

**HOUSTON YOUTH SOCCER ASSOCIATION, INC.**

**CONSTITUTION**

**SECTION I**

**ARTICLE I            NAME**

The name shall be the Houston Youth Soccer Association, Inc. (HYSA), herein called HYSA, with headquarters in Houston, Texas.

**ARTICLE II            PURPOSE**

The object of HYSA shall be to foster, promote and advance the cause of youth soccer within the territory under the jurisdiction of HYSA and to act in the interest of the players and teams in the divisions for youth under the age of (19) years.

**ARTICLE III AFFILIATION**

HYSA shall be an affiliated division of South Texas Youth Soccer Association (STYSA) and comply with the authority of the United States Youth Soccer Association (USYSA)

**ARTICLE IV BOUNDARIES**

The territorial jurisdiction area of HYSA shall coincide with the areas of the following school districts as of 1979: Aldine, Alief, Cypress-Fairbanks, Fort Bend, Houston, Lamar, and Spring Branch.

**ARTICLE V JURISDICTION**

In cases of dispute, legal proceedings cannot be taken without the consent of HYSA.

## ARTICLE VI MEMBERSHIP

A. An application for membership into HYSA must be requested and approved no later than the date of the April HYSA Governing Board Meeting of the current seasonal year for the following Fall season. No applications for new membership will be accepted for the Spring season. The application must be received by the HYSA Board of Directors at least two weeks prior to the date of the April Governing Board meeting and be accompanied by:

1. the constitution and by-laws of said club,
2. a list of club officers with addresses, email address and phone numbers,
3. the location of the club's playing field(s) with field maps and any required usage permits. Clubs are required to have 1 field for every 7 teams U8 thru U12, 1 field for every 7 teams U13-14 and 1 field for every 3 teams U15 and older. Field sizes must meet the current field size guidelines. Approval of membership is subject to field inspection and approval by HYSA.
4. The club colors, home(primary) and away. All teams within a club are required to use the official club colors.
5. Application for membership of a club must be accompanied by an entry fee as set by the Board of Directors for the year in which entry is requested.
6. A list of teams and age groups. Registration with HYSA of a minimum of 10 teams is required.
7. A commitment, in writing, that the Club will comply with all HYSA and STYSA coaching education requirements.
8. A list of the Club's USSF certified referees with name, contact information and USSF ID number.

The club shall be accepted as a Provisional Member, Class I by approval of a majority of voting delegates present at a regular HYSA meeting. After one full seasonal year, The HYSA Board shall determine whether to continue the Provisional Member status or accept the new club as a full member.

B. The voting delegates of the member clubs reserve the right to approve or disapprove the voting delegate(s) of any club requesting admission into HYSA.

C. Club Definition

1. A club shall be made up of ten or more teams. Each club will have at least one delegate. A club registering less than 5 teams for two consecutive seasonal years will be required, at the discretion of the Board of Directors, to join an existing club.
2. HYSA member clubs as of September 1, 2011, are exempt from the previous club definition and for those grandfathered clubs, a club shall be made up of one or more teams. A club registering less than 5 teams for two consecutive seasonal years will be

- required, at the discretion of the Board of Directors, to join an existing club.
- D. Each club, upon being accepted as a member of HYSA, shall be furnished with a copy of the Constitution, By-laws, and Rules of Play of HYSA as sufficient notice of its liabilities.
  - E. Any club wishing to change their name or colors must request and receive HYSA Board of Directors approval prior to any such change.
  - F. Any club not represented by at least one delegate at 3 consecutive governing board meetings may be suspended in bad standing with the resulting loss of voting rights and playoff participation eligibility by the Board of Directors. Requests for reinstatement must be submitted in writing to the Board of Directors for consideration.
  - G. No club shall withdraw from HYSA without first submitting written notification to the HYSA Board of Directors and paying any outstanding amounts owed to HYSA.
  - H. HYSA may accept Provisional Class I, II, or III Members:
    - 1. Provisional Member, Class I, is a STYSA member association whose teams/players are accepted and registered by HYSA for one seasonal year. Provisional Member, Class I, does not have the right to vote. Its teams have the right to qualify in competition and must represent HYSA in post-season games, if so qualified.
    - 2. Provisional Member, Class II, is a STYSA member association whose teams/players are accepted for play with HYSA teams/players for one seasonal year. Provisional Member, Class II, does not have the right to vote. Its teams/players cannot qualify in competition and cannot represent HYSA in post-season games.
    - 3. Provisional Member, Class III, is a STYSA member association whose teams/players are accepted for play with HYSA teams/players for one seasonal year. Provisional Member, Class III, does not have the right to vote. Its teams/players can qualify in competition and can represent HYSA in post-season games, if so qualified.
  - I. Each member club shall be responsible for the conduct of its voting delegates(s) and any other of its representatives at any meetings of HYSA and for the actions of its players, officials and spectators on and off the playing field during a sanctioned activity.
  - J. Each club is responsible for obtaining referees certified by the United States Soccer Federation (USSF) thru South Texas Soccer Referees, Inc. (STSR) for home games of the club's U-10 and younger teams which are scheduled by HYSA.
  - K. Obtaining certified referees will be the responsibility of each club according to the

