

Oregon Youth Soccer Association  
Regular Board Meeting  
September 9, 2008  
Beaverton, Oregon

**1. Meeting called to order by President, Ric Listella, at 6:50 PM**

**2. A quorum was declared by Ric Listella, a sign in sheet was distributed.**

**Board members attending:**

Ric Listella, President	Dan Dieter, Vice-President
David Wagner, Secretary/Treasurer	Al King, Director at Large
Steve Asakawa, District Director	

**Board members via phone**

Steve Meckel, District Director	John Cronkrite, Director at Large
Rick Puckett, District Director	Dick Matti, District Director

**Others attending:**

Chuck Keers, Executive Director	Brian Scott, Member Serv. Director
Scott Enyart, Director Program Services	Kelly Ward, Director Admin

**3. Consent Agenda:**

A motion was made and passed to approve the following consent agenda items:

- Board Minutes from the August Board Meeting.

**4. The following Board and Staff Reports were accepted as presented:**

- Finance Committee Report – Exhibit A
- Vice-President's Report- Attached as Exhibit B
- Executive Director's Report- Attached as Exhibit C
- Member Services Report- Attached as Exhibit D
- Program Services Report- Exhibit E

**4. Board Discussion of Strategic Topics:**

- October Board Retreat
  - Board Members availability was collected and a date will be determined.
- Discussion of small sided games, PYSA Issue
  - The City of Portland will not reformat any their fields for to accommodate small sided games.
  - Committee comprised of Ric Listella, Chuck Keers (chair), Steve Asakawa & Al King to work with the City of Portland and ease the troubles PYSA is having.
- Strategic Plan Update
  - Tabled until next meeting. Chuck will prepare a report and distribute it prior to the meeting.

## 5. New Business

- FY 09-10 Budget Drafting Update
  - David Wagner distributed a summary (copy is available upon request) budget solutions to the FY 09-10 Budget and explained the various options. Looking for Board Member's input on options. Finance Committee will be discussing and making a decision at the next meeting
- Draft Bylaw change for AGM – Removes BOD Term Limits
  - Ric Listella provided background on the drafted Bylaw change (Exhibit G). There is not a majority of support from the Board. Steve Meckel will work on this drafted Bylaw change and bring it back to the Board.

## 6. Old Business

- OYSA Policies
  - Policy Changes and Memo (Exhibit H) had been e-mailed out to Board Members prior for review.
  - Motion made to accept Policies as presented by staff, motions seconded, and passed.

**The October BOD Meeting will be held on October 6, 2008 at 6:30 p.m. in Beaverton at the OYSA Office, conference calling will be available.**

There being no further business, the meeting was adjourned at 8:28 PM.

Respectfully submitted,

Kelly Ward  
Director of Administrative Services

Finance Committee Meeting  
August 21st, 2008

**Internal Controls Policy:**

The Finance Committee conducted its annual review of the internal control policy. Several changes and updates were suggested, Kelly Ward will make the recommended changes and the committee will finalize its review at the next Finance Committee meeting.

**Review of Certificates of Deposits:**

The finance committee discussed the investment of cash reserves in certificates of deposits. It was determined the excess funds should be laddered and invested in short-term CD's, not to exceed 12 months. West Coast Bank also has an investment program (CDARS) which will insure that all investments will be FDIC insured.

The Association collects a significant portion of the fiscal years revenue during the initial quarter of the fiscal year. Kelly Ward will review the operating statements to see if a portion of these revenues should be invested in a short-term certificate of deposit.

**Planning for the 2009-2010 Fiscal Year Budget:**

The 2008-2009 operating project as passed projected a \$205,000 operating deficit for the year. When the budget was passed, it was the goal of the finance committee and staff to prepare a balance budget for the 2009-2010 fiscal year.

The finance committee reviewed a myriad of budget changes prepared by staff for 2009-2010 which would bring the budget back into balance. Additional detail was requested on a number of items which will be reviewed at the next meeting scheduled for September 8<sup>th</sup>, 2008.

The goal is to have a list of items to bring to the September board meeting.

**Operating Results for Fiscal Year ended June 30<sup>th</sup>, 2008:**

The unaudited operating results for the fiscal year ended June 30<sup>th</sup>, 2008 were reviewed. There were variances in a few accounts for which Kelly Ward is going to provide analysis at the next finance committee meeting.

Date: August 29, 2008

To: All Board Members

From: Dan Dieter  
Vice President, Oregon Youth Soccer Association

Re: Vice President's Report for September Board Meeting

## **PROTESTS AND APPEALS**

As of this writing, appeals filed by Westside Metros have not proceeded past the US Youth Soccer Board of Directors. As an organization, we need to find closure for this case.

Brian Scott and I met in August to create a draft for a new and improved 701-1. We agreed that as a policy it should describe 'what' the goal is, and that we need a manual that would detail 'how' to accomplish that goal. We had some technical difficulties, but we managed to get it started. Attached you will find the very rough draft of our work. Please take a look and forward your comments to me.

## **BOARD DEVELOPMENT COMMITTEE**

We have several board members nearing the end of their terms. Please see the attached chart indicating what positions are needing nominations for our next AGM. Please take a look and forward your comments to me.

## **RISK MANAGEMENT**

There are no current issues in the hopper. Brian Scott and I will also be looking at Risk Management Policy 801-1 in an effort to create a similar model as described for Protests and Appeals.

Respectfully submitted,

Dan Dieter  
Vice President  
Oregon Youth Soccer Association  
503-543-5200(H)  
503-453-6761(C)  
[teamdieter@centurytel.net](mailto:teamdieter@centurytel.net)

## POLICY 701-1 GRIEVANCE, PROTEST & APPEALS

### Section 1. Purpose.

The Association will maintain a Grievance, Protest, and Appeal Manual (GPA Manual), which will clearly state the procedures under which adjudication of appeals and other disciplinary matters shall occur.

### Section 2. Definitions.

*Grievance:* a complaint of a general nature, which is not based upon specific rule violation, or upon a specific administrative decision (or lack of decision). General grievances are not handled through protest, appeal, or disciplinary hearing processes. Grievances may be heard on an informal basis by the appropriate authority, and/or the OYSA Board of Directors.

*Protest:* is usually related to a specific game or administrative action, and is filed by one of the involved team officials. Only those teams involved are permitted to protest a game result. Third parties, such as coaches from other teams or league/state administrators, cannot file protests concerning any specific game.

*Appeal:* arises as the result of an adverse decision from a protest hearing, disciplinary hearing, or lower-level appeal. Only those parties to the original action, who are adversely impacted by such decisions, shall be allowed to appeal. An appeal shall not have the effect of "staying" a previous ruling. Previous decisions remain in force, pending the result of the appeal.

*Disciplinary Hearing:* the result of an allegation of misconduct, which is lodged against individuals or entities within the jurisdiction of the convening authority. Only the elected and/or appointed officials of duly constituted clubs, leagues, tournament committees, or OYSA administration may bring charges of misconduct. Referees are recognized as officials of such organizations in matters regarding game misconduct.

*Hearing Committee:* committee established by the Vice President to hear grievances, protests and appeals. The Chairperson for an established committee will be the Vice President, or his or her designee.

### Section 3. Minimum Standards.

A. Proper documentation of all Protests, Appeals, and Disciplinary Hearing matters must be maintained by OYSA, and all actions must be in accordance with the following procedures and time frames.

B. A claim of ignorance of these policies and procedures shall not be satisfactory grounds for the alteration or waiving of such policies or procedures.

C. The chairman of any committee that is established for the purpose of hearing a protest, appeal, or disciplinary matter, shall be familiar with the policies and procedures defined herein.

D. Any hearing of a protest, appeal, or allegation of misconduct must be as the result of a properly submitted written cause of action. No hearing or other administrative action shall result from circumstances or charges that are only communicated verbally.

E. Disciplinary and appellate procedures at all levels (club, league, and state association) must

include fair process and at a minimum, shall include:

- (1) All parties are entitled to a hearing with proper notification.
- (2) Once a grievance, protest, or appeal has been properly filed, the Hearing Committee Chairperson shall notify all involved parties within 5 days of receipt of the grievance, protest, or appeal, the nature of the grievance, protest, or appeal, the names of all parties, a copy of the grievance, protest, or appeal, and the date, time, and place of the hearing.
- (3) A written record (called the official record) shall be kept of the proceedings.
- (4) A written notification of the decision shall be sent to all involved parties within 7 days of the hearing. This notice shall be sent by certified mail, with a return receipt requested.
- (5) All hearings shall be scheduled to be held within 30 days.

