority vote of the Board of Directors present shall be required to remove a member of the Board of Directors.
- E. The Board of Directors shall elect a replacement within 15 days.
- F. The officer elected in this manner shall fill the unexpired term of the removed board member.

2.03 Meetings of Board of Directors

2.03.01 Board of Directors

Regular meeting of the Board of Directors shall be held each month, March through November. The agenda of a regular meeting shall be as follows:

- A. Call to Order
- B. Attendance
- C. Introduction
- D. Comments from the audience
- E. Acceptance of Minutes
- F. Correspondence
- G. Financial Report
- H. Committee Reports
- I. Old Business
- J. New Business
- K. Good of Game
- L. Adjournment

2.03.02 Call for Special Meetings of Board of Directors

The Board of Directors shall meet for a special meeting whenever the President deems it necessary, or if he/she is directed to do so by two (2) or more members of the Board.

2.03.03 Voting

Voting shall be by majority vote of those present, or by electronic mail. The President shall vote only in the case of a tie.

2.03.04 Quorum



At all meetings of the Board of Directors, fifty percent (50%) of the said Board shall constitute a quorum for the transaction of business.

2.04 Protests and Appeals

2.04.01 Appeals

Every decision rendered by the Association may be appealed as described by NMYSA through the District Commissioner or higher authority. All Referee assault or abuse cases must be submitted to NMYSA within 24 hours of the incident. Only NMYSA will hear cases of Referee assault or abuse with any appeals to USSF.

2.04.02 Protests

Protests regarding the actions of any Peak Football Club member may be made to the Board of Directors in writing. Upon receipt of the protest, the Vice President shall convene a Grievance Committee, the membership subject to Board approval. A copy of the protest will be provided to the person subject to the protest prior to the Committee meeting. A written response to the member lodging the protest will be made within fifteen (15) days of receipt.

2.05 Member Responsibility

2.05.01 Members

All members are responsible for abiding by Peak Football Club rules and procedures, as well as those of higher youth soccer authority, NMYSA.

Any Peak Football Club member threatening harm (verbally or physically) to any Board Member shall be called before the Board of Directors for appropriate sanctions and maybe subject to and NMYSA or SafeSport review.

2.05.02 Falsification of Records

Falsification of records shall be grounds for disciplinary action by Peak Football Club.

2.05.03 Pleas of Ignorance

A plea of ignorance of the Constitution, Bylaws, General Procedures, or Specific Rules of this Association is not sufficient, and violators may expect appropriate action by the Board of Directors.

2.06 Temporary Changes/Additions to the General Procedures and Specific Rules.

Temporary changes/additions shall be made by providing a written description of the proposal to the Board of Directors at least thirty (30) days prior to the effective date of the changes/additions. A majority vote of the Directors is required to approve changes/additions. Temporary changes/additions may be made as described in 2.01.02 (G) by the Board of Directors.

2.07 Dissolution

Should this Association be dissolved, all assets remaining after the full payment of all liabilities shall be turned over to youth sports organizations in the Bayfield and Durango area, or as voted on by the Board of Directors.

2.08 Organization for Competition

2.08.01 This Association will comply with NMYSA, USYS and USSF age divisions for play.

2.08.02 Players will not register in an age group above that for which their age dictates. Consideration of such a request will only be made if it is in the best interest of the player and Peak Football Club. Approval of the Peak Football Club Board is required for such a registration.

2.08.03 All players must register in accordance with Peak Football Club procedure. Players may not participate in any Peak Football Club activity until their registration is complete, as determined by the Registrar.



2.08.04 Developmental and competitive teams may be established in all age groups, pending Peak Football Club approval.

2.08.05 Players will be assigned to a team at random, consideration may be given upon request.

2.08.06 The intent is that all Developmental and Intermediate team players are to be given an equal amount of playing time (which may include tournaments).

2.08.07 All U6 and U8 teams are limited to 3 soccer activities per week.

U10 through U12 teams are limited to 2 soccer practices (3 hours per week) and two regularly scheduled games per week during the regular season with unlimited soccer activities for pre-season and pre-tournament.

U14 teams have unlimited soccer activities.

All scrimmage games (no referee) are considered practice.

2.08.08 A Player may be released from a team by the Coach only if the player is unable to play for one of the following reasons.

1. The player has violated NMYSA, USYS and Peak Football Club or State Disciplinary Rules:

- a) Repeated unsportsmanlike conduct at practice or game sessions.
- b) Repeated unexcused absences. After four (4) unexcused absences from either practices or games, the Coach must notify the League Coaching Director. The Coaching Director will then call the parents(s) or guardians(s) of the player and try to ascertain what the problem is. The Coaching Director will then get back with the Coach and review the discussion with the player's parent(s) or guardian(s). In any event, the player will only be allowed two (2) more unexcused absences and will then be dropped from the team's roster. An unexcused absence shall be defined as "any absence in which the player, parent(s) or guardian(s) neglect to call the Coach and inform him/her that the player will not be present for a scheduled practice or game.
- c) Player or Parental conduct that, if allowed to continue, would have a negative or detrimental impact on the team, club or community.
- d) Other administrative reasons such as human error involving registration matters or exceptions granted by the Peak Football Club Executive Committee.
- e) A player who no longer wishes to play as a registered member.

2. The player has moved beyond a reasonable travel distance. Player moving from area/district of more than forty-five (45) miles, at the time of registration.

3. The player is injured in such a manner that the player will not be able to participate for the remainder of the season.

4. A child may also be dropped from a previously appointed team if he or she has not registered prior to team arrangement for the upcoming season.

2.09 Coaches

The Board of Directors has the right to deny, for good reason, any person the opportunity to coach Peak Football Club teams. All Coaches must be properly registered and vetted with a background check, concussion training and SafeSport training prior to participation in any Peak Football Club programs.

2.10 Uniforms

Peak Football Club will provide or approve uniforms for all Peak Football Club teams, to be used in Peak Football Club sanctioned play. No Peak Football Club team will play in a sanctioned game in other than Peak Football Club approved uniforms. Nothing may be added to Peak Football Club approved uniforms without Board Approval.

2.10.01 Player Equipment

Each Player is required to wear shin guards at all soccer activities.

2.11 Registration Policy



- 2.11.01 When the Registrar submits the rosters to NMYSA in the Fall all rosters are considered “frozen” or “set”. Transfers during the Fall and/or Spring seasons or between seasons are not allowed except under special circumstances.
- 2.11.02 “No recruiting” according to these Bylaws would include City to City teams, Club to City, City to Club. Coaches, assistant coaches, managers, parents, players, etc. are all covered by the “no recruiting” rules and regulations.