



CONSTITUTION AND BY-LAWS OF KINGSTON YOUTH SPORTS ASSOCIATION

ARTICLE I NAME

This organization shall be known as the Kingston Youth Sports Association (KYSA).

ARTICLE II OBJECTIVES

- A. Kingston Youth Sports Association shall help organize and coordinate youth athletic activities in the Kingston community and assist its various programs.
- B. Implant firmly in the youth of the community the ideas of good sportsmanship, honesty, loyalty, courage, and respect so that they will grow to be upstanding, healthy citizens.
- C. Provide supervised competitive athletic games. Supervisors shall bear in mind that the exhibition of exceptional athletic skill or the winning of games is secondary; the molding of future citizens is the primary focus.

ARTICLE III BOUNDARIES

- A. Boundaries of the Kingston Youth Sports Association shall be under direct control of the governing athletic agency.

ARTICLE IV ORGANIZATION

- A. The officers and appointed positions of the Kingston Youth Sports Association shall consist of:

Executive Board

- 1. President
- 2. Vice President
- 3. Secretary
- 4. Treasurer
- 5. Registrar

General Board

- 1. Equipment manager
- 2. Football Athletic Director
- 3. Basketball Athletic Director
- 4. Baseball Athletic Director
- 5. Fundraising Coordinator

Committee Positions (Appointed by Executive Board)

1. Team Parent Coordinator
2. Heads Up Football Player Safety Coach (PSC)

Duties of officers and appointed positions:

President

1. Responsible for attending all KPAPWA (Central Council) meetings.
2. Will act as liaison between Central Council and KYSA.
3. Provide a recap of Central Council meeting to all Board Members, in absence will be in written form.
4. Preside at all Kingston Youth Sports Association meetings and elections.
5. Shall enforce all laws in accordance with the by-laws & policies set by KYSA & KPAPWA (Central Council).
6. Responsible for public relations.
7. Shall appoint an audit committee to budget the treasurer's books annually and at the end of each treasurer's term.
8. Work with the VP to run all background checks for all Executive Board, General Board, Committee positions, Coaches, Team Parents, and any other individual who applies to volunteer.
9. The President shall not be allowed to have both the President position and a Head Coach position unless approved by the KYSA board.

Vice President

1. Shall act in the place of the President during their absence.
2. Will act as liaison between Central Council and KYSA in the absence of KYSA President
3. Shall assume the President's position if the President resigns or is removed by the Executive Board.
4. Assist other positions as needed by our organization.
5. Along with the President, will oversee the background check process.
6. Shall Maintain Insurance for KYSA and provide Certification to NKSD.
7. Responsible for coordination of budget plans with the Athletic Directors and presenting the plans to the Executive Board no less than two months prior to the start of the sports season.
8. Actively research and seek grant opportunities for the organization and present the information to the Board at monthly meetings to find the appropriate applicant/grant writer.
9. The Vice-President shall perform any other duties as determined by the Executive Board to be in the best interest of the association.
10. The Vice-President shall not be allowed to have both the Vice-President position and a Head Coach position unless approved by the KYSA board.

Secretary

1. Record the proceedings of each meeting.
2. Maintain a record of attendance of each meeting.
3. Notify board members of the time and place of meetings.
4. Must email the meeting minutes to all board members within 7 days following each meeting.

5. Responsible for overseeing distribution of marketing and communication materials for the organization.
6. Ensure advertisements reflect the correct dates of open registration and our website registration information as well as inform parents of any specific documents that will be needed.
7. The Secretary shall perform any other duties as determined by the Executive Board to be in the best interest of the association.
8. The Secretary shall not be allowed to have both the Secretary position and a Head Coach position unless approved by the board.

