

# HUDSON YOUTH SOCCER ASSOCIATION BY-LAWS

## I. NAME AND ADDRESS

Hudson Youth Soccer Association  
P.O. Box 9  
Hudson, MA 01749  
www.hysa.org

## II. MISSION STATEMENT (Purpose)

Hudson Youth Soccer Association (HYSA) is a non-profit organization established to advance recreational and competitive soccer in the town of Hudson and neighboring towns. HYSA will arrange, organize, promote, and supervise soccer activities involving persons four years of age and older residing in Hudson and neighboring towns. HYSA is guided by the following goals in its various activities:

- A. To teach the skills of the game of soccer;
- B. To teach the laws of the game;
- C. To provide and encourage constructive coaching;
- D. To gain for each participant the following benefits,
  - 1. to learn to work with others in a team endeavor,
  - 2. to learn to be gracious in victory as well as defeat, and
  - 3. the knowledge that winning is not a life or death situation.

HYSA will always be willing to explore new ideas and ways of providing an opportunity for boys and girls and men and women to participate in a healthy and active sport.

## III. MEMBERSHIP

HYSA membership shall consist of the HYSA Board of Directors (BOD), Executive Officers, Committee Members, if any, Coaches, Assistant Coaches, Managers, Trainers, Players, and player Parents or Guardians. Player residency requirements will be governed by the appropriate League.

## IV. GOVERNING BODY

The BOD shall be the governing body of HYSA.

### A. Functions of the BOD

- 1. Establish and amend the by-laws and other HYSA policies;
- 2. Approve any and every capital expenditure (e.g. field development, field acquisition, field equipment) greater than \$500;
- 3. Provide counsel and guidance to the President on matters of operations and policy;

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4. Choose and discharge the President and Executive Officers;
5. The BOD shall have the authority to suspend any HYSA member whose conduct is considered detrimental to the organization; and
6. The BOD may at their discretion appoint certain responsibilities to non-voting Directors, Committees, and/or coaches.

### **B. Board Decisions**

All matters of policy shall be decided by a simple majority vote of a quorum of the BOD, except as where noted in specific Articles. Quorum is defined in Article VI, section E.

### **C. Voting Rights**

One vote per member, regardless of the number of BOD positions any one person may hold.

### **D. Number of Voting Members**

The current BOD for HYSA shall consist of at least fourteen (14) voting positions as follows:

1. Past President;
2. President;
3. Vice President;
4. Secretary;
5. Treasurer;
6. Registrar;
7. Referee Assignor;
8. Equipment Manager;
9. Event/Media Coordinator;
10. Field Manager;
11. Small Fry / Advanced Small Fry Coordinator;
12. Nashoba Valley Youth Soccer League (NVYSL) Representative / Grade 3/4+ Age Group Coordinator;
13. Website and Social Media Coordinator; and
14. Director of Soccer Development.

Directors shall be renewed or elected annually at the Annual Meeting by a simple majority vote of a quorum of the BOD. The number of Directors may be increased or decreased from time to time by action of the BOD. This will require a 2/3 majority vote of the BOD at a scheduled meeting.

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### **E. Director Term**

The term for all Directors positions shall be one-year. There shall be no limit to the number of terms a Director may hold a position. Any interested individuals may be voted in by the BOD to fill an open position at a scheduled BOD meeting during the year. A Director elected to fill a vacancy shall hold office until the expiration of the term of his/her predecessor and until his/her successor is duly elected and qualified, or until the next Annual General Meeting, whichever shall first occur.

### **F. Nomination Process**

A person may become a candidate for a position by submitting his/her name to the HYSA Secretary or other committee formed and given the power to secure nominees. Submittals must be at least three weeks prior to the election. The secretary must give public notice of the names of all qualifying candidates for office. Members of HYSA are allowed to give written or oral comments regarding the candidates to the BOD prior to the vote at the Annual meeting.

### **G. Removal / Replacement Process**

A current BOD Director or HYSA Member, as described in Article 3, may be removed from a current position or HYSA for cause, if in the opinion of the BOD this person has been guilty of conduct detrimental to the HYSA philosophy. A meeting with the BOD will be convened at a regular or special session. The individual(s) in question shall be provided with a written explanation of the reasons for such a vote, shall be given a hearing before the BOD prior to any vote. If a person is so voted out of office, then that person ceases to hold that office as soon as the vote has been certified by the association secretary, or, if the Officer is the Secretary, by a person appointed by the President to act as Secretary for this purpose. A 2/3 majority vote of a quorum of the BOD is required to remove any Member from HYSA.

