



FWSA Board Meeting  
March 5, 2013  
Secoma Lanes

**FWSA Board Attendees:**

President	Not Present (Robert Lewis)
Vice President	Jammie Hair
Treasurer	Carl Weber
Secretary	Heather Hamashima
Registrar & Risk Management	Novella Fraser
2nd VP of Admin	Perry Woodford
Director of Fields	George Pfeiffer
District 3 MAR	Open Position
Referee Representative	Open Position
WebMaster	Not Present (Sharon Woodford)
State Cup	
Tournament Chair	Open Position
FWFC Rep	Josh Cheatham
Mod Rep	Novella Fraser

**Meeting called to order 7:10 pm.**

Regionals/Support of Teams:

- In the past, FWSA has provided \$1,000 to teams that were attending Regionals. No decision on amount FWSA would provide in 2014.

Risk Management Clearance:

- If someone is not RMA cleared, they are not covered by club insurance. Therefore, it's a risk to the club. Individuals need to be registered with the club in order to be covered by insurance.
- If teams go to USClub events that are not sanctioned by US Youth, then the team is not covered by US Youth insurance. It was noted that teams could register with USClub and obtain a player pass with USClub and then they would be covered by that organization.
- There's been an increase in insurance claims filed at the state level. A reminder that state insurance is supplemental to the individual's insurance and is not intended for paid coaches.
- Will revisit at a later date the issue of insurance for Board members.

Fields:

- Field usage fees are minimal. Blast Off and Tracy Whitney use city fields but clubs only pay a minimal amount.
- Many fields only have a light fee involved, no usage fee.
- Discussion regarding Lakota sand field and possibility of making it more useful. Costs involved for the following items are: \$680,000 for turf and curb; \$280,000 for track around field; \$30,000 for fence around it.

Annual General Meeting:

- Determined AGM would be held on April 16<sup>th</sup> at 7:00 pm

Scholarships:

- Committee has not determined scholarship requirements and application process. Committee will meet to determine facets of this program.

Bylaws:

- Reviewed bylaw proposals as presented by P. Woodford.
- Discussion regarding voting rights at monthly meetings and voting rights at AGM.

Financial Report – C. Weber:

- Submitted written report. Association is sound financially.

Meeting adjourned 8:45 pm.

Heather Hamashima



FWSA Annual General Meeting  
May 7, 2014  
Secoma Lanes

**FWSA Board Attendees:**

President	Robert Lewis
Vice President	Jammie Hair
Treasurer	Carl Weber
Secretary	Heather Hamashima
Registrar & Risk Management	Novella Fraser
2nd VP of Admin	Perry Woodford
Director of Fields	George Pfeiffer
District 3 MAR	Open Position
Referee Representative	Open Position
WebMaster	Sharon Woodford
State Cup	
Tournament Chair	Open Position
FWFC Rep	Kevin Wilburn
Mod Rep	Novella Fraser

**Meeting called to order 7:15 pm.**

**Roll Call:**

- Not necessary as sign-in sheet has been distributed and signed

**Credentials:**

- All validated and approved.

**Minutes from FWSA AGM 2013:**

- Noted that "MOD" was spelled incorrectly, "MOB", change to "MOD"
- Motion to accept FWSA AGM minutes from 2013 with noted spelling correction. Motion was seconded. Approved unanimously.

**Officer's Year Ending Reports:**

**Director of Fields, George Pfeiffer:**

- Worked on securing infill and turf work for Saghalie – 3 weeks
- FWSD high school field agreements were rewritten – 4 weeks
- Worked with City and FWSD on projects, Saghalie/Sacajawea cell towers- light replacement – track funding – 4 weeks
- Secured bids and worked a gift agreement for fencing on both ends of Sacajawea – 6 weeks
- Secured bid for Karl Grosch replacement turf – 3 weeks
- Secured bids for turfing Lakota
- Worked with City on grants for both projects – ongoing
- Secured bid on Karl Grosch infill

- Plan to meet with FWFC and MOD in the fall regarding fields.

**Committee Year Ending Reports:**

- None

**Unfinished Business:**

- None

**Proposals (by law changes):**

- Bylaw proposals listed at the end of the minutes.
- Motion to approve the bylaw proposals as written. Motion seconded. All in favor. Bylaw proposals pass.

**New Business:**

- None

**Election of Officers:**

- Slate:
  - Vice President – Jammie Hair nominated
  - 2<sup>nd</sup> Vice President of Administration – Perry Woodford nominated
  - Registrar – Novella Fraser nominated
  - Treasurer – Carl Weber nominated
- Unanimous approval of entire slate of candidates

**Presentation of Awards:**

- Robert Lewis, President, acknowledged all board members and thanked everyone for the time and energy that they have dedicated to youth soccer and the Board.

**Good of the Game:**

- Suggested bringing back Rhodes Award that honors a couple who is dedicated to youth sports in the community.
- Noted that need to remind FWFC and MOD about “Of the Year” nomination deadlines as need to be approved at FWSA meeting prior to February 1<sup>st</sup> District Meeting.

Meeting adjourned 8:55 pm.

Respectfully submitted,  
Heather Hamashima  
FWSA Secretary

**Bylaw Proposals:**

**Article 3 Control and Authority**

**SECTION 3 Membership:**

Membership to Federal Way Soccer Association shall be open to any soccer players, parent or legal guardian of a player, coaches, trainers, managers, administrators, and officials not subject to suspension under section 4 of United States Soccer Federation Bylaw 241, and to any amateur soccer organization in its designated territory; the Federation articles of incorporation, bylaws, policies, and requirements take precedence over and supercede the governing documents and decisions of Federal Way Soccer Association and its members to the extent applicable under Washington State law; and the Federal Way Soccer Association and its members will abide by the articles of

incorporation, bylaws and requirements of the Federation and of the Washington State Youth Soccer Association, including on interplay.

## **Article 5 Membership**

### **SECTION 1 Association Membership:**

The membership of this Association shall be by Member Organizations. All such organizations are eligible for membership subject to approval of the Board of Directors and upon payment of an annual affiliation fee.

## **Article 3 Control and Authority**

### **SECTION 3 Membership:**

Membership to Federal Way Soccer Association is through a member organization which shall be open to any soccer players, parent or legal guardian of a player, coaches, trainers, managers, administrators, and officials not subject to suspension under section 4 of United States Soccer Federation Bylaw 241, and to any amateur soccer organization in its designated territory; the Federation articles of incorporation, bylaws, policies, and requirements take precedence over and supersede the governing documents and decisions of Federal Way Soccer Association and its members to the extent applicable under Washington State law; and the Federal Way Soccer Association and its members will abide by the articles of incorporation, bylaws and requirements of the Federation and of the Washington State Youth Soccer Association, including on interplay.

