

WSA (Approved 08/21/23)



# **Weatherford Soccer Association**

Bylaws

Rules and Regulations

Approved 08/21/23

**BYLAWS INDEX**

**Pages 4-24**

Article I – NAME..... 4

Article II – PURPOSE..... 4

Article III – POLICIES..... 4

Article IV – AFFILIATION..... 5

Article V – JURISDICTION AND TERRITORY..... 5

Article VI – MEMBERSHIP..... 6

Article VII – GOVERNMENT..... 7

Article VIII – MEETINGS OF THE ASSOCIATION..... 12

Article IX – BOARD MEMBER DUTIES..... 15

Article X – CONFLICTS OF INTEREST..... 19

Article XI – COMMITTEES..... 19

Article XII – VOTING..... 20

Article XIII – DISCIPLINE..... 21

Article XIV – AMENDMENT PROCEDURES..... 22

Article XV – INDEMNIFICATION..... 22

Article XVI – DISSOLUTION..... 24

**RULES AND REGULATIONS INDEX**

**Pages 25-46**

Section I – PURPOSE..... 25

Section II – ELIGIBILITY..... 25

Section III – PLAYER REGISTRATION AND FEES..... 26

Section IV – ACADEMY PLAYER REGISTRATION AND FEES..... 28

Section V – COMPETITIVE TEAM REGISTRATION AND FEES..... 28

Section VI – REFUND POLICY..... 28

Section VII – RECREATIONAL TEAM FORMATION..... 28

Section VIII – TEAMS PLAYING UP..... 31

Section IX – PLAYER DISCIPLINE..... 32

Section X – PLAYER ELIGIBILITY..... 32

Section XI – ADULT TEAMS..... 32

Section XII – ADULT CRIMINAL BACKGROUND CHECKS..... 33

Section XIII – COACHES..... 34

Section XIV – WSA VOLUNTEER ROLES..... 37

Section XV – PARENTS AND SPECTATORS..... 37

Section XVI – MISCONDUCT TOWARD REFEREE..... 38

Section XVII – BULLYING..... 38

Section XVIII – SCORE KEEPING AND TEAM STANDINGS..... 40

Section XIX – TROPHIES AND TEAM PLACEMENTS..... 40

Section XX – COACH’S GAME SCHEDULING CONFLICTS..... 40

Section XXI – GAME RESCHEDULING REQUESTS..... 41

Section XXII – GAME CANCELLATIONS..... 42

Section XXIII – INCLEMENT WEATHER..... 42

Section XXIV – TEAM DONATIONS AND FUND RAISERS..... 43

Section XXV – WSA DONATIONS AND SPONSORSHIPS..... 44

Section XXVI – WSA FUND RAISERS..... 45

Section XXVII – PASS THROUGH CHECKS..... 46

Section XXVIII – PICTURES/VIDEO..... 46

*The following abbreviations are used throughout the bylaws and Rules and Regulations:*

*WSA – Weatherford Soccer Association  
FWYSA – Fort Worth Youth Soccer Association  
NCSA – North Central Soccer Alliance  
NTSSA – North Texas State Soccer Association  
USSF – United States Soccer Federation*

*Any reference to the male gender within the Bylaws or the Rules and Regulations, with respect to the officers, directors, employees, agents, coaches, administrators, players, or Association members is for simplification and refers to both males and females.*

# BYLAWS

## Article I – NAME

- 1.1.0 Weatherford Soccer Association, hereinafter referred to as the Association or WSA.
- 1.1.1 This association is located in Weatherford, Parker County, Texas.

## Article II - PURPOSE

- 2.1.0 WSA is a playing league designed to provide fair competition and to promote good sportsmanship through the sport of soccer. WSA organizes and administers competition among recreational boys and girls teams in age groups U4-U18 to strengthen recreational youth soccer.
- 2.1.1 The success of WSA is solely dependent on the respect displayed among players, coaches, parents, spectators, and officials before, during, and after league games. It is, therefore, every participant's duty and obligation to preserve, protect, and perpetuate the uniqueness of the league by informing league officials about needed corrections, as learned from past experiences.
- 2.1.2 If such necessary changes are implemented, the league will not be subject to discredit or possible abandonment by teams going to compete in other leagues. Practice the spirit of the games always throughout every season. The name of the game is soccer, and its purpose is enjoyment through good sportsmanship

## Article III - POLICIES

- 3.1.0 WSA is to adhere to these Bylaws and the Rules and Regulations.
- 3.1.1 Any reference to the male gender within the Bylaws, with respect to the officers, directors, employees, agents, coaches, administrators, players, or Association members is for simplification and refers to both males and females.
- 3.2.0 WSA shall operate as a nonprofit, noncommercial, nonsectarian, and nonpartisan organization.
- 3.2.1 WSA shall adhere to the Texas Business Organizations Code as amended from time to time, including provisions relating to non-profit entities, hereinafter known as the Code.
- 3.2.2 WSA shall exclusively be for the charitable purposes under section 501(c) (3) of the Internal Revenue Code or corresponding section of any federal tax code.
- 3.2.3 WSA shall not participate in any activities not permitted by federal income tax regulations under section 501(c)(3) of the Internal Revenue Code or by any organization whose contributions are deductible under section 170 (c)(3) of the Internal Revenue Code.

- 3.2.4 The name of this association or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or, in connection with, any parts and interest or purpose not related to the directive set forth in these Bylaws. However, these Bylaws give the Board the right to promote issues that would benefit WSA.
- 3.2.5 No part of the net earnings of WSA shall be to the benefit of or distributed to its directors, members, officers, or any other private person except to pay reasonable compensation for services rendered and make payments and distributions.
- 3.2.6 All property acquired by WSA shall be owned and controlled by WSA and shall be made available to its members for proper use subject to the approval of the Board or a designated representative.
- 3.2.7 Routine maintenance purchases over \$500 require the approval of the Executive Committee/Authorized Bank Card holders. The Full Board should be made aware of all purchases at next full Board Meeting.
- 3.2.8 Contracts or capital improvements exceeding \$1,000 shall go through a bid process with a minimum of three bids, or three price options, presented to the Board for approval.
- 3.2.9 Board member travel to officially represent WSA at any meeting may be reimbursed at a fair rate comparable to what is designated by the IRS.
  - (1) When such travel is undertaken, a claim showing the date and the mileage traveled shall be given to the Treasurer prior to payment.
  - (2) Lodging and meals must be approved by the Board before payment will be dispersed.
- 3.3.0 Parliamentary procedures (*Robert's Rules of Order, Newly Revised*) shall govern all WSA meetings.

#### **Article IV – AFFILIATION**

- 4.1.0 WSA shall be a member of the North Central Soccer Alliance (NCSA), Fort Worth Youth Soccer Association (FWYSA), and North Texas State Soccer Association (NTSSA) and shall, at all times, recognize the authority, rulings, and laws of that body which comply with the United States Soccer Federation (USSF).
- 4.2.0 The WSA shall represent all of its members and the respective interest in and before the NTSSA.

#### **Article V – JURISDICTION AND TERRITORY**

- 5.1.0 The WSA has the authority to create leagues and to abolish any leagues that it has created.
- 5.1.1 The WSA has jurisdiction over any and all leagues that it has created.

- 5.1.2 The WSA also has jurisdiction over:
- (1) any WSA sanctioned league;
  - (2) WSA teams participating in any NTSSA sanctioned league; and
  - (3) all members of the WSA.
- 5.1.3 No youth league affiliated with NTSSA may be formed or operated within the WSA boundaries – Springtown and all of Parker County except the city limits of Mineral Wells, Aledo ISD, and/or has an Azle address – unless it has been sanctioned by WSA and agreed to in writing.

## **Article VI – MEMBERSHIP**

- 6.1.0 All soccer players, coaches, trainers, managers, administrators and officials will be allowed without discrimination on the basis of race, color, religion, national origin, citizenship, disability, age, sex, sexual orientation, gender identity, or veteran status.
- 6.1.1 All youth residing in said territories, as defined in Article 5, Section 5.1.3, as well as any other individual covered by a waiver honored by the NTSSA, may register with the Association.
- 6.1.2 All properly registered youth shall pay such registration fees as are set by the Board.
- 6.1.3 Players must abide by the rules and decisions of this association.
- 6.1.4 If the Association does not provide participation in a given age bracket, those youth in that age group shall be released without fee to play elsewhere, as defined in WSA Rules and Regulations.
- 6.2.0 Adult teams shall be appointed a commissioner to represent them on the Board.
- 6.2.1 Only those Association playing rules specifically stated as adult rules shall apply to adult players.
- 6.2.2 Adults registering with this Association and paying fees required will be placed on teams according to guidelines set by the Board or the adult commissioner.
- 6.2.3 If there are not enough teams to play in league competition, adults may form teams outside of this Association. These team shall use a team name other than the Association name to identify themselves.
- 6.3.0 A member of the WSA (Association Member) must be:
- (1) a registered player;
  - (2) parents/guardians of a registered youth player;
  - (3) registered coach;
  - (4) registered assistant-coach;
  - (5) registered referee; or
  - (6) member of the WSA Board.
- 6.4.0 The Board reserves the right to revoke memberships.

- 6.4.1 A petition for reconsideration may be filed with the Board if membership has been revoked.
- 6.4.2 A petition for reconsideration in a favorable majority vote of the members present at a duly called meeting may overturn the Board's action.
- 6.4.3 Membership may also be revoked by a three-fourths (3/4) majority vote of the members present at any called meeting.
- 6.5.0 Any member of this Association, coach, team, or official may be expelled for;
  - (1) a violation of the Association's Bylaws or Rules and Regulations; or
  - (2) for conduct prejudicial to the interests of the Association.
- 6.5.1 Association memberships may be canceled, forfeited or suspended:
  - (1) unilaterally by the Board; or
  - (2) through the recommendation of the Appeals and Disciplinary committee.
- 6.5.2 A red card shall NOT be considered for expulsion for these purposes.
- 6.6.0 The Association will honor all orders of suspensions of players, coaches and/or referees issued by this association or any NTSSA member and/or the USSF member organization.
- 6.7.0 A copy of the Bylaws and Rules and Regulations will be available at each registration or by request.

## **Article VII – GOVERNMENT**

- 7.1.0 WSA shall be governed and administered by a Board of Directors, hereinafter known as the Board.
- 7.1.1 The Board – shall transact all business of the Association and shall have the power to enforce the laws of the game, these Bylaws, and the Rules and Regulations of WSA.
- 7.1.2 The Board, officers, or representatives of the Association shall have the power to enter into contracts or other commitments as agents for the Association, and they shall have no personal liability for any such contract or commitment (except such liability as may be ascribed to them in their capacity as members of the Association).
- 7.1.3 The Board shall have the power to settle all disputes and protests.
- 7.1.4 The Board will set up the rules governing the divisions, tournaments, and other special competitions within this Association's jurisdiction.
- 7.1.5 Decisions of the Board may be appealed to the NTSSA but are otherwise final.
- 7.1.6 Requirements for New Board Membership
  - (1) Attend any public monthly meeting of the Board.
  - (2) Express interest in joining the Board or Executive Committee.
  - (3) Follow-up discussion with Executive Committee Member(s) to ensure potential

- member understands Board responsibilities and required conduct.
- (4) Potential member will be voted onto Board at next scheduled meeting of the Board by majority vote of Board Members present.
  - (a) Prior to Board vote, potential member is asked to participate in Board activities (field prep, Saturday games, volunteer service, etc.).
- (5) Once voted onto Board, new member will sign WSA Board Code of Conduct.

