

LAKE CITIES SOCCER ASSOCIATION  
BY-LAWS

## Revisions

(REVISED April 2017)

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BY-LAWS  
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**LAKE CITIES SOCCER ASSOCIATION  
BY-LAWS**

**ARTICLE I     DEFINITIONS**

The name of this organization shall be the Lake Cities Soccer Association, Inc., hereafter referred to as the "Association" or "LCSA". It shall be governed and administered by a Board of Directors, hereafter known as the "Board". Voting members at General Meetings shall be referred to as "Delegates". All eligible, according to registration guidelines, players of the current soccer year shall be referred to as "Youth".

**ARTICLE II     MEMBERSHIP**

**Section 1. Association, Membership Territory:**

Membership Territory to include the Lake Cities (Lake Dallas, Hickory Creek, Corinth and Shady Shores), anyone residing in the Lake Dallas Independent School District, or anyone residing in an unincorporated area of Denton County adjacent to the aforementioned territories which area is not within another Member Association Territory of the North Texas State Soccer Association (Herein after NTSSA).

**Section 2.** All Youth residing in said territories, as well as any other individuals covered by a waiver honored by the N.T.S.S.A., may register with the Association. All properly registered Youth shall pay such registration fees as are set by the Board. Players must abide by the rules and decisions of this Association. If the Association does not provide competition in a given age bracket, those Youth in that age group shall be released without fee to play elsewhere.

**ARTICLE III    GOVERNMENT**

**Section 1.** The governing body of the organization shall be a Board of Directors.

**A.** The Association shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action, suit or proceeding, whether civil, criminal, administrative, or investigative (other than an action by or in the right of the Association) by reason of the fact that he/she is or was a director or officer of the Association, or is or wins serving at the request of the Association as a director, officer, employee or agent of another corporation, partnership, joint venture, trust or other enterprise, against expenses (including attorney's fees), judgments, fines and amounts paid in settlement actually and reasonably incurred by him/her in connection with such action, suit or proceeding if he/she acted in good faith and in a manner he/she reasonably believed to be in or not opposed to the best interests of the Association, and, with respect to any criminal action or proceedings, had no reasonable cause to believe his/her conduct was unlawful. The termination of any action, suit or proceeding by judgment, order, settlement, conviction, or upon a plea of "nolo contendere" or its equivalent, shall not, of itself, create a presumption that the person did not act in good

faith and in a manner which he/she reasonably believed to be in or not opposed to the best interests of the Association, and, with respect to any criminal action or proceeding, had reasonable cause to believe that his/her conduct was unlawful.

**B.** The Association shall indemnify any person who was or is a party or is threatened to be made a party to any threatened, pending, or completed action or suit by or in the right of the Association to procure a judgment in its favor by reason of the fact that he/she is or was a director, officer, employee or- agent of another corporation, partnership, joint venture, trust or other enterprise against expenses (including attorney's fees) actually and reasonably incurred by him in connection with the defense or settlement of such action suit or suits if he/she acted in good faith and in a manner he/she reasonably believed to be in or not opposed to the best interests of the Association and except that no indemnification shall be made in respect of any claim, issue or matter as to which such person shall have been adjudged to be liable for negligence or misconduct in the performance of his duty to the Association unless and only to the extent that the Court of Chancery or the court in which such action or suit was brought shall determine upon application that, despite the adjudications of liability but in view of all the circumstances of the case, such person is fairly and reasonably entitled to indemnity for such expenses which the Court of Chancery or such other courts shall deem proper.

**C.** Any indemnification under subsections A. and B. (unless ordered by a court) shall be made by the Association only as authorized in the specific case upon a determination that indemnification of the director or officer is proper of conduct set forth in subsections A and B. Such determination shall be made: 1.) By the Board of Directors by a majority vote of a quorum consisting of directors who were not parties to such action, suit, or proceeding, or 2.) If such a quorum is not obtainable, or, even if obtainable, a quorum of disinterested directors so directs, by independent legal counsel in a written opinion, or 3.) By the Delegates.

**D.** Expenses incurred in defending a civil or criminal action, suit or proceeding may be paid by the Association in advance of the final disposition of such action, suit or proceeding as authorized by the Board of Directors in the specific case upon receipt of an undertaking by or on behalf of the director or officer, to repay such amount unless it shall ultimately be determined that he/she is entitled to be indemnified by the Association as authorized in this section.

