

Douglas Soccer Association

Bylaws

Adopted by the Board of Directors (10/17/2017)

Mission

The Douglas Soccer Association (DSA) is a volunteer organization dedicated to promoting soccer in Douglas. DSA develops valuable citizens by promoting teamwork, discipline and a positive attitude. DSA also educates players and their families about soccer including coaching, refereeing, and sportsmanship.

The competitive teams of Douglas Soccer Association consist of the Douglas Thunder travel teams.

Purpose

The purpose of Douglas Soccer Association (DSA) as set forth in the Bylaws is:

- To develop and promote the game of soccer for residents of Converse County;
- To develop and sustain the spirit and character of the players;
- To develop players physically; and
- To collectively represent and safeguard the common interests of the participants in soccer.

Further, it is the goal of DSA that all members in this community should be allowed an opportunity to participate in soccer and the Board shall endeavor in the application of these Rules and Regulations to assure that our program shall not harm the recreational program of DYRC.

1. Organization and Administration

- 1.1. The cornerstone of the program is game play in the Wyoming Soccer Association (WSA).
- 1.2. The program will be administered by the Board of Directors who will carry out the policy, provide oversight, be responsible for selecting coaches, take care of the day-to-day activities of the program, and ensure that the program runs smoothly.
- 1.3. The board shall meet a minimum of nine times per year at a designated location. The meetings are held at 6:15 PM. A minimum of 25% of the Board members must be present in person or by proxy to constitute a quorum for transaction of business at a scheduled board meeting. Special meetings may be called by the President or at the written request of a Board member by notice mailed, hand delivered, or delivered by electronic means to each Board member.

- 1.4. Executive Board Members are defined as officers. The members of this Board shall have a knowledge of and interest in the sport of soccer and the organization. All Executive Board Members shall have one vote in all motions. The Board will provide recommendations on parent concerns, scholarship approval, and any other matters that may come before the Board. The Board shall administer and enforce the rules set forth by USYS, WSA, and DSA. Board Members' responsibilities are described below:
- 1.4.1. President - The President shall preside over the Board meetings and have knowledge of Roberts' Rules of Order. The President shall conduct the business of the organization in according to board direction and to the extent necessary to keep the organization in good standing with all authorities having jurisdiction. The President shall only have the power to make decisions that reflect the desires of the board and policies established by the club. The president will work with the secretary to compose the agenda prior to each meeting. The president or their appointed designee will attend the Wyoming Soccer Association Annual General Meeting each year. The President will complete the WSA Annual Reaffiliation documents due to WSA August 1st of each year. The President shall be elected in odd years at the June board meeting.
- 1.4.2. Vice-President - The Vice-President shall act as the liaison officer between the Board and any committees established within DSA. The Vice-President shall perform other duties as requested and assigned by the Board of Directors. In the absence of the President, he/she will preside at the Board meeting. The Vice-President shall be elected in even years at the June board meeting.
- 1.4.3. Secretary - The Secretary shall remind Board members of meetings by mail, email, text, telephone, or electronic means, type the agenda for and record the minutes of all board meetings. The agenda shall be decided by the secretary and the president. The minutes from each meeting shall be completed and distributed to Board members no later than one week after each meeting. The secretary shall perform such other duties as occasionally may be assigned by the Board. The Secretary shall be elected in even years at the June board meeting.
- 1.4.4. Treasurer - The Treasurer shall maintain the transaction of monies of the DSA. A monthly statement will be provided at Board meetings for review. Bills and receipts must be included with request for payment or reimbursement. Payments not needing vote of the Board include: referee fees and WSA dues. The Treasurer, along with all Board members, shall work together to provide the annual DSA budget. The budget and annual expenditures statement will be prepared for the July meeting for discussion and approval. The Treasurer shall be elected in odd years at the June board meeting.
- 1.4.5. Registrar - The Registrar shall assign players and coaches to teams, move players into the registration pool each season once registration and team assignments are complete. The registrar will report teams short on players and need for play-ups to the Board for consideration. The Registrar will be the liaison officer with the WSA Executive Director on matters concerning registration, WSA tournaments, and tournament traveling papers. The registrar will be paid a stipend

of \$250.00 each soccer year. This position will be appointed by the members at the June meeting or by the current voting board members when a position is vacant.

1.4.6. Director of Coaching (DOC)- The DOC shall oversee all coaches and ensure that coaches have completed all necessary WSA requirements. The DOC reports to the Vice President. The DOC position will be appointed by the members at each June meeting or when the position is vacant.

1.5 Resignations

Any Board member may resign by filing a written resignation with Secretary by notice mailed, hand delivered, or by electronic means.

