



Member Handbook

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Welcome to US Youth Soccer!

You are receiving this handbook as your recent election, hiring or willingness to volunteer has rendered you a part of the membership of US Youth Soccer. Welcome!

US Youth Soccer has the following membership categories (Article IV, Section 2 of the US Youth Soccer Bylaws):

- Organization Members
 - Affiliate
 - Associate
 - State Association
- Individual Members
- Sustaining Members

The term of membership with US Youth Soccer is for one seasonal year (Article IV, Section 4, A). However, membership automatically renews each seasonal year as long as the member remains in good standing with US Youth Soccer. Remaining in good standing includes, but is not limited to:

1. Being current with player registration fees
2. Not having any outstanding fines or suspension, and
3. Being compliant with US Youth Soccer policies

As time goes by, people change positions within the membership of US Youth Soccer as new leaders are elected, new administrative and technical leaders are hired and new individuals choose to volunteer. This handbook is designed to provide an overview of the youth soccer landscape in America in addition to addressing the most common and necessary elements as they relate to the various roles that people hold within the membership as they pertain to US Youth Soccer.

This handbook is not an all-inclusive listing of every element and all readers are encouraged to familiarize themselves with the US Youth Soccer Bylaws and policies as published on the US Youth Soccer website (www.usyouthsoccer.org). Specific Bylaws and Policies are listed for reference, when and where applicable.

Should you have any questions or need any assistance, please do not hesitate to contact US Youth Soccer directly at 1-800-476 2237 (1-800-4SOCCER). You can also send an e-mail to support@usyouthsoccer.org and someone will contact you!

Sincerely,

US Youth Soccer



The Big Picture

US Youth Soccer is a National Affiliate¹ member of the U.S. Soccer Federation. The U.S. Soccer Federation is the national governing body (NGB) for the sport of soccer in the United States and is a member of CONCACAF² which is in turn a member of FIFA³. US Youth Soccer transforms lives with the following mission, vision and priorities:

US Youth Soccer Mission

Make soccer the best (preeminent) youth sport in the United States.

US Youth Soccer Vision

To be the future of soccer and provide a path for every player.

US Youth Soccer Priorities

Membership, Players, Marketing and Programs.

US Youth Soccer is also a member of the U.S. Soccer Federation Youth Council as a National Association⁴ (Youth Council is explained further on page 8). The U.S. Soccer Federation Youth Council includes two additional national association members in AYSO (American Youth Soccer Organization) and US Club Soccer. The following figure (Figure 1) illustrates the various U.S. Soccer Federation member organizations that offer youth soccer registration and programming.

¹ “National Affiliate” is defined by the U.S. Soccer Federation as “an amateur sports organization that conducts soccer programs in which players compete in at least 26 states of the United States.”

² Learn more about CONCACAF by visiting their website: <https://www.concacaf.com/en/concacaf>

³ FIFA (Federation Internationale de Football Association) is the governing body for the sport of soccer for the entire world: <https://www.fifa.com/>

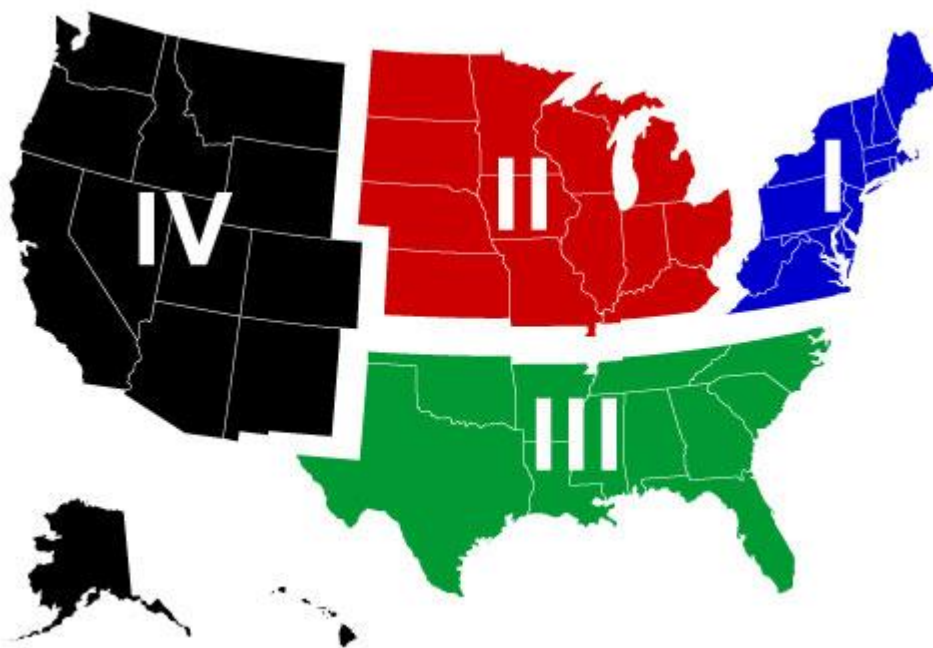
⁴ “National Association” is defined by the U.S. Soccer Federation as “an amateur sports organization that conducts soccer programs in which players register and compete in each of at least 26 states of the United States with at least 1,000 players in each of the 26 states of the United States and at least 200,000 players in the United States and is a member of the Youth or Adult Council...”