#### **Section 4. Jurisdiction.**

There are three levels of jurisdiction:

Level 1: Clubs, Affiliated Leagues and Tournaments. These bodies shall hear original protests, appeals, and allegations of misconduct arising from events, within their jurisdiction. They may also hear appeals of decisions made by directors or officers of their organizations. These bodies shall establish their own protest, appeal, and disciplinary hearing procedure. Such procedures must be in writing and must include notification of the right to appeal to higher authorities and the procedure for doing so, and must be published by the beginning of the seasonal year.

Level 2: OYSA Hearing Committee. Decisions of the Hearing Committee as established by the GPA Program shall be considered final. The GPA Program will operate under the guidance of the GPA Manual, and shall hear:

- (1) all initial allegations of violation of USSF Rules pertaining to referee/linesman assault and/or abuse;
- (2) initial protests concerning violations of OYSA Bylaws, Policies, or Manuals, or rules of sponsored League or Tournament rules of OYSA;
- (3) appeals of Level 1 decisions.

Level 3: US Youth Soccer Association

- (1) For matters involving the Olympic Development Program:
  - (a) a matter that may be appealed from a level below the national level may be appealed to the Boys Olympic Development Committee, the Girls Olympic Development Committee, or the National ODP Championships Committee, as the case may be, and then to the Board of Directors; and
  - (b) a matter decided by the Boys Olympic Development Committee, the Girls Olympic Development Committee, or the National ODP Championships Committee may be appealed to the Board of Directors.
- (2) For matters involving the National Championships:
  - (a) a matter that may be appealed from a level below the national level may be

appealed to the National Championships Committee and then to the Board of Directors; and

(b) a matter decided by the National Championships Committee may be appealed to the Board of Directors.

(3) For all other matters, the matter may be appealed to the Board of Directors.

**Section 5. Exhaustion of Remedies.**

A. No Member of OYSA, 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 the appropriate soccer organizations, and as provided within OYSA and US Youth Soccer Association.

B. For a violation of this policy, the offending party shall be subject to suspension and fines, and shall be liable to OYSA for all expenses incurred by OYSA and its officers and members of the Board of Directors in defending each court action, including the following:

- (1) court costs;
- (2) attorney's fees;
- (3) reasonable compensation for time spent by OYSA officials and employees in responding to and defending against allegations in the action, including responses to discovery and court appearances;
- (4) travel expenses; and
- (5) expenses for holding special Hearing Committee or Board of Director meetings necessitated by court action.

**Executive Director's Report  
September 9, 2008**

**FY 09/10 Budget** – Staff met to consider options for balancing next year's budget. A list of recommendations was presented to the Finance Committee who asked for additional detail on some items and also suggested a few of their own. We will meet again before the September board meeting and I expect the Finance Committee will have something to share in early September.

**Classic Qualifying Tournaments/Premier Qualifying Tournaments** – These events were held August 8-10 and 15-17, respectively. They went very well this year; the only serious challenge was the exceptionally hot (104 degrees) weather during the CQTs. Mandatory water breaks were instituted and the heat index was monitored with equipment purchased for that purpose.

**U11 League** – Since U11s didn't participate in the Qualifying Tournaments, we were able to post the schedule in mid-August. We have divided the state into two "regions" (a Northern and a Southern) for the U11 league to reduce travel. Overall, there will be considerably less travel for our U11 teams than in the previous "state-wide" option – the use of a jamboree or venue based format contributes to the reduction of travel. Unfortunately, a few teams actually ended up with more travel due to their location and the distribution of other participating teams.

A related issue is whether to stay with the small-sided playing policy for U11s. It is no secret that more Portland area clubs are choosing to play 11v11 in the "alternate" league that is being formed under another sanctioning body than are playing in our 8v8 league. The incentive has less to do with a rejection of the proposition that small-sided soccer is developmentally better for U11 players as a desire to play against the stronger teams that are the core of the clubs that have organized the 11v11 league.

The Portland District, that is, the clubs playing in the PYSA league, have a political and logistical challenge as well, in that they have been told that the Portland School District and Portland Park and Recreation will not reline or reconfigure their fields to accommodate the small-sided option – due to go into effect in 2009.

**ODP Tryouts** – Tryouts for the '92s, 93s (16 and 15 year-olds) were held August 23<sup>rd</sup> and 24<sup>th</sup>. We had record numbers trying out again this year – especially for the 92s with over 100 trying out. In total, over 210 kids tried out for our program. The younger ones, the 94s, will try out the weekend of September 6<sup>th</sup> and 7<sup>th</sup>. Staff is working with coaches in the Southern part of the state to arrange a Southern-Oregon tryout, probably in late November.

**District Recreational League** – The DRL registration deadline was early August and the schedules have been posted. We have about 45 teams, similar to last year. There were not enough U11 teams to form a league, so they were given the option to play in the U12 league, but the difference in team format (8v8 vs. 11v11) made this option problematic. Most of the U11 8v8 teams chose to play in the Mid-Valley Soccer League operated by the Keizer Soccer Club.

**Oregon Youth Soccer Night with the Timbers** – This annual event was held August 9<sup>th</sup>. A number of board and staff enjoyed watching the pre-game OYSA Parade and a great contest between the Portland Timbers and the Charleston Battery.

**Technical Director** – There has been a lot of positive response to this position. We've conducted a national search. The hiring process is not finalized; however it is shaping up something like this:

- Solicitation to all OYSA Club Presidents, Club Head Coaches and OYSA Board members regarding the qualities and attributes they would most like represented in the position.
- The Management team, along with our State Head Coach, will screen the resumes and rate them based on the qualifications listed on the job announcement and job-related feedback from the input received above.
- A community Technical Director Review Committee comprised of selected recreational, classic, premier, college and ODP coaches, club presidents and OYSA Board will review and rate the top candidates and provide Management Team with ranking and relevant comments regarding the top candidates. The information will be used to narrow the field and/or help form the interview questions.

- The Management Team, along with our State Head Coach, will determine the candidates who will be interviewed.
- The same group will conduct the first interview of those selected.
- The top candidates – the finalists – will be invited to attend a public forum in which they will be asked questions by those in attendance. Those in attendance will be invited to submit written comments to the Hiring Committee.
- The Hiring Committee will be joined by Sam Snow, Senior Assistant Technical Director for US Youth Soccer and conduct a final interview and make a selection.

**Review of U18 Girls State Cup** – A Westside Metros U18 Girls team, the Galaxy, was disqualified after winning this year's Oregon State Cup. It was determined that they played an ineligible player. I conducted a review of the record and while they should have known the player was ineligible, I can find no direct evidence that any coach, manager or official associated with the team actually knew the player was ineligible at the time of the State Cup Final. This is a critical determination as any such person found guilty of knowingly playing an ineligible player is prohibited from participating in next year's State Cup Competition.

## **Member Services Report**

September 9, 2008

### **Club Development**

#### **Bandon**

Bandon Youth Soccer Club was approved by the Board at the last meeting. The new club has moved quickly to complete its configuration in Affinity. They will be registering their players and administrators very soon as they prepare for their fall season.

### **Club Services**

#### **Risk Management**

With a few exceptions, our member clubs are doing a good job of getting their coaches and other club administrators registered in Affinity with background checks completed. As of this date we have well over 5,000 registered administrators who are already approved. The reporting from CRIS when review is required is also working fairly well. We are typically receiving batch reports within 2 business days.

### **TOPSoccer**

Oregon City is once again presenting a TOPSoccer Rama. The event will be October 19th, 1-3pm , at Portland Futsal. Fall programs are beginning. Updated information is on our website.

### **Coaching Education**

We have presented 71 courses in the first two months of the 2008-2009 fiscal year. FY 2007-2008 saw 120 courses presented. The total number of courses for FY 2008-2009 should meet or exceed that total. After issues with online clinic registration at the beginning of this clinic season, clubs and coaches have been doing a much better job of pre-registering for clinics. Our last 2 weeks of classes had nearly all attendees pre-registered in Affinity. We will have a better analysis of numbers of participants by the next Board meeting.

Respectfully submitted,  
Brian Scott  
Member Services Coordinator

**Program Services Report  
August 2008  
Submitted by Scott Enyart, Director, Program Services**

**2008/09 competitive season:**

Fall League schedules are out, league play begins on Sunday September 7 for U13 and below. Our U14 league will start a week later to accommodate ODP tryouts for that age group. There will be approximately 1500 games played in this league.

District Recreational league: schedules are complete and posted. We were not able to operate a U11 division (lack of entries) The result is that we are down slightly on numbers (42 teams) There will be approx. 168 games played in the DRL

**Referees:**

It appears that our effort to increase referee numbers is starting to pay dividends. Our pool of availabilities is up to 220+ compared to less than 150 last fall. The assignors for our games will need to fill 4500 slots for us to have full coverage on all games.

**Winter League 08/09:**

Staff is working out the final details of the Winter league and this information will be posted on our website and distributed to our clubs. Minor changes to dates and some restriction on playing up will be included.

