



TEWKSBURY YOUTH SOCCER LEAGUE

Constitution *(As Amended December 8, 2021)*

TYSL shall be governed solely by its Board of Directors, which shall have the final authority over how the League is governed.

Changes to this constitution can be made as follows:

- 1st Annual Board meeting
- Annual General Meeting (AGM)*
- December Board Meeting*

**both the AGM and the December meeting must be publicized through the local media and the website*

Board Of Directors

The Board of Directors shall consist of the following members who shall be elected annually through the application process and vote at the Annual General Meeting. All listed are voting positions (a participant of the Board of Directors may hold more than 1 role, but they are limited to only 1 vote) except for the President. Terms for each position are listed beside the role.

- President - 2 years (elected on even years)
- Vice President - 2 years (elected on odd years)
- Registrar – 2 years (elected on odd years)
- Treasurer – 2 years (...odd years)
- Director of Facilities Management – 2 years (...odd years)
- Referee Director – 2 years (...even years)
- Purchasing/Equipment Manager – 2 years (...even years)
- Secretary – 1 year
- U4/U5 Clinic Director – 1 year
- Travel Director – 1 year
- Second, equivalent Travel Director - 1year
- U6 In-Town Director – 1 year
- U8 In-Town Director – 1 year
- Director of Coach and Player Development – 1 year
- Concessions Director – 1 year



- Fundraising Director – 1 year
- Special Programs Director – 1 year
- Communications Director – 2 year
- Concessions 2 (See Letter E. of the Board of Directors section for additional details and privileges)
- Communications Director 2 (Term ends 8/1)
- Goalkeeping Director (Under the Player Development Director)
- Facilities 2

A. Directors may have another person act on his/her behalf if the Director is absent, without voting rights provided prior notice is given and approved by the Board of Directors.

B. The President may not serve more than two (2) consecutive terms. After two consecutive terms have been served, the President may serve in another Board capacity, and can return at a later date to again serve as President, with the same two-term restriction.

C. The Vice President may not serve more than two (2) consecutive terms. After two consecutive terms have been served, the Vice President may serve in another Board capacity and can return at a later date to again serve as Vice President, with the same two-term restriction.

D. The Treasurer may not serve more than three (3) consecutive terms without express BOD approval as detailed herein. After three consecutive terms have been served, the then-current Treasurer may be elected to another BOD position at the AGM. After vacating the Treasurer position for a 12-month period, the immediate-past Treasurer may run for and be elected to serve as Treasurer again, with the same three-term restriction.

Notwithstanding the foregoing, due to the criticality of maintaining accurate, contemporary, transparent and compliant financial records, the BOD may extend the then-current Treasurer's term for up to 12 months (on a month-to-month basis) if, after the AGM,

1. the Treasurer position remains unfilled

AND

2. the then-current Treasurer is willing to continue in the role (hereinafter "Tenure Extension Period").

If no new candidate is identified and confirmed to the Treasurer position within the Tenure Extension Period, the BOD will be compelled to seek financial services from a Certified Public Accountant or other accredited professional financial services provider until such



time as the BOD determines to fill the Treasurer position through the nomination and election process as stipulated by the Constitution.

E. Debit Cards

Purchasing Director, Facilities Director, Concessions Director and the Treasurer have the authorization to make purchases via debit cards linked to the TYSL main checking account.

F. Other

All questions, decisions, actions, occurrences and events not covered by the TYSL CONSTITUTION shall be dealt with by the Board of Directors as is deemed appropriate.

G. BOD Responsibilities

The Board, at the first official meeting of the fiscal year, will nominate and elect a director to preside at all meetings when the President is absent.

- Note: The Vice President will preside at all meetings when the President is absent

H. Board Member Replacement

1. All resignations must be submitted in writing.
2. Board members may be replaced by a 2/3 affirmative vote for any of the following reasons and must be notified in writing:
 - a. Failure to perform the duties of the office.
 - b. Poor attendance.
 - c. Failure to uphold the letter or spirit of Board decisions.
3. Replacements are to be voted on by the Board of Directors. Nominations will be accepted up to one week prior to the next scheduled Board of Directors meeting

I. Board Meeting Rules

1. Board meetings require a minimum of 1/2 the members to be present.
2. Items voted on require a majority of those in attendance.
3. Board meetings are an “open forum”.



