



# Georgetown SAY Soccer Association

"Kids Having Fun"

<http://www.bluesombrero.com/Georgetown>

## GEORGETOWN S.A.Y SOCCER ASSOCIATION BY-LAWS

REVISED APRIL 5<sup>TH</sup>, 2008

All Five Point and National S.A.Y. Rules supersede all Georgetown District rules.

### I. NAME

The entity for which these bylaws are written shall be named Georgetown S.A.Y. Soccer Association (hereafter referred to as GSSA).

### II. PURPOSE

GSSA exists for the purpose of facilitating the formation and operation of a youth soccer association in and around the Georgetown Exempted Village School District, operating under the S.A.Y. Philosophy, "Kids Having Fun".

### III. BOARD

#### A. The GSSA Board will consist of the following:

1. A President who will oversee any and all operations of the district.
2. A Vice-President who will act on behalf of the president in case of the president's absence.
3. A Treasurer who will oversee the finances of the district.
4. A Secretary who will record all minutes and report on these minutes at the official meeting

#### B. There must be a majority of board members present to vote on all issues.

#### C. A board member may hold an alternate position as well.

#### D. In case of a tie vote, an alternate will be the deciding vote, unless the alternate holds a board seat. Then, the alternates spot will be skipped and the tie will be broken with the next available alternate not holding a board seat.

#### E. Alternates will be as follows:

1. District Representative of Georgetown
2. Referee Coordinator
3. Coaches Coordinator
4. Field Coordinator
5. Uniform Coordinator
6. Fundraiser Coordinator
7. Concessions Coordinator

#### F. All Board members will be nominated and voted on by silent vote by all board members, alternates, and head coaches at the annual season-end banquet or before December 1<sup>st</sup>.

#### G. If a board member resigns their seat before fulfilling a season, the remaining board members may appoint an alternate, or nominations for the open position from the floor of the next business meeting. A notice of the vacancy must be posted for the membership if the board decides to take nominations from the floor.

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- H. The board shall have the right to enforce all dispensary actions for officers and alternates that sit on the current board. All officers and alternates are to abide by the GSSA bylaws that are set in place. The disciplinary action will be taken as follows after a majority board vote.
1. First Offense - written warning from the board members
  2. Second Offense - written warning from the board members with remediation from Five Points to have member removed from the board, and or alternate position.
  3. Termination of position from GSSA and Five Points. If any laws have been broken, prosecution may be pursued through the appropriate legal channels

## IV. COACHES

- A. All volunteers for coaching positions will be considered.
- B. Coaches will be chosen based on experience and qualifications by the Board following discussion and majority vote.
- C. It is mandatory for all coaches or assistants to be at all coaches meetings and field day. Failure to do so could result in suspension or possible dismissal.
- D. Any written or documented verbal complaint received about any coach will be investigated by the board and disciplinary action will be taken as follows:
1. First Offense - written warning from secretary as discussed by Board
  2. Second Offense - suspension for at least one game with the possibility of future suspension or dismissal
  3. Violations shall include but not be confined too: Cursing at parents, players, coaches or referees. Physical or verbal intimidation.
  4. The above list is a guideline. Based on severity of offense, Board may decide to go directly to dismissal of coach effective immediately.
- E. Coaches responsibilities shall include but not be confined to:
1. Be at least 18 years of age.
  2. Display exemplary conduct on and off the fields at games, practices, and any other GSSA functions.
  3. Managing his or her team.
  4. Organizing practices.
  5. Scheduling practice times.
  6. Assuring that all players have correct safe equipment.
  7. Inspects own field before each game for safety.
  8. Is responsible for all players during practices and games. This includes the time before a parent picks a child up from practice.
  9. Is responsible to call in game scores to District Representative.
  10. Is responsible to fill out referee evaluation forms.
  11. Is responsible to turn in coaches' equipment, etc. at the end of the season. Failure to do so may result in loss of coaching privileges.
  12. Refrain from using obscene or abusive language with players, parents, officials, or opposing coaches, fans or players.

