

**NORTHSHORE YOUTH SOCCER ASSOCIATION  
BY-LAWS/CONSTITUTION**

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## **ARTICLE 1. INTRODUCTION**

### **1.1 Name**

The name of this organization shall be the Northshore Youth Soccer Association (NYSA), hereinafter referred to as the Association. This Association is and shall be a non-profit organization.

### **1.2 Purpose**

The purpose of this Association is exclusively charitable and educational. The objective of this Association shall be to teach, govern, and promote the game of soccer for youth players within the area of jurisdiction of the Association. Where local conditions prevent full compliance with Federation Internationale De Football Association (FIFA) laws, this body shall put into effect such laws as are best suited to its own particular needs, giving full recognition to, and being in accord with the underlying and basic principles set forth by FIFA.

The power of the Association shall be limited to those granted to an organization which is exempt under SECTION 501.C.3 of the Internal Revenue Code. In the event of the termination of this Association, the assets of the Association will go to an organization which is exempt under SECTION 501.C.3 of the Internal Revenue Code.

### **1.3 Administration**

This Association shall be governed by its By-Laws and Operating Procedures defined herein. The governing authority of this Association shall be vested in the members of this Association as evidenced by officers and trustees elected by affiliated organizations, hereinafter referred to as Clubs.

### **1.4 Standard of Membership**

As a member of the Washington State Youth Soccer Association (WSYSA), the Association will provide the following:

- The membership of the Association shall be open to any soccer players, coaches, trainers, managers, administrators, and officials not subject to suspension under Section 4 of Bylaw 241 of US Soccer ("the Federation"), and to any amateur soccer organization in its territory; and
- The Federation articles of incorporation, bylaws, policies, and requirements take precedence over and supersede the governing documents and decisions of the Association to the extent applicable under state law, and shall provide that the Association will abide by the Federation articles, bylaws, policies, and requirements, including those on interplay and
- The Association shall provide equitable and prompt hearing and appeal procedures to guarantee the rights of individuals to participate and compete. Those procedures shall include that all grievances involving the right to participate and compete in activities organized or sponsored by the Association shall be appealed first to the WSYSA Appeals Committee and then to the Federation's Appeals Committee that shall have jurisdiction to approve, modify or reverse a decision.

### **1.5 Membership in the Washington State Youth Soccer Association (WSYSA)**

The Association will maintain a membership with WSYSA. Such membership may be voluntarily modified or discontinued only by action of the members of the Association at the annual meeting and

Shall be governed by the rules and regulations of the WSYSA in the administration and conduct of youth soccer programs within its territory, and by the rules and regulations of US Youth Soccer as may be applicable pursuant to the membership of the WSYSA in US Youth Soccer.

## **ARTICLE 2. MEMBERSHIP**

### **2.1 Eligibility**

The members of this Association shall consist of Clubs of ten or more youth soccer teams within the territory consisting of the Northshore School District, the attendance area of the Maltby Elementary School as of February 1991 and other areas over which the Association shall have jurisdiction of youth soccer as granted by the

Washington State Youth Soccer Association (WSYSA), provided that such clubs shall subscribe to the purpose of this Association and agree to abide by the rules, regulations and decisions of this Association.

Individual players, coaches, referees and administrators are members of the NYSA through their affiliation or association with said clubs or with NYSA Committees, or as elected officers of the NYSA.

## **2.2 Club Size**

Club organization , or reorganization, shall be submitted to a committee comprised of one member from each club and an Association officer appointed by the President of the Association. This will happen when clubs reach a size of approximately 50 teams. This committee shall prepare an impact study and present their recommendations to the Board of Directors. Club organization will be looked into each year. Reorganization will be completed no later than 30 days before registration. The Board of Director's decision will be final in club formation or club reorganization.

A club will be organized as follows:

- Existing teams will be a part of the Club that includes the elementary school area in which the majority of the players reside.
- New teams will become a part of the Club that includes the elementary school area in which the majority of the players reside .
- Clubs may be formed on the basis of other criteria rather than geography, such as age of players and skill level

## **2.3 Club Membership**

Eligible Clubs not already a part of the Association desiring membership in the Association shall make written request for membership and shall be admitted to membership upon approval of the Association. The minimum size of any club shall be ten (10) teams.

## **2.4 Registration**

Prior to July 1 of each year, each member Club shall register each team in its Club with the Association by submitting the following information to the Association Registrar: team name; age group; coach and assistant coach (if any) name, middle initial, coach birthday, address and telephone number; team uniform colors and such other information as required by the Association. Registration will be conducted according to the registration policies adopted by the Association Board on 2/2/88 or as amended.

