

**SPRING GROVE SOCCER ASSOCIATION  
CONSTITUTION AND BY-LAWS  
Revised November, 2018**

**ARTICLE I           NAME**

*Section 1       The name of the organization shall be the Spring Grove Soccer Association.  
(Hereafter referred to as SGSA.)*

**ARTICLE II           PURPOSE**

*Section 1       The purpose of the SGSA shall be to promote youth soccer.*

*Section 2       This organization shall be non-profit, non-political, and non-sectarian and shall  
refrain from political affiliation or endorsement of candidates for public offices.*

*Section 3       This organization shall not be racially or sexually discriminate.*

*Section 4       This organization shall promote sportsmanship and character to its players and  
coaches.*

*Section 5       This organization shall promote the laws of F.I.F.A. and uphold the rules and  
regulations as set down by this organization. This organization agrees to follow the rules and  
regulations Eastern Pennsylvania Youth Soccer (EPYSA) and of York USA and CPYSL (or other  
league as approved by SGSA) for all teams playing in these leagues.*

**ARTICLE III           PLAYER ELIGIBILITY**

*Section 1       Any youth residing in the Spring Grove School District is eligible upon receipt of  
appropriate registration fee.*

*Section 2       Youth residing outside of the Spring Grove School District shall be considered for  
eligibility on an individual basis by the executive committee upon receipt of appropriate  
registration fee.*

*Section 3       Scholarships for economically disadvantaged youths are available on an  
individual basis by the executive board.*

*Section 4       Players are expected to adhere to the Code of Conduct (Addendum A).*

**ARTICLE IV           MEMBERSHIP**

*Section 1       Any parent/guardian who has a child/children participating in SGSA program.*

*Section 2       Membership shall run on a calendar year basis.*

*Section 3 Any persons not covered under Section 1 may obtain a lifetime membership as voted on by the executive board.*

## **ARTICLE V MEETINGS**

*Section 1 Monthly meetings shall be held once a month on the 2<sup>nd</sup> Thursday of the month. All official business of this association must take place at this meeting. The meeting held in October will be designated as the Annual General Meeting. Meeting time and location shall be at the recommendation of the President.*

*Section 2 Committees are to meet to at the discretion of the chairperson. The Committee Chairperson for each Committee will be selected at the monthly meeting when the Committee is established.*

*Section 3 Nominations of officers will take place at the November and December meetings. Election and seating of new officers will take place at the January meeting.*

*Section 4 Five members, excluding the presiding officer, constitute a quorum at the monthly meeting.*

## **ARTICLE VI GOVERNMENT**

*Section 1 The executive committee shall be comprised of the President, Vice President of Girls Travel, Vice President of Boys Travel, Vice President of Intramural Play, Secretary, Treasurer, Registrar, and three Directors, all of whom shall be elected and all committee chairpersons.*

*Section 2 The elected officers and chairpersons shall serve a two year term beginning with the January meeting. The President, Vice President of Intramural Play, and Vice President of Girls Travel will be elected in the odd years, the Vice President of Boys Travel, Secretary, Treasurer, and Registrar will be elected on the even years. This organization is organized exclusively for educational purposes, within the meaning of section 501 (C (3) of the Internal Revenue Code (for corresponding section of any future Federal tax code.)*

*Section 3 Vacancies on the Executive Committee shall be filled by appointment by the President and ratified by the Committee.*

*Section 4 There is no limit to the number of terms a personal may serve on the Executive Committee.*

## **ARTICLE VII ARTICLE OF REPSONSIBILITY**

*Section 1 Executive Committee – The Executive Committee shall be the governing body empowered to act on all club matters (by simple majority vote) including, if necessary, the expulsion of members. Changes to the Constitution and By-Laws can only be made by a majority vote of all members present on a yearly basis. The Executive Committee is responsible for administering club matters and for enforcing the constitution and By-Laws. The Committee may enact any and all reasonable regulations, policies, guidelines and directives necessary to carry out said responsibilities.*

