



# SWANSBORO SOCCER ASSOCIATION INC

POST OFFICE BOX 104 SWANSBORO NC 28584

## SWANSBORO SOCCER ASSOCIATION INC CONSTITUTION, BY-LAWS AND POLICIES

(Revised March 12, 2004)

(Revised September 13, 2006)

### CONSTITUTION

#### ARTICLE I (NAME)

From inception this organization will be known as the  
SWANSBORO SOCCER ASSOCIATION INC (SSA).

#### ARTICLE II (MISSION)

The mission of the SSA shall be to help further the sport of youth soccer by instilling pride, sportsmanship, fairness, the basic skills and teamwork among players, coaches and all participants of the association.

#### ARTICLE III (MEMBERSHIP)

All children playing on a SSA soccer team, their parents and other interested persons are eligible for membership in the association.

#### ARTICLE IV (PUBLICITY)

All publicity or use of the association name and or logo must be approved by the Executive Board prior to any news release or the use of that name or logo.

#### ARTICLE V (MOTTO)

It's all for the kids

SWANSBORO SOCCER ASSOCIATION INC  
BY-LAWS

**ARTICLE I (OFFICERS OF THE ASSOCIATION)**

Section 1: **PRESIDENT**:

- a. The President shall be the senior officer of the association and shall always act in good faith and always in the best interest of the association in cases where there are opposing views.
- b. The President shall be responsible for calling all meetings as well as designating the time and place.
- c. The President is the presiding member over all SSA meetings when present.
- d. The President may, if unusual circumstances warrant, call a special meeting (General or Executive), but there must be prior verbal approval from the Executive Board.
- e. The president will vote as the majority of the Association desires, or in an unforeseen issue, shall vote using discretion and considering the best interest of the Association.
- g. The President shall assign practice fields and times.
- h. Transmit all records of the office to his/her successor.

Section 2: **VICE PRESIDENT**:

- a. The primary function of the Vice-President shall be to serve in the capacity as the President in his/her absence.
- b. The Vice-President shall be responsible for supervising seasonal registrations.
- c. Perform other duties as assigned by the President.
- d. Transmit all records of the office to his/her successor.

Section 3: **SECRETARY**: The Secretary shall:

- a. Keep accurate minutes of all meetings.
- b. In case of any special meetings held by the Executive Board, the secretary will present the results to the Association as soon as possible
- c. Prepare and transmit all association correspondence.
- d. Perform other duties as assigned by the President.
- e. Coordinate the notification of all appropriate members of the SSA of meetings or other necessary functions.
- f. Transmit all records of the office to his/her successor.

Section 4: **TREASURER**: The Treasurer shall:

- a. Maintain accurate records of all income and disbursements, including receipts.
- b. Prepare and present a Treasurer's report at SSA meetings.
- c. Perform other duties as assigned by the President.
- d. Not write or authorize any checks or cash payments to any person or organization other than normal operating expenses unless previously approved by the Board.
- e. Transmit all records of the office to his/her successor.
- f. Will be responsible for the management the concession stand in the absence of a concessions coordinator.

Section 5: **COMMISSIONER**: The Commissioner shall:

- a. Act as the representative of the SSA to the ECSA, for as long as the SSA is a member.
- b. Attend all ECSA meetings jointly with the President.
- c. Be responsible for the coordination, participation and distribution of ECSA game schedules.
- d. Report all business matters both to and from ECSA.
- e. Transmit all records of the office to his/her successor.

Section 6: **EXECUTIVE BOARD**: The Executive Board of the SSA shall be made up of the current officers of the Association:

- 1) President
- 2) Vice-President
- 3) Secretary
- 4) Treasurer
- 5) Commissioner

## **ARTICLE II (ELECTIONS)**

**Section 1:** Elections of the President, Secretary and Commissioner shall be held as follows. The nominations are to be taken in April of each year and voted on each May. Elections of the Vice-President and Treasurer shall be as follows. The nominations are to be taken in November of each year and voted on in December of each year.

- a. Nominations will be open and balloting will be in secret.
- b. The Secretary and Treasurer shall count the ballots and announce the elected officers.
- c. All nominations must be seconded.
- d. Election is determined by a majority vote.