standards set forth by the United States Soccer Federation (USSF), STSR and the HYSA Board of Directors. At registration, each club will provide the name of one certified referee for:

1. each two teams or fraction thereof registered in U-14 through U-11 combined and
2. one referee for each team registered in U-19 through U-15 combined.

## **ARTICLE VII SEASONAL AND FISCAL YEAR**

The seasonal year of HYSA shall be the same as the seasonal year of STYSA. The fiscal year of HYSA shall begin on July 1 and end on June 30 of the following year.

## **ARTICLE VIII GOVERNING BOARD**

The Governing Board shall consist of delegates registered by each member club with one vote each in accordance with the number of players registered with HYSA at the initial registration for the Fall Season.

Each member club must name representatives who may serve as alternate delegates and must agree to serve on at least one HYSA assignment, if so directed by the President. Failure of the club to provide representatives or failure of the representatives to perform their duties can result in suspension of the club. The number of representatives allowed is specified in the By-Laws under Voting.

## **ARTICLE IX MEETINGS**

- A. HYSA will meet monthly at a time and location to be determined by the HYSA Board of Directors. A schedule of regular meetings of HYSA will be maintained by the Secretary. Notice of the regular meetings and any special meetings will be posted on the HYSA website and emailed to delegates at least five (5) days prior to the meeting date.
- B. Special meetings of HYSA may be called at any time by the President. Special meetings must be called by the President upon written request of five (5) voting delegates; request must be received no less than seven (7) days before the meeting time and must state the object of the meeting.
- C. Procedure at all meetings of HYSA shall be governed by Roberts Rules of Order, latest edition.

D. The order of business for all meetings shall be:

1. Roll Call
2. Minutes of previous meetings
3. Unfinished business
4. Report of the Officers
5. Report of Committees
6. Special reports and communications
7. New business
8. "Good of the Game"
9. Adjournment

E. Decisions reached by the Committees or the Board of Directors may be reheard. Any club asking for a rehearing of any decision must get approval at a meeting of HYSA to re-hear the issue at the next meeting of that committee or the Board of Directors. If a majority at the meeting of HYSA approves a rehearing, the club may ask for a re-hearing by the delegates of HYSA instead of by the concerned committee or the Board of Directors.

**BY-LAWS**

**SECTION II**

**ARTICLE I OFFICES**

The business and meetings of HYSA shall be conducted within the boundaries previously named.

**ARTICLE II VOTING**

A. The number of votes of each member club shall be determined by the initial Fall season registration of players.

Number of Players	Delegates (Voting)	Representatives (Non-Voting)
1 – 100	1	1
101 – 200	2	1
201 - 300	3	2
301 - 400	4	2
401 - or more	5	3

B. A club delegate must either be present to vote or may authorize a temporary delegate to vote. The authorization must be signed by the registered delegate and submitted to the Secretary in writing prior to the start of the meeting.

- C. At regular and special meetings of HYSA, a majority of member clubs being represented by registered voting delegates and two members of the Board of Directors shall represent a quorum. Each officer of HYSA shall have one vote at regular and special meetings of HYSA. A majority of votes cast shall decide all questions except amendments to the Constitution and By-Laws which require a two-thirds majority. Prior to consideration of changes to the Constitution and By-Laws, each club must receive fourteen (14) days written notice of the proposed alteration amendment and/or repeal.