4. All items that the TYSL membership wishes to have on the agenda must be submitted in writing prior to the Board meeting.
5. The Board of Directors shall meet on a monthly basis, on a convenient day and time, and at a public facility. One-week notice shall be given to all Board members prior to any special meeting.

J. Nonvoting Board Positions

1. Concessions 2 (See Letter E. of the Board of Directors section for additional details and privileges)
2. Webmaster 1 (Term ends 8/1)
3. Webmaster 2 (Term ends 8/1)
4. Goalkeeping Director (Under the Player Development Director)
5. Facilities 2

Annual General Meeting (“AGM”)

1. The AGM will be held at the end of the Spring Soccer Season, but prior to July 1st, for the primary purpose of electing a new Board of Directors, each of whose terms shall commence on July 1 and expire the following June 30.
2. The AGM will be chaired by the President.
3. Proceedings to follow ROBERT’S RULES of order.
4. Each Board member must submit an annual report.
5. Constitutional and rule changes made at the AGM require a majority vote of those present and eligible to vote. Proposed changes must be submitted in writing to the Board of Directors prior to the regularly scheduled June Board of Directors meeting.
6. Interested parties with a desire to serve on the Board of Directors shall make a statement of interest to the Board of Directors 2 weeks prior to the AGM. Roles will be advertised on the website and local media. No new candidates can be presented for nomination will the night of the AGM (an exception can be made if there are open positions with no nominees and a nominee attending the AGM presents themselves).
7. All TYSL Board members, officers, coaches, assistant coaches (one (1) per team), referees and parents of registered players shall be eligible to vote. Each person shall have only one (1) vote.



8. The AGM shall be advertised in the local media on at least two (2) separate dates.
9. If a Board position is left open after the AGM, the position can be filled at a later Board meeting. Interested parties with a desire to serve on the Board of Directors shall make a statement of interest to the Board of Directors 2 weeks prior to the BOD meeting. Eligible voters will be those present who meet the criteria in #7 above. A majority of eligible voters is required.

Scholarships

The Board will appoint an annual scholarship committee to administer a financial assistance program for its members

Policies

Policies can be adopted by TYSL and not be part of the TYSL constitution as they may need to be changed prior to the AGM. Policies are for particular actions and are binding.

Policy additions or changes must be approved by a 2/3 majority vote after at least 1 public discussion, called by the President. Materials being discussed must be presented to the board a minimum of 1 week prior to the discussion.

Coaches' Responsibilities

In-Town Coaches

- To attend clinics as arranged.
- To attend all coaches' meetings.
- To hold a minimum of one (1) practice per week.
- To teach the skills of soccer.
- To be responsible for all equipment and, when designated as the "Home Team" to ensure that the field is in proper playing condition.
- To ensure that, within reason, all players play an equal amount of time in each game.
- To be responsible for the behavior of his/her players and player's parents on and off the field.



- To collect and return all equipment as required at the end of the season.
- To at all times remember that the purpose of the TYSL is to provide enjoyable recreation.

Travel Coaches

- Coaches for the travel program shall be appointed by the Board of Directors on an annual basis.
- Appointments shall be made prior to tryouts for the fall season. Applications for appointment must be submitted in writing to the Travel Director.
- The Travel Director will provide application summary to the Board of Directors,
- Invitations to apply shall be advertised publicly at least three weeks before appointments are made.
- Travel coaches will be evaluated during the season based on written feedback from various sources including team parents, other coaches, Board members, and referees.
- Travel coaches may be removed at any time during the season if the coach is not performing the duties required of a travel coach.
- Recommendations, by the Travel Director, for removal or discipline of a travel coach must be approved by a 2/3 majority vote.
 - A. To represent the Town of Tewksbury at all times in a proper and professional manner.
 - B. To attend clinics as required.
 - C. To attend all coaches' meetings.
 - D. To improve and build upon those skills developed in the Recreational League.
 - E. To attend all tryouts appropriate to his/her division, and in consultation with the other coaches in that division, select those players qualified for selection.
 - F. To hold practices as scheduled.
 - G. To attend all matches as scheduled.
 - H. To be responsible for all equipment and to ensure that the field is in proper playing condition prior to all home games.
 - I. To adhere to the guidelines/regulations set forth by the Middlesex Youth



Soccer League governing playing time.