7.1.7 WSA Board Code of Conduct – all Board Members will sign the WSA Board Code of Conduct annually.

- (1) WSA Board Members fill many roles, but should only fill one role at a time (ie. If you are coaching a game, be a coach. Do not try to fill a Board Member position while coaching).
- (2) Have respect for the game, players, officials, parents, coaches, member association volunteers and fellow Board Members and deal with them in a patient, courteous and consistent manner.
- (3) As Board Members, we should educate ourselves on the Game of Soccer. Be knowledgeable of the Bylaws and Rules and Regulations of WSA.
- (4) Criticism should be educational, constructive, balanced and positive. Praise colleagues for their time spent and jobs well done.
- (5) Under no circumstances should criticism be demeaning or detrimental to the individuals involved.
- (6) Suggestions and new ideas are welcomed. We encourage open communication and discussion.
- (7) Board Members need to be available for questions and concerns from colleagues', coaches, and parents.
- (8) Practice courtesy, self-control, and respect. We are role models for our players, coaches, and parents.
- (9) Board Members are held to a higher standard than WSA parents, players, and coaches.
- (10) Our responsibility is to serve and work toward our common goal.

7.1.8 Any Board Member who is found to be in violation of the WSA Board Code of Conduct may be asked to resign his Board position based on a recommendation to the Board from the Executive Committee.

7.2.0 The Board shall consist of five (5) Executive Committee Members and eleven (11) Directors at large for a total of 16 Board Members

- (1) Executive Committee Members
  - (a) President
  - (b) Vice President
  - (c) Treasurer
  - (d) Coaching Director
  - (e) Secretary
- (2) Directors at large (11)

7.2.1 Terms of offices and election cycles are as follows:

- (3) Executive Committee Members
  - (f) President – two-year term – elected in odd years
  - (g) Vice President – two-year term – elected in even years



- (h) Treasurer – two-year term – elected in odd years
- (i) Coaching Director – two-year term – elected in even years
- (j) Secretary - two-year term – elected in odd years
- (4) Directors at Large
  - (a) No more than six (6) Directors at large – two-year term – elected in even years
  - (b) No more than five (5) Directors at large – two-year term – elected in odd years

7.3.0 Board Members shall be elected at the General Meeting of the Association.

- (1) Board Members must be at least twenty-one (21) years of age and may be related to one (1) other Board Member serving a concurrent term through a close family relationship (i.e. a spouse, sibling, or parent/child).
- (2) Preferable no two (2) persons in a related or in a romantic relationship shall both serve in Executive Committee positions simultaneously.
  - (a) In the instance of two (2) person in a related or in a romantic relationship both serving in Executive Committee positions simultaneously, their vote on Executive Committee Votes will be limited to one (1) together. Their vote on full Board votes will not be limited.
- (3) No person can simultaneously hold two (2) Executive Committee positions.
- (4) Voting is a simple majority vote of the Association Members present at Board Meeting.

7.3.1 New Board Members will serve a minimum of 25 days probationary period; after which they will be voted in as Board Member at next Board Meeting by a simple majority vote of the Association Members present at Board Meeting.

7.3.2 Newly elected Board Members will take office at the next regular Board Meeting after completion of the NTSSA Requirements

- (1) Background check – Risk Management System (VRMS)
- (2) Completed SafeSport course

7.3.3 All Board Members will arrange for the transfer of responsibilities and duties to the newly elected positions for the next meeting.

7.3.4 Board Members may serve in the same office for more than two years.

7.4.0 Each Board Member shall cast one vote per issue at Board meetings, except the President who shall vote only:

- (1) in case of a tie vote; and
- (2) on proposed changes to these Bylaws.

7.4.1 Board Members may cast their vote:

- (1) in person; or
- (2) by proxy. Letter of Proxy is sent via email to the WSA email. Proxy email is recommended to be received 2 hours prior to the meeting.

7.4.2 Board Members shall serve as a voting delegate to any called

- (1) Executive Board Meeting;

- (2) Business Meeting;
- (3) End of Season Meeting;
- (4) Annual General Meeting of the Association; and
- (5) Special Meeting of the Association.

7.5.0 Board Member Expectations:

- (1) Annual General Meeting attendance
- (2) Seasonal Coaches Meeting attendance
- (3) End of Season Meeting attendance
- (4) Business Meeting (1 meeting per quarter - attendance)
- (5) Required presence at fields on Game Days (Saturday and Sunday) during season.
- (6) Share responsibility for weekly field maintenance (ie. field painting, cleaning restrooms, trash pickup, etc.), set-up and take-down for Game Days.

7.6.0 Any Board member who has three (3) unexcused absences from Board meetings in an administrative year may have his office declared vacant at the discretion of the Executive Board.

- (1) Board Members need to notify the Vice President and/or President via email 2 hours prior to the Board Meeting they will miss for it to be an excused absence.
- (2) Excused Board Member absences will be noted in meeting minutes.

7.6.0 Any Board member who is absent from half (6) Board meetings in an administrative year, excused or unexcused absence may have his office declared vacant at the discretion of the Board.

7.7.0 Board Member Vacancies

- (1) Executive Committee vacancies shall be filled by President, subject to Board approval by a simple majority vote of those members present at the next Board meeting. Such appointees shall serve the remainder of the term of the position being filled.
- (2) Directors at Large vacancies shall be filled by a simple majority vote of the Board Members present at any Board Meeting. Such appointees shall serve the remainder of the term of the person being replaced.

7.8.0 A Board member shall serve without salary for their services, however, any Board member that holds the positions Registrar, Referee Assignor, or Referee may receive a compensation in keeping with area soccer association standards and practices.

7.9.0 Any Board Member may be reimbursed for expenses previously approved within the budget and/or by the Board.

7.10.0 Any Board Member will be required to resign his position on the Board following a vote of no-confidence. A vote of no-confidence may take either of the following forms:

7.10.1 Any four (4) Board Members may initiate a request for a vote of no-confidence by;

- (1) submitting a written request for a vote of no-confidence signed by the four Board Members to the Executive Committee;
- (2) any proposed vote of no-confidence shall be automatically tabled until the next Board Meeting at which time the Board will take action; and

- (3) any Board Member who receives votes of no-confidence cast by seventy-five percent (75%) of his fellow Board Members shall have his Board position declared vacant.

7.10.2 Thirty percent (30%) of qualified Association Members age 18 and older, may initiate a request for a vote of no-confidence by:

- (1) submitting a written request for a vote of no-confidence signed by Thirty percent (30%) of qualified members to the Executive Committee;
- (2) the Board, within 30-days of receipt of such a request, shall convene a Special Meeting of the Association to take a vote;
- (3) all members must receive both written notice of the meeting and a copy of the request for a vote of no-confidence at least ten (10) days prior to the meeting; and
- (4) a two-thirds (2/3) majority of the voting delegates present at the meeting must vote no-confidence in order for the director in question to receive a vote of no-confidence.

7.12.0 Disciplinary Actions for Board Members per WSA

- (1) Complaints against all Board Members should be submitted in writing (via email).
- (2) Complaints will be forwarded to President and Vice President.
  - (a) Should complaint be regarding President and/or Vice President, other Executive Committee Members may be notified as necessary.
- (3) Based on the complaint, should it be deemed necessary, a small council of Board Members will be assembled at the discretion of the Executive Committee Members.
  - (a) Small council may include Executive Committee Members, long standing Board Members, Coaches, and Referees based on the needs of complaint.
  - (b) Should complaint be regarding an Executive Committee Member, other Executive Committee Members may be asked to not vote on final decision and only be allowed to facilitate small group discussions. This decision is discretionary and based on the best interests of WSA.
  - (c) Small council discussions will be kept discrete until a decision is reached.
- (4) Small council may request individual statements as needed, review all information submitted, and come to a decision that is in the best interest of the WSA Board.
- (5) Small council decisions can include, but are not limited to,
  - (a) asking Board Member sit-out coaching their next game;
  - (b) asking Board Member to be absent from Cartwright Park for period of time;
  - (c) asking Board Member to resign from the WSA Board;
  - (d) determining an A&D be brought against Board Member with notification to NTSSA.
- (6) Once the small council has made a decision, a Letter of Counsel will be issued to the Board Member letting them know of the decision.
- (7) Should the Board Member disagree with the small council's decision, they may submit an appeal in writing (via email) within 10 days of receipt of Letter of Counsel for Full Board consideration.
  - (a) The statement must state clearly why they are appealing small council decision.
  - (b) Those small council members that made initial decision are unable to be included in the appeal consideration.
  - (c) Voting on appeals by Full Board will be made in closed Board meeting, without presence of Board Member in question. Board Member will be made aware of decision within 24 hrs of the decision.
- (8) Final decision and all information regarding formal complaint will be brought to Full

Board attention at the next scheduled Board Meeting after the 10 days appeals deadline has passed.

7.12.0 Any Board Member may resign by giving written notice to the President.

7.12.1 The resignation shall take effect at the time specified therein, or immediately if no time is specified.

7.12.2 Unless otherwise specified therein, formal acceptance of such resignation shall not be necessary to make it effective.

## **Article VIII – MEETINGS OF THE ASSOCIATION**

8.1.0 Executive Committee – The Executive Committee shall:

- (1) Meet once per month via in person, email, video conferencing, or chat group at least five (5) days prior to scheduled Board Meeting.
- (2) A quorum, more than half of the current serving Executive Committee Members, is required for transacting business, providing one of the members is:
  - (a) President; or
  - (b) Vice President.
- (3) Purposes:
  - (a) Make necessary board decisions between full Board Meetings and in emergencies;
  - (b) Actions made by Board are subject to review by the full Board at the next scheduled Board meeting;
  - (c) Set priorities for Association.
  - (d) Review Association financials.
  - (e) Review large purchases or investments.
  - (f) Set agenda and discussion items for all Board Meetings.
  - (g) Call Special Meetings of the Association.

8.1.1 Executive Committee Meetings are only open to Executive Committee Members.

8.1.2 Voting delegates at Executive Committee Meetings will be all Executive Committee Members present at the meeting

8.2.0 Business Meeting –

- (1) Meetings are held on a designated day of each month.
- (2) Purpose -
  - (a) Review Association financials.
  - (b) Review large purchases or investments.
  - (c) Discuss all set agenda and discussion items.
- (3) A quorum, half the current serving Board Members plus one, is required for transacting business, providing one of the members is:
  - (a) President;
  - (b) Vice President; or
  - (c) Treasurer.

- 8.2.1 Any Association Member authorized under Article VI, Section 6.3.0, may request an opportunity to address the Board at any regular Business Meeting.
- (1) Requests shall be made in writing, or by email, and provide details of the issue to which the member wishes to speak.
  - (2) The written request must be delivered to the Vice President no later than ten (10) days prior to the next regular Business Meeting.
  - (3) Upon receipt of a properly submitted request, the Executive Committee shall determine whether or not to place the item on the agenda for the regular business meeting.
- 8.2.2 Open for the attendance, and participation, of all Association members.
- 8.2.3 Voting delegates at Business Meetings will be all Board Members.
- 8.3.0 End of Season Meeting –
- (1) Meetings are held bi-annually; at end of Spring Season (May/June) and at end of Fall Season (November/December).
  - (2) A quorum, half the current serving Board Members plus one, is required for transacting business, providing one of the members is:
    - (a) President;
    - (b) Vice President;
    - (c) Treasurer.
  - (3) Purpose:
    - (a) Review Association financials.
    - (b) Discuss achievements/concerns from previous season.
    - (c) Set goals for next season.
- 8.3.1 End of Season Meeting are open for attendance and participation, of all Association members.
- 8.3.2 Voting delegates at End of Season Meetings will be all Board Members.
- 8.4.0 Annual General Meeting (AGM) of Association –
- (4) Meetings are held annually in July
  - (5) A quorum, half the current serving Board Members plus one, is required for transacting business, providing one of the members is:
    - (a) President;
    - (b) Vice President;
    - (c) Treasurer.
  - (6) Purpose:
    - (d) Review Association financial reports.
    - (e) Elect Board Members.
    - (f) Adopt any changes to Association By-laws or Rules and Regulations.
- 8.4.1 Additional General Meetings may be called as necessary by:
- (1) the President; 2 or more of the Executive Committee; or a simple majority of the Board.
- 8.4.2 AGMs are open for the attendance, and participation, of all Association members.

