SECTION 1
ORGANIZATION
POLICIES AND PROCEDURES

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1.1 Definitions

The definitions found in UYSA Bylaw 102 apply to this section

1.2 Regions

121 Geographic Boundaries

UYSA's Regions are delineated as follows:

1. Region 1 is composed of Box Elder, Cache, and Rich Counties;
2. Region 2 is composed of Davis, Morgan, and Weber Counties;
3. Region 3 is composed of Summit County and eastern Salt Lake County including the municipalities of Cottonwood Heights, Draper, Holladay, Midvale, Murray, Salt Lake City, Sandy, and South Salt Lake, plus any unincorporated areas within Salt Lake County that are north of State Highway 201 or east of I-15.
4. Region 4 is composed of Tooele County and western Salt Lake County including the municipalities of Bluffdale, Herriman, Kearns, Riverton, West Jordan and West Valley, plus unincorporated areas within Salt Lake County that are entirely both south of State Highway 201 and west of I-15.
5. Region 5 is composed of Carbon, Daggett, Duchesne, Emery, Grand, Juab, Sanpete, Uintah, Utah, and Wasatch Counties; and
6. Region 6 is composed of Beaver, Garfield, Iron, Kane, Millard, Piute, San Juan, Sevier, Washington and Wayne Counties.

122 Boundary Disclosure

A map describing and illustrating Region boundaries shall be maintained at the State Office and made available on UYSA's website.

1.3 Offices

131 State Office

1311 Hours of Operation

1. The State Office shall be open to the public Monday through Friday. Any closure not listed below shall be posted on the UYSA website and on UYSA's phone answering system.
2. The office shall open no later than 9:00 am and close no earlier than 4:00 pm unless approved by the UYSA President or closed for an emergency.
3. The office shall be closed on the following holidays:

New Year's Day (January 1)	Labor Day (September)
Memorial Day (May)	Veterans Day (November)
Independence Day (July 4)	Thanksgiving Day (November)
Pioneer Day (July 24)	Christmas Day (December 25)

4. The office shall also be closed from December 26 through December 31. If a holiday falls on a Saturday, the office shall be closed on the preceding Friday. If a holiday falls on a Sunday, the office shall be closed on the subsequent Monday.

1312 Parking

The State Office shall have reasonable parking for its membership.

1313 Signage

The State Office shall have signage that contains the words, "Utah Youth Soccer Association," and shall have the current approved UYSA logo that is clearly visible to the public.

1314 Security

The State Office shall be adequately secured to protect the assets contained therein.

132 Branch Offices

1321 Establishment

With Board approval, the Chief Executive Officer may establish a physical office to house employees or independent contractors providing localized services to a Region or across multiple Regions.

1322 Location

A branch office, if approved, shall be established in a location that provides the best accessibility for the Members served.

1.4 Members

141 Organizational Membership

1411 Application Procedures

1. Documentation. An Organization wanting to become an Organizational Member must submit to the State Office the following:
   a. An application on UYSA's standard form;
   b. Required membership fees;
   c. A copy of the Organization's bylaws, which must provide, at a minimum, the following:
      (1) A board of directors with a minimum of three (3) directors, with open and public election of such directors;
      (2) The following officer positions appointed by the board of directors: President, Risk Management Coordinator, and Treasurer;
      (3) The following limitations on filling board and officer positions:
         (a) An individual may not occupy more than one board and/or officer position simultaneously; and
         (b) No member of the household of an individual serving in a board or officer position may simultaneously occupy a board or officer position;
      (4) The use of Roberts' rules of order;
      (5) A bylaw requiring the keeping and posting of board meeting minutes and financial statements;
      (6) A definition of a voting membership, which can be coaches, parents, or some other system for allowing the interests of all members to be represented;
      (7) Provision for an Annual General Meeting and bylaw revisions;
      (8) Board terms, duties, and method of election;
   d. A club development plan to be approved by the State Technical Director if Member want to tutilize the C-Pass; and
   e. Evidence of non-profit status with the IRS.