## **2.5 Representation**

Each member Club shall be governed by elected officers. The Club shall be represented in Board meetings by the Club President or a designated representative and shall be considered to be a member of the Board of Directors of the Association.

The Club President shall cast votes at the Board meeting on the basis of rules adopted by the Club, except that the President will vote in accordance with the majority vote of the Club when required or will cast weighted votes in accordance with the numbers of team representatives present when the vote was taken.

Each member Club shall elect officers in the month of November, during its regular meeting and shall submit the names, addresses and telephone numbers of its officers to the Association Secretary within thirty days of the election.

## **2.6 Club Malfeasance, Non Cooperation or Non Functioning**

Member Clubs failing or refusing to follow the NYSA By-Laws or Operating Procedures, or which attempt to circumvent a decision rendered by NYSA, or seriously damage the interest of NYSA, face reorganization by the Association.

Notification of this action shall be made in writing, by the Board. The Board will appoint a committee to oversee reorganization.

### **2.7 Duties of Clubs**

Member Clubs will be responsible for the conduct of coaches, managers, players, officials and parents under their jurisdiction, and shall insure that their actions on or off the field do not bring disfavor upon NYSA. Powers not specifically reserved by the Association are the responsibility of the Clubs. Division of responsibilities will be accomplished by Law and by Association action.

### **2.8 Club By-Laws**

All member Clubs must have a copy of their By-Laws on file with the Association. The By-Laws and/or Operating Procedures of any member Club shall not conflict with those of NYSA.

## **ARTICLE 3. FINANCES**

### **3.1 Fiscal Year**

The fiscal year of NYSA shall begin at 12:01 AM on April 1 and end at 12:00 PM on March 31 of the following year. All financial rules and regulations are in effect during the 12 months of the fiscal year.

### **3.2 Budget and Operating Contingency Fund**

The Treasurer, with the advice of the Association officers and the Clubs, shall prepare a proposed budget for the next fiscal year. The proposed budget shall be submitted at the January Board Meeting for approval at the February Board Meeting. The budget shall be limited for any given year to expected income for that year. The Treasurer shall determine a contingency amount to be fixed at no less than ten (10) percent of the annual Operating budget. The Treasurer will make a contribution to the Operating Contingency Fund each year in an amount approved by the Association Officers and Clubs. The Treasurer shall maintain a separate account for the Operating Contingency Fund and will report the balance to the Association Officers and Clubs on a monthly basis. All expenditures over the approved budget shall require the approval of the Association Board.

Approval of, or changes to, the budget shall be voted on by the clubs, a two-thirds (2/3) majority of the total votes present shall be required. Each member club shall have one (1) vote per registered team on record as of the current year.

### **3.3 Financial Statement**

The treasurer shall submit an itemized financial statement of the previous fiscal year expenses within sixty (60) days after the end of the fiscal year. Financial statement shall be prepared by an independent accounting firm.

### **3.4 Registration Fees**

Each player registered with NYSA shall pay a registration fee, unless waived by the Association Registrar for cause. The registration fee shall be determined by a vote at the NYSA Board meeting by March for each succeeding year.

## **ARTICLE 4. MEETINGS**

### **4.1 NYSA Board of Directors Meetings**

The affairs of the Association shall be conducted at meetings of the Association Board. There shall be a monthly meeting of the Association Board at 7:30 PM on the first Tuesday of each month. The conduct of all meetings shall be governed by Roberts Rules of Order (current edition).

### **4.2 Special Meetings**

Special meetings of the Association shall be held as the Association President or the Presidents of any two member clubs shall call. The conduct of all meetings shall be governed by the current edition Roberts Rules of Order (current edition). Twenty-four hours notice shall be given for special meetings to the President or Secretary of each Club.

### **4.3 Annual Meeting**

The regularly scheduled NYSA Board of Directors meeting each January shall be designated the Annual Meeting. The primary purpose of this meeting shall be the election of Association officers.

## **ARTICLE 5. VOTING QUORUM AND ELECTION OF OFFICERS**

### **5.1 Quorum**

NYSA Board of Directors Meetings. A quorum shall consist of at least the President, or Vice President, and two additional officers and a minimum of at least four member Club Presidents or designated representatives for a total of seven Board members.

