

SEBASTIAN SOCCER ASSOCIATION

BY-LAWS

ARTICLE I. NAME

The name of the organization shall be Sebastian Soccer Association (SSA), hereinafter referred to as "the club".

ARTICLE II. PURPOSE AND OBJECTIVE

The purpose of the club shall be to provide soccer programs for boys and girls, age four (4) through nineteen (19), which promote character development, good sportsmanship, exemplary behavior, skill development and growth.

ARTICLE III. AFFILIATIONS

The club shall be affiliated with and comply with the constitution and By-laws of the Brevard Youth Soccer League (BYSL), the Florida Youth Soccer Association (FYSA), and the United States Soccer Federation -Youth Division.

ARTICLE IV. MEMBERSHIP

Section 1. Any adult of eighteen (18) years of age who is a resident of Sebastian or vicinity may become a member of the club. Similarly, all members of the Executive Board, Board of Directors, coaches, assistants, volunteers, players and parents are members of the club.

Section 2. No member will be involved in any activity or conduct himself or herself in a manner which would undermine, embarrass, conflict with, or adversely affect the club's stated purpose and objectives.

Section 3. Any member may be removed from membership for cause by a two-thirds vote of the Executive Board present and voting at any Regular or Special Board meeting.

ARTICLE V. SSA BY-LAWS

The By-laws establish the guidelines by which the club shall operate. They may be amended and/or repealed at a scheduled meeting of the Board, by a two-thirds majority vote of the members of the same, providing there is a quorum. If a quorum is not available the amendment and/or application for repeal shall be tabled until the next regularly scheduled meeting of the Board. Each member of the Board must be mailed a written notice of the proposed change no less than 5 days prior to the scheduled meeting when the proposed change is to be considered.

ARTICLE VI. SSA ORGANIZATION

Section 1. The club shall have an Executive Board and a Board of Directors, composed of positions that are filled through elections by the club's general membership.

Section 2. The following is a list of the titles and responsibilities of the elected positions of the Executive Board.

a. **President:** The club President together with the Vice President, acts as the clubs Chief Executives and Operating officers. When present the President shall preside at all Board/General Membership meetings.

b. **Vice President:** The Vice President acts in the absence of the President with the same authorities and responsibilities.

c. **Secretary:** The Secretary is responsible for recording the minutes of all Board and General membership meetings, and is the custodian of all permanent records, correspondence, and minutes of all club meetings. The Secretary shall give notice of meetings when required and distribute minutes of all meetings to all Board members. The Secretary shall also serve as the club's Historian.

d. **Treasurer:** The Treasurer shall maintain an accurate and current record of all the club's monetary transactions and financial statements, receive all funds and maintain the club bank account(s), and disburse funds and fees as approved by the Board. A Treasurer's report will be provided at all Board meetings. The Board must approve all written contracts and financial obligations. Cash disbursements of less than two hundred dollars (\$200.00) can be made by the Treasurer without the prior approval of the board. Only the Treasurer, President and up to one additional Board member may sign checks.

(1) All club financial records, bank statements, funds, assets and liabilities may be audited and certified 30 days prior to the annual elections. The Board shall approve the selection of all auditors, attorneys or consultants.

(2) All club financial records, bank statements, funds, assets and liabilities must be transferred to any newly elected treasurer, by the incumbent, within 15 days of the election of a new Treasurer.

(3) The treasurer is responsible for directing and ensuring the preparation of an annual budget for approval by the Board no later than 60 days following the annual election of the Board.

e. **Registrar:** The Registrar position may be a two-person position. The Registrar shall be responsible for ensuring all players are properly registered with FYSA and verifying player/team affiliation.

- f. BYSL Representative: The BYSL Rep. shall attend all BYSL meetings and is responsible for the following:
- (1) Representing the Club's policies and decisions.
 - (2) Reporting all action discussed and presented at BYSL meetings, including the voting record.
 - (3) Filling any appropriate BYSL Board vacancies.
- g. Sponsor Coordinator: The coordinator shall be responsible for soliciting sponsors and donations from the local community to provide financial resources other than those obtained through registration, to support the operation of the club.

Section 3. The following is a list of titles and responsibilities of the Board of Directors.