**State Cup 2009:**

Our state cup will more closely mimic the Regional competition. Due to date restraints, we may have to schedule some teams for multiple games in a single day. Once we have conformation on fields complete information will be posted on the web and distributed to our clubs. The Finals weekend will either be at THRPD or in Corvallis at the Crystal Lake complex.

**Kohl's American Cup finals:**

Entry deadline for this event is September 9. A Goal Lines ad and an email blast to all rec teams will help get more exposure for the events and hopefully an increase in entrants.

**Director's Cup Regional Tournament:**

No additional information has been received from Region IV.

## Bylaw 404 ELECTION AND TENURE OF OFFICERS AND ALL DIRECTORS

**Section 1.** The Officers and all Directors shall be elected to three-year terms by a majority vote of voting members represented and voting at an AGM. ~~[All Officers and all Directors shall be limited to a maximum of two three-year terms for the same position.]~~

**Section 2.** The District Directors shall be nominated and elected by the member clubs within their respective Districts.

**Section 3.** Groupings and election years at AGM are as follows:

- a. Group A: (2007 and every three years following) – Vice President, Columbia District Director, Willamette District Director and Southern District Director.
- b. Group B: (2008 and every three years following) – President, Director-at-Large #1, Tualatin Hills District Director, Central/Eastern District Director and Central Valley District Director.
- c. Group C: (2009 and every three years following) – Secretary/Treasurer, Director-at-Large #2, South Metro District Director, Portland District Director and Western District Director.

**Section 4.** All Officers and Directors shall have their primary residence in the state of Oregon.

**Section 5.** Vacancies on the Board of Directors arising from the removal, resignation or departure of an incumbent shall require the President to appoint (subject to Board of Directors approval) a Director or Officer ~~[within 180 days]~~ as soon as reasonably possible. ~~[of said vacancy. Within this period, e]~~ Once a candidate is named, the President and Board of Directors shall act on the candidate within 45 days. The appointed officer or director shall serve the remainder of the term of office. Terms of 660 consecutive days or more shall be counted as a full term.

**Section 6.** An Officer or Director may be suspended or removed from office for failure to meet the responsibilities as described in Bylaw 401, 402, 403, 404, or related policies, or for otherwise acting in a manner detrimental to the interest of OYSA. Absence from two (2) consecutive regularly scheduled Board of Director's meetings without prior notification to the President or Executive Director shall be cause for removal from the board. Such suspension or removal shall be by a three-fourths majority vote of the Board of Directors. The quorum for the meeting shall be ten (10) other uncontested Board members. Such vote shall be in an open hearing with at least 30 days notification to all officers and directors.

**Section 7.** One individual shall not hold more than one position as officer or director at the same time. An officer or director of OYSA shall not serve concurrently as:

- a. A representative from a district on a standing advisory committee
- b. A President of a member club
- c. An employee or contractor who receives compensation (\$600 or more) from OYSA, a member club or a league administering competitions for a member club or clubs.
- d. Have an immediate family member who is an employee or contractor and receives compensation (\$600 or more) from OYSA, a member club or a league administering competitions for a member club or clubs

USSF referees, who are independent contractors and receive compensation for their duties, are excluded from this provision.



Memo

To: OYSA Board of Directors  
From: Chuck Keers, Executive Director  
Date: August 28, 2008

Subject: Proposed Modifications to OYSA Policies

A draft revised Oregon Youth Soccer Policies document has been submitted for your consideration. What follows is a brief description of the major modifications.

**Policy 201-1, Section 1 (previously Section 2)** – was a detailed description of, among other things, what needed to be included in the club bylaws and the number of “additional” fields a club needed. Much of this has been deleted as a) procedures are not generally part of a policy manual and b) the Association has developed a Club Membership Manual that lists in even greater detail the organizational requirements of a new club.

The “big-picture” minimum requirements for club membership have been added/highlighted.

We are proposing that new clubs have a minimum of 200 players and be restricted to recreational teams for the first two seasonal years of the club’s existence. This is intended to provide a disincentive from clubs being fractured by a disgruntled coach taking a number of players/teams and forming their own competitive club.

**Policy 202-2** – Has been eliminated as unnecessary.

**Policy 301-1** – Slight modification to be consistent with the third-person, objective format of the policies, rather than the first-person, subjective format of an individual pledge document.

**Policy 303-1** – Minor grammatical changes.

**Policy 303-2** – Nomination process moved to Policy 501-1 which describes board member eligibility and the nomination process.

**Policy 303-3** – Eliminates language about the Administrative Services Advisory Committee – a committee that was eliminated from our Bylaws in 2007.

**Policies 303-4 and 303-5** – Eliminates language describing the structure of the Program Services Advisory Committee and the Club Services Advisory Committee, respectively. These committees remain in the bylaws but should probably be replaced with Premier, Competitive and Recreational Advisory groups, which more accurately reflects our current operational structure. The structure and composition of these groups should be left to the staff and the membership to define.

**Policy 404-1** – Moves language in Section 2 on the procedure for electing District Directors to Policy 501-1, Board Member Nomination, Election and Eligibility.

**Policy 404-2** - Eliminates the details of how violations of Bylaw 404, Section 7 shall be addressed. It should be sufficient to state in the bylaw that Directors may not concurrently hold certain positions or receive a certain level of compensation from OYSA, a member club or league. (Probably should clarify in the bylaws that the \$600 compensation threshold is annual).

**Policy 501-1** – Minor changes to Section 1. Section 2 eliminated schedule for board officer elections as the length of terms have changed. Section 3 clarifies the procedures for the election of District Directors. Section 4 states more clearly the process of elimination when three or more candidates run for a single position.

Approved 10/06/2008

**Policies 501-2 and 501-3** – Eliminates the agenda for AGM and Board meetings. These are not policy issues.

**Policy 701-1** – No changes made to the Grievance, Protest and Appeals policies at this time. The entire section is being revised by a committee of board and staff.

**Policy 801-1** – Minor change in Section 2, giving the Executive Director authority to appoint the Risk Management Coordinator rather than assigning the responsibility to a particular position.

**Policy 802-1** – Very few changes. This policy was recently revised by the board. In Section 5, A, 5 changed the word sanctioned to sponsored. The section is about sponsored leagues and tournaments.

**Policy 802-2** – Eliminated the specific seasons and age groups of competitive leagues and authorizes staff to determine the seasons and age groups annually. This provides flexibility to adjust schedules and the structure of the leagues to reflect the needs and interests of our membership.

Added U11s back into State Cup. This is the youngest competitive age division and while they do not advance to Far West Regionals, the age group should have the opportunity to compete to become Oregon's State Champion.

Further, there is new language clarifying the state's right to determine the teams that represent it for the National Championship competitions, consistent with US Youth Soccer National Championship Series Policies Rule 202, Section 2.

Policy 802-3 – No changes, the section on Discipline is also being revised by the committee working on Grievances, Protests and Appeals.

**Oregon Youth Soccer Association**  
**Proposed Policy Modification 9/9/08**  
**DRAFT**

**POLICY 201-1            FORMATION REQUIREMENTS OF AN AFFILIATED MEMBER CLUBS**

**Section 1.            Purpose**

This policy explains the procedures for forming clubs to be affiliated with OYSA.

**Section 21.           Procedure**

~~A. Write a letter to OYSA requesting the Board of Directors to accept the application for membership as an Affiliated Club with OYSA.~~

~~B. List all Board Members of the Club.~~

A. A club seeking membership must provide all of the information requested in the Association's Club Membership Manual

1. ~~Must have a functioning Board of Directors of at least five members.~~

2. ~~In clubs that field only competitive teams, club coaches, including the Head Coach, cannot make up more than one-third of the Board of directors of the club.~~

~~C. Provide a copy of the club's bylaws and policies for review by OYSA.~~

~~The bylaws must contain:~~

~~1. Name of club~~

~~2. Purpose of club~~

~~3. Affiliation with OYSA, USYSA, & USSF~~

~~4. Who are the members in the club~~

~~5. Boundaries of the club. Insure that they are in compliance with the OYSA Bylaws~~

~~6. Officers and duties~~

~~7. Board of directors~~

~~8. Terms of office~~

~~9. When the annual meeting takes place~~

~~10. Who can vote at the annual meeting~~

~~11. Fiscal year~~

~~12. Financial operations~~

~~13. Grievance, Protest, and Appeal language~~

~~14. Dissolution of the Club~~

~~The policies should cover:~~

~~1. Formation of teams or leagues~~

~~2. Hearing procedures~~

~~3. Field policies~~

~~4. Registration policies~~

~~5. Other policies as necessary~~

~~D. Have at least five (5) teams with players registered with OYSA.~~

~~E. Be prepared to apply for tax-exempt status (501c3)~~

B Minimum Requirements:

1. Establish and maintain a functioning board of directors of at least five (5) members with no more than one-third comprised of club coaches
2. Provide a copy of the member club's bylaws and policies for review by OYSA annually
3. Affirm compliance with OYSA's bylaws, policies and other requirements
4. Establish and maintain effective grievance, protest and appeal processes for club members and participants in club activities
5. Establish and maintain coaching education policies to include standards at least as strict as those established by OYSA
6. Establish and maintain effective risk management policies and practices
7. Establish and maintain effective financial and internal control policies
8. ~~Be able to p~~ Provide additional fields for its teams in competition as in the table below. Fields must be suitable for play for the age level of the teams in the club.