2. UYSA Review
   a. An application for Organizational Membership shall be reviewed by the State Office and the Regional Director in whose Region the most players of such Organizational Member will be registered.

b. If the documentation is incomplete, the Rules and Revisions Committee shall return the application to the Organization or Team.
c. The State Office and Regional Director shall check Organization bylaws for any conflict with UYSA, USYSA, and USSF Rules.
d. The State Office and Regional Director shall make a recommendation on the application and forward it to the Board within thirty (30) days of receipt of a complete application package.
e. Representatives from the applicant Organization must be present at the UYSA board meeting in which the Organization's application is being reviewed by the UYSA Board for approval.
f. The Board shall make a final decision on the application.
g. Upon approval by the Board, the State Office shall provide written or electronic notice of the decision to the Organization or Team.
h. Upon approval, the new Organizational Member will operate on a probationary period lasting two (2) consecutive seasons. During the probationary period, the OM must operate without any violations of policy. If UYSA becomes aware of a policy violation during the probationary period, UYSA shall revoke the OM's membership status for the remainder of the Seasonal Year and Adjudication Policy 5.2 will apply.
i. UYSA approval is for the remainder of the Seasonal Year in which membership is granted.
j. Each Organizational Member is required to re-apply annually for membership status.

1412 Responsibilities

1. General. An Organizational Member shall have the following general responsibilities:
   a. Comply with the requirements of Section 304 of the Bylaws;
   b. Have a representative at UYSA's AGM;
   c. Hold an annual general meeting and provide at least thirty (30) days' notice to its members; and
   d. Discipline its members only after providing adequate notice and an opportunity for a hearing.

2. Reporting.
   a. On or before July 15 of each year, the Organizational Member shall provide UYSA with the following:
      (1) A copy of its current bylaws;
      (2) Proof of current 501(c)(3) status (annual letter from IRS);
      (3) List of current board members including names, addresses, phone numbers, and email addresses;
      (4) All appropriate membership fees;
      (5) The name, phone number, and email address of the Member's Director of Coaching; andAn updated club development plan if the Organizational Member intends to continue utilizing or start utilizing the C-Pass.
      (6)
   b. An Organizational Member shall immediately report to UYSA any of the following:
      (1) Loss of 501(c)(3) status;
      (2) Revocation or expiration of entity status with the state; and
      (3) Discovery of fraud or embezzlement in the Organization.

1413 Benefits

An Organization derives the following benefits from UYSA membership:
1. Post a link on UYSA's website to the Member's website;
2. Advertise its tryouts on the UYSA website;
3. Post other appropriate information, as determined by the Chief Executive Officer, on UYSA's website;

4. Obtain UYSA sanctioning and advertising of a tournament hosted by the Organizational Member;
5. Use the Club Pass in National Championship Series play;
6. Use the Club Pass in state competition leagues; and
7. Vote as provided in UYSA bylaws.

142 Associate Membership

1421 Application Procedures

1. Individuals
   Individuals become Associate Members when they register in SOMS as a Youth Player, Coach, or Administrator and pay required membership fees.

2. Independent Teams/Non-Organizational Members
   a. A Team not associated with an Organizational Member or an Organization not granted Organizational Membership by UYSA and wanting to become an Associate Member must fill out an application on UYSA's standard form and submit it to the State Office along with required membership fees.
   b. Such Team must have a Coach, Manager, and Treasurer, which positions must be filled by three separate individuals not of the same immediate family.

1422 Responsibilities

1. For a Team or non-Organizational Member:
   a. Annually submit application on UYSA standard form;
   b. Provide a copy of field contract or commitment;
   c. Provide a cop of contract with CLR; and
   d. Provide copy of contract with Certified Referee Assignor.
2. For an individual:
   a. Annually sign and submit the appropriate code of conduct.

1423 Benefits

1. General UYSA membership.

143 Partner Membership

144 Multiple Membership

1441 Individuals

For voting purposes, an individual may only be counted once. An individual shall contribute to the vote total of such individual's Primary Team or the Organization through which the Primary Team affiliates.

1442 Organizations

An Organization's membership may only be counted toward the vote total of one Organizational Member.

