

Hubbardston Youth Soccer (HYS)

By Laws

1. Goals and Objectives

- a. Provide the children of Hubbardston the opportunity to have fun playing soccer
- b. Learn the basic rules of soccer
- c. Learn the basics of teamwork
- d. Gain an understanding of good sportsmanship through:
 - i. Self respect and self discipline
 - ii. Respect for rules and authority
 - iii. Respect for opposing team members
 - iv. Being gracious in victory and defeat
- e. To encourage physical activity and promote good health
- f. Fall soccer is developmental in nature and follows the US Youth Soccer Association (USYSA) guidelines for Small Sided Soccer (www.usyouthsoccer.org/coaches/smallsidedgames.asp)
- g. It is the policy of the league to give each player an equal amount of playing time. Exceptions to this policy may be made for the following reasons:
 - i. Unequal attendance at practice or games
 - ii. Misconduct or poor sportsmanship
 - iii. Injuries or illness
 - iv. Team size limits the coach's ability to meet time goals.

2. Registration

- a. Normal registration for the fall program will begin in the first week of May and extend through the 30th day of June. All fees and costs will be assessed by the Board of Directors in accordance with the needs of the program. Refunds are available up until August 1st.
- b. Late registration will be any registration that takes place after normal registration has closed. Late registrations will be accepted prior to August 1st according to the following conditions:
 - i. A late fee of \$5.00 per child is paid by the registrant in addition to the normal registration fee and registration forms and fees are received by August 1. Registration by mail must be postmarked on or before the deadline date.
 - ii. The registrant will be placed on a chronological waiting list and will be assigned to a team according to team size and availability of coaching staff, fields and equipment.
 - iii. Normal registration is strongly encouraged. The number of players registered by the deadline will be the basis by which teams are developed. It is the intent of HYS to make efforts to provide opportunity for all those normally registered. Late registrants may not always be provided the same opportunity.

- iv. HYS pays membership fees to the Massachusetts Youth Soccer Association (MYSA) for each HYS member (players, coaches, administrators and referees). This fee is an annual fee which makes the registrant a fully affiliated member of MYSA and the UYSA for the seasonal year beginning September 1. MYSA membership includes liability insurance for the season.
- v. All participants over age 18 must be registered and submit to a Criminal Offender Record Information (CORI) check in order to participate. No parent/adult is allowed on the field of play unless they are a registered volunteer and have submitted a CORI to MYSA.

3. Eligibility

- a. All children from Hubbardston ages 4 – 12 and/or entering the sixth grade in the Fall are eligible to enroll and are subject to the terms and conditions of the HYS By Laws.
- b. Children from other communities who are unable to register in their own town will be accepted into the HYS according to registration policy. Preference in team assignment will be given to Hubbardston residents.
- c. All special requests should be presented to the Board at registration time. Every consideration will be made to accommodate the request. No requests will be accepted and reviewed after the close of normal registrations.

4. Teams and Coaches

- a. HYS will attempt to offer programs for U6, U8, U10, and U12 age groups as defined by MYSA and dependent upon the availability of fields and equipment.
- b. Team size will be determined by the number of registrations received and according to the availability of coaches. Team composition will be determined by the Board.
- c. U6 and U8 teams will be co-ed.
- d. Team rosters close August 1.
- e. All coaches must be at least 15 years of age. No coach who is under 21 may conduct a game or practice without an adult who is at least 21 years old present.
- f. Fall practices should not exceed two hours for U12, 1.5 hours for U10, 1 hour for U8 and 45 minutes for U6.
- g. Practices and games will take place unless weather or field conditions prohibit play. Home field coaches are responsible for determining the cancellation and for calling their players, the opposing team coach, and referees if applicable. Home field coach is responsible for coordinating a make up game, if both coaches agree to have one.
- h. Rules of play will follow those of the league in which we play. HYS is a member of Quabbin Youth Soccer League (QYSL) and follows the USYSA rule of play for small sided games unless

otherwise noted.

5. League Management

- a. The HYS shall be directed by a Management Committee which consists of nine members, five of whom form the Board of Directors.