Treasurer

1. Receive all funds, keeping detailed reports, giving receipts and deposit all money in the bank.
2. Shall pay all authorized bills on time and cut other checks in a timely manner.
3. Pay pre and post assessment sport fees as invoices are received.
4. Shall sign all checks over \$500 with a 2nd Executive Board Member.
5. Shall give a report of all finances of the league at regular meetings.
6. Treasurer's Bookkeeping:
 - a. Before a Treasurer is elected, he/she should read the following and verify that the Treasurer's book would be kept up according to the association's by-laws.
 - b. All financial transactions will be recorded in the association's general ledger or other approved accounting record keeping method (i.e. Quickbooks), and reconcile the books monthly with the bank statements.
 - i. **Checkbook:**
Check duplicates to verify the entry in the ledger and must be balanced each month.
 - ii. **Ledger:**
All deposits must be entered by the date of deposits.
Each individual item of deposit must be entered in the proper column.
All checks must be entered by the date, number and payable to. Each item of check must be entered in its proper column.
 - iii. **QuickBooks:**
All income and debits shall be entered into QuickBooks.
Reconciliation of our association's account must be done monthly.
7. Taxes/CPA: Must keep all records, receipts, bank statements and file annual taxes and renewals by the appropriate deadlines each year or give records to a CPA by February 15th of each calendar year to file taxes for the organization.
8. The Treasurer will work with the Athletic Directors on season budgets and approved spending.
9. The Treasurer is responsible for all business and nonprofit filings with the state, county, etc. including but not limited to the annual renewal, annual taxes, charities filing, etc.
10. The Treasurer is in charge of checking the organization's postal mail.
11. The Treasurer will work with the Registrar to ensure all payments have been received for registrations and for any refunds issued.
12. The Treasurer shall not be allowed to have both the Treasurer position and a Head Coach position unless approved by the board.

Registrar (Eligibility)

1. Must keep a full record of the eligibility of each player including confirmation of residential boundaries and/or completion of waivers and/or exceptions as needed.

2. The Registrar shall co-sign all waivers with the President. All waivers will be determined by a majority vote of the board.
3. Provide Central Council our Master Roster, registration forms and other documentation as required for each participant.
4. Work with the Athletic Directors on all aspects of the opening and closing dates of registration.
5. Notify Vice President and Athletic Director of any ineligible players.
6. Provide each team with game rosters for the season and update as needed.
7. Give authorization for gear check out. No player shall receive their gear until registrar has all pertinent information. The Registrar will work closely with the Equipment Manager to ensure any ineligible player will not be issued gear.
8. The Registrar will work closely with the Treasurer to ensure all players have paid any and all fees, have communicated need for scholarships, and/or is on a payment plan.
9. The Registrar shall perform any other duties as determined by the Board of Directors to be in the best interest of the organization.
10. The Registrar shall not be allowed to have both the Registrar position and a head coach position unless approved by the board.

Equipment Manager

1. The Equipment Managers are required to inventory, issue, collect, clean, repair, inspect, and appropriately store all equipment within one month of the sport's closure.
2. Must provide board with an inventory and replacement cost list at beginning and end of each season.
3. Purchasing new equipment as needed, with approval of Executive Board.
4. Equipment Managers will schedule gear issue and return dates in coordination with the appropriate Athletic Director.
5. Gear issue/return-Promissory note signed by parent (not child) and deposit check.
6. The Equipment Managers shall perform any other duties as determined by the board to be in the best interest of the organization.
7. The Equipment Managers shall not be allowed to have both the Equipment Manager position and a head coach position unless approved by the board.

Football, Basketball and Baseball Athletic Director

1. Director(s) must ensure that coaches are aware of and attend organizational meetings, clinics, and any other training and activities the board deems necessary.
2. The Athletic Director shall hold a KYSA coaches meeting to review all rules and procedures already designated by KYSA By-Laws and to assign practice times and field/gym usage. The Director shall issue and collect all coaches' pledges along with Washington State Patrol (WSP) forms and submit them to the president at least two weeks prior to the first practice.
3. Director(s) must be prepared to volunteer during the off-season and organize pre-season clinics, training, and/or coaches meetings, as necessary.
4. The Athletic Director(s) is responsible for the actions and activities of the coaching staff associated with our organization.
5. Athletic Director shall attend all KPAPWA Central Council Meetings pertaining to their specific sport.
6. The Athletic Director shall establish the necessary arrangement between KYSA and any facilities for field, court, or space usage, and notify the Board of associated rental fees and conditions.
7. The Athletic Director shall provide to sport-specific commissioners gym/ field availability to give to Central Council.
8. The Athletic Director shall maintain a copy of all rules and regulations pertaining to their sport and provide a copy to each head coach.
9. The Athletic Director shall also be responsible to inform parents and guardians new to the association

of the rules and procedures that govern the association such as dues, rules of conduct, meeting dates, and other material information.

