



# West Seattle Soccer Club (WSSC)

Constitution  
By-Laws

March 11, 2008



**WSSC**

West Seattle Soccer Club  
<http://www.westseattlesoccer.org>



**HSA**

Highline Soccer Association  
<http://www.highlinesa.org>



**DISTRICT 3**

District 3  
<http://www.district-3.org>



**WSYSA**

Washington State Youth Soccer Association  
<http://www.wsysa.com>



**USYSA**

United States Youth Soccer Association  
<http://www.usyouthsoccer.org>



**FIFA**

Federation International de Football Association  
<http://www.fifa.com>

WSSC is a member of HSA which is a member of District 3, WSYSA and USYSA

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# Philosophy

The objective of the West Seattle Soccer Club (WSSC) is to provide outstanding youth soccer programs that help participants develop soccer skills, physical fitness, and attitudes of good sportsmanship, based upon principles of fair play and cooperation.

## Guidelines for Implementing the WSSC Philosophy

1. The West Seattle Soccer Club is a recreational soccer club for players age 5-19. Every player in good standing who faithfully attends practice sessions will be given an opportunity to play in at least 1/2 of each game.
2. Adult supervision and instruction should be positive in nature and constructive to the development of the players.
3. During contact with the youth, the coach should be an example that will inspire the player and create a feeling of mutual respect.
4. Coaches, parents, and spectators should always support the youth, win or lose.
5. It is each coach's responsibility to monitor their teams conduct and the behavior of those on their sidelines during games and to take appropriate action whenever necessary to maintain a positive environment.
6. All participants must be aware of and adhere to their respective codes of conduct. (Player, Coaches, Parents, Referees, Spectators).
7. All Club volunteers must maintain a current WSYSA Risk Management Registration.
8. It shall be the goal of WSSC to make soccer a family participation sport. The WSSC shall encourage families, individuals and all interested parties to participate in all aspects of the game and administration of WSSC.
9. The policy governing the formation of teams shall be to promote evenly matched competition, and maintain the neighborhood concept, in accordance with the rules and policies of the organizations and leagues in which WSSC teams compete.

# Constitution

## ARTICLE 1: Name

The name of this organization shall be the West Seattle Soccer Club, hereinafter referred to as the WSSC.

## ARTICLE 2: Purpose

The purpose of the WSSC shall be to teach young players soccer skills and good sportsmanship and to promote the game of soccer while regarding the interests of the players within the boundaries of WSSC, as defined by the rules and regulations of the Highline Soccer Association (HSA), District 3, and the Washington State Youth Soccer Association (WSYSA).

The WSSC is exclusively organized and operated for educational purposes within the meaning of Section 501(c)(3) of the 1954 Internal Revenue Code (see Articles 10 and 11).

## ARTICLE 3: Administration

The administration of the WSSC shall be vested in an elected body known as the Board of Directors. The Board shall consist of a President, Vice President of Administration, Vice President of Coaches, Vice President of Players, Secretary, Treasurer and five (5) Commissioners.

All members of the Board shall have a vote. The President shall vote when necessary to break a tie or to provide a quorum (see ARTICLE 6).

The WSSC shall operate as a non-profit organization, and its accounting records shall be subjected to an audit from time to time at the discretion of the board.

## ARTICLE 4: Membership

Membership is open to all persons interested in the betterment of youth soccer program in the West Seattle area.

The parents of a registered player and coaches or assistant coaches recognized by the WSSC are considered members of the WSSC. All other interested persons must register their name with the WSSC Secretary.

## ARTICLE 5: General Membership Meetings

There shall be a minimum of one (1) general meeting during each calendar year. It shall be held during the month of February or March to elect Board officers in accordance with ARTICLE 8 and to conduct other club business. Other general meetings may be called by a majority vote of the Board in accordance with ARTICLE 6.