- a. Referee Assignor: The Referee Assignor (RA) must be a certified assignor. He/she may also be a certified referee and shall be responsible for ensuring all referees have adequate training and for clarifying any questions that may arise concerning the FIFA Laws of the Game. The RA is responsible for establishing a program designed to continually upgrade the skills of the Club's referees. The RA will schedule a field assignment of any referee being used by the Club.
- b. Equipment Manager(s): The manager(s) will be responsible for obtaining and maintaining all equipment used by the Club. Inventory will be conducted at the start of each season as well as at the completion. The manager(s) will obtain price bids for the replacement of any needed equipment, uniforms, trophies and game supplies. The manager(s) will submit bids for Board approval prior to the purchase of the above. The manager(s) will also be responsible for arranging for bleachers to be placed on the fields prior to game time as well as removal of same at the end of the day.
- c. Publicity Coordinator: The Coordinator will be responsible for advertising, compiling and releasing information to the news media concerning Club activities for both Competition and Recreation games. The coordinator will work closely with the Registrar with regard to advertising registration dates and locations.
- d. Field Manager: The manager will be responsible for overseeing the maintenance of all playing fields. The Field Manager will also keep the Equipment Manager(s) informed on all matters involving the purchasing of needed supplies. The manager will work with the Treasurer to see that all BYSL insurance liability forms are properly and timely applied for. The Manager will provide for practice fields by arranging with the City, County and Schools.
- e. Fund Raising Coordinator: The coordinator shall be responsible for soliciting donations from the local community to provide financial resources to support the operation of the club.
- f. Concession Manager: The Concession Manager will be responsible for opening the stand and maintaining the inventory. The Concession Manager will be given a team parent list to be utilized to insure proper staffing of the stand during games.

The Concession Manager will receive support in staffing the stand both from the Coaches and Referees.

g. Team Parent Coordinator: To coordinate with team parents for any information needed to be distributed to the teams i.e. concession schedule, raffle, picture and picnic arrangements.

h. Coach Coordinator: The Coordinator will be responsible for recruiting coaches and setting up clinics. Coordinator will see that all coaches receive proper information and training.

i. Picture Coordinator: The Coordinator is responsible for obtaining quotes from various companies, scheduling picture dates and distributing all necessary information to players and coaches.

j. Raffle Coordinator: The Coordinator will work closely with the Fundraising Coordinator to arrive at suggested raffle items. Coordinator will also maintain all record keeping of ticket sales and purchases.

k. Picnic Coordinator: The Coordinator will be responsible for arranging for use of picnic facilities (i.e. location, reservation date and deposit, if applicable) and for coordinating all necessary supplies for the event.

l. Commissioners: Commissioners will be assigned to ensure that the purpose and objectives of Sebastian Soccer Association are adhered to. They will mediate minor disagreements and advise the club of their actions. They will be the vehicle by which questions and complaints will be brought before the Executive Board for review and disposal. Major incidents will be required to be brought to the attention of the Executive members for mediation.

ARTICLE VII. SSA Board Meetings

Section 1. The Board shall meet monthly.

Section 2. The General Membership meeting will be held in March.

All meetings shall have a described Order of Business as follows:

1. Roll call/sign in
2. Minutes of previous meeting
3. Treasurer's Report
4. BYSL Rep. Report
5. President's Report
6. Board Members Report
7. Old Business
8. New Business
9. Adjournment

All meetings shall have an agenda available at the start of the meeting. To constitute a quorum, at least 3 members of the Executive Board and at least 2 members of the Board of Directors must be present for the purpose of voting at all

Board meetings. A quorum shall consist of five (5). A written proxy will be accepted upon the absence of a Board member.

Section 3. Special Meetings

The President or Vice President or their designee must be present. A simple majority will constitute a valid vote. No other business than that specified in the notice may be transacted.

Special meetings may be called as follows:

- a. At the call of the President, upon notice to all Board members.
- b. At the call of any Board or club member upon notice to all Board Members.

ARTICLE VIII. ELECTIONS AND TERMS OF OFFICE

Section 1. The elected positions of the Board shall be filled each year by the vote of the clubs General Membership in annual elections during the month of March. A simple majority shall decide the election. The elected members of the Board will serve a term of one year. An eligible voter is a club member as defined in Article 4 Section 1. Only one vote may be cast per club member. Member must be present to vote.

Section 2. Nominations will be accepted from any member of the club in attendance at elections.

Section 3. Following the annual election, the month of March will serve as transition month for any incumbents who are completing their term and for their newly elected replacements on the Board.

Section 4. Should an elected or appointed board member resign their position, the Board shall declare a vacancy. The Board may appoint a replacement from the Club's Membership to complete the remainder of the term of office.

Section 5. Excessive non-excused absences can result in removal from the board by a simple majority vote.

ARTICLE IX. SELECTION OF COACHES

All coaches must be individuals whose knowledge of the game, judgment and character support the stated purpose of the Club. Coaches must be able to contribute towards the physical, mental and emotional growth of each player on their team. The Board must approve all coaches and assistants for both the Recreation and Competition divisions and are designated as Board members. Coaches must set an example in the areas of good sportsmanship, leadership and discipline. All Club teams will be restricted to a maximum of three (3) official coaches, i.e. one head coach and two assistant coaches. All coaches will be required to attend a coach clinic at the start of each season. In addition, coaches will be required to abide by the By-laws, Club Rules and Modified rules as set forth by the Board. If necessary, coach's behavior will be subject to disciplinary action.