## **Article 5 Membership**

### **SECTION 1 Association Membership:**

The membership of this Association shall be by Member Organizations. All such organizations are eligible for membership subject to approval of the Board of Directors and upon payment of an annual affiliation fee.

## **Reads**

## **Article 5 Membership**

### **SECTION 4 Member Organizations Votes:**

All member organizations shall be entitled to one member on the Board of Directors and four votes at all regular and special meetings of the Board, except that no member organization in arrears with its dues or suspended, shall be entitled to vote or participate in the business of the Association. Members holding Board office (elected or appointed) may not represent nor hold proxy vote for clubs during Board meetings. In all business, the responsibility of the Board position supersedes the Club affiliation.

Proposed change

### **SECTION 4 Member Organizations Votes:**

All member organizations shall be entitled to one member on the Board of Directors and four votes at all regular and special meetings of the Board, except that no member organization in arrears with its dues or in bad standing, shall be entitled to vote or participate in the business of the Association. Members holding Board office (elected or appointed) may not represent nor vote for clubs during Board meetings. In all business, the responsibility of the Board position supersedes the Club affiliation.

## **Reads**

## **Article 5 Membership**

### **SECTION 6 Rules and Regulations:**

All member organizations shall abide by the rules and regulations of the Association. Any member organization, which attempts to circumvent a decision rendered by the Association, or which damages the interests of the Association by word or deed, shall be charged with misconduct and shall face suspension, expulsion, or lesser disciplinary action. The FWSA Disciplinary chair and his committee shall review the full particulars relating to a charge of misconduct and upon two-thirds majority vote of a quorum of the committee may suspend or expel the offending member organization or take other lesser disciplinary action considered appropriate, upon approval of the Executive Board of FWSA.

Proposed change

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## **Article 7 Board of Directors**

### **SECTION 1 the Governing Body**

The Association Board of Directors shall have the right of decision on all matters pertaining to Association affairs. The Board of Directors will conduct the business of the Association, and shall consist of the elected officers, (here after referred to as the Executive Board) and the appointed officers and one Representative from each member Organization.

The responsibilities of the Board of Directors and Authority shall include, but not be limited to:

1. They shall be responsible for enforcing the Constitution, by-laws and operating procedures of the FWSA
2. Approval of formation and operation of tournaments.
3. Approval of interstate and international play.
4. Removal of FWSA officers based on detrimental actions or neglect of accepted responsibilities.
5. Filling vacancies of the Executive Board.
6. To ensure member organizations by-laws are in compliance with FWSA and WSYSYSA bylaws.

Proposed changes

## **Article 7 Board of Directors**

### **SECTION 1 the Governing Body**

The Association Board of Directors shall have the right of decision on all matters pertaining to Association affairs. The Board of Directors will conduct the business of the Association, and shall consist of the elected officers, (here after referred to as the Executive Board) and the appointed officers and one Representative from each member Organization.

The responsibilities and duties of the Board of Directors and Authority shall include, but not be limited to:

1. They shall be responsible for enforcing the Constitution, by-laws and operating procedures of the FWSA
2. Approval of formation and operation of tournaments.
3. Removal of FWSA officers based on detrimental actions or neglect of accepted responsibilities.
4. Filling vacancies of the Executive Board.
5. To ensure member organizations by-laws are in compliance with FWSA and WSYSA bylaws.
6. Duty of Care: The duty of care describes the level of competence that is expected of a board member, and is commonly expressed as the duty of “care that an ordinarily prudent person would exercise in a like position and under similar circumstances.” This means that a board member owes the duty to exercise reasonable care when he or she makes a decision as a steward of the organization.
7. Duty of Loyalty: The duty of loyalty is a standard of faithfulness; a board member must give undivided allegiance when making decisions affecting the organization. This means that a board member can never use information obtained as a member for personal gain, but must act in the best interests of the organization.
8. Duty of Obedience: The duty of obedience requires board members to be faithful to the organization’s mission. They are not permitted to act in a way that is inconsistent with the central goals of the organization. A basis for this rule lies in the public’s trust that the organization will manage donated funds to fulfill the organization’s mission.
- 9.

## **Article 8 Executive Board**

### **SECTION 1 Executive Board (Elected):**

The Executive Board of this Club shall be:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Registrar
6. 2nd Vice President of Administration
7. Fields Director
8. Webmaster

Proposed Change

## **Article 8 Board**

### **SECTION 1 Board**

The Board of this Club shall be:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Registrar
6. 2nd Vice President of Administration
7. Fields Director
8. Webmaster
9. One representative from each member organization. Appointed by the member organization.

The Executive Board of this Club shall be:

1. President
2. Vice President
3. Secretary
4. Treasurer

**SECTION 3 Officers Election Procedures:**

1. The Executive Board (elected) shall be elected at the Annual General Meeting by the Associations voting membership, as follows:
  - a. Officers to be elected on ODD numbered years are:
 

President	Fields Director
Secretary	Webmaster
  - b. Officers to be elected in EVEN numbered years are:
 

Vice President	2nd Vice President of Administration
Registrar	Treasurer
2. Thirty (30) days prior to the Annual General Meeting notification stating the date and place of the election shall be mailed electronically to each member of the Body.
3. Nominations shall be accepted from the floor at the election.
4. Prior to each election, the President shall appoint a person who is not a candidate for office to conduct the election. That person shall appoint a minimum of two (2) tellers and a secretary to pass out, collect, and count the ballots in the presence of the election chair. Ballots may be distributed in advance by this committee as part of the procedure of signing in. The election results shall be announced to the membership by the election chair who shall state the number of eligible votes, the number of votes counted, the number of votes necessary to elect, and the results of the balloting.
5. A majority of votes cast shall be necessary to elect.
6. In the event an objection is raised, a recount of the ballots may be approved by the Board of Directors in a weighted, roll call vote. In the event a recount is authorized, each person running for office shall be entitled to appoint one person to monitor the recount.