### **ARTICLE III OFFICERS**

- A. The officers of HYSA shall consist of a President, Vice-President, Secretary and Treasurer. The officers and immediate past president are the Directors of the corporation and shall constitute the Board of Directors.
- B. The officers shall be elected by ballot at the HYSA meeting in April. They shall hold office for two years beginning June 1 and may be eligible for re-election. The Vice-President and Secretary shall be elected in even-numbered years and the President and Treasurer elected in odd-numbered years. If the immediate past president shall be unavailable, fails or refuses to serve, that person's immediate predecessor shall be a director.
- C. The President of HYSA shall preside at all meetings of the HYSA Governing Board and the Board of Directors. The President shall cast the deciding vote in the event of a tie vote at the HYSA Governing Board and Board of Directors meetings, but may waive the right to do so. Further, the President shall:
  - 1. Pass upon and approve all financial obligations against HYSA within the scope of the approved budget.
  - 2. Appoint delegates to other soccer associations and other soccer league meetings.
  - 3. Appoint the chairman and committee members of each of the standing committees and make additional or replacement appointments as necessary
  - 4. Appoint one person to serve as the HYSA representative to the local Soccer Referees Association.
  - 5. Appoint annually an Auditing Committee with the approval of the Board of Directors to review the Treasurer's records and to certify the financial reports.
  - 6. Submit an annual report in writing on the operation of HYSA at the May meeting of HYSA and submit a copy of this report to all member clubs.
- D. The Vice-President shall succeed to the powers of the President in the President's absence. In addition, the Vice President shall serve as the Chairperson of the Field

Inspection Committee.

- E. The Secretary shall record the minutes of all meetings, attend to all correspondence and keep the records of HYSA. The Secretary shall maintain a schedule of regular meetings of HYSA and shall notify the delegates of regular and any special meetings at least five (5) days prior to the meeting date. In addition, the Secretary shall secure at least two bids, order and arrange distribution of awards approved by the Board of Directors.
- F. The Treasurer shall collect all monies due and have charge of all funds of HYSA and maintain a detailed account of income and expenditures thereof. The Treasurer shall pay all bills approved by the President and shall have full charge of all property of HYSA. The Treasurer will furnish the Audit Committee records necessary to certify the financial reports of HYSA. The Treasurer shall serve as chairman of the Finance Committee and will present the annual budget at the March Governing Board meeting for approval by the membership.
- F. A majority of the Board of Directors may declare vacant an office of any Board of Directors member who is absent without just cause from three successive meetings. The Board of Directors shall transact all business of HYSA and shall have the power to enforce the Constitution, By-Laws, and Rules of Play of HYSA, STYSA, and USSF. In addition, the Board of Directors shall have power to set up rules governing the divisions, competitions, tournaments, and special competitions within its own structure. The officers of HYSA will not receive reimbursement for other than budgeted expenses associated with performance of their duties but may not receive other compensation.

#### **ARTICLE IV ADMINISTRATION**

The Administrator shall be a part-time employee of HYSA. He/she will serve at the discretion of the HYSA Board of Directors and shall report to the President. The duties of this individual shall be determined by the current Board, but will include the scheduling of all games played between clubs under the auspices of HYSA.

The Registrar shall be appointed by the Board of Directors. The registrar's duties will include fulfillment of the requirements of both STYSA and HYSA with respect to registration of all players and coaches submitted by the club. The responsibility of determining that each member club has certified the eligibility of each of its players is the Registrar's.

The Referee Assignor shall be appointed by the Board of Directors. The referee assignor shall be responsible for assigning certified referees to HYSA games.

Compensation for each of the above administrative positions shall be recommended each fiscal year by the Finance Committee subject to the approval of the Governing Board as part of the annual budget.

## **ARTICLE V STANDING COMMITTEES**

The Standing Committees and their responsibilities are:

- A. **Bracketing Committee:** At the beginning of each playing season, the bracketing committee will meet to place teams in playing brackets based upon information supplied from each team on the HYSA Bracketing Form and the standings from the previous season. The committee will conduct an open bracketing meeting with representatives from all clubs to review the preliminary bracketing and considers adjustments, if any, before providing final bracketing to the HYSA Administrator for game scheduling purposes.
- B. **Discipline and Protest Committee:** Hears and rules on game protests and other game situations as reported on game cards or in referee reports that may require disciplinary action; makes recommendations to the Board of Directors on modifications to the rules of competition; reports at each HYSA Governing Board monthly meeting about recent D&P actions including assessments of fines and any other committee decisions made since last meeting.
- C. **Finance Committee:** Prepares a budget for the fiscal year July 1 through June 30 which is presented by the Treasurer at the March Governing Board meeting of HYSA. If no budget is approved at that meeting, the budget for the previous year shall automatically be in effect until a new budget is approved.
- D. **Field Inspection committee:** Inspects HYSA game fields with respect to safety and dimensions as regulated by HYSA, STYSA and USSF regulations; provides information to member clubs in order for them to perform inspections of practice and in-house game fields; hears and rules on field related issues; referees complaints about fields to the Discipline and Protest Committee or Board of Directors, as appropriate, for action; and provides the required field inspection paperwork to the HYSA Administrator for submission to STYSA.