### **5.2 Election of Association Officers**

Election of Association officers shall be determined by a vote of the current elected Association officers and of the member Clubs. The vote of each member Club shall be cast by the Club's official representative to the Association. Each member Club shall have one (1) vote for each team registered with the Association at the beginning of the current seasonal year. Each current elected Association officer shall have as many votes as 25% of the aggregate total of member Club's votes divided by the number of current elected Association officers (rounded down to the nearest whole number). Member Clubs and elected Association officers may cast votes by written proxy. No other proxies will be accepted.

### **5.3 Revision of By-Laws, etc.**

Revisions of By-Laws, approval of, or changes to, the budget and removal of either elected or appointed officers shall be voted on by the clubs. Each member club shall have one (1) vote per registered team on record as of the current year. A two-thirds (2/3) majority of the total votes present shall be required to carry a Motion on these matters. All changes voted on this section shall become effective at the time that revision and/or change is approved and if the revision was submitted to the NYSA office on the NYSA By-Laws and Operating Procedure Revisions Form in Appendix C within thirty (30) days of the vote.

#### **5.3.1 Revision of Operating Procedures**

Revisions, approval of, or changes to shall be voted on by the Board. A two-thirds (2/3) majority shall be required to carry a motion on these matters.

#### **5.3.2 By-Law Interpretation**

At such times as questions arise regarding the interpretation, application or meaning of the By-Laws or Operating Procedures, determination shall be made by a majority of the Association Board at a regularly scheduled meeting of the Association.

A determination may be called for by any member of the Board, and must be acted on immediately as a point of order. A call for determination does not require a motion or a second, and discussion is limited to the applicable By-Laws or Operating Procedures.

### **5.4 All Other Association Matters**

On all Association matters except those outlined in 5.2 and 5.3 each Club President shall have one vote and each elected or appointed officer of the Association Board, except for the President, shall have one vote. A simple majority of the total votes present is required to carry a Motion.

### **5.5 President's Vote**

The President of the Association is allowed one vote, which may be exercised in the case of a tie vote.

## **ARTICLE 6. OFFICERS**

### **6.1 Board of Directors**

The board of Directors, hereinafter referred to as the Board, shall consist of the elected Association officers and the President of an appointed representative, of each member club. At no time shall the number of elected officers of

the Association exceed the number of member clubs in the Association. As stated in 5.5, the President of the Association shall not be counted as a voting member except in the event of a tie vote.

### **6.2 Executive Committee**

The Association President, Senior V.P and three Association officers shall comprise the Executive Committee of the Association which is authorized to act on behalf of the Association between meetings. All actions must be authorized at the next official meeting of the Association.

### **6.3 Election of Officers**

At the Annual Meeting of the Association in January of each year, elections will be held to fill Association officer positions up for elections. New officers shall serve beginning with the first regularly scheduled NYSA Board of Directors meeting in February. An Association officer cannot serve as an elected official of any member club during his term of office.

### **6.4 Term of Office**

The term of office for all Association officers (President, Vice-Presidents, Secretary, Treasurer, and Registrar) shall be two (2) years. The President, Treasurer and Registrar shall be elected in opposite years to the Secretary and the Vice President(s).

### **6.5 President**

The President shall preside at all meetings of the Association and shall be the General Manager of the Association subject to the direction of the Association. Subject to approval by the Association Board, the President shall appoint such committees as may be required for the proper operation of the Association. The President shall appoint the representative of the Association to the WSYSA and the District; shall make such reports and recommendations to the Association Board at any regular or special meetings concerning the work and affairs of the Association as in his/her judgement may be necessary, and shall perform such other duties as may be incidental to the office. The President shall serve for the administration succeeding his own, as an ad-hoc member of the Board and budget committee. The President shall be responsible for signing all approved contracts, agreements, etc.

### **6.6 Vice Presidents**

The Vice-Presidents, in the order elected or appointed by the member teams of the Association, shall perform the duties of the President in case of his/her absence, resignation or inability to act, and such duties as may be assigned to them by the President. Elected Vice-Presidents shall be the Vice-President Development, the Vice President Referees, and the Vice-President Competition. The Board shall designate the Senior Vice-President, Second (2) Vice-President, etc. by majority vote.

### **6.7 Secretary**

The Secretary shall keep complete records of all meetings of the Association, including an accurate record of attendance of members; shall furnish the Nominating Committee, prior to the regular November meeting, with a list of officers and members of the Association whose terms shall expire at the next Annual Meeting; shall give notices as directed by the President; shall be custodian of all records of the Association except records and paper kept by the Treasurer; and shall perform such other duties as may be incidental to the office. Duties may be fulfilled by the Association Administrator or by appointment by the President.