**Section 2.** The Board of Directors shall consist of the following named officers whose terms of office and years elected are as follows (Bold indicates Executive Board member):

**President** - One year; elected every year

**First Vice-President** - Two years; elected in odd years

**Second Vice-President** - Two years; elected in even years

**Secretary** - Two years; elected in even years

**Treasurer** - Two years; elected in odd years

Past President – Two years; post President term

Registrar – Non-voting Contract Staff as described in Section 8.

Executive Director - Non-voting Contract Staff as described in Section 8.

Public Relations Director - Two years; elected in even years

Officials Director - Two years; elected in odd years

Fields and Facilities Director – Two Years; elected in odd years

Director of Player Development – Two years; elected in even years

League Commissioners - One year; elected every year

Under Eight and Under

Under Ten

Under Twelve,

Under Fourteen,

Under Fifteen and Above

League Secretaries - One year; elected every year

Under Eight and Under

Under Nine to Under Fourteen

Under Fifteen and Above

Board Member At Large – Nominated by a current Board Member; approved by 2/3 majority vote of the board

**Section 3.** The Board members shall be elected at the General Meeting of the Association held in the spring. Newly elected Board members will take office at the June Board meeting. Board members may not hold more than one executive office and no more than two offices in total.

**Section 4.** Each of the Board members shall cast one vote at Board meetings, exceptions are the Registrar and Executive Director as at-will employees, as well as the President, who shall vote only in case of a tie and on changes to these By-Laws. Each of the Board members shall be a Delegate to General Meetings. Parliamentary procedures shall govern at all General and Board meetings.

**Section 5.** Regular meetings of the Board will be held on a President designated day of each month and should be as regularly held on that day as possible. The President may call additional meetings as he/she deems necessary. A minimum of 5 members of the Board shall constitute a quorum for transacting business providing one of those present is the President, First Vice-President or Second Vice-President.

Electronic voting maybe used with the approval of the Executive Board. The electronic votes should be sent to and tabulated by the association secretary within the time frame stipulated by each vote. Votes received after the stipulated time will not be counted. The association secretary will advise the board of the voting results within 24 hours of the conclusion of the voting.

**Section 6.** Duties of the officers of the Association are as follows:

**A. President** - The President, as Chief Officer, is charged with the overall administrative and executive function of the Association, and shall prepare an agenda and preside at all Associations meetings. He/She shall appoint such committees, as he/she deems necessary to carry out such function. He/She shall assign duties to all officers as required. He/She shall maintain the player pool. As Chief Officer, he/she is empowered to take prudent and reasonable action in cases not covered in these By-Laws and such authority is implicit in the office. The President shall be an ex-officio member of all committees. He/She shall designate a Parliamentarian for all General and Board meetings. Should any Board position become vacant during its term, the President shall appoint another person to fill the vacancy, such appointment being subject to Board approval by a simple majority vote of those members present at the next Board meeting. At his/her option, the President may delegate the responsibility of recommending a candidate for such vacancy to the Nominating Committee. He/She shall serve as the LCSA representative to the N.T.S.S.A. delegate and will attend, or designate another Board member to attend, all N.T.S.S.A. meetings. This is an Executive Board position.

**B. First Vice-President** - The First Vice-President shall succeed to the powers of the President in his/her absence or vacancy of office. He/She shall assist the President as necessary. He/She shall be responsible for the initial drafting, and subsequent changes to these By-Laws. He/she shall coordinate and submit season schedules to the Board for approval and coordinate any subsequent reschedules as necessary with the Officials Director and Fields Director. The First Vice-President shall serve as the LCSA representative to partner associations and attend, or designate another Board member to attend, all partner association meetings. He/She shall chair the Appeals and Discipline Committee. This is an Executive Board position.

**C. Second Vice-President** - The Second Vice-President shall succeed to the powers of the President in the absence or vacancy of the President and the First Vice-President. He/She shall assist the President as necessary. He/She shall arbitrate all disputes between coaches subject to review by the Board. He/She shall manage the training of the Association's coaches and players to ensure all coaches and players are made available training opportunities.

He/She is responsible for ensuring that the League Commissioners provide coaches for each team in their respective leagues. He/She is responsible for coordinating the use of practice fields and is responsible for settling any practice site disputes. He/She shall present a list of coaches to the Board at the first Board meeting after the season begins. May also be referred to as Director of Coaching. He/She shall chair the Rules Committee be responsible for the initial drafting, and subsequent changes to the Playing Rules. This is an Executive Board position.