The meeting agenda shall contain some or all of the following items:

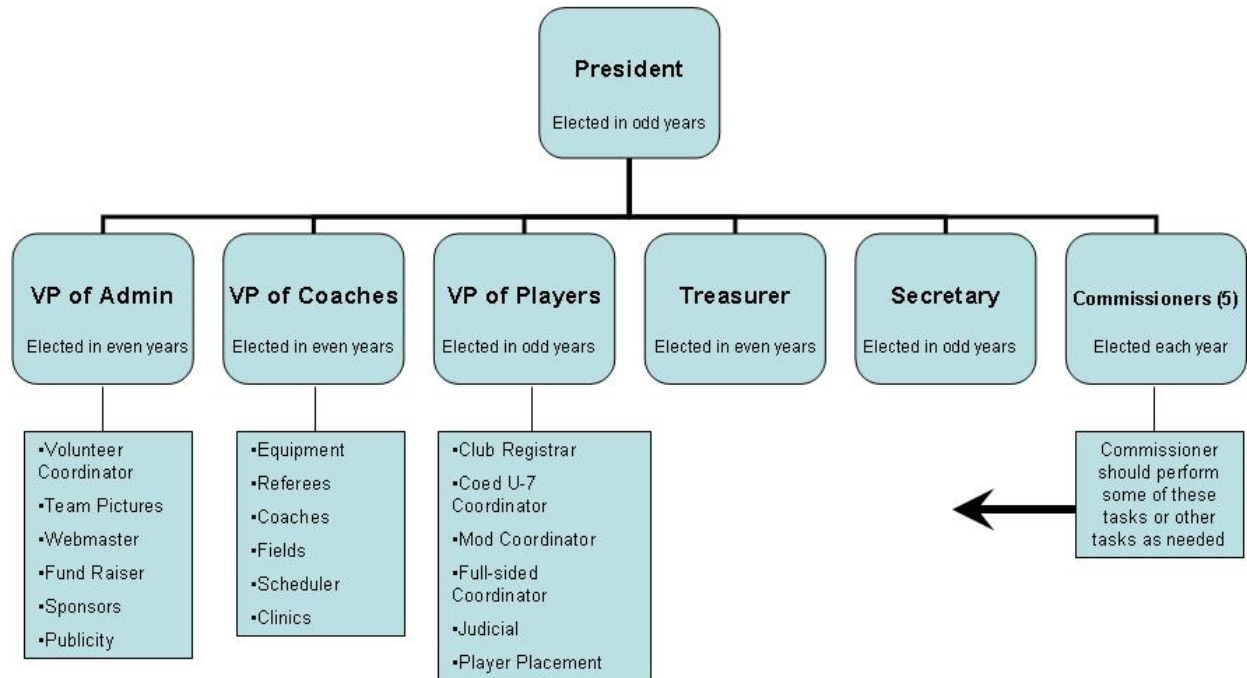
- Minutes of the previous meeting
- Treasurer's report
- Committee reports
- Old business
- New business
- Election of Board Officers
- Adjournment

## ARTICLE 6: WSSC Board Meetings

The Board shall hold a minimum of six (6) Board meetings per year. The date, time, and location of Board meetings shall be determined by the President. Special meetings may be called by the President, or by a quorum of voting members.

Items of business requiring a vote of the Board members must be carried by a quorum of voting members. A quorum shall consist of at least five voting members. Proxy voting is not permitted.

## ARTICLE 7: Board Officers



This organizational chart shows voting Board Officer positions, with several main duties for each of them. Specific duties of the Board Officers are detailed in the Operational Procedures section.

## ARTICLE 8: Elected Members' Term of Office

Each Board member shall be elected for a two (2) year term, except for Commissioners who shall be elected for one (1) year terms. The term of office shall commence on March 1st and terminate on the last day of the following February.

The following board officers will be elected in **odd years**:

- President
- Vice President of Players
- Secretary

The following board officers will be elected in **even years**:

- Vice President of Administration
- Vice President of Coaches
- Treasurer

A Board member may be removed from his elected office by a majority vote of the Board in accordance with ARTICLE 6. The questioned member shall be given the opportunity to be present.

Removal from office shall only be for misconduct or failure to perform satisfactorily. The Board shall elect a replacement within thirty (30) days.

## ARTICLE 9: Nominations for Office

A nominating committee of five (5) members shall be appointed by the Board during the month of January.

Three (3) members of the committee shall be Board members and two (2) members shall be from the general membership and may not be Board members. The President shall appoint one of the committee as Chairperson.

Individuals nominated for office shall be made known to the Board at the February Board of Directors meeting.

The Board will approve a slate of nominees to present to the membership at the Annual General Meeting in February. Paper ballots will be distributed and the Board Members will be elected by a simple majority of ballots cast.