**Section 2:** Voting eligibility on issues concerning the SSA will be open to:

- a. Coaches that are actively coaching in the SSA, to include Classic coaches.
- b. Executive Officers
- c. A parent of a registered child/children, (only one vote per family)
- d. Individuals authorized "in writing" by a coach to act in his/her behalf in case of absence.
- e. Only one vote per authorized person present.

**Section 3:** Terms of office for the President, Secretary and Commissioner shall commence on June 1st of that year and end on May 31st of the following year. Term of office for the Vice-President and Treasurer shall commence on January 1st and end on December 31st of the same year.

**Section 4:** If a member of the Executive Board fails to carry out the duties of his/her office or in any manner violates the ethics and standards of SSA, that officer may be removed from his/her office in the following manner: First the remaining Executive Board members must unanimously decide to make a recommendation to the General Membership that the officer in question be removed. Second, at either a regular monthly meeting or at a special-called meeting, the Executive Board will make a motion to the General Membership that the officer be removed. The motion must then be seconded by the General Membership and a majority of the General Membership present at the meeting must vote in favor of the removal of the officer for that officer to then be removed from his/her office.

**Section 5:** If a member of the Executive Board resigns or is removed from his/her office, the President shall either appoint someone to complete the remainder of that officer's term or hold an election to find someone to complete the remainder of the term.

**Section 6:** Each June, or as needed, the Executive Board will appoint a member of SSA to fill the following positions to assist the Executive Board with the Administration of SSA:

1. Classic Representative - to assist the Executive Board in the Administration and coordination of the SSA Classic Program.
2. Challenge Representative- to assist the Executive Board in the administration and coordination of the SSA Challenge Program.
3. U-6 Micro Soccer Representative- to assist the Executive Board in the administration and coordination of the SSA Micro Soccer Program.
4. U-8 Micro Soccer Representative- to assist the Executive Board in the administration and coordination of the SSA Micro Soccer Program.
5. Field Coordinator- to assist the Executive Board in the administration, coordination, maintenance, and improvements of the SSA fields.
6. Concession Stand Director- to assist the Executive Board in the management of the concession stand.
7. Recreation Coordinator- to assist the executive board in the administration and coordination of all SSA recreational teams.

These positions will work closely with and under the direct supervision of the Executive Board, but will not be voting members of the Board.

### **ARTICLE III (MEETINGS)**

(Revised March 12, 2004 & September 13, 2006)

- Section 1:** There shall be scheduled monthly meetings of the Executive Board and Association members. Most Association meetings will be held the second Wednesday of each month, with approval of the Executive Board.
- a. Meetings shall be called to order by the President.
  - b. The Secretary shall coordinate notification of all persons regarding meetings, to include the location and time.
  - c. The Vice-President will preside in the absence of the President.
- Section 2:** Each SSA team (to include all Classic, Challenge, and Recreation teams) should have at least one representative at each meeting of the SSA. This is necessary so that each team will be kept informed of all pertinent information in a timely manner. All

coaches and parents are encouraged to attend each meeting and be involved with their club and their goals.

#### **ARTICLE IV (REGISTRATION)**

- Section 1:** The place where registration will be held will be obtained by the Vice-President.
- Section 2:** All children shall be registered in the appropriate division as dictated by the age requirements as set by ECSA.
- a. All new players will have to show a photo I.D. with a validated birthday or have a copy of their birth certificate present to be verified by an officer of the Association or a designated person.
- Section 3:** At the completion of the last day of registration all age groups will be divided up into teams as prescribed in Article V (Team Selections) of these By-Laws.
- Section 4:** Player assignments to a team will commence immediately after the close of final registration.
- a. Team selections for U-9 and above will be made by the Executive Board.
- b. The team selections for U-6 and U-8 divisions will be made by the respective micro division coordinators.
- Section 5:** No registration fees will be refunded after the player is placed on a team unless approved by the Executive Board.
- Section 6:** Families registering more than (2) children will pay full registration for the first (2), then a reduced fee as determined by the Executive Board for any registering children thereafter.
- Section 7:** All monies must be turned in no later than thirty days after the close of final registration or the child will not be eligible to play for the season in SSA until such monies are paid. A late fee will be assessed.