7. The election chair shall then entertain a motion to destroy the ballots.

Proposed change

**SECTION 3 Election of the Board Procedures:**

1. The Board shall be elected at the Annual General Meeting by the Associations voting membership, as follows:
  - a. Officers to be elected on ODD numbered years are:

President	Fields Director
Secretary	Webmaster
  - b. Officers to be elected in EVEN numbered years are:

Vice President	2nd Vice President of Administration
Registrar	Treasurer
2. Thirty (30) days prior to the Annual General Meeting notification stating the date and place of the election shall be mailed electronically to each member of the Body.
3. Nominations shall be accepted from the floor at the election.
4. Prior to each election, the President shall appoint a person who is not a candidate for office to conduct the election. That person shall appoint a minimum of two (2) tellers and a secretary to pass out, collect, and count the ballots in the presence of the election chair. Ballots may be distributed in advance by this committee as part of the procedure of signing in. The election results shall be announced to the membership by the election chair who shall state the number of eligible votes, the number of votes counted, the number of votes necessary to elect, and the results of the balloting.
5. A majority of votes cast shall be necessary to elect.
6. In the event an objection is raised, a recount of the ballots may be approved by the Board of Directors in a weighted, roll call vote. In the event a recount is authorized, each person running for office shall be entitled to appoint one person to monitor the recount.

The election chair shall then entertain a motion to destroy the ballots.

READS

**SECTION 5 Duties and Responsibilities of Executive Board:**

The duties and responsibilities of the Elected officers shall be:

Proposed change

**SECTION 5 Duties and Responsibilities of Board:**

The duties and responsibilities of the Elected officers shall be:

Reads

## **Article 10 Meetings**

### **SECTION 2 Voting at the AGM**

1. Voting privileges at the AGM will be subject to the following: Each member listed shall have one (1) vote.
  - a. Member of the FWSA Board of Directors
  - b. One representative may present a vote for a team.
  - c. One parent or guardian representing the family of active player(s) in good standing.
2. Proxy votes shall not be allowed.

Proposed change

### **SECTION 2 Voting at the AGM**

3. Voting privileges at the AGM will be subject to the following:
  - d. Elected member of the FWSA Board of Directors (1 vote each)
  - e. One representative from each member organization which will hold 4 total votes each.
4. Proxy votes shall not be allowed.

Reads

### **SECTION 4 Voting at Monthly Meetings:**

1. The following have the right to vote at any meeting:
  - a. Member of the FWSA Board of Directors
  - b. One representative may present a vote for a team.
  - c. One parent or guardian representing the family of active player(s) in good standing.
2. Association members have a maximum of one (1) vote.

Proposed changes

### **SECTION 4 Voting at Monthly Meetings:**

1. The following have the right to vote at any meeting:
  - a. Elected member of the FWSA Board of Directors. (1 vote each)
  - b. One representative from each member organization which will hold 4 total votes each.

## **Article 16 Player Registration**

### **SECTION 3 Player Age Definition:**

- U-6 player has not reached 6<sup>th</sup> birthday before August 1.
- U-7 player has not reached 7<sup>th</sup> birthday before August 1.
- U-8 player has not reached 8<sup>th</sup> birthday before August 1.
- U-9 player has not reached 9<sup>th</sup> birthday before August 1.
- U-10 player has not reached 10<sup>th</sup> birthday before August 1.
- U-11 player has not reached 11<sup>th</sup> birthday before August 1.
- U-12 player has not reached 12<sup>th</sup> birthday before August 1.
- U-13 player has not reached 13<sup>th</sup> birthday before August 1.
- U-14 player has not reached 14<sup>th</sup> birthday before August 1.
- U-15 player has not reached 15<sup>th</sup> birthday before August 1.
- U-16 player has not reached 16<sup>th</sup> birthday before August 1.
- U-17 player has not reached 17<sup>th</sup> birthday before August 1.
- U-18 player has not reached 18<sup>th</sup> birthday before August 1.
- U-19 player has not reached 19<sup>th</sup> birthday before August 1.

Proposed change

READS

## **Article 20 Rules of Competition**

### **SECTION 1 Organized Teams:**

Member Organizations shall organize teams within their various designated age divisions. All such teams will be registered with the Association Registrar, and all teams so registered will be organized into leagues and accordingly scheduled games by the Club, Association, District, and State, whichever is appropriate.

### **SECTION 2 Association Affiliation for Scheduling:**

Teams from outside Federal Way Soccer Association may affiliate with the FWSA for scheduling purposes only. In which case a certificate of insurance must be filed with the FWSA Secretary by the parent organization of said team. Affiliation fees, if any, will be set annually by the Board of Directors. All said teams will adhere to the FWSA By-laws.

### **SECTION 3 Deadlines for Roster Additions:**

Each year the Association will establish a date after which time players may not be added to the roster of any team affiliated with a member organization.

## **Article 21 Jamboree, Tournaments, and Cup Games**

The control, organization, and decisions for conducting jamborees, tournaments, and cup games is vested in the Association. Rules, regulations, schedules, entry fees and so forth, will be determined on an individual basis depending solely upon participation, timing, and requirements for such competition. The Board of Directors will supervise through special and standing committees all matters pertaining to such competitions.

Proposed changes

## **Article 20 Rules of Competition**

### **SECTION 1 Organized Teams:**

Member Organizations shall organize teams within their various designated age divisions. All such teams will be registered with the Association Registrar, and all teams so registered will be organized into leagues and scheduled in accordance with each leagues rules and policies.

**SECTION 2 Association Affiliation for Scheduling:**

Teams from outside Federal Way Soccer Association may affiliate with FWSA for Regional Club purposes only. Affiliation fees, if any, will be set annually by the Board of Directors. All said teams will adhere to the FWSA By-laws.

**SECTION 3 Deadlines for Roster Additions:**

Each year the Association will establish a date after which time players may not be added to the roster of any team affiliated with a member organization.

**Article 21 Jamboree, Tournaments, and State Cup Matches**

FWSA will provide support as required to support member organizations participation in jamboree, tournaments, and State Cup matches.



FWSA Board Meeting  
October 8, 2014  
Secoma Lanes, Federal Way

**FWSA Board Attendees:**

President	Robert Lewis
Vice President	Jammie Hair
Treasurer	Carl Weber
Secretary	Heather Hamashima
Registrar & Risk Management	Novella Fraser
2nd VP of Admin	Perry Woodford
Director of Fields	George Pfeiffer
District 3 MAR	Not Present (Kevin Wilburn)
Referee Representative	Open Position
WebMaster	
State Cup	
Tournament Chair	Open Position
FWFC Rep	Not Present
Mod Rep	Sharon Woodford

**Called to order 7:10 pm.**

**Minutes – September 17, 2014**

- Approved as written.

**Treasurer's Report – Carl Weber:**

- Second half of player's fees not billed to the clubs to date as have not received the bill from the state. For the first half bill, last year's numbers were used. As player numbers are down, decision was made to wait for actual numbers before proceeding with second half billing.
- WSYS fees to the Associations are going down by \$1. Each Association will get a refund check from the WSYS. It's approximately \$.96 per person for risk management clearance (\$1.93 of \$14.00 player fee charge is for risk management).