ARTICLE X. TEAM FORMATION

Section 1. Recreational Soccer

At the conclusion of registration, the Club Registrar and board members will form the teams. Teams will be formed as follows:

FIRST: Coaches will be assigned **UP TO 3** players. The coach's child will count as one, the assistant coaches child as the second and the sponsor's child as the third. In the event the coach or assistant has more than one child, *each* will count towards the 3 players. In the event the sponsor has more than one child, only one will be credited toward the 3 players.

SECOND: New coaches will be assigned 3 players. A board member will assist to ensure an even playing field. In the event a coach has not been assigned to the team, a board member will be assigned to roster the team.

THIRD: The remainder of the roster will be assigned utilizing a breakdown formula. All efforts will be made to assure uniformity within each team in regards to age, sex and experience.

1st	AGE	(4 year old, 5 year old & 6 year old)
2nd	SEX	(boy VS girl)
3rd	EXPERIENCE	(new VS returning)

Section 2 Special Request

There is no guarantee that the Club will be able to honor a request for a specific team placement. Sibling's request in the same age division will be handled on a case-by-case basis. In the event that a parent has made a request NOT to have a specific coach, the registrar will ensure that child's placement. In the event that a coach has not already chosen a sponsors' child and that the sponsor has not requested a specific coach, sponsors will be assigned by the Registrar based on sponsorship forms.

Section 3 Instructional Clinic

The Instructional division is intended for any child, club age 4 or 5 (but not limited to) for training in the basic fundamentals of soccer. Each child will then be assessed at the end of the season to determine if he or she will move onto a team in the U6 division. The assessment will be by the clinic coach and parent.

Section 4 Competition Soccer

At the conclusion of registrations, the club will hold open tryouts and form teams based on the coach's selection. Only the Registrar, Coach and assigned board members will participate in the selection of teams. No child is guaranteed a position on a Competition Team. Any child not selected for a Competition team is eligible for placement on a Recreation team if there is a season. All waivers must be approved by a board decision. No player will be allowed to play down. Each child is required to be present at tryouts unless a prior arrangement has been made. Each child attempting to be placed on a Competition team must be a registered player prior to tryouts.

SEBASTIAN SOCCER ASSOCIATION
(SSA)
LEAGUE RULES

I. Sebastian Soccer Association - SSA

The SSA adopts the rules and regulations set forth in the BYSL handbook except or unless otherwise modified, changed or superseded in the SSA league rules.

II. SSA recreational inter- club rules:

A. The age requirements will follow with the BYSL guidelines. The determination for each age bracket is the age of each child prior to August 1st. This will apply for all seasons during the league year. The minimum age to play shall be four years old.

B. Disciplinary action shall be reported to the commissioners and/or Executive Board member. Protest and appeals shall be submitted to the commissioner and/or Executive Board member and be forward to the board for discussion and or decision.

C. The following registration documents may be required for each player: A recent upper body photograph, state certified birth certificate, social security number and group medical insurance company name and parent/guardian signature.

D. In the event a player withdraws after the insurance has been paid or is suspended or expelled for any reason after the season begins, no part of the fees shall be refunded unless requested by the parent/guardian and approved by the Board at a regularly scheduled Board meeting.

E. In the event of an injury of a player during a game, at the referees whistle, every player is to stop and go down to one knee. Players are to remain down until such time as the referee determines play is to continue.

F. A spectator area is designated around each playing field. All spectators must remain on the spectator side of the field and outside the spectator perimeter line, which shall be three yards from the touchline. The coach is allowed up to three assistants, including the team parent, to remain on the team side during play.

G. The team scheduled for the first game of the day on the field will be responsible for setting up goals, benches and corner flags. The team

scheduled for the last game of the day for the field will be responsible for removing and storing the same and clearing debris.

H. It is the policy of SSA to support the coaches in their effort to facilitate development of good sportsmanship.

I. A slide tackle with one or both legs is permissible if, in the opinion of the referee, it is not dangerous. If, however, the player making the tackle, instead of making contact with the ball, trips his opponent, the referee shall award a direct free kick to the opposing team and shall caution the offending player. A tackle from behind, which is violent with little or no attempt to play the ball, is prohibited and will be punished by a **direct free kick and an ordering off**.

J. SSA league rules will be periodically reviewed at the discretion of the executive committee.

K. There may not be any additions to the team roster after the mid- point of the season.

L. Referee judgement calls are final and are not protestable.

III. Responsibilities of coaches/spectators/players:

a. Coaches, spectators and players and their families are reminded that there is a responsibility that must be met not only to the players but also to the league. It must be remembered that all adults are examples to our youth. Coaches, spectators, and players are expected to display good sportsmanship at all times. The following actions are forbidden and prohibited:

- (1) Foul, taunting or abusive language
- (2) Verbal or physical harassment of the players, league officials, referees or spectators
- (3) Acts of aggression towards players, league officials, referees or spectators.

b. The rules of conduct and sanction apply to all games, practices and any SSA function or activity. Any player or spectator that initiates, provokes or threatens a fight or altercation, either on or off the field, before, during, or after a game will be subject to discipline.