6. Board of Directors (BoD)

- a. The HYS BoD shall consist of five members who shall meet together on a regular basis and/or when deemed necessary to govern the affairs of HYS and to make such decisions as deemed appropriate. A quorum (> 50% of members) must be present for a binding vote to occur.
- b. BoD members shall commit to serve a one year term. Each year the BoD shall call a meeting of all involved in the HYS program to elect new members or re-elect existing members.
- c. BoD Members are:
 - i. President/General Manager
 - ii. Vice President
 - iii. Treasurer
 - iv. Registrar/Secretary
 - v. Coaches Representative
- d. The BoD has the authority to make or amend such rules and/or By Laws and to set player registration fees as it deems appropriate by a two-third majority vote of the Board.
- e. The BoD has the authority to act on all matters that are not specifically covered in the By Laws
- f. The responsibilities of the HYS BoD include but are not limited to the following:
 - i. Schedule and conduct registration
 - ii. Review and amend By Laws and policies
 - iii. Care and maintenance of equipment owned by HYS and field lining.
 - iv. Allocation of funds and purchase of necessary materials and equipment
 - v. Scheduling of games and practices
 - vi. Training of coaches
 - vii. Fundraising
 - viii. Recruiting of referees
 - ix. Interface with QYSL
 - x. Resolution of disputes
 - xi. Team assignment and composition
 - xii. Communication with league via website and other medium

7. Management Committee

- a. The Management Committee shall consist of the members of the Board of Directors and:
 - i. Parent Representative
 - ii. Referee Manager
 - iii. Equipment/Fields Manager
 - iv. QYSL Representative
- b. The Management Committee shall be responsible for the execution of these By Laws.
- c. Management Committee members shall commit to serve a one year term. Each year the BoD shall call a meeting of all involved in the HYS program to elect new members or re-elect existing members.

8. Management Committee and Board of Directors shall hold meetings beginning in February on a monthly basis until the conclusion of the soccer season in November. A calendar for the year of meetings should be developed at the first meeting of the year and posted on the website so that interested parties can attend.

9. Parents/Players

- a. All parents/guardians are encouraged to participate in the program. Parental support is necessary for the continuation of the program.
- b. It is expected that all parents who enroll their children in the fall program will encourage and support the players in understanding, obeying and respecting both the rules and spirit of the game.
- c. It is expected that all players will try to improve their understanding and performance of the game of soccer, and will try to understand, obey, and respect the rules and the spirit of the game.
- d. HYS provides team jerseys and socks for normally registered players and will provide for late registrants to the best of our ability. It is expected that all parents will provide their children with the following necessary equipment:
 - i. Shin guards
 - ii. Sneaker or soccer (not baseball) cleats (cleats are preferred)
 - iii. Appropriate clothing for inclement weather should be provide for both on the field and on the sidelines
- e. Any problem or question about a child's play or performance should be addressed with the coach of the child's team. In the event that any concern cannot be resolved by the coach and parent, both parties are encouraged to bring the problem to a member of the BoD.
- f. It is the ultimate decision and responsibility of the parent to determine if his or her child should take part in any practice or game.

- g. Parents are encouraged to offer their opinions on the quality of the program, the coaching staff, or any other aspect of the league. This may be done in writing to: Hubbardston Youth Soccer BoD, PO Box 443, Hubbardston, MA 01452 or via email to hubbsoccer@gmail.com
- h. All parents must remain at practices and games unless verbal approval from the coach or agreement with another parent is made. All children must be picked up at the end of practice and/or games and parents must let the coach know that they are leaving.

10. Medical and First Aid Treatment

- a. The following is the position statement issued to all HYS volunteers:
“Unless an HYS volunteer is certified or licensed to provide medical and/or first aid treatment, he/she is not obligated to provide such care. When a volunteer is certified or licensed, he or she may opt to provide care within the scope of their practice or certification. If any HYS volunteer or player should require medical treatment or first aid during an HYS sanctioned event and there is no certified or licensed individual capable of providing such care according to the terms noted above, the coach or HYS volunteer shall seek emergency care by dialing 911.

