

MIDLOTHIAN SOCCER ASSOCIATION

BYLAWS

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BYLAWS OF THE MIDLOTHIAN SOCCER ASSOCIATION

ARTICLE I: GOVERNMENT OF ASSOCIATION

1. GOVERNMENT OF ASSOCIATION.

The Association shall be governed by its voting members who shall consist of the Executive Board, the Service Board, and the head coaches of the respective teams participating in Association sanctioned seasons.

2. AFFILIATIONS.

The Association shall be affiliated with and a member of the North Texas State Soccer Association, Inc. and through it affiliated with the United States Soccer Federation. The Association shall also be affiliated with an Interplay league for U9 and above teams, subject to change if approved by the voting members of the Association. As a result of these affiliations, the Association will abide by the rules and regulations set forth by the parent organizations unless specifically set forth in these Bylaws and being voted on by the voting members of the Association. If any article or articles of these Bylaws do not specifically cover any infractions, violation of any laws of the game, or guidelines for operations, then the Bylaws, rules, and regulations of the parent organizations shall take precedence.

3. TERRITORY OF THE ASSOCIATION.

The Association shall represent all members within the Midlothian Independent School District. The Association will accept additional membership for those youth soccer players wishing to play with MSA based on NTSSA rule 4.3.

ARTICLE II: MEETINGS OF ASSOCIATION

1. GENERAL MEMBERSHIP MEETINGS.

There shall be two meetings of the Association held during each soccer season in which the Association sanctions recreational youth play. As a general rule, the first meeting shall occur prior to the start of play and the second meeting shall occur within the final two weeks of regularly scheduled play. It is recognized that regularly scheduled game and/or a re-scheduled game may occur after the final meeting of the season.

2. NOTICE OF MEETINGS.

Written, printed, or electronic media messaged notice stating the place, day, and time for which a meeting is called shall be delivered not less than seven (7) days prior to the meeting. This notice shall be delivered either personally, by mail, or by electronic media. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail.

3. SPECIAL MEETINGS.

Special meetings may be called at the discretion of the President in order to address emergencies or special situations. The meeting will conduct only the business of the emergency or special situation at hand.

4. QUORUM.

At least four (4) members of the Executive Board and fifty percent (50%) of the coaches shall constitute a quorum at a General or Special Meeting.

5. MAJORITY VOTE.

When a quorum is present at any meeting, the vote of the majority present at such meeting shall decide any question brought before such meeting except for such situations otherwise specified in these Bylaws.

6. TEAM REPRESENTATIVES.

Each head coach of any team or another adult member of the team whom the head coach designates in writing as his representative shall be allowed one vote. In no case shall a person cast more than one vote, and only those so designated as voting members may vote. The President may only vote in case of a tie, however he/she may exercise the voting rights as a head coach or delegated member of a team.

ARTICLE III: EXECUTIVE BOARD AND EXECUTIVE OFFICERS

1. EXECUTIVE BOARD.

An Executive Board shall govern the Association. The Executive Board shall transact all business of the Association and shall have the power to enforce the laws of the game, the rules of the United States Soccer Federation, North Texas State Soccer Association Inc., the Interplay League, and the Constitution and Bylaws of the Association. The Executive Board shall have the power to settle all disputes, appeals or protests subject to a rehearing by this Association. Its meetings shall be held at the discretion of the President and at the time, date, and place appointed by the President.

The Executive Board shall have the final decision regarding rules governing the division, competitions, tournaments, and special competitions within its own structure.

Four (4) members of the Executive Board shall constitute a quorum at an Executive Board Meetings, and a majority of votes represented shall decide all questions.

2. EXECUTIVE OFFICERS.

The Executive Board shall be elected to transact the business of MSA. The officers shall be elected for a term of (2) years. Elections shall be held and the new officers are to be elected the last meeting before their term is up on June 1.