### **H. Formation of Committees**

From time to time it may be necessary to form committees consisting of BOD members (at least one) and other Members of HYSA. These committees will not have voting rights. Any actions or recommendations will be subject to BOD approval at a scheduled meeting. Each committee shall keep regular minutes of its proceedings and report the same to the BOD when required.

## **V. BOARD OF DIRECTORS DUTIES AND RESPONSIBILITIES**

BOD duties and responsibilities are as follows:

### **A. Past President**

The Past President shall act in an advisory capacity for policy and procedures, shall be a liaison for soccer related events, shall maintain continuity for the current Directors, and may BOD meetings, but shall not have voting rights.

### **B. President**

The President shall officially preside at all meetings unless unavailable (in this case the vice president shall preside); be Chairman of the Board; be the official representative of HYSA; be authorized to sign checks; and be responsible for appointing members to all non-elected positions.

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### **C. Vice President**

The Vice President represents, or presides in place of, the president during meetings which the president is unable to attend, shall succeed to the office and powers of the President in his absence, or for the remainder of his term if vacated for any reason. In the event of such a vacancy, the BOD shall elect a successor to the post of Vice President. He/she shall resolve the Other Grievances as described in the by-laws. He/she shall be one of those authorized to sign checks.

### **D. Secretary**

The Secretary shall attend to all correspondence, records and forms for HYSA, keep detailed minutes of all BOD and General Meetings, keep records as necessary, and correspond on behalf of HYSA, but only with the knowledge and permission of the President.

### **E. Treasurer**

The Treasurer shall have charge of the finances of HYSA and is responsible for all fiscal affairs of HYSA, as directed by the BOD, such as, but not limited to, issuing payments for approved HYSA expenses and for filing tax forms (state and federal). The Treasurer shall act as the Chairperson for the Scholarship Committee. He/she shall report on the finances at all BOD and General Meetings, and shall submit and distribute a full written report of the financial transactions and the status of the finances at the Annual General Meeting. He/she shall be authorized to sign checks.

### **F. Registrar**

The Registrar shall be responsible for managing all registrations, validating all team rosters with the appropriate leagues, ensuring coaches complete the MYSA Adult and CORI registrations, and approving all travel permits. In addition, the Registrar will be responsible for ordering uniforms and 10-season jackets and for their central distribution.

### **G. Referee Assignor**

The Referee Assignor shall be responsible for recruiting, training and developing referees to officiate at both in-town and out of town league games. He/she shall also be responsible for scheduling the referees at those games and directing the activities of any subordinates assigned to him/her. Ideally this person will have refereeing experience and is willing to be certified as an Assignor.

### **H. Equipment Manager**

The Equipment Manager shall oversees all activities related to equipment, supplies, merchandise and uniforms for the organization; obtains and controls storage space; maintains adequate records on inventory; sets minimum and maximum inventory levels; selects vendors and products to provide maximum value for the organization; orders equipment and supplies as may become necessary from time to time. He/she is responsible for distributing and collecting equipment and supplies to their respective areas of responsibility.

### **I. Events / Media / Sponsorships Coordinator**

The Event/Media/Sponsorships Coordinator shall be responsible for determining and carrying out public awareness programs and fund raising, as the BOD directs, to further HYSA and foster soccer in the Town of Hudson, for selecting and purchasing merchandise related to fundraising, for being a spokesperson to media outlets, and for coordinating special functions with the help of volunteers.

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### **J. Field Manager**

The Field Manager shall be responsible for securing sufficient field space to allow for a full schedule of games for both competitive and recreational activities; scheduling practice times; assigning home fields; making the final determination as to whether a field is to be used for play or practice due to either schedule, weather, wear or other considerations; working with the Town of Hudson Recreation Department, Hudson Public Works, Hudson Public Schools and private organizations/individuals to secure playing fields; controlling the inventory, storage and movement of all field equipment and supplies, including, but not limited to, goals, nets, and line painting equipment and supplies; and recruiting and scheduling parent volunteers to help with field maintenance.