*Section 2 No part of the net earnings of the organization shall inure to the benefit of, or be distributable to its members, trustees, directors, officers or other private persons, except that the organization shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of Section 501 ( C ) (3) purposes. No substantial part of the activities of the organization shall be the carrying on of propaganda, or otherwise attempting to influence legislation, and the organization shall not participate in, or intervene in (including the publishing or distribution of statements) any political campaign on behalf of or in opposition to any candidate for public office.*

*Notwithstanding any other provisions of these articles, the organization shall not carry on any other activities not permitted to be carried on (a) by an organization exempt from federal income tax under Section (C) (3) of the Internal Revenue Code (or corresponding section of any future federal tax code) or (B) by organization, contributions to which are deductible under Section 170 (C) (2) of the Internal Revenue Code (or corresponding section of any future Federal tax code.)*

*Compensation for services rendered will be given based on the following:*

*All members on the Executive Committee as defined in Article VI.1 will receive 1 paid registration per season, two in a calendar year. The registration will be paid for the next season (spring or fall) after the position has been held. Additional spirit wear or clothing may be provided to the executive committee members on a yearly basis.*

## **ARTICLE VIII OFFICERS AND DUTIES**

*Section 1 PRESIDENT -- The President shall preside at all regular and special meetings: upon vacancy, appoint all committees and chairpersons, subject to approval by the Executive Committee: enforce the Constitution and By-Laws and such rules and regulations which have been enacted by the membership; sign all contracts and documents with the Treasurer when same have been duly authorized and is an ex-officio member of all committees and sub-committees.*

*Section 2 Vice President of Intramural – The Vice President (VP) of Intramural oversee the in-house intramural programs. The VP will be in charge of all player and parent issues not addressed by the coordinators. The VP may appoint coordinators for U6 and U8 age groups to run the week to week operations of the program.*

*Section 3 Vice President of Girls Travel – The Vice President (VP) of Girls Travel shall conduct tryouts and create team rosters in accordance with the SGSA tryout procedures. Required information shall be compiled and submitted to the Registrar for submission to the league. The VP will be the primary contact of coaches and questions regarding girls travel soccer.*

*Section 4 Vice President of Boys Travel – The Vice President (VP) of Boys Travel shall conduct tryouts and create team rosters in accordance with the SGSA tryout procedures. Required information shall be compiled and submitted to the Registrar for submission to the league. The VP will be the primary contact of coaches and questions regarding boys travel*

soccer.

*Section 5 Secretary -- The Secretary shall keep a permanent record of the proceedings of all meetings. The Secretary shall assist the President with communications as needed. At each monthly meeting, shall distribute a summary of the previous monthly meeting to all members present. This brief summary to include all motions approved and passed.*

*Section 6 Treasurer – The Treasurer shall keep the books; shall be responsible for the payment of the bills as approved by the Committee; shall deposit all monies at such place designated by the executive committee; report the state of finances at all meetings; submit a written report of all income and expenses for each season, and at the conclusion of each season, and any other duties as deemed necessary by the executive committee.*

*Section 7 Registrar – The Registrar shall prepare teams for submission to the League and EPYSA using the current submission procedures. The Registrar will work directly with the VP of Boys Travel and VP of Girls Travel for team information for submission.*

## **ARTICLE IX COMMITTEES**

*Section 1 This association shall have standing committees in the areas listed: Coaches, By-Laws, Equipment, Grounds and Field Lining, Field Coordinator, Risk Management, Concessions, Uniforms, Spirit Wear, Social Media and website, and others as deemed necessary by the membership.*

*Section 2 Committee chairpersons shall report to the President and present a monthly report at each monthly meeting.*

*Section 3 Coaching Committee will include all Vice Presidents and at least one individual to represent SGSA at regional meetings, to report any changes to the Executive Committee, and to recruit interested individuals for coaching. Shall be responsible to review and evaluate the coaching staff and make recommendations to the Exec. Committee as necessary.*

*Section 4 By Laws Committee shall be responsible for receiving and studying proposed amendments and upgrading the constitution.*

