

P.Y.S.A. Constitution

P.Y.S.A. is the governing body, dedicated to the supervision and development of youth soccer programs in Portage la Prairie and the surrounding area.

Given this agenda, P.Y.S.A. adheres to the view that:

- 1) Soccer is the world's leading sport
- 2) We will work with all members to promote the game of soccer
- 3) Developing self-esteem, respect for officials and opponents is a goal worth achieving
- 4) Recognition of volunteers is crucial to the survival of the sport
- 5) Fiscal responsibility leads to affordable youth programs
- 6) Provide information to parents and coaches to help with the understanding of the game of soccer
- 7) Our goal is to enhance the recreational fun and enjoyment of the sport for the benefit of all

Acronyms used throughout this document include:

M.S.A.	Manitoba Soccer Association
C.S.A.	Canadian Soccer Association
P.Y.S.A./PYSA	Portage Youth Soccer Association

Revised after 2025 Annual General Meeting as per the suggested amendments presented at said meeting

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Article 1 NAME

- 1.1 The name shall be the PORTAGE YOUTH SOCCER ASSOCIATION INC., hereafter referred to as P.Y.S.A.

Article 2 OBJECTIVES

- 2.1 To serve as the official regulating and operating body of soccer at the youth level for Portage la Prairie and the surrounding area.
- 2.2 To ensure compliance with FIFA’s Laws of the Game of Soccer and the decisions of the C.S.A.

Article 3 MEMBERSHIP

- 3.1 The P.Y.S.A. membership shall consist of recognized members (such as Oakville, St.Claude, Sandy Bay, and Long Plain) and schools and or clubs registered with us.
- 3.2 Associated membership to communities which have their own soccer programs/associations, permitting play and a voice within PYSA (MacGregor)

Article 4 GOVERNMENT

- 4.1 The business and affairs of P.Y.S.A. shall be managed by its elected Executive.
- 4.2 The President, Vice-President, Director of Referees, Treasurer, Equipment Manager, Level Convenor, Registrar, Director of Jamboree/Sponsorship, Director of Development, Director of Indoor soccer, and Associate member(s) shall comprise the Executive.
- 4.3 The duties of the Executive shall be defined in Article 20 of the Constitution inclusive.

Article 5 ELECTIONS and TERMS of OFFICE

- 5.1 All Executive members must be elected at the Annual General Meeting. In case there is no person available at the time of AGM the Executive reserves the right to appoint an appropriate person at a later date.
- 5.2 All Executive members are to be elected for a term of Two Years, or the remainder of the term as per Articles 5.3 and 5.4.
- 5.3 The President, Director of Referees, Level Coordinator, Director of Indoor Soccer, and Registrar will be elected each even year (2000, 2002, etc.)
- 5.4 The Vice-President, Treasurer, Director of Jamboree/Sponsorship, Director of Development, and Equipment Manager will be elected each odd year (2001, 2003, etc.)
- 5.5. If an Executive member vacates their position for any reason, the President shall appoint a replacement for the balance of the term, unless it is said person whereas the Executive will choose a replacement.

Article 6 VACANCIES

- 6.1 The position of a member of the Executive shall be vacated:
 - A) upon receipt and acceptance by the Executive of a written notice of resignation, via handwritten letter or by email notification.
 - B) if they are absent themselves from three (3) consecutive meetings, without special leave of absence form, or reason satisfactory to, the Executive.
 - C) by removal for Just Cause

Article 7 VOTING RIGHTS and RESOLUTIONS at the AGM

- 7.1 Voting members of P.Y.S.A. shall be the executive, representative Associate members, participants, and parents/guardians of children registered in P.Y.S.A.
- 7.2 An Associate member shall be defined as a representative of a community as per Article 3, and any other association that participates in our league.
- 7.3 Voting members must be in attendance to cast their votes. No proxy vote(s) allowed.

7.4 All motions, with the exception of amendments to the Constitution may be approved by a simple majority of the members in attendance.

Article 8 ELECTIONS of OFFICERS

- 8.1 Elections of the Executive shall be held at the Annual General Meeting of the Association.
- 8.2 The President shall present a slate of nominees for each office to the members attending the Annual Meeting, and shall call for additional nominees from the floor.
- 8.3 Nominees from the floor must agree to the nomination.
- 8.4 In the event of an absence, the nominee must file a written statement of agreement with the President, to be read to the members present.
- 8.5 The Election of Officers will be performed in the order they appear in Article 20 for those positions that are vacant and for those whose terms are elapsed.