Executive Officer	Elected in:
President	Even Years
Vice President	Odd Years
Chairman, Appeals & Discipline Committee	Odd Years
Director of Community Relations	Even Year
Secretary	Even Years
Treasurer	Odd Years
Chairman, Referee Committee	Even years
Chairman, Competitive Programs Committee	Odd Years
Immediate Past President	Ratified in Even Years

3. REMOVAL.

Any officer may be voted out of office, only after just cause has been presented to the voting members of the Association in a formal meeting called by the President, or, in the event that the President is the officer in question by the majority of the Executive Board, the Service Board, and head coaches. The meeting will conduct only the business of the dismissal. Charges will be read and the officer involved will have the right to confront the accusers. A majority vote of the members present is required to remove any officer from office except the President. The removal of the President must be by a two-thirds vote of the members present.

4. ATTENDANCE AT MEETINGS.

Any Executive Board officer not attending for three consecutive meetings without a reasonable excuse shall be required to resign following a vote of no confidence in his ability to remain in office. In the event the officer refuses to resign, his office may be declared vacant. The President shall then appoint a new member to fill the vacancy until the next elections are held.

5. RESIGNATION.

Any officer, committee member, or agent may resign by giving written notice to the Executive Board. The resignation shall take effect at the time specified therein, or immediately if no time is specified. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

6. CONFLICT OF INTEREST.

At NO point shall more than one (1) Executive Board position be held by members of the same family. The "same family" shall be defined as husband, wife, spouse, domestic partner, brother, sister or parent.

ARTICLE IV: EXECUTIVE OFFICERS – POWERS AND DUTIES

1. PRESIDENT.

The President shall be the principal executive officer of the Association. He/She is charged with the overall administrative and executive functions of the Association and shall preside at Association meetings. He/She shall assign duties to all officers as required. As chief officer, the President is authorized to take reasonable actions, in cases not covered in these Bylaws, as necessary for the smooth operation of the Association, including the formation of committees, not already outlined in these Bylaws. The President shall be a member of all committees.

2. VICE PRESIDENT.

The Vice President shall succeed to the office of the President in the event that office becomes vacant. He/She shall have the primary responsibility for coaching development, risk management, public relations, marketing, and publicity for the Association.

3. CHAIRMAN- APPEALS AND DISCIPLINE COMMITTEE.

The Chairman – Appeals and Discipline shall succeed to the office of President in the event that the offices of President and Vice President become vacant. He/She shall have authority necessary to enforce the rules and Bylaws of the Association and its affiliates. He/She shall be a member of the Referee Committee. All protests, grievances or other matters concerning the rules and Bylaws of the Association and its affiliates must come through his office. In order for him to fulfill his responsibilities, the Chairman– Appeals and Discipline will work with an Appeals and Discipline committee. The Chairman– Appeals and Discipline will maintain a record of all cautions received, and ejections given by the Referees. He/She will report to the Association each September and March concerning the accumulated cards of any player, coach or other person(s), and shall have the authority to administer such appropriate action as set forth in these Bylaws, the Bylaws of North Texas State Soccer Association, Inc, or any other affiliated organization. The Chairman— Appeals and Discipline shall act as Parliamentarian at all Board and/or General Membership meetings, using “Roberts Rules of Order, Newly Revised” as a guide.

4. DIRECTOR OF COMMUNITY RELATIONS

The Director of Community Relations shall have the primary responsibility of public relations, marketing, and publicity for the Association. The responsibilities include advertising, sponsorships, fundraising and the scholarship program. He/She shall succeed to the office of the President in the event that the Vice President and Chairman, Appeals & Discipline Committee are unable to succeed the President, if the office becomes vacant.

5. SECRETARY.

The Secretary shall succeed to the office of President in the event that the offices of President, Vice President, Chairman—Appeals and Discipline and Director of Community Relations becomes vacant. The Secretary will keep a record of all items discussed at any Executive Board and General Membership meeting. These records will be read and approved at each meeting. He/She will be responsible for maintaining all Association records, By-Law amendments, and any other pertinent information concerning the Association. He/She will be the Chairman of the Registration Committee and shall appoint any member(s) as deemed necessary to help with the registration of

players, coaches, and teams playing within the Association or for Association teams playing within any other organization.