**D. Secretary** - The Secretary shall record the minutes of all meetings, and keep records of the Association. He/She will inform N.T.S.S.A. of all players, coach or referee injuries and see that the injured party receives a proper insurance claim form. He/She shall be a standing member of the Registration Committee.

**E. Treasurer** - The Treasurer shall collect all money of the Association and will keep a detailed account of receipts and expenditures thereof. He/She will pay all bills properly passed upon and approved by the Board and shall review and approve all purchases over \$200.00 by this Association. He/She shall submit a complete financial reconciliation and a balance sheet and income statement at each General Meeting and at the Board meetings. He/She shall be responsible for presentation of the semi-annual budget to the Board. He/She shall be responsible for seeing that all governmental reports are properly filed. He/she shall require all checks on the General Account, greater than \$200.00, to have two authorized signatures. The person or persons receiving the check from any account may not be an authorized signature(s) on the check. No authorized check signers can reside in the same household or be related. He/She shall be chairman of the Finance Committee.

**F. Past President** - If a President no longer becomes President, he/she shall become Past President for a maximum term of two years and/or until the President no longer becomes President, at which time his/her term will expire. He/she shall assist the President as the President deems necessary. He/she shall use his/her guidance, knowledge and experience to better LCSA.

**G. Registrar** - The Registrar shall ensure that all players and coaches are properly registered with the N.T.S.S.A. He/She shall be responsible for coordinating the registration of all players each season and is responsible for supervising that phase of registration. He/She is responsible for submitting all registration forms and fees to the N.T.S.S.A. He/She is also responsible for: Forming teams in their respective age groups according to Board policy and rules established by the Registration Committee; Relaying uniform information (sizes, colors, quantity, etc.) to the Executive Director; Supplying Commissioners with rosters so that any coaching vacancies may be immediately filled; Maintaining a file of team rosters, players and coaches cards and ensuring that they are proper and complete; Communicating information to the Team Representatives of their respective age groups. He/She shall be non-voting Contract Staff as described in Section 8. He/She shall be chairman of the Registration Committee.



**H. Executive Director** – He/She shall attend to all correspondence and will be responsible for ensuring that the Association data base is maintained. The Executive Director of the Association shall be the chief administrative staff person of the Association and, subject to the supervision of the Board, shall report directly to the President and shall perform such duties as may be incident to his office or specifically delegated to him by the Board. The Executive Director is responsible for the control and storage of all Association non-field equipment. He/She is responsible for the purchase of additional and/or replacement equipment subject to Board approval. He/She is responsible for ordering and distributing team equipment including uniforms. He/She shall be non-voting Contract Staff as described in Article III, Section 8. He/She shall be chairman of the Registration Committee.

**I. Public Relations Director** - The Public Relations Director shall be responsible for publicizing the activities of the Association. He/She shall also be responsible for informing the public of the time and place of registration for each season and for publishing a newsletter as funds permit. He/She shall be responsible for the organization and coordination of efforts to obtain supplemental funding which may be in the form of sponsorships, grants, donations, etc. He/She will coordinate the taking and distribution of team pictures. He/She shall also be the liaison between the Board and the cities of Lake Dallas, Hickory Creek, Corinth and Shady Shores.

**H. Officials Director** - The Officials Director shall be responsible for the screening of new officials, scheduling training sessions for officials and shall have the authority to use or not use any potential official subject to Board review. He/She, or a Board appointed Officials Assignor, shall be responsible for scheduling officials to officiate each game. He/She shall arbitrate all disputes between officials subject to review by the Board. He/She shall constantly monitor the conduct and performance of all officials to ensure the highest possible quality of officiating. He/She shall be a standing member of the Rules Committee.

**J. Fields and Facilities Director** - He/She shall be responsible for assuring all fields are suitable and ready for play, weather permitting. He/She shall determine if fields are unplayable due to weather conditions and report to the President. He/She shall present candidate(s) for Field Marshall Coordinator to the Board at the first Board meeting prior to the coach's meeting. He/She shall be responsible for assuring all buildings and field equipment are maintained and meet all code requirements. He/She shall be responsible for scheduling use and assuring all facilities are safe and accessible. He/She shall be responsible for scheduling and any required changes or improvements shall submit said to the Board for approval. He/She shall be a standing member of the Rules Committee.