*Section 5 Equipment Committee shall be responsible for the ordering, upon board approval, and handling all equipment.*

*Section 6 Grounds and Field Lining Committee shall be responsible for arranging for the repair and upkeep of all soccer fields, and ensuring that fields are properly prepared for games; this will include performing a weekly inspection, making any necessary repairs to the nets, field markings, etc.*

*Section 7 Field Coordinator Committee shall be responsible for arranging practice and game fields for SGSA teams. This includes preparing a practice schedule each season, obtaining necessary approvals for off-site practice facilities, and coordinating field conflicts for league games with the necessary parties.*

*Section 8 Concessions Committee shall be responsible for arranging a schedule for concession stand coverage and stocking the concession stand for sales.*

*Section 9 Uniforms Committee shall be responsible for ordering uniforms for players as needed for both the travel and intramural levels.*

*Section 10 Spirit Wear Committee shall be responsible for setting up spirit wear items for sale and receiving/delivering orders from the members.*

*Section 11 Social Media & Website Committee shall be responsible for publishing Club business for the public. The Committee shall publish the information discussed at the monthly meeting in a consistent manor throughout all media platforms.*

## **ARTICLE X AMMENDMENTS**

*Section 1 The By-Laws may be amended, adopted or repealed at the annual meeting by a two-thirds vote of the members present.*

## **ARTICLE XI RULES OF ORDER**

*Section 1 The president shall have the privilege of setting up the agenda.*

*Section 2 Robert's Rules of Order shall govern the proceedings at all meetings of this league.*

## **ARTICLE XII DISSOLUTION**

*Section 1 Upon dissolution of this organization, assets shall be distributed for exempt purposes within the meaning of Section 501 ( c ) (3) of the Internal Revenue Code to local government Spring Grove Area School District, County of York, State of Pennsylvania for a public purpose.*

**SGSA BY-LAWS ADDEDDUM A  
CODE OF CONDUCT**

**ARTICLE I COACHES AND PLAYERS**

*Coaches and players shall not be belligerent towards the game officials, other players or coaches. AT NO TIME SHALL a coach approach the officials, coaches, or players in a belligerent or belittling manner. Remember, the referee is in charge from the time he/she arrives at the field and until he/she leaves the field. Some of the referees are in their first years of refereeing and we are all humans and subject to making mistakes. Coaches are responsible for their own conduct and that of their players.*

**ARTICLE II BLATANT RECRUITING**

*The blatant recruiting of players within the recreational program, WILL NOT BE PERMITTED by the association. Violations will be ruled on by the Executive Committee.*

**ARTICLE III LEAGUE RULES**

*All coaches should be familiar with FIFA rules and association modifications thereof and the rules of the league within which they are playing.*

**ARTICLE IV COACHING**

*COACHES SHALL NOT BADGER OR QUESTION THE PLAYERS FROM THE OPPOSING TEAM. In the event that a coach should find the need to correct a player for a mistake, he/she is not to do so in a berating or belittling manner, but do so in a constructive manner.*

**ARTICLE V FOUL LANGUAGE**

*At no time will the use of foul language on or around the field, directed towards players, referees, or coaches be tolerated.*

**ARTICLE VI FANS**

*A Coach is also held responsible for the conduct of the team's fans. In the event that fans should become unruly, the coach should step in. The coach of the team can be red carded if the fans cannot be controlled.*

**ARTICLE VII SPORTSMANSHIP**

*Sportsmanship-like conduct shall be displayed at all times. The coach is an important role model for the players.*

**ARTICLE VIII      FIELD OF PLAY**

*Coaches may not enter the field of play unless they have the permission of the referee in charge of the game. The opposing teams shall be benched on opposite sides of the field around the midfield area. All coaches, players and fans should remain two to three yards away from the side lines. No fan, player or coach will be permitted directly behind either goal.*

**ARTICLE IX        DISCIPLINARY PROCEDURES**

*Game infractions will be handled by the referee as per FIFA rules. Additionally, coaches are expected to handle minor infractions in accordance with good judgement and good sportsmanship. Major infractions will be dealt with by the Executive Committee. The Executive Committee has the authority if necessary to expel someone from the association in the event of a severe infraction.*