10. Director must IMMEDIATELY notify an executive board member of any situation that could create harm to any child and/or adult.
11. The Athletic Director will also be expected to present a report monthly to the Executive Board.
12. Athletic Director will schedule gear issue and return dates in coordination with the Equipment Manager.
13. Organize field maintenance, field setup and clean-up, recruiting volunteers, as needed.
14. Communicate any field equipment needs to the Equipment Manager so that supplies can be purchased.
15. Athletic Director will seek and organize volunteers to manage, staff, and operate concessions in conjunction with the Team Parents.
16. Organize team picture day with coaches and professional photographer.

17. The Athletic Director shall perform any other duties as determined by the Board of Directors to be in the best interest of the organization.
18. The Athletic Director shall not be allowed to hold both the Athletic Director and a head coach position unless approved by the board.

Fundraising Coordinator

1. Fundraiser Coordinator must track and properly document all activities and complete all necessary reporting requirements in conjunction with all planned events.
2. Fundraising activities must be presented to and voted on by the board prior to public announcement.
3. Work with the Secretary to promote events.
4. Coordinate volunteers to assist with the fundraising events.
5. The Fundraising Coordinator shall perform any other duties as determined by the Executive Board to be in the best interest of the organization.

Heads Up Football Player Safety Coach (PSC)

1. PSC will be required to attend the PSC class every off season, KYSA or USA Football will cover all expenses.
2. Insure that ALL football coaches are Heads Up Football certified by the first practice of every season. If coaches aren't certified in time, they must report this to the Athletic Director.
3. Schedule and hold pre-season Heads Up Football training for ALL coaches.
4. Schedule and run the first week of group practices to make sure that all coaches are teaching Heads Up Football.
5. Ensure throughout the season KYSA is still teaching and utilizing up-to-date Heads Up Football concepts.

ARTICLE V TERMS OF OFFICE

1. Terms of office shall be for one (1) year except for the treasurer which serves a two (2) year term.
2. Any office may be re-elected.

ARTICLE VI COACH REQUIREMENTS

1. Coaches will sign the required pledge of the KPAPWA.
2. Coaches shall maintain order on the playing field or gymnasium during practice and games.
3. Coaches are responsible to ensure that the facility which they use is kept clean and, in the case of a gymnasium, the doors locked and the lights are turned off upon departure.
4. Coaches shall submit all game rosters in a timely manner, as indicated on the rosters to the KPAPWA Central Council Coordinator.
5. The coaches shall check the eligibility of players with the Registrar.
6. Coaches shall abide by the constitution and bylaws of the KPAPWA and the bylaws of KYSA.
7. At the A thru D levels, the coaches shall be responsible to ensure that there is an official scorekeeper and timekeeper for all home games.
8. Any coach may be relieved of their duties by a majority vote of the Executive Board.
9. A coach shall be responsible to notify team members of practice and/or game cancellations or changes. It is advisable to appoint a team parent as a point of contact to discharge these duties.
10. A coach shall have the authority at any time to suspend or eject, temporarily, a youth or parent/guardian for poor or un-sportsmanlike conduct.
11. Coaches will notify the Registrar when a player leaves the team.
12. Coaches will verify all new players with Registrar prior to their participation in practice or games.
13. Rough or unnecessary contact (outside instruction of the sport) between coaches and players will not be tolerated.
14. All coaches shall refrain from using profanity, smoking, chewing tobacco or consuming alcoholic beverages or drugs on or in the facilities in use during practice or games. In addition, no coach shall be under the influence of alcohol or drugs on or in facilities in use during practice or games. Violation of this section will result in the dismissal of the offending coach.