**K. Director of Player Development** - He/She shall oversee the coordination and scheduling of training and skill sessions for the Player Development Program (PDP). He/She should hold a minimum of a USSF "E" License unless approved by 2/3 majority vote of the Board. He/She shall act as the commissioner to the competitive soccer team, LC United Soccer Club, herein

called the "Club", with Lake Cities Soccer Association (LCSA) as its home association. He/She shall coordinate the formation of teams based on the board approved academy program, ensure proper team registration, distribution of information to players and parents, oversee the club website and the ordering and distribution of the team equipment. He/She shall be charged with the overall administration and management of the club, coaches and the development program that he/she supervises. He/She shall present a list of club coaches with compensation requests to the Board at the first Board meeting prior to the closing of registration and/or signing date. He/She shall be responsible for gathering and disseminating development information to the board and the LCSA community, and with the Board approval, to the recreational coach, player and competitive players in both information and fee-based field programs. He/She shall be responsible for answering to the LCSA board outlining all developmental activity. He/She will answer directly to the Treasurer, and therefore the board, regarding the raising and use of funds, albeit separate from the general fund.

**L. Commissioners** - A Commissioner shall be elected for each age group listed in Section 2 and may not be elected to Commissioner over their own child's age group. All Commissioners shall serve under the supervision of the Second Vice President. The Commissioners will be responsible for keeping coaches informed of all activities and policies of the Association and any other information necessary to fulfill their duties. Commissioners will review schedules for games in their age groups. They will settle minor disputes involving Coaches, Assistant Coaches, Managers, Team Representatives, Registered Players and Registered Players Parents and Guardians regarding schedules, and practice sites and they shall monitor the coaches in their age groups in order to maintain the highest possible standard of conduct and sportsmanship. If a situation arises that involves more than one age group or may require disciplinary action, the Commissioner shall notify the Second Vice President who will call a meeting of the Commissioners. The First Vice-President, or his representative, shall attend the meeting in an advisory capacity. If the Second Vice President and the Commissioners 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. Any decision made by the Commissioners in joint meeting may be appealed to the Board. Commissioners are responsible for providing new and/or replacement coaches for each team in their respective age groups. All coaches' names will be submitted to the Second Vice President for screening and approval. He/She shall delegate, if applicable, duties to the League Secretaries as required. Commissioners shall be standing members of the Rules Committee.

**M. League Secretaries** - A Secretary shall be elected for each age group listed in Section 2 and may not be elected to League Secretary over their own child's or own team's age group. All shall serve under the supervision of the Registrar. As player enrollment numbers warrant, each age group may have two elected secretaries, one for each the younger and older age division in that age group. He/She will assist the Registrar in preparing team formation and submitting those players list to the Registrar and head coaches; assigning

players who have registered late to teams according to Board policy and Standing Rules for registration. Secretaries shall be standing members of the Registration Committee.

**M. Member At Large** - The Board may include Members at Large whom shall be nominated by a current Board Member and approved by two-thirds (2/3) majority vote of the Board. All approved Members at Large will have one vote each. Each Member at Large may also be named an Assistant to any Officer, Director or Commissioner position on the Board and/or serve on a Committee assigned by the President.

**Section 7. The Board of Directors** - The Board shall transact all business of the Association and shall have the power to enforce the laws of the game and the By-Laws, Standing Rules and Playing Rules of the Association. It shall have the power to settle all disputes and protests. The Board will set up the rules governing the divisions, tournaments and other special competition within this Association's jurisdiction. Decisions of the Board may be appealed to the N.T.S.S.A. but are otherwise final.

- 1) **LCSA Board Code of Ethics.** All Board members will sign the LCSA Board Code of Ethics. Any Board member who is found to be in violation of the LCSA Board Code of Ethics maybe asked to resign his/her board position based on a recommendation to the Board from the executive committee.
  - a) Any board member may be required to resign for refusal or failure to disclose affiliation that causes a conflict of interest or failure to abstain from a vote that may result in a conflict of interest. A 3/4 majority vote of all board members is required to act.

**2) Conflict of Interest.**

Soccer Conflicts of Interest:

- a) Any member of the Board, a Standing Committee, or any other committee of the Association shall abstain from discussion of and voting upon 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 appeals related to the member's team, club, players or coach, or parents or mangers involved with the member's team or club.