1 to 3 teams = 1 field	14 to 18 teams = 5 fields
4 to 6 teams = 2 fields	19 to 22 teams = 6 fields
7 to 9 teams = 3 field	23 to 27 teams = 7 fields
10 to 13 teams = 4 fields	28 or more teams = 7 fields, Plus 1 field for every 5 teams beyond 27 teams.

C. Member clubs established after July, 2008 shall (except as approved by the Executive Director):

1. Have a minimum of 200 players
2. Be comprised of recreational teams only their first two seasonal years
3. Be comprised of any category/level of team their third seasonal year and beyond

D. Member clubs must be registered with the State of Oregon as a non-profit corporation. It is recommend that member clubs also become 501(c)3 organizations.

**Section 3.** Approval

~~A. The Director Administrative Services will:~~

- ~~1. Review the application for completeness. If errors are found, the application will be returned for correction.~~
- ~~2. Notify the Director from the appropriate District of the pending application.~~
- ~~3. Upon completion, present the application to the Board of Directors for consideration of approval.~~

~~A. New club affiliation membership will be determined by the OYSA Board of Directors following review and recommendation by staff. Factors to be considered include but are not necessarily limited to the following:~~

~~B. The Board of Directors will approve the affiliation upon finding that the new club will further the interests and purposes of OYSA.~~

- ~~1. *Membership will further the interests and purposes of OYSA*~~
- ~~2. *Affiliation Membership will provide access to OYSA programs to a new population of players.*~~
- ~~3. *Affiliation Membership will further the development and growth of players, coaches, administrators and referees.*~~
- ~~4. *Affiliation Membership will further the development or availability of fields and facilities for youth players.*~~
- ~~5. *Affiliation is requested by existing clubs and the District involved.*~~
- ~~6. *Adjustments to existing club boundaries might have to be made.*~~

~~**Section 4.** Non-Profit Status~~

~~OYSA desires all clubs to become incorporated and file for 501c3 status with the IRS.~~

~~**POLICY 202-2 REGISTRATION**~~

~~**Section 1.** The registration of players by an Affiliated Club is meant to include all players beginning at the early ages (Micro/U5/6) through the U-19 level.~~

~~**Section 2.** The registration of USSF trained referees is accomplished through the Oregon Referee Committee. This would also include all referees who are club trained. A USSF registered referee who is also a player must register as a player with an Affiliated Club.~~

~~**POLICY 301-1 BOARD MEMBER CODE OF ETHICS**~~

~~**Section 1.** Board Members will:~~

- A. Listen carefully to ~~my~~ fellow board members and ~~the constituents~~ member clubs I ~~serve~~.
- B. Respect the opinion of ~~my~~ fellow board ~~members~~ and staff members.
- C. Respect and support the ~~majority~~ decisions of the board.
- D. Recognize that all authority is vested in the board when it meets in legal session and not with individual board members.
- E. Keep well informed of developments that are relevant to issues that may come before the board.
- F. Participate actively in board meetings and actions.
- G. Call to the attention of the board any issues that I ~~believe~~ will have an adverse effect on the Association or our constituents.
- H. Attempt to interpret the needs of constituents to the Association and interpret the action of the Association ~~to~~ ties that impact constituents.
- I. Refer constituent or staff complaints to the proper level on the chain of command.
- J. Recognize that ~~the~~ a board member's job is to ensure that the Association is well managed, not to manage the Association.
- K. Vote to hire the best possible person to manage the Association.
- L. Represent all constituents of the Association and not particular geographical or special interest groups.
- M. Act as ~~Consider myself~~ a "trustee" of the Association and ~~do my best~~ to ensure that the Association is well maintained, financially secure, growing and always operating in the best interest of the Association and its constituents.
- N. Always work to learn more about ~~the~~ a board member's job and how to do the job better.
- O. Declare any conflicts of interest ~~between my personal life and my position on the Association board~~ and avoid voting on issues that appear to be a conflict of interest.

**Section 2.** ~~As a member of the board, I will not:~~

- P. Not be critical, in or outside of the board meeting, of fellow board members.
- Q. Not use the Association or any part of the organization for ~~my~~ personal advantage or the personal advantage of my friends or relatives.
- R. Not discuss the confidential proceedings of the board outside the board meeting.
- S. Not promise to anybody prior to a meeting how I ~~they~~ will vote on any issue in the meeting.
- T. Not interfere with the duties of the Executive Director or undermine the Executive Director's authority.

## **POLICY 303-1 FINANCE AND BUDGET COMMITTEE**

- Section 1.** The Committee will consist of five members. ~~The members of the Committee will be~~ The OYSA Secretary/Treasurer will serve as its Chair. ~~The President shall appoint, and the Board of Directors shall approve,~~ one Director at Large ~~appointed by the President,~~ and three District Directors ~~appointed by the Board of Directors.~~
- Section 2.** The term of the members of the Committee is for one year. Members of this Committee may be appointed to successive terms.
- Section 3.** Meetings of this Committee will require a quorum of three members and decisions of the Committee will be made by majority vote. The Chair, any two members, or the Board of Directors may call meetings of the Committee.
- Section 4.** The Committee will review the financial operations of OYSA; will develop the annual budget with the Executive Director; will meet at least quarterly to review financial statements and report any deviations in revenues and expenses; will assist the Executive Director and the Board with the annual financial audit; and will assist the board and Executive Director in communicating financial matters to the affiliated Clubs.

## **POLICY 303-2 SEARCH BOARD DEVELOPMENT COMMITTEE**

- Section 1.** The Search Board Development Committee will consist of five members. ~~The members of the Committee will be~~ The OYSA Vice President will serve as its Chair. ~~The President shall appoint, and the Board of Directors shall approve,~~ one Director at Large ~~appointed by the President,~~ and three District Directors ~~appointed by the Board of Directors.~~
- Section 2.** The term of the members of the Committee is for one year. Members of this Committee may be appointed to successive terms.
- Section 3.** Meetings of this Committee will require a quorum of three members and decisions of the Committee will be made by majority vote. The Chair, any two members, or the Board of Directors may call meetings of the Committee.
- Section 4.** The Committee will seek out and receive nominees to the positions of officers and directors; request a background profile (resume style) from nominees; interview nominees to seek interests in youth soccer and what they might bring to the Association by their service; ask all nominees to submit to and have processed completed background checks; present nominees with documents and expectations that outline the duties of the position they may serve in if elected; gain nominee's signature on the conflict of interest statement adopted by the board; and present a slate of nominees for elections prior to an AGM.
- Section 5.** In addition, the Committee will seek out and receive candidates who are interested in serving on the ~~three~~ advisory committees and will ~~made~~ make this list of candidates from the districts available to the Board of Directors.
- Section 6.** The Committee will not serve as a screening out process.
- Section 7.** Nomination Process  
A. ~~The work of the Committee will begin within 45 days following the AGM and generally follow the guidelines as stated in Section 4 above. The Committee will seek to have more than one candidate per position for the election. The Committee will present its slate of nominees to the member Clubs 30 days prior to the upcoming AGM. This~~

deadline is for making candidates known prior to the AGM so that interested parties may contact candidates in preparation for the elections.

B. If between the 30 days prior to an AGM and the AGM date should a person want to be placed in nomination from the floor at an AGM; the interested candidate must complete a nominee packet consisting of a) a signed affidavit of completed and approved background check (which will be verified with the list of completed checks maintained in the OYSA office), b) a signed consent form stating willingness to serve if elected, and c) a signed conflict of interest statement (as approved by the board). This completed nominee packet must be delivered to and received by the Vice President before 9:00 PM the day prior to an AGM. The Committee will meet prior to the AGM to review any of these nominee packets received. The Vice President will make this reviewed information available at the AGM election so that these candidates may be nominated from the floor. If time allows the Committee will also work with these candidates to complete as much of the other aspects of the nominating process as outlined in Section 4 above.

