



# NORTHWEST SOUND YOUTH SOCCER ASSOCIATION NSYSA



Subj: NSYSA Monthly Board Meeting Agenda

Date: 07-21-2025

Location:

North Point Church  
1779 NE Hostmark St  
Poulsbo, WA 98370

Time:

6:30-8:30

**REVISION 1**

## In Attendance

### NSYSA Executive Board:

President - Val Corden  
VP of Admin - Shannon Bell  
Registrar - Tawnya Henningsen  
Treasurer - Liming McMillan  
Secretary - Kent Hassebrock

### Club Representatives:

BIYSC - Ian McCallum  
BSC - Brian Burdick  
CKSC - Chris Hunt  
JCSC - Rob Ayer  
KAFC - Greg Voyles

### Committee Representatives

NSYSA Discipline - Vacant  
Recreation Cup - Vacant  
Soccer to the Maxx - Vacant  
Scholarship Committee - Vicky Webb  
Documents - Vicky Webb  
Field Use - Vicky Webb  
SafeSports - Shannon Bell  
Bylaw - Shannon Bell  
Operating Procedures - Shannon Bell

### NSYSA Directors:

Director of Comp - Sarah Canfield  
Director of Rec - Rob Ayers

NKSC - Eric Bjornson  
NMYSC - Jason Henningsen  
SKSC - Tiffany Sneed  
Storm King - Arthur Buhrer  
TSC - Vicky Webb

### Others in Attendance

Steve Shively - NSYSA Scheduler  
Guests -

1. Roll Call
  - \* NSYSA Board
  - \* Club Representatives
  - \* Guest Introductions

2. Communications



# NORTHWEST SOUND YOUTH SOCCER ASSOCIATION NSYSA

Subj: NSYSA Monthly Board Meeting Agenda

Date: 07-21-2025

3. Approval of Minutes from **June 2, 2025**

4. Officer's Reports

A. President

B. VP of Administration

C. Registrar

D. Treasurer

E. Secretary

Director's Reports

E. Director of Comp

F. Director of Rec

5. NSYSA Scheduler / Website Administrator

6. Committee Reports

A. NSYSA Discipline Committee -

B. Recreational Cup Committee -

C. Soccer to the Maxx Committee -

D. NSYSA Scholarship Committee - Vicky Webb

E. Documents - Vicky Webb

F. Field Use - Vicky Webb

G. SafeSports - Shannon Bell

H. Bylaws - Shannon Bell

I. Operating Procedures - Shannon Bell

7. Club Reports

A. BIFC

C. CKSC

E. KAFC

G. NMYSC

I. STORM KING

B. BSC

D. JCSC

F. NKSC

H. SKSC

J. TSC

8. Old Business

\* none

9. New Business

\* Sequim Junior Soccer request to join NSYSA

10. Adjournment





## **NSYSA July 2025 Schedulers – Webstaff report to Board**

I've enjoyed initial meetings and conversations with Rob and Tawnya, continuing to work with them for their respective positions as we move closer to the Fall Season

**Fall Scheduling** - The updated "Read Ahead" Fall Scheduling primer is one such update.

[http://nsysasoccer.org/files/Read-Ahead\\_2025\\_NSYSA\\_Fall\\_RTS\\_\(Ready-To-Schedule\)\\_Playbook\\_v07142025.pdf](http://nsysasoccer.org/files/Read-Ahead_2025_NSYSA_Fall_RTS_(Ready-To-Schedule)_Playbook_v07142025.pdf)

The NSYSA Fall Scheduling Meeting: Saturday, August 16, 2025 | 1:00 PM, is for Club Registrars, Schedulers, and Team Admins

- Location: Poulsbo Fire Station, 911 NE Liberty Rd, Poulsbo, WA
- Meeting is in-person only – no Zoom option available

Key Action Item & Essential Date is:

- By August 13, 5:00 PM – All teams must be marked "Ready to Schedule" in NSYSA.

**Team Names** - KPSRA is also working towards system improvements internally. One of these is a desire to capture team names early and without option for edits.

I've asked KPSRA to reach a mutually acceptable understanding with Tawnya so that team "Club XYZ 9 B17" can be updated to "Club XYZ B17 Firebolts" within a reasonable amount of time. (The beauty of the NSYSA Ridgestar system is that it runs a program across the 8-10 different databases and updates all past team mentions on coach reports, standings, past and future schedules, etc.) I don't understand if KPSRA's Arbiter system is this robust...

**Banner Ads** - All Club Officers are reminded to forward announcement of all clinics, trainings and events via <https://www.nsysasoccer.org/bannerad> for banner display online

**Scholarship Celebs** - Thanks to Vicky for providing the NSYSA 2025 Scholarship Recipients details regarding Norah McFeat of NKHS and Bainbridge Islanda Football Club, and Atley Carter of BHS and Bremerton Soccer Club. These scholar athelies are featured online at <https://www.nsysasoccer.org/display?Topics=Test&action=display&key=825>

Respectfully submitted - Steve Shively, NSYSA Scheduler & Webstaff

# **Northwest Sound Youth Soccer Association**

## **Financial Summary as of 6/30/2025**

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		FY 2025-2026	
	June 2025	Actual YTD	FY Budget (4/1-3/31)
<b>Income</b>			
Game Fee	\$ -	\$ 342.00	\$ 12,975.00
Other Income	\$ 155.00	\$ 585.00	\$ 10,460.00
Player Fee	\$ 1,294.50	\$ 11,212.25	\$ 86,722.50
Total	\$ 1,449.50	\$ 12,139.25	\$ 110,157.50
<b>Expenses</b>			
Administrative Expenses	\$ 210.00	\$ 377.93	\$ 4,600.00
Bank Charges & Fees	\$ -	\$ -	\$ -
Dues/Player Fees - WYS	\$ 20,920.50	\$ 31,447.00	\$ 68,852.50
Other Expenses	\$ 970.61	\$ 1,867.99	\$ 12,435.00
Scheduler/Webmaster	\$ 1,800.00	\$ 5,400.00	\$ 21,600.00
QuickBooks Payment Fee	\$ -	\$ -	\$ -
Total	\$ 23,901.11	\$ 39,092.92	\$ 107,487.50
<b>Net Income</b>	\$ (22,451.61)	\$ (26,953.67)	\$ 2,670.00
Unapplied Cash Payment	\$ -	\$ -	\$ -
<b>Total Net Income</b>	\$ (22,451.61)	\$ (26,953.67)	\$ 2,670.00

**Northwest Sound Youth Soccer Association**  
**Balance Sheet**  
As of 6/30/2025

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**ASSETS**

**Current Assets**

**Bank Accounts**

Kitsap Bank Checking	32,414.41
Recreational Cup	12,040.79
Soccer to the Maxx	5,180.00

<b>Total Bank Accounts</b>	<b>\$ 49,635.20</b>
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**Other Current Assets**

Undeposited Funds	0.00
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<b>Total Other Current Assets</b>	<b>\$ 0.00</b>
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<b>Total Current Assets</b>	<b>\$ 49,635.20</b>
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<b>TOTAL ASSETS</b>	<b>\$ 49,635.20</b>
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**LIABILITIES AND EQUITY**

**Liabilities**

**Current Liabilities**

**Other Current Liabilities**

Carryover Expenses	0.00
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<b>Total Other Current Liabilities</b>	<b>\$ 0.00</b>
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<b>Total Current Liabilities</b>	<b>\$ 0.00</b>
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<b>Total Liabilities</b>	<b>\$ 0.00</b>
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**Equity**

Opening Balance Equity	64,898.61
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Retained Earnings	11,690.26
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Net Income	-26,953.67
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<b>Total Equity</b>	<b>\$ 49,635.20</b>
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<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$ 49,635.20</b>
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# Northwest Sound Youth Soccer Association