Other Conflicts of Interest:

- a) It is the policy of the Association that no member of the Board, a Standing Committee, or 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/her duties or responsibilities as such or which might tend to affect his/her independence or judgment with respect to transactions between the Association and any such business enterprise.

- b) 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 in any business enterprise with which, the Association does business, including, without limitation, the member, or any person in the immediate family of the member, holding a position with a suppliers 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. 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, whereat the disinterested Directors consider whether to authorize the contract transactions, or relationship.
- 3)** If any board member willfully neglects their duties to the detriment of the association they may be required to resign their position. Any Board Member not attending either three (3) consecutive meetings or six (6) meetings in a twelve (12) month period of this Association will have his/her office declared vacant unless such absences are excused by the Board. His/Her office shall then be filled in accordance with Article III, Section 6A.
- 4)** It is recommended that no individual should hold more than one position on the Board at any one time unless approved by the Nominating Committee. Under no circumstances may an individual hold more than two positions on the board at any one time.
- 5)** Board members shall serve without salary for their services as Board members with exception being Contract Staff as described Article III, Section 8, or Game and Referee Scheduling as determined, from time to time, by the Board of Directors.. Any Board member may be reimbursed for expenses previously approved within the budget and/or the Board. Board members may receive compensation for officiating or club coaching, not related to their Board positions.
- 6)** Any member of the Board will be required to resign following a vote of no confidence. A vote of no confidence may take either of the following forms:
- A.** Any four Board members may initiate in writing a request for a vote or thirty percent (30%) of the Delegates may sign such a request and present it to the Board. Within 30 days of receipt of such a request, a General Meeting shall be held to take a vote. All Delegates must receive both written notice of the meeting and a copy of the request for a vote of no confidence at least seven days prior to the meeting. A two-thirds majority of those present at the meeting and a minimum of forty percent (40%) of the total number of Delegates must vote no confidence in order for the officer in question to receive a vote of no confidence.

**B.** Any Board member who receives votes of no confidence cast by seventy-five percent (75%) of his/her fellow Board members shall have his/her Board position declared vacant.

**Section 8: Contract Staff**

The Board of Directors shall be authorized to employ such Contract Staff as it deems necessary to carry out the functions of the Association.

Contract staff shall be nominated by the President, or by nomination at a regularly held meeting by a majority vote of the quorum, annually or as needed. They then must be approved by 2/3 majority vote of the Board.

Contract Staff shall not have a vote in any business of the Association.

The term of employment for all Contract Staff shall be at the will of the Board of Directors.

The rate and method of payment for Contract Staff shall be determined, from time to time, by the Board of Directors.

Direct day-to-day supervision of these positions is the responsibility of the President, with the Board providing advice and consent in all matters related to the performance of their duties.

**Section 9. Standing Committees - There shall be the following Standing Committees of the Board of Directors:**

**A. Rules Committee** - The Rules Committee shall be responsible for drafting the Playing Rules for each age group. After the rules have been approved by the Board, they will be evaluated on a continuing basis with changes being made as appropriate with approval by the Board. The Committee will also be responsible for establishing rules for determining age group champions and representatives to Association sponsored tournaments. The Committee shall set the practice policy for each age group.

Committee members shall include the Second Vice-President as chairman, the First Vice-President, the Officials Director and the Commissioners.

**B. Nominating Committee** - The Nominating Committee shall include a chairman and at least three other eligible members appointed by the president with consent of the Board. Eligible members are defined as members whose board positions would not be up for election their current year of service on the nominating committee. The Nominating Committee will recruit and screen possible candidates for Board positions. The committee shall present to the executive board the slate of possible candidates prior to the April board meeting. The slate of candidates will be presented for final approval to the entire board one month prior to the Spring General Meeting. The board approved slate of candidates will be presented to the general body for election at the Spring General meeting. Those members of the board who are serving two year terms will serve on the nominating committee their first year in office.

**C. Registration Committee** - The Registration Committee will establish Standing Rules and procedures for assigning players to teams, late

registrations and adding and dropping players. The Board must approve these rules and procedures. The Committee will also approve individual player play-up requests.

Committee members shall include the Registrar as chairman, the Association Secretary and the Secretaries.

**D. Appeals and Disciplinary Committee** - The Committee will investigate all appeals to the Board and cases of serious infractions of the Association rules. The Committee will forward its findings to the Board with a recommendation of action. The Board may accept, reject or modify the Committee's recommendation as it chooses.