## **RULES AND PROCEDURES**

### **SECTION III**

#### **ARTICLE I. REGISTRATION**

- A. Each team will have at least one coach designated as the coach of record.
- B. The date of birth of all players must be registered with HYSA on the form adopted by STYSA. Proof of age shall consist of documents determined to be acceptable to the USYSA. The responsibility of certifying eligibility of a player resides with the club. HYSA or STYSA may request proof of age at any time.



- C. Teams shall be formed by a player's age as defined by USYSA and conform to STYSA rules and regulations. Minimum and maximum HYSA roster sizes will be published by the Association Registrar in the Registrar Guidelines issued each season.
- D. Registration procedures will be established by the Registrar and approved by the Board of Directors. Registration will be according to the rules established by these By-Laws and by the requirements of STYSA.
  - 1. Teams must be registered for HYSA Fall Season play no later than the date established by the HYSA Board of Directors and HYSA Fall Season play will begin on the first Saturday in September following the Labor Day holiday.
  - 2. Teams must be registered for HYSA Spring Season play no later than the date established by the HYSA Board of Directors and HYSA Spring Season play will begin on a date established by the HYSA Board of Directors.
- E. Clubs registering a multiple number of teams in an age group must register a specific number in Division II according to the following schedule unless exempted under sub-section (b) or (c)
 

a) Number Teams in Any Age Group	Minimum Teams Required in Division II
3 - 5	1
6 - 8	2
9 - 11	3
12 or more	4

  - b) All member clubs retain the option to register more Division II teams than the preceding specified minimums. New clubs which are admitted to HYSA are not required to enter teams in Division II during the first year of play unless a team has seven (7) or more players who have previously been registered with HYSA or other USSF-affiliate Associations. In such case, this team must compete in Division II. Other teams of the first-year club have the option to participate in Division II.
  - c) The Bracketing Committee shall have authority to grant exemptions from the preceding requirements if the committee decides that the best team(s) the club can register in a Division could not reasonably compete against other teams in that Division. An application for exemption must be submitted by the club in writing prior to the meeting of the Bracketing Committee.
- F. During a playing season (Fall or Spring)
  - 1. Player transfers between teams within the same club, after HYSA Bracketing, are not permitted without approval of the HYSA Board of Directors. A member club may request an exception by sending a written request to the HYSA President outlining the reasons for the requested exception. If the

HYSA Board of Directors approves the transfer, the administrative fee for the exception must be paid on the next regular reconciliation report submitted to the HYSA Registrar.

2. Player transfers between clubs, after HYSA Bracketing, will be allowed only if:
  - a) The player's family moves from one area of HYSA to another, or
  - b) The player can show that personal circumstances have changed to such an extent that it would be unreasonable for the player to continue with his/her former club.
- G. A player may not sign to play for another club for the same seasonal year until he/she is properly released from the club with which the player is currently registered. Any infringement of this rule is considered a violation of the rules of HYSA and any club violating this rule is subject to disciplinary action at the discretion of the Board of Directors.
- H. A player desiring release shall apply to his/her club for same. If the release is refused, the matter may be brought to the attention of the Board of Directors with reasons stated.
- I. Any player withholding property belonging to the club of which he/she was last a member shall not be eligible for release.
- J. A player who plays in a USSF Amateur Competition must comply with current USSF rules in order to maintain youth status.

## **ARTICLE II. DISCIPLINE**

- A. Any club, team, coach, player, official, member or referee, being proved to the satisfaction of the Board of Directors to have been guilty of any violation of the laws of the game, the rules and By-Laws of HYSA, STYSA, USYSA, or USSF, or of any misconduct detrimental to the game, will be subject to disciplinary action including expulsion by the HYSA D&P Committee..
- B. HYSA shall recognize suspension or like rulings of affiliated organizations when HYSA has been officially notified in writing of such matters.
- C. When conditions exist within a club under the jurisdiction of HYSA which reflect poor management and/or are not in the best interest of soccer, the Board of Directors shall have the power to investigate such conditions and make recommendations to correct them.