### **K. Small Fry (SF) / Advanced Small Fry (ASF) Coordinator**

The SF/ASF Coordinator shall be responsible for administering the affairs of the SF/ASF program; working with President and Registrar to select coaches for teams; working with coaches to form teams in recreational divisions; settling disputes within SF/SF program; and keeping the BOD informed of activities within this program.

### **L. NVYSL Representative / Grade 3/4+ Age Group Coordinator**

The NVYSL Representative shall be responsible for attending meetings of the NVYSL League and representing the interests of HYSA at those meetings; and reporting monthly on activities of the league and their effect on HYSA. The Grade 3/4+ age group coordinator(s) shall work with the President and Registrar to identify coaches for NVYSL teams, to roster players to NVYSL teams, to seed teams within NVYSL divisions, to manage team coaches and parents during the season, and to settle disputes within their respective areas of responsibility.

### **M. Website and Social Media Coordinator**

The Website and Social Media Coordinator shall have the responsibility for developing, implementing, managing and coordinating the maintenance of the HYSA website and social media sites, as agreed upon by the BOD, to further HYSA, and foster soccer in the Town of Hudson.

### **N. Director of Soccer Development**

The Director of Soccer Development shall be an advocate for developing and providing resources for coaches, parents, and players in a positive way to further promote the game. Key responsibilities include setting up coaching education courses, overseeing and implementing coach and player development curriculums, encouraging Parent engagement opportunities within the organization, and staying current with Massachusetts Youth Soccer Association (MYSA) development initiatives.

## **VI. BOARD OF DIRECTORS MEETINGS**

### **A. Meetings**

Roberts Rules of Order shall be used at all meetings. Special meetings of the BOD may be called by the President or by any member of the BOD. All members shall be given reasonable notice prior to the meeting. The Annual Meeting of HYSA shall occur by March first of each year. Regular meeting dates prior to the start of each season.

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### **B. Place of Meeting**

The person or body calling a meeting of members may designate any place within the Town of Hudson or other acceptable location as the place of meeting.

### **C. Notice of Meetings**

Reasonable notice of any meeting of members shall be given to each member entitled to vote at such meeting. The purpose or purposes for which a meeting is called shall be stated in the notice.

### **D. Action by Consent of Members**

Any action required to be taken at a meeting of the members, or any action which may be taken at a meeting of members, may be taken by electronic means (i.e. email) without a formal In-Person meeting if agreed upon by a majority of the voting members. A simple majority of the voting members will be required with respect to the subject matter of the vote, unless a greater proportion is required by law or by these by-laws.

### **E. Quorum**

A quorum must be present at any HYSA meeting for the transaction of any HYSA business. A quorum for BOD meetings shall consist of at least fifty percent (50%) of the active BOD voting members, one of which must be either the HYSA President or Vice President.

### **F. Manner of Acting**

The act of a majority of the members present at a meeting at which a quorum is present and voting on a matter shall be necessary for the adoption of such matter unless a greater proportion is required by law or by these by-laws.

## **VII. FINANCIAL POLICY**

### **A. Fiscal Year**

The fiscal year shall be the calendar year.

### **B. Budget**

A balanced budget for the forthcoming year shall be prepared by the Treasurer, shall include all projected income and expenses, and shall be approved by the BOD before the fiscal year.

### **C. Approval of Expenditures**

All expenditures require approval as follows:

1. For BOD approved budgeted expenses, the Director incurring the expense(s) shall obtain a quote for the expense(s) for approval by the President.
  - a. If the quoted expense(s) is less than or equal to the budgeted amount, then the President's approval is merely to confirm the budgeted expense(s), before the Director incurs the expense(s).

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- b. If the quoted expense(s) is less than or equal to \$500 more than the budgeted amount, then the President's approval is required to confirm the budgeted expense and to approve the amount in excess of the pre-approved budgeted amount up to \$500 more.
  - c. If the quoted expense(s) is greater than \$500 more than the budgeted amount, then BOD approval is required to increase the pre-approved budgeted amount. Upon BOD approval of the increased amount, the President can approve the budgeted expense.
2. For unbudgeted expenses, the Director incurring the expense(s) shall obtain a quote for the expense(s) for approval by the President or the BOD.
- a. If the quoted expense(s) is less than or equal to \$500, then the President may approve the expense(s).
  - b. If the quoted expense(s) is greater than \$500, then the BOD must approve the expense(s).