- 8.4.3 Voting delegates at AGM will be all Board members and two delegates per registered team.
- (1) Delegates will each have one vote, except the President, who shall vote only in case of a tie and on changes to these bylaws.
  - (2) Each delegate shall cast only one vote on any one issue.
- 8.4.4 Any item of business or motion may be brought from the floor and acted upon during the New Business section of AGM.
- 8.5.0 Coach's Meeting
- (1) Meetings are held bi-annually; prior to start of Spring Season (February) and Fall Season (August).
  - (2) Meeting lead by Coaching Director.
  - (3) Purpose:
    - (a) Meet with all Coach before season starts;
    - (b) Introduce Board Members;
    - (c) Review rules/regulations and any goals for the season;
    - (d) Discuss any concerns going into the season;
    - (e) Pass out Team Rosters; and
    - (f) Hand out practice equipment.
- 8.6.0 Referee Meeting
- (1) Meetings are held bi-annually; prior to start of Spring Season (February) and Fall Season (August).
  - (2) Meeting lead by Referee Director.
  - (3) Purpose:
    - (a) Meet with all Referees before season starts;
    - (b) Introduce Board Members;
    - (c) Discuss any concerns going into season;
    - (d) Review rules changes;
    - (e) Goals for the season; and
    - (f) Obtain W9s from Referees.
- 8.7.0 Special Meetings of the Association – may be held at any time an issue must be decided by a vote of the Association that cannot or should not be left until the next AGM.
- (1) May be called by either:
    - (a) the President;
    - (b) the Executive Committee;
    - (c) a simple majority of the Board Members; or
    - (d) a petition signed by ten percent (10%) of voting Association Members.
  - (2) A quorum, half the current serving Board Members plus one, is required for transacting business, providing one of the members is:
    - (a) President;
    - (b) Vice President;
    - (c) Treasurer.
- 8.7.1 The Petition for a Special Meeting shall be in writing and presented to the Board seven (7) days prior to its next regular business meeting for consideration.

- 8.7.2 Special Meetings of Association are open for the attendance, and participation, of all Association Members.
- 8.7.3 Voting delegates at Special Meetings will be members of the Board and two delegates per registered team.
- (1) Delegates will each have one vote, except the President, who shall vote only in case of a tie and on changes to these bylaws.
  - (2) Each delegate shall cast only one vote on any one issue.
- 8.7.4 Only items of business listed on the set agenda may be considered for action, and no new business or motions may be brought from the floor during Special Meetings.
- 8.8.0 Meeting Notice – Notice for all Meetings of the Association must be delivered to each member entitled to vote at the meeting no later than three (3) days.
- 8.8.1 Notice of upcoming meetings may be delivered to Association Members either:
- (1) via email or text message; or
  - (2) mailed via postal service.

#### **Article IX – BOARD MEMBER DUTIES**

- 9.1.0 Board Members are authorized to exercise their duties and responsibilities as set forth herein to the extent considered reasonable.
- 9.1.1 Only President, Vice President, and Treasurer have authority to enter into any agreements, verbal or written, with vendors and/or contractors.
- (1) All agreements or contracts should be in writing.
- 9.2.0 President – The President shall:
- (1) serve as Chief Officer charged with the overall administrative and executive function of the Association;
  - (2) appoint committees as deemed necessary to carry out assigned task, as well as, disband committees when their task is complete;
  - (3) serve as an ex officio member of all committees;
  - (4) assign duties to all officers and directors as required;
  - (5) serve as the voting delegate for NTSSA or NCSA and attend NTSSA and NCSA semi and annual meetings;
  - (6) serve as the primary point-of-contact for the organization;
  - (7) be empowered to take prudent and reasonable action in office;
  - (8) have access to all equipment, technology, and accounts;
  - (9) have access to all account passwords;
  - (10) review all invoices and forward them to the Treasurer for payment;
  - (11) serve as bank account signatory; and
  - (12) review and provide input on all contracts to be approved by the Board;
- 9.3.0 Vice President – The Vice President shall:
- (1) succeed to the powers of the President in his absence;

- (2) draft the initial and all subsequent changes to the Rules and Regulations;
- (3) chair the Rules and Regulations committee and the Appeals and Discipline committee;
- (4) serve as a voting delegate for NTSSA or NCSA delegate and attend NTSSA or NCSA semi and annual meeting;
- (5) draft proposed calendar for WSA Soccer Year;
- (6) oversee player/coach registrations for each season;
- (7) inform NTSSA of all player, coach, and referee injuries;
- (8) ensure that any injured party receives a proper insurance claim form;
- (9) serve as bank account signatory; and
- (10) review and initial all contracts to be approved by the Board;

9.4.0 Treasurer – The Treasurer shall:

- (1) serve as bank account signatory;
- (2) serve as the Financial Officer of the organization;
  - (a) monthly bank reconciliations;
  - (b) submit taxes;
    - (i) Federal taxes (fiscal year);
    - (ii) Texas State Sales Tax (calendar year);
    - (iii) Texas Franchise Business Tax (fiscal year);
  - (c) create fiscal year budget estimates;
  - (d) evaluate player registration costs annually.
- (3) prepare a financial report for Business Meeting:
  - (a) Bank Statements;
  - (b) Account Reconciliations;
  - (c) Balance sheet;
  - (d) Income statement;
  - (e) Year to date budget comparison (actual versus budget estimate).
- (4) Upload all financial information to the WSA Google drive for posterity.
- (5) review and provide input on all contracts to be approved by the Board;
- (6) issue checks as payment or reimbursement for services provided
  - (a) The person or persons receiving the check may not be either of the authorized signatories on the check;
- (7) disperse monies to the extent approved in the budget by the Board;
- (8) pay all President reviewed invoices that fall within the concentrates of the budget.
  - (a) Any expenditure above approved levels or outside the constraints of the budget must be individually approved by the Executive Committee or full Board as required.

9.5.0 Coaching Director – The Coaching Director shall:

- (1) arbitrate all disputes between coaches (subject to review by the Board);
- (2) manage the training of the Association’s coaches and ensure that all coaches are adequately trained prior to the beginning of each soccer season;
- (3) settle any practice site disputes;
- (4) verify coaches returning for upcoming season prior to Team Formation;
- (5) gather coach’s scheduling conflict information;
- (6) be the primary contact for game conflicts and cancellations that arise during season and make sure Referee Director and Referee Assignor are aware of any and all scheduling changes for referees;



- (7) serve as a standing member of the Rules and Regulations committee; and
- (8) lead seasonal Coach's Meeting.

9.6.0 Secretary – The Secretary shall:

- (1) reserve rooms/meeting locations for all meetings;
- (2) draft Board meeting agendas for President and/or Vice President approval;
- (3) take minutes at all Board meetings;
- (4) type up minutes from all meetings and submit to President and/or Vice President for approval;
- (5) send out meeting reminders with approved meeting agendas and previous meeting minutes to full Board.
- (6) help with Association correspondence;
- (7) primary point of contact for WSA emails;
  - (a) It is suggested that primary point of contact for WSA emails should not be President or Vice President to ensure communication transparency
- (8) keep and maintain records of the Association;
  - (a) upload meeting minutes to the WSA Google drive for posterity.
  - (b) update directory of Board Members with NTSSA annually.
- (9) Assist with player/coach registrations for each season.

9.7.0 The following positions and duties shall be appointed by the President and approved by the Executive Board.

9.7.1 Registrar(s) – The Registrar shall:

- (1) NOT be an Executive Board Member if paid position;
- (2) set up GotSport registrations (coaches/players) for upcoming season;
- (3) set up WSA season events in GotSport;
- (4) review list of players, coaches, and teams for each season;
- (5) help coordinate the registration of all players/coaches each season;
- (6) approve player Birth Certificates for age verification;
- (7) ensure all coaches have fulfilled NTSSA requirements each season;
- (8) ensure that all players and coaches are properly registered with the NTSSA;
- (9) forward NTSSA fees to Treasurer for payment; and
- (10) ensure the Association database is maintained.

9.7.2 Referee Director(s) – The Referee Director shall:

- (1) be at a minimum a
  - (a) certified NTSSA referee, in good standing with the NTSSA; and
  - (b) currently serving as a WSA Referee.
- (2) oversee Referee Assignor;
- (3) verify referees returning for upcoming season prior to August (Fall Season)/February (Spring Season) Business Meeting;
- (4) ensure all Referees are current on certifications;
- (5) announce upcoming Referee courses provided by NTSSA;
- (6) coordinate and ensure new Referees have shadows for games to ensure they are trained and comfortable;
- (7) be available for Referees to voice concerns or intercede on their behalf;
- (8) arbitrate all disputes regarding Referees, subject to the review by the Board;
- (9) coordinate all Referee registration, training, evaluation, discipline and promotion of

referees, within WSA;

- (10) collect Referee Game Sheets at end of weekend;
- (11) work with Treasurer to ensure Referees are correctly paid;
- (12) enter game scores into GotSport in timely manner;
- (13) enter player/coach suspensions into GotSport;
- (14) ensure player/coach sit-out forms have been completed when necessary and kept for record or forwarded on to NTSSA;
- (15) serve as a standing member of the Rules and Regulations committee; and
- (16) lead seasonal Referee Meeting.

9.7.3 Referee Assignor(s) – The Referee Assignor shall:

- (1) NOT be an Executive Board Member if paid position;
- (2) be at a minimum
  - (a) a certified USSF referee, in good standing with the USSF,
  - (b) certified USSF referee assignor, and
  - (c) currently serving as a WSA Referee.
- (3) ensure all referees are current on certification;
- (4) assign referees to WSA games based on referee’s experience and knowledge of referee’s confidence;
- (5) games are assigned on a weekly basis – with games first assigned on Monday evening and any games not accepted by Wednesday, being re-assigned on Wednesday evening;
- (6) ensure new referees, or promoted referees, are assigned a referee shadows for games to help train referees;
- (7) be aware that game schedule changes may/will occur during the week of assigning;
- (8) notify referees by email of any schedule changes or game cancellations;
- (9) drop off Referee Game Sheets on Game Weekends at minimum 30 minutes prior to game start times;
- (10) be present at fields during game days to ensure games are going smoothly (or ensure someone at field is designated to help cover their duties).

9.7.4 League Scheduler(s) – The League Scheduler shall:

- (1) enter Coach’s Game Conflicts into GotSport;
- (2) schedule games in GotSport; and
- (3) coordinate with Coaching Director, Referee Director and Referee Assignor regarding any need for game scheduling changes.

9.7.5 League Representatives – The League Representatives shall:

- (1) maintain weekly/bi-weekly communication with assigned coaches during season;
- (2) you are the first level of contact for all Coach’s questions/concerns;
- (3) pass along coach’s questions/concerns to Coaching Director or appropriate Board Member; and
- (4) pass along Association information to Coaches (Field closures, picture days, equipment pickup, Uniform pickup, Association concerns).