## ARTICLE V. (PLAYER ASSIGNMENTS)

- Section 1:** After registration has been completed the Executive Board, with at least (3) Three members present, will get together and divide up the players equally among all teams. This will be accomplished as follows:
- a. Each team in each division will be made equal in number by the use of a blind draw.
  - b. If an Executive Board member should have an interest in a certain age group or team, the member is to remove themselves from the selection until that age group or team has been completed.
- Section 2:** The players will be divided in the following manner:
- a. Former players that completed the last full season will go to their respective teams.
  - b. Children of the coach and assistant coach and siblings of players already on a team may go to that team, providing there is an opening on that team.
  - c. Players moving up from other divisions.
  - d. The new players will be picked next on a first come first serve basis using the numbers placed on their registration cards for that purpose.
- Section 3:** A player who requests or whose parents request that he/she not play on the same team as the previous season will be treated as a new player.
- Section 4:** No player may move to another division or change teams after the teams have been divided and the assignment process has been completed. If the child or parent is dissatisfied at this point in time, the child may,
- a. Quit his/her team thereby sitting out the remaining part of the season. The following season, the child will be treated as a new player.
  - b. Be transferred to another team with approval from the Executive Board on a case by case basis.
- Section 5:** If during the season a player is injured or quits a team, he/she may be replaced from the waiting list in accordance with ECSA policy.

**Section 6:** Once a player moves up to another division, he/she may not move down without Board approval and only on a case-by-case basis.

**Section 7:** All special requests, not otherwise specified therein shall be determined by minimum of (3) Executive Board members.

## **ARTICLE VI (PLAYERS)**

**Section 1:** All players will participate in games in accordance with current ECSA policy. All SSA Challenge and Recreation players must wear the currently approved SSA uniform as determined by the Executive Board for all ECSA games as stated in ECSA Policy. Any player not wearing the appropriate uniform may be asked to sit out a game if that player has already been warned about his/her uniform violation. Each SSA coach is responsible for making sure the players on his/her team are wearing the correct uniform.

**Section 2:** A player may be dropped from a team when the player has missed (4) consecutive practices, with approval of the Executive Board.

**Section 3:** A player may not be dropped from a team for disciplinary measures without proper approval of the Executive Board.

**Section 4:** Foul or abusive language, gestures or behavior shall be dealt with in the following manner

- a. Coach will speak to the child concerning his behavior. Coaches will also note actions taken.
- b. Second offense: Coach will speak to the child's parents, with the child present. Coach will also notify a Board member of action taken.
- c. Third offense: Coach, parents of the child and the child will appear before the entire Board for disciplinary consideration up to and including expulsion.
- d. A coach may sit a player out for one game for disciplinary action with Board notification.

- Section 5** It is mandatory for each child who plays soccer to wear shin guards during practice and games.
- a. Male players are encouraged to wear protective cups.
  - b. All players are encouraged to wear protective mouthpieces.

## **ARTICLE VII (COACHES)**

- Section 1:** Coaching vacancies will be filled by the following guidelines:
- a. Existing assistant coach of the team.
  - b. Active coaches within SSA.
  - c. Active assistance coaches within SSA.
  - d. Any interested parent within SSA.
  - e. Any experienced coach from another area.

- Section 2:** Coaches are prohibited from recruiting players for their own team. Coaches are however, encouraged to recruit players to play soccer in the SSA. All coaches will adhere to all coaching guidelines set forth by NCYSA.

- Section 3:** All coaches will complete and receive approval from the NCYSA Risk Management system.

- Section 4:** All coaches must comply with ECSA and NCYSA rules, regulations and policies in regards to the removal of players from the field of play.

## **ARTICLE VIII (CLASSIC TEAMS)**

- Section 1:** Classic teams will fall under SSA for the purpose of sponsorship.

- Section 2:** No monies will be provided to support the Classic I Teams. They will be self-supporting.

- Section 3:** Classic teams may have use of SSA fields and nets but must check with the association prior to scheduling games or practices.