Any violation of the above will lead to disciplinary action and can result in suspension or expulsion from SSA as stated in section IV Disciplinary action of the SSA League Rules.

C. The referee has control of the field. Coaches are reminded that encouragement only is allowed from the sidelines, and no screaming, negative or derogatory comments are allowed. Coaches and assistants

must remain on the sideline half of the field where their team bench is located, and shall not cross the centerline unless requested, authorized or directed by the referee. No coach or assistant shall enter the field during play without first being requested, authorized or directed by the referee. However, in the six and under division, one coach from each team is allowed on the field during play.

IV. Disciplinary Action:

a. Board Members - SSA will not tolerate inappropriate behavior by anyone including it's own Board Members. SSA reserves the right to impose penalties against any board member up to removal from the league. Any action taken will be decided by a special meeting of the executive board as set forth in the SSA By-law's ARTICLE VII Section 3. The board member will be allowed to present his/her case to the board, but will not be allowed to be present during discussion afterwards. Any penalties imposed will be communicated verbally or in writing.

b. Coaches - If a coach is ejected from a game there may be a minimum 2 game suspension. SSA reserves the right to increase the penalties imposed by BYSL. SSA also reserves the right to impose penalties for behavior deemed inappropriate or against the objectives stated in the SSA By-law's ARTICLE IV Section 2. The executive board at a special meeting as set forth in the SSA by-law's ARTICLE VII Section 3 must determine any penalties imposed. The coach will be notified either verbally or in writing of the meeting and will be allowed to present his/her case to the board. The coach will not be present during the discussion afterwards. Notification of the results will be given verbally or in writing. Any deviation from the penalties without Board approval may result in further disciplinary action and/or expulsion from SSA.

c. Players - Any player ejected from a game may be given a minimum 2 game suspension. SSA reserves the right to increase the penalties imposed by BYSL. Any increase in disciplinary action will be done on a case-by-case basis and must be done at a special meeting of the executive board as set forth in the SSA By-law's ARTICLE VII Section 3. The player and guardian shall be notified verbally or in writing of the meeting and be allowed to present his/her case to the board but will not be allowed to be present during discussion afterwards. The player and guardian will be notified of the results verbally or in writing of the action taken. Any deviation from the penalties without Board approval may result in further disciplinary action.

d. Spectators - Any spectator found to be displaying inappropriate behavior (i.e. unsportsmanlike conduct, abusive or foul language or any other behavior that opposes the objectives stated in the SSA By-law's ARTICLE IV Section 2 may be penalized. The executive board at a special

meeting as set forth in the SSA By-law's ARTICLE VII Section 3 must determine any penalties imposed. The spectator will be notified verbally or in writing of the meeting. The spectator will be allowed to present his/her case to the board but will not be allowed to be present during discussion afterwards. Any penalties will be administered verbally or in writing. Disciplinary action may include suspension or expulsion from SSA. Any deviation from the penalties without Board approval may result in further disciplinary action.

V. Competition Soccer Registration:

a. This policy supersedes any previous policy and/or motion made prior to June 2002. The comp registration fees will be decided for each season (August 1 through July 31) by a majority vote prior to the first fall registration as set forth by the club registrar. Any player who has not paid in full their registration fees for the fall season will not receive their player pass until such a time that all the fees are paid. The player will not participate in any regular season or tournament games until the balance is paid in full. Any player participating in the spring season that has not paid their fees in full will not be able to play in any regular season or tournament games until paid. SSA reserves the right to hold the player pass prior to the first game of the season and /or at the first home game and the player will not be able to participate in this or any future games until all registration fees are paid in full.

b. Should any recreation player decide to play on a comp team, any fees SSA may incur will be paid in full prior to any paper work and/or pass being issued and/or signed for by the club registrar. The fees include but are not limited to, change of status, registration and any other fees that SSA may incur from FYSA or BYSL. If the player is dropping from a recreation team prior to the season starting they will only have to pay the difference in fees, once the season has started they must pay the full comp registration fee plus any fees for expenses incurred from the recreation team. These fees will be determined on a case-by-case basis by the board.

c. SSA will use all registration fees and sponsor fees (as set by the board prior to the first fall sign up) received for administrative purposes, uniforms, trophies, referees, paint, etc. Any remaining balance after the normal league expenses will be placed in the general fund for the league and in no way be used for any extra expenses for any team. This will include one fall season sponsor and one spring season sponsor, the amount to be decided by the board by a majority vote prior to the first fall registration as set forth by the club registrar.