**ARTICLE X         PLAYER MOVEMENT WITH THE ASSOCIATION**

*Players will play in their appropriate age grouping based on EPYSA standards. Exceptions to the rule will be made on an individual basis with the mutual consent of both coaches involved, the appropriate vice president, and the Associations coaching coordinator.*

**ARTICLE XI        RESOLUTION OF PROBLEMS WITHIN THE ASSOCIATION**

*Any problems arising should be addressed with the individual involved (coach, player or parent). If unable to resolve the differences, the individual has the option of approaching the appropriate level coaching coordinator, who, if unable to handle himself, will address the situation with the Executive Committee.*

**ARTICLE XII       REFEREES**

*The referee is the ultimate authority on the playing field! Coaches, players, and spectators must abide by the ruling of the referee. Problems will not be addressed to the individual referee but to the referee coordinator.*

*CODE OF CONDUCT*  
for Players, Parents, and Coaches

The goals of the club include fostering an enjoyment of the game, advancing the development of individual and team skills, while promoting good sportsmanship. It is imperative that coaches and parents assume appropriate levels of responsibility to help us achieve these goals. As a condition of participating in the club, we require that players, parents and coaches abide by the code of conduct below:

1. During practices and games, all coaches are expected to conduct themselves in a manner that enables and promotes a learning atmosphere for everyone. Abusive language / behavior or disrespectful acts towards players, parents, spectators or other coaches will not be tolerated.
2. Coaches are responsible for enforcing the Club Code of Conduct with players and parents of the team.
3. Good sportsmanship is the rule at all times. This includes showing respect for officials, coaches, parents, and spectators. A coach represents the club and their team at all times. His/Her actions reflect on the club both on and off the field and the coach is to behave appropriately at all times.
4. Coaches, as well as players, spectators, and parents must refrain from any offensive actions, words, gestures, obscenities, disrespectful cheers or comments, and any other inappropriate forms of behavior.
5. Parents and spectators are expected to encourage and not coach from the sideline. Parents should not be publicly critical of coaches or players. Disagreements with coaches should be handled in private in a respectful manner directly with the individuals concerned.
6. The spirit of the club participating as a cohesive unit is very important during games. Personal desires and interpersonal relationships must be sacrificed in the interest of promoting team unity.
7. Players are expected to attend practices. Failure to do so could result in reduced playing time.
8. Parents are expected to volunteer in some way during the season (concession coverage, field lining, etc.).
9. Other acts of misconduct determined by the club to be in conflict with the goals and policies of the club will result in disciplinary action.

Violations of the Code of Conduct will result in disciplinary action up to and including immediate expulsion from the club.



## ***SGSA BY-LAWS ADDEDDUM B***

### ***TRAVEL TEAM SELECTION / TRYOUT PROCESS***

1. All players registering for U9 – U15 must tryout. Tryouts will be held for two nights for each age group. For a complete evaluation, players must attend both tryout dates for their age group.
2. Player Evaluations are held in two-year groupings as follows:
  - a. U-10 (players that will be 8 or 9 within the calendar year the tryouts are held)
  - b. U-12 (players that will be 10 or 11 within the calendar year the tryouts are held)
  - c. U-14 (players that will be 12 or 13 within the calendar year the tryouts are held) \*