### **D. Bank Account**

All monies shall be promptly deposited in either a savings or checking account in HYSA's name.

### **E. Payment of Expenses**

Expenses shall be paid when due. Checks shall be signed by one of the authorized signers.

### **F. Use of Funds**

Funds shall only be spent in the interest of HYSA.

### **G. Reporting and Reconciliation**

The Treasurer shall provide a financial report to the BOD at each annual meeting, as described in Article 6, section A, or upon request of the President or BOD. The financial report shall include a reconciliation of each bank account of HYSA.

### **H. Disposition of Funds**

Should HYSA be dissolved, all funds currently held by HYSA shall be donated to either a recognized IRS Section 501(c)(3) organization or to the Town of Hudson Recreation Department as determined by a 2/3 majority vote of a quorum of the BOD.

## **VIII. COACHES**

### **A. Selection**

The BOD shall have final say in selection of coaches for HYSA teams. The BOD shall, in selecting such coaches, use a list of criteria reflecting such requirements as service to HYSA, knowledge of the game, coaching licenses and clinics, exemplary conduct, and demonstrations of good sportsmanship.

## **HUDSON YOUTH SOCCER ASSOCIATION BY-LAWS**

### **B. Removal and Replacement**

The BOD may remove and replace any coach, who the BOD determines, in its sole discretion, has become unsuitable in terms of his/her behavior at any time during the season. The BOD shall only remove and replace a coach by a 2/3 majority vote of a quorum of the BOD.

### **C. Adult and CORI Registration; Credentials**

All coaches, each soccer year, must complete a MYSA Adult Registration and a Criminal Offender Record Information (CORI) Registration, and acquire a MYSA Adult Credential to be eligible to coach an HYSA team.

### **D. Code of Conduct**

All coaches and assistant coaches must register as a coach and agree to HYSA's Code of Conduct during registration before HYSA can assign the coach to a team.

## **IX. ANNUAL SCHOLARSHIP VOTING AND FUNDS**

The BOD shall meet during the spring season to review and approve various college scholarships to be awarded to current or former HYSA players. Criteria for these scholarships shall include service time of the player and family members to HYSA as a coach, Director, player, and/or referee.

## **X. POLICIES**

### **A. Coach Incentives**

HYSA may issue polo shirts or t-shirts to Coaches and/or Assistant Coaches of HYSA's teams in each of HYSA's programs at its discretion. The cost for such incentives shall be administered per Article 7 of these bylaws.

### **B. Discipline and Grievances**

HYSA shall follow MYSA procedures for disciplinary actions and grievances.

### **C. Fee Waivers**

Players unable to participate in Hudson Youth Soccer Association (HYSA) programs due to financial reasons may qualify for a partial registration fee waiver as a means of financial assistance. Within limitations, HYSA may provide this financial assistance only to those who qualify.

#### Guidelines

- Fee waivers are only available to Hudson residents;
- Fee waivers are only available to youth players registering for HYSA programs;
- Fee waivers are only available for a maximum of fifty percent (50%) of the registration fee;
- Applicants are only eligible for a cumulative total of three (3) waivers for all family members and



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seasons combined;

- Applicants must demonstrate proof of financial need by providing proof of participation in Hudson Public Schools' free or reduced price school meals and, if requested by HYSA, proof of other governmental assistance;
- Applicants must complete, sign, and submit a fee waiver form via email to president@hysa.org along with proof of financial need;
- HYSA will not consider fee waiver forms received after the close of regular registration or after the close of the applicable program;
- HYSA may provide up to a maximum of ten (10) partial fee waivers per season; and
- If HYSA receives more than ten (10) partial fee waiver requests during a season, then HYSA shall award the waivers from among the applicants and all awards shall be final.

### **D. Player Evaluations**

TBD

### **E. Player Participation Awards**

HYSA may issue player participation awards (medals, patches, or trophies) to players in the Small Fry and Advanced Small Fry programs. The cost for such medals shall be administered per Article 7 of these bylaws. HYSA does not issue player participation awards (medals, patches, or trophies) to players in the Grade 1/2, 3/4, 5/6, 7/8, or High School programs.

