

NEVADA YOUTH SOCCER ASSOCIATION

SECTION 3

GENERAL

3:01:00 **ASSOCIATION STATUS:**

3:01:01 NYSA is to be a tax-exempt organization under Section 501(c)(3) of the Internal Revenue code.

3:02:00 **USYS MEMBERSHIP RESPONSIBILITIES:**

3:02:01 NYSA shall meet the USYS membership responsibility requirements of a state association as defined in the current version of the USYS bylaws.

3:02:02 NYSA is not to join any organization that has requirements that conflict with USYS bylaws, policies and requirements.

3:02:03 All NYSA members are to comply with the NYSA constitution, bylaws, and policy (CBP), and the USYS bylaws.

3:03:00 **COLORS:**

3:03:01 The representative colors of NYSA shall be blue, and silver or white.

3:04:00 **PUBLISHING OF CONSTITUTION, BYLAWS AND POLICY:**

3:04:01 NYSA is to post on the NYSA web site the current versions of the CBP.

3:05:00 **MAINTENANCE OF CONSTITUTION, BYLAWS AND POLICY:**

3:05:01 The Executive Director or designee is responsible for the update and maintenance of the NYSA CBP, in accordance with the update policy. The Second Vice-president is to maintain copies of the CBP under the following configuration controls:

- A. All sections of the CBP are to have the current version number and issue date in the page footer below the page number.
- B. The version number is to be of the form $n.m$, where n indicates the latest major update and m indicates the latest minor update. The values of n and m are to be incremented each time a change is made.
- C. Version numbering is to be per section. If a change is made to only one section of the CBP, this section may have a version number different from the other sections.
- D. The current version of the CBP is to be posted, backed up and kept in hard copy in the office.
- E. The Executive Director or designee is to ensure that:

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- a. The current version of the CBP is posted to the state web site in Adobe portable document format (pdf).

F. When a change is to be made to a section of the CBP, A copy of the current version in editable format is to be made and the change undertaken to that document. The current read-only version is to be retained for the record. In this manner, there will be a record kept of all version of all sections of the CBP.

3:06:00 **DISCIPLINE, PROTESTS AND APPEALS:**

3:06:01 NYSA is to provide equitable and prompt hearing and appeal procedures to guarantee the rights of individuals to participate and compete.

3:07:00 **LEAGUE AND CLUB AFFILIATION:**

3:07:01 The affiliation of an unaffiliated league must be approved by a majority vote of the BOD. An unaffiliated league applying for affiliation is to provide NYSA with a completed league affiliation form, a Volunteer Application and Disclosure Statement for each Board Member, a current copy of the league's constitution, bylaws and policies in digital form, proof of the league's 501(c)(3) tax-exempt status or application for such, and a fee of \$100.

3:07:02 In the case of an affiliated league, the league affiliation form shall be submitted by the first of August along with the required fee of \$25.00, a copy of the current constitution, bylaws and policies in digital form, a Volunteer Application and Disclosure Statement for each Board Member, proof of the league's 501(c)(3) tax exempt status or application for such and the results of the required audit. An audit for the purposes of this section is defined as a set of financial statements, including a balance sheet and income statement.

3:07:03

Clubs hosting tournaments, conducting try-outs, registering teams with NYSA-affiliated leagues or receiving field allocations from NYSA must affiliate directly with the state (NYSA). This applies to clubs with a minimum of seven (7) competitive teams or a minimum of 100 recreational players (U10 and below). Clubs are required to submit the club affiliation form along with the required \$50.00 affiliation fee. These forms may be submitted any time, but no votes will be allocated until after August 1st of the next year. A Club must have a valid and current business license, be a registered 501c3 and supply financial records (audited statements of revenues, expenses and beginning and ending balances) to NYSA. The Club must provide a list of officers and a copy of their constitution, bylaws and policies at the time of application and annually for renewal along with the required \$25.00 renewal fee. Tax documents are required at the time of renewal. Any club that does not have a valid 501C3 will not be considered by the state board for affiliation. Clubs lacking valid 501c3 status will also not be eligible to host tournaments, conduct tryouts, receive field allocations or other privileges.

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3:07:04

All affiliated clubs, and all clubs hosting tournaments, conducting try-outs or registering teams with NYSA-affiliated leagues must, on or before May 1 of each year, file a disclosure form with NYSA detailing all fees, charges, surcharges and other forms of consideration charged to all players. Such form is to clearly demonstrate monthly and annual amounts charged to each class of registered player, including but not limited to, club fees/dues, coaching fees, team fees or charges, reimbursements and any other form of fee or charge that may be assessed upon participant players. This must include charges for uniforms, equipment and any other tangible good or services. Specifically, any and all forms of consideration that may or must be paid by a participant, whether it is direct or indirect and whether it passes through the club's books or is paid to another party as a requirement of participation with the club must be disclosed. Copies of contracts or other forms of agreements with players must be filed with this disclosure. Forms for the disclosure of fees may be obtained from the NYSA Office or from the NYSA website. Only forms provided by NYSA may be used for this required disclosure. At the discretion of NYSA, the fee disclosures may be published on the NYSA website for the informational benefit of players, families and other parties that may become obligated to pay the fees or charges. If so published, disclosures from all clubs will be published concurrently. Failure to file the disclosure timely and accurately could result in the offending club being placed into bad standing. Once disclosed, fees may not be changed by the club without formally amending the disclosure 30 days in advance of the change on fees or charges going into effect, and without NYSA approval.