### **~~POLICY 303-3 ADMINISTRATIVE SERVICES ADVISORY COMMITTEE~~**

**Section 1.** ~~The Administrative Services Advisory Committee will consist of nine members, one from each district appointed by the Board of Directors, plus appoint the Director of Administrative Services (staff) as a facilitator. The Board of Directors will also appoint one District Director to the advisory committee to serve as the liaison to the Board.~~

**Section 2.** ~~The term of the members of the Administrative Services Advisory Committee is for one year. Members of this Committee may be appointed to successive terms.~~

**Section 3.** ~~The Administrative Services Advisory Committee will work with and advise the Director of Administrative Services on administrative, office, and activities of OYSA. These include, but are not limited to, budget preparation, management and fiscal reports, personnel management, risk management, player/member registration, sponsor fulfillment, Goal Lines production, and maintenance of all business records. This advisory committee will help ensure compliance with USSF, USYSA, and OYSA bylaws, policies, procedures and requirements.~~

**Section 4.** ~~The Administrative Services Advisory Committee and the Director of Administrative Services shall maintain a procedure manual. This manual will be reviewed and approved at least annually by the Board of Directors.~~

### **~~POLICY 303-4 PROGRAM SERVICES ADVISORY COMMITTEE~~**

**Section 1.** ~~The Program Services Advisory Committee will consist of eighteen members, two from each district, appointed by the Board of Directors, plus appoint the Director of Program Services (staff) as a facilitator. The Board of Directors will also appoint one District Director to the advisory committee to serve as the liaison to the Board.~~

**Section 2.** ~~The Board of Directors will make appointments to the Program Services Advisory Committee on the following basis. One of the appointments from each district will be primarily concerned with the recreational programs and issues. The other appointment from each district will be primarily concerned with the competitive and ODP programs and issues.~~

**Section 3.** ~~The term of the members of the Program Services Advisory Committee is for one year. Members of this Committee may be appointed to successive terms.~~

**Section 4.** ~~The Program Services Advisory Committee will work with and advise the Director of Program Services on OYSA's Recreational, Competitive, and Olympic Development Programs. These include, but are not limited to planning, implementing, and managing all sponsored recreational tournaments, competitive leagues/tournaments, and achieving the goals of the Recreational, Competitive, and Olympic Development Programs. This advisory committee will help ensure compliance with USSF, USYSA, and OYSA bylaws, policies, procedures, and requirements.~~

**Section 5.** ~~The Program Services Advisory Committee and the Director of Program Services shall maintain procedure manuals. These manuals will be reviewed and approved at least annually by the Board of Directors.~~

## ~~POLICY 303-5 CLUB SERVICES ADVISORY COMMITTEE~~

~~**Section 1.** The Club Services Advisory Committee will consist of nine members, one from each district appointed by the Board of Directors, plus appoint the Director of Club Services (staff) as a facilitator. The Board of Directors will also appoint one District Director to the advisory committee to serve as the liaison to the Board.~~

~~**Section 2.** The term of the members of the Club Services Advisory Committee is for one year. Members of this Committee may be appointed to successive terms.~~

~~**Section 3.** The Club Services Advisory Committee will work with and advise the Director of Club Services on services to the Affiliated Clubs. These include, but are not limited to: planning, implementing, and managing all state sponsored coach and player development clinics, and educational opportunities. Assist established and emerging Affiliated Clubs with organizational development services. This advisory committee will help ensure compliance with USSF, USYSA, and OYSA bylaws, policies, procedures, and requirements.~~

~~**Section 4.** The Club Services Advisory Committee and the Director of Club Services shall maintain procedure manuals. These manuals will be reviewed and approved at least annually by the Board of Directors.~~

## POLICY 404-1 MEETINGS

**Section 1.** The OYSA Officers and directors are required to attend the AGM, plus all meetings of the board and assigned committees, unless excused by the President for board meetings or Committee Chair for committee meetings. The maximum number of allowable excused meetings is one-fourth annually for either the board meetings or committee meetings.

**Section 2.** The procedures to be followed for the election of District Directors are:

- A. The room will be divided to allow the representative from the Affiliated Clubs to gather by District.
- B. To facilitate this meeting of the District, a District Director from a District not up for election will be assigned by the Presiding Officer of the AGM.
- C. The Search Committee will give a list of candidates to be considered to the District Director facilitating the meeting.
- D. Candidates running for office will be allowed to talk briefly (2-3 minutes) to the Affiliated Club's representatives.
- E. Candidates must be nominated and elected in accordance with Roberts Rules of Order.
- F. The District Director facilitating the meeting will report the results of the election back to the Presiding Officer.

*(Policy 404-1, Section 2 has been revised & incorporated into Policy 501-1, Section 3)*

## POLICY 404-2 CONFLICTS: CONCURRENT POSITIONS AND COMPENSATION

**Section 1.** ~~If a nominee for a position of Officer or Director is currently serving in any position as described in Bylaw 404, Section 6, (a) through (d), such nominee (or the immediate family member) shall resign the concurrent position immediately upon election of nominee to office and provide proof of such action to the Board of Directors in writing;~~

~~or such election shall be declared invalid and the position shall be vacant.~~

~~**Section 2.** If a duly elected Officer or Director (or the immediate family member) during the term of office takes a concurrent position as described in Bylaw 404, Section 6, (a) through (d), such Officer or Director shall immediately resign from the position as Officer or Director by giving written notice to the Board of Directors.~~

~~**Section 3.** Determination of Compensation: for purposes of determining compensation as to Bylaw 404, Section 6, (c) and (d), and related policies, it shall be as follows. If in any given month during the term of office, the compensation of the Officer or Director or immediate family member shall be determined to be a total of \$600 or more for the preceding 12 consecutive months or the following 12 consecutive months; the restriction of concurrently held positions would apply and the actions of Section 1 or Section 2 of this Policy would be required to take effect.~~

## POLICY 501-1      AGM BOARD MEMBER NOMINATION, AND ELECTION PROCESS AND ELIGIBILITY

### **Section 1.**      Nomination Process

~~C.~~ A. The work of the Board Development Committee will begin within 45 days following the AGM and generally follow the guidelines as stated in Policy 303-2, Section 4 above. The Committee will seek to have more than one candidate per position for the election. The Committee will present its slate of nominees to the member Affiliated clubs 30 days prior to the upcoming AGM. This deadline is for making candidates known prior to the AGM so that interested parties may contact candidates in preparation for the elections.

~~D.~~ B. If between the 30 days prior to an AGM and the AGM date should a person want to be placed in nomination from the floor at an AGM; the interested candidate must complete a nominee packet consisting of a) a signed affidavit of completed and approved background check (which will be verified with the list of completed checks maintained in the OYSA office), b) a signed consent form stating willingness to serve if elected, and c) a signed conflict of interest statement (as approved by the board). This completed nominee packet must be delivered to and received by the Vice President, or designee appointed by the President, before 9:00 PM the day prior to an AGM. The Committee will meet prior to the AGM to review any of these nominee packets received. ~~The Vice President will make this reviewed~~ This information will be available at the AGM election so that these candidates may be nominated from the floor. If time allows the Committee will also work with these candidates to complete as much of the other aspects of the nominating process as outlined in Policy 303-2, Section 4 above.

**Section 2.** A. ~~No~~ A person may be nominated from the floor for the positions on Board of Directors ~~unless~~ provided the potential candidate has completed the ~~nominee packet documentation~~ documentation as provided for in Policy 303-2, Section 4 and Section 7 and Policy 501-1, Section 1.

B. A person, having completed the nominating process as outlined in Policy 303-2 and not been but not elected to the position for which they were initially nominated ~~for~~, may be nominated from the floor (with the individual's consent) for another position.

~~On even numbered years, the officers and Directors at Large will be lected in the following order:~~

~~A. President~~

~~B. Director at Large, Position 1~~

~~C. Director at Large, Position 2~~

~~On odd numbered years, the officers will be elected in the following order:~~

~~A. Vice President~~

~~B. Secretary/Treasurer~~

**Section 3.** After the election of officers and Directors at Large, the next order of business is for the districts to elect their District Directors

~~At an AGM, just prior to the point of the elections for District Directors (see Bylaw 404, Section 2), the presiding officer shall determine a quorum for each district by roll call of the represented Affiliated member clubs by district, then give any instructions on the nomination and election of District Directors, each district shall nominate and vote, each district shall report the results to the presiding officer and the report will be read to the assembly before the next order of business. (Incorporated below).~~

The procedures to be followed for the election of District Directors are:  
Procedures for the election of District Directors:

- A. The room will be divided to allow the representative from the Affiliated member clubs to gather assemble by district.
- B. A District Director from a district not up for election, or a designee, will be assigned by the presiding officer of the AGM as a facilitator to facilitate this meeting the election of by the district,
- C. The presiding officer shall determine a quorum for each district by roll call of the represented member clubs by district, then give any instructions on the nomination and election of District Director to the facilitator.
- D. The Search Board Development Committee will give provide a list of candidates to be considered to the District Director facilitator.
- E. Candidates running for office will be allowed to talk briefly (2-3 minutes) to the Affiliated member club's representatives.
- F. Candidates must be nominated and elected in accordance with Roberts Rules of Order.
- ~~G.~~ The District Director facilitating the meeting facilitator will report the results of the election back to the presiding officer and the report will be read to the assembly before the next order of business.