## ARTICLE 10: Finances and Activities

No part of the net earnings of the West Seattle Soccer Club shall inure to the benefit of, or be distributable to its members, trustees, officers or other private persons, except that WSSC shall be authorized and empowered to pay reasonable compensation for services

rendered and to make payments and distributions in furtherance of the purposes set forth in Article 2 - Purpose. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in or intervene in (including the publishing and distribution of statements) any political campaign on behalf or in opposition to any candidate for public office. Notwithstanding any other provision of these articles, the corporation shall not carry on any other activities not permitted to be carried on by an organization exempt from federal income tax under section 501(c)(3) of the Internal Revenue Code.

WSSC specifically disclaims financial responsibility from and shall not assume nor be held liable for, the debts of/or the financial obligations, either expressed or implied of any affiliated association, club or team, or any of the coaches, managers, officers, or members of any affiliated club or team.

## ARTICLE 11: Assets

Upon dissolution of the West Seattle Soccer Club, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to a state or local government for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction of the county in which the principal office of the organization is then located, exclusively for such purposes or to such organization or organizations as said Court shall determine, which are organized and operated exclusively for such purposes.

## ARTICLE 12: Amendments of Changes

Amendments for changes to the Constitution and or By-laws must be approved by a majority vote of the WSSC members present at a general membership meeting.

Proposed amendments or changes will be available for review at least thirty (30) days prior to the general membership meeting at which time such amendments or changes are to be considered for approval and voted upon.

# By-Laws

## I. Administration

The WSSC program is under the direction of the WSSC Board of Directors. The Board is composed of a president, three vice presidents, treasurer, secretary and five (5) commissioners. The President appoints representatives, as needed, subject to the approval of the board.

### ***President***

The President supervises all activities and is the primary spokesperson for the WSSC. The list of responsibilities and duties include:

- Creates the agenda and preside over the Board meetings
- Creates the agenda and preside over the General Membership meeting
- Appoints persons to positions within the WSSC as deemed necessary, such as volunteer coordinator, equipment coordinator, etc. Persons appointed by the President to positions within the WSSC must be approved by the Board
- Ensures all volunteers with the Club are RMA certified
- Assists the Secretary in the compiling and publishing of the Club Annual Report
- Be the general representative of the WSSC throughout their term of office
- Acts as WSSC's commissioner or representative to the HSA (or appoint same)
- Agrees to act as advisor for one year past their term to help the incoming President transition

### ***Vice President of Administration***

The V.P. of Administration reports to the President and is responsible for all internal Club events and projects. The list of responsibilities and duties includes:

- Assists the President in the execution of his/her duties and assumes the role of the President in the absence of the President
- Is the Club's representative to the other soccer organizations
- Manages online registration process
- Is responsible for the Club's Calendar of Events
- Schedules meeting venues for Annual General Membership and Coaches meetings

- Assists the Club's various support chairpersons in their projects and events so that the best program possible is presented to our membership. The duties include assisting and/or overseeing:
  - Volunteer Representative
  - Teams Pictures Representative
  - Webmaster
  - Fund Raiser Representative
  - Sponsors Representative
  - Publicity Representative
- Ensures events involving member participation are properly advertised or communicated, allowing each member opportunity to participate
- Ensures that Association, District, or State events involving internal Club matters are brought before the Club for disposition
- Assists the Publicity Chairperson with news articles, advertisements, and informational flyers regarding all Club events

### ***Vice President of Coaches***

The V.P. of Coaches reports to the President and is responsible for all events involving Teams and Coaches, their welfare and rights and all other tasks and duties as assigned by the President. The list of responsibilities and duties includes:

- Assists the President in the execution of his/her duties
- Assists the various team support chairpersons in their projects and events so that the best program possible is presented to our coaches and players. The duties include assisting and/or overseeing:
  - Equipment Coordinator
  - Referees Coordinator
  - Coaches and/or their Representatives
  - Field Coordinator
  - Game Scheduler
- Ensures that each team or potential team is assigned enough players, that matches the team's age group and skill level, to participate at a competitive level
- Ensures events that require teams' or coaches' participation are properly advertised or communicated to allow each individual coach or representative an opportunity to participate
- Ensures that each coach or assistant coach is RMA certified
- Facilitates Coaches Training and Certification through annual coaches' clinics and the distribution of coaches packets and other educational resources

- Ensures that Club, Association, District, or State events and coaches' training programs are communicated to each team's representative or coach
- Assists and is responsible for news articles, advertisements, and information flyers regarding coaches and team events
- Ensures each team that has a sponsor acknowledges their sponsor and each sponsor receives acknowledgement and a thank you letter from the Club