## Actuals vs Budget

As of 6/30/2025

	April-May 2025	June 2025	Total	
	Actual	Actual	Actual YTD	FY Budget
<b>INCOME</b>				
<b>Game Fees</b>				
Competitive Program	342.00	0.00	342.00	855.00
Recreational Program	0.00	0.00	0.00	6,120.00
Small Sided Program	0.00	0.00	0.00	6,000.00
<b>Total Game Fees</b>	<b>\$ 342.00</b>	<b>\$ 0.00</b>	<b>\$ 342.00</b>	<b>\$ 12,975.00</b>
<b>Other Income</b>				
Donation	0.00	0.00	0.00	0.00
Late Fee/Changing Fee	0.00	0.00	0.00	0.00
RMA-Background Check	310.00	155.00	465.00	3,260.00
Small Sided Referees	120.00	0.00	120.00	7,200.00
TopSoccer	0.00	0.00	0.00	0.00
<b>Total Other Income</b>	<b>\$ 430.00</b>	<b>\$ 155.00</b>	<b>\$ 585.00</b>	<b>\$ 10,460.00</b>
<b>Player Fees</b>				
Competitive Program	4,208.50	572.00	4,780.50	28,860.00
Recreational Program	3,350.50	290.75	3,641.25	30,262.50
Small Sided Program	2,358.75	431.75	2,790.50	27,600.00
<b>Total Player Fees</b>	<b>\$ 9,917.75</b>	<b>\$ 1,294.50</b>	<b>\$ 11,212.25</b>	<b>\$ 86,722.50</b>
<b>Total Income</b>	<b>\$ 10,689.75</b>	<b>\$ 1,449.50</b>	<b>\$ 12,139.25</b>	<b>\$ 110,157.50</b>
<b>EXPENSES</b>				
<b>Administrative Exp</b>				
Communication	36.00	18.00	54.00	350.00
D&O/EPL Insurance	0.00	0.00	0.00	850.00
Meetings	38.71	0.00	38.71	350.00
Office Expenses/Supplies	-0.66	0.00	-0.66	75.00
Postage/Mail Box	70.81	192.00	262.81	250.00
Software/Website	0.00	0.00	0.00	2,625.00
Taxes & Fees	23.07	0.00	23.07	100.00
<b>Total Administrative Exp</b>	<b>\$ 167.93</b>	<b>\$ 210.00</b>	<b>\$ 377.93</b>	<b>\$ 4,600.00</b>
<b>Bank Charges &amp; Fees</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>	<b>0.00</b>
<b>Dues/Player Fees - WYS</b>				
Competitive Program	4,048.00	13,596.00	17,644.00	24,420.00
Recreational Program	3,792.50	4,477.00	8,269.50	24,882.50
Small Sided Program	2,686.00	2,847.50	5,533.50	19,550.00
<b>Total Dues/Player Fees - WYS</b>	<b>\$ 10,526.50</b>	<b>\$ 20,920.50</b>	<b>\$ 31,447.00</b>	<b>\$ 68,852.50</b>
<b>Other Expenses</b>				
Awards	0.00	0.00	0.00	0.00
Meals/Travel	247.38	85.61	332.99	675.00

# Northwest Sound Youth Soccer Association

## Actuals vs Budget

As of 6/30/2025

	April-May 2025	June 2025	Total	
	Actual	Actual	Actual YTD	FY Budget
Miscellaneous	0.00	35.00	35.00	300.00
RMA-Background Check	530.00	350.00	880.00	3,260.00
Scholarship	0.00	500.00	500.00	1,000.00
Small Sided Referees	120.00	0.00	120.00	7,200.00
TopSoccer	0.00	0.00	0.00	0.00
<b>Total Other Expenses</b>	<b>\$ 897.38</b>	<b>\$ 970.61</b>	<b>\$ 1,867.99</b>	<b>\$ 12,435.00</b>
Scheduler/Webmaster	3,600.00	1,800.00	5,400.00	21,600.00
QuickBooks Payments Fees	0.00	0.00	0.00	0.00
<b>Total Expenses</b>	<b>\$ 15,191.81</b>	<b>\$ 23,901.11</b>	<b>\$ 39,092.92</b>	<b>\$ 107,487.50</b>
<b>Net Income</b>	<b>-\$ 4,502.06</b>	<b>-\$ 22,451.61</b>	<b>-\$ 26,953.67</b>	<b>\$ 2,670.00</b>
<b>Unapplied Cash Payment Income</b>	<b>0.00</b>	<b>\$ 0.00</b>	<b>0.00</b>	<b>\$ 0.00</b>
<b>Total Net Income</b>	<b>-\$ 4,502.06</b>	<b>-\$ 22,451.61</b>	<b>-\$ 26,953.67</b>	<b>\$ 2,670.00</b>



Northwest Sound Youth Soccer Association  
Non-Budgetary Items

As of 6/30/2025

	2024-2025		2025-2026		Total	
Recreational Cup						
- Income		20,400.00		0.00		20,400.00
- Expenses		8,359.21		0.00		8,359.21
Net Income	\$	12,040.79	\$	0.00	\$	12,040.79
	2024-2025		2025-2026		Total	
Soccer to the Maxx						
- Income		5,180.00		0.00		5,180.00
- Expenses		0.00		0.00		0.00
Net Income	\$	5,180.00	\$	0.00	\$	5,180.00

# SEQUIM JUNIOR SOCCER FC

## NSYSA Member Club Application Supplement

### **SJS GEOGRAPHICAL BOUNDARIES**

Sequim Junior Soccer FC provides recreational and select soccer to youth within our geographical area covered by Clallam County specifically to the part of Sequim that comprises of the Sequim School District. Additionally, we welcome youth from neighboring communities in Jefferson County and surrounding area on the Olympic Peninsula.

### **SJS CLUB INTENTION TO CONTRIBUTE TO NSYSA ASSOCIATION INTENTION**

SJS desire for admission as a Member Club in NSYSA is that we align with our objectives and purpose to continue to teach and develop the game of soccer. By working together with neighboring clubs in our area, we can improve youth player development more purposefully and offer more opportunities for clubs to collaborate in friendlies, camps, jamborees, tournaments, amongst other educational activities.

### **SJS CLUB VISION TOGETHER WITH NSYSA OBJECTIVES & PURPOSE**

Our mission is to help improve development of youth players through the game of soccer. By creating a safe, fun, and competitive soccer environment we can provide youth the opportunity to mature and reach their highest potential as soccer players and as individuals. In unity with NSYSA and its member clubs we can achieve this vision and use our collective efforts to teach and train our players, coaches, families more purposefully.

### **SJS IMPACT ON NSYSA MEMBER CLUBS**

Our club intention not only applies to NSYSA but also to each individual member club. We intend to fully cooperate and participate in all matters pertaining to the maintaining of our collective well-being, evolution, and mission. By supporting each other we can strengthen and improve our clubs' abilities and thus providing our players and families a more fulfilling club soccer experience.

### **SJS IMPACT ON PARTICIPATION NUMBERS OF NSYSA CLUB PROGRAMS**

We are committed to offering recreational and select soccer to the best of our ability in our area. We stand behind the principle of inclusion and providing opportunities for all players, families, and clubs to be part of youth soccer. Ultimately parents choose what is best for their children and what activities/programs they wish to participate in and where. We believe our impact will be positive if granted the opportunity to be a member of NSYSA. This action will demonstrate unity, inclusion and will promote player participation within clubs, which has been a hindrance for far too long in our area. It is time to move forward and bring back focus to children's evolution within game of soccer.