Article 9 COMMITTEES

- 9.1 The following committees may be established to assist with the administration of the program and shall be chaired by an appointed Chairperson:
 - Discipline/Appeal/Protest Committee
 - Indoor Soccer
 - Jamboree Committee
 - Sponsorship Committee
- 9.2 All Committees shall be responsible and accountable to the Executive through documentation.

Article 10 MEETINGS

- 10.1 Annual General Meetings:
 - A) The Annual General Meetings will be held for the purpose of conducting P.Y.S.A.business.
 - B) The Annual General Meetings of P.Y.S.A. will be held within the calendar year.

- C) All executive members must be notified not less than twenty-eight (28) days prior to the meeting.
- D) Notice of the Annual General Meeting shall be made public through the media, social media, and email at least fourteen (14) days prior to the meeting.
- E) Copies of the agenda, minutes of the previous Annual General Meeting, and Annual Reports shall be distributed at the meeting.
- F) Order of business for the Annual General Meeting shall be;
 - 1) Call to Order
 - 2) Approval of the Agenda
 - 3) Approval of the Minutes of the Previous Annual General Meeting
 - 4) Business arising from Minutes
 - 5) Vote on proposed Amendments to the PYSA Constitution
 - 6) Annual Reports
 - 7) Financial Statement
 - 8) Election of Executive
 - 9) New Business
 - 10) Adjournment

10.2 General Meetings;

- A) Notice of General Meetings of the Association, including minutes of the previous meeting and a preliminary meeting agenda, shall be made available to each Executive member and Associate representative at least five (5) days prior to the meeting.
- B) Voting privileges at General Meetings shall be restricted to the P.Y.S.A. executive and associate representative(s).

10.3 Special Meetings;

- A) A Special Meeting may be called to administer or address issues of urgent nature as may be agreed to by the Executive.
- B) Voting privileges at Special Meetings shall be restricted to the P.Y.S.A. Executive and Associate representative(s).
- C) General meetings may be held virtually as long as quorum (Article 11) is met.

10.4 Fall Meeting:

The fall meeting will be held annually, supper will be provided at a reasonable cost, not to exceed \$ 30.00 per person, for members of the executive and Associative members to thank them for their work for the season.

Article 11 QUORUMS

- 11.1 A quorum for the Annual General Meeting shall be four (4) voting members.
- 11.2 A quorum for a General or Special Meeting shall be three (3) voting members.
- 11.3 No business shall be conducted if a quorum is not reached. The meeting shall be adjourned if a quorum is not reached within one-half (1/2) hour of the scheduled meeting time.
- 11.4 Voting via email for urgent decisions requires responses from at least three (3) voting members

Article 12 AMENDMENTS

- 12.1 Amendments to the Constitution may only be made at the Annual General Meeting.
- 12.2 Proposed amendments must be submitted to the P.Y.S.A. President not fewer than thirty (30) days prior to the Annual General Meeting.
- 12.3 Amendments to the Constitution presented at the Annual General Meeting require a 2/3rds majority of those voting members present to be approved.
- 12.4 In the event no specific guidance is contained herein, the M.S.A. and C.S.A. Constitutions shall apply.
- 12.5 In the event no specific guidance is contained herein, the most recent editions of Roberts Rules of Order shall apply.

Article 13 FINANCES

- 13.1 The Executive shall administer all funds and securities of P.Y.S.A. and shall present a financial report at each Annual General Meeting.
- 13.2 All funds raised on behalf of P.Y.S.A. must have prior approval of the association.
- 13.3 P.Y.S.A.'s financial books shall be audited prior to the Annual General Meeting.
- 13.4 The signing authority for the control of all funds of the Association shall be held by the President and two other appointed Executive.