- Section 4:** Coaching vacancies for Classic teams will be filled by a vote of the Executive Board. The Executive Board will follow these guidelines in choosing a coach for a Classic team:
- a. Coaching experience.
  - b. Recommendations from members of SSA.
  - c. Coaching qualifications (i.e. licenses, Attendance at coaching clinics, etc.)
- Returning coaches or assistant coaches of existing Classic teams will have first priority to remain as the coach. However, each returning coach and assistant coach is subject to review annually by the Executive Board and will not "automatically" remain as coach of the Classic team.
- d. If the individuals have submitted a letter of request to the Classic Coordinator or President.
- Section 6:** Classic teams are required to pay a fee each fall and spring. The fee is to be payable to the SSA.

#### **ARTICLE IX (AMENDMENTS)**

- Section 1:** An amendment shall be the method used to effect any change of the By-Laws having permanent or long range applicability.
- Section 2:** An amendment shall not be voted upon at the same meeting at which the amendment was proposed.

#### **ARTICLE X (CHALLENGE TEAM)**

- Section 1:** Challenge teams sponsored by SSA will abide by all appropriate and relevant ECSA and SSA Constitutions, By-Laws and Policies.
- Section 2:** The Executive Board will appoint a Challenge Representative each June. Preferably, the Challenge Representative will not be an existing member of the Executive Board. The Challenge Representative will act with the Commissioner as the representative of the SSA to the ECSA in matters pertaining to the Challenge league; will attend all ECSA meetings pertaining to the Challenge league; and will be responsible with the Commissioner for coordinating the registering and scheduling of SSA Challenge

teams with ECSA and NCYSA. The Challenge Representative will work closely with and report information to the Executive Board and communicate information necessary to the Challenge coaches.

**Section 3:** Anyone interested in coaching a SSA Challenge team shall submit their request in writing to the SSA Challenge Representative or the SSA President at the April meeting prior to the beginning of the Challenge year he/she wishes to coach. Any Challenge coach wishing to return the following year should also submit a letter. No person will receive a team if he/ she has not submitted a letter of request to the respective individuals by the appropriate time. There will be no exceptions.

**Section 4:** The Executive Board will approve the number of challenge teams it will sponsor each year.

**Section 5:** Coaching vacancies for Challenge teams will be filled by a vote of the Executive Board. The Executive Board will follow these guidelines in choosing a coach for a Challenge team:

- a. Coaching experience.
- b. Recommendations from members of SSA.
- c. Coaching qualifications (i.e. licenses, Attendance at coaching clinics, etc.)

Returning coaches or assistant coaches of existing Challenge teams will have first priority to remain as the coach. However, each returning coach and assistant coach is subject to review annually by the Executive Board and will not "automatically" remain as coach of the Challenge team.

- d. If the individuals have submitted a letter of request to the Challenge Coordinator or President.

**Section 6:** SSA will be responsible for advertising Challenge try-outs for each SSA Challenge team. In general, Challenge try-outs will be held on dates set in coordination with coach by SSA. No coach may advertise a Challenge try-out without permission from the Executive Board. All Challenge coaches will abide by ECSA Challenge Policy in regards to advertising and inviting players to a try-out.

**Section 7:** Within the appropriate ECSA guidelines, each Challenge coach will run his/her try-out and select

players as he/she deems. A member of the Executive Board will be present to observe each challenge try-out.

**Section 8:** Each Challenge coach is responsible for submitting all appropriate paperwork, (registration forms, birth certificates, medical wavers, etc), and monies to the registrar by the deadline given each season. Failure to submit the appropriate paperwork or monies may result in removal of a coach or the disbanding of a Challenge team as determined b the Executive Board.

**Section 9:** Challenge fees will be set by the Executive Board each year. Parents should expect Challenge fees to be substantially higher than Recreation fees.

**Section 10:** Challenge teams will wear the currently approved SSA uniform for all ECSA games. All Challenge teams will abide by current ECSA Policy in regard to all items concerning uniforms and other apparel (i.e. warm-up suits and athletic bags) and will not violate ECSA Policy at any time. Failure to comply with ECSA Policy concerning uniforms and other apparel may result in the suspension of a Challenge team if the Executive Board determines it is necessary.