6. TREASURER.

The Treasurer shall serve as the financial officer of the Association and shall be responsible for coordinating budget appropriations, complete financial reconciliation and reporting, in writing, to each scheduled membership meeting, a balance sheet and income statement of Association accounts. The reporting will be itemized by category and listed in the following manner: Current month activity and accumulative Year to Date activity. In addition, at each Executive Board meeting, a list of all current disbursements (check register) shall be provided for review and initialing by all board members. The Treasurer as documentation of approval of expenditures shall retain this copy. The Treasurer shall review and initial all contracts by this association that have been approved by the Executive Board. He/She shall be responsible for collecting and depositing monies in the bank or savings institution approved by the Executive Board. He/She shall require all checks for purchases outside normal operating expenditures in excess of \$250.00 to have been an approved expenditure by the Executive Committee. The Treasurer will be a permanent member of any fundraising committees or any committee so established which disburses funds of the Association.

7. CHAIRMAN, REFEREE COMMITTEE.

The Chairman, Referee Committee shall be responsible for the development of the Referee Program of the Association. He/She shall schedule periodic training sessions for the purpose of certifying new referees and re-certifying existing referees. The development of referees shall also include periodic assessment. He/She shall be responsible for collection of misconduct reports issued by referees and forwarding said reports to the Chairman—Appeals and Discipline. He/She shall endeavor to be present at the soccer fields on Saturdays and any other days or evenings when three (3) or more games are scheduled.

In addition, the Chairman, Referee Committee will be responsible for working with the City of Midlothian Parks Department in situations where fields need to be closed due to weather and arranging the game and practice schedule for lights. The Chairman, Referee Committee will also oversee the Referee Assignor and the Referee Mentor at the fields.

8. CHAIRMAN, COMPETITIVE PROGRAMS COMMITTEE.

The Chairman, Competitive Programs Committee shall be responsible for the development and oversight of the Academy and Select programs developed through MSA. He/She shall be responsible for the appointment of Competitive coaches, establishment and adherence to team budgets, and overall operations of the Competitive teams.

9. IMMEDIATE PAST PRESIDENT.

The Immediate Past President shall be an ex officio (non-voting) member of the Executive Board and shall serve as advisor to both the President and the Executive Board, for the two-year term immediately following the expiration of the individual's term as President. In the event the Immediate Past President is unable to fulfill this position, the current President may appoint a previous MSA Executive Board President to fill this position.

ARTICLE V: SERVICE BOARD, COMMITTEES AND OTHER AGENTS – POWERS AND DUTIES

1. SERVICE BOARD.

The Service Board of the Association shall be made up of those volunteers who assume responsibilities for the regular operations of the Association. The numbers, definition, and description of these volunteers are included in the Appendix to these Bylaws, as needed.

2. EMPLOYEES/STAFF.

The Executive Board shall be authorized to employ such staff, as it deems necessary to carry out the functions of the Association. Employees shall not have a vote in any business of the Association. The term of employment for all employees shall be at the will of the Executive Board. The numbers, definition, and description of these employees are included in the Appendix to these Bylaws.

3. COMMITTEES.

a. **Appeals and Discipline Committee.**

An Appeals and Discipline Committee will be established at the beginning of each season to assist the Chairman—Appeals and Discipline in all grievances or protests filed against the Association, its players, coaches, referees, or any other Association officer. The size of the committee will be at the discretion of the Chairman—Appeals and Discipline and will consist of Service Board members, Association referees, coaches or others with a viable interest in the Association. A listing of all members on the Appeals and Discipline Committee will be on file at the Association office and with North Texas State Soccer Association, Inc. In the event a hearing is required, a panel will be chosen from this committee. The panel will consist of at least three (3) committee members in addition to the Chairman, who will preside over any proceedings. The panel members shall have no vested interest in the matter being addressed to ensure a proper and fair hearing.

b. **Cup and Games Committee.**

The Cup and Games shall plan, establish, approve, and administer all rules, regulations, and schedules for any tournament play sanctioned by the Association.

c. **Registration Committee.**

The Registration Committee will assist the Secretary and/or Registrar during registration for all seasons sanctioned by the Association. Age-Division Commissioners will be standing members of the Registration Committee.

d. Referee Committee.

The Referee Committee will assist the Chairman of the Referee Committee in the development of referees and the Referee Program. In addition to the Chairman, Referee Assignor and Referee Mentor, the Referee Committee shall consist of two other adult members with preferably one (1) male and one (1) female representative.

e. Competitive Programs Committee

The Competitive Programs Committee will consist of the Director of Academy Programs and the Director of Select Programs and will assist the Chairman of the Competitive Programs Committee in running and overseeing the competitive teams established through MSA.