- 13.5 The Association's fiscal year shall be November 1st to October 31st.
- 13.6 Expenditures on behalf of the Association's programs and activities can only be made against budgets that have been approved by the Association.
- 13.7 Budget submitted for approval by the Association must be in written form and identify the following:
 - A) purpose and a general description of how the funds are to be spent
 - B) an expiry date by which funds are to be spent
 - C) the person(s) responsible for the budget
- 13.8 Funds may only be expended for the purpose(s) for which they are approved.
- 13.9 Receipts must be provided for all expenditures and shall be signed by the person responsible for the budget against which the expenditure is to be charged. If no receipt is available, a written declaration must also be authorized by the person responsible for the budget.
- 13.10 Advances for petty cash must be accounted for with authorized receipts or declarations before any additional funds can be advanced.
- 13.11 Expenditures cannot exceed approved budget authority without the approval of the Association. The person(s) responsible for the budget must keep track of expenditures to ensure this does not occur.
- 13.12 Requests for reimbursements, advance payments, or for the payment of invoices must identify the budget accounts against which expenditures are to be charged and must be authorized in writing by the person responsible for the budget.
- 13.13 In the event that PYSA should cease or suspend operations, community representatives may submit requests to obtain moneys and materials equal to their average annual representation in PYSA over the previous five (5) years of PYSA involvement. For example, if the community's registration numbers represented an average of 10% of all registrations over the previous five (5) years, their community could be eligible to receive 10% of all PYSA moneys and supplies (balls, etc), so that they may continue with a soccer program in their respective community.
- 13.14 Should a community wish to leave PYSA or cease their association with PYSA, the executive will determine if that community should receive moneys or equipment from PYSA and, if agreed upon, at what level. Such a request would require submission to the PYSA Board of Executives with explanation and exclusion from all discussions related to any transfer of moneys/materials. The Board of Executives would need to examine the potential separation and determine the number of that community's player base that may continue with PYSA, by playing in other communities.

Article 14 DISCIPLINES, PROTESTS and APPEALS

- 14.1 P.Y.S.A. will administer the rules to comply and conform with the rules and regulations herein, the P.Y.S.A. By-Laws, and the C.S.A. regulations.
- 14.2 Protests or appeals of disciplinary action taken against coaches, players, team or club officials, and/or spectators during the course of a game may be made to the Appeals/Protest Committee.

Article 15 GENERAL RULES

- 15.1 The rules and regulations governing the play of soccer shall be as laid down by FIFA/IFAB and consistent with the rules and regulations herein.
 - A) PYSA shall publish Rules and Regulations for their association to clarify PYSA play outside of the FIFA/IFAB Rules of the Game to accommodate for younger and Learning Players
- 15.2 Regulations governing the participation and conduct of players, coaches, spectators, parents, team officials as well as game officials shall be consistent with C.S.A. regulations set out herein.
- 15.3 Suspensions will be determined based upon guidelines used within MSA, taking into account the comparative length of season. Suspension guidelines will be included in the PYSA rules and regulations.

Article 16 CONFLICT OF INTEREST

- 16.1 A P.Y.S.A. member or family member shall have the right to participate in other activities (i.e. coaching or refereeing) in addition to their administrative duties related to P.Y.S.A. Holding more than one position shall comprise a conflict of interest. (e.g. President and Director of Referees)

Article 17 CODE OF CONDUCT

- 17.1 All P.Y.S.A. board members shall practice an exceptionally high standard of conduct and provide a role model image in keeping with the integrity of the association.

Article 18 AFFILIATION

18.1 P.Y.S.A. at this time is not associated with any other soccer association, including M.S.A or C.S.A, but utilizes MSA and CSA standards for the running of the association and suspensions handed out.

Article 19 PURCHASING AND DISBURSEMENT

19.1 All purchases of goods and services, all payments, or any other disbursements above \$300.00 must have the prior approval of the Executive.

19.2 A minimum of two (2) price quotes are required for all purchases of goods and/or services above \$500.00. These are to be submitted to the Executive Director, who, upon approval from the Executive, will issue authority to procure the requested items.

19.3 Where unanticipated and immediate needs for goods and/or services necessary to the functioning of the Association or the Association's programs, the Executive may authorize by a majority vote, expenditures of up to \$500.00 without prior approval of the Association.

19.4 Any purchases or disbursements made under Section 19.3 must be reported to the Association at the next meeting for review and ratification.

Article 20 OFFICERS AND DUTIES

20.1 President

The President shall be the Chief Executive Officer of the Association and, when present, shall chair all meetings of the Association. They shall be a signing officer in the Association's financial operations, and when presiding at meetings shall only vote to break a tie. The president is also responsible for:

- help with organizing clinics and jamboree
- registration for insurance
- provide a dedicated computer/website/social media and updating the website/social media with appropriate information
- attend all P.Y.S.A. executive meetings, take minutes, distribute minutes, call board members before the meeting.
- field all general calls from the public regarding soccer
- advertising program for registration
- receive mail and distribute as required
- make up a schedule for each level with Level Convenor
- book fields/ nights needed with The City of Portage, Oakville, Treherne, Notre Dame, MacGregor, and St Claude's Park committee
- working with the equipment manager to send out tenders

20.2 Vice-President

The Vice-President shall, in the absence of the President, assume the duties of the President; and maybe a signing officer of the Association.