9.7.6 Parliamentarian – The Parliamentarian shall act as parliamentary guide for all meetings in accordance with “*Roberts Rules of Order, Newly Revised*” to ensure meetings are conducted in a proper an orderly manner.

9.7.7 Lifetime Members – Association members who have served the Board for at least twenty (20) years may be appointed to a lifetime membership. No more than four (4)

Lifetime Members may serve at a time. Lifetime Members shall:

- (a) serve as advisors to the Board and the Association;
- (b) act as historians for the Association;
- (c) not serve as voting members at Board meetings; and
- (d) not serve as Board member voting delegates to Association meetings.

## **Article X – CONFLICTS OF INTEREST**

- 10.1.0 Soccer conflicts of interest – Any member of the Board, a standing committee, any other committee, or any officer of the Association shall abstain from discussion of and voting on any matter being considered by the respective body, if such would constitute a conflict of interest, directly or indirectly, with an individual, player, coach, manager, official, referee, parent, or team, including, without limitation, those conflicts of interest related to hearing protests or petitions related to the member’s team, club, players, coach, parents, or managers involved with the member’s team or club;
- 10.1.1 Other conflicts of interest – It is the policy of the Association that no member of the Board, a standing committee, any other committee, or any officer of the Association shall have any association with, or interest in any business enterprise, which would conflict with the proper performance of his duties or responsibilities as such or which might tend to affect his independence of judgment with respect to transactions between the Association and any such business enterprise; it is also the policy of the Association that no member of the Board or any committee or any officer of the Association shall have, directly or indirectly, any material personal business or financial interest with or any business enterprise with which, the Association does business, including, without limitation, the member, or any person with a supplier of goods and/or services to the Association, unless the material facts of the relationship or the interest in the business are disclosed to the Board and the Board, in good faith, authorizes the contract, transaction, or relationship by the affirmative vote of a majority of the disinterested directors, and if a member of the Board, rather than a member of a committee, is the person making the disclosure, the interested director may be counted in determining the presence of a quorum at a meeting of the Board, where at the disinterested directors shall consider whether to authorize the contract, transaction, or relationship.

## **Article XI – COMMITTEES**

- 11.1.0 The President has the ability to appoint committees as deemed necessary to carry out assigned task, as well as, disband committees when their task is complete;
- 11.1.1 Purpose of Committees are to allow Board Members to focus on specific task, research information, and bring the information gained and options back to inform the Executive Committee or full Board for decisions.
- 11.1.2 Board Members participating in Committees do NOT have the authority to make decisions without Executive Committee or full Board approval.
- 11.2.0 Rules and Regulations – The Rules and Regulations Committee shall:

- (1) draft the WSA Rules and Regulations;
- (2) submit draft to the Board for final approval;
- (3) evaluate Rules and Regulations on a continuing basis with changes being made as appropriate with approval by the Board;
- (4) establish rules for determining league champions and representatives to Association-sponsored tournaments.
- (5) include the following:
  - (a) the Vice President as Chairman;
  - (b) Coaching Director;
  - (c) Referee Director; and
  - (d) League Representatives.

11.3.0 Appeals and Disciplinary Committee – The Appeals and Disciplinary Committee shall:

- 1) Committee will investigate all communications to the Board regarding serious infractions of WSA, NTSSA, or USSF rules.
- 2) The Board shall request coaches and referees as volunteers to serve on A&D at the beginning of each season. Committee members shall include the following:
  - (a) Vice President as Chairman;
  - (b) Coaching Director;
  - (c) Volunteer members.
- 3) Committee shall be made up of an odd number of members for voting.
- 4) Committee will forward its findings to the Board with the recommendation of action.
  - (a) The Board may accept, reject, or modify the committee’s recommendations as it chooses.

11.3.1 Appeals and Disciplinary Committee is vested with the power to adjudicate disputes (protests and appeals) and discipline any of its members (players, coaches, team managers, team representatives) in accordance with *NTSSA Rule 3.10 - Discipline* for any misdeed committed while participating in league activities.

11.4.0 The Uniform Committee – The Uniform Committee shall:

- (1) uniform vendors should be evaluated annually;
  - (a) evaluation should begin in Spring season so any necessary changes can be voted in at AGM for purchases to made in the Fall season of next Fiscal Year.
- (2) collect information on vendors for uniforms, ordering, and distribution; and
- (3) present the recommendation for vendor approval prior to each season to the Board for approval; and
- (4) include the following:
  - (a) two (2) Board members selected by the President.

**Article XII - VOTING**

12.1.0 Voting Delegates - To qualify to serve as a voting delegate at any Meetings of the Association one must be a member of the WSA who complies with the following requirements:

- (1) attained the chronological age of 18;
- (2) been approved to vote by the Board;

- (3) one for which all membership fees, if required, are paid in full; and
- (4) a member shall not be on any suspension from any local regulatory body or FIFA affiliate;

12.2.0 All voting for Board Member elections shall be done by secret ballot.

12.3.0 Any other voting shall be done by secret ballot if deemed necessary by the President or requested by any member.

12.4.0 Upon completion of any secret ballot, the ballot forms shall be destroyed by the Vice President.

12.5.0 No delegate shall be entitled to cast more than one (1) vote on any issue or in the election for any position;

12.6.0 Each registered team shall be entitled to have two (two) delegates at any Meeting of the Association, if a team desires to send a team appointee in place of the head coach or assistant-coach, such request must be submitted in writing by the head coach to the Vice President prior to the convening of the meeting, and any designated team appointee must have a child on the team they represent;

12.7.0 No delegate shall represent more than one team

12.8.0 Delegates may vote in person or via proxy. Letter of Proxy must be submitted to the Vice President prior to the meeting.

### **Article XIII – DISCIPLINE**

13.1.0 The Board shall be responsible for all discipline to all teams, coaches, and players under the jurisdiction of this Association. Disciplinary actions will be administered in accordance with NTSSA Rule 3.11.

13.2.0 Any player who continually disrupts his team's soccer sessions may be suspended from the team upon written request from the head coach to the respective Commissioner and with the approval of one of the following:

- (1) President;
- (2) Vice President; or
- (3) Coaching Director.

13.2.1 Such suspensions will be effective pending approval by the Board at the next Board meeting.

13.3.0 Should a situation arise that involves more than one league or may require disciplinary action,

- (1) The League Representative will notify the Coaching Director.
- (2) The Coaching Director shall call a meeting of the League Representatives and individuals involved.
- (3) The Vice President, or his representative, shall attend the meeting in an advisory capacity.

13.3.1 If the Coaching Director and League Representative cannot resolve the problem, or they feel it involves a serious infraction of the rules, they will refer the problem to the Appeals and Disciplinary committee or the Board.

13.4.0 Any decision made by the Coaching Director in the joint meeting may be appealed to the Board.

#### **Article XIV – AMENDMENT PROCEDURES**

14.1.0 The amendment procedures for these Bylaws shall be as follows:

- (1) proposed changes should be submitted to the executive committee for review of content and form, and, if appropriate, placement on the agenda for the next Board meeting;
- (2) members of the Board (President may vote) shall vote on whether to submit the proposed changes to a vote of the members at a Meeting of the Association;
- (3) all delegates to the meeting must be given at least ten (10) days prior written notice of the proposed changes;
- (4) a quorum must be present; and
- (5) a majority of the voting delegates present at the meeting must vote in favor of the proposed change for it to become part of these Bylaws.

14.2.0 At any called General Meeting of the Association, a written proposal to change these bylaws, may be made from the floor. Such a proposal will be considered, discussed, and submitted to the executive committee.

#### **Article XV – INDEMNIFICATION**

15.1.0 The Association shall indemnify, to the extent provided in the following paragraphs, any person who is or was a director, officer, agent, or employee of the Association. In the event the provisions of indemnification stated below are more restrictive than the provisions of indemnification allowed by the Code, then such persons named above shall be indemnified to the full extent permitted by the Code as it may exist from time to time.

15.1.1 In case of a threatened or pending suit, action, or proceeding (collectively, “Suit”), whether civil, criminal, administrative or investigative (other than an action by or in the name of the Association), against a person named in paragraph (15.1.0) above by reason of such person’s holding a position named in such paragraph (15.1.0), the Association shall indemnify such person if such person satisfies the standards contained in paragraph (15.1.2) below, for amounts actually and reasonably incurred by such person in connection with the defense or settlement of the Suit as expenses (including court costs and attorneys’ fees) amount paid in settlement, judgments, penalties (including excise and similar taxes), and fines.

15.1.2 A person named in paragraph (15.1.0) above will be indemnified only if it is determined in accordance with paragraph (15.1.4) below that such person:

- (1) acted in good faith in the transaction which is the subject of the Suit; and
- (2) reasonably believed:
  - (a) if acting in his official capacity as director, officer, agent, or employee of the

- Association, that his conduct was in the best interests of the Association; and
- (b) in all other cases, his conduct was not opposed to the best interests of the Association; and
- (c) in the case of any criminal proceeding, had no reasonable cause to believe that his conduct was unlawful.

15.1.3 The termination of a proceeding by judgment, order, settlement, or conviction, or upon a plea of nolo contendere or its equivalent, will not, of itself, create a presumption that such person failed to satisfy the standard contained in this paragraph (15.1.2).

15.1.4 A determination that the standard in paragraph (15.1.2) above has been satisfied must be made:

- (1) by the Board by a majority vote of a quorum consisting of directors who, at the time of the vote, are not named defendants or respondents in the proceeding; or
- (2) if such a quorum cannot be obtained, by a majority vote of a special committee designated to act in the matter by a majority vote of all directors, consisting solely of two (2) or more directors who at the time of the vote are not named defendants or respondents in the proceeding; or
- (3) by special legal counsel selected by the Board or a committee of the Board by vote as stated in subparagraphs (1) and (2) above, or, if such a quorum cannot be obtained and such a committee cannot be established, by a majority vote of all Directors.

15.1.5 Determination as to reasonableness of expenses must be made in the same manner as the determination that indemnification is permissible, except that if the determination that indemnification is permissible is made by special legal counsel, determination as to reasonableness of expenses must be made in the manner specified by subparagraph (15.1.4)(3) above for the selection of special legal counsel.

15.1.6 The Association may reimburse or pay in advance any reasonable expenses (including court costs and attorneys' fees) which may become subject to indemnification under paragraphs (15.1.0) through (15.1.5) above, but only in accordance with the provisions as stated in paragraph (15.1.4) above, and only after the person to receive payment:

- (1) signs a written affirmation of his good faith belief that he has met the standard of conduct necessary for indemnification under paragraph (15.1.2) above; and
- (2) undertakes in writing to repay such advances if it is ultimately determined that such person is not entitled to indemnification by the Association.

15.1.7 The written undertaking required by this paragraph must be an unlimited general obligation of the person but not be secured. The same may be accepted without reference to financial ability to make repayment.

15.1.8 The indemnification provided by paragraphs (15.1.0) through (15.1.5) above will not be exclusive of any other rights to which a person may be entitled by law or vote of members or disinterested directors, or otherwise.

15.1.9 The indemnification and advance payment stated above will continue as to a person who has ceased to hold a position named in paragraph (15.1.0) above and will inure to such person's heirs, executors, and administrators.

- 15.1.10 The Association may purchase and maintain insurance on behalf of any person who holds or has held any position named in paragraph (15.1.0) above against any liability incurred by such person in any such position, or arising out of such person's status as such, whether or not the Association would have the power to indemnify such person against such liability under paragraphs (15.1.0) through (15.1.6) above.
- 15.1.11 Indemnification payments and advance payments made under paragraphs (15.1.0) through (15.1.10) above are to be reported in writing to the members of the Association in the next notice or waiver of notice or annual meeting, or within twelve (12) months after the payments are made, whichever is sooner.