### **6.8 Treasurer**

The Treasurer shall receive, disburse and account for all of the funds of the Association and Clubs. A written financial statement shall be presented at the regular monthly meetings. He/she shall receive and have custody of, and account for, all deeds, securities, notes, contracts and other financial papers of the Association, and shall place them for safekeeping in the safe deposit vaults of a bank designated by the Association and under such rules as to access as the Association shall determine. He/she shall cause the books of account of the Association to be audited at least once annually by an Auditing Committee and shall present, 60 days after the close of the fiscal year, a comprehensive financial statement of receipts and disbursements of the Association during the preceding year. He/she shall give sufficient bond, subject to the approval of the Association, said surety to be secured and paid for by the Association. He/she shall perform such other duties as may be incidental to the office.

**6.9 Registrar**

The Registrar's duties shall include, but not be limited to: registration for the Association; chair of the Registration Committee. The Registrar shall insure the proper registration of all NYSA teams in accordance with current WSYSA registration guidelines. The Registrar shall bring to the Board, for corrective action, improper registration procedures of member clubs as he/she becomes aware of such actions. The Registrar shall perform such other duties as may be incidental to the office.

All data received from the WSYSA pertaining to registration shall remain the property of the NYSA.

**6.10 Removal of Officers**

Removal of either elected or appointed officers shall be voted on by the Association Board. A two-thirds (2/3) majority of the total votes present shall be required, in accordance with 5.3.

**6.11 Vacancies**

Vacancies occurring during the term of office of Association officers, except for that of President which shall be filled by the Senior Vice-President in accordance with 6.6, shall be appointed by the President with the approval of the Board. The term of office of such appointments shall be until the expiration of the original term of office.

**ARTICLE 7. COMMITTEES****7.1 Committee Establishment**

NYSA Committees shall be established as required to satisfy the programs and needs of NYSA and for their orderly and timely implementation. Removal of Committee chairs is subject to Board approval. Committee chairs shall administer their respective activities and be responsible to the Board.

**7.2 Members**

Each club shall provide the names of representatives for such committees as requested. The chairman of each committee shall be selected by the Association President, except where a chairman is specified.

**7.3 Nominating Committee**

The nominating Committee shall present a slate of nominees for office at the regular December meeting, for election of Association offices at the Annual Meeting.

**7.4 Registration Committee**

The Registration Committee is responsible for coordinating all registration and verification of all age group assignments. The Association Registrar shall be the Chair of this committee. Members of this committee shall be the club registrars, plus one additional board member. The Registration Committee will follow the Registration Policies and Operating Procedures.

**7.5 Games Committee**

The Games Committee shall be responsible for preparing all team competition schedules and any modification thereto. On any questions of scheduling, the decision of the Committee shall be final. Team standings and records shall be kept by the Committee. The Chair of this Committee shall be known as the VP Competition. Committee members shall be the Scheduler and other appointed members.

**7.6 Equipment Committee**

The Equipment Committee shall be responsible for the purchasing of equipment within the Association budget.

**7.7 Disciplinary Committee**

The Disciplinary Committee shall function in accordance with the Washington State Rules and Procedures.

This Committee shall deal with all Operating Procedures, Rules of Play, and misconduct reports arising out of competitions conducted by NYSA. In any judicial matter, no player, coach, manager, team assistance, referee, or

officer from any member team shall be represented before this Committee by Legal Counsel, until all avenues of approach of the judicial procedure are exhausted through the regular channels of organized soccer.

#### **7.8 Audit Committee**

The Audit Committee shall arrange the annual audit and conduct their own audit as necessary to monitor the budget.

#### **7.9 Fundraising Committee**

It shall be the responsibility of this Committee to administer fundraisers. This Committee shall recommend approval or disapproval to the Association Board of all fundraising plans to be either Club or Association.

#### **7.10 Coach, Player Development Committee**

The Committee shall be chaired by the Vice-President of Coach and Player Development and consist of the Club Vice-Presidents. This committee will coordinate NYSA coaches' clinics to upgrade coaching skills. This committee will keep and publish records of coaches qualifications annually. They will disburse information and publications useful to coaches.

This committee will promote and coordinate clinics and activities in which players participate. This committee will disburse information and publications useful to players and their parents.

#### **7.11 Referee Development Committee**

The Chair of this Committee shall be the Vice-President of Referee Development. This Committee will promote and coordinate referee clinics and activities and disburse information and publications useful to referees.