20.3 Director of Referees

The Director of Referees shall administer and develop the youth referee program and receive a \$1000.00 honorarium per fiscal year. The Director of Referees MUST have training in the rules of soccer in order to help train referees and provide answers at times of dispute of rules. While this will not change the result of a match, as the referee's decision is final, it might help with rule clarification when mistakes are made. They must also work with the President to ensure that there is a referee scheduled for all PYSA games, collecting the names, ages and availability of all eligible referees.

20.4 Level Convenor

Looks after recruitment of coaches and making up of teams with help from other executive members. Responsible for categorizing participants into appropriate levels and involved in attempting to form balanced teams in levels where more than one team can be formed. May form a committee to help with the formation of teams and recruitment of coaches.

20.5 Treasurer

Responsible for providing financial statements at meetings. Should have signing authority of the Associations' accounts. May be required to collect cash/cheques from

participants unable to pay via e-transfer. The treasurer is responsible for following up with participants that have not paid fees. The Treasurer is also responsible for paying referees and all approved expenses

20.6 Equipment Manager

The Equipment Manager shall be responsible for the care and distribution of all equipment. The equipment manager is also responsible for recording equipment handed out and the collection of said equipment at the end of the season, reporting to the PYSA board any missing equipment or issues. The equipment manager is also responsible for the organization and cleanliness of the equipment shed, with the help of other board members. The equipment manager is responsible for developing and maintaining an inventory of all equipment to help with the procurement of equipment in the following year.

20.7 Registrar

The registrar will look after running the registrations for PYSA soccer. through the development and administration of online registration. They are responsible for coordinating registration volunteers. The registrar will also help in applying in-person registration forms into player profiles on the PYSA player registry in electronic form (spreadsheet, website, etc.)

20.8 Director of Jamboree/Sponsorship

This position will be in charge of recruiting and coordinating volunteers for the jamboree. They will also be responsible for forming a committee to help secure vendors (food trucks, etc.) and activities for the jamboree event at the end of the season. The committee will also be responsible for securing sponsorship/donation for the running of the jamboree and the creation of grab bags for each of the participants.

20.9 Director of Development

This position will be in charge of developing programs and training sessions geared towards the training of coaches. The person in this role should have a strong knowledge of soccer and be willing and able to answer questions with regards to coaching and the rules of the game. The position will also be in charge of maintaining and updating a simplified Rules of the game for parents and coaches. This position may work with the PYSA Board to introduce training activities/sessions for players within PYSA.

20.10 Director of Indoor Soccer

This position will be in charge of heading a committee dedicated to providing indoor soccer to the PYSA community. The indoor soccer committee will be responsible for all aspects with regards to organizing and implementing an indoor soccer program, including (but not limited to): registration and collection of fees, finding and maintaining suitable indoor soccer facilities, paying insurance, training referees,

finding coaches/supervisors, scheduling, development of rules. The Director and committee will have access to the PYSA website and all associated capabilities within, including the registration system. The Director of Indoor soccer will provide reports to PYSA.

20.11 Vacant Executive Positions

In the case of a vacant position in the Executive, the current members are responsible for the administration of the duties of the vacant position. The assignment of responsibilities/duties should be established once it is apparent that the position will not be filled. Should the position be filled, as per Article 5, the duties and responsibilities shall return to the appropriate member.

Article 21 ASSOCIATE MEMBER REPRESENTATIVE'S DUTIES

21.1 The Associate Member Representative is responsible for the following duties;

- A) advertising registration in their community
- B) the reporting of all irregularities to P.Y.S.A.
- C) Have choice of making teams for their community
- D) discussing all financial matters with the President
- E) Communicate field and weather conditions in a timely manner

Article 23 PROTEST/ APPEALS COMMITTEE

23.1 The Appeals chairperson shall be chosen from amongst the members of the committee. The committee will be composed of 3 executive members.

23.2 The chairperson will vote only in the event of a tie.

23.3 The disciplinarian shall explain the basis for the decision being appealed against.

23.4 The player appealing may be accompanied by the coach of their team. They shall present a written summary of the contention that the assessed penalty should not be applied and speak briefly to their point.

23.5 Parents and/ or guardians of players may be present as spectators only and may not participate in the discussion or in the decision unless invited to do so by the Appeals Committee. Under no circumstances will legal counsel be allowed.