### **Sequim Junior Soccer FC**

Juan Carlos Cisneros-Lopez, SJS Director of Competition

**Email:** [doc@sequimjuniorsoccer.com](mailto:doc@sequimjuniorsoccer.com)

**Cell:** 206-683-3867



## **SEQUIM JUNIOR SOCCER**

### **DIRECTOR OF COACHING**

### **2025 SELECT TEAM POLICY DRAFTS**

#### **SJS PLAYER UP POLICY**

Children can try out for older age groups by notifying SJS DOC of their intention. Players will be allowed to play up based on set criteria, and their positions will be reviewed individually by SJS DOC, SJS DOS, and the coaching staff of both teams.

##### Criteria:

1. Player demonstrates ability above his/her age bracket to the point that the player is no longer challenged and developing football competence.
  - a. This ability applies to their current team and teammates.
  - b. This ability applies to opponent and other teams in his/her age bracket.
2. Player considered for an age bracket above their current age must be able to play as a teammate and as a contributor to the team not just a substitute.
  - a. This ability applies to training sessions and matches.
3. Player being considered for an age bracket above must tryout and excel in their current age bracket and try out for requested age bracket and be able to be competitive at the age bracket they wish to join.

SJS prioritizes long-term player growth over short-term success. Each decision will benefit the club, player, and team. While a player's physical ability might exceed their age bracket, their mental, emotional, and social maturity will be considered when deciding if they should play up.

#### **SJS SELECT TEAMS MERGING OF AGE GROUPS POLICY**

In the event there are insufficient players to form separate select teams for each age group, SJS will combine age groups with a maximum difference of 3 years.

##### Criteria:

1. Each team's position will be reviewed by SJS DOC in collaboration with coaching staff of both age groups.
2. The oldest player on the combined team determines the age group classification.

SJS focuses on player safety and enhancing experiences at team and individual levels. Factors like maturity, puberty, and player potential growth spurts will be carefully considered. Division placement within the league ensures appropriate competition and safety. Players' abilities will be assessed to decide if merging age groups is safe and beneficial.

##### Example scenarios:

- A. U11B and U12B playing together. A U12B Team is formed.

"There are exceptions to the rules regarding team formation, merging of age groups, and players playing up. These policies are designed to guide our collective decision-making to support player development and align with our vision of being a club that prioritizes the best interests of the player." - JC



**Bylaws of  
Sequim Junior Soccer  
A Washington nonprofit corporation**

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**ARTICLE 1 – THE CLUB 1.1**

**1.2 Affiliation**

**ARTICLE 2 – PURPOSE**

**ARTICLE 3 – MEMBERS**

**3.1. Members**

**3.2 Authority**

**3.3 Voting Rights**

**3.4 Annual General Meeting and Special Member Meetings**

**ARTICLE 4 – THE BOARD**

**4.1 Board Members**

**4.2 Board Committees**

**4.3 Spokesperson**

**4.4 Term of Office**

**4.5 Inability to Complete Term of Office; Removal**

**ARTICLE 5 – MEETINGS OF THE BOARD**

**5.1 Board Meetings**

**5.2 Quorum/ Voting**

**5.3 Actions By Board Without Meeting; Email Voting**



**Bylaws of  
Sequim Junior Soccer  
A Washington nonprofit corporation**

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**ARTICLE 6 – BOARD POSITIONS**

**6.0 Officers & Board Members Cannot Bind SJS without Board Approval**

**6.1 Elected Board Members**

6.1.1 The President

6.1.2 Vice President

6.1.3 Secretary

6.1.4 Treasurer

6.1.5 Registrar

6.1.6 Vice President of Select Program

6.1.7 Vice President of Recreational Soccer

**6.2 Appointed Board Members**

6.2.1 Director of Fundraising

6.2.2 Director of Volunteers

6.2.3 Director of Referees

6.2.4 Director of Communications and Marketing

6.2.5 Director of Coaching

6.2.6 Technical Director

6.3 Trustee Board Members



**Bylaws of  
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ARTICLE 7 – PERSONNEL

- 7.1.1 Director of Coaching
- 7.1.2 Technical Director
- 7.1.3 Business Administrator

ARTICLE 8 – RULES AND REGULATIONS

ARTICLE 9 – INDEMNIFICATION

ARTICLE 10 – AMENDMENTS



**Bylaws of  
Sequim Junior Soccer  
A Washington nonprofit corporation**

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**ARTICLE 1 – THE CLUB** 1.1 Name The name of the corporation is Sequim Junior Soccer (“SJS”). The corporation is accordingly referred to throughout these bylaws as “SJS”. Sequim Junior Soccer’s address is: PO Box 1436, Sequim WA. 98382

**1.2 Affiliation**

SJS is affiliated with, and is a member club of, Olympic Youth Soccer Association ("OYSA"), which is a member of Washington Youth Soccer ("WYS"). By Board resolution, SJS may become affiliated with different or additional soccer associations.

**ARTICLE 2 – PURPOSE**

SJS is a nonprofit corporation under Title 24 of the Revised Code of Washington, formed exclusively for charitable and educational purposes, within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1986, as amended. The mission statement of SJS is as follows: “SJS promotes the love of the game of soccer, by fostering the Physical, Mental and Emotional development of youth in the community, through the game of soccer. Our goal is to provide a safe, fun and competitive atmosphere for youth, and to provide the opportunity for each player to mature to their highest potential.” The purpose of the SJS is to teach, govern, and promote the game of soccer for youth, to encourage courtesy, proper conduct and respect for authority by players, coaches, and spectators, to promote sportsmanship and leadership, and to develop physical fitness and mental wellness.

**ARTICLE 3 – MEMBERS**

**3.1. Members**

Every coach, manager, registered player, parent or legal guardian of a registered player participating on a SJS team, Board Member, employee, administrator, and other active volunteer who participates directly in the work of SJS shall be a "Member" for the roster year in which they participate. By participating in SJS activities, each Member agrees to abide by the Bylaws, Rules and Regulations of SJS and to act in a manner consistent with SJS's purpose. Members are welcome (and encouraged) to attend Board Meetings to inform Board Members of any matter of concern which that Member may have relating to SJS.

**3.2 Authority**

The authority of SJS shall be vested in the Voting Members. The Voting Members shall exercise this authority by electing a board (the "Board") to conduct and manage the affairs and activities of SJS.

**3.3 Voting Rights**

The term "Voting Member" means any Member that does not receive compensation for services from SJS. At the Annual General Meeting of Members and any special meetings, each Voting Member in attendance shall be entitled to one vote.



**Bylaws of  
Sequim Junior Soccer  
A Washington nonprofit corporation**

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### 3.4 Annual General Meeting and Special Member Meetings

The Annual General Meeting of Members shall take place in the month of November. Notice of the meeting shall be provided to all Members by the Secretary at least thirty days prior to the meeting. The notice shall provide a description of matters to be voted on at the meeting, including the election of any Elected Board Members (which shall be elected by a majority of Voting Members in attendance) and any amendments to the Bylaws (which may be amended by a two-thirds majority vote of Voting Members in attendance). The Board, by a two-thirds vote, may hold additional meetings of Members at its discretion by providing at least thirty-day (30) notice prior to the meeting. The notice shall provide a description of matters to be voted on at the meeting.