**WSYS Meeting November 15<sup>th</sup>**

- At this special meeting WSYS will look at making fees more proportional with the type of soccer played (i.e. MOD vs Premier league) and the duration of the appropriate season. Meeting will include MARS and Association Presidents.
- In January there will be a vote on this issue.

**Fields Report – George Pfeiffer:**

- The Director of Construction, FWPS, is exploring the cost of resurfacing Decatur and Todd Beamer High School turf fields, as well as possibly lighting Todd Beamer High School's field.

- Boys & Girls Club secured a grant of \$550,000 and they are exploring securing two pieces of property off of 8<sup>th</sup> Avenue.
- The FW Mirror had a letter from the Friends of Lakota regarding fields. The FW Mayor added about \$700.00 in the budget to assist the funding for the track and the field at Lakota. The City funding is contingent on about \$500.00 from the FWPS. FWSA might look at funding the lights or some fencing. FWSA investment is to be determined.

**District High School Leagues – Perry Woodford:**

- Girls high school soccer (U16, U17, U18) has had to combine 8 teams into one bracket – all levels are in one bracket due to low numbers of teams.
- Girls teams have asked for flexibility in forming, asked to be able to pick Saturday or Sunday to play, etc., yet still having problems getting more teams into District III league.
- Boys high school age bracket has 11 teams with a wide variety of skill levels. Only one U16 bracket, no U17 bracket, combined U17/U18 recreational into one bracket, and U17-U19 competitive into one bracket. Will not have enough U18's next year.
- Suggestions from FWSA discussion:
  - Determine that all games will be on Saturday – no choice.
  - Spring league only – no choice.
- State Cups had 61 teams this year; had 180 teams two years ago.

**FWSA Bylaws:**

- Perry Woodford will distribute current FWSA bylaws to all FWSA board members following the meeting.

**FW U11 Teams:**

- Discussed transition of U10 to U11 and appropriate guidance for those teams. Reiterated that MOD club did an excellent job distributing information and transitioning the teams to U11 league and those requirements.
- Motion for U11 & below recreational players/teams to be managed by the FWMSC. Motion tabled until FWSA November board meeting.

**Meeting adjourned 8:35 pm.**

Respectfully submitted,  
 Heather Hamashima  
 FWSA Secretary



FWSA Board Meeting  
November 5, 2014  
Secoma Lanes, Federal Way

**FWSA Board Attendees:**

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Vice President	Jammie Hair
Treasurer	Carl Weber
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Registrar & Risk Management	Novella Fraser
2nd VP of Admin	Perry Woodford
Director of Fields	George Pfeiffer
District 3 MAR	Not Present (Kevin Wilburn)
Referee Representative	Open Position
WebMaster	Sharon Woodford
State Cup	
Tournament Chair	Open Position
FWFC Rep	Not Present
Mod Rep	Avery Zerby-Pouch

**Called to order 7:05 pm.**

**Minutes –**

- Approved as written.

**Treasurer's Report – Carl Weber:**

- Presented copy of monthly Treasurer's report. Association is in good financial standing.

**Registrar's Report – Novella Fraser:**

- Submitted written report. Attached at end of minutes.
- FWMSC had highest player count in recent years. Still working to improve player numbers.
- Kelli Bitlow attended the WSYS Registrar's Meeting on Monday and sent notes to N. Fraser. State is moving to Affinity system.
- There were a few coaches that were not RMA cleared. Once their player cards were pulled, they immediately rectified the situation.
- Reported that have attended the FWFC Website Committee meetings. FWFC has asked for Bonzi access and N. Fraser reported that she has provided it to them for the team webpages. Any additional teams that need access, contact N. Fraser and she will open the access to their pages.

**FWFC Policy 2 – Club Definition – P. Woodford**

- Policy 2 that defines the Clubs under FWSA was presented. Discussion ensued.
- Motion to accept Policy 2. Seconded. Discussion. Vote – all in favor, no opposed, no abstentions. Motion passes.

- Policy 2 attached to end of minutes.

**Policy 1 - Code of Conduct – P. Woodford:**

- Discussed the need for a Code of Conduct for all volunteers (board members, coaches, etc.).
- Motion to accept Policy 1. Seconded. Discussion. Vote – all in favor, no opposed, no abstentions. Motion passes.
- Policy 1 attached to end of minutes.

**DIII MAR Report – Kevin Wilburn:**

- Report submitted. Attached to end of minutes.

**Of the Year Awards:**

- Determined that voting would occur at the next FWSA meeting (December 2014). FWFC and FWMSC need to submit their candidates by that time.

**Soccer Operations Meeting – P. Woodford:**

- Meeting scheduled for November 8<sup>th</sup>. Topics included:
  - Number of referees available for games.
  - RMA fees that were collected – rebates will be issued based on actuals vs. submitted funds. Also, not clearing enough individuals.
  - MOD rule changes to include U10 competitive leagues.
  - USYouth – changes to goal sizes.

**WSYS Meeting November 15<sup>th</sup>:**

- Player fees is topic of meeting.

**President Resignation:**

- Robert Lewis submitted his resignation as President of FWSA
- Jammie Hair, current Vice President, assumed position of President.
- George Pfeiffer, agreed to serve as position of Vice President. Unanimous agreement by Board.

**Meeting adjourned 8:40 pm.**

Respectfully submitted,  
Heather Hamashima  
FWSA Secretary

**FWSA Board Reports submitted:**

Novella Fraser – Association Registrar

October 7 – November 3, 2014

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**Federal Way Mod Soccer Club (FWMSC: U6 – U11)**

- Answered emails and phone calls
- Worked on RMA clearance
- 588 players confirmed in Bonzi for Fall 2014 as of 11/3/14
- Registration will open for Spring 2015 on January 1, 2015

**Federal Way Football Club (FWFC: U10- U19)**

- Printed player cards and verified rosters
- Answered emails and phone calls



- Worked on RMA clearance
- Premier and Select player count: confirmed 307 players
- Recreation Player count: confirmed 358
- Jr Academy Plus player count: confirmed 75 players
- Started entering BU15 – BU17 teams into President’s and Championship Cups
- Opened registration for Winter 2015 Jr Academy Plus

**Comments/Concerns/Problems/Good of the Game**

- For the record my back-ups for my position as registrar are the following people: FWSA – Heather Hamashima, FWFC – Kevin Wilburn and FWMSC – Melissa Kreckman.