3:08:00 **DISCRIMINATION:**

3:08:01 NYSA shall not discriminate against any individual on the basis of race, color, religion, age, gender, or national origin

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3:09:00 **STANDING COMMITTEES:**

3:09:01

The following standing committees and their chairs shall serve for a term of one (1) year (appointed within thirty (30) days of the AGM) or until their successors are appointed. Each league is encouraged to supply volunteers for the individual committees as requested by the BOD.

- A. Discipline, Protest, and Appeals
- B. Nevada Championships
- C. Olympic Development Program
- D. State Tournaments
- E. Risk Management
- F. Awards
- G. Other committees as needed

3:09:02 Standing committee chairs are required to keep minutes of their meetings and are to submit a written report at any BOD meeting.

3:09:03 The NYSA President will appoint the committee chairperson and the BOD will ratify the appointment. The President also has the authority to remove the committee chairperson for cause with BOD ratification. Cause consists of, but is not limited to: 1) failure to perform the duties of the committee chair; 2) two missed meetings in a row or four total; 3) probation or suspension or for misconduct.

3:10:00 **MEMBERSHIP:**

3:10:01 Any coach, player or team official, requesting membership of this Association, shall apply through a league or club.

3:10:02 The NYSA Board establishes deadlines for payments annually. Failure to pay for previous season will place the organization in bad standing and to be placed on suspension pending payment of previous season.

3:10:03 All players registered with this Association shall have paid their fees in order to qualify for the medical insurance program specified by this Association.

3:10:04 The NYSA, the State Registrar, league registrar or a youth can call upon any player commissioner. Acceptable proof of age is as specified in the USYS Player and Playing Rules.

3:11:00 **SOCCER YEAR:**

3:11:01 The seasonal year of this Association shall begin on August 1st and end on July 31st of the following year. Insurance coverage shall be for the same period of time.

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3:11:02 The NYSA competitive seasonal year will begin July 1st and end June 30th for the southern Nevada and begin August 1st and end July 31st for the northern Nevada.

3:12:00 **COMPETITIVE SOCCER TRYOUTS:**

3:12:01 Tryouts for the competitive seasonal year are allowed four weeks per age group per year. The state will work with the clubs and leagues to establish these dates each year. Tryouts are to begin the weekend after the National Championship Series (State Cup) and completed in June and July.

3:13:00 **INDOOR SOCCER:**

3:13:01 As mandated by the USSF, it is the responsibility of this Association to administer youth indoor soccer within the jurisdiction of the NYSA. For indoor soccer, the rules as published by the USSF shall be followed.

3:13:02 As mandated by the USSF, it is the responsibility of this Association to administer youth Futsal within the jurisdiction of the NYSA. For futsal, the rules as published by the USSF shall be followed.

3:14:00 **STATE-SPONSORED TOURNAMENTS:**

3:14:01 This Association shall sponsor state tournaments in compliance with and under the regulations of the USYS. Revenue from state sponsored tournaments will be reported and accounted for in the state's annual budget.

3:15:00 **SELECT TEAM:**

3:15:01 The formation of state all-select teams shall be vested with the BOD, which will establish a Select Team Committee as the governing authority of such teams.

3:16:00 **GOAL SAFETY:**

3:16:01 NYSA requires its affiliated leagues and sanctioned tournaments to appropriately anchor all goals used for youth soccer. Anchoring should be such that the goal will not tip over in high wind nor when a player climbs upon the goal. Typical anchoring would be at least one (1) fifty (50) pound sandbag placed along the rear ground bar of the goal. Referees are required to check the goal anchoring before each game and are only to allow play to proceed should the anchoring be present and adequate. The referee should abandon the game should conditions, such as very high wind, potentially render the anchoring ineffective.

3:17:00 **INFORMATION TECHNOLOGY POLICY:**

3:17:01 **Computer Security:**

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3:17:01:01 All NYSA employees and Board members are to be aware of the risks associated with the management of personal data held on computers and mass storage devices. Employees and Board members have an obligation to the NYSA membership to protect personal data from unauthorized viewing and copying. The loss of such data could result in identity theft with serious financial consequences.