**Section 11:** Challenge players and parents should be knowledgeable of the two- season, (one seasonal year), commitment they will be making when registering for a Challenge team before the fall season. Anyone wishing to drop from a Challenge team after the fall season must do so with properly completed forms by a date set by the SSA board, to be eligible to play for another team during the spring season. A transfer to another Challenge team will be done only with Board approval and the approval of both coaches involved with the transfer. Once a player has been placed on Recreation team's roster for either the fall or spring season, that player may not transfer to a challenge team until the following season.

## SWANSBORO SOCCER ASSOCIATION INC POLICIES

1. The last team on the field will assist in the clean-up of the field.
2. Any purchase of \$50.00 or more must have approval of at least 3 Executive Board members.
3. Any organized team wishing to use SSA fields or equipment must get permission from the SSA President or Commissioner to make arrangements for the moving of benches, nets, and etc.
4. In order to continue a good sportsmanship atmosphere at all matches, the policy below was adopted concerning behavior of coaches, parents and/or spectators.
  - a. Any persons that act in an unruly manner which results in that person receiving two Yellow, one Red card or an ejection from a match will face the following actions being enforced by the SSA Executive Board:
    - 1.) The first red card or ejection received by or for a person will result in that individual being placed on probation for one calendar year from the time of the infraction and a suspension from attending the team's next played game.
    - 2.) If at any time during the probation period an additional red card or ejection is given to the same person, for any reason, the said individual will be forbidden indefinitely from attending any SSA match.
    - 3.) All of the above infractions will be heard by the SSA Executive Board and the decisions will be final. All parties will be invited to attend the hearing and notified in writing of its findings. This club simply will not accept or welcome unruly persons.
    - 4.) If in case, the executive board is unable to physically meet to determine any issue that requires a vote or decision, the board may vote via email provided that all executive board members are notified of each board member's decision or vote.  
(Revised 3-12-04 and September 13, 2006)

# ETHICS:

## Guidelines for SSA Parents

(Adopted by classic council on March 8, 1998 & SSA Executive Board September 13, 2006)

All information was gleaned from USYSA brochures: Referees. . . Coaches ... Parents ... *Role Models for Life, Principles of Conduct, Snickers 10 Point Checklist for Successfully Managing a Youth Soccer Team.*

**1. Know the game.** Take a coaching course. Take a referee course. Play the game. This information can assist you in helping you help your child besides, before you can comment, you need to have a working knowledge of the subject in question.

**2. Encourage fair play at home.** Do not instill a "win-at-all-cost" attitude in your children. It is not beneficial to anyone.

**3. Be supportive of all activities.** Make sure your child attends training sessions and games. Be punctual for all events. Try to attend as many games as possible. Attend training sessions to see what ideas are being taught to the children.

**4. Be positive or be quiet.** There are more than a few children who drop out because of "mixed loyalties". They strive to do the right thing for the team, only to have the parents blast the team at home. Confusion and dejection are the result

**5. Be respectful and expect your children to be respectful.** Do not be confrontational or openly dissent. Expect the same from your children.

**6. Promote good nutrition.** Provide and promote good nutrition. Make sure they have plenty of water and other necessary fluids at games and training sessions. Ensure that they eat properly on days of competitions at a minimum.

**7. Volunteer to assist the coach or team.** Do not let one person do all the work. By spreading around the jobs, parents get a better idea into the running of the team and no one or two people are overworked or burned out.

**8. Support the coach's and referee's decisions.** These individuals are doing the best they can. They need your support, not your anger. Encourage good communication between coach and parent.

**9. Communicate with your children about their roles, experiences and new ideas learned.** This will greatly assist you and the coach in heading off early burnout or unresolved issues. It will also show your child that you have an interest in what he/she are doing. Find soccer videos and books and share them with your children.

**10. Praise other people's children.** Show all on the team that you support everyone. Do not play favorites.

**11. Find stories, news articles or club news about older players to provide role models for your children.** Children can often relate to someone closer to their age and doing the same thing that they are doing.

**12. Maintain integrity of the sport.** Know the local, state and national rules. Do not illegally recruit players. Do not bend the rules to your advantage. Always work within the spirit of the rules. A team's sideline and their behavior will be long remembered after the final whistle blows. Have that be a positive memory.