## ARTICLE 4 – THE BOARD

### 4.1 Board Members

The Board shall consist of seven elected members, two trustee members, and additional members appointed by the Board (the "Board Members"). The elected Board Members (the "Elected Board Members") will be voted on and elected at the Annual General Meeting in November. The elected Board Members include the President, Vice President of Recreational Soccer, Vice President of Select Soccer, Treasurer, Secretary, Vice President of Competition, Registrar. The former President and the former Registrar (the "Trustee Board Members") shall be non-voting Board Members with the primary purpose of educating and assisting new Board Members in their duties. The Board may appoint additional Trustee Board Members by two thirds vote of Board Members then in office. The Board may appoint additional Board Members (the "Appointed Board Members"), including but not limited to Director of Coaching and Technical Director, which shall be nominated and approved by two thirds of the Board Members then in office. The Board, by two thirds vote of the Board Members then in office, may increase or decrease the number of Appointed Board Members or change the title and/or duties of an Appointed Board Member, provided that no decrease in the number of Board Members shall shorten the term of a current Appointed Board Member. It shall be the duty of each Board Member to be thoroughly familiar with the SJS Bylaws, Rules and Regulations and those of any organizations of which SJS is a member club. At any time, the Board may interpret the Bylaws, Rules and Regulations or render decisions on matters not covered by the Bylaws, Rules and Regulations. Such decisions or interpretations shall be binding on all teams for the current season of play.

### 4.2 Board Committees

There shall be an executive committee of the Board (the "Executive Committee") consisting of seven members: President, Vice President, VP of Recreational Soccer, VP of Select Soccer, Secretary, Treasurer, and Registrar. The Executive Committee may be convened by the President or by any other two members of the Executive Committee, and shall have the full power of the Board. The Board, by resolution adopted by a majority of Board Members then in office, may create one or more additional committees, each consisting of two or more Board Members. Any such committee shall have all the authority of the Board to the extent provided in the Board resolution, provided that such committee may not: (a) fill vacancies on the Board; or (b) create any other committees of the Board.





**Bylaws of  
Sequim Junior Soccer  
A Washington nonprofit corporation**

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4.3 Spokesperson The President shall be the public spokesperson for SJS unless otherwise directed by the Board. No other Member or Board Member shall represent his or herself as the spokesperson for SJS or attempt to act on behalf of SJS without prior approval of the Board. Furthermore, no person shall use their position or affiliation with SJS for personal gain or to influence others without prior approval by the Board.

#### 4.4 Term of Office

Except as proved in Section 4.5, each Elected Board Member shall serve for a three-year term commencing on January 1 and ending on December 31. Each Elected Board Member may serve no more than two consecutive terms, unless the position is unable to be filled by another elected member. In the event any Elected Board Member position is unable to be filled, the position must remain vacant for a period of 30 days, at which time a previous sitting member may be elected to a third-term. The President, Registrar, VP of Recreational Soccer, and Treasurer will be elected at the Annual General Meeting and assume office the following January of even numbered years. The Vice President, VP of Select Soccer, and Secretary will be elected at the Annual General Meeting and assume office the following January of odd numbered years. The Trustee Board Members shall serve a two-year term commencing on January 1 and ending December 31. Appointed Board Members shall serve a one year term commencing on the date of their appointment.

#### 4.5 Inability to Complete Term of Office; Removal

A Board Member unable to complete his or her term for any reason shall notify the President as soon as possible in writing (which includes email). If the Board determines a Board Member is neglecting his or her duties, the Board may remove such Board Member by a majority vote of the Board Members then in office. The Board may fill any vacant Board position for the remainder of the unexpired term or until the next Annual General Meeting, whichever occurs first.

### ARTICLE 5 – MEETINGS OF THE BOARD

#### 5.1 Board Meetings

Meetings of the Board shall be held at any place designated by the President, or the Board Member designated by the President, in the notice of Board meeting. Any Member of SJS (see paragraph 3.1 above) is welcome (and encouraged) to attend Board Meetings to inform Board Members of any matter of concern which that Member may have relating to SJS. The President, or another Board Member designated by the President, shall preside over Board Meetings. The Board shall hold a monthly meeting at which SJS business shall be conducted. The Board may, at its discretion, hold additional meetings by providing reasonable advance notice, as dictated by the circumstances, to all Board Members. The conduct of Board Meetings shall be governed by the current edition of Robert's Rules of Order.



**Bylaws of  
Sequim Junior Soccer  
A Washington nonprofit corporation**

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## 5.2 Quorum/ Voting

Eight Board Members, or a simple majority of the Executive Committee Members then in office, shall constitute a quorum for the transaction of any business except adjournment. Every action taken or decision made by a majority of those Board Members present and entitled to vote at a duly held meeting at which a quorum is present shall be an act of the Board unless the Bylaws or a Board resolution or Washington law provides more stringent requirements. A meeting at which a quorum is initially present may continue to transact business, despite the withdrawal of one or more Board Members, if any action taken or decision made is approved by at least the requisite number of Board Members (i.e., simple majority or two thirds) of the required quorum for that meeting. A board member receiving compensation from SJS for services shall not be entitled to vote, with the exception that the Registrar shall be entitled to vote even if receiving such compensation. The President's vote is counted only when needed to break a tie.

## 5.3 Actions By Board Without Meeting; Email Voting

Any action that the Board is required or permitted to take may be taken without a meeting by email vote of the requisite number of Board Members (i.e., simple majority or two thirds). The Board Member requesting an email vote will notify the President, who shall send an email to each Board Member and allow a reasonable amount of time, as dictated by the circumstances, for Board Members to submit questions, give comments or solicit comments from other Board Members on the issue. The President shall promptly report all email vote results to the Board, and those vote results shall be reviewed at the next full board meeting.

## ARTICLE 6 – BOARD POSITIONS

### 6.0 Officers & Board Members Cannot Bind SJS without Board Approval

All contracts, agreements, and commitments of SJS must be in writing. No officer or Board Member, including the officers and Board Members identified below, have the legal authority to bind SJS to any contract, agreement, or commitment without Board approval. The Board may grant a particular officer or Board Member such authority for specific categories of contracts, agreements, or commitments by written resolution that is stated in full in approved Board minutes. These resolutions will be formalized in a Purchasing Policy written and maintained by the Treasurer and approved by the BOD and published on the SJS website.

### 6.1 Elected Board Members

#### 6.1.1 The President

Subject to the control of the Board, the President shall supervise, direct and control SJS's activities and affairs, including:

(a) overseeing all activities of SJS and the work of the officers; (b) serving as chairperson at Board meetings and Member meetings; (c) monitoring all policies, rules and regulations of the SJS and assuring



**Bylaws of  
Sequim Junior Soccer  
A Washington nonprofit corporation**

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that they are executed; (d) establishing committees (subject to approval of the Board) and selecting individuals to represent SJS at Association and/or State levels as well as in the community; (e) organizing annual short term and long term planning and goal setting; (f) voting only in the case of a tie; (g) orienting new Board Members to their responsibilities; (h) being SJS's spokesperson at School District and Park District meetings; (i) co-sign on all Club disbursements requiring second signature

#### 6.1.2 Vice President

The Vice President shall: (a) perform duties of the President in President's absence; (b) attend regularly and report when appropriate at Board meetings; (c) set the match schedules as required; (d) coordinate scheduling of matches and communicate schedules to coaches; (e) resolves match related conflicts and disputes; (f) act as a liaison between SJS and OYSA Vice President of Competition; (g) coordinate the field scheduling for practice sessions, league play, jamborees, and tournaments. (c) Track, and manage implementation of President's long term strategic plan.

#### 6.1.3 Secretary

The Secretary shall: (a) record the minutes of all meetings and distribute to the Board and OYSA Board of Directors prior to the next club meeting; (b) keep a record (paper or electronic) of SJS correspondence; (c) distribute minutes, announcements and information to team representatives/coaches as directed by the Board via the SJS website; (d) maintain a current list of Board Members (with addresses and phone numbers) and provide a copy to the OYSA secretary; (e) schedule meeting rooms for Board meetings and the annual Members meeting; (f) maintain a permanent record of all Conduct Review Board and Board of Directors rulings and findings and all related correspondence by all parties, (g) maintain a paper and electronic (pdf) copy of SJS bylaw, policy, meeting minutes and other relevant documents.