### ***Vice President of Players***

The V.P. of Players reports to the President and is responsible for all events involving individual players, their welfare and rights and all other tasks and duties as assigned by the President. The list of responsibilities and duties includes:

- Assists the President in the execution of his/her duties
- Assists the various player support representatives in their projects and events so that the best program possible is presented to our players, and to be a backup for these key people. The duties include assisting and/or overseeing:
  - Club Registrar
  - Mini, Mod and Full Sided Team Coordinators
  - Judicial Representative
  - Player Development Coordinator
- Ensures that each player or potential player is assigned to a team that matches his/her age group and gender
- Ensures events that involve players' participation are properly advertised or communicated to allow each individual player an opportunity to participate
- Ensures that Association, District, or State player events are scheduled and communicated to each individual player
- Assists and is responsible for news articles, advertisements, and informational flyers; and assures they are provided and are correct for scheduled player events

### ***Secretary***

The secretary shall be responsible for all minutes and other club correspondence.

The duties of the Secretary shall include, but not be limited to, the following:

- Records and publishes all Board meeting and AGM agendas and minutes in a timely fashion
- Be responsible for all other WSSC correspondence
- Provides proper notice of all WSSC meetings to required attendees
- Compiles and publishes the Club Annual Report

## ***Treasurer***

The Treasurer is responsible for the financial health of the Club. The duties of the Treasurer shall include, but not be limited to, the following:

- Deposits all monies of the Club in a chartered bank in the name of WSSC
- Pays expenses as directed by the WSSC Board of Directors, in accordance with the annual Club budget. All amounts shall be paid by check which shall be signed by two of the following five: Treasurer, President, VP of Admin, VP of Coaches and/or VP of Players.
- Provides regular statements of financial activities, including bank balances and expenditures to the Board
- Maintains checking and savings accounts
- Reports earnings and documentation as required by the IRS to HSA
- Collects appropriate fees
- Prepares and oversees the WSSC budget for each fiscal year and present it to the Board for approval

## ***Commissioners (5)***

Commissioners are voting members of the Board of Directors with the duties and responsibilities determined by the President.

The Commissioners should be responsible for designated activities. These may include, but are not limited to: fields and games, equipment, registration, publicity, sponsors and referees.

To administer WSSC activities, the Commissioners may have representatives to supervise one or more of the activities.

## ***Roles and Responsibilities of Key Volunteer Positions***

### ***Volunteer Coordinator***

Recruits, directs and oversees the various volunteer positions within the WSSC, as needed.

### ***Mini Coordinator***

Oversees the recruitment and registration of coed U7 players. Assigns registered players to age-appropriate teams/divisions. Recruits coaches to cover all of the teams formed, verifies their RMA status, and communicates with coaches to advise them of their player rosters. Works with Equipment coordinator to assist in getting equipment to U7 coaches. Runs a coaches meeting prior to the season to orient new and returning coaches. Creates the coed U7 game schedule for the season.

### **Mod Coordinator**

Oversees the recruitment and registration of players on modified teams. Assigns registered players to age-appropriate teams/divisions. Recruits coaches to cover all of the teams formed, verifies their RMA status, and communicates with coaches to advise them of their player rosters. Works with Equipment coordinator to assist in getting equipment to Mod coaches.

### **Full-Sided Coordinator**

Oversees the recruitment and registration of players on full sided teams. Assigns registered players to age-appropriate teams/divisions. Recruits coaches to cover all of the teams formed, verifies their RMA status, and communicates with coaches to advise them of their player rosters. Works with Equipment coordinator to assist in getting equipment to coaches. Assists coaches in preparing for District III play.

### **Webmaster**

Maintains an up to date website which shall include the Constitution and Bylaws, Operational Procedures, meeting notices, rules of play, names and contact information for Board members, links to individual team websites, field information and other information as necessary.

### **Fields Representative**

The Fields representative is responsible to interface with the Parks Department and School Districts concerning field availability, usage, and other maintenance issues, such as field lining and goal storage.

### **Equipment Coordinator**

The Equipment coordinator is responsible for equipment purchases, inventories, storage, and checkout to the coaches and signed documentation so that the coach assumes responsibility for the equipment and ensures its return at season end.