1.6 Other Club Positions

Field/Equipment Manager - The Field/Equipment Manager will maintain all equipment that may come under the ownership of DSA and fields in use by DSA and be responsible for checking out equipment, making sure bags have the appropriate size/number of balls, pennies, and cones. This person will be responsible for the collection of all equipment at end of each season, and completion of an inventory. The Field/Equipment Manager will recommend replacement of and/or additions to all equipment, after researching different options. The Equipment Manager will recommend a dollar amount for the equipment budget to the Treasurer by June 1st each year. Any purchase or problems must come to the attention of the Board. This position will be appointed by members at each June meeting.

2.0 Team Formation

Age groupings must be compatible with the WSA age groups for boys and girls. Some years, demographics may dictate combinations of age groups and gender and/or restructuring of age groups for the overall benefit of the program and players. Teams may be co-ed and team size will be per WSA Chart of Standards.

3.0 Coach Selection

Coaches are volunteers, and are selected seasonally. The criteria for selection of coaches may include, but not necessarily in this order, the following:

- An appropriate philosophy and goals, which promotes player development over winning.
- Experience as a coach and/or as a player.
- License level, or equivalent clinic participation.
- Other qualifications as determined from interviews and/or tests.

3.1 Coach Responsibilities

3.1.1 Coaches must complete all WSA requirements including but not limited to: uploading a picture to their GotSoccer coach's account, completing a background check, concussion training, and the US Soccer F licensing course

3.1.2 Each coach is responsible for providing a safe, challenging, educational, fun soccer experience for all members of his/her team. Coaches are:

- Expected to follow the DSA Code of Conduct and Grievance Policy. (A coach may be dismissed, at any time in accordance with these rules and regulations, for unsportsmanlike conduct);
- Expected to maintain or increase his/her soccer knowledge and coaching skills by attending workshops or clinics, obtaining progressively higher coaching license levels, and/or playing the game;
- Expected to become familiar with and have a good working knowledge of the FIFA Laws of the Game, and have a copy of the Laws of the Game with them at all games;
- Required to communicate any requests for referees and line men to the Association's Referee Assignor not less than five (5) days prior to the scheduled games;
- Required to turn in all Association equipment and an inventory of that equipment to the Association's Equipment Coordinator within ten (10) days after the end of each season;
- Required to comply at all times with these Rules and Regulations, the Association's Bylaws and other applicable policies, procedures and rules and regulations, WSA rules and regulations, USYS rules and regulations, and the FIFA Laws of the Game;
- Required to have the team packet and a properly equipped first-aid kit supplied by at all practices and games; and
- Required to have a current Disclosure Statement on file with DSA, WSA, and USYS, and must update the statement immediately if there are any changes in the circumstances of the coach that would have required disclosure if the new condition had existed at the time that the last disclosure statement was made.

3.1.3 Coaches shall not impose any restrictions on, or sanctions for, a player's participation in other youth activities or sports during the soccer season.

3.1.4 Non-parent coaches may receive a \$50.00 expense stipend for each tournament.

4.0 Player Selection

To maximize player development and to maintain the highest level of play for nearly all players on nearly all teams, all players shall play on their appropriate age group teams. Exceptions may be made by the Board for individual players (i.e. playing up to a higher age group) but only if these conditions exist:

- There is no team of the same age group and/or gender.
- The coach of the receiving team consents.
- The parents of the requesting player consents and signs such acknowledgements and/or waivers as required by WSA.

4.1 Game time in every game is not guaranteed. Game time will be based on player attendance, performance, and behavior and is at the discretion of the coach.

4.2 Players are expected to play the field positions the coach assigns.

4.3 Player Responsibilities

- Complete registration prior to registration deadline
- Upload an appropriate picture to GotSoccer player account
- Upload a copy of birth certificate, driver's license, or passport to GotSoccer player account.
- Follow the DSA Code of Conduct and Grievance Policy
- Put forth their best effort
- Cooperate with coach and teammates
- Behaving in a sportsmanlike manner
- Be on time and prepared for practices and games
- Wear the appropriate equipment, shin guards are mandatory for practices and games
- Inform the coach of absences from practices and games well in advance

5.0 Parent Responsibilities

- Complete player's registration prior to registration deadline
- Ensure that contact information is up to date in the player's GotSoccer player account
- Upload an appropriate picture of player to the player's GotSoccer player account
- Upload a copy of the player's birth certificate, driver's license, or passport to the player's GotSoccer player account.
- Follow the DSA Code of Conduct and Grievance Policy.
- Timely drop off and pick-up of player at practices and games.
- Inform the coach well in advance when player cannot be at practice or a game
- Refrain from making negative comments to player, teammates, coaches, referees, or other spectators.

These Bylaws may be amended at any regular meeting of the board, or at any special meeting of the Board called for that purpose, upon two-thirds vote of the total Board membership in existence at the time of amendment. All properly adopted amendments shall be committed to writing, signed by the president and secretary,

ADOPTED THIS _____ DAY OF _____ 2017

President

Secretary