#### 6.1.4 Treasurer

The treasurer shall: (a) attend regularly and report when appropriate at Board meetings; (b) work with business administrator on financial matters and oversee business administrator's assigned accounting tasks; (c) create and maintain club purchasing policy; (d) review annual tax return prior to filing; (e) present an annual accounting of the receipts and expenditures at the Annual General Meeting; (f) prepare a budget for the upcoming calendar year; and (g) submit SJS books for summary audit to independent auditor who is not a member of the club on a bi-annual basis and at the end of an outgoing treasurer term.

#### 6.1.5 Registrar

The Registrar shall: (a) verify the ages of all players; (b) organize and supervise on-line registration process and resolve problems with registration; (c) oversee and maintain the team rosters; (d) communicate with OYSA, WYS, and any other association in which SJS participates in a timely manner; (e) assign players to teams; (f) attend regularly and report when appropriate at Board meetings; (g) retain a separate list of coaches, assistant coaches, and team representatives; (h) develop a registration schedule; (i) assure that all players and coaches have completed necessary forms; (j) answer and route voicemail; and (k) collect and distribute SJS mail.



**Bylaws of  
Sequim Junior Soccer  
A Washington nonprofit corporation**

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#### 6.1.6 Vice President of Select Program

The Vice President of Select Program shall: (a) attend regularly and report when appropriate at Board meetings; (b) oversee all aspects of the SJS Select and Development Academy's activities; (c) chair the Selection Committee to recruit, interview and pick Select program coaches; (d) oversee the Select coach selection process; (e) schedule, organize and oversee, with the Director of Coaching, the Select tryouts; (f) work with the Treasurer to monitor income and expenses of the Select program; (g) participate in any judicial proceedings and disputes regarding all SJS Select teams, players, parents, or coaches; (h) approve Select team rosters; and (i) sit on the Dungeness Cup Committee.

#### 6.1.7 Vice President of Recreational Soccer

The Vice President of Recreational Soccer shall: (a) oversee all aspects of the SJS Recreational soccer activities; (b) attend regularly and report when appropriate at Board meetings; (c) work with the Treasurer to monitor income and expenses of the Recreational program; (d) participate in resolving disputes regarding all SJS Recreational teams, players, parents, or coaches; (e) Recruit recreational coaches; (f) Ensure attendance of OYSA meetings as the Club's representative;

#### 6.2 Appointed Board Members

Pursuant to Section 4.1, the Board may appoint additional Appointed Board Members. Appointed Board Member shall be entitled to vote unless otherwise noted. If appointed, the following Appointed Board Member positions shall have the following roles and responsibilities, subject to amendment pursuant to Section 4.1. Detailed descriptions of appropriate positions will be maintained in the Job Descriptions identified in Article 7, Personnel.

##### 6.2.1 Director of Fundraising

The Board may appoint a Director of Fundraising whose responsibilities shall be stated in a written description approved by the Board. Those responsibilities will include track, and manage implementation of fundraising and sponsorship within Vice President's long term strategic plan.

##### 6.2.2 Director of Volunteers

The Board may appoint a Director of Volunteers, whose responsibilities shall be stated in a written description approved by the Board. Those responsibilities may include (a) working with the Board Members to provide assistance on games, events, and skills camps (b) maintaining a record of volunteers and their hours donated.

##### 6.2.3 Director of Referees

The Board may appoint a Director of Referees, whose responsibilities shall be stated in a written description approved by the Board. Those responsibilities may include a) be responsible for full field referee substitution in the event SJS is notified of a need for a referee; (b) maintain a pool of referees for full field soccer; (c) keep records of referees' completed matches and submit to the Treasurer for compensation; (d) organize and coordinate referee training; and (e) keep records of all referee rankings.



**Bylaws of  
Sequim Junior Soccer  
A Washington nonprofit corporation**

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#### 6.2.4 Director of Communications and Marketing

The Board may appoint a Director of Communications and Marketing whose responsibilities shall be stated in a written description approved by the Board. Those responsibilities may include (a) Track, and manage implementation of communication and marketing within Vice President's long term strategic plan.

#### 6.2.5 Director of Coaching

The Board may appoint a Director of Coaching whose responsibilities shall be stated in a written description approved by the Board. Those responsibilities may include, among other things, (1) oversight of all soccer matters, (2) act as the public face of the Club in Sequim and soccer communities outside the city, (3) supervision of coaches, (4) education and training of coaches, (5) recruit and retain coaches, (6) support the development and implementation of Vice President's long term strategic plan. (7) create and maintain an annual soccer calendar (8) at request of the board, provide a report card on the Club's progress and success under that strategic plan and goals.

#### 6.2.6 Technical Director

The Board may appoint a Technical Director whose responsibilities shall be stated in a written description approved by the Board. Those responsibilities may include, among other things, (1) develop education, training and mentoring program/curriculum for coaches, (2) participate in the development of education and training program/curriculum for select players, (3) participate in team placement in leagues and tournaments and (4) assist in the recruitment and retention of players.

#### 6.3 Trustee Board Members

The Trustee Board Members shall educate and assist incoming Board Members regarding the Board duties and the activities of SJS.

### ARTICLE 7 – PERSONNEL

SJS, through the Board, may hire employees or engage independent contractors to perform services on behalf of SJS, including without limitation a Director of Coaching, a Director of Player Development, coaches, and trainers. The Board may authorize the Director of Coaching or a Board committee to hire employees or engage independent contractors. Such authority may be general or confined to specific instances.

The Executive Committee, by simple majority vote, shall have authority to terminate any employee's employment or to disengage any independent contractor. Unless otherwise provided in a written agreement duly executed on behalf of SJS, termination of an employee's employment or disengagement of an independent contractor may be at any time and for any reason. Upon written request (including by email) by the affected party delivered to the President within ten days, the Board shall provide an opportunity to be heard regarding the facts and circumstances of his or her termination or disengagement, as the case may be, at the next regularly scheduled Board Meeting or at a special Board Meeting. The



**Bylaws of  
Sequim Junior Soccer  
A Washington nonprofit corporation**

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opportunity to be heard shall not affect the validity of any personnel decision of the Executive Committee unless the Board modifies or reverses such decision.

The Club shall have a Job Descriptions document that contains detailed responsibilities of all appropriate positions. This document will be approved by the BOD and published on the SJS website.

#### **7.1.1 Director of Coaching**

The Board may hire a Director of Coaching, which may be a volunteer or paid position as determined by the Board.

The Director of Coaching's responsibilities shall be stated in a written description approved by the Board. Those responsibilities may include, among other things, (1) oversight of all soccer matters, (2) act as the public face of the Club in Sequim and soccer communities outside the city, (3) supervision of coaches, (4) education and training of coaches, (5) recruit and retain coaches, (6) develop and implement a strategic plan for the Club, including setting Club goals, (7) create an annual calendar and (8) at the request of the Board, provide the Board a report card on the Club's progress and success under that strategic plan and goals.

If the Director of Coaching receives compensation for services from SJS, the Director of Coaching shall not be entitled to vote. If paid, the Board shall develop and approve a yearly contract, listing compensation, areas of responsibility and job description. Unless otherwise stated in that contract, any paid Director of Coaching shall be an employee at will.

#### **7.1.2 Technical Director**

The Board may hire a Technical Director, which may be a volunteer or paid position as determined by the Board. The Technical Director's responsibilities shall be stated in a written description approved by the Board. Those responsibilities may include, among other things, (1) develop education, training and mentoring program/curriculum for coaches, (2) participate in the development of education and training program/curriculum for select players, (3) participate in team placement in leagues and tournaments and (4) assist in the recruitment and retention of players.

If the Technical Director receives compensation for services from SJS, the Technical Director shall not be entitled to vote. If paid, the Board shall develop and approve a yearly contract, listing compensation, areas of responsibility and job description. Unless otherwise stated in that contract, any paid Technical Director shall be an employee at will.