- J. To be responsible for the behavior of his/her players and player's parents on and off the field.
- K. To report results to the Travel Director.
- L. To collect and return all equipment as required at the end of the season.
- M. To notify the travel director of attendance at any tournaments

Referees

- A. All referees to be approved by the Referee Director
- B. To attend clinics as required.
- C. To be responsible to and report to the Referee Director.
- D. To arrive fifteen (15) minutes prior to the scheduled kick-off time.
- E. To determine the playability of the field.
- F. To support and enforce the rules of FIFA and the TYSL.
- G. To report all rule violations and disciplinary actions to the Referee Director within forty-eight (48) hours.

Leagues

The TYSL shall be comprised of the Travel, Recreation and Clinic Leagues.

Clinic, Recreation, And Travel League

- A. The Clinic and Recreation League shall consist of players aged three (3) through seven (7) as of August 31 of the year that starts the season.
- B. The purpose of the Clinic and Recreation Leagues shall be to instruct all players in the fundamentals and skills of the game of soccer.
- C. The emphasis in actual games shall be on using developed and developing skills. All coaches shall put as LITTLE emphasis on winning as possible.
- D. The Board of Directors shall determine the number and age groups of the Travel League teams each year.
- E. In addition to this Constitution, the Travel League shall be governed by the Constitution and Rules of the Middlesex Youth Soccer, or any other league with which it may be affiliated.



Disciplinary Board, Subcommittee Formation And Execution Of Findings

- A. The Disciplinary Board shall be comprised of the Board of Directors meeting in executive session.
- B. All determinations of suspensions and other punitive actions will be presented to the Board of Directors by the Disciplinary Subcommittee.
- C. The Disciplinary Subcommittee shall meet as needed during the season.
- D. A coach wishing to discipline a player for an entire match must first obtain approval from the Disciplinary Subcommittee.
- E. Disciplinary Subcommittee action must be implemented exactly as determined by the Disciplinary Board.
- F. Disciplinary Subcommittee shall notify all involved parties prior to the meeting on the issue.
- G. The President or Board of Directors may convene a disciplinary subcommittee comprised of
 - Intown Rec League: Rec League Age Directors, Player Development, & Referee Director
 - Travel League: Travel Directors, Player Development, & Referee Director
 - The Subcommittee will be co-chaired by either the Rec League Age/ Travel directors
- H. The President, Player Development, Referee, and Travel Directors. If necessary, substitute(s) committee members can be appointed by the Board of Directors. If activated, the disciplinary subcommittee is charged with conducting an impartial investigation.
- I. After hearing all sides of the issue, the Board of Directors will render a decision which shall be unalterable.

Committees

The duties of the committees shall be determined by the Board of Directors.

Insurance

- A. The TYSL shall obtain liability insurance for all persons associated with the TYSL, either through the Massachusetts Youth Soccer Association (“MYSA”) or suitable insurance company.
- B. The TYSL shall obtain Supplemental Accidental Medical expense insurance for all players in the TYSL, either through the MYSA or suitable insurance



company.

- C. Funding for said insurance is to be included in the Registration Fee.

Registration

- A. Registration for each season to be advertised in the local media on at least two (2) separate dates.
- B. The registration fee is to be determined by the Board of Directors.
- C. Hardship cases will be considered on an individual basis by the Board of
- D. Directors and MUST be submitted in writing.
- E. No person shall be allowed to try out for a travel team until a registration form (with medical release authorization) has been completed and a registration fee is paid.
- F. No person shall be permitted to practice, play in a game, be added to a roster, or issued a uniform until a registration form (with medical release authorization is completed), all financial obligations are met, and the registration form reviewed and approved by the director(s) of the appropriate program.
- G. No player shall be allowed for any reason to play out of their age group without prior approval of the Board of Directors, as determined at a regular monthly meeting.