Committee members shall include the First Vice-President as chairman and two other members selected by the First Vice-President.

**E. Finance Committee** - The Finance Committee will monitor the receipts and expenditures of the Association and will ensure that the non-profit status of the Association is protected. The Committee shall direct the preparation of the semi-annual budgets. The Committee will review the adequacy of the Association's funds, recommending uses for surpluses and alerting the Board of potential shortages.

Committee members shall include the Treasurer as chairman, an Association member with experience in the financial area chosen by the Treasurer and one other member selected by the President.

**F. Executive Committee** - The Executive Committee will be called to meet as needed to act on an emergency basis. This committee will have the power to act on behalf of the Board subject to review at the next scheduled board meeting.

Committee members shall include the President as chairman, the First Vice-President, and three appointed by the President from the following list: Second Vice-President, Secretary, Treasurer, Public Relations Director, Officials Director, and Equipment Director.

**Section 10. Association General Meeting** - The President shall call a semi-annual General Meeting of the Association during each the fall and spring soccer seasons and additional meetings as he/she deems necessary.

Voting delegates at these meetings will be members of the Board and a representative from each team. These Delegates will each have one vote except the President who shall vote only in case of a tie and on changes to these By-Laws. Any one person representing more than one team, or a Board member who is also a team head coach or team representative, shall cast only one vote on any one issue. Persons who are representing more than one team must decide which one team they shall vote for and the parents of the other team(s) shall name a voting delegate from their ranks to vote for them at General Meetings. Such named delegates, and the name of an alternate for a team head coach or team representative unable to attend a General Meeting, must be given to the

Secretary prior to the start of that meeting. Ten percent (10%) of the total number of Delegates will constitute a quorum for a General Meeting.

If the Executive Board Committee deems necessary, electronic voting by the eligible voting members will be allowed for conducting business during the fall and spring general meetings. If electronic voting is used, the voting will be conducted within 72 hours of the general meeting using the quorum set forth in this section and the majority definition in Article VIII (D). The votes will be sent to a dedicated email address accessible only by the association secretary and 1<sup>st</sup> Vice President in the fall season and either the 1<sup>st</sup> or 2<sup>nd</sup> Vice President in the spring season, whichever position is not up for election that season. The Association Secretary will be responsible for tabulating the votes which will be posted to the Lake Cities Soccer Association website within the agreed upon time limit.

**Section 11. Team Managers** - Each Youth team shall choose from among its parents or guardians, a team manager other than the coach. Volunteers for Team Manager should be at least 17 years of age prior to the start of the current season. The team manager will represent the team with the Association and will assist with administrative functions of the team. The manager shall be chosen at a team meeting of the parents called by the coach as soon as possible after the team is formed. The team manager will be required to complete a background check annually.

#### **ARTICLE IV DISCIPLINE**

**Section 1.** 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 to in accordance with N.T.S.S.A., Rule 3.11.

**Section 2.** Any player who continually disrupts his/her team's soccer sessions may be suspended from the team upon written request from the head coach to the respective League Commissioner and with the approval of one of the following: President, First Vice-President or Second Vice-President. Such suspension will be effective pending approval by the Board at the next Board meeting.

#### **ARTICLE V GENERAL RULES**

**Section 1. Age Groups** - Age grouping for play shall conform to the rules of the N.T.S.S.A.

**Section 2. Player Registration and Team Assignment** - The neighborhood concept and the age of the player will be the prime factors in the assignment of players to teams. No player may practice with or play in a game with a team until that player is properly registered with the Association and assigned to a team by the appropriate League Secretary. A player is not considered registered by the Association until he/she has paid the registration fee, his/her parents have signed the registration form and a copy of his/her birth certificate or other document certifying date of birth has been examined. No player may play with a team other

than the team assigned by the respective League Secretary. Standing rules and procedures for team formation will be established by the Registration Committee and approved by the Board.

**Section 3. Violation of Player Registration -**

**A.** Coaches who permit a non-registered player to play in a game will forfeit each game in which the non-registered player participated and will be suspended from coaching.

**B.** Coaches who allow a non registered player to practice with their team can be, at the discretion of the Board, suspended from coaching.

**Section 4. Coaches** - A person may volunteer to coach or be asked to coach by a League Commissioner. All coaches are subject to screening by the Second Vice President who has authority to accept or reject any potential coaching candidate subject to Board review. Each team shall have ONE Head Coach and may have up to two assistant coaches and one team manager.