11. Organizational Roles and Responsibilities

- a. President/General Manager
 - 1. Ensure the conduct of the HYS program in accordance with this manual
 - 2. Attend all committee meetings
 - 3. Vote on all questions brought before the committee
 - 4. Other duties as required
 - 5. Attend QYS meetings
- b. Vice President/Assistant General Manager
 - 1. Ensure the conduct of the HYS program in accordance with this manual
 - 2. Attend all committee meetings
 - 3. Vote on all questions brought before the committee
 - 4. Other duties as required
- c. Treasurer
 - 1. Maintain the finances of the league
 - 2. Report at each meeting the status of the league finances
 - 3. Handle all accounts payables and receivables

- d. Registrar/Secretary
 - 1. Conduct registration for HYS fall recreational program in accordance with the timeline set forth in this manual.
 - 2. Prepare and submit registration to MYSA as directed, ensuring that all individuals who require a CORI have submitted one.
 - 3. Submit team names, colors, coach and coach's telephone and levels to QYS scheduling contact for schedule.
 - 4. Record and distribute minutes of meetings

- e. Coaches Representative
 - 1. Coordinate the registration of all returning coaches
 - 2. Assist in the recruitment of new coaches
 - 3. Coordinate the training of coaches at all levels

- f. Parent Representative
 - 1. Assist in the recruitment of parent volunteers for open committee and coaching positions
 - 2. Provide the committee with input from parents

- g. Equipment Manager
 - 1. Uniforms:
 - a. Source vendors and order uniforms with requirement input from the Registrar/Secretary
 - b. Coordinate distribution with the Coaches Manager to ensure the players have uniforms as far in advance of season start as possible.
 - 2. Field Equipment:
 - a. Contact Hubbardston Recreation Fields Committee for copy of keys to the shed and gazebo basement
 - b. Inventory all equipment
 - c. Inflate balls prior to season beginning
 - d. Distribute/collect all equipment – coordinate with coaches Manager to optimum method for distribution/collection
 - 3. Medical Equipment:
 - a. Review the contents of each medical kit prior to the beginning of the season and refill as required and provide to Equipment Manager for distribution
 - b. Ensure that there are no medications in the medial kits, and that there are sufficient ice packs and bandages.

h. Fields Manager

1. Mowing:
 - a. Coordinate with tow recreational fields committee to ensure that the fields will be mowed.
2. Sanitation:
 - a. Source and order a portable toilet for placement at the fields in an area acceptable to the Hubbardston Board of Health.
 - b. Portable toilet which is present throughout the summer is paid for by QYS for the spring travel league. Contact QYS to determine if we can extend the contract if the vendor pricing is in line with others.
3. Nets:
 - a. Review the condition of nets prior to beginning of the season
 - b. Research and suggest vendors for replacement parts
 - c. Coordinate putting our the nets after completion of field lining
 - d. Coordinate the removal of nets at the end of the season or as needed should the fields be used by other organizations (Lions Field Day)
4. Line Application:
 - a. Survey and determine the appropriate field layout based on the number of teams per age group to ensure adequate practice and game space.
 - b. Contact district fields liner to coordinate initial application prior to the beginning of practice.
5. Line Maintenance
 - a. Review quantity of paint available for the season, source vendor and order enough paint for the season. Approximate usage is 12 cans for initial application and 6-8 cans per reapplication.
 - b. Recruit volunteers to maintain the lines on a weekly basis – Thursday is the optimum day for application
 - c. Train all volunteers on the use of the paint sprayers
 - d. Ensure that each regular volunteer has access to the paint and sprayer in the gazebo

i. Referee Manager

1. Coordinate the recruitment and training of referees
2. Submit list of referees with all contact information and completed CORI's where applicable to the Registrar
3. Distribute referee shirts
4. Provide input and updates regarding the rules of the game
5. Develop referee schedule and distribute schedule to all applicable coaches and the board for reference, this list should include phone numbers to assist coaches who may require rescheduling. Only U10 and U12 levels require referees.
6. Coordinate replacement of referee if a scheduled individual is not available.

j. Coaches

1. Coordinate team practices
2. Conduct practices and games in accordance with MYSA, FIFA, and USYSA rules and guidelines

k. Referees

1. Conduct games in accordance with MYSA, FIFA, and USYSA rules and guidelines

l. Photography Manager

1. Determine date of league wide team photography day
2. Source and contract vendor
3. Develop promotional materials for website and newsletter regarding date, costs, and other applicable details.
4. Distribute information to coaches and players and update website
5. Conduct the photography day

m. Resource Manager

1. In conjunction with the Coach and Referee Managers, develop Coaching Packets
2. Coaching packets include copies of all players' registration forms with their parents and emergency contact information, schedule, Rule and Regulations for parents, and the small sided games manual appropriate for their team.
3. Distribute Coaching Packets to all coaches

n. Awards Manager

1. Player Awards

- a. Research and provide suggestions to Management Committee for purchase
- b. Coordinate distribution to teams, ideally to be presented at the final game of the season