4. AGENTS.

a. Age Division Commissioners

The Age Division Commissioner act as the point of contact between the coaches (of their assigned age division) and the members of the Executive Board, and will ensure that the needs of the coaches and teams are met. They shall report directly to the Vice President. They shall coordinate with each other, to provide support for other coaches and referees, on game days, at either park location. In the event of their absence on game days, they shall act as recruiters thereof, to ensure support is provided. They will also have the opportunity to assist the Executive Board with the draft day process. They may NOT participate in the formation of their own team or other teams in the age division within which they are a commissioner. They shall attend the Coach's Meeting and assist with the Team Practice Schedule Selection for their assigned age division. This position is a one (1) year, (2 season) commitment, meant to give participants insight into the operations of MSA and prepare them for the opportunity to become Executive Board members. The Age Division Commissioners must submit background check information and complete the SafeSport Training, and/or any other risk management training that is required by our affiliates listed in [Article I.2](#). There shall exist eight (8) positions available for Age Division Commissioner: U4, U5, U6, U7, U8, U9-U10, U11-U12 and U13 & above. The Executive Board reserves the right to combine or expand the number of Age Division Commissioner, as needed at any time during the season.

b. Coaches.

Coaches will be the primary agents of the Association, and the Head Coach must be at least 18 yrs of age. Coaches will uphold the motto of the Association, NTSSA Coaches Code of Ethics and the Registration of Coaches Rules, as they work with individual teams each season. Prior to having access to their team rosters, they will be required to pass a yearly background check and participate in SafeSport Training, and/or any other risk management training that is required by our affiliates listed in [Article I.2](#).

Coaches will report to the Age Division Commissioners and are expected to attend all Association meetings.

All coaches are encouraged to follow the North Texas Soccer Coaching Education Program and participate in the US Soccer Grassroots Coaching Courses focused on the age-appropriate needs of their players at the 4v4, 7v7, 9v9 & 11v11 levels.

The, FREE, Introductory Grassroots Course module is available online at the U.S. Soccer Learning Center.

Team responsibilities include:

- Organizing, delegating, and controlling all functions for the team
- Communicate and follow-through with all commitments to the Association and the Executive Board
- Inform parents and players of all upcoming special events
- Confirm that a child is with a parent/legal guardian before leaving practice or game
- Abide by Coaches Code of Ethics as set forth by North Texas State Soccer Association, Inc.
- Ensure parents abide by Parent's Code of Conduct as set forth by North Texas State Soccer Association, Inc.

c. Assistant Coaches

Assistant Coaches shall follow the same criteria as coaches, with the exception of Minor Assistant Coaches whose ages range from 12 yrs old upto 17 yrs old. All Minor Assistant Coaches are currently exempt from the required Background check and Safe Sport Training, however must perform the *Age Verification* in GotSoccer. All Minor Assistant Coaches must be accompanied by an adult, rostered to the same team, at all times including but not limited to games, practices, team meetings/parties and during team travel. All Minor Assistant Coaches must provide a personal email address AND a parent's (or guardian's) email address, so they can be copied on all emails. All Minor Assistant Coaches are restricted to coaching in an age division that is 3yrs below the minimum age division they themselves would play in. (ie: A Minor Assistant Coach, age 12, that would play in U13 Division can assistant coach in a division NO higher than U10). Minor Assistant Coaches are NOT eligible for the US Soccer Grassroots Coaching Courses until they are 16 yrs old.

d. Other Agents.

Other agents may be appointed by the Executive Board as the opportunity or need arises.

ARTICLE VI: APPEAL PROCEDURES

1. APPEAL PROCEDURES.

The Chairman-- Appeals and Discipline will receive all grievances and protests raised by anyone against the Association, its players, coaches, referees or any Association officers. All grievances or protests must be filed with the Chairman-- Appeals and Discipline. A committee will be appointed by the Chairman-Appeals and Discipline to conduct a hearing regarding the grievances.