## **Article XVI – DISSOLUTION**

- 16.1.0 Dissolution of WSA shall be effective by two-thirds (2/3) vote of Board Members.
- 16.2.0 Upon the dissolution of this Association, the Executive Committee, after paying or providing for debts and obligations of this association, shall transfer the remaining assets to another similar organization that is qualified as a charitable organization under section 501(c)(3), Internal Revenue Code of 1954, as amended.



# RULES AND REGULATIONS

## Section I - PURPOSE

- 1.01 The purpose of this document is to set the Rules and Regulations that govern the Weatherford Soccer Association (WSA) and that will be enforced by the WSA Board (the Board).

## Section II - ELIGIBILITY

- 2.01 Eligibility is based on a player's age on a specific date during the current soccer year. The North Texas State Soccer Association (NTSSA) soccer year begins on August 1 and ends on July 31 of the following calendar year.
- 2.02 The following age chart details the eligibility requirements for each age division. The age of a player, for purpose of league play, shall be the player's age on December 31 of the current soccer year.
  - (a) Under 19 (U19) Division: Players under age 19 on Dec 31 of the current soccer year
  - (b) Under 18 (U18) Division: Players under age 18 on Dec 31 of the current soccer year
  - (c) Under 17 (U17) Division: Players under age 17 on Dec 31 of the current soccer year
  - (d) Under 16 (U16) Division: Players under age 16 on Dec 31 of the current soccer year
  - (e) Under 15 (U15) Division: Players under age 13 on Dec 31 of the current soccer year
  - (f) Under 14 (U14) Division: Players under age 15 on Dec 31 of the current soccer year
  - (g) Under 13 (U13) Division: Players under age 14 on Dec 31 of the current soccer year
  - (h) Under 12 (U12) Division: Players under age 12 on Dec 31 of the current soccer year
  - (i) Under 11 (U11) Division: Players under age 11 on Dec 31 of the current soccer year
  - (j) Under 10 (U10) Division: Players under age 10 on Dec 31 of the current soccer year
  - (k) Under 9 (U9) Division: Players under age 9 on Dec 31 of the current soccer year
  - (l) Under 8 (U8) Division: Players under age 8 on Dec 31 of the current soccer year
  - (m) Under 7 (U7) Division: Players under age 7 on Dec 31 of the current soccer year
  - (n) Under 6 (U6) Division: Players under age 6 on Dec 31 of the current soccer year
  - (o) Under 5 (U5) Division: Players under age 5 on Dec 31 of the current soccer year
  - (p) Under 4 (U4) Division: Players under age 4 on Dec 31 of the current soccer year,
    - (i) Fall Season: Player must be 3 years of age before Aug 1 of the current soccer year
    - (ii) Spring Season: Players must be 3 years of age before Jan 1 of the current soccer year
- 2.03 Players advance to the next age group for Soccer Fall Season.
- 2.04 Players Date of Birth is verified by Birth Certificate at time of Registration.
  - (a) Proof of age shall consist of a birth certificate or birth registration issued by an appropriate government agency, Board of Health records, passport, alien registration card issued by the United States government, a certificate issued by the Immigration and Naturalization Service attesting to age, a Uniformed Services Identification and

- Privilege Card (DD Form 1173) issued by the uniformed services of the United States or a certification of an American citizen born abroad issued by the appropriate government agency. Hospital, baptismal or religious certificates will not be accepted.
- (b) Birth Certificate (or equivalent government issued certificate) shall be uploaded into player's GotSport Account.

- 2.05 In the case of a conflict the published NTSSA eligibility age chart overrules this document.
- 2.06 Players may be permitted to register and play up within 2 years from their official birth year division.
  - (a) Playing up requires the approval of the WSA Executive Committee.

### **Section III – RECREATIONAL PLAYER REGISTRATION AND FEES**

- 3.01 Registration deadlines and team formation dates will be set by the Board.
  - (a) Number of Games played by teams is based off number of Teams in each age division.
  - (b) WSA tries to ensure all Teams play 10 games per season to the best of their scheduling ability.
- 3.02 A player may not register on more than one recreational team during a season.
- 3.03 Each player shall pay a registration fee; the amount of which will be set by the Board. Registration fees are not based on number of games played during a season.
  - (a) Registration fees are based on the cost required to run WSA.
- 3.04 Discounts on player Registration fee may be offered at Board discretion and may include but not be limited to:
  - (a) Early Registration
  - (b) Returning Coaches
  - (c) Board Members
- 3.05 Player Registration Scholarships are offered at Board discretion
  - (a) Scholarships are awarded for recreational player registration fees only
  - (b) Financial assistance scholarships are granted on a by-need basis and must be approved by the WSA Executive Committee.
    - (i) Full Scholarship - with no pay, entails completing a minimum of ten (10) scholarship hours per season per child age U5-U8 and a minimum of twelve (12) scholarship hours per season per child ages U9 and up.
    - (ii) Partial Scholarship - with Partial pay, entails completing a minimum of five (5) scholarship hours per season per child age U5-U8 and a minimum of six (6) scholarship hours per season per child ages U9 and up.
  - (c) A scholarship form must be completed online for each soccer season.
    - (i) One (1) scholarship form is completed per each child requesting scholarship assistance.
  - (d) Offer ten (10) Full Scholarships are awarded by WSA each Soccer Season. This can be 10 Full Scholarships or 9 Full Scholarships and 2 Partial Scholarships.
  - (e) Only two (2) children per family are eligible for WSA financial assistance scholarships per soccer season.

- (f) If scholarship participant's function involves working with minors, other than their own children, WSA requires that they do a background check. They must complete and pass the NTSSA Risk Management Background Check before completion of the team formation process.
- (g) Failure to complete volunteer hours
  - (i) If the scholarship participant does not complete all their scholarship hours by the end of the soccer season, the scholarship participant will receive an invoice for the uncompleted scholarship hours plus the late registration fee. The player will not be allowed to register for another season until the invoice is paid in full.
  - (ii) If the scholarship participant is a returning Head coach who used a scholarship for their 1st season with WSA, and they did not complete the required scholarship hours, then the returning Head coach must pay for uncompleted scholarship hours plus the late registration fee before being able to register their player for another season or being eligible to use the Returning Head coach discount code for their free child registration.
  - (iii) If the scholarship participant decides during the season they would rather pay registration fee instead of completing their scholarship hours, they will be charged for all uncompleted scholarship hours plus the registration fee.
  - (iv) Invoice for uncompleted scholarship hours are calculated by registration cost covered by the scholarship divided by the total agreed upon hours and multiplied by the remaining number of hours.

### 3.06 Late registration (wait-list)

- (a) The last day of player Registration is determined by WSA Board each season.
- (b) When players are added after the Registration has closed, required fees must be turned in before the player is assigned to a team.
  - (i) Late fees will be determined by the Board.
  - (ii) Late fees will apply unless waived by the Board.

### 3.07 Registration Requirements

- (a) No player may be assigned to a roster without
  - (i) Completing an online registration.
  - (ii) Paying appropriate registration fees and late fee if required.
  - (iii) Player's Birth Certificate (or equivalent government issued certificate) must be uploaded into GotSport for birth date verification.

3.08 The Board reserves the right to require any player to provide proof of date of birth at any time to settle a dispute.

3.10 To participate in a game, the player's name must appear on a team's NTSSA roster signed by the WSA Registrar.

3.11 U9 and up are traveling teams.

- (a) Teams playing in NCSA,
  - (i) Half of the season games will be played at home (Cartwright Fields) and the other half will be played away.
  - (ii) Away games can include games in Granbury, Mineral Wells, and Stephenville.

- (b) Teams playing in FWYSA,
  - (i) ALL season games, home and away, may be played at FWYSA fields.

#### **Section IV - ACADEMY PLAYER REGISTRATION AND FEES**

- 4.01 WSA accepts Academy player registrations
  - (a) Academy registration fees are determined by WSA Board

#### **Section V - COMPETITIVE TEAM REGISTRATION AND FEES**

- 5.01 WSA accepts Competitive Team registrations
  - (a) Competitive Team registration fees are determined by WSA Board

#### **Section VI - REFUND POLICY**

- 6.01 No refunds are allowed for Academy only player registration fees
- 6.02 No refunds are allowed for Competitive Team Registration fees
- 6.03 Requests for refund of recreational player registration fees must be submitted online to the Board with a stated reason for the refund request.
- 6.04 All recreational player refunds are subject to review and approval by the Executive Committee.
  - (a) If written request is received before Team Formation, one hundred percent (100%) of registration refund is allowed
  - (b) If the refund request is not received until after team formation, fifty-percent (50%) of registration fee is allowed and the player will be allowed to pick up their uniform.
  - (c) No registration fee refunds will be allowed if the refund request is received after 12:01 A.M. on the first day of games for the season.
- 6.05 Refund exceptions may be made on case-by-case basis based on Executive Committee approval.
- 6.06 Refunds may be made by mailed check to player address listed in GotSport or by refund through GotSport.
- 6.07 The Board has thirty (30) days from the receipt of the refund request to issue refund.

#### **Section VII – RECREATIONAL TEAM FORMATION**

- 7.01 A soccer year is a fall and spring season. WSA has two (2) seasons per soccer year
- 7.02 Teams will be formed prior to the beginning of each soccer season during Team Formation. Team Formation is open to the public for viewing.

- 7.03 A Member Association may have only one recreational team formation process per age group. Any other method of player assignment or team formation is considered non-recreational.
- 7.04 No Board Member may be involved in the assignment of players in the division in which he/she coaches or has a child playing. They may assist in assigning players in other divisions.
- 7.05 The Board may choose to form teams based on surrounding territories such as Springtown, Peaster, Brock, Willow Park, etc. Within each territory, teams shall be formed, or new players added to a returning team, by blind draft.
- 7.06 The Board will decide on the number of teams in each territory and the number of players per team in each age group.
- 7.07 Team size caps will be set by the Board at the time of team formation depending on the number of players on each team and the number of players registered at that time.
- 7.08 Returning Teams
- (a) Returning teams will be defined as teams that have enough returning core players to meet the following requirements:
    - (i) U6 thru U10 - minimum of 50% of players returned
    - (ii) U12 thru U19 - determined by the Team Formation Committee
  - (b) Returning teams will remain together from season to season.
  - (c) If teams must be combined, returning players from the previous season will remain together.
  - (d) The Board will determine criteria, from season to season, for combining teams.
- 7.09 Core Protection
- (a) The team core is the list of players for that team listed on the team's roster from the previous season.
  - (b) Core protection is a guarantee granted to a team that any returning player that was listed on the team roster during the previous season will be placed on the same team, provided the team returns and the player wants to remain on the team.
    - (i) A player who was rostered and played on a team during the previous season will be covered by the core protection for that team, as long as they want to stay on said team.
    - (ii) It is the intent of WSA to have players return to the same teams on which they played in the previous season.
  - (c) A player who skips a season for any reason will not automatically be covered by the core protection of their previous team.
    - (i) They may be returned to the roster of their previous team provided space is available.
  - (d) A parent of a player requesting to be taken off core must make the request on the Player Registration Form.
    - (i) By requesting off core, the player will be removed from their previous team and entered in their age-appropriate player pool for new team assignment.
- 7.10 New players are placed in their age-appropriate player pool.
- 7.11 Parent Requests

- (a) A parent may not request that their player be placed on a specific team.
- (b) The parent may request their player to play up an age division.
  - (i) The Board has to approve the request.
    - (1) Should the Board deny the request, the player will be placed in their official age bracket, and the parent will be notified.
- (c) A parent may request that sibling players be assigned to the same team
  - (i) The sibling players must be within two (2) age division of each other.
  - (ii) One sibling must play up in age with sibling.
  - (iii) Parents must be aware that a girl can play on a boys' team, but a boy cannot play on a girls' team.
  - (iv) The Board has to approve the request.
    - (1) Should the Board deny the request, the players will be placed in their official age bracket, and the parent will be notified.