Figure 1: Youth Soccer Landscape Big Picture



Within US Youth Soccer, the country is divided into four regions comprised of Member State Associations. Region I is referred to as the East Region, Region II is referred to as the Midwest Region, Region III is referred to as the South Region and Region IV is referred to as the West Region (See Article VIII of the US Youth Soccer Bylaws). Please see the following figure (Figure 2).



Figure 2: US Youth Soccer Regions*Regional Councils*

Per Article VIII, Section 2 of the US Youth Soccer Bylaws, each region shall have a Regional Council composed of at least one delegate from each state association that collectively comprise the region. While the term delegate is not defined, it is typically the highest ranking elected leader (e.g. president). However, other Member State Association board members, in addition to various administrative leaders, commonly serve as delegates.

Member State Associations are permitted to have numerous delegates present at National Council meetings equal to the number of votes that the state association is allowed to cast at the meeting in addition to an alternate for each delegate. It is important to know that all of the state association votes may be cast by any one of the delegates present (see Article XII, Section 1, D).

Each Regional Council elects a regional representative every two years to sit on the US Youth Soccer National Board of Directors and to serve as chair for all meetings of the Regional Council (see Article VIII, Section 4). Regions I (East) and III (South) elect a regional representative on odd numbered years and Regions II (Midwest) and IV (West) elect a regional representative on even numbered years. Each regional council is required to meet twice a year with one of the meetings being held concurrently with the National Council meeting (see Article VIII, Section 4, C). Regional Council meetings may be held electronically but notice must be provided at least 45 days in advance and the final agenda must be provided no less than 30 days in advance of the meeting (see Article VIII, Section 4, B, 2 & 3).

US Youth Soccer National Board of Directors

The membership of US Youth Soccer, at the Annual General Meeting - which must be held during the time period of June 1 through August 31 (see Article XI, Section 3, A) - vote for individuals to serve on the US Youth Soccer National Board of Directors. The Board of Directors is comprised of the following Officers (see Article XIII, Section 1):

- Chair
- Vice-Chair
- Secretary
- Treasurer
- Member-at-Large
- Region I (East) Regional Representatives
- Region II (Midwest) Regional Representatives
- Region III (South) Regional Representatives
- Region IV (West) Regional Representatives
- Independent Director (#1)
- Independent Director (#2)
- Immediate past Chair
- Chief Executive Office (ex-officio, non-voting)

Each of the Officers are elected for a two-year term, and may not be elected to any one office for more than three full terms (see Article IX, Section 4), as follows:

- Chair (**even-numbered years**)
- Vice-Chair (**odd-numbered years**)
- Secretary (**even-numbered years**)
- Treasurer (**odd-numbered years**)
- Member-at-Large (**odd-numbered years**)
- Region I (East) Regional Representatives (**odd-numbered years**)
- Region II (Midwest) Regional Representatives (**even-numbered years**)
- Region III (South) Regional Representatives (**odd-numbered years**)
- Region IV (West) Regional Representatives (**even-numbered years**)
- Independent Director (#1) (**odd-numbered years**)
- Independent Director (#2) (**even-numbered years**)
- Immediate past Chair
- Chief Executive Office (ex-officio, non-voting)

Please see Article XIII, Sections 2-4, for a detailed description of the duties of the Board of Directors, Immediate past Chair and Independent Directors. Additional duties pertaining to the various Officers can be found in Article IX, Section 5. Restrictions pertaining to elected Officers can be found in Article IX, Section 8, A-C.