#### **7.1.3 Business Administrator**

The Board may hire a Business Administrator whose responsibilities shall be assisting Treasurer in the following tasks: (1) keep an accurate written record of all financial transactions; (2) deposit all monies in one or more chartered bank accounts in the name of Vice President (SJS); (3) disburse funds as required; (4) prepare monthly financial statements for distribution at every Board meeting; (5) complete all State and Federal forms and pay all fees to maintain BIYSC (SJS) as a non-profit 501(c)(3) organization; and



**Bylaws of  
Sequim Junior Soccer  
A Washington nonprofit corporation**

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(6) maintain a paper or electronic (pdf) copy of all SJS contracts, agreements and written commitments that are financial related.

**ARTICLE 8 – RULES AND REGULATIONS**

The Board may adopt and publish rules governing the day to day operation of SJS, including without limitation rules of competition, team formation, player assignments, coaching assignments and qualification requirements, registration, and conduct review procedures relating to any conduct by players, volunteer coaches, spectators, parents or Board Members on or off the playing field. Any provisions in the rules and regulations regarding paid personnel shall be consistent with Article 7.

**ARTICLE 9 – INDEMNIFICATION**

All Board Members shall be indemnified against personal liability claims for performing acts and duties directly related to the work of SJS.

**ARTICLE 10 – AMENDMENTS**

These Bylaws may be amended by a two-thirds majority vote of Voting Members in attendance at the Annual General Meeting or a special meeting of Members called by the Board pursuant to Section 3.4. The notice of meeting shall describe all proposed amendments. The Board may accept clarifying amendments to the proposed Bylaw amendments at the Annual General Meeting or special meeting. Rules and Regulations may be amended by a majority vote at any regular or special Board meeting with appropriate notice to the Members.

The foregoing Bylaws were adopted by the Voting Members in attendance of Special Meeting held on May 7, 2019.

President,

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Print

Signature

Date

## SEQUIM JUNIOR SOCCER CLUB POLICIES

### SECTION I – CONDUCT

- A) It is a privilege, not a right, to be a member of the Sequim Junior Soccer Club (SJS and SJSE). Any member, player, coach, parent, or anyone associated with SJS who, in the opinion of the Board, conducts themselves in a manner which would bring discredit to the Club, or which is not in the best interest of the Club, may receive disciplinary action or suspension from SJS.

### SECTION II – PLAYING TIME

- A) **Recreational Teams:** For teams registered as developmental/recreational, it is required that all players play as equally as possible for each game at which they are present unless disciplinary action or medical impairment necessitates the player's sitting out.
- B) **Competitive/Select Teams:** For teams registered as competitive, individual playing times are at the discretion of the coach. For the benefit of the team and the Club, the coach has an obligation to field what is in his/her opinion the strongest and most competitive team.

### SECTION III – FUNDRAISING

- A) **Club assigned Fundraisers:** All teams must participate in the Club assigned Fundraisers. These funds cover all teams across the board evenly to provide for Tournament Cost, equipment, etc
- B) **Individual Team Fundraising:** A team must get approval from the Board before engaging in fundraising in the name of SJS. Failure to obtain Board approval may subject a team to disciplinary action up to and including forfeiture of funds. Team Coach or Team Manager will need to present to the Board in writing what the Fundraiser is, the financial goal, and what the funds will be used for. Individual Team Fundraisers cannot replace Club Assigned Fundraisers.
- C) **Fundraiser Funds:** Any funds collected by the Coach or Team Manager of the team must be recorded and turned into the appropriate person in a timely manner. No Coach or Team Manager should hold on to Checks or Cash for an extended period of time.



## SECTION IV: COACHES

### A) Select Coaches:

- a. **Approvals:** Head coaches, Assistant coaches and Team Managers must be approved by the DOC prior to involvement with a team. All the mentioned individuals above must complete the Required Trainings, Documentation and Background Checks supplied by the Registrar, in a timely manner. No Coach, Assistant Coach or Team Manager will be able to participate on the field with players until the Requirements are completed after the set date of the DOC.
- b. **Licensure:** All head coaches must receive an appropriate level state licensure. SJS will make every attempt to provide one local licensing opportunity each year.
- c. **Head Coach:** Head Coaches will be selected by the DOC of the Club. Being a Head Coach for previous years does not guarantee a Head Coach position each year after. Coaches represent the Team and the Club and should act in a professional manner at all times. Failure to do so can result in Disciplinary actions and/or being removed as a Coach.
- d. **Assistant Coaches:** Head coaches must designate one assistant coach. A second Assistant Coach is acceptable also. All Assistant Coaches must be approved by the Club DOC before becoming an official Assistant Coach. Assistant Coaches represent the Team and the Club and should act in a professional manner at all times. Failure to do so can result in Disciplinary actions and/or being removed as an Assistant Coach.
- e. **Team Managers:** Head Coach must designate a parent from the team as the Team Manager at the start of the season. The team manager must not be a coach or assistant coach. Team Managers represent the Team and the Club and should act in a professional manner at all times. Failure to do so can result in Disciplinary actions and/or being removed as a Team Manager.
- f. **Responsibility:** Coaches are ultimately responsible for the behavior of their players, parents and spectators. Coaches shall report any red card or repeated yellow cards issued to his/her players, coaches or trainers to DOC as soon as possible and not later than two days after the card has been issued. Coaches agree to be present during any Disciplinary Committee meeting or Board hearing at which their presence is requested. Coaches shall report issues with their players or parents that cannot be resolved on their own or needs disciplinary actions taken, to the DOC.
- g. **Conduct:** Head coaches, assistant coaches and Team Managers should serve as positive role models for the players. Coaches, Assistant Coaches and Team Managers should treat all Players, Parents, Referees and opposing teams in a respectful and appropriate manner. SJS holds a Zero-Tolerance Policy for physical or verbal abuse towards Players, Parents, Referees or members of the opposing team. It is inappropriate for coaches, assistant coaches, or Team Managers to be under the influence of alcohol or illegal drugs during practices, games, tournaments, or other Club and/or team sponsored events. Failure to uphold appropriate behavior can result in Disciplinary actions and/or being removed from their position in the Club.

B) Recreational Coaches:

- a. **Approvals:** Head coaches and Assistant Coaches must be approved by the Club Registrar or DOC prior to involvement with a team. All the mentioned individuals above must complete the Required Trainings, Documentation and Background Checks supplied by the Registrar, in a timely manner. No Coach or Assistant Coach will be able to participate on the field with players until the Requirements are completed after the set date of the Registrar/DOC. Coaches represent the Team and the Club and should act in a professional manner at all times. Failure to do so can result in Disciplinary actions and/or being removed as a Coach.
- b. **Licensure:** Recreational Level Coaches are not required to hold any Soccer License, but are encouraged to participate in the grassroots Training, and beyond. SJS will make every attempt to provide one local licensing opportunity each year.
- c. **Assistant Coaches:** Head coaches may designate one assistant coach, or the Club may designate one assistant coach if needed. All Assistant Coaches must be approved by the Club Registrar or DOC before becoming an official Assistant Coach. Assistant Coaches represent the Team and the Club and should act in a professional manner at all times. Failure to do so can result in Disciplinary actions and/or being removed as an Assistant Coach.
- d. **Responsibility:** Coaches are ultimately responsible for the behavior of their players, parents and spectators. Coaches shall report issues with their players or parents that cannot be resolved on their own or needs disciplinary actions taken, to the DOC.
- e. **Conduct:** Head coaches and assistant coaches should serve as positive role models for the players. Coaches shall treat all Players, Parents, Referees and opposing teams in a respectful and appropriate manner. SJS holds a Zero-Tolerance Policy for physical or verbal abuse towards Players, Parents, Referees or members of the opposing team. It is inappropriate for coaches and assistant coaches to be under the influence of alcohol or illegal drugs during practices, games, tournaments, or other Club and/or team sponsored events. Failure to uphold appropriate behavior can result in Disciplinary actions and/or being removed from their position in the Club.