#### 7.12 Buddy Rule

- (a) To promote soccer participation, a player may invite a friend who was not registered with WSA during the last two (2) seasons to join their existing team with the permission of the Board.
- (b) The buddy must have same birth year as the player.
- (c) Permission from the parents of player being buddy requested must give approval.
  - (i) We suggest each parent fill out buddy request for the other player to simplify this.
- (d) The buddy may join the existing team provided there is room.
  - (ii) If no room exists on the current team, both players can be placed on a team that has room.
  - (iii) Permission will be required from the core player's parents to be moved to another team.

#### 7.13 Recreational Team Formation Process

- (a) First, all returning players from the previous season will be listed under the appropriate core team.
- (b) Each head coach has the right to have their child on their team.
  - (i) Their child needs to be identified before the blind draw.
  - (ii) There are no other player protections allowed.
- (c) Players requesting off core will be taken off their previous team and entered back in the player pool for new team assignment.
- (d) Player sibling and buddy requests shall be honored first.
- (e) Each team will then be assigned a drawing sequence based on the number of players listed.
  - (i) Teams with fewer players will draw first on a rotational basis until all players have been assigned.
  - (ii) Attempts are made to balance male/female players on Coed Teams (U4-U7).
  - (iii) Attempts will be made to balance soccer player experience on team assignments based on the number of years reported on the registration form.

#### 7.14 Late Registration

- (a) Anyone submitting a late registration will be placed on a space-available waiting list
  - (i) Core protection or special requests will NOT be considered by the Board

- for late registration.
- (b) Players on the space available waiting list shall be assigned on a first come, first served basis using the following criteria:
    - (i) The player will be assigned to the team with the fewest players.
    - (ii) If there is more than one team with the same number of openings, a blind draw will decide which team receives the player.
    - (iii) If space is not available on any teams in the appropriate age division, the player may be asked to “play up” to the next highest age division, provided space is available in that division.
  - (c) The last possible date to add a player to a team is fourteen (14) days prior the first weekend of games.
  - (d) Any player additions after the date stated above must be approved by the Board.
- 7.15 The names of players shall not be identified to the coach until the players are placed on the team by the registrar.
- (a) Coaches will not receive their team rosters until 11.01 (b) & (c) are completed.
- 7.16 New and/or non-returning players shall not be considered as placed on any team until the team roster is delivered to the coach of record.
- 7.17 No player will be allowed to move teams after Team Formation is complete, if, in doing so, they leave their original team in jeopardy.
- (a) Jeopardy for this purpose shall be defined as falling below the team’s minimum core size.
  - (b) This may be done with approval from the Board
- 7.18 Players who quit the team, or have been removed for disciplinary reasons, may be deleted from the roster with approval of the Board.
- (a) If a player is being removed for disciplinary reasons, the parents or guardians must be notified by the Board before the player may be deleted from the roster.
- 7.19 No coach of a recreational team will be allowed to refuse players.
- 7.20 Teams who want to purchase additional uniforms or equipment for players for season play or tournaments should send email to Board making Board aware of this request to parents.
- (a) Parents can not be required to pay for additional items wanted by Team. Uniform cost is included in registration fee.
  - (b) Jerseys for seasonal play, tournaments, and/or other events shall place the WSA logo on the front upper left portion of the jersey or shirt.
  - (c) Board approval is required for any additional team logo or image added to jerseys (to include sponsor logos).

## **Section VIII - TEAMS PLAYING UP**

- 8.01 A team (U4-U19) moving up into an age division early may need to increase its roster size to participate in the older division.
- 8.02 Added players must come from the older player pool.

- 8.03 Teams who choose to play up will have players assigned from the older age group and no longer contain only players from the same birth year.

### **Section IX – PLAYERS DISCIPLINE**

- 9.01 WSA Follows Player Discipline guidelines set by NTSSA.
- 9.02 Player receives Yellow Card during a game, it is up to the Coach how to proceed.
- 9.03 Player receives a Red Card during a game –
- (a) The player is to sit out the remainder of the Game and the Team will finish game down one player.
  - (b) The red carded player will be required to dress out and attend the following game, but sit the game out. This is to demonstrate support for their Team.
  - (c) A sit-out verification form must be filled out by Coach, Assistant Coach or Team Manager and signed by Game Center Referee to confirm the player attended the game and sat out.
  - (d) The sit out verification form will be turned in by the Coach to Home their Association.
  - (e) The player will not be allowed to play in a game until a sit-out verification is completed and submitted.
- 9.04 Any suspended player shall be ineligible for participation in any league competition, and shall automatically be reinstated unless further action is taken at the end of the specified period of suspension. Players suspended indefinitely shall not be eligible until reinstated by the governing A&D Committee.

### **Section X – PLAYER ELIGIBILITY**

- 10.01 The responsibility for the eligibility of a player shall rest with the team officials.
- 10.02 Knowingly playing suspended or unregistered players shall result in forfeiture of the game or games in which such infractions occur, and a minimum of one (1) season suspension from all soccer activities.

### **Section XI - ADULT TEAMS**

- 11.01 WSA has the authority to form an adult league in accord with NTSSA Rules and Regulations.
- 11.02 Adult teams shall follow NTSSA team formation policies and applicable WSA playing rules.
- 11.03 Adult team representatives shall not vote on issues regarding youth playing rules.



## Section XII – ADULT CRIMINAL BACKGROUND CHECKS

- 12.01 Every person eighteen (18) years of age or older, who at any time comes into contact with registered youth players while actively participating in a WSA sponsored activity including, but not limited to,
- (a) Coaches
  - (b) Assistant coaches
  - (c) Referees
  - (d) Board members
  - (e) Staff/employees
- 12.02 Contact is defined as providing coaching, instruction, guidance, assistance, etc. in the rules, strategies, team formations, exercises, drills, etc. used to learn and/or play the game of soccer to a youth player registered with WSA.
- 12.03 WSA sponsored activities are defined as any meeting of a WSA registered team for the purposes of learning, practicing, scrimmaging, playing, etc. the game of soccer.
- 12.04 By their participation, Adult Volunteers agree and consent to having Criminal Background Checks performed as deemed necessary by NTSSA.
- 12.05 Without a properly completed Criminal Background Check, Adult Volunteers will not be allowed to participate in any WSA sponsored activity.
- 12.06 Spectators are not considered participants.
- 12.07 Criminal Background Check are performed annually.
- (a) All Associations and Affiliates of NTSSA shall direct Adult Volunteers to the NTSSA Volunteer Risk Management System (VRMS) portal where they shall annually input or update all requested information.
  - (b) The Board shall require a Criminal Background Check, to be performed annually, on each registered adult volunteer.
    - (i) The Board will ensure every volunteer initiates the VRMS process and is approved prior to the first activity in which the adults participate.
  - (c) A background check response from the Texas Department of Public Safety or other agency/vendor that is deemed unacceptable by the NTSSA Risk Management Committee will cause a written notice to be sent to the individual stating that the individual is not eligible to participate and what appeal rights the person has.
  - (d) Should any individual who has received a negative response wish to appeal the finding, an appeal may be filed with the NTSSA Risk Management Committee according to the NTSSA Procedure for filing appeals.
  - (e) When the Board has heard an appeal and rules an individual ineligible, or when the appeal time has elapsed, a letter of notification will be sent to all administrative organizations within NTSSA notifying them of the individual's suspension, but not the reasoning for the suspension.
  - (f) All responses shall be kept in strict confidence.

## Section XIII - COACHES

### 13.01 Competitive Team Coaches

- (a) Must be registered and approved by NTSSA
  - (a) Background check – Volunteer Risk Management System (VRMS)
  - (b) Completed SafeSport course
- (b) Must sign WSA Coach's Code of Conduct.

### 13.02 Recreational Team Coaches

- (a) Must be volunteers.
- (b) Must be registered and approved by NTSSA
  - (a) Background check – Volunteer Risk Management System (VRMS)
  - (b) Completed SafeSport course
- (c) Must sign WSA Coach's Code of Conduct.
- (d) Each head coach has the right to have their child on their team.
- (e) Head coaches choose their assistant coaches, but Board may help identify interested parents.

13.03 No one person or family may be designated Head Coach more than two (2) recreational teams. This is to minimize the number of Coaching Scheduling Conflicts.

### 13.04 Coaching Responsibilities

- (a) **NOTIFICATION OF TEAM MEMBERS...**Please call members of your team as soon as possible. Your players will be anxious to hear from you. Tell them that they're on your team and provide them with the location, starting times, and duration of your practices.
- (b) Coaches are responsible for determining practice days, time, and location.
- (c) **RESPONSIBILITY FOR TEAM MEMBERS...**When you agree to coach a team, you accept responsibility for the **safety** of the team members. This covers all team activities...practice, games, and tournaments. Please get to your practices on time so that your players are **never** without adult supervision. Ask your parents not to leave players until you arrive. **Under no circumstances is any player to be left alone following practice or a game.** We understand you didn't volunteer to be a baby sitter but you cannot risk the safety of any child entrusted to your care. If some parents appear to be late all the time, please call your WSA League Representative and the Board will attempt to help.
  - (a) Have all parents complete and sign the Medical Release Waiver so that you can obtain medical care for a player should the parent not be present.
- (d) Coaches are required to honor the WSA Coach's Code of Conduct.
- (e) **RESPONSIBILITY FOR PARENTAL BEHAVIOR...** Coaches are responsible for the behavior of his/her players, their player's parents, and their team supporters during games.
  - (a) Have all your parents sign and date Parental Code of Conduct.
- (f) Coaches should maintain contact with their league representatives on a regular basis.
- (g) Attend or send a team representative to all WSA Board Meetings. You are a member of our Association and get a vote in WSA Board decision.
- (h) Notify your WSA League Rep if you do not plan to return as a Coach for next season.
- (i) Coaches should remain aware that Game Schedule periodically change; It is the Coach's responsibility to ensure their parents are aware of any schedule changes

- (j) Coaches are required to be knowledgeable of any changes in the laws of the game. A great resource is the International Football Association Board (IFAB) application which can be downloaded on your phone.
- (k) Coaches are highly encouraged to increase their coaching knowledge by attaining a Grassroots license through US Soccer Federation. The introductory coaching course is online and FREE.

#### 13.05 Coaching Guidelines

- (a) Learn the game yourself and continue to learn - no one is ever a complete authority.
- (b) Do not criticize the players; rather encourage the team to do better.
- (c) Do not demand that the kids win; only ask that they try their best.
- (d) Let everyone play; the benefits far outweigh winning all the time.
- (e) Do not typecast a player in one position. Let them experience all aspects of the game. Look for any hidden talent.
- (f) Do not lose your temper in front of the kids.
- (g) Parents should not pressure the kids; they should cheer the players on emphasizing the good and down-playing mistakes.
- (h) Get to know other coaches and officials; they're not your enemies, but rather your allies in teaching.
- (i) Rival coaches should meet and exchange friendly greetings before and after each game to set the correct tone for the event.
- (j) Let the kids play for the fun of it: It's their game!