Kevin Wilburn – FWSA “MAR”  
 October 7 – November 3, 2014

**District III**

- Attended DIII meeting.
- Disciplinary Report. Lots of “Send Offs” (Red Cards) given to Coaches (mainly the “STU”- South Tacoma United league) and Spectators instead of the usual players.
- Parents are causing the coaches to be “sent off” in some games rather than the referee sending the parent off, or giving the coach the option to make the parent leave or he (or she) leave.
- “GRJSA” is now called “Greater Renton Tukwila Youth Soccer Association”
- League fees are: “DIII”- \$50; “NPSL”-\$150; “PSPL”-\$200
- “Rec” Cup teams are down from 131 in 2012 to 68 in 2014

**Fall League Play:**

- a) There is still an “issue” with the Saturday and Sunday play even though it was thought to be resolved.
- b) Some teams are told they have to play on Sunday when their age group is not affected by the current policy.
- c) At some games, parents and players are still on the same sides of the fields which are part of the cause of some of the parents getting “sent off”.
- d) There was a concern about a tournament that was charging the U10 teams \$700 to participate.

**Player Count:**

- a) Player count is down by 6000 players overall compared to 4 years ago.
- b) Where are the players going?
- c) Are the newly created leagues (US Club, NPSP, PSPL, getting the new players or are they just not playing soccer?
- d) DIII Teams are considered no longer considered to have competitive teams or be competitive.

**State Cup:**

- a) The state cup will now be known as the “Presidents Cup”. The title that has been used by other organizations other than “WYS”.

**Referee’s:**

- a) Referees are independent contractors;
- b) There is no standardization of wages between the different soccer clubs.

- c) Different clubs pay different amounts for referee crews with “Crossfire” paying the highest amount to have their games refereed. You can probably assume they have full crews all the time on all their games.
- d) The south end teams are paid the lowest with the exception of Pierce County.

“Of the Year” candidates are coming soon:

- a) Need to start thinking of the people who will be nominated for “Of the Year” candidates.

This is my report respectfully submitted:  
 Kevin Wilburn FWSA MAR

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Policy 1  
 Board Member Legal Responsibilities  
 November 2014  
 Revision: New

Under well-established principles of nonprofit corporation law, a board member must meet certain standards of conduct and attention in carrying out his or her responsibilities to the organization. Several states have statutes adopting some variation of these duties that would be used in court to determine whether a board member acted improperly. These standards are usually described as the duty of care, the duty of loyalty, and the duty of obedience.

1. Duty of Care: The duty of care describes the level of competence that is expected of a board member, and is commonly expressed as the duty of “care that an ordinarily prudent person would exercise in a like position and under similar circumstances.” This means that a board member owes the duty to exercise reasonable care when he or she makes a decision as a steward of the organization.
2. Duty of Loyalty: The duty of loyalty is a standard of faithfulness; a board member must give undivided allegiance when making decisions affecting the organization. This means that a board member can never use information obtained as a member for personal gain, but must act in the best interests of the organization.
3. Duty of Obedience: The duty of obedience requires board members to be faithful to the organization’s mission. They are not permitted to act in a way that is inconsistent with the central goals of the organization. A basis for this rule lies in the public’s trust that the organization will manage donated funds to fulfill the organization’s mission.

Conflict of Interest is a process each board and committee member will review and sign annually.

**Article I – Purpose**

In furtherance to Washington Youth Soccer By Laws article 5.1.5. The purpose of this Conflict of Interest Policy (“Conflict Policy”) is to protect the Federal Way Soccer Association interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the Association or might result in a possible excess benefit transaction. This Conflict Policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

## Article II – Definitions

1. Interested Person. Any director, principal officer, or member of a committee with board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.
2. Financial Interest. A person has a financial interest if the person has, directly or indirectly, through business, investment or family:
  - a. An ownership or investment interest in any entity with which the Association has a transaction or arrangement,
  - b. A compensation arrangement with the Association or with any entity or individual with which the Association or Washington Youth Soccer has a transaction or arrangement, or
  - c. A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the district is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.

A financial interest is not necessarily a conflict of interest. Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

## Article III – Procedures

1. Duty to Disclose. In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with board or director delegated powers considering the proposed transaction or arrangement.
2. Determining Whether a Conflict of Interest Exists. After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the board or committee meeting while the determination of a conflict of interest is discussed and voted upon. The remaining board or committee members shall decide if a conflict of interest exists.
3. Procedures for Addressing the Conflict of Interest.
  - a. An interested person may make a presentation at the governing board or committee meeting, but after the presentation he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.
  - b. The chairperson of the board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.
  - c. After exercising due diligence, the governing board or committee shall determine whether the District can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.
  - d. If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in Washington Youth Soccer's best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above the determination it shall make the decision as to whether to enter into the transaction or arrangement.
4. Violations of the Conflict of Interest Policy.
  - a. If the board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.
  - b. If, after hearing the member's response and after making further investigation as warranted by the circumstances, the board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

## **Article IV – Records of Proceedings**

The minutes of the board and all committees with board delegated powers shall contain:

- a. The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the board's or committee's decision as to whether a conflict of interest in fact existed.
- b. The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

## **Article V – Compensation**

1. A voting member of the governing board who receives compensation, directly or indirectly, from the Association for services is precluded from voting on matters pertaining to that member's compensation.
2. A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Association for services is precluded from voting on matters pertaining to that member's compensation.
3. No voting member of the board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the Association, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

## **Article VI – Annual Statements**

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement at the first regular meeting following the AGM which affirms such person:

- a. Has received a copy of the Conflict of Interest Policy,
- b. Has read and understands the Conflict Policy,
- c. Has agreed to comply with the Conflict Policy, and
- d. Understands that the Association is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

The Association Secretary will collect signed annual statements from each director, principal officer and member of a committee with governing board delegated powers.

## **Article VII – Periodic Review**

To ensure that the Association operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted. The periodic reviews shall, at a minimum, include the following subjects:

- a. Whether compensation arrangements and benefits are reasonable, based on competent survey information, and the result of arm's length bargaining.
- b. Whether partnerships, joint ventures, and arrangements with management organizations conform to Washington Youth Soccer and Association written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurement, impermissible private benefit or in an excess benefit transaction.

## **Article VIII – Use of Outside Experts**

When conducting the periodic reviews as provided for in Article VII, the Association may, but need not, use outside advisors. If outside experts are used, their use shall not relieve the board of its responsibility for ensuring periodic reviews are conducted.



**Conflict of Interest  
Disclosure Form**

This form must be filed annually by all specified parties, as identified in the Washington Youth Soccer District 3 Conflict of Interest Policy.