Grievances regarding the outcomes of games must be made within 72 hours in a formal written statement of the grievance and must be accompanied with a fee of \$50.00 paid to the Association before a committee is appointed. The Executive Board has the right to waive the filing fee. The filing fee will be deposited in the general operating fund should the Petitioner claim be found against him. The fee will be returned to the Petitioner should he/she receive a favorable ruling from the committee. All persons going before the committee shall have the right to appeal to the Association, but must file a formal appeal to Executive Board within 72

hours from the date of the Appeal and Discipline Committee's ruling. The President must call a special meeting within seven (7) calendar days from the date of the appeal. The meeting will discuss only the appeal and conduct no other business.

There are only two acceptable causes for the protesting of a game after it has been played. They are:

- a. A team knowingly playing an unregistered, ineligible player; or,
- b. There has been an obvious error made in the application of the laws of the game by the referee and the referee admits it.

ARTICLE VII: REGISTRATION POLICIES

Registration will begin a minimum of 8 weeks before the date of the first scheduled game of each season. A registration deadline will be set by the Association and will occur no sooner than 3 days before the formation of teams (draft). Registration will be conducted exclusively online. Anyone needing access to (or help with) a computer, for the purposes of registration, may request an appointment with the Registrar, if the request is made prior to the published registration deadline. In no instances will a player be guaranteed a request for a coach or a team

Every soccer “year” begins with the fall season and continues through the spring season for purposes of North Texas insurance and the age level in which a player plays. Each player must complete the Association’s registration process and pay the applicable fees prior to the published registration deadline.

1. REGISTRATION ELIGIBILITY.

Players will be eligible for registration if:

- 1) In the Fall season, he/she has reached the age of 3 by July 31 of the current year;
- 2) In the Spring season, he/she has reached the age of 3 by December 31 of the previous year.

2. REGISTRATION FEES.

The association and its voting members will set fees except for park user fees, which are set by the City of Midlothian.

Registration fees shall include the following:

- 1) NTSSA registration fees;
- 2) NTSSA insurance fees;
- 3) NTSSA coaching fees;
- 4) Costs for the Referees;
- 5) Cost for the Field preparations;
- 6) Cost for maintenance of field and equipment; and
- 7) Cost for operations of the Association.

Registration fees shall NOT include:

- 1) Uniforms; and
- 2) Equipment (balls, shin guards, shoes)

3. PARK USER FEES.

Park user fees are not included in the registration fees, but must be paid in addition to the registration fees required by the Association. These fees are established by the City Of Midlothian and are determined by the players residence within the city limits of Midlothian.

4. BIRTH CERTIFICATES.

Any new registrations, or existing registrations where the records do not reflect prior verification, will be required to submit a player’s birth certificate at the time of registration. Birth Certificates are verified by the association registrar, the players GotSoccer account updated to reflect verification has been completed, and the birth certificates are securely destroyed. The association does not retain copies for security purposes.

5. AGE VERIFICATION.

The players appropriate age division will be determined by the North Texas State Soccer Associations yearly Age Chart. At the discretion of the registration committee and based on the number of registrations received, players may be allowed to “play up” one (1) age division. At no time will players be allowed to play below their appropriate age division.

All Minor Assistant Coaches must submit their *Age Verification* in GotSoccer to be registered to a team

6. SIBLING DISCOUNT.

Families with more than one (1) sibling registering with MSA will receive a \$5 discount per sibling after the first registrant.

7. UNIFORMS

Uniforms are not included in the registration fees. Each team is responsible for picking and ordering a team uniform. They are required to be matching in color and design and have individual numbers attached to the back no smaller than 6". Uniforms must not advertise any adult products (i.e. alcohol, cigarettes, etc.).

ARTICLE VIII: MISCELLANEOUS PROVISIONS

1. FISCAL YEAR.

The fiscal year of the Association shall run from September 1 to August 31.

2. BOOKS AND RECORDS.

The Association shall keep correct and complete books and records of account and shall keep minutes of all meetings at its physical location.

3. BYLAW AMENDMENTS.

The Bylaws may be amended at any general or special meeting, of the Association, by a majority vote of the voting members present, provided there is a quorum present and that notice of the proposed amendment is given by the Executive Board at the immediately preceding meeting. Any proposed amendment must be submitted to the Executive Board in writing at least seven (7) days prior to being presented to the voting members as a proposed amendment.