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13. Agree to acquire certifications as required by the League.
14. Cooperate with Board in coordinating team participation in any fund-raisers, workdays, registrations, clinics or other GSSA events.
15. Sign a coach's contract.
16. No use of tobacco or alcohol products on the playing field or the team's side of the field during games and practices by players, coaches, referees or spectators.

## V. OFFICERS

- A. District Representative- the District Representative shall be elected from the GSSA membership (Board members, alternates, and head coaches) at the annual season-end banquet and shall:
  1. attend all GSSA Board meetings and district meetings
  2. give accurate reports to GSSA of district meetings
  3. work with Coaches Coordinator and Referee Coordinator in organizing all clinics and demonstrations
  4. approach the Board with any and all complaints, grievances, protests from coaches, parents, players, and referees within GSSA and from other teams or leagues as they impact GSSA
  5. be responsible for disciplinary action, as required, in connection with breach of GSSA rules or S.A.Y. rules by GSSA members or associates
- B. President- The President shall be elected from the GSSA membership (Board members, alternates, and head coaches) at the annual season-end banquet and shall serve as the chief officer.
  1. attend all GSSA Board meetings and have full voting rights
  2. coordinate the activities and concerns of GSSA
  3. represent GSSA at District meetings in the absence of the District Representative
  4. approach the Board with any and all complaints, grievances, and protests from coaches, parents, players, and referees within GSSA and respond based on the Board's decision
  5. be responsible for enforcement of GSSA bylaws, rules and regulations
  6. call, preside at, and be responsible for any GSSA meetings
  7. coordinate the player registration/ sign-up procedure
  8. ensure that accurate records are maintained regarding any and all GSSA functions
- C. Vice-President- The Vice-President shall be elected from the GSSA membership (Board members, alternates, and head coaches) at the annual season-end banquet and shall assist the President in any of his/ her responsibilities as listed above.
  1. attend all GSSA Board meetings and have full voting rights
  2. any other activities that the Board delegates to the Vice-President
  3. assume the duties of President in his/ her absence

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4. approach the Board with any and all complaints, grievances, and protests from coaches, parents, players, and referees within GSSA
- D. Secretary- The Secretary shall be elected from the GSSA membership (Board members, alternates, and head coaches) at the annual season-end banquet and shall:
1. attend all GSSA Board meetings and have full voting rights
  2. keep accurate and complete minutes of any GSSA meeting and provide a dated copy of the minutes to every Board meeting at the next meeting
  3. be responsible for any advertising, correspondence, mailing, etc.
  4. give notice of all meetings when directed by the President or Board
  5. assist the Board in record keeping, with regards to contracts, etc.
  6. approach the Board with any and all complaints, grievances, and protests from coaches, parents, players, and referees within GSSA
- E. Treasurer – The Treasurer shall be elected from the GSSA membership (Board members, alternates, and head coaches) at the annual season-end banquet and shall:
1. attend all GSSA Board meetings and have full voting rights
  2. be accountable for any and all financial transactions of GSSA
  3. keep accurate records of all registration fee collections
  4. keep accurate records of all fund-raising activities
  5. prepare a financial report for every GSSA meeting and Board meeting
  6. ensure that all invoices/ bills are paid in a timely manner
  7. approach the Board with any and all complaints, grievances, and protests from coaches, parents, players, and referees within GSSA
- F. Field Coordinator – The Field Coordinator shall be designated by the Board and shall:
1. attend all GSSA Board meetings
  2. participate in GSSA activities as directed by the Board
  3. maintain fields for all games or any other activities
  4. approach the Board with any and all complaints, grievances, and protests from coaches, parents, players, and referees within GSSA
- G. Concession Coordinator – The Concession Coordinator shall be elected by the Board and shall:
1. attend all GSSA Board meetings
  2. participate in GSSA activities as directed by the Board
  3. responsible to buy items and keep receipts for items that is purchased for concession stand
  4. in charge of filling shifts to operate concession stand as needed or sub-contract to other organizations
  5. Obtain a food service licenses as necessary though Brown County Health Department