Volunteers for Head Coach should be at least 17 years of age prior to the start date of the current season. Volunteers for Assistant Coach should be at least 15 years of age prior to the start date of the current season. All Coaches, or their representatives, must attend the pre-season coach's meetings. All Coaches are responsible for any equipment issued to them. All Coaches are responsible for; reading of and familiarity with the Association's By-Laws, Playing Rules, and completion of the USSF "F" License, within the time frames as set forth by the LCSA Board of Directors. Coaches who fail to function within the Association By-Laws and Playing Rules will be subject to immediate review by the Board, and, at the discretion of the Board, may be suspended from coaching. Head coaches and assistant coaches shall complete a background check annually. Coaches and assistant coaches are required to display their NTSSA coaches ID card at all games and practices.

Coaches of U4-U8 LCSA teams will be required to use LCSA uniforms. Coaches of U9+ LCSA and Club teams will be required to coordinate the acquisition of uniforms for their team. These uniforms are required to have the LCSA or Club logo.

Coaches will be held responsible for all abusive and foul language and acts by their players and fans as well as their own conduct which serves as a role model for their players. The NTSSA Code of Ethics for Coaches, section 11.1 of the NTSSA Administrative Rule Book, applies to all LCSA coaches. Additionally, coaches should not partake of any type of alcoholic beverage, tobacco product or controlled substance at any game or practice, and should never smoke during any game or practice.

Coaches of Academy and Select teams (Club) may be compensated, so long as they have obtained a USSF National E License or greater. The term of employment for all Club coaches shall be at the will of the Board of Directors. The rate and method of payment for each individual Club coach shall be determined, from time to time, by the Board of Directors. Direct day-to-day supervision of these positions is the responsibility of the Director of Player Development, with the Board providing advice and consent in all matters related to the performance of their duties.



## **Section 5. Practices**

- 1) No teams will be allowed to practice on game fields unless prior board approval has been granted.
- 2) Practices are not to be held before the regularly scheduled seasonal coaches meeting unless permission has been granted by the League Commissioner, League Secretary, Director of Player Development and/or Registrar for the team to participate in a pre-season tournament.
- 3) Coaches shall inform parents and players of the practice requirements in writing before the first game of the season.

**Section 6.** All Association teams will participate in the playing league and play against opposing teams at the times, dates and locations as scheduled by the designated representatives of the Board.

## **ARTICLE VI SELECT TEAMS**

**Section 1.** The Board is authorized to enter into agreements, at its discretion, with select soccer clubs whereby the Association will register the clubs' teams with N.T.S.S.A. with the Association serving as the clubs' home association.

## **ARTICLE VII BUDGET AND EXPENDITURES**

**Section 1.** The Treasurer will chair the Finance Committee which will establish a budget for each soccer season. The budgets will be submitted to the Board for approval prior to the beginning of each season.

**Section 2.** After approval by the Board of the seasonal budget detailing levels of expenditures, the Treasurer has the authority to disburse moneys to the extent approved in the budget. Any expenditure above approved levels must be individually approved by the Board.

**Section 3.** All accounts will require two (2) signatures for withdrawals. Those eligible to sign will be the President, the First Vice-President, and the Treasurer. Electronic withdrawals will be permitted with monthly reporting to the board by the Treasurer.

**Section 4.** All expenditures will require a preapproved PO with the exception of emergency expenditures which will require the approval of the president and treasurer. All POs must fall within the board approved budget.

## **ARTICLE VIII AMENDMENT PROCEDURES**

The amendment procedures for these By-Laws shall be as follows:

- A.** Proposed changes should be submitted through the First Vice-President who will act in an advisory capacity but shall forward all proposed changes to the Board without undue delay.
- B.** Members of the Board (President may vote) shall vote on whether to submit the proposed change(s) to a General Meeting vote.

**C.** Notice of the proposed change (s) must be given to all delegates to the General Meeting at least seven (7) days prior. The notification can be in the form of posting to the association website and either written notification, or electronic notification.

**D.** A quorum must be present. For a proposed change to become part of these By-Laws, a two-thirds majority of the voting Delegates at the General Meeting must vote in favor of the change.

**E.** At General Meetings, a proposal, in writing, to change these By-Laws may be made from the floor. Such proposed change will be considered, discussed and voted upon at the following General Meeting.