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- 3:17:01:02 NYSA computers are at risk of infection by computer viruses acquired from external storage media, or the downloading of software, images, or other files over the Internet. Computers and the data they contain are also at risk from viruses onboard e-mail attachments. Viruses obtained by these means may compromise computer integrity by deleting files and/or programs, or even completely erasing the contents of the hard drive. Alternatively, the viruses may export computer data over the Internet to an unauthorized recipient without the knowledge of the computer user.
- 3:17:01:03 To ensure the security and integrity of computers and the data they contain, the following security procedures are to be applied to all computers owned by NYSA, and all computer data that is the responsibility of NYSA:
- A. All NYSA computers are to have installed, and are to run at all times, a commercial virus protection application.
 - B. Any media from unknown or untrusted sources is not to be inserted into a NYSA computer.
 - C. All storage media inserted into a NYSA computer is to be scanned for viruses before any other operations are conducted.
 - D. Any e-mail received from an unknown or untrusted source is to be treated with suspicion. Attachments from such e-mails are to be deleted or scanned for viruses before being opened.
 - E. Software downloaded via the Internet is not to be installed on a NYSA computer, unless the download is an update of a previously purchased application, such as a virus protection application.
 - F. NYSA computers are not to be used to access Internet sites that could be considered inappropriate, or which may present a risk to computer security. Any NYSA employee or volunteer who uses a NYSA computer to access or download inappropriate material may have their employment by or involvement with the Association terminated.
 - G. Access to NYSA computers is to be password protected at the login page.
 - H. Passwords are to be at least eight (8) characters long, involving at least one (1) capital letter, one (1) number and one (1) special character (SHIFT-Keyboard Top Row).
 - I. Passwords are to be changed every sixty (60) days or when it is thought that the password may have been compromised.
 - J. On computers that have multiple users, each user is to have their own account with unique login password. Users are not to share passwords or give access to each other's account.
 - K. NYSA employees, Board members or volunteers who process NYSA data on their own computer are to follow the rules listed above, as far as is practical. In such circumstances where personal data is involved, it is advised that the data be stored on external media and be locked in a secure place when not in use. Once processing is complete and the

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files are no longer needed pass the media to the Office Manager for archiving and delete all file remnants from your own computer.

3:17:02 **Data Back-up:**

3:17:02:01 Data maintained on NYSA computers is essential to the operation of the organization. Permanent loss of this data could severely damage NYSA's ability to complete its mission. The following data back-up procedures are to be carried out as specified:

- A. Using a commercial data back-up product, make back-ups to external DVD on a regular basis as follows:
 - a. Monthly: A complete back-up of all data files contained on the computer hard drives.
 - b. Weekly: A differential back-up of files contained on the computer hard drives. A differential back-up is the saving of only those files new or modified since the last save.
 - c. After each back-up, the DVD is to be checked to ensure that the back-up was successful.
- B. The DVDs are to be saved off-site in a fireproof safe. The off-site location should be an affiliated league office or such location, but is not to be a private home.
- C. Access to the fireproof safe is to be restricted to the NYSA Office Manager and selected BOD members.
- D. Monthly back-up DVDs are to be destroyed when twelve (12) months old.

3:18:00 **DOCUMENT SECURITY:**

3:18:01 **Document Access:**

3:18:01:01 All NYSA employees, BOD members, and volunteers entrusted with documents that contain personal or sensitive information are to ensure that access to the documents is restricted as follows:

- A. Ensure the documents are not left in open view in a public place or in the presence of unauthorized persons.
- B. Do not give copies of the documents to persons other than those associated with NYSA that you know have a need to see and a right of access to the information.
- C. Ensure that the documents are secured in a locked cabinet, desk drawer or office when not in use.
- D. Ensure that all documents no longer needed are properly destroyed; see below.

3:18:02 **Document Destruction:**

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3:18:02:01 All documents that are no longer required that contain personal information, or other information that could be considered sensitive, are to be destroyed using a crosscut shredding machine. For such documents created outside the NYSA office, where a crosscut-shredding machine is not available, the documents are to be taken to the NYSA office for correct destruction.

3:19:00 **EXHAUSTION OF REMEDIES:**

3:19:01 No Member of NYSA, official, league, club, team, player, coach, administrator or referee may invoke the aid of the courts of the United States or of a state, county or municipality without first exhausting all available remedies within the appropriate soccer organizations and as provided within NYSA.

3:19:02 For a violation of this bylaw, the offending party shall be subject to suspension and fines, and shall be liable to NYSA for all expenses incurred by NYSA and its officers and members of the Board of Directors in defending each court action, including the following:

3:19:03 (a) Court costs;

(b) Attorneys' fees

(c) Reasonable compensation for time spent by NYSA officials and employees in responding to and defending against allegations in the action, including responses to discovery and court appearances;

(d) Travel expenses; and,

(e) Expenses for holding special meetings necessitated by court action.

3:20:00 **APPLICATION OF POLICIES:**

3:20:01 Only those activities that are expressly permitted by the NYSA Constitution, Bylaws and Policies are deemed to be permitted. Activities not expressly addressed within NYSA's Constitution, Bylaws and Policies are not presumed to be allowed activities.