#### 13.06 Coach's Code of Conduct

- (a) I will faithfully carry out my duties and obligations as a coach registered with Weatherford Soccer Association (WSA).
- (b) It is my duty to be knowledgeable of any changes in the International Football Association Board (IFAB) laws and rules regarding soccer and to maintain my training.
- (c) I acknowledge and accept the rules of North Texas Soccer Association (NTSA), which presides over WSA.
- (d) I acknowledge the TOTAL authority of referees in of any the soccer matches I participate in. I pledge that I will never interfere with their carrying out of their duties; before, during, or after a match.
- (e) I understand that any criticism of WSA referees, other Coaches, and Board Members should be limited to constructive criticism using outlined WSA procedures.
- (f) I will always strive to conduct myself in the highest ethical and moral manner possible. Refrain from arguments or name-calling with all referees, other coaches and/or spectators.
- (g) Being a WSA Coach, my conduct is more noticed by all. I will strive to set a high standard of personal conduct when acting as a player, spectator, or official.
- (h) When traveling outside of Weatherford, my conduct is even more important since my actions and the actions of my team will reflect upon our Association.
- (i) I understand that I may be disciplined for significant or repetitive breaches of this Code of Conduct; may include, but not be limited to, being placed on probation, suspended, asked to leave fields, asked to not be at Cartwright for a designated period of time, or refused future registration in WSA.

### 13.07 Disciplinary Actions for Coaches per WSA

- (a) Formal complaints against WSA Coaches should be submitted in writing.
  - (i) Should a Board Member become aware of a verbal complaint regarding a WSA coach, request that the complaint be made in writing, via email, so tracking is possible.
  - (ii) Complaints may be communicated from partner associations.
- (b) Complaints will be forwarded to the WSA President and Vice President.
- (c) Based on the complaint, should it be deemed necessary, a small council of Board Members will be assembled at the discretion of the Executive Committee Members.
  - (i) Small council may include Executive Committee Members, League Representative, long standing Board Members, Coaches, and Referees based on needs of complaint.
  - (ii) Small council discussions will be kept discrete until a decision is reached.
- (d) Small council may request individual statements as needed, review all information submitted, and come to a decision that is in the best interest of WSA. Small council decisions can include, but are not limited to,
  - (i) asking coach sit-out coaching their next game;
  - (ii) asking coach to stay away from Cartwright Park for period of time;
  - (iii) determining an A&D be brought against coach with notification to NTSSA.
- (e) Once the small council has made a decision, a Letter of Counsel via email will be issued to the coach letting them know of the decision.
- (f) Should the coach disagree with the small council's decision, they may submit an appeal in writing (via email) within 10 days from receipt of Letter of Counsel for Full Board consideration.
  - (i) The statement must state clearly why they are appealing small council decision.
  - (ii) Those small council members that made initial decision are unable to be included in the appeal consideration.
  - (iii) Voting on appeals by Full Board will be made in closed Board meeting and coach will be made aware of decision within 24 hrs of the decision.
- (g) Final decision and all information regarding formal complaint will be brought to Full Board attention at the next scheduled Board Meeting after the 10 days appeals deadline has passed.
- (h) WSA has a zero tolerance policy for disruptive coaches.
  - (i) Should a coach cause a game to be called at WSA or at a partner association, an automatic red card suspension will be required – with coach sitting out their team's next game.

### 13.08 Disciplinary Actions for Coaches per NTSSA

- (a) A coach/assistant coach who receives a second yellow card during a single game shall be suspended for the balance of that game and shall sit out the following game.
- (b) A coach/assistant coach who receives a red card shall be suspended for the balance of that game and shall sit out, at a minimum, the following game.
- (c) If a coach is required to sit out a game and does not have an assistant coach listed on their Team Roster, the game cannot be played and will be considered a forfeit.

## **Section XIV – WSA VOLUNTEER ROLES**

14.01 As a volunteer Association, WSA volunteers fill many roles, but should only fill one role at a time.

- (a) Board Members shall not wear Board Member Shirts while performing Team Coach or Center Referee duties.
  - (i) The exception is when a Board Member is acting as Center Referee for u8 and below games or acting as a Sideline Assistant Referee in U9 and above games, when Referee shortages occur.
  - (ii) All possible efforts will be made to fill the U9 and above Referee Spots for games with Certified Referees, so should games need a Board Member to cover a Referee position, it will be for a U8 and below game where score is not kept.
- (b) A Certified Referee shall not wear a Referee Shirt while performing Team Coach duties.
- (c) All violation concerns regarding this rule, will be brought to the attention of the Board for decision.

## **Section XV – PARENTS AND SPECTATORS**

15.01 Parental Code of Conduct

- (a) Children have more need of encouragement than criticism. Attempt to relieve the pressure of the competition, not increase it. A child is easily affected by outside influences.
- (b) Be kind to your child's coach and the officials. The coach is a volunteer, giving of personal time and money to provide a recreational activity for your child.
- (c) The opponents are necessary friends; without them your child could not participate.
- (d) Applaud good plays by your team and by members of the opposing team.
- (e) Do not openly question an official's judgment and honesty. Officials are symbols of fair play, integrity, and sportsmanship.
- (f) Your Team's Coach is responsible for your behavior on the sidelines. Be Respectful! A Referee can send-off your Coach due to your behavior.
- (g) Should I be asked to leave the field by an Association Board Member (Home or Away) due to my behavior, I agree to leave.
- (h) Accept the results of each game. Encourage your child to be gracious in victory, and to turn defeat into victory by working towards improvement.
- (i) Remember your child is involved in organized sports for their enjoyment, NOT YOURS!
- (j) Encourage your child to always play by the rules.
- (k) Remember that your child learns by example. Children mimic what their parents say. Criticism of the coach, officials, teammates, and/or opponents fosters bad attitudes and can only lead to a negative experience for your child.
- (l) Parents should remember that a coach has an entire team of players to consider when making decisions regarding position, playing time, substitutions, and strategy. The team does not revolve around one player.
- (m) Foul language is NOT tolerated WSA. You may be required to leave if foul language is continually used.
- (n) Bullying between players is NOT tolerated by WSA.

- (o) If your player receives a Yellow Card during a game, it is up to the Coach how to proceed.
- (p) If your player receives a Red Card during a game, the player will be required sit out the remainder of that game as well as dress out, attend, and sit out the following game. A sit-out verification form must be signed by Center Referee. This is to demonstrate support for their Team. The player will not be allowed to play until they attend a game and sit-out.

#### 15.02 Disciplinary Actions per NTSSA

- (a) Each team (youth and adult) in NTSSA is responsible for the conduct of its spectators. The referee has the authority to insist that the coach or acting coach deal with the misconduct of the spectators and resolve the problem. Failure to do so may result in the coach's dismissal from the field and/or termination of the match. Therefore, the coach/assistant coach/team manager is expected to control his spectators, especially on non-enclosed fields. If he is unable to do so, Member Associations, Playing Leagues and/or Tournament Officials are directed to take appropriate actions toward the identifiable, unruly spectator, or if unidentifiable, towards the team itself. Member Associations, Playing Leagues and Tournament Officials shall report spectator misconduct to the NTSSA A&D Committee for review and further action if warranted.
- (b) Suggested action for misconduct of spectators is:
  - (i) Suspend the spectator from attending future matches.
  - (ii) Report spectator to the local Parks & Recreation Department.
  - (iii) Require team to forfeit any games at which spectator is present on the touchline (cannot keep them off public street or out of parking lot.)
  - (iv) Require offending team to pay for presence of police at the game.
  - (v) Revoke and/or refuse registration to the offending team.
  - (vi) Cause the spectator to be placed under a municipal "peace bond".

### **Section XVI – MISCONDUCT TOWARD REFEREE (per NTSSA Bylaws and Rules 3.11.7)**

16.01 NTSSA has exclusive jurisdiction over assault or abuse of officials, both referee and assistant referee, in any competition by the State or Member Associations. This jurisdiction includes:

- (a) All USSF registered referees (adult and youth).
- (b) Any non-licensed person serving in any emergency capacity as a game official.
- (c) Any coach, parent or junior assistant referee, serving as a game official.

**16.02** Should WSA become aware of any 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 NTSSA.

### **Section XVII - BULLYING**

17.01 WSA is committed to providing players a fun, positive, and secure environment in which to learn and enjoy the game of soccer. WSA has a zero-tolerance policy for bullying!

- 17.02 Bullying is defined as conduct, gestures, or comments which are insulting, intimidating, humiliating, hurtful, malicious, degrading, or otherwise offensive to a player, group of players, and/or teammates, in which creates a hostile or intimidating environment, or which negatively affects a player's physical and/or emotional well-being. Bullying is any written, verbal, or physical act, or any electronic communication, whether it is a single incident or a series of incidents that results in intentional pain and distress to the victim.
- 17.03 Not all joking or horseplay is bullying. This fact will always be taken into consideration but when the intent is to cause distress, WSA will consider such behavior to be bullying and will not tolerate it at any practice, game, or other WSA sanctioned event.
- 17.04 If you see something, say something. This means anyone who knows that bullying is taking place is expected to report the incident. Players and parents should be assured that they will be supported when bullying is reported.
- 17.05 Reporting Procedures
- (a) Parents should first report bullying incidents to their team coach or manager.
  - (b) If not resolved to their level of need, parents should provide a written report of bullying incidents to their League Representative and WSA Coaching Director.
  - (c) In all cases of reported bullying, parents of the player who was bullied may be asked to meet with the respective team coach and Coaching Director to discuss the incident. In all cases, strict confidentiality shall be maintained. It is not our goal to make a public example of reported incidents.
  - (d) The bullying behavior or threats or bullying will be investigated and appropriate actions will be taken to ensure the bullying is stopped immediately.
- 17.06 Disciplinary Actions
- (a) First Offense
    - (i) An attempt will be made to encourage the bully/bullies to modify their behavior for their benefit, for the benefit of the victim, and the benefit of their team members.
    - (ii) An attempt will be made by the coach, manager, and/or parent(s) to reconcile the situation between the players (age, level of maturity, and severity of offense must be considered).
    - (iii) Other consequences or disciplinary alternatives to stop the bullying may be considered by the Board once reported by the parent, coach or manager.
  - (b) Repeated Offense
    - (i) Disciplinary action against a player will be taken by the team coach which may include, but is not limited to, immediate suspension from participation in practices or games for a period of time.
    - (ii) The Board reserves the right to suspend or otherwise discipline any player for bullying in addition to any action taken by the coach.
    - (iii) In severe cases, the Board reserves the right to prohibit further participation in the soccer program by any player deemed to be involved in the bullying of other players.
- 17.07 After the incident/incidents have been investigated and addressed, the situation will continue to be monitored by the respective team coach, team manager, parents, and the Board to ensure

repeated bullying does not occur.