Position on the board? \_\_\_\_\_

\_\_\_\_\_ I have no conflict of interest to report

\_\_\_\_\_ I have the following potential conflict(s) of interest to report:

\_\_\_\_\_ I would like to disclose the following information:

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

The undersigned, by their affixed signature, affirm that he/she:

- a. has received a copy of the Washington Youth Soccer District 3 Conflict of Interest Policy;
- b. has read and understands the Conflict Policy;
- c. has agreed to comply with the Conflict Policy; and
- d. understands that Washington Youth Soccer District 3 is a charitable organization and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

\_\_\_\_\_  
Signature

\_\_\_\_\_  
Date

\_\_\_\_\_  
Print Name

## **Policy 2**

Defined Clubs

November 2014

Revision: New

### **Purpose**

The purpose of Policy 2 is to Identify and define the recognized clubs of Federal Way Soccer Association (FWSA).

### **Recognized Clubs**

Federal Way Modified Soccer Club (FWMSC)

Comprised of all U5 to U11 players playing in Club League, Club programs, inter association league, and District 3 leagues.

Federal Way Football Club (FWFC)

Comprised of the following:

U8 to U10 players playing in the Regional Club Academy program. These players will be registered to Federal Way Mod Soccer Club and simultaneously play in Regional Club programs.

U10 6v6 teams playing in Regional Club Academy program.

U10 9v9 teams playing in the Regional Club League

U11 – U19 players playing in Regional Club League

U11 – U19 players playing in a District Select Level League (Example North Puget Sound League)

U12-U19 players playing in District 3.

### **Method of Revision**

Federal Way Soccer Association will review the organization and ongoing club structure each October through November and publish in Policy 2 by December each year.



FWSA Board Meeting  
December 4, 2014  
Secoma Lanes, Federal Way

**FWSA Board Attendees:**

President	Jammie Hair
Vice President	George Pfeiffer
Treasurer	Carl Weber
Secretary	Heather Hamashima
Registrar & Risk Management	Not Present (Novella Fraser)
2nd VP of Admin	Perry Woodford
Director of Fields	George Pfeiffer
District 3 MAR	Not Present (Kevin Wilburn)
Referee Representative	Open Position
WebMaster	Sharon Woodford
State Cup	
Tournament Chair	Open Position
FWFC Rep	Erik Johnson
Mod Rep	Avery Zerby-Pouch

Called to order 7:06 pm.

**Treasurer's Report – Carl Weber:**

- Distributed monthly report.
- Bonzi is changing the fee structure per P. Woodford. Fee structure will be a bit lower. It primarily effects FWFC due to automatic payments. If families are on a payment plan, they will continue with that plan as the new system transitions into effect. Once payment plan is complete, new guidelines will apply.

**Annual General Meeting:**

- Agreed to hold the AGM on Wednesday, May 6<sup>th</sup>. FWFC and FWMSC AGM meetings should be held before that date.
- Reminder that bylaw changes by FWFC and FWMSC need to be submitted to FWSA by deadlines prior to FWSA AGM.

**WSYS Meeting November 15<sup>th</sup> – George Pfeiffer:**

- Discussed adjustment to player fees and possible reduction. Could be reduction of \$5 or more.
- All Associations were invited to the meeting but only about half attended.
- In January there will be a vote on this issue.
- P. Woodford noted that WSYS is looking at deleting secondary insurance coverage for players to save some money, as well as possibly reducing insurance coverage for Directors/Board Officers. Boards should be aware of these possibilities and discuss future actions that may be needed by individual boards.

**Of the Year Awards:**

- Reminded everyone that FWFC and FWMSC nominees are due to FWSA by the January meeting.
- Awards include: Recreational Coach of the Year (boys & girls), Competitive Coach of the Year (boys & girls), Goal of the Year, Save of the Year, Volunteer of the Year, Administrator of the Year, Top Soccer Buddy, and Top Soccer Player.
- Paperwork does not need to be completed to submit nominees to the District. If selected by District, then paperwork needs to be completed to send selected individuals on to the state.

**Fields Report – George Pfeiffer:**

- The Director of Construction, FWPS, is exploring the cost of resurfacing Decatur and Todd Beamer High School turf fields, as well as possibly lighting Todd Beamer High School's field.
- Boys & Girls Club secured a grant of \$550,000 and they are exploring securing two pieces of property off of 8<sup>th</sup> Avenue.
- The FW Mirror had a letter from the Friends of Lakota regarding fields. The FW Mayor added about \$700.00 in the budget to assist the funding for the track and the field at Lakota. The City funding is contingent on about \$500.00 from the FWPS. FWSA might look at funding the lights or some fencing. FWSA investment is to be determined.
- Deadline to submit Of the Year nominees to the District is February 1<sup>st</sup>.
- Agreed to hold January FWSA meeting on January 21<sup>st</sup> to accommodate clubs selecting Of the Year nominees. There will be no FWSA meeting in February.

**Registrar's Report:**

- Registrar unable to attend – report submitted at end of minutes.

**FWSA Player Scholarships:**

- Scholarships were not distributed in 2014 although funds allocated in budget.
- Motion to have scholarship submittal deadline as May 1, 2015. Seconded. All in favor. Motion passes.
- Committee is J. Hair, N. Fraser, H. Hamashima but others are welcome!

**Board Communication – J. Hair:**

- Discussed importance of communication between all three boards.
- Determined that agenda and minutes for all boards should be circulated to FWSA, FWMSC, and FWFC.

**Bylaw Proposal – P. Woodford:**

- Presented bylaw proposal to create a Director of Recreation that would work with all recreational players from U6 to U18. Proposal attached at end of minutes.
- Director of Recreation would coordinate all aspects of all teams that are not Regional Club teams.
- E. Johnson indicated that he would present this item to FWFC but they were working on a "one club" mentality in FWFC to include recreational and competitive teams as one club so this would not necessarily be supporting their goal.
- P. Woodford indicated that the bylaw proposal was a talking point to begin discussions on structure for the Association and Clubs.

**League Placement Tournament:**

- P. Woodford indicated that there were discussions about bringing back the League Placement Tournament ("LPT") as a way to improve levels of competition in one league. Suspect that certain clubs that are not playing in WSYS leagues might come back if LPTs were reinstated and this would benefit all levels of play. Choices of many leagues at this time has created weak brackets and low numbers of teams in some brackets in District III.
- DIII has gone from 650 teams to 192 in six years. Question is being asked if USClub increased at same rate as DIII decreased. Hard to evaluate as USClub didn't only accept DIII teams. The Puget Sound League is not growing.