145 Membership Fees

1451 Establishment of Fees

By February 15th of each year, the Board, after study and recommendation by the Finance Committee, shall set the membership fee structure for the next Seasonal Year.

1452 Membership Fees

The membership fees for the Seasonal Year are as follows:

1. Recreation Players
   a. $11.00 per player per seasonal year for Organizational Members who register less than 100% of their total membership through UYSA
   b. $10.00 per player per seasonal year for Organizational Members who register 100% of their total membership through UYSA.

2. Competition Players
   a. $17.00 per player per seasonal year for Organizational Members who register less than 100% of their total membership through UYSA.
   b. $13.00 per player per seasonal year for Organizational Members who register 100% of their total membership through UYSA.

3. Organizations who have not been affiliated with UYSA in the prior five (5) years are eligible for a discounted registration rate in their first year of affiliation if they commit to at least two (2) year affiliation with UYSA.

4. $13.00 for unaffiliated individuals.

1453 State Competition, IRL, and X-League Fees

The State Competition, IRL, and X-League Fees are as follows:

1. U9 - U11 - $33.00 per season;
2. U12 - U14 - $33.00 per season; and
3. U15 and older – 33.00 per season

1454 Legacy Field Project Fee

1. $40 per player per seasonal year for players participating in the following levels of play.
   a. Competition
   b. X-League
   c. SU -IRL

146 Discipline

1461 Grounds

Grounds for disciplining a Member include, but are not limited to, the following:

1. Violation of UYSA, USYSA, and/or USSF Rules;
2. Failure to maintain applicable membership requirements.

1462 Procedures

See the provisions of Section 5.2 of the Adjudication policies and procedures.

1463 Penalties

See the provisions of Section 5.2 of the Adjudication policies and procedures.

1.5 State Council

151 Annual General Meeting (AGM)

1511 Order of Business

The order of business at the AGM shall be substantially as follows:

1. Call to Order;
2. Roll Call;
3. Credentials Rep99ort;
4. Acceptance of Previous AGM's Minutes;
5. Reports from Directors, State Committee Chairs, the Chief Executive Officer, and the Technical Director;
6. Vote on Proposed Bylaw Amendments;
7. New Business;
8. At-large Director Elections;
9. Region Caucuses;
    a. Region Director Elections;
    b. Competition and Recreation Committee Member Elections;
    c. Other Region Business;
10. Good of the Game; and
11. Adjournment.

1512 Reports

All Directors, all State Committee Chairs, the Chief Executive Officer, and the State Technical Director must submit to the State Office an annual report covering their respective activities no later than twenty (20) days prior to the first day of the AGM.

1513 Voting Rights

152 Other Meetings

1521 The order of business at specially called meetings shall be substantially as follows:

1. Call to Order;
2. Roll Call;
3. Credentials Report;
4. Special Matters to be Considered (the specific matter or matters for which the special meeting was called); and
5. Adjournment.

1.6 Board of Directors

161 Qualifications

It is suggested that a nominee for a Director position have the following qualifications:

1. Extensive volunteer experience and leadership experience with volunteer organizations:
2. Board of Director experience;
3. Support of UYSA's current mission, vision, and values;
4. General knowledge of UYSA bylaws and policies;
5. Familiarity with UYSA's programs and services;
6. Excellent people skills;
7. Awareness of non-profit organizations.

162 Conflict of Interest

No UYSA Director may receive remuneration (except for reimbursement of approved expenses) for the performance of services as a director or officer of UYSA. Directors must disclose any affiliation that might create an actual or perceived conflict of interest. Directors shall be considered to have a conflict of interest if:

(a) the Director has existing or potential financial or other interest that impairs or might reasonably appear to impair that Director's independent, unbiased judgment in the discharge of his or her responsibilities to UYSA; or,

(b) the Director is aware that a member of his or her family, or any organization in which the Director (or member of his or her family) is an officer, director, employee, member, partner, trustee or controlling stockholder, has existing or potential financial or other interest that impairs or might reasonably appear to impair that Director's independent, unbiased judgment in the discharge of his or her responsibility to UYSA. For the purposes of this provision, a family member is defined as a spouse, parent, sibling, child, and any other person that resides in the same household as the Director.