**Section 4.** In the election for any position at an AGM, if three or more candidates are running for a position and one candidate has not obtained the required majority of votes after two ballots, ~~all only the top two candidates with the highest number of except the top three with votes will be eliminated from appear on~~ ballot three. ~~If there is not a winner on ballot three, only the top two candidates with the highest votes will appear on ballot four.~~

## ~~POLICY 501-2~~ AGM AGENDA ITEMS

### ~~Section 1.~~ Purpose

~~This policy outlines suggested items to be considered at an Annual General Meeting.~~

### ~~Section 2.~~ AGM Agenda

~~The suggested items for an AGM are the following, but not limited to:~~

- ~~A. Call to Order~~
- ~~B. Roll Call~~
- ~~C. Credentials Report~~
- ~~D. Acceptance of Minutes of Previous AGM~~
- ~~E. Report of Officers and Committees~~
- ~~F. Unfinished Business~~
- ~~G. Proposals for changes to the Bylaws and Policies~~
- ~~H. New Business~~
- ~~I. Presentation and Discussion of Annual Budget~~
- ~~J. Election of Officers and Directors~~
- ~~K. Adjournment~~

## ~~POLICY 501-3~~ BOARD OF DIRECTORS AGENDA ITEMS

### ~~Section 1.~~ Purpose

~~This policy outlines suggested items to be considered at a regular meeting of the Board of Directors.~~

### ~~Section 2.~~ Meeting Agenda

~~The suggested items for a meeting are the following, but not limited to:~~

- ~~A. Call to Order~~
- ~~B. Roll Call~~
- ~~C. Acceptance of Minutes~~
- ~~D. Introduction of Guests~~
- ~~E. Treasurer's Report~~
- ~~F. All other Reports~~
- ~~G. New and Unfinished Business~~
- ~~H. Adjournment~~

## POLICY 701-1 GRIEVANCE, PROTEST & APPEALS

### **Section 1.** Purpose

*This policy provides procedures for the prompt and fair disposition of disputes arising from violations of Bylaws and Policies of OYSA and its affiliated clubs, from matters involving the right of individuals to participate in OYSA sponsored games, and from violations of league rules and regulations.*

### **Section 2 .** Right to Participate

Approved 10/06/2008

*Any grievance which concerns the right of an individual to participate in any activity sponsored by USSF and OYSA (as defined by USSF), and its members, may be appealed to the USSF Appeals Committee. Any matter which concerns the right of a player to participate in any activity sponsored by USSF and OYSA, and its members, shall be promptly heard, so as to allow completion of the entire hearing and appeal process within 60 days. However, protests arising from games played under the authority of OYSA in tournaments and league play will be resolved on a final basis according to league or tournament rules, if so provided.*

**Section 3.** Referee Abuse and Assault

*Misconduct consisting of referee abuse or assault must be referred immediately to OYSA, which has original jurisdiction in such matters.*

**Section 4.** *Misconduct of Game Officials*

- A. Misconduct of game officials must be referred immediately to OYSA, which has original jurisdiction in such matters. OYSA will forward reports to the Professional Conduct Subcommittee of the Oregon Referee Committee.
- B. OYSA delegates its responsibility to hold hearings under USSF Policy 531-10 (2)(d) to the Professional Conduct Subcommittee of the Oregon Referee Committee.
- C. OYSA appoints the Oregon Referee Committee as the "Referee Disciplinary Committee" for the first level of appeal under USSF Policy 531-10 (4)(a)(1).

**Section 5.** Judicial Committee

*The Vice President shall appoint a committee which shall act as the Judicial Committee, which shall hear protests and disciplinary matters arising from games administered directly by OYSA, or involving OYSA officials. The committee as constituted for a particular hearing shall consist of at least three persons who have no bias or interest in the matter being heard.*

**Section 6.** Appeals Committee

*The Vice President shall appoint a committee, which shall act as the Appeals Committee, which shall hear appeals from decisions made by clubs, districts or leagues which are OYSA members. The committee as constituted for a particular appeal shall consist of at least three persons who have no bias or interest in the matter being heard.*

**Section 7.** *Filing Procedures*

- A. *Any protest, grievance or allegation of misconduct, which concerns an OYSA administered game or an OYSA official shall be filed in writing (which shall include facsimile and electronic transmission) with the OYSA Vice President or Executive Director, and should contain:*
  - 1. *The nature and the specifics of the complaint;*
  - 2. *A list of any policy or procedure claimed to have been violated;*
  - 3. *A statement of the desired resolution.*
- B. An appeal from a decision made by a club, district or league shall be filed in writing (which shall include facsimile and electronic transmission) with the OYSA Vice President or Executive Director, by a person or entity adversely affected by the decision appealed from, and shall contain a statement of why the decision appealed from should be reversed, and the desired resolution. The filing of an appeal will not limit the effect of a decision appealed from, unless and until the decision is reversed by the Appeals Committee.
- C. *Time limitations:*  
*A protest, grievance or allegation of misconduct shall be filed as soon as reasonably possible after the subject event. An appeal shall be filed within 14 days after a protest, grievance or misconduct decision is received.*
- D. Upon receipt of any protest, grievance, allegation of misconduct or appeal, the Vice President or Executive Director shall promptly make a determination as to how the matter should be resolved, including whether a disciplinary hearing (by the Judicial Committee) or an appeal hearing (by the Appeals Committee) should be conducted.
- E. All protest, grievance, allegation of misconduct or appeals must be accompanied with the appropriate OYSA fee. In the case of a facsimile or electronic filing, the fee must be received within three business days of the filing by the OYSA office. All appeals fees are non-refundable.

**Section 8. Notice and Hearing**

- A. Parties shall be given reasonable and adequate notice of the time and place scheduled for a hearing by the Judicial Committee or Appeals Committee.
- B. Any documentation upon which any party intends to rely at hearing shall be provided to the Judicial Committee or Appeals Committee and all other parties, and shall be made a part of the hearing record.
- C. Hearings shall be conducted informally, but with full regard to the rights of all parties to be heard, to present witnesses and evidence, and to be treated courteously and fairly.
- D. A record of proceedings of any hearing shall be kept, sufficient to identify: who participated in any capacity; what statements and evidence were presented; what issue(s) was decided and why.

- E. The Judicial Committee or Appeals Committee shall issue a written decision following any disciplinary or appeal hearing, explaining the reason(s) for its decision and advising the parties of any right to appeal.

**Section 9. Mediation**

*Parties who desire to resolve disputes through mediation shall notify the Vice President or Executive Director of their interest in mediation. If all parties to a dispute agree to mediation, a disinterested mediator appointed by the President or Vice President will schedule and conduct a mediation session. Because it is non-binding in nature, mediation will be in addition to, not in place of, the procedures provided herein.*

**POLICY 801-1 RISK MANAGEMENT**

**Section 1. Authority and Duties**

- A. *The Executive Board of OYSA shall annually review the Risk Management programs and services of the Association and report to the full Board any issues of concern or changes.*
- B. *In addition, the Executive Board shall set general duties of the risk management programs and services administration as overseen by the Vice President.*
- C. *Some of the duties assigned, but not limited to, are as follows:*
  - 1. *The authority to deny acceptance or suspension from any official capacity any applicant, coach, or administrator of any program for risk management factors as established by the OYSA Executive Board.*
  - 2. *Maintain and secure as records custodian storage of all disclosure forms and criminal history reports.*
  - 3. *Oversee and manage programs and services to include:*
    - a. *Review of disclosure forms*
    - b. *Coordinate criminal history checks*
    - c. *Administrate notification of denial or suspension of identified person*
    - d. *Coordinate and communicate with Risk Management Coordinators of affiliated clubs*
    - e. *As granted by Executive Board of OYSA, and under the oversight of the Vice President, order criminal history checks on individuals, groups, or random sample of coaches, administrators, or applicants for any positions within OYSA, and its programs, and Affiliated Clubs.*

**Section 2. Administration**

- A. Vice President of OYSA shall ~~be the board liaison for and~~ have general oversight of the Risk Management programs and services for the Association. ~~The Director of Club Services shall~~ Executive Director shall appoint a staff member to act as the Risk Management Coordinator (~~RMG~~) to handle operational details and carry out the risk management policies and procedures.
- B. The ~~RMG~~ Risk Management Coordinator shall follow the Bylaws, Policies, or Procedures pertaining to the administration of the risk management programs and services. The responsibility and authority of the ~~RMG~~ Risk Management Coordinator shall be governed by the Vice President in coordination with the Executive Director.