ARTICLE VII MEETINGS

- a. General meetings will be held monthly and will consist of the following:
 1. Executive Board members
 2. General Board members
 3. Committee Heads
 4. General meetings are open to the general public, date, time and location will be displayed on KYSA's website 2 weeks prior to the meeting.
 5. 51% Quorum required for General meetings and 60% for Executive board meetings. President counts towards quorum.
 6. All meetings will be run by the President or Vice President in the President's absence.
 7. Two Unexcused absences in a year may result in a vote to be removed. A letter will be drafted and sent to the board member requesting their attendance at the following meeting prior to vote.
 8. The Executive Board will meet when necessary if a situation arises that needs a meeting outside of a general monthly meeting.
- b. Voting
 1. It shall take a majority vote of the Executive and General Board members present to change the By-laws, General Rules and all other affairs.
 2. The President shall vote only in case of a tie.
- c. Election of Officers:

Elections shall be held at the December meeting.
All Nominees will be required to have their name on the nomination ballot 2 weeks prior to the November meeting.
Anyone who has resigned and/or has been removed from their elected or appointed position within the last 3 years may not run for any type of position with KYSA unless

approved by Executive Board.

Anyone who has failed their background check may not run for any position with KYSA. New officers will take office after the old business is completed at the January general meeting.

ARTICLE VIII BACKGROUND CHECKS

1. All board members, appointed members, coaches and volunteers will complete a background check for each sport. The Washington State Patrol will complete the background check and two executive board members will review them for approval.
2. Executive Board will complete National Background check prior to nomination.
3. The following situations will disqualify a potential volunteer:
 - a. Anyone who makes a false statement on the volunteer paperwork or fails to disclose criminal convictions.
 - b. Anyone convicted of a misdemeanor or gross misdemeanor committed within the previous five years. This disqualification does not apply to simple misdemeanor traffic offenses unless the offense was drug or alcohol related.
 - c. Anyone convicted of a felony committed within the previous seven years.
 - d. Anyone convicted of more than one criminal offense, regardless of when each crime was committed. This disqualification does not apply where a person was convicted of more than one count arising from the same conduct committed at the same time.
 - e. Anyone convicted of any "crime against children or other persons" as defined in RCW 43.48.830(5).
 - f. Anyone convicted of a crime which would disqualify the person from employment by the district under RCW 28A.400.320 as now existing or hereafter amended, regardless of when the crime was committed.
 - g. Anyone convicted of committing or attempting to commit any crime of violence or of a sexual nature against a minor not listed above, regardless of whether the crime of conviction was a misdemeanor, gross misdemeanor, or felony, and regardless of when the crime was committed.

ARTICLE IX TEAM STRUCTURES

1. Recruiting of Players - Coaches shall not solicit players from other team areas or use inducements or promises to influence a child to play on his/her team.
2. Returning players can be placed with returning head coach from previous year if desired by player, as long as they are in the required playing level.
3. Returning Player or new player has the right to refuse to be placed with a coach. However the player will be entered into a random draw.
4. Player Placement (2 or more teams in one division):
 - a. Football Returning players can sign up no later than August 1st to ensure placement on the previous year's team.
 - b. Basketball Returning Players can sign up no later than November 1st to ensure placement on the previous year's team.
 - c. Baseball returning players can sign up no later than March 1st to ensure placement on the previous year's team.
 - d. If players must be split to form two or more teams, the Board has the final decision on how to split players in the fairest manner as possible.
5. Football team:
 1. Can have one head coach and up to 3 assistant coaches.

2. Teams will have a maximum of 34 players.
3. After teams reach required number of players additional players will go on a waiting list in hopes of forming another team or the original team will be split to form two or more teams at the Board's discretion providing there are enough coaches to head up the teams.
6. Basketball teams:
 1. Can have one head coach and one assistant coach
 2. Teams will have a maximum of 12 players (additional could be added per a waiting list at the Board's discretion).
 3. After teams reach required number of players additional players will go on a waiting list in hopes of forming another team or the original team will be split to form two or more teams at the Board's discretion providing there are enough coaches to head up the teams.
7. Baseball teams:
 1. Can have 1 head coach and up to 3 assistant coaches.
 2. Teams will have maximum of 15 players (additional could be added per a waiting list at the Board's discretion).
 3. After teams reach required number of players additional players will go on a waiting list in hopes of forming another team or the original team will be split to form two or more teams at the Board's discretion providing there are enough coaches to head up the teams.
8. Athletic Director will appoint all head coaches after getting approval from the Board.

