QYSC Working Rules

Financial Protocol

A. Finance Committee. The Quest President shall appoint a Finance Committee chaired by the Quest Treasurer and a minimum of three other Quest members. It shall be the duty of this committee to prepare a budget for the fiscal year which begins the first day of March and ends the last day of February. The committee shall submit the budget to Quest at its membership meeting. A club member shall not serve on both the Finance committee and the Audit committee in the same fiscal year.

B. Audit Committee. An Audit Committee composed of at least two board members and two other club members shall be appointed by the Quest President each year in March. The committee shall select its chair. It shall be the duty of this committee to review all club expenses for the previous fiscal year and provide a report to the club membership no later than the July membership meeting. The Chair of the Audit Committee shall also be the point of contact for an independent review which shall be conducted every two years. A club member shall not serve on both the Finance committee and the Audit committee in the same fiscal year.

C. 990 Filing. IRS form 990 shall be filed by the Quest Treasurer with the IRS each year no later than May 1. A copy of the filed 990 form shall be presented to the Quest Board of Directors no later than May Board of Directors meeting. It shall be presented to the general membership no later than the May membership meeting. A copy of the form shall also be provided to the BAYSA treasurer each year. The Quest board of directors may approve a

private accounting firm to file.

D. Financial Responsibility. Quest Youth Soccer Club will maintain financial responsibility by utilizing the following measures:

- - The Club membership shall approve a budget submitted by the Finance Committee each February at the membership meeting.
- - The Quest Treasurer shall track club expenses monthly and provide a report at the membership meetings to the club membership showing these expenditures and how they impact the budget.
- - Any single budgeted expenditure that exceeds $300.00 must be approved by the board of directors. Any expense that is not part of the approved club budget shall require approval by the general membership.
- - All reimbursable expenses shall be submitted to the Quest Treasurer with the original receipts and a check request form. These expenses shall be approved by the board of directors. Sales tax is not reimbursable.
- - All expenses of the club must be filed by the treasurer with either an approved check request form or an original invoice or bill.
- - The club shall authorize no less than three club officers to have signature authority on the accounts at the bank. The authorized officers shall be at least the President, the Treasurer and the Secretary. Any additional officers must have approval of the board of directors prior to receiving signature authority.
- - Any club check written for over $200.00 must be signed by at least two authorized signers of the club.
- - A fiscal review will be conducted by an independant CPA or Book keeper at least every two years. This activity shall be managed by the Audit committee

Position Role and Responsibilities

President

- - Hold Board of Directors accountable for their roles and responsibilities
- - Represent the club at BAYSA and STYSA meetings
- - Represent club interests at local city meetings
- - Preside over monthly club meetings
- - Provide an agenda to the Board and membership in advance of the meetings

Secretary

- - Sits on executive committee for impeachments
- - Sits on Team Committee

- - Record minutes of meetings and sends them out for review before the next schedules meeting

Discipline and Protest

- - Sits on Coaches Committee
- - Deals with all D& P issues
- - Will run meetings in the absence of the president
- - Attend weekly D&P Baysa meetings during the season

Commissioner

- - Head of the Coaches Committee
- - Player representative for all teams U9 & Up
- - Searches for coaches for teams U9 & Up

Registrar

- - Head of the Team Committee
- - Will register new players into club membership using Affinity (U5-U19)
- - Will assign coaches according to Coach Committee direction
- - Will initiate the approval of play up requests
- - Will initiate the approval of refunds and forward paperwork to Treasurer for payment
- - Responsible for getting Affinity ready for seasonal play

Scheduler

- - Sits on Team Committee

- - Will coordinate with BAYSA for field availability and scheduling for the season

- - Will communicate any changes to the schedule between teams and BAYSA
- - Work with Field Manager for field availability

Director of Coaching

- - Sits on Coaches Committee
- - Responsible for Coaches education and Certificates
- - Responsible for training material for the coaches
- - Responsible for the Qualifying/D1 oversight committee

Field Manager

- - Sits on Tournament & Playoff Committee
- - Field and facility maintenance
- - Scheduling and coordinating field days
- - Responsible for field status
- - Coordinates the needs of supplies to maintain the fields during the season with Purchasing Officer (nets, paint, goals, etc..)
- - Communicates with the City the needs of the club (lights, mowing, etc..)
- - Responsible for seasonal inventory of what the clubs owns and sending a report to Treasurer.