Directors shall disclose any possible conflict of interest at the earliest practical time. Each Director shall annually complete and sign a disclosure form to the Board. Furthermore, a Director who has disclosed a conflict of interest shall not participate in discussions of, and shall abstain from voting on, any pertinent matter under consideration by the Board. The minutes of these meetings shall reflect that a disclosure was made and that the Director having a conflict or possible conflict of interest abstained from voting. Any Director who is uncertain whether a conflict of interest may exist in any matter may request that the Board resolve the question in his or her absence by majority vote.

163 Board Meetings

1631 Procedures

1. Only Board members, committee chairs, or office staff may submit items for the Board meeting agenda to the state office.
2. Item(s) submitted for board meeting agenda must be sponsored by an office staff member. The item(s) will be presented by the office staff member at board meeting with an office staff recommendation.
3. Agenda items and any supporting documentation must be submitted to the Chief Executive Officer at least ten (10) days prior to the meeting.
4. Any matter of business submitted by a committee to the Board for a vote should be in written form and submitted per the previous subparagraph. The committee should also submit any relevant minutes from its meetings.
5. At least seven (7) days prior to the meeting, the Chief Executive Officer shall deliver the agenda and any documentation to each Board member. Such delivery may be by electronic means.
6. Any Board member has the right to speak or present at Board meetings in accordance with Robert's Rules of Order.
7. The making of motions, discussion, voting, and other activities shall be conducted solely among the Board members unless the Board requests and the chair recognizes others, including committee chairs.
8. Other individuals may speak or present at Board meetings at the discretion of the Board only when recognized by the meeting chair and when pertinent to the matter at hand.
9. It is not necessary that an item presented for a vote have been discussed or been on the agenda of a previous Board meeting.

1632 Agenda

The agenda for Board meetings will generally follow the following format:

1. Call to Order;
2. Roll Call;
3. Acceptance of Minutes from Previous Meeting;
4. Business Matters;
5. Good of the Game; and
6. Executive Session, if needed

1633 Conducting Business Electronically

1. The Board, all committees, and all subcommittees may meet and conduct business by telephone conference or through other electronic communications media.
   a. All Board members participating in the meeting must be able to simultaneously hear each other and participate during the meeting.
   b. The agenda for electronic meetings shall be limited to one or two discreet topics.

2. Notice of an electronic meeting shall be provided to all Board or committee members at least seven (7) days prior to the meeting.

3. All supporting documents and materials, if any, supporting business to be conducted during the electronic meeting shall be provided to all Board or committee members at least three (3) days prior to the meeting.

4. The electronic meeting shall be conducted in accordance with Robert's Rules of Order.

5. Voting may be held during the electronic meeting or subsequently by email. If conducted by email:
   a. Board members shall be given at least twenty-four (24) hours to vote after notice that voting has been opened is provided by the UYSA President.
   b. If voting on a policy or bylaw change, notice of the vote shall include the final language to be voted upon.
   c. Only members who participated in the electronic meeting may vote.

6. The timeframes set forth in this policy may be shortened if the UYSA President reasonably determines than an emergency situation exists.

1.7 Officers [Reserved]

1.8 Committees

181 Composition

1. Refer to paragraph 1 of UYSA Bylaw 441.
2. It is recommended that committees have representation from each UYSA Region.
3. Each committee shall have a designated liaison from the State Office staff.
4. Committee appointments shall be made through the respective Region Director and approved by the Board.

182 Procedures

1. Committees shall hold at least two (2) formal meetings per year.
2. Within fifteen (15) days of a formal meeting, a committee shall produce to its State Office liaison written minutes of such meeting.

183 Suspension, Removal, Vacation

1. Suspension
   a. Any elected or appointed Committee Member who is charged with a felony or crime involving abuse of a child shall be suspended from the Committee pending the outcome of the charges.