### **F. Player Placements**

HYSA shall place players in programs and on teams within the programs as follows:

- HYSA defines a soccer year as running from September 1 to August 31 consisting of a fall and a spring soccer season;
- HYSA defines its soccer programs based on player grade groups and dates of birth consistent MYSA and NVYSL requirements;
- HYSA programs include SF/ASF, Grade 1/2, Grade 3/4, Grade 5/6, Grade 7/8, and High School, each for both boys and girls;
- Players not meeting the combined grade and date of birth eligibility requirements for a program will remain ineligible for that program for the entire soccer year;
- HYSA will not waive program eligibility requirements for any reason, including, for example only, to accommodate player parents with multiple similar grade or similar age siblings, to accommodate parent or player schedule conflicts, to accommodate a coaching need, and/or to accommodate friends and neighbors;
- For NVYSL play, HYSA shall roster players on *teams* within programs based on player soccer development;

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- HYSA evaluates player soccer development based on HYSA spring evaluations and coach feedback from the fall and/or spring soccer seasons;
- HYSA will not move players between *programs* during a soccer year;
- HYSA may move players between *teams* within a program during a soccer year based on either coach feedback or player attrition between soccer seasons;
- For NVYSL play, HYSA shall not place players on *teams* for any reason unrelated to player soccer development, including, for example only, to accommodate player parents with multiple similar grade or similar age siblings, to accommodate player parent or player schedule conflicts, to accommodate a coaching need, and/or to accommodate friends and neighbors;
- For NVYSL play, for same grade and/or age siblings, HYSA will place both siblings on a team within a program consistent with the evaluation of the less developed sibling, unless either a player parent elects to separate the players, in which case HYSA will place each sibling on the team consistent with their individual evaluations, or HYSA waives this requirement; and

HYSA shall have the sole discretion for interpreting and enforcing this policy and all decisions shall be final.

### G. Referee Payments

Effective with the Fall 2018 season, referees shall be paid as follows:

<b>Program</b>	<b>Center</b>	<b>Assistant</b>	<b>Paid By</b>
Grade 3/4	\$25.00	\$15.00	HYSA
Grade 5/6	\$30.00	\$18.00	NVYSL
Grade 7/8	\$40.00	\$24.00	NVYSL
U16	\$50.00	\$30.00	NVYSL
U18	\$60.00	\$36.00	NVYSL

Referees are eligible for a maximum \$3.00 per hour bonus if the referee attends the NVYSL preseason referee meeting, attends the HYSA preseason referee meeting, or participates in the HYSA referee mentoring program.

### H. Early/Regular/Late Registration Fees and Sibling Discounts

Player registration fees shall be as follows:

	<b>Small Fry, Advanced Small Fry</b>	<b>Grade 3/4, 5/6, 7/8, High School</b>
<b>Early</b>	\$90.00	\$135.00
<b>Regular</b>	\$100.00	\$150.00
<b>Late</b>	\$110.00	\$165.00

Families with multiple players are eligible to receive a discount of \$25.00 for each additional player registered.

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### I. Registration Refunds

Player parents may request a refund by email to the HYSA Registrar at [registrar@hysa.org](mailto:registrar@hysa.org).

HYSA issues full refunds to players who either withdraw before the regular registration deadline or who HYSA does not place on a team prior to the start of the season due to roster size limitations or lack of program enrollment.

A player conflict with another activity or sport does not trigger a refund and HYSA will not issue a refund to any player after the regular registration deadline, except for players sustaining a season ending injury before the third game of the season, in which case HYSA issues a 50% refund (a doctor's note is required).

HYSA issues all refunds via a credit to the credit card the player parent used when registering the player(s) and deducts a 15% per player administration and processing fee from all refunds.

### J. Scholarships

HYSA shall annually award two merit scholarships of \$500.00 each to two qualified Hudson High School applicants who are accepted to an accredited college or university. The HYSA BOD shall evaluate the applications and award one scholarship each to the most qualified female and male applicant based on the criteria below.

HYSA shall also annually award one \$500.00 scholarship in honor of HYSA Past President Chip Charlot to a qualified Hudson High School applicant who is accepted to an accredited college or university. The HYSA BOD shall evaluate the applications and award one scholarship to the most qualified applicant based on the criteria below.