Treasurer

- - Sits on Uniform Committee
- - Maintain and report on financial standing of club at monthly meeting
- - Accept payments and issue credits
- - Propose annual budget to membership for approval

- - Pays club bills on time
- - Works with CPA to prepare year end tax returns.
- - Presents signed tax returns to Executive Board and Club membership before the tax filing deadline.
- - Determine 1099s are prepared and mailed as needed by the applicable deadlines

Tournament/Playoff Director

- - Head of the Tournament Committee
- - Coordinate and publicize all in-house tournaments
- - Facilitate playoff coordination and communication

Small Field Coordinator

- - Sits on Team Committee
- - Responsible for blind draft for U5-U8
- - Communicates between the U5-U8 coaches and Registrar
- - Responsible for U5-U8 in-house game schedules
- - Responsible for finding coaches for teams that do not have one at the U5-U8 age groups

- - Responsible for all in-house referees if we use them

Scorekeeper

- - Sits on Coaches Committee
- - Responsible for collecting game cards weekly and entering score into Striker 7
- - Responsible for communicating to the coaches of any missing game cards
- - Responsible for getting the game cards to Baysa in the appropriate time

Purchasing

- - Heads Uniform Committee
- - Reviews all purchases and signs off
- - Keeps inventory of the uniforms

Fundraiser/Publicity

- - Sits on Tournament & Playoff Committee
- - Helps publicize club registrations
- - Initiates fundraisers for the club
- - Keeps inventory of the uniforms

Position role and responsibilities are subject to change and will be amended as needed. Vacant

position roles and responsibilities will be divided among the board members by the President.

Assigned Decision Committee:

Assigned Decision Committee – Coaches, Uniforms, Teams, & Tournaments.

The decision committees are empowered to make decisions in the areas of their charter. Only a majority vote of the executive committee can over-turn a committee decision.

Coaches – approval, licensing, team assignment, scorecards

Members:

Commissioner (Tie Breaker & Head of Committee)

D&P

DOC

Scorekeeper

Uniforms – Quotes, approval, ordering, distribution

Members:

Purchasing (Head of Committee)

Treasurer

Secretary

Teams – Registration, draft, team assignment, refunds

Members:

Registrar (Head of Committee)

Small Sided Coordinator

Scheduler

Tournaments & Playoffs- Coordinate tournaments, playoffs, and sponsorship

Tournament Director (Head of Committee)

Field Manager

Fundraising-Sponsorship-Publicity

Team Section:

All non QYSC teams must request a scrimmage to the QYSC field scheduler 7 days prior to the date of the requested scrimmage on a QYSC field. The field scheduler will communicate with the QYSC field manager for field accessibility. Non QYSC teams will be allowed one scrimmage per month with a certified FIFA referee or QYSC board member present. All QYSC teams must also submit a scrimmage request on QYSC fields 7 days prior to scrimmage date. These requests are solely for the purpose of friendly scrimmages, and not for training. In case of incident or injury, the coaches will notify the field scheduler within a 24 hour period. Any team failing to follow the proper scrimmaging request procedure will be subject to the loss of

QYSC field access for scrimmages for the present season.

White Division Rules (Division IV)

A. Coaches

1. 1 All coaches must fill out an application and be accepted by the board before they are eligible to coach for the **QYSC**.
2. 2 In the event that more coaches apply than there are teams, the board or appointed

committee shall select the most qualified coach.

B. Team Formation

1. 1 The formation of all teams shall be approved by the board.
2. 2 The formation shall be conducted within local & state level guidelines.

Red Division Rules (Division III)

A. Coaches

1. 1 All coaches must fill out an application and be accepted by the board before they are eligible to coach for the **QYSC**.
2. 2 In the event that more coaches apply than there are teams, the board or appointed committee shall select the most qualified coach.