## SECTION V – PARENTS/GUARDIANS

A) **Conduct:** Parents/guardians shall conduct themselves properly at practices, games and tournaments and shall refrain from making negative comments to coaches, players, Referees or opposing team members. The Parents job once on the field is to let the Coaches Coach, and be a cheerleader for all players. Parents shall treat all Players, Coaches, other Parents, Referees and opposing teams in a respectful and appropriate manner. SJS holds a Zero-Tolerance Policy for physical or verbal abuse towards Players, Parents, Coaches, Referees or members of the opposing team. Parents can be asked to leave the field if their behavior is inappropriate and does not meet the standards of SJS. Repeated inappropriate behavior can result in not being allowed to attend practices or games of your player. When a Parent is abusive to a referee during a Game, this can result in your COACH getting a red card, and not being able to attend the next game (or 2). If this happens, said parent will also not be able to attend the same games.

B) **Participation:** Parents/guardians are responsible for the attendance of their player(s) at all practices, games and tournaments. Coaches should be notified if a player cannot attend a practice, game or tournament.

C) **Equipment:** Parents/guardians are responsible for providing their player(s) with all appropriate clothing and equipment as specified by the coach at all practices, games and tournaments.

D) **Out of Town Costs:** Parents/guardians are responsible for providing their player(s) with meals, transportation and housing at all out-of-town games and tournaments.

E) **Transportation:** Parents/guardians may be asked to assist with transportation for other players and to provide team snacks/refreshments.

F) **Withdrawal:** Parents/guardians may withdraw their player(s) from a team at any time and shall notify the coach immediately upon withdrawal. Withdrawal before the start of the season shall be entitled to a full refund if requested. Withdrawal after the start of the season is not entitled to a full or partial refund, unless approved by the DOC.

H) **Grievance:** Parents/guardians should first approach the Coach in a respectful way with any concerns or problems regarding their player(s). This should take place at an appropriate time, and not during a practice or game. After first talking with the coach, parents have a right to submit a complaint in writing DOC. If the issue is not able to handled by the DOC, the concern may be moved to The Board or Disciplinary Committee for further investigation.

## SECTION VI – PLAYERS

A) **Conduct:** Players shall always give their best effort and conduct themselves in a sportsmanlike manner in both victory and defeat. Players are expected to be respectful to their teammates, Coaches, Referees and players from other teams. If issues arise, Players will be given a warning from the Coach. The next time it happens, a meeting will be had with the player, parent and Coaches. If the behavior continues, the player will be dismissed from the team. Foul and abusive language is not appropriate in the Game environment and will result in a Card for the game. This same language is not appropriate out on the SJS practice fields. We strive to keep our fields a fun, safe and friendly environment, and foul language does not belong there.

B) **Participation:** Players are expected to participate in all trainings throughout the summer and fall season. Any missed practices, games or tournaments need to be communicated to the Coaches ahead of time. Multi-sport players, players with Jobs, drivers ed and additional school activities: If a player is continuously missing practices because of these things, it will eventually lead to playtime in games being affected.

C) **Equipment:** Players should bring all equipment specified by the coach to practices, games, and tournaments. Shin guards are to be worn at all practices games and tournaments.

## SECTION VII – TEAM FORMATION AND REGISTRATION FOR SELECT SOCCER TEAMS

A) **Registration:** Players must register with the Club before Tryouts by submitting a completed registration form and a completed medical release form online. Registration with the Club provides insurance through USCLUB SOCCER. On the day of tryouts, the Registration process is completed by bringing a physical copy of your players Birth Certificate or Passport to verify their date of birth.

B) **Team Tryouts:** All players must attend at least one Tryout Day during which all approved head coaches, or their designated representative, shall be in attendance to conduct an age specific player evaluation. Players must attend the age specific evaluation corresponding to their age regardless of their placement the previous season. See Section C for exceptions. Coaches shall not hold private player evaluations except with prior Board approval.

C) **Playing Up in Select Soccer:**

a) **Players in u10-u12** are REQUIRED to try out with their correct birth year age...even if they are requesting to move up to a team above their birthyear. *Parents must email a written request to the club DOC before the player attends Tryouts.* AFTER tryouts are completed, the DOC will meet with each coach of requesting players, to discuss the movement of any

player, and formation of impacted teams. The decision to allow a player to move up will be based on many factors, to include the number of players in the age group, projected league placement of impacted team, needs of Sequim Junior Soccer, and the development needs of each player. The final decision will be made and communicated by the Club DOC. To be fair to all participants in Sequim Junior Soccer, this policy will be adhered to, regardless of team placement during previous seasons.

**b) *Players who are in u13 or above and are NEW to SJS*** will need to follow the same policy as above.

**c) *Players who are in u13 or above AND have played on the "Age UP" team the previous season*** only need to have a written Request sent to the club DOC before tryouts. If we do not have a written request to tryout with the Age up team, they will need to tryout with their correct age group on tryout days. This written request does not guarantee placement on the Age Up Team. It will only allow them to try out for that team. If the player does not get offered a position on the team, they will be allowed to tryout for their correct age group team.

**D) Team Acceptance/Denial:** The Coaching Staff of each team will have a maximum of 14 days to make all final decisions of which players will be accepted onto the team. All players will receive an email from the Coach in the form of an Acceptance Letter, Denial Letter or a Developmental Player Letter. Coaches may hold off sending out Denial letters until all Acceptance letters have been officially accepted, in case another roster spot becomes available for a "Denial Letter Player". All players must send a written acceptance back to the Coach to officially accept their spot on the team.

**E) Team Roster:** To roster a team, a coach must submit to the Club Registrar a roster form listing the names of the registered players who have attended a minimum of one day of tryouts and has accepted in writing, their placement on the team, the team's name and the team age group.

**F) Poaching:** Except by Board approval no coach, player, parent, or other representative of a team can approach a player rostered to another team for the purpose of recruiting them to a different team except as a club pass player. All Club Pass Player conversations should involve both coaches before the involvement of the player or parents. A Players Coach has the right to deny the usage of one or all of their players as Club Pass Players during their playing season, but has no right to deny the usage of one of their players as a Club pass Players after their last game of the official Season. Coaches should work together to create a friendly environment that allows players to Club Pass Play when needed for the betterment of the Club.

## SECTION VIII – TEAM FORMATION AND REGISTRATION FOR RECREATIONAL SOCCER TEAMS

- A) **Registration:** Players must register with the Club during the open registration time frame, by submitting a completed registration form and a completed medical release form online. Registration with the Club provides insurance through USCLUB SOCCER. Once an age group is filled up, Players may be added to a waitlist. Players on the waitlist are not guaranteed a spot for the season, but will be contacted in order of date added, if a spot opens up.
  
- B) **Team Placement:** The Club Registrar and the DOC will compile teams for all age groups in Recreational Soccer from ages 3 to 14. Team placement will be at the discretion of the Registrar and DOC. Teams shall be divided up evenly to create a fun, competitive season for all. Parents, Players and Coaches can not request to be on a specific team.
  
- C) **Playing Up/Down in Recreational Soccer:**
  - a) Parents may request their player play in one age group up during the Recreational Season. A Parent request is not a guarantee that the player will be moved up. But the Registrar and DOC will base this decision on many factors, such as skill level, emotional maturity, player numbers in both age groups, and teams size.
  - b) SJS has the right to move a player up an age group if their Skill level and maturity level meets level of the next age group up. This is common with Select level players during Rec. Season.
  - c) Parents may NOT request their player move DOWN an age group. All players must play in their correct age group or above, unless medically necessary and approved by the SJS Board.