2. Removal
   a. Prior to the expiration of a Member's term, such Member may be removed by a two-thirds (2/3) vote of the Board for any of the following reasons:
      (1) Failure to attend, personally or by available electronic means, at least seventy-five percent (75%) of regular Committee meetings;
      (2) Serious or continuous violation of UYSA Rules, USYSA's Rules, or USSF Rules;
      (3) Fraud or misrepresentation;
      (4) Failure to adequately perform duties;
      (5) Violation of the conflict-of-interest policy or code of ethics;
   b. Prior to the expiration of a Committee Member's term, such Member will be automatically removed for any of the following reasons:
      (1) Conviction for a felony or any crime involving abuse of a child;
      (2) Failure to maintain residency in UYSA's boundaries or membership in UYSA.
   c. Prior to the Board vote, the Member's whose removal is being proposed is entitled to fifteen (15) days' notice and the right to be heard at the meeting at which the vote will take place.

3. Vacation
   a. A Committee Member's position shall become vacant upon the Member's resignation, death, incapacity, or other event making it impossible for the Member to continue in the position. A Committee Member may resign at any time by delivering written or electronic notice to the President or by giving oral or written notice at any Board meeting. The resignation shall take effect at the time specified therein or, if not specified, upon delivery thereof. Acceptance of the resignation shall not be necessary to make it effective.

1.9 Staff

191 Chief Executive Officer

192 Technical Director

193 Employees

1931 Services

1. State Office employees will be responsible for providing all registration services for the State Competition League, the Inter-regional Leagues, and the Regional Academy League.
2. State Office employees may provide other services when requested by a Region including field procurement, field maintenance, field assigning, and referee assigning.

194 Regional Managers

The Chief Executive Officer may hire or contract with individuals to provide UYSA services within a Region, across multiple Regions, or throughout the State.

195 Employment Policies

See policies and procedures in Section 4 of the UYSA Policies.

1.10 Policies and Procedures

1101 General

1. All Members are charged with knowledge of UYSA, USYSA, and USSF Rules.
2. An individual or Organization may be referred to the Adjudication Committee for any violation of UYSA, USYSA, and/or USSF Rules.
3. A Member may file a protest with the Adjudication Committee for any administrative act taken or decision made under UYSA Rules or an Organizational Member's Rules.

1102 Policy Development

11021 Submission and Format

1. A proposal for a new policy or change in policy may be proposed by any Member, but must be sponsored by a member of the Board or a UYSA committee.
2. A proposal must be submitted to the State Office.
3. The proposal must be formatted with the current policy formatting used by UYSA and must be prefaced with the reasoning or justification for the addition or change in policy.
4. If the proposal is a change in policy, the proposal must set forth the old policy language and the proposed new policy language. This may be done with the "Track Changes" feature in Microsoft Word.

11022 Review by Rules and Revisions Committee

1. The State Office shall forward the policy proposal to the Rules and Revisions Committee.
2. The Rules and Revisions Committee shall review the proposal for proper formatting, grammar, punctuation, and consistency with UYSA, USYSA, and USSF Rules.
3. Within thirty (30) days of receipt of the proposal, the Rules and Revisions Committee shall either reject the proposal if it is totally meritless or forward the proposal with its recommendation to the Board for consideration.
4. The Rules and Revisions Committee may recommend to the Board rejection of the proposal, acceptance of the proposal as is, or acceptance of the proposal with recommended modifications.

11023 Approval by Board

1. If the Rules and Revisions Committee advances the proposal to the Board, the proposal shall be placed as an action item on the Board meeting agenda and shall be included, along with any supporting documentation, in the meeting packet provided to the Board members.
2. The Board shall discuss and act upon the proposal in accordance with Roberts Rules of Order.
3. The Board may ask for input or additional information from the sponsor of the proposal.

11024 Publication

1. If a proposal is passed by the Board, the person taking the minutes of the Board meeting shall record the exact language of the proposal as passed.
2. The State Office shall put the approved proposal language in the proper policy section on the UYSA website.
3. Significant policy additions or changes shall be disseminated by email or other appropriate means to the membership.

1103 Policy Interpretation

11031 Procedure

11032 Appeal