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6. approach the Board with any and all complaints, grievances, and protests from coaches, parents, players, and referees within GSSA
- H. Coaches Coordinator
1. attend all GSSA Board meetings
  2. participate in GSSA activities as directed by the Board
  3. responsible to maintain individual player records and team rosters
  4. inform all coaches regarding team draws, coaching clinics, etc.
  5. see that all coaches maintain proper certification and complete S.A.Y. Volunteer Form
  6. set up practice schedules with coaches
  7. prepare player reconciliation for submission to S.A.Y.
  8. approach the Board with any and all complaints, grievances, and protests from coaches, parents, players, and referees within GSSA
- I. Referee Coordinator – The Referee Coordinator shall be designated by the Board and shall:
1. attend all GSSA Board meetings
  2. participate in GSSA activities as directed by the Board
  3. see that all referees maintain proper certification
  4. approach the Board with any and all complaints, grievances, and protests from coaches, parents, players, and referees within GSSA
  5. responsible to collect referee evaluation forms and to schedule meetings with the referees as needed to go over them
  6. be responsible for acquiring and assigning referees for all scheduled home games and inform them of referee clinics
- J. Uniform Coordinator – The Uniform Coordinator shall be designated by the Board and shall:
1. attend all GSSA Board meetings
  2. participate in GSSA activities as directed by the Board
  3. approach the Board with any and all complaints, grievances, and protests from coaches, parents, players, and referees within GSSA
  4. responsible for ordering and distributing all uniforms to coaches for their teams
  5. responsible for ordering uniforms with the approval of Board
- K. Fundraising Coordinator – The Fundraising Coordinator shall be designated by the Board and shall:
1. attend all GSSA Board meetings
  2. participate in GSSA activities as directed by the Board
  3. approach the Board with any and all complaints, grievances, and protests from coaches, parents, players, and referees within GSSA
  4. responsible for coordinating all fundraisers with the approval of Board

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## VI. FINANCES

- A. All money collected will be used expressly for GSSA and shall be the responsibility of the treasurer, who shall give written reports monthly at the Board meetings.
- B. Any player who has fees not paid up to date, this shall include but not be confined to fund raising deadlines set by Board and sign up-fees, will not be allowed to participate until such fees are paid or arrangements have been made.
- C. All expenditures must have board approval. The Treasurer shall maintain a checking account at a local bank and provide for the signature of the Treasurer, District Representative, and President to be on the signature card. The Treasurer or the other authorized persons, as designated above, shall sign checks for disbursements. Bank statements will be sent to the President and then forwarded to the Treasurer after reviewed by President.
- D. The treasurer or other authorized persons listed above may pay bills or purchase items that have been approved by the board by majority vote with a check, checking debit card, or other electronic banking means.
- E. No GSSA business will be carried out on cash basis with the exception of collecting funds from the public. All cash on-hand must be deposited promptly.

## VII. BOARD MEETINGS

- A. All meetings will be made public. Minutes from the previous meeting and treasurer reports will be made public during these meetings and made open for public discussion. After such meetings, all matters pertaining to GSSA will then be discussed and voted on by the Board. All decisions by the Board will be final.
- B. All meetings will be held at the discretion of the board members. When and where the board meeting will be publicly posted on the GSSA website.

## VIII. AMENDMENTS

Amendments to Bylaws shall be accomplished by a majority vote of the seated Board members.

## BOARD APPROVAL SIGNATURES:

PRESIDENT: \_\_\_\_\_

DATE: \_\_\_\_\_

VICE-PRESIDENT: \_\_\_\_\_

DATE: \_\_\_\_\_

TREASURER: \_\_\_\_\_

DATE: \_\_\_\_\_

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SECRETARY: \_\_\_\_\_

DATE: \_\_\_\_\_

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