### **Club Registrar**

The Club Registrar shall supervise and assist in all matters pertaining to player registration in all age groups as follows:

- Has the authority to request information, documents, registration forms and/or team registration forms that he/she may need in pursuance of the duties
- Maintains a record of each player
- Has the authority to disallow any player and/or team to participate in Association, District or State play until all eligibility requirements are met
- Shall not sign a registration, if a player is over-age, unless approved by WSYSA
- Acts as the WSSC liaison with HSA, District III and WSYSA regarding registration
- Sets all Club deadlines which shall comply with HSA, District III and WSYSA deadlines

### **Publicity Representative**

The Publicity representative is responsible to ensure that WSSC is given news coverage in local media. He/she is responsible for equitable news coverage for all WSSC teams.

### **Sponsor Representative**

The Sponsor representative is responsible to obtain sponsors for WSSC teams and ensure that the sponsors and coaches have a clear understanding of their relationship. He/she is also responsible to submit bills to the sponsors and help Treasurer with collection of fees from sponsors. He/she instructs coaches of their responsibility to their sponsors.

### **Judicial Representative**

The Judicial representative is responsible to bring disciplinary issues to HSA for judicial review. He/she will inform the WSSC Board on any action taken by the HSA Board that affects WSSC players, coaches or the club.

### **Referee Representative**

The Referee representative will help ensure all WSSC games (U8 and above) are officiated by USSF licensed referees in accordance with WSYSA rules. This role interfaces with the HSA/WSSC Referee Assignor.

## ***Policies and Procedures***

1. Mini game schedules and rosters are prepared by the Mini Coordinator.
2. U8-U19 game schedules are prepared by the HSA or District Scheduler.
3. Players and teams will be registered online during the registration period determined by the WSSC Board. Late registrations can only be made with the approval of the Board.
4. During practices, games and sponsored travel, every WSSC team must be accompanied by at least two responsible adults. One of these adults must occupy a position of authority on the team (coach, assistant coach or manager).

## ***Uniforms and Equipment***

1. All players must have uniforms of the same color (except goalies) with identifying numbers.
2. The WSSC equipment coordinator is responsible for all equipment. He/she will purchase, inventory, store and check out all equipment to coaches who then assume the responsibility for their equipment while in their possession.
3. Uniforms are issued without regard to team classification.
4. The WSSC equipment coordinator will provide teams with a game ball and up to 5 practice balls, keeper jersey, keeper gloves, practice cones, and nets (U12 and above). Game balls are to be used only for games.
5. The home team is responsible for providing the game ball, setting up and taking down the goals, nets, flags, cones, and other equipment.

## ***Sponsors***

1. Sponsorship fee will be a yearly fee approved by the board. For that fee, a WSSC team uses the sponsor's name within its name, uses the sponsor's name on all publicity about the team, and receives a sponsor's team picture.
2. Coaches should introduce themselves to their sponsor at the beginning of the season and inform the sponsor as to the progress of the team during the season.

## ***Awards***

The WSSC does not maintain standings or present awards for mini or modified soccer leagues. Team awards may be awarded by other leagues.

## ***Insurance***

Players are covered by a secondary insurance paid from the WSSC registration fee. Insurance claims must be submitted through HSA.

## ***Fees***

Player fees shall be established by the Board at such an amount to meet the financial obligations and goals of the Club. The WSSC board may provide scholarships in cases where a financial hardship exists.

## ***Meetings***

A mandatory meeting of team coaches will be held prior to the start of each season. The coach or his/her representative from each team must attend this meeting.

An Annual General Meeting (AGM) will be held each year in February as required by our By-laws to elect Board members whose terms have expired and conduct other club business.

It is suggested that each coach hold a parents' meeting prior to the start of the season to discuss rules, expectations, and team responsibilities. This is especially valuable for new teams.

## II. Rules and Regulations

WSSC operates under a Constitution and By-laws. Because our teams play in various leagues (e.g. HSA, District, etc), those teams must operate under varying league rules and regulations along with WSSC rules and regulations. Coaches must be acquainted with the rules that govern the league in which they play.

### **Team Formation**

1. New players will be assigned to a team with an opening by WSSC.
2. Players must live within West Seattle boundaries or have written permission from the WSSC Club Registrar to play on a WSSC team.
3. Every effort will be made to keep previously formed teams together as a nucleus for the next age division.
4. Coaches should be very careful when considering transfers and never approach a player from another team. This practice is forbidden by WSSC. (See the Coaches Code of Ethics.)
5. Players must play in their age group as defined by WSYSA Rules. At the discretion of the WSSC Board, a player may play in an age group “above” (older than) their league-defined age group. Players are not permitted to play in an age group “below” (younger than) their league defined age group.