B. Team Formation

1. 1 The formation of all teams shall be approved by the board.
2. 2 Team formation shall be conducted under the Core System as described in the STYSA Administrative Handbook.
3. 3 All players eligible to play U11-U19 soccer will make themselves available for the Club competitive tryouts.
4. 4 Players, unless otherwise requested, will return to their existing team until they reach the 11 aside fields
5. 5 Players may request not to return to existing team. Any player who chooses not to return to their team will be placed in a blind draft.
6. 6 All two year play-ups must be submitted to the board for approval before being allowed to play.

7 Every effort will be made so that players are placed on the youngest team for which they qualify.

Super Blue and Blue Division Rules (Division II)

A. Coaches

1. 1 All coaches must fill out an application and be accepted by the board before they are eligible to coach for the **QYSC**.
2. 2 In the event that more coaches apply than there are teams, the board or appointed committee shall select the most qualified coach.

B. Team Formation

1. 1 The formation of all teams shall be approved by the board.
2. 2 Team formation shall be as described in the STYSA Administrative Handbook.
3. 3 In any age division, the Board of Directors or appointed committee will decide whom the A, B, C coaches are. Super II teams will be formed ahead of Blue Teams.
4. 4 All players must attend at least one tryout for their appropriate age and gender as described in the STYSA Administrative Handbook.
5. 5 Players may also attend older level tryouts.
6. 6 The board must approve all play up requests.
7. 7 When a player registers late, all Blue teams, in order, have first refusal for that player before he/she is drafted in the Red Division.
8. 8 A list of all age appropriate players will be given to all approved coaches.
9. 9 QYSC will set the tryout dates, location and times, following STYSA recommendations. At least one tryout must be held after 2nd registration is complete by all competitive teams.

10. 10 Coaches will have tryout dates, time and location information to be handed out at the **QYSC** registrations.

11. 11 A list of selected players must be turned in 3 days after last tryout has been completed so players can be made available to other teams as early as possible.
12. 12 No incoming U11 team may have any kind of a tryout until May 1 of the seasonal year.
13. 13 Play-up limit will be as described in the BAYSA Administrated Handbook for U11 team.

All division rules and regulations shall meet guidelines set in STYSA and BAYSA Handbook (Latest revision).

Qualifying and Division 1 Rules (Division I)

A. Coaches

1. 1 All coaches and teams must fill out an application and be accepted by the oversight committee (appointed by DOC) before they are eligible to coach for the QYSC.
2. 2 In the event that more coaches apply than there are teams, the board or appointed committee shall select the most qualified coach.

B. Team Formation

1. 1 Teams will be allowed to play through Quest if they are a Quest team that has played through Quest to achieve the EDDOA status. No independent or affiliated EDDOA teams from other clubs moving over.
2. 2 The formation of all teams shall be approved by the board.
3. 3 Team formation shall be as described in the STYSA Administrative Handbook.
4. 4 In any age division, the Board of Directors or appointed committee will decide whom the A, B, C coaches are. Division 1 teams will be formed ahead of Super 2 and Blue Teams.

5. 5 All players must attend at least one tryout for their appropriate age and gender as described in the STYSA Administrative Handbook.
6. 6 Players may also attend older level tryouts.
7. 7 The board must approve all play up requests.
8. 8 When a player registers late, all Division 1 teams, in order, have first refusal for that player before he/she is drafted in the Red Division.
9. 9 A list of all age appropriate players will be given to all approved coaches.
10. 10 QYSC will set the tryout dates, location and times, following STYSA recommendations. At least one tryout must be held after 2nd registration is complete by all competitive teams.
11. 11 Coaches will have tryout dates, time and location information to be handed out at the **QYSC** registrations.

12. 12 A list of selected players must be turned in 5 days after last tryout has been completed so players can be made available to other teams as early as possible.
13. 13 No incoming U11 team may have any kind of a tryout until May 1 of the seasonal year.
14. 14 Play-up limit will be as described in the BAYSA Administrated Handbook for U11 team.

All division rules and regulations shall meet guidelines set in STYSA and BAYSA Handbook (Latest revision).