INTERNAL REVENUE SERVICE  
P. O. BOX 2508  
CINCINNATI, OH 45201

DEPARTMENT OF THE TREASURY

Date: **MAY 14 2020**

SEQUIM JUNIOR SOCCER  
PO BOX 1436  
SEQUIM, WA 98382

Employer Identification Number:  
91-1607973  
DLN:  
29053345323029  
Contact Person:  
SENAYON D AVUNGBETO ID# 17241  
Contact Telephone Number:  
(877) 829-5500  
Accounting Period Ending:  
December 31  
Public Charity Status:  
509(a)(2)  
Form 990/990-EZ/990-N Required:  
Yes  
Effective Date of Exemption:  
December 4, 2019  
Contribution Deductibility:  
Yes  
Addendum Applies:  
No

Dear Applicant:

We're pleased to tell you we determined you're exempt from federal income tax under Internal Revenue Code (IRC) Section 501(c)(3). Donors can deduct contributions they make to you under IRC Section 170. You're also qualified to receive tax deductible bequests, devises, transfers or gifts under Section 2055, 2106, or 2522. This letter could help resolve questions on your exempt status. Please keep it for your records.

Organizations exempt under IRC Section 501(c)(3) are further classified as either public charities or private foundations. We determined you're a public charity under the IRC Section listed at the top of this letter.

If we indicated at the top of this letter that you're required to file Form 990/990-EZ/990-N, our records show you're required to file an annual information return (Form 990 or Form 990-EZ) or electronic notice (Form 990-N, the e-Postcard). If you don't file a required return or notice for three consecutive years, your exempt status will be automatically revoked.

If we indicated at the top of this letter that an addendum applies, the enclosed addendum is an integral part of this letter.

For important information about your responsibilities as a tax-exempt organization, go to [www.irs.gov/charities](http://www.irs.gov/charities). Enter "4221-PC" in the search bar to view Publication 4221-PC, Compliance Guide for 501(c)(3) Public Charities, which describes your recordkeeping, reporting, and disclosure requirements.



**WASHINGTON**  
**Secretary of State**  
**Corporations & Charities Division**

Filed  
Secretary of State  
State of Washington  
Date Filed: 04/23/2024  
Effective Date: 04/23/2024  
UBI #: 602 517 036

## STATEMENT OF REINSTATEMENT

### BUSINESS INFORMATION

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Business Name:

**SEQUIM JUNIOR SOCCER**

UBI Number:

**602 517 036**

Business Type:

**WA NONPROFIT CORPORATION**

Business Status:

**ACTIVE**

Principal Office Street Address:

**274 TIMBERLINE DR, SEQUIM, WA, 98382-8275, UNITED STATES**

Principal Office Mailing Address:

**274 TIMBERLINE DR, SEQUIM, WA, 98382-8275, UNITED STATES**

Expiration Date:

**06/30/2025**

Jurisdiction:

**UNITED STATES, WASHINGTON**

Formation/Registration Date:

**06/30/2005**

Period of Duration:

**PERPETUAL**

Inactive Date:

Nature of Business:

**ATHLETIC, SOCIAL**

### NONPROFIT CORPORATION'S EIN

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Nonprofit EIN:

**91-1607973**

### NONPROFIT GROSS REVENUE CERTIFICATION

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Did the Nonprofit Corporation certify that the Gross Revenue is less than \$500,000? - **Yes**

### BUSINESS NAME

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Business Name

**SEQUIM JUNIOR SOCCER**



REGISTERED AGENT [RCW 23.95.410](#)

Registered Agent Name	Street Address	Mailing Address
SEQUIM JUNIOR SOCCER	274 TIMBERLINE DR, SEQUIM, WA, 98382-8275, UNITED STATES	

PRINCIPAL OFFICE

Phone:

**360-670-5803**

Email:

**FIELDS.SJS@GMAIL.COM**

Street Address:

**274 TIMBERLINE DR, SEQUIM, WA, 98382-8275, UNITED STATES**

Mailing Address:

**274 TIMBERLINE DR, SEQUIM, WA, 98382-8275, UNITED STATES**

GOVERNORS

Title	Governor Type	Entity Name	First Name	Last Name
GOVERNOR	INDIVIDUAL		DAVID	HENDERSON
GOVERNOR	INDIVIDUAL		JOSIAH	BUSHY
GOVERNOR	INDIVIDUAL		LACY	THOMPSON

NATURE OF BUSINESS

Nature of Business:

**ATHLETIC, SOCIAL**

CHARITABLE NONPROFIT CORPORATION

Is the Nonprofit Corporation a Charitable Nonprofit as defined by [RCW 24.03A.010\(6\)](#)? - Yes

REPORTING CHANGES FOR THE CHARITABLE NONPROFIT CORPORATION

Does the Nonprofit meet exemptions of reporting as outlined in [RCW 24.03A.075](#)? - Yes

ANNUAL FEE CALCULATIONS

Filing Name	Annual year	Fee
REINSTATEMENT		\$35.00
NONPROFITS: REINSTATEMENTS, FOREIGN REGISTRATIONS ANNUAL REPORT FEE	06/30/2022	\$10.00
NONPROFITS: REINSTATEMENTS, FOREIGN REGISTRATIONS ANNUAL REPORT FEE	06/30/2023	\$10.00
NONPROFITS: REINSTATEMENTS, FOREIGN REGISTRATIONS ANNUAL REPORT FEE	06/30/2024	\$10.00
NONPROFIT GROSS REVENUE CERTIFICATION FEE		\$10.00
NONPROFIT GROSS REVENUE CERTIFICATION FEE		\$10.00
NONPROFIT GROSS REVENUE CERTIFICATION FEE		\$10.00
ONLINE PROCESSING FEE		\$20.00
<b>Total :</b>		<b>\$115.00</b>

EFFECTIVE DATE

Effective Date:

## CONTROLLING INTEREST

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1. Does this entity own (hold title) real property in Washington, such as land or buildings, including leasehold improvements? - **No**
2. In the **past 12 months**, has there been a transfer of at least 16-2/3 percent of the ownership, stock, or other financial interest in the entity? - **No**
  - a. If "Yes", in the **past 36 months**, has there been a transfer of controlling interest (50 percent or greater) of the ownership, stock, or other financial interest in the entity? - **No**
3. If you answered "Yes" to question 2a, has a controlling interest transfer return been filed with the Department of Revenue? - **No**

You **must** submit a Controlling Interest Transfer Return form if you answered "Yes" to questions 1 **and** 2a.

Failure to report a Controlling Interest Transfer is subject to penalty provisions of [RCW 82.45.220](#).

For more information on **Controlling Interest**, visit [www.dor.wa.gov/REET](http://www.dor.wa.gov/REET).

## RETURN ADDRESS FOR THIS FILING

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Attention:

**DAVID M HENDERSON**

Email:

**FIELDS.SJS@GMAIL.COM**

Address:

**274 TIMBERLINE DR, SEQUIM, WA, 98382-8275, UNITED STATES**

## UPLOAD ADDITIONAL DOCUMENTS

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Name	Document Type
No Value Found.	

## EMAIL OPT-IN

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☒ I hereby opt into receiving all notifications from the Secretary of State for this entity via email only. I acknowledge that I will no longer receive paper notifications.

## AUTHORIZED PERSON - STAFF CONSOLE

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☒ Document is signed.

Person Type:

**ENTITY**

First Name:

**DAVID**

Last Name:

**HENDERSON**

Entity Name:

**SEQUIM JUNIOR SOCCER**

Title:

**DIRECTOR OF OPERATIO**