**Section 3. Guidelines for denial**

- A. The ~~RMG~~ Risk Management Coordinator has the authority to deny any applicant, current coach or current program administrator the privilege of serving in such roles for not meeting any and all risk management criteria as established by the OYSA Executive Board.
- B. The authority of the ~~RMG~~ Risk Management Coordinator to deny any individual the privilege of serving may not be overruled by an official entity except as allowed in the appeal process.
- C. OYSA has adopted the following actions as reasons for exclusion from serving as a coach or administrator:
  1. Any conviction for a crime of violence.
  2. Any conviction for a crime against a person.
  3. Any report of child abuse appearing in official documents.
  4. Any record of sexual offenses or sexual misconduct.
  5. Admitted uses of/or conviction for use of illegal drugs.
  6. Documented history of alcohol abuse, including DUI's.
  7. Intentionally falsifying information on the Disclosure Form.
  8. Refusal to fully complete or sign the Disclosure Form.
  9. Refusal to submit to any terms under this document.
  10. Any other information that casts serious doubts on the applicant's ability to be entrusted with the supervision, guidance and care of young people.
- D. Any Affiliated Club or participating League may also deny the privilege of serving as a coach or administrator for not meeting any and all risk management criteria as established by the club board or league commissioner.
- E. The ~~RMG~~ Risk Management Coordinator shall suspend any coach or administrator that is formally charged with child abuse and/or molestation until the case is resolved pursuant to USYSA Bylaw 252. In such cases the alleged offender shall be advised of his/her appeal rights.

**Section 4.** *Oregon Youth Soccer Association (OYSA) maintains procedures and has various handouts; some provided by USSF and USYSA which cover such items as Child Abuse, Player Safety, First Aid, Financial Management, Management of Coach and Spectator Behavior, lawsuits, and other Risk Management issues. These handouts are available to the Affiliated member Clubs upon request.*

#### **POLICY 801-2 EXTREME WEATHER SAFETY**

**Section 1.** OYSA has adopted an Extreme Weather Safety Guideline to enhance the safety of players participating in OYSA sanctioned and sponsored activities. The guideline offers information to league, tournament and event administrators. Listed are precautions during hot and cold weather, when lightning is present and on proper hydration for the athletes. League and tournament directors, coaches and event administrators should be aware of these guidelines.

#### **POLICY 802-1 TEAM FORMATION**

**Section 1.** Purpose

In order to promote the orderly formation of teams, the member clubs will be responsible for the certification of registration for teams sponsored by clubs.

**Section 2.** Definitions

- A. Registration – The signing of intent to play the sport of soccer and the paying of fees to become a member of Oregon Youth Soccer Association (OYSA) through a member club.
- B. Rostering – Assignment of a registered player to a team.
- C. Recreation Team – The use of tryouts, invitations, recruiting or any like process to roster players on the basis of talent or ability is prohibited.
- D. Classic or Competitive Team – A team formed on the basis of player ability or talent as determined through the use of a tryout that is publicly advertised and open to any eligible player who wishes to participate.
- E. Select Team – A team which players are selectively chosen without the use of a tryout.
- F. Guest Player – A registered player participating in a competition for a team to which the player is not rostered for the purpose of league play.
- G. Olympic Development Program (ODP) Team – The official team of OYSA.
- H. Sponsored League or Tournament – A league or tournament that is directly administered by OYSA.
- I. Sanctioned League or Tournament – A league or tournament that is directly administered by a member club and has been approved by OYSA.
- J. Member – Clubs that have met the minimum membership requirements as described in the bylaws, policies and Club Membership Manual and have been approved for membership by the OYSA Board of Directors.
- K. Participant – An individual player, generally a member of an Member Club and registered with OYSA, US Youth Soccer and the US Soccer Federation.
- L. Affiliate – A youth soccer organization that conducts OYSA sanctioned competitions.

**Section 3.** General Policies

- A. Member clubs shall establish policies and regulations regarding the formation of teams entering into affiliated leagues.
- B. Unregistered players are strictly prohibited from playing in matches or practicing with member club teams.
- C. Players and/or their families that have unpaid financial obligations to OYSA or a member club may have their membership privilege suspended until such obligations have been satisfactorily resolved.
- D. All leagues must be sanctioned by OYSA. A member club, group of clubs or other affiliated entity must complete OYSA's "Permission to Host" paperwork and pay all appropriate fees.
- E. Member clubs shall submit their team formation policy and bylaws to OYSA annually on or before the club registration deadline.
- F. Small Sided Games Policy
  - 1. U11 – Sponsored (administered directly by OYSA) leagues and tournaments will be 8v8 beginning in the fall of 2008.
  - 2. U11 – Sanctioned (administered directly by member clubs) leagues and tournaments are encouraged to play 8v8 in the fall of 2008 and will be required to play 8v8 by the fall of 2009.
  - 3. U6 through U10 - By the fall of 2007, all sponsored and sanctioned leagues and tournaments in Oregon will conform to the following formats:
    - i. U6 - 3v3 - recommended without a goal keeper
    - ii. U7 & U8 4v4 - recommended without a goal keeper
    - iii. U9 6v6 - recommended with a goal keeper
    - iv. U10 8v8 - recommended with a goal keeper
- G. Clubs may not require a player to play above his/her nominal age group.

**Section 4.** Interplay

- A. Tournaments:
  - 1. Restricted and Unrestricted Tournaments – A tournament sanctioned by OYSA may be "Restricted" – open only to teams from a single US Soccer Federation organizational member or a subset thereof, or "Unrestricted" – open to teams from all US Soccer Federation member organizations.
  - 2. Member clubs and/or other OYSA affiliated organizations seeking sanctioning for an unrestricted tournament must purchase and provide evidence of a One Million Dollar (\$1,000,000) CSL comprehensive general liability policy including coverage for participant/spectator medical payments. In lieu of medical payments, a sports accident policy with a One Hundred Thousand dollar (\$100,000) limit of liability per injury is acceptable. OYSA and the hosting US Soccer Federation Member Organization will be listed as an additional insured and a hold harmless and indemnification agreement in favor of OYSA must be executed. Before OYSA will sanction any tournament required to provide the above-described insurance, the insurance policy (ies) must be approved by OYSA.
  - 3. OYSA member teams may participate in unrestricted tournaments sanctioned by another US Soccer Federation Member Organization provided they request and receive written approval from OYSA. Member clubs and/or other OYSA affiliated organizations that do not comply with the tournament policies on interplay described above will not be covered by OYSA general liability and other insurance provided through membership in OYSA.
- B. Leagues:
  - 1. **All participants in OYSA sanctioned leagues must be registered members of OYSA. Teams from other US Soccer**

**Federation member organizations may participate in OYSA sanctioned leagues; however all participating players and coaches must also register with OYSA.**

2. Insurance provided through membership in OYSA will not extend to players or teams that participate in non-OYSA sanctioned leagues. Further, general liability and other insurance provided through membership in OYSA shall not extend to member clubs for activities and events arising from member players or teams participating in non-OYSA sanctioned leagues.

**Section 5.** OYSA Sponsored League and Tournament Policies

- A. These policies apply specifically to teams formed for entry into OYSA sponsored competition.
  1. Select teams are not eligible to participate in State Cup or OYSA sponsored leagues.
  2. Any team comprised of any players that have been informed by an agent of a club that they need not attend tryouts to make the team shall be considered a select team.
  3. A club may allow a maximum of 4 U10 players to play up on a U11 team. This includes U10 players playing in OYSA sponsored U11 league and tournament play. A club should only do this when it is in the best interest of the player.
  4. U10 players may not play up more than one age bracket in OYSA sponsored competitive/classic competitions without the express written permission from the player's parent(s) and/or legal guardian(s) and the State Head coach and/or Technical Director.
  5. Players younger than U10 may not participate in OYSA ~~sanctioned~~ sponsored competitive/classic leagues or tournaments.
  6. There are no playing up restrictions for U11 or older players. However, OYSA recommends that all players play in age groups most appropriate for their psycho-social, psycho-motor and cognitive abilities.
  7. A team that changes clubs, shall be considered a new team for the purpose of placement into OYSA Classic events except when the change is a result of merging clubs, club dissolution or when teams are displaced from a club as following a club organizational change resulting in team ineligibility (i.e., as when a club decides to quit offering a competitive/classic program).
  8. The Oregon Youth Soccer Executive Director, in coordination with the member clubs, shall establish beginning tryout dates for the formation of fall and winter Classic teams. All OYSA clubs will hold their tryout for these teams only after the established dates. These dates must be established no later than April 1<sup>st</sup> each seasonal year. The dates shall not be earlier than:
    - a. U-14 and under (Fall Season): The Sunday following State Cup Finals.
    - b. U-15 and over (Winter Season): August 1<sup>st</sup>.