ARTICLE X FORMS AND WAIVERS

1. An insurance waiver is to be signed by parents of all participants stating that KYSA is not liable for any injuries that could occur during any sport's practice or game whether or not the participant has their own insurance or medical plan. This must be completed prior to first practice.
2. Parents are also required to sign concussion forms prior to first practice.
3. Parents and players are required to sign code of conduct forms prior to first practice.

ARTICLE XI TROPHIES

All trophies won by Kingston Youth Sports Association shall become the property of KYSA.

ARTICLE XII FINANCE

- A. Kingston Youth Sports Association shall keep this organization as a self-supporting group, relying on promotion/fundraising and registration to finance their league. Fees to be determined at the board meeting at least one (1) month before registration opens for season.
- B. All money raised by Kingston Youth Sports Association will go into one treasury.
 1. Exception is if a sport does fundraising for that said sport for predetermined items all funds raised for the event will go to that sport.

**ARTICLE XIII
AMENDMENT OF BYLAWS**

The bylaws can be amended annually at a General Board meeting of the KYSA organization by a majority vote of the members present.

**ARTICLE XIV
MANDATORY REPORTING ON SERIOUS INJURY, ABUSE AND DEATHS**

The purpose of the current policies and procedure is to prepare adult leaders to conduct activities in a safe and prudent manner. The guidelines have been established because of the real need to protect our children, adults, coaches, board members, and volunteers from known hazards.

1. The following procedures apply to adult leadership at the scene of serious injury, including abuse, sexual abuse, or a fatality.
 - a. Most important, first care for the injured and prevent further injuries, and call 911 for help and begin providing first aid.
 - b. The adult leaders are responsible for informing any Executive Board member as well as Athletic Director.
2. Adult leaders should be prepared to give specific facts regarding:
 - a. Name and age of subject, complete address and phone numbers of parents(s) or next of kin.
 - b. Date and time of day
 - c. Location and community
 - d. Nature of illness or accident
 - e. illness/accident details, if known.
3. The following procedures apply to non-serious injury.
 - a. Most important, first care for the injured and prevent further injuries.
 - b. Consult a doctor if needed.
 - c. For any sprain, fracture, or communicable illness that has been diagnosed by a doctor will also need a doctor's release to return to practices and games. Prompt and accurate reporting to the Executive Board is most important. Once proper authorities, parents, and Executive Board have been notified, the adult leadership should gather factual information at the scene including statements of witnesses, leaders, and members of the group. These reports can be supported by photographs and/or diagrams.
 - d. Incident report forms will be kept in the on-site first aid kit.

**ARTICLE XV
GRIEVANCES**

1. Grievance Committee shall consist of
 - a. Football Athletic Director
 - b. Basketball Athletic Director
 - c. Baseball Athletic Director
2. If one of the above is the focus of the grievance the president will appoint one unbiased E-Board member.
3. All grievances must be submitted in writing before a committee can be called.
4. A grievance committee shall be called by the Athletic Director of the sport season that the grievance is being filled in whenever a problem or dispute arises among parents, coaches or KYSA that the

respective Athletic Director cannot resolve satisfactorily among the disputants.

5. Each party to the dispute shall be given the opportunity to present his/her case to the grievance committee and the committee may request such other testimony or conduct such investigation it feels warranted

- A. The decision of the committee shall be binding on all parties unless reviewed by the Executive Board and reversed
- B. Such reversal shall require at least three fifths (3/5) vote of all Executive Board members.

ARTICLE XVI DISSOLUTION OF KYSA

In any event where it is necessary to dissolve KYSA as the said business stated in these pages, all assets are to be liquidated. Any financial assets remaining after any debts are paid are to be distributed among Kingston, WA or North Kitsap County non-profit organizations as discussed and voted on by the board of directors at the time of dissolution. All legal and tax laws must be followed in accordance with relevant.

ARTICLE XVII NON-DISCRIMINATION POLICY

KYSA shall not discriminate against members or prospective members or their children on the basis of race, gender identity, color, or national or ethnic origin. This nondiscrimination policy covers all facets of KYSA's operation, including its registration policy, scholarship program, extracurricular activities, or any other activity. KYSA cannot maintain separate facilities or partition existing facilities into separate sections on the basis of race, color, or national or ethnic origin.

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