\* U15 players (players that will be 14 within the calendar year the tryouts are held) that have not/will not enter high school within the calendar year may tryout with U-14. U15 teams are not guaranteed and depends on total number of registrations received.
3. Players are to arrive 15-30 minutes before tryouts are scheduled to register. Each player will be assigned a jersey with a number to be used for identification purposes. A photo of each player will be taken for their players pass. Players' names will not be used for tryouts. All players must bring the following to tryouts.
  - a. Soccer cleats or sneakers. Cleats from other sports are not allowed.
  - b. Shin guards (a player cannot tryout without shin guards)
  - c. Soccer ball
  - d. Water bottle
4. Players will be scored by independent evaluators. Currently, York College soccer players serve as evaluators but this is subject to change. SGSA coaches and/or Board members are used to organize the drills for tryouts but do not have a say in the scores for players.
5. Each player will be scored on various soccer skills. Night one will focus on ball skills such as dribbling, shooting, passing and ball control. Night two will evaluate players in game type situations such as small sided games, teamwork, and full field games. Please be aware that players are being evaluated by their awareness, attitude and effort. It is important to attend both nights for players to show their abilities in different situations.
6. Players that want to be evaluated as a goalie must notify the coaches at registration. Goalie scores will be provided for those that choose to be evaluated and included in the overall scoring. However, all players must tryout with fields players.
7. Scores for both nights will be totaled to give an overall score for player rankings. These rankings are used for team selection for the upcoming Fall and Spring seasons. The purpose of tryouts is to find all players a team by assessing their soccer skill level in order to place them on a team of appropriate level. However, if there are not enough players to field additional teams, cuts will be made based on the rankings.

8. If a player does not plan to play in the fall but only in the spring season, this player should still tryout. This player will be put on the waiting list for the spring season. If a roster spot opens becomes available, players will be placed on teams in accordance with the tryout scores. A roster spot will not be taken from a player that plays in the fall.
9. If a player will miss an evaluation, please let the appropriate vice president know in advance. Players that miss tryouts without advance notification will be scored as a zero for that night.
10. Players that are injured and cannot participate in tryouts will be evaluated when with another age group or independently once the player is cleared to play. An injured player will not be penalized or cut for being injured but must register in order to be considered in team selection. A doctor note restricting activity may be requested.

## ***SGSA BY-LAWS ADDENDUM C***

### ***COACHES***

1. Coaches will be selected once teams have been established. Coaches with a U.S. Soccer Grassroots coaching license, National E License or a National D License will be given first priority on coach.
2. It is strongly encouraged that all coaches obtain a U.S. Soccer Grassroots license as soon as possible.
3. Spring Grove Soccer Association will reimburse coaches upon successful completion of a Grassroots(s) license(s) or a National D license.
4. All coaches must have all necessary volunteer clearances and register with EPYSA Risk Management prior to the first practice with the team. No coaches are permitted to interact with players prior to providing necessary clearances.
5. Coaches are expected to act in a responsible manner and must act in accordance with the Club's Code of Conduct. A signed Code of conduct is required for all coaches.

***SGSA BY-LAWS ADDENDUM D***

***REGISTRATION***

1. All players must register in order to participate in tryouts.
2. Late fees may be added to registration fees and refunds will be given in accordance with the Club's refund policy (Addendum E).
3. In the event that a player cannot afford registration, scholarships for play will be given on a case by case individual basis for a partial or complete payment of the registration fee. A scholarship granted for a particular season does not need to be repaid by the recipient.

## ***SGSA BY-LAWS ADDENDUM E***

### ***REFUND POLICY***

#### Travel Soccer

Refunds will be given only if:

1. A player fails to make a team or if there are an insufficient number of registered players to field a team in a particular age group. In this case, a full refund will be given.
2. A player moves from the area after registration but prior to being placed on a roster. Subject to an administrative processing fee.
3. A player suffers a season ending injury after registration but prior to being placed on a roster. Subject to an administrative processing fee.
4. Any request for a refund after rosters have been formed are subject to an administrative processing fee.
5. **No** refund requests will be considered less than 1 month prior to the beginning of each season.
6. All refund requests must be made in writing outlining the reason for the request. Decisions regarding refunds will be made at the monthly board meeting. The parents requesting the refund are invited to attend the monthly board meeting.

#### Intramural Soccer

Refunds will be given only if:

1. The rosters have not been formed.
2. **No** refund requests will be considered less than 1 month prior to the beginning of each season.
3. All refund requests must be made in writing outlining the reason for the request. Decisions regarding refunds will be made at the monthly board meeting. The parents requesting the refund are invited to attend the monthly board meeting.
4. Any refund that is issued will be subject to an administrative fee for processing.