2. Sponsor Gifts

- a. Research and source vendor for sponsor gifts
- b. Coordinate distribution

12. Contacts (As of 12/28/09)

a. Board & Committee Members

| | |
|-----------------|-----------------|
| President | Nia Carignan |
| Vice President | Tammy Philips |
| Treasurer | Chip Pettirossi |
| Secretary | Sanda Barry |
| Registrar | Patti Hall |
| Referee Manager | Mike Stevens |

b. Other Contacts

| Role | Name | Contact Info |
|---|---|--|
| Field Usage Permission Field Storage Access Field Mowing Information Permanent Net Questions | Todd Fitzpatrick Chair Town Recreation Department | Tpfitz45@aol.com |
| Town Website and Common Board announcements | Elaine Selectboard office | hubselectboard@charterinternet.com |
| QYS Contacts | Pam Fenn – Registrar Ed Greenough – VP | wwrpam@aol.com barre.greenoughs@charter.net , 978-355-4009 |
| Field Lining | Bob Noel | fozpoo@yahoo.com |
| Paint | Dave Noel (NBH Soccer) PO Box 471, Hardwick 01037 | davenoel@comcast.net |
| 2009 Ref Uniform Vendor | Score Sports | Scoresports.com |
| 2009 Medals | Facilitations Ltd. Acton | Marlene Wachtell maw@facilitations.com 978-263-8589 www.facilitations.com |
| 2009 Uniforms | Sharp Image, Gardner | Brian LaRoche 978-630-3277 Sharp_image@verizon.net |
| 2008 Uniforms | City Sporting Goods Worcester MA | Ron 508-755-3957 |
| Website Updating | | Nia Carignan niacarignan@gmail.com |
| Port a Potty | Alm & Son | 508-867-2544 |

12. Timeline

| Month | Action Items |
|-----------|---|
| February | <ul style="list-style-type: none"> Review By Laws and lessons learned from Fall season implementation Complete paperwork/filings for non-profit status Contact recreation department for permission to use the fields Review Sponsors List, update and add new addresses Start creation of sponsors letter Review and update forms for registrations |
| March | <ul style="list-style-type: none"> Review budget from prior year & anticipated costs for this year Determine fundraising activities Determine holders of key committee positions Review Sponsors List, update and add new addresses Start creation of sponsors letter Review and update forms for registrations Send out sponsorship request letters |
| April | <ul style="list-style-type: none"> Commence marketing for registration and recruitment Prepare for registration (forms, update website) Research training for coaches and referees Send out sponsorship request letters |
| May | <ul style="list-style-type: none"> Conduct registration (online and in person) Recruit new coaches, confirm returning coaches Recruit new volunteers for committee positions and other tasks Review equipment needs (balls, nets, corner posts, goalie equip, med equip) |
| June | <ul style="list-style-type: none"> Review registrations for completeness, contact individuals with missing information Source vendors for uniforms Order new equipment and paint needed – coordinate with QYS on paint |
| July | <ul style="list-style-type: none"> Conduct Referee and Coaches Training Submit orders for uniforms and referee shirts Inflate balls Review and restock medical kits Review, wash and repair ball bags and pinnies Order Outhouse, confirm preferred placement with Board of Health |
| August | <ul style="list-style-type: none"> Complete Teams & Assign Coaches Contact QYS scheduler with number of teams and fields available Line fields in accordance with number of teams Set out nets Assemble Coaches Bags & Packets Develop practice schedule and post on website Confirm field mowing with Rec. Department Hold Coaches Day at fields for distribution of uniforms, schedules, balls, and packets. Submit Roster to MYSA with \$11.00 per head fee Submit all CORI's not submitted online to MYSA Practices may begin final week of August |
| September | <ul style="list-style-type: none"> Season Starts Ensure all coaches' needs are taken care of (balls, bags, uniforms, med kits, schedules, training materials, etc.) Picture Day Order Awards |
| October | <ul style="list-style-type: none"> Hold Coaches Appreciation Day Distribute Pictures |
| November | <ul style="list-style-type: none"> Distribute Awards Pay Referees Collect Equipment |