**Fields Report – George Pfeiffer:**

- Nets were ripped out at Saghale. New ones are on order but will take 3 weeks. Small goals also had damage.
- Regarding wiring stolen from light fixtures, FWSD brought in electricians and wiring repaired in 4 days!

**Good of the Game:**

- No reports

Next FWSA meeting will be January 21<sup>st</sup>.

**Meeting adjourned 8:40 pm.**

Respectfully submitted,  
Heather Hamashima  
FWSA Secretary

**Board Reports submitted:**

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Novella Fraser – Association Registrar  
November 3 – December 2, 2014

**Federal Way Mod Soccer Club (FWMSC: U6 – U11)**

- Answered emails and phone calls
- Worked on RMA clearance
- 588 players confirmed in Bonzi for Fall 2014 as of 12/2/14
- Registration will open for Spring 2015 on January 1, 2015
- Signed tournament rosters for the Turkey Jamboree for 5 teams

**Federal Way Football Club (FWFC: U10- U19)**

- Printed player cards and verified rosters
- Answered emails and phone calls
- Worked on RMA clearance
- Premier and Select player count: confirmed 307 players
- Recreation Player count: confirmed 357 players
- Jr Academy Plus player count: confirmed 59 players – winter 2015 program
- Opened registration for Winter 2015 Jr Academy Plus
- Signed tournament rosters for Astro Turf Cup for 2 teams

**Federal Way Soccer Association**

- Attending FWSA monthly meeting on November 5
- Submitted board report

**Comments/Concerns/Problems/Good of the Game**

- None at this time

\*\*\*\*\*

Bylaw Proposal, to create Director of Recreation, presented by P. Woodford:

Comment: If we are one club FWFC for select and premier players with all others in the association. We need to address the 4 votes. Maybe one of the board positions representing all recreation is 4 votes. Or we are all back to one vote

**SECTION 4 Member Organizations Votes:**

All member organizations shall be entitled to one member on the Board of Directors and four votes at all regular and special meetings of the Board, except that no member organization in arrears with its dues or in bad standing, shall be entitled to vote or participate in the business of the Association. Members holding Board office (elected or appointed) may not represent nor vote for clubs during Board meetings. In all business, the responsibility of the Board position supersedes the Club affiliation.

**Article 8 Board**

**SECTION 1 Board:**

The Board of this Club shall be:

1. President
2. Vice President
3. Secretary
4. Treasurer
5. Registrar
6. 2nd Vice President of Administration
7. Fields Director
8. Webmaster
9. Director of Recreation
10. One representative from each member organization. Appointed by the member organization.

Comment [G1]: Need responsibility section

The Executive Board of this Club shall be:

1. President
2. Vice President
3. Secretary
4. Treasurer

**SECTION 2 Duties and Responsibilities of the Executive Board:**

The Executive Board shall be responsible for conducting the business and administrating the affairs of the Association to include, but not limited to, the following:

1. Enforcing the FWSA and WSYSA by-laws, procedures, and rules.
2. Approval and operation of any and all tournaments sponsored by the Association.
3. Approval or removal of the Association Board of Directors.
4. Recommendations to the Board of Directors for suspension or removal of the Association officers.
5. Review and make recommendations on matters to be submitted to the Board of Directors.
6. Sign order on the treasury.

**SECTION 3 Election of the Board Procedures:**

1. The Board shall be elected at the Annual General Meeting by the Associations voting membership, as follows:
  - a. Officers to be elected on ODD numbered years are:

President	Fields Director	Director of Recreation
Secretary	Webmaster	
  - b. Officers to be elected in EVEN numbered years are:

Vice President	2nd Vice President of Administration
Registrar	Treasurer
2. Thirty (30) days prior to the Annual General Meeting notification stating the date and place of the election shall be mailed electronically to each member of the Body.

3. Nominations shall be accepted from the floor at the election.
4. Prior to each election, the President shall appoint a person who is not a candidate for office to conduct the election. That person shall appoint a minimum of two (2) tellers and a secretary to pass out, collect, and count the ballots in the presence of the election chair. Ballots may be distributed in advance by this committee as part of the procedure of signing in. The election results shall be announced to the membership by the election chair who shall state the number of eligible votes, the number of votes counted, the number of votes necessary to elect, and the results of the balloting.
5. A majority of votes cast shall be necessary to elect.
6. In the event an objection is raised, a recount of the ballots may be approved by the Board of Directors in a weighted, roll call vote. In the event a recount is authorized, each person running for office shall be entitled to appoint one person to monitor the recount.
7. The election chair shall then entertain a motion to destroy the ballots.

#### **SECTION 4 Term of Office**

1. The term of office for the FWSA Executive Board shall commence immediately upon election, and shall continue until the Annual General Meeting two years hence. Outgoing officers shall assist the successors for a period not to exceed the remainder of the fiscal year, in order to assure a smooth transition. All Association officers are eligible for re-election to the same office at succeeding elections. Vacancies occurring subsequent to elections shall be filled by majority vote of a quorum of the Board of Directors; except if the President is vacated, a new Vice President shall be selected. The term of office for officers elected by such election is the unexpired term of the vacated office.
2. In the event the offices of the President, Vice President, Secretary, Treasurer, Registrar, and 2nd VP of Administration are all vacated, the Board of Directors shall elect, by a majority vote, replacements for the remainder of their respective terms. In the interim, the Board of Directors shall designate a member of the Board of Directors as Acting President.
3. Any Executive Board member being absent from three (3) consecutive meetings of the Executive Board or the Board of Directors, or being negligent in responsibilities to the Association, or being in violation of the FWSA or WSYSA Code of Ethics or combination thereof, shall be subject to suspension or removal by the Board of Directors.

#### **SECTION 5 Duties and Responsibilities of Board:**

The duties and responsibilities of the Elected officers shall be:

##### **A. PRESIDENT:**

1. He shall call, attend, and preside over all Association and Board of Director meetings.
2. Submit a report on his/her activities at each monthly meeting
3. Supervise all activities of the Association and Board of Directors.
4. Serve as ex-officio chairman of all committees.
5. Present to the Board for approval all nominations for vacancies on the Board as necessary during his/her term of office.
6. Prepare an agenda before all meetings.
7. Present for approval, by the Executive Board, appointed Chairpersons names.
8. When requested by a majority vote of the Board of Directors, he shall call special meetings of the Board of Directors, as the need arises.
9. In his capacity as Chairman of the Board of Directors, he shall not have a vote.