Applicants must use the HYSA Scholarship Application Form to be considered.

#### Scholarship Criteria

1. HYSA will award scholarships to worthy applicants who have participated in HYSA programs and who have served HYSA while a student in the Town of Hudson.
2. Scholarship candidates must have participated in HYSA programs for at least six seasons, which do not need to be consecutive.
3. Scholarship candidates must have participated in at least one season of Hudson High School Junior Varsity and/or Varsity soccer.
4. Scholarship candidates must write an essay explaining how their participation in HYSA programs and their service to HYSA have contributed to shaping their sense of character, sportsmanship, and teamwork.
5. HYSA will give strong consideration to applicants who have coached, refereed, and/or volunteered for HYSA.
6. HYSA will give strong consideration to applicants whose family members have coached, refereed, and/or volunteered for HYSA.
7. HYSA will give consideration to academic performance and financial need.

## **HUDSON YOUTH SOCCER ASSOCIATION BY-LAWS**

8. HYSA will determine scholarship recipients by a 2/3 majority vote of a quorum of the BOD and will announce the recipients at the Hudson High School Senior Ceremony.
9. HYSA will disburse the scholarships to recipients after the recipients demonstrate successful completion of their first semester of college.
10. Recipients must provide HYSA's Treasurer a copy of the recipient's first semester transcript as proof of successfully completing the first semester. Upon verification, HYSA's Treasurer will disburse the funds.

### **K. Sponsorships**

A sponsor may advertise on the t-shirt of a Small Fry or Advanced Small Fry team for a fee of \$150.00 per team per season. The sponsor name will appear above the number on the back of the Small Fry or Advanced Small Fry t-shirt for each team sponsored.

A sponsor may advertise on the HYSA website for a fee of \$150.00 per season. The sponsor name or logo will appear in the HYSA sponsor banner on HYSA's website.

A sponsor may advertise at an HYSA game or practice field for \$150.00 per season. The sponsor name or logo will appear on a sponsor banner affixed to a fence at the game or practice field.

### **L. Ten Season Jackets**

HYSA shall issue ten (10) season warm-up jackets to players who have played a combined total of ten seasons beginning with the Grade 1/2 program (for example, a player playing two years of Grade 1/2, plus two years of Grade 3/4, plus one year of Grade 5/6, shall qualify for a ten season jacket). The cost for such jackets shall be administered per Article 7 of these bylaws.

## **XI. OTHER MATTERS**

The BOD shall have the sole discretion to resolve all matters not explicitly covered by these bylaws.

## **XII. MODIFICATIONS/AMENDMENTS TO BYLAWS**

These bylaws may be altered, amended or repealed and new by-laws may be adopted by a 2/3 majority vote of a quorum of the BOD. This vote may be taken at a meeting of the BOD, or by an alternate meeting method if agreed by the majority of the BOD.

## **XIII. ADOPTION OF BYLAWS**

The BOD accepted and approved these original bylaws on January 16, 2008 by a majority vote.

<b>Accepted/Modified</b>	<b>Vote</b>	<b>Date</b>	<b>Notes</b>
Bylaws accepted	Unanimous	1/16/2008	Approved by HYSA BOD
Bylaws modified	Unanimous	6/12/2017	Approved by HYSA BOD
Bylaws modified	Unanimous	11/29/2018	Approved by HYSA BOD

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### XIV. PAST PRESIDENTS

1982, Antonio Vegas  
1983, TBD  
1984, TBD  
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1994, TBD

1995, Margaret DePaolo  
1996, Per Gyllstrom  
1997, Per Gyllstrom  
1998, Chip Charlot  
1999, Chip Charlot  
2000, TBD  
2001, Randy Carter  
2002, Randy Carter  
2003, Glenn Davis  
2004, Glenn Davis  
2005, Glenn Davis  
2006, Glenn Davis

2007, Richard Waddell  
2008, Richard Waddell  
2009, Richard Waddell  
2010, Scott Duplisea  
2011, Scott Duplisea  
2012, Darren Hill  
2013, Darren Hill  
2014, Pat Barry  
2015, Pat Barry  
2016, Pat Barry  
2017, Sam Calandra  
2018, Sam Calandra