- D. The Board of Directors may suspend any club(s) of HYSA in any of the following events:
  - a) If such club members shall refuse or neglect to fulfill any of its obligation as a member club, or violates any of the provisions of the Constitution, By-Laws, or Rules of HYSA.
  - b) If the conduct of member club, players, or coaches shall contravene or be inconsistent with the principles and standards of good sportsmanship.
- E. HYSA can take disciplinary action including suspension through the Discipline and Protest Committee or the Board of Directors.. Disciplinary decisions will be made consistent with HYSA and STYSA Discipline, Protest and Grievance procedures.
- F. If the coach or acting coach or assistant coach is sent off the field and there is no other adult available to supervise the team for the remainder of the game, the referee shall abandon the game and so note in his report.
- G. Each member club is responsible for the actions of its players and officials on or off the playing field immediately before, during and immediately after a game.

### **ARTICLE III. REFeree PROCEDURES**

- A. Training and Certification of Referees
  - 1. South Texas Soccer Referees, Inc (STSR) will schedule all referee clinics for USSF certification.
  - 2. STSR will schedule United States Soccer Federation (USFF) Training Courses during each seasonal year
  - 3. All HYSA member clubs are required to have USSF certified referees available to fulfill their HYSA referee quota and fulfill each club's locally assigned referee assignments for HYSA scheduled games.
- B. Club Responsibility for Providing Referees
  - 1. On or before the July Governing Board meeting each year, a list of each club's certified referees must be submitted to the HYSA Administrator. A referee who has a current year referee registration with USSF is considered certified. Youth USSF referees will be accepted if they can be assigned to games at least one complete age division younger than their age, i.e. an Under-16 age referee will be assigned only to Under-12 or younger games.
  - 2. The quota of refereeing assignments for each member club will be equal to 40 percent of the refereeing assignments necessary to cover all HYSA games in

which its teams have been scheduled, unless otherwise modified by the HYSA Board of Directors. The calculation method for establishing the referee quota, along with other referee assignment policies, are contained in the HYSA Referee Quota Policy.

Only assignments made at the direction of the HYSA Referee Assignor will be counted in fulfillment of quota requirements. Each member club is responsible for ensuring that the referee quota is fulfilled for the current playing season. The HYSA Referee assignor will ensure each member club receives ample opportunity to fulfill its quota. Club presidents and referee assignors will be notified by the HYSA Referee assignor if referees refuse or cannot accept assignments

Each member club will be provided, at a minimum, a monthly report of refereeing assignments required, assignments completed and assignments required to fulfill its quota.

All clubs must make a “good faith” effort to complete their assignment quota, and if they do not, their teams shall be subject to the penalty defined below. Good Faith is defined as club-designated referees completing 90% of the assignment quota without assistance from the overage pool

If a member club does not fulfill its referee quota (assignment or good faith), it will be fined \$25 for each game or portion of a game below its quota and its teams will not be allowed to participate in post-season championship tournaments. A club may only use the good faith clause to fulfill the referee quota once in any three (3) year period.

A club subject to the referee quota penalty may request a review by the HYSA Board of Directors, provided such request is received at least two (2) weeks prior to the STYSA deadline for submitting post season teams.

C. Assignment of Referees

1. The HYSA website will have HYSA's Rules of Play, HYSA's Referee Quota Policy and forms such as misconduct forms, game reports, maps, etc. which may be needed. There will be a link on the HYSA website to the latest FIFA-USSF Laws of the Game.
2. Referees will be assigned according to ability, availability, neutrality and preference of field location as indicated on the referee questionnaire.

HYSA will pay all HYSA assigned referees.

Member Clubs will assign USSF-certified referees as linesmen for the U-14 through U-11 level games at their home fields.. Compensation for the linesmen

will be at the discretion of the assigning clubs.

3. Member Clubs will assign USSF-certified referees for all U-10 through U-8 games. Member Clubs may assign a three-man system for training purposes. Compensation will be at the discretion of the assigning clubs.

D. Assessment and Evaluations of Referees

1. HYSA will provide random developmental assessments of referees working HYSA games. The documentation of the assessment will be discussed with the individual referee and made a part of his records.
2. A HYSA Referee Evaluation Form is available be completed by the coaches of each team for all HYSA games. The completed forms should be delivered to the HYSA Referee Assignor, become a part of his/her records and may determine future refereeing assignments.