##### **B. VICE PRESIDENT:**

1. Attend all Association monthly meetings
2. Submit a report on his activities at each meeting
3. Assume the President's duties in his absence.
4. Assist the President as required
5. He shall be responsible for communication and education of all officers and committee Directors on the Board of Directors regarding their duties and activities of their position.
6. He shall be responsible for all FWSA fund raising activities

7. He shall be a voting member of the Board of Directors.

**C. SECRETARY:**

1. Attend all Association monthly meetings.
2. Submit a report on his activities at each meeting.
3. Attend to and file all correspondence and maintain a business address for the Association.
4. He shall record and prepare the minutes for all meetings of the Board of Directors and the Association.
5. He shall distribute to all Board members and mail member organization Presidents copies of such minutes no later than two weeks from previous Association meeting.
6. He shall provide timely notifications of the time and place of Board of Directors meetings to all members of the Board of Directors.
7. He shall help the President prepare meeting agendas.
8. Call role of the Board.
9. He shall be a voting member of the Board of Directors.

**D. TREASURER:**

1. Attend all Association monthly meetings.
2. Submit a report on his activities at each meeting.
3. Keep financial records of all monetary transactions, including incoming and outgoing monies
4. Maintain a checking and savings account with dual signature authority by either the President, Vice president, and Treasurer; (checks will be signed by Treasurer and one other officer)
5. Assist with and schedule an audit on the records prior to the Annual General Meeting.
6. He shall present a written report on the financial status at all Association meetings.
7. Submit at the Annual General Meeting a proposed budget for the year.
8. File a tax exempt status with the IRS yearly
9. File yearly State Tax Form and Federal Tax Form.
10. Pay all registration and insurance fees to WSYSA
11. He shall be required to have all member organizations file financial information with the Association in order that they may be covered by Association tax-exempt status.
12. He shall maintain records necessary to assure that member organizations have and maintain insurance coverage acceptable to the Association.
13. He shall assist in adjusting, with Board approval, all departmental accounts as necessary for balanced budgeting, within the total approved budget.
14. He shall be a voting member of the Board of Directors.

**E. REGISTRAR/RISK MANAGER**

1. Attend all Association monthly meetings.
2. Submit a report on his activities at each meeting.
3. Coordinate Annual Player registration within the Association.
4. Verify age of all players registered in the Association.
5. Maintain an up to date file on all players, teams, and coaches.
6. He shall direct the club registrars in the processing of registration and transfer of players, maintenance, and update of rosters.
7. He shall maintain liaison with the WSYSA Registrar.
8. Handle all transfers to and from teams, and to and from clubs and Associations as required by deadlines.
9. Establish deadlines for league registrations, state cups, and player transfers.
10. Be responsible for ensuring that all club and Association members who work with children, such as, but not limited to, the Board of Directors, Executive Board, Head and Assistant Coaches, Team Managers, fill out and return to the WSYSA, a Washington State Youth Soccer Association Volunteer form, Washington State Patrol clearance form, in addition to any other FWSA or WSYSA required security form.
11. Maintain a liaison and work with the WSYSA Risk Manager.
12. He shall be a voting member of the Board of Directors.

**F. 2ND VICE PRESIDENT OF ADMINISTRATION:**

1. Attend all Association monthly meetings.
2. Submit a report on his activities at each meeting.
3. Preside over all Association Disciplinary matters.
4. He shall be responsible for prompt disposition of all protests, letters of information, complaints, appeals, and direct the proper committee to hold preliminary hearings and file a report within seven days of validation.
5. He shall also report to the Board of Directors on all such matters concerning protests, letters of information, complaints, or appeals.
6. He shall attend or send a representative to all District and State disciplinary committee meetings as needed.
7. He shall appoint and chair the By-law Committee and review the by-laws yearly and submit proposed changes to the FWSA By-laws, in their proper format, to all Association members, a minimum of 30 days before the FWSA AGM.
8. Establish a Disciplinary pool to be called upon as needed.
9. He shall be a voting member of the Board of Directors.

**G. FIELDS DIRECTOR:**

1. He shall report on the availability and utilization of fields within the Federal Way area.
2. He shall maintain liaison with the Recreation Council, Parks Department and other organizations regarding use, condition, and availability of fields for playing soccer.
3. He shall coordinate the activities of member organizations in acquiring and improving fields for soccer.
4. He shall be the representative to the Recreation Council meetings.
5. He shall be a voting member of the Board of Directors.
6. He shall assign fields to member organizations for practice and competition.

**H. WEBMASTER:**

1. He shall be responsible for the maintenance of a web site for the Federal Way Soccer Association and its member organizations.
2. He shall maintain a "domain name" called "Federal Way Soccer" and shall have that domain name "hosted" by a reputable ISP.
3. He shall maintain an E-mail account and will setup forwarding of E-mail addressed to officers or officials of the FWSA. The "Website content" shall be at the direction of the Board of Directors.
4. The Webmaster will be responsible for design and graphics contained on the web site.
5. The Webmaster shall be a voting member of the Federal Way Soccer Association.
6. He shall report on the status of the web site at the monthly meetings.

**I. DIRECTOR OF RECREATION:**

1. Shall be responsible for the organizational management of all recreational teams. Teams formed without tryouts and playing in District III or in house leagues.
2. Shall form internal committees to coordinate registration, team formation, and scheduling as required to support the age and league of the teams.
3. Work with or form committees to work with clubs within FWSA for player programming and development opportunities.
4. Provide an annual budget request and work with the Treasurer on financial reporting at monthly meetings.

**Article 9 Appointed Chairpersons**

**SECTION 1 The Appointed Chairpersons Positions shall be:**

The Appointed Chairpersons positions shall be:

1. Member Association Representative/District III Representative
2. Chairman of Tournament Committee

3. Director of Coaching (ex-officio)

**SECTION 2 Duties and Responsibilities of the Appointed Chairpersons:**

The duties and responsibilities of the appointed chairperson shall be:

**A. Member Association Representative/District III REPRESENTATIVE:**

1. Attend all Association monthly meetings.
2. Submit a report on all matters pertaining to WSYSA/District III activities, to the Board of Directors at each monthly Association meeting.
3. Represent the interests of the Association at all District III and state level meetings per prior instruction by the Board of Directors.
4. He shall be a voting member of the Board of Directors

**B. CHAIRMAN OF TOURNAMENT COMMITTEE:**

1. Attend all Association monthly meetings.
2. Submit a report on his activities at each meeting.
3. He shall also coordinate with WSYSA Tournament Committee on all matters concerning field assignment for the WSYSA State Tournament games held within Association Boundaries and schedules for Association teams.
4. He shall be a voting member of the Board of Directors

**C. DIRECTOR OF COACHING:**

1. Preside over all Association development programs.
2. Coordinate development of programs for member organizations.