Votes are cast by the delegates and the total number of votes are assigned each year based on the total number of registered players ranging from 1 vote (100-1,000 players) to 6 votes (100,001

player and over). Please see Article XII, Section 1, A-B, for more information pertaining to how the votes are calculated. Organization members are permitted to vote by proxy provided that the specific process and procedure as outlined in Article XII, Section 5, is followed.

U.S. Soccer Federation Youth Council

US Youth Soccer is a National Affiliate member of the U.S. Soccer Federation and is a National Association member of the Youth Council. The Youth Council is an administrative unit of the U.S. Soccer Federation designed to work with the various youth organizations to grow the game and does not include any governance components. The Youth Council is composed of National Associations that have been admitted as members of the Youth Council and any State Associations of youth players that are admitted directly as members of the Youth Council and are not members of any National Association (see U.S. Soccer Federation Bylaw 311⁵).

US Youth Soccer has the opportunity to elect Commissioners to the U.S. Soccer Federation's Youth Council Administrative Commission (see Article XV, Section 1, A). The Chair and Vice-Chair of US Youth Soccer serve on the Administrative Commission of the Youth Council as ex officio members. The remaining positions allocated to US Youth Soccer are filled by the US Youth Soccer Board of Directors by election. It is important to note that Independent Directors of the US Youth Soccer Board of Directors are ineligible to hold these Youth Council Administrative Commission positions (see Article XV, Section B, 3). The Youth Council has a total of eight (8) Commissioners and those seats are allocated proportionally among the National Associations of the Youth Council and any State Associations that are direct members of the Youth Council and not members of any National Association (see U.S. Soccer Federation Bylaw 312, Section 3, C, 1-2).

The U.S. Soccer Federation Youth Council Administrative Commission Chairperson sits on the U.S. Soccer Federation's Board of Directors in addition to one other delegate from the Youth Council, elected by the Youth Council, for a two (2) year term (see U.S. Soccer Federation Bylaw 412, 5).

⁵ U.S. Soccer Federation Bylaws can be downloaded here:
<https://www.ussoccer.com/~media/files/governance/2018/20180817-2018-19-bylaw-book.pdf?la=en>

US Youth Soccer Member Responsibilities and Authority

Pursuant to Article V, Sections 1 and 2 of the US Youth Soccer Bylaws, Organization Members (Affiliate, Associate and State Association) of US Youth Soccer are responsible for:

- Complying with their bylaws and the bylaws of US Youth Soccer and the U.S. Soccer Federation
- Complying with their policies and procedures and the policies and procedures and requirements of US Youth Soccer
- Paying fees due to US Youth Soccer by the established due dates, and
- Complying with the Amateur Sports Act⁶, to the extent applicable

Additionally, State Association members must (see Article VI):

- Annually register with US Youth Soccer all of its players, coaches and administrators
- Provide US Youth Soccer at least once each seasonal year the names and information required by policy for its players, coaches and administrators
- Require that each of its individual players, coaches, teams and administrators that are sponsored, financed, coached, organized or administered by an organization member register with US Youth Soccer
- Provide and coordinate opportunities for every player under its jurisdiction to play soccer at the developmental, intermediate and advanced levels
- Comply with requirements pertaining to interstate, national and international competition and other competitions approved or sponsored by US Youth Soccer and as required by the U.S. Soccer Federation; and
- Establish and monitor a risk management program within its jurisdiction which, at a minimum, includes
 - Use of an employment/volunteer disclosure statement; and
 - Identification of a risk management coordinator and an alternate for the organization

⁶ The Amateur Sports Act can be downloaded here: <https://www.govinfo.gov/content/pkg/CRPT-105srpt325/pdf/CRPT-105srpt325.pdf>