4. REFUND POLICY.

Registration refunds begin processing on the Monday after the first scheduled game of the season. A full refund (not including online processing fees) will be given if a player requests in writing to be dropped before draft, and/or when the association cannot provide a league to play in, there are not enough players to field a team, and/or a player that obtains a medical disability that will not allow him to play before the games begin. A refund of 50% will be given if a player drops after team formation has occurred and no games have been played. No refunds will be issued to a player who decides, after the first game of the season, to not play within MSA. Late fees are non-refundable.

5. TEAM FORMATION.

Every effort is made by the registration committee to form teams in a fair and impartial manner. The following guidelines are used.

- Returning players from the immediately preceding season are allowed to be placed on their prior team as long as they have registered prior to the first registration deadline, they still fit the age requirements for that team's age division, and their parents did not request a new team placement during the registration process. Players that register after the deadline are not guaranteed a spot on their returning team.
- In accordance with North Texas State Soccer Association, Inc. guidelines, a player who sits out only one season then returns to play soccer (i.e., plays in the fall, sits out the spring, returns in the fall) may return to the team that he/she played for previously upon request provided there is an opening. An absence of two or more seasons and the player will return to the draft.
- Parents may request specific teams during the registration process. An effort will be made to honor their request so long as doing so does not violate any North Texas Soccer Association rules related to registrations and recruiting. Each team is only allowed one request.
- Players not returning to their existing team will be placed on a new or existing recreational team based on a random draw from the age division appropriate pool. At no time will the registration committee consider players experience level when assigning to teams during the draft.
- Members of the registration committee may not participate in the draft/team formation process, for any age group in which they coach a team.
- Any recreational coach who knowingly and/or willingly drops a player from their roster, or advises that player not to play for their team, whether through direct contact or coercion shall be called before the Association's Appeals and Discipline committee, and if found to be in violation of the offense, may be suspended from coaching.

6. MISCONDUCT TOWARD A REFEREE.

North Texas State Soccer Association, Inc. has exclusive jurisdiction over assault or abuse of officials, both referee and assistant referee, in any competition by the Association.

If there is an assault/abuse of any game official by any person, including players, coaches, managers, or spectators; a report of the alleged assault/abuse will be submitted immediately to the Chairman—Appeals and Discipline who will forward the report to the appropriate State Commissioner within North Texas State Soccer Association, Inc. North Texas State Soccer Association, Inc. shall review and investigate the report(s) submitted, and upon proper investigation shall determine the seriousness of the alleged assault/abuse report(s) in a timely manner.

Referee Assault is defined as an intentional act of physical violence at or upon a referee. Assault includes but is not limited to the following acts upon or at a referee: hitting, kicking, punching, choking, spitting on, grabbing, bodily running into or at, head butting, kicking or throwing any object that could inflict injury, and damaging the referee's uniform or personal property (i.e. car, equipment, etc.).

Referee Abuse is defined as a verbal statement or physical act not resulting in bodily contact, which implies or threatens physical harm to a referee or the referee's property or equipment. Abuse includes, but is not limited to the following acts committed upon or at a referee: using foul or abusive language toward a referee, spewing any beverage on a referee's personal property, spitting at (but not on), or verbally threats. Verbal threats are remarks that carry the implied or direct threat of physical harm to the referee or damage to personal property.

7. INDOOR SOCCER.

Indoor soccer and outdoor soccer are two different sports. Therefore, membership on an indoor team will not guarantee membership on an outdoor team. If a player, playing on an indoor team compiled of Association players who are not returning players to that same outdoor team wishes to join the Association, then said player would go into the draft, unless the players is a returning player to a different team.

8. FUNDRAISERS.

All Association fundraisers are voluntary and are in no way ever to be considered mandatory.

9. COMPENSATION.

All Executive Officer positions, Service Board & Committee positions, as well as all other Agents of MSA are voluntary positions and NO monetary payment shall be given under any circumstance. Compensation for the Executive Officers shall be a Recreational Registration Discount of **100% off**, each of their child's registration fee, for each season that they serve their term on the Executive Board. Compensation for the Age Division Commissioners shall be a Recreational Registration Discount of **50% off**, one (1) child's registration fee, for each season that they serve as Age Division Commissioner. All Registration Discounts exclude City Park fees and Late Registration fees.