**Section 6.** Player Development and Movement

- A. Oregon Youth Soccer strives to provide avenues for the development of soccer players throughout the state. We believe it is generally not in the best interest of players or of the sport for players to be recruited from one club/team at the detriment of another club/team. Efforts to legislate against this activity have proven to be complex and problematic. Further, there are clearly circumstances in which it is beneficial to a player's development to move from one club/team to another.
- B. Therefore, Oregon Youth Soccer does not have a policy on recruitment. We do, however, have procedures that must be followed for a player transfer to be properly executed. The procedure and form for player transfer is described and available in

the Oregon Youth Soccer Registrar's Manual. The central principle in the procedure is full and complete communication between the interested parties.

- C. An equally and perhaps more important principle is the expectation that the player who may be asked to leave one club/team to join another is encouraged to do so because it is truly in the best interest of the player; rather than a potential benefit to another club or team. There is an expectation of courtesy, integrity and professionalism that should apply in any situation where representatives of one club/team invite the interest of a member of another club/team. If a coach of one organization believes that a player would be better served by another organization, then the preferred approach would be for the player's existing club/team coach to be contacted prior to contacting the player in order to discuss the situation. In this way, the player's current coach is engaged in the consideration of what is best for the player and is aware of the potential loss of the player. This is especially true for competitive teams and players
- D. Often parents or other adults are heavily engaged in promoting a player to other clubs and teams. Club leadership and coaches have an obligation to honestly assess and evaluate where a player will receive the best opportunity for development. At times, adults seek opportunities for players that do not fit the level of development best suited for the player. This can lead to a level of pressure that is counter productive or even damaging to a player.
- E. At no time shall a player be transferred against his or her will.
- F. At no time shall a player be offered or receive an economic incentive for participation.
- G. Further, players should not be enticed by promises of playing time or starting positions.

**POLICY 802-2 SPECIFIC COMPETITION**

**Section 1. Classic Competitive League Program**

While the Classic Competitive League is available to any team registered in accordance with OYSA Rules and Regulations, it is intended for ~~the more~~ higher skilled players.

- A.. A Classic Competitive League program will be made available; seasons and age groups will be determined annually by staff. in the Fall (generally, September through November) in the following age groups:

<del>Under 14 Girls</del>	<del>Under 14 Boys</del>
<del>Under 13 Girls</del>	<del>Under 13 Boys</del>
<del>Under 12 Girls</del>	<del>Under 12 Boys</del>
<del>Under 11 Girls (Developmental)</del>	<del>Under 11 Boys (Developmental)</del>

- ~~B. A Classic League program will be made available in the winter (generally, January through April) in the following age groups:~~

<del>Under 19 Girls</del>	<del>Under 19 Boys</del>
<del>Under 18 Girls</del>	<del>Under 18 Boys</del>
<del>Under 17 Girls</del>	<del>Under 17 Boys</del>
<del>Under 16 Girls</del>	<del>Under 16 Boys</del>
<del>Under 15 Girls</del>	<del>Under 15 Boys</del>

- ~~C. A Classic League program will be made available in the Spring (generally, March through April) in the age groups listed in Section 1a.~~

**Section 2. State Tournament**

A State Tournament will be held annually for the following age groups:

Under 19 Girls  
Under 18 Girls  
Under 17 Girls  
Under 16 Girls  
Under 15 Girls  
Under 14 Girls  
Under 13 Girls  
Under 12 Girls  
Under 11 Girls

Under 19 Boys  
Under 18 Boys  
Under 17 Boys  
Under 16 Boys  
Under 15 Boys  
Under 14 Boys  
Under 13 Boys  
Under 12 Boys  
Under 11 Boys

Generally the winners of the U-19, U-18, U-17, U-16, U-15, U-14, U-13 and U-12 ranges will represent OYSA at the USYSA Regional Competition, however OYSA reserves the right to determine its state representative (s) based on other criteria at its sole and absolute discretion. The Director of Program Services is the State Cup Tournament Director.

## **POLICY 802-3 DISCIPLINE**

### **Section 1. Purpose**

*In order to be consistent with discipline throughout the State of Oregon, this policy applies to all Classic, Select, and U-15 and above players, all coaches, and members of OYSA. This policy is suggested to be a guideline for the recreational players U-14 and below, except the section on game officials which also applies to all recreational players.*

### **Section 2. Discipline**

- A. *A league or club Disciplinary Committee shall act on all disciplinary matters under its jurisdiction, and shall have discretionary powers in determining disciplinary action applied to team personnel and players. Game suspensions listed below are to be regarded as minimums for the charged offenses, depending on the findings of the disciplinary committee. Penalties may be increased according to the gravity of the infringements, or decreased in the case of recreational small-sided play.*
- B. When sent off the field of play and shown the red card for infringement of the "Laws of the Game", players and substitutes shall be disciplined by further game suspensions as follows:
  1. *Serious Foul Play:*  
*Suspend for a minimum of one (1) game.*
  2. *Violent Conduct*
    - a. *Striking or attempting to strike another player, team official or spectator, or unlawfully entering the field of play during an altercation. Suspend for a minimum of two (2) games.*
    - b. *Aggression toward an opponent when they are not contesting for the ball. Suspend for a minimum of one (1) game.*

3. *Spitting at an opponent or any other person. Suspend for a minimum of two (2) games.*
  4. *Denying the opposing team a goal or an obvious goal-scoring opportunity by deliberately handling the ball (this does not apply to a goalkeeper within his own penalty area). Suspend for a minimum of one (1) game.*
  5. *Denying an obvious goal-scoring opportunity to an opponent moving towards the player's goal by an offense punishable by a free kick or penalty kick. Suspend for a minimum of one (1) game.*
  6. *Offensive or abusive language:*
    - a. *Using offensive, or insulting or abusive language and/or gestures. Examples include, but are not necessarily limited to, words uttered in frustration and, in the referee's opinion, loud enough to be heard outside the field of play. Suspend for a minimum of one (1) game.*
    - b. *Using offensive, or insulting or abusive language and/or gestures which, in the referee's opinion, are directed towards any person. Suspend for a minimum of two (2) games.*
  7. *Second Caution:*  
*A second caution-able offense after having received a caution in the same match. Suspend for a minimum of one (1) game.*
- C. *Any player, substitute or coach who refuse the referee's request for their name, or gives a false name, while the referee is gathering data to report an infringement of the "Laws of the Game" involving them, shall have one game added to the suspension that would normally be levied by the disciplinary Committee.*
- D. *Disciplinary actions listed above are to be regarded as minimum game suspensions, depending on the findings of the Disciplinary Committee. The Disciplinary Committee has discretionary powers to increase / decrease penalties befitting the infractions.*
- E. *Coaches and assistant coaches sent off the field of play for infringement of the "Laws of the Game" shall have one (1) game added to the suspension that would normally be levied against a player for a similar infringement.*
- F. *Misconduct towards game officials will follow USSF Policy 531-9. The minimum suspension for Assault is one (1) year (three (3) years in the case of the referee being a minor) and review by the OYSA Executive Board regarding further disciplinary action. The minimum suspension for Abuse is three (3) games and review by the OYSA Executive Board regarding further disciplinary action. These minimums are established by USSF and may not be reduced by OYSA.*
1. *Assault. This is an intentional act of physical violence at or upon a referee. It includes, but is not limited to, hitting,*

*punching choking spitting at , or on, grabbing or bodily running into, head butting, kicking or throwing any object at a referee that could inflict injury and damaging the referee's uniform or personal property.*

2. *Abuse. This is a verbal statement or physical act not resulting in bodily contact which implies or threatens physical harm to a referee or the referee's property or equipment. It includes, but is not limited to, using foul or abusive language or gestures toward a referee, spewing any beverage on a referee's personal property, or verbally threatening a referee. Verbal threats are remarks that carry the implied or direct threat of physical harm.*

**Section 3. Hearings**

- A. *All hearings will follow procedures outlined in OYSA Policy 701-1.*
- B. *No Club, League, District Administrator, coach, player, parent of player, or any other person or entity who or which can be identified as a member or associate member of OYSA, may invoke the aid of an Attorney and/or the aid of the Courts in the United States without first exhausting all available avenues of appeal within OYSA and USYSA.*
- C. *For violation of this Policy, offending party shall be subject to sanctioning as outlined in USSF Bylaw 707, and shall be liable to OYSA for all expenses incurred by OYSA and its officers in defending against each court action, including but not limited to the following:*
  1. *Court costs.*
  2. *Attorney's fees.*
  3. *Reasonable compensation for time spent by OYSA officials and employees in responding to and defending against allegations.*
  4. *Travel expenses.*
  5. *Expenses for holding special board meetings necessitated by the court action.*