#### **7.12 Field Development Committee**

This Committee shall be responsible for the procurement and development of new fields and improvements of existing fields.

#### **7.13 Tournament/Exchange Committee**

This Committee will be chaired by the Vice-President of Competition and will promote and coordinate tournaments, and exchanges with other associations. The committee shall disburse information useful to coaches, players and their parents.

#### **7.14 Risk Management Committee**

The committee shall be chaired by the Risk Management Coordinator and is to review and recommend procedures regarding the safety of participants in the NYSA program. To establish secure records and maintain the background check information program for volunteers, employees and others who are entrusted with the supervision and care of players and participants. To provide education for NYSA members and policy recommendations to minimize liabilities and other manageable risks.

### **ARTICLE 8. NYSA OPERATING PROCEDURES**

The NYSA Operating Procedures shall establish rules, regulations and Rules of Play, and shall govern all competition administered by NYSA and its member clubs.

### **ARTICLE 9. SEASONAL YEAR**

#### **9.1 Seasonal Year**

The Seasonal Year of NYSA shall be from September 1 to August 31.

#### **9.2 Coaches Tenure**

The tenure of appointed coaches shall be in accord with 9.1 except for ADP team coaches which shall be defined in the ADP Club By-Laws. It is the intent of NYSA that coaching is a privilege, not a right. To this end coaches will

be appointed, re-appointed or not by those having the respective authority to do so (usually the respective club). A contested decision will be referred to the Board.

## **ARTICLE 10. FINANCIAL RESPONSIBILITY**

### **10.1 Disclaimer**

NYSA specifically disclaims financial responsibility for, and shall not assume nor be held liable for, the debts or the financial obligations, either expressed or implied, of any affiliated member club, team, or any of the coaches, managers, officers, officials, or members of any affiliated member club or team.

### **10.2 Agreements or Contracts**

No officer, agent or member of NYSA may enter into any agreement or contract in any matter that is for a period of six months or more or is for any amount that is \$1,000 or more in excess of the approved budget without a majority vote of the Board. Prior to such vote, a copy of any such agreement, contract or obligation in its final form shall be reviewed by the Board. Any agreement, contract, or obligation not approved by the Board or otherwise required herein shall not be honored by NYSA. All individuals with contracts exceeding \$1,000 will present in writing to the Board, an accounting of their services every 90 days at the discretion of the Board.

## **ARTICLE 11. PLAYER ELIGIBILITY**

### **11.1 Registration**

Players must register during designated registration periods. Registration shall be official when completed form is in the possession of the Registrar. Players are not considered assigned to a team unless done so by the Association Registrar. No one is authorized to receive registration forms other than a Registrar, or their appointee. No player shall be allowed to participate in any practice or game until this procedure has been completed and the coach is notified by the Association Registrar or appointed designee.

### **11.2 Age Groups**

See Operating Procedures.

## **ARTICLE 12. RISK MANAGEMENT**

### **12.1 NYSA Member Club**

Each NYSA Club President shall identify a Risk Management Coordinator. The Club Risk Management Coordinator shall be responsible for disseminating pertinent risk management information and the duties as described in Section 7.14 Risk Management Committee in the NYSA By-Laws.

### **12.2 Employee/Volunteer Background Check**

The individuals listed below shall complete a current WSYSA Application and Disclosure Statement, an acceptable background history from the Washington State Patrol or other appropriate source and any other documentation or background history deemed necessary by the Risk Management Coordinator or Club President.

The following individuals shall comply with this first paragraph of this Section 12.2: all Board Members within all levels of NYSA; any person seeking election or appointment as a NYSA officer; every employee or volunteer of NYSA (including any team official such as coaches, assistant coaches, trainer, team manager, etc.); all referees who perform services to the NYSA; and any person who at any time could be entrusted with the supervision, guidance and care of NYSA members or players. This in no way implies an all inclusive list of those who must comply with Section 12.2. Please see the appropriate sections of the WSYSA By-Laws for more information.

**12.3 Suspensions**

Any individual, in the course of the background check, who is identified as having adverse information, shall be removed from the Risk Management program. Written notification stating that the individual is not eligible to be an employee or volunteer shall be sent. The letter shall also include the right and process to appeal.

**12.3 Appeals**

Any individual notified of being removed from the Risk Management program has the right to appeal the decision to the NYSA Judicial Committee.

Please see Sections 216.5 through 216.8 of the WSYSA By-Laws for additional details.