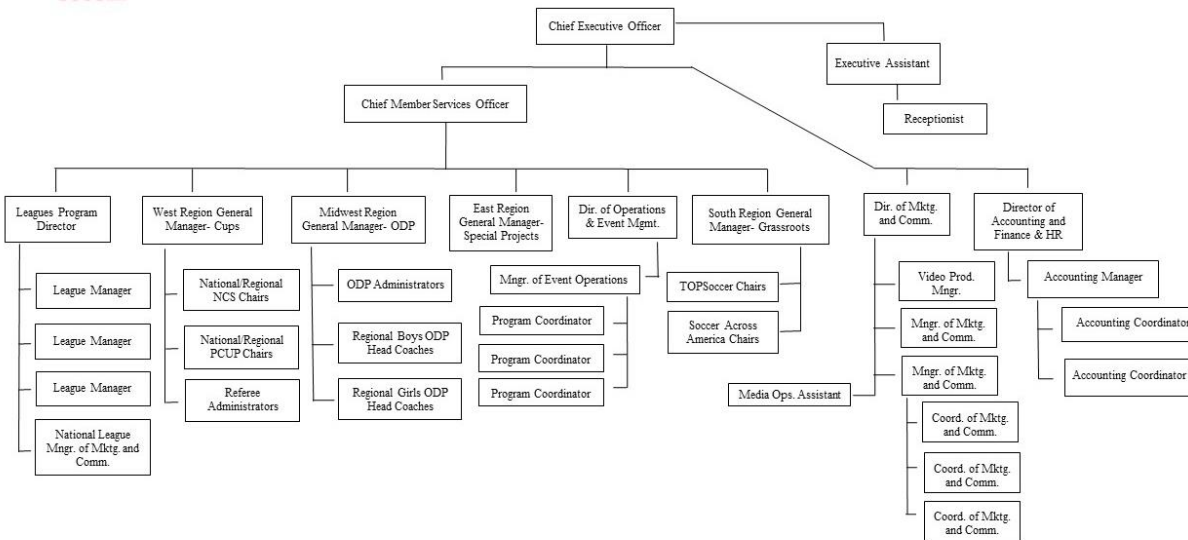
Additional Items of Note

US Youth Soccer Operational Structure

The conduct of business and the management of affairs of US Youth Soccer are under the direction of the Chief Executive Officer who is employed by the US Youth Soccer Board of Directors and who reports directly to the Chair of the Board of Directors (see Article XVIII, Section 1, A).

The operational structure of US Youth Soccer, under the direction of the Chief Executive Officer, is organized vertically by program. The vertical structure places all activities pertaining to a single program or category, including all applicable national and regional components, under the responsibility of a single individual. This structure maximizes accountability and promotes standardization across the country while identifying numerous economies of scale. Please visit the “Contact Us” page located on the US Youth Soccer website⁷ to learn more.

Figure 3. US Youth Soccer Organizational Chart



US Youth Soccer Policies

US Youth Soccer has a number of policies ranging from specific programs and events (e.g. Leagues Policy, Presidents Cup) to players, travel and the use of drones. The US Youth Soccer Board of Directors vote on all policies (see Article XIII, Section 2, F).

All of the policies of US Youth Soccer are available on the US Youth Soccer website⁸.

⁷ US Youth Soccer website “Contact Us” page URL: <https://www.usyouthsoccer.org/about/national-office-staff/>

⁸ US Youth Soccer website “Bylaws and Policies” page URL: <https://www.usyouthsoccer.org/bylaws-and-policies/>



US Youth Soccer Member Benefits and Services

US Youth Soccer provides many member benefits and services in addition to a wide range of programs. As some of the benefits, services and programs change from time to time, please take a moment to visit the US Youth Soccer website to learn more about the currently available programs⁹.

US Youth Soccer My-Account

US Youth Soccer offers a “My-Account” location on the US Youth Soccer website¹⁰ where members can access, with a login and password, important US Youth Soccer documents. Included in the important documents are minutes from past board meetings, various financial reports and a repository of best practices and programs or initiative ideas that members have created and placed on the US Youth Soccer Share Center¹¹ for the benefit of all!

Member State Associations

All Member State Associations of US Youth Soccer are also Organization Members of the U.S. Soccer Federation as State Associations (see U.S. Soccer Federation Bylaw 202). As a State Association member of the U.S. Soccer Federation, State Associations serve as “The administrative body within a territory determined by the National Council to carry out the U.S. Soccer Federation’s programs for amateur youth or amateur adult players, or both.” (see U.S. Soccer Federation Bylaw 109). Furthermore, U.S. Soccer Federation Policy 601-5, Section 5, A states that, “State Associations shall have full powers in the matter of registration or release of all amateur players within their respective jurisdictions...”

⁹ US Youth Soccer Programs: <https://www.usyouthsoccer.org/about/us-youth-soccer-programs/>

¹⁰ US Youth Soccer “My Account”: <https://www.usyouthsoccer.org/my-account/login/>

¹¹ The US Youth Soccer Share Center is, “...designed to improve the sharing of best practices among and between our Organization Members in an efficient and continuously accessible way.”