### **League Classifications**

Participating WSSC teams will be divided into divisions dependent upon their team’s age and ability. The classification of the team will be the responsibility of the coach. League Placement must be approved by the WSSC, HSA, District 3, and WSYSA.

WSSC teams participate in the following leagues:

<b>WSSC Mini-Leagues:</b>	U7 (age 5-6). Coed program for WSSC boys and girls five to six years of age. All WSSC mini teams play within the WSSC using modified soccer rules defined by the WSSC and the WSYSA.
<b>HSA Modified Leagues:</b>	All WSSC teams U-8 or above that do <u>not</u> play full-sided (11 player per side) soccer. WSSC modified teams U8-U11 play within HSA using modified soccer rules defined by the HSA and WSYSA. Teams may be placed by ability into various competitive levels (See HSA for additional information)
<b>District III Leagues:</b>	All WSSC teams U12-U19 play within District III using rules defined by District III and the WSYSA. Teams are placed by ability into various competitive levels in accordance with District III guidelines. (See District III for additional information)
<b>WSYSA Premier Programs</b>	This is the top competitive level of youth soccer in WSYSA. League range is U11-U19. Players must try-out for placement on teams. U11 and U12 teams participate in the Premier Programs, but play at the District level. U13 and above team placement within competitive levels is determined by a league placement tournament (LPT) and WSYSA guidelines. (Please see WSYSA for additional information)

## **Players**

Players are in Good Standing when:

- They have paid all fees and dues by deadlines set by the WSSC Board
- Provided satisfactory proof of age as required by WSYSA and the WSSC Club Registrar
- Supplied any other documentation or waivers as requested by WSSC

Players are eligible to play in games when:

- They are in Good Standing
- They are listed on a team roster by the WSSC Club Registrar
- They are not serving a judicially imposed suspension

## **Team/Coach Eligibility**

The coach must be RMA cleared and registered with the WSSC as a coach. He/she must also ensure that all players on his/her team are properly registered. Playing improperly registered players will cause the team to be NOT IN GOOD STANDING.

The coach is responsible for insuring that team players are in good standing. Teams with players owing monies to WSSC will be NOT IN GOOD STANDING.

If it is determined that ineligible player(s) have been used in games, whether deliberately or unknowingly, the result shall be forfeiture of every game in which the ineligible player(s) took part. Questions of eligibility may be determined by the registrar and the Judicial committee.

Teams NOT IN GOOD STANDING may be deprived of all goods and/or services provided by WSSC by a decision of the WSSC board. The team may be disbanded and all fees and dues paid by the Team and team players may be forfeited.

## **Game Officials**

1. WSSC home game officials are self-assigned or scheduled by the WSSC referee assignor. An assistant referee (linesman) can also be assigned to U11 and above games. Mini game referees, typically a parent or coach, are arranged by the coaches at the beginning of each game.
2. An effort is made to provide licensed officials for all games. However, due to a shortage of licensed officials, occasionally unlicensed, knowledgeable volunteers such as coaches and senior players can referee the games.
3. If an appointed official(s) fails to appear, the game in question will be played providing both opposing coaches mutually agree, prior to the start of the game, on the acceptability of alternate official(s). Such a contest will be recognized as an official game without recourse as to the quality of the officiating. Failure of a referee to appear should be reported as soon as possible to the WSSC referee assignor. An

- official will not be reimbursed for expenses unless he/she arrives on time to officiate the game.
4. The game officials will be responsible for starting the game on time. The official time will be determined by the game official.
  5. Game officials are not to be harassed. Harassment of officials can only do harm as it usually disrupts a team's concentration, imparts an attitude of poor sportsmanship to the players, discourages other spectators from becoming referees, and puts the game in general disrespect.
  6. The game official is empowered to remove unruly or disruptive coaches or parents from the field any time during the game. If the disruptive element will not leave, the game may be abandoned or the police may be called. If a person is removed a report will be filed with the league authorities.

### III. Coaches

1. All coaches shall be 21 years old or older. High school and college age persons are eligible to coach provided that team is registered in the name of a responsible adult coach (21 or older) and a responsible adult attends all team activities.
2. The coach should read and be knowledgeable of WSYSA rules and procedures and see that WSSC policies and rules are faithfully observed.
3. It is the responsibility of the coach to attend any coaches' meeting at the time and place designated. In the event this is not possible, the coach must send a team representative.
4. Coaches will fully comply with the current WSYSA Coaches Code of Ethics.