## **Section XVIII – SCORE KEEPING AND TEAM STANDINGS**

- 18.01 For U4, U5, U6, and U7 – No game scores are kept or recorded and no Team standings are kept for these developmental playing divisions.
- 18.02 For U8 – No game scores are published. Team standings are only kept for end of season tournament and moving teams up to U9 the following soccer year.
- 18.03 For U9 thru U18 teams –
- (a) Game scores are recorded on referee game sheets and turned in to be entered in GotSport system to track game scores (wins/loses).
    - (i) Scores are only entered with a maximum 5-point difference (0-5, 1-6, 2-7, etc.).
  - (b) Team Standings are based on a calculated score.
    - (i) Points (3 for a win, 1 for a tie, and 0 for a loss)
  - (c) Should there be a Placement Tie – The following records should be considered.
    - (ii) Head-to-head records (if applicable)
    - (iii) Goal differential – Difference between goals scored by each team during games.
    - (iv) Goals for – Goals scored by team
    - (v) Goals against – Goals scored against team
    - (vi) Most shut outs – Most games where one team prevents another team from scoring.
    - (vii) Shoot out
- 18.04 Should there be concerns regarding an entered Game Score, the Team Coach should contact their League Representative

## **Section XIX - TROPHIES AND TEAM PLACEMENTS**

- 19.01 WSA provides a participation medals/trophies to all players registered U8 and under developmental playing divisions.
- 19.02 For U9 thru U18 teams – WSA purchases placement trophies for WSA teams placing in their NCSA age division based on the following Division size guidelines:
- (a) Three team division – 1<sup>st</sup> place trophies
  - (b) Four and five team division – 1<sup>st</sup> place trophies and 2<sup>nd</sup> place medals
  - (c) Six and above team division – 1<sup>st</sup> place trophies, and 2<sup>nd</sup> and 3<sup>rd</sup> place medals

## **Section XX – COACH’S SCHEDULING CONFLICTS**

- 20.01 Coach’s Game Schedule Conflicts
- (a) These forms are available on WSA website for completion at beginning of each soccer season.
    - (i) Blackout Date Request form - Head Coach is able to request two (2) game



blackout dates per season. If coach chooses to blackout one full weekend, Saturday and Sunday, that is their two dates.

- (ii) Coach Multiple Teams - Coaches should list if they are a designated coach for more than one team. If a coach is the designated Head Coach for two teams, they should list both teams, with corresponding age groups and designate one team for morning games and one team for afternoon games.
- (b) Forms shall be submitted via GotSport on or before the date set by the Board.

**20.02 The Board will attempt to work with all conflicts turned in by the deadline but some conflicts may not be honored due to time and schedule restrictions. In these instances, there needs to be an assistant coach listed on team's Game Sheet who will be available to coach the game.**

## **Section XXI – GAME RESCHEDULING REQUESTS**

- 21.01 Coaches should provide as much notice as possible to the Board when requesting to reschedule a game.
- 21.02 No game will be considered for reschedule with less than five (5) days notice.
  - (a) Board approval may be given under extenuating circumstances
- 21.03 Requests for Game Reschedules will NOT be accepted for consideration without complete information about why a reschedule is requested. For example: “prior commitment” or “church event” does not explain what the event is and thus would NOT qualify for consideration.
- 21.04 Minimum number of players required to start a game and continue to play.
  - (a) 7v7: 5 to start and 5 to continue
  - (b) 9v9: 7 to start and 7 to continue
  - (c) 11v11: 9 to start and 9 to continue (IFAB states 7 to play)
- 21.05 Reasons a reschedule will be rejected:
  - (a) A team is missing one or more star players.
  - (b) Team has enough players to meet normal team size to field (U-9/U-10 = 7 players; U-11/U-12 = 9 players; U-13 and up = 11 players).
  - (c) Not wanting to play on Sundays (No Sunday games will be scheduled before 1:30 pm)
  - (d) Not wanting to play weeknight games (no weeknight games will be scheduled before 6:00pm on the initial schedule)
- 21.06 The following are acceptable events for considering rescheduling a game:
  - (a) Entry into a NTSSA sanctioned tournament
  - (b) School event (must specify the event)
  - (c) Church event (must specify the event)
  - (d) Scouting event (must specify the event)
  - (e) This list does not exclude other acceptable events.

21.06 How to request to reschedule a game

- (a) The coach requesting a game to be rescheduled will contact their League Representative via email (or messaging app) providing a full reason for why they need to reschedule the game.
- (b) The League Representative will contact Board Member in charge of game schedules to verify if schedule change is an option.
- (c) The League Representative will notify the opposing team's coach and request three (3) dates and times that are acceptable for the games to be played.
  - (i) The opposing team should not be required to play at disadvantage against team making schedule change request.
- (d) The League Representative will check with both Board Member(s) in charge of game schedule to see if dates and times are available as well as Referee Assignor to see if referees are available.
- (e) If date, times, and referees are available, the League Representative will provide the three (3) dates and times by email (or messaging app) to the requesting coach.
- (f) The requesting coach is required to select one (1) of the three (3) dates and times provided.
  - (i) If game cannot be rescheduled due to agreement on date and time, team requesting schedule change agrees to forfeit.
- (g) The requesting coach will notify the League Representative of the selected date and time.
- (h) The League Representative will provide the date and time to the opposing coach.
- (i) The League Representative will confirm with the Board Member(s) in charge of game schedule and Referee Assignor the selected date and time of the rescheduled game.
- (j) The League Representative will contact the affected coaches and provide direction on how to proceed.

21.07 Game reschedule requests for traveling teams (u9+) please refer to NCSA Rules and Regulations (Articles 14.5-14.10).

**Section XXII – GAME CANCELLATIONS**

22.01 A game that is cancelled with less than five (5) days notice is considered a forfeit for the team requesting it.

22.02 How to request a game cancellation

- (a) The coach requesting to cancel a game will contact their League Representative.
- (b) The League Representative will then notify the opposing team's coach, Board Member(s) in charge of game schedule, and Referee Assignor.

**Section XXIII – INCLEMENT WEATHER**

23.01 WSA is responsible for practices and games played at Cartwright Park.

23.02 WSA may determine a practice or game must be canceled, due to weather, at any time up to the start of play.

- 23.03 When field conditions may be considered questionable due to inclement weather, the WSA will update
- (a) by 4:30 p.m. on weekdays,
  - (b) by 7:00 a.m. for Saturday and by noon on Sundays.
- 23.04 Coaches, parents and players may check for current field conditions online or Facebook page.
- 23.05 Activities will be postponed or suspended if thunderstorms appear imminent before or during activities.
- 23.06 The skies will be monitored for locally developing or approaching storms that have not produced lightning.
- 23.07 Electronic devices may be used to determine lightning distance (E.g. Weather Bug app).
- 23.08 Activities will be suspended until fifteen (15) minutes after the last strike of lightning is seen.
- (a) All players, coaches, family, etc., SHALL leave the Cartwright soccer fields upon a determination of lighting within 10 miles of fields.
  - (b) By leave the Cartwright soccer fields, it is meant for coaches, players, and parents (and family) to wait in their cars until they receive All Clear.
- 23.09 Notification alerts may be used during a storm. Possible notification alerts and their meanings are listed below.
- (a) Heads-up - Lightning within fifteen (15) miles
  - (b) Postpone or Suspend Activities - Lightning within 10 miles
  - (c) All Clear – Lightning has not been detected within fifteen (15) miles for at least fifteen (15) minutes.
- 23.10 Game cancelled for inclement weather may be rescheduled based on Board discretion
- (a) For games in progress, but stopped after half-time, the game is considered complete and will not be rescheduled.
  - (b) For games in progress, but stopped before half-time, the coaches will be offered the choice of ending the game or delaying until weather passes.
  - (c) For games not in progress but set to start within the hour, (or next set of games scheduled) a decision will be made by WSA concerning those games at their scheduled game time.
- 23.11 For traveling teams (U9+), games not held at Cartwright Park, please refer to NCSA Rules and Regulations (Article 11).

#### **Section XXIV - TEAM DONATIONS AND FUND RAISERS**

- 24.01 All teams registered with, or created under the auspices of WSA shall submit a statement of income and expense, if such teams receive donations because of the WSA 501 (c) (3) status.
- 24.02 The reports shall be presented to the treasurer for safekeeping not later than August 31 of each

year.

- 24.03 Failure to comply with this rule may cause the suspension of said team from all soccer activities, which shall be at the discretion of the Executive Board.

## **Section XXV – WSA DONATIONS AND SPONSORSHIPS**

### 25.01 WSA Donations

- (a) all donations must be approved by Board;
- (b) checks made payable to Weatherford Soccer Association;
- (c) monetary donations will be submitted to Treasurer for deposit and accounting purposes;
- (d) Thank you letters are required to be sent for all donations/sponsorships valued at \$250 and above (i.e. monetary, gifts, exchanges) for accounting purposes.

### 25.02 Field Sponsorship

- (a) sponsorship levels, and advertising, based on donation amount.
  - (i) business logo on website;
  - (ii) weekly Facebook Posting with links;
  - (iii) business logo banner at fields; and/or
  - (iv) designated field sponsorship marker;
- (b) donated funds may be used for
  - (i) supplement player registration fees;
  - (ii) uniform purchases;
  - (iii) trophies and medal purchases;
  - (iv) coaching equipment purchases;
  - (v) association running costs (electricity, admin fees, etc.)
  - (vi) field and facility upkeep, maintenance and improvements; and
  - (vii) other necessary WSA purchases with Board approval.

### 25.03 Team Sponsorships

- (a) sponsorship levels, and advertising, based on donation amount.
  - (i) business logo on website;
  - (ii) weekly Facebook Posting with links; and/or
  - (iii) Board approved business logo on Team uniform
- (b) donated funds may be used by WSA for
  - (i) supplement player registration fees;
  - (ii) uniform purchases;
  - (iii) trophies and medal purchases;
  - (iv) coaching equipment purchases;
  - (v) association running costs (electricity, admin fees, etc.)
  - (vi) field and facility upkeep, maintenance and improvements; and
  - (vii) other necessary WSA purchases with Board approval.
- (c) Teams may NOT purchase their own uniforms for WSA sanctioned games. Teams who purchase uniforms for tournaments and other events shall place the WSA logo on the front, upper left portion of the jersey or shirt.

## Section XXVI– WSA FUND RAISERS

- 26.01 All fundraisers must be presented to the Board in detail for approval prior to any advertising for, or start of the fund-raising event. The presentation must include:
- (a) The steps of implementation
  - (b) Any rules for the fundraiser
  - (c) Any prizes to be won
  - (d) Any awards for participation in the event
  - (e) An estimate of earnings which clearly identifies major cost elements
- 26.02 No WSA Board member or their immediate household shall be eligible for any prize or award associated with any WSA sanctioned fundraising event.
- 26.03 Children of Board members on any WSA team roster are eligible for any prizes or awards presented to the entire team.
- 26.04 Complete records must be kept for all aspects of fundraising activity including, but not limited to
- (a) Expenditures
  - (b) Income
  - (c) Distribution of materials (i.e. raffle tickets, coupon books, food items, etc.)
  - (d) Sales – Federal and/or State Taxes must be paid on raffle sales
  - (e) Donations.
- 26.05 These records must be verified by a second Board member and preserved for presentation to the Board.
- 26.06 Records and tickets will be retained for an audit of each WSA fundraiser.
- 26.07 Counting of collected funds should be accomplished by at least two (2) Board members. A third member should be present to record the amounts.
- 26.08 The records of the counts and any reconciliation of funds must be recorded for presentation to the Board.
- 26.09 All prizes and awards must be verified by no less than two (2) Board members before any announcement or awarding prizes or team awards.
- 26.10 After the close of any WSA sanctioned fundraising event, a comprehensive report must be prepared and presented to the WSA Board at the next regularly scheduled Board meeting.
- 26.11 This report will contain, at a minimum, a profit and loss statement identifying total revenues and total expenditures and supporting documents associated with the fundraising event. This report will become an official part of the WSA financial records.
- 26.12 Final disposition of other fund-raising materials will be made by the Board.

## **Section XXVII - PASS THROUGH CHECKS**

- 27.01 All pass-through sponsorship checks will not be issued to ANYONE until sponsorship funds have been received by WSA and confirmed by the Treasurer.

## **Section XXVIII- PICTURES/VIDEO**

- 28.01 You may take pictures or video of your child during their game.
- 28.02 You MUST receive written consent from both coaches and all parents who are present at the game, if you wish to take pictures or video of another child during a game.
- 28.03 You may NOT take pictures or video around the soccer complex without receiving written permission from each person that is in the picture or video. This has been directed by NTSSA as a privacy rights issue.