

Colleyville Soccer Association Bylaws



**Approved 1999
Version 7
Updated 4/2022**

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CHAPTER I BYLAWS

1.1 *ARTICLE I - OFFICE*

1.1.1 **Principal Offices**

The principal “office” of the Corporation in the State of Texas shall be located in the City of Colleyville, County of Tarrant, with principal address described as “PO Box 875, Colleyville TX 76034. CSA is a virtual organization with no physical “plant” address, so it will be common practice for individuals involved with CSA to use their own personal addresses for purposes of deliveries of CSA-related materials, printing, uniforms, equipment, etc., as may be needed in the ordinary completion of the organization’s business. It is also appropriate to use our Post Office Box address, which the Post Office advises can be described for purposes of non-mail deliveries (FedEx, UPS, etc.) as “1501 Hall-Johnson Rd, #875, Colleyville, or, if it is possible to meet the delivering entity and use of the building located at the Pleasant Run Soccer Complex, 6501 Pleasant Run Road, Colleyville TX 76034; the mailing address of the Corporation will be PO Box 875, Colleyville TX 76034, and the official phone number of the association will be the main telephone contact for the sitting President of the Corporation. The Corporation may have such other offices as the Board of Directors may determine, or as the affairs of the Corporation may require from time to time. The Corporation is henceforth known as the Colleyville Soccer Association (CSA) and shall be referred to (in these Bylaws) as the "Association," the "Corporation" or "CSA.” The Board of Directors shall be referred to (in these Bylaws) as the “Board of Directors” or “BOD”.

1.1.2 **Registered Office and Registered Agent**

The Association shall have and continuously maintain in the State of Texas a registered office, and a registered agent whose office is identical with such registered office, as required by the Texas Non-Profit Corporation Act. The registered office may be, but need not be, identical with the principal office of the Corporation in the State of Texas, and the address of the registered office may be changed from time to time by the Board of Directors.

1.2 *ARTICLE II – MEMBERS*

1.2.1 **Membership in the Association**

1. Membership in the Association shall be open to individuals upon completion of the requirements as hereinafter set forth:
 - a. Two parents or legal guardians of each child participating in the Association program, be it recreational or select, limited to two members per family (i.e. member of teams, or participant in any other Association programs).
 - b. All coaches, teachers, or instructors involved in the programs of the Association;
 - c. All referees, or officials involved in the programs of the Association.
 - d. A representative of the City of Colleyville.
2. Each person entitled to membership in the Association shall become a member of the Association upon submission of a written application for membership, which shall be provided by the Association, from time to time, together with payment of all fees and

expenses such applicant, from time to time, required by the Association for participation in the programs of the Association.

1.2.3 Termination of Membership

1. A person's membership in this Association shall terminate upon the happening of any of the following events:
 - a. Withdrawal of participation of member or member's child. (If a person's membership is derived from participation of his or her child in the programs of the Association.);
 - b. Failure to pay any costs, fees, dues, or assessments from time to time as designated by the Association for the programs of the Association or participation in the programs of the Association;
 - c. Formal written notice signed by the withdrawing member delivered to the President of the Association.

1.2.4 Resignation

Any member may resign by filing a written resignation with the President of the Association, but such resignation shall not relieve the member so resigning of the obligation to pay any dues, assessments, or other charges theretofore accrued and unpaid.

1.2.5 Transfer of Membership

Membership in this Association is not transferable or assignable.

1.3 *ARTICLE III – MEETINGS OF MEMBERS*

1.3.1 Annual Meeting

An annual meeting of the Association shall be held each year on a day at or near the end of the Spring Season, typically between April 25 and May 25 of each year, to be selected by the President, at which time the membership of the Corporation shall elect the Directors for the coming year, and to transact such other business as may be properly brought before the meeting. If the day fixed for the annual meeting shall be on a legal holiday in the State of Texas, such meeting shall be held on the next succeeding business day. If the election of the Directors shall not be held on the day designated herein for any annual meeting; or at any adjournment thereof, the Board of Directors shall cause the election to be held at a special meeting of the members as soon thereafter as possible.

1.3.2 Special Meeting

Special meetings of the membership may be called by the President, the Board of Directors, or by not less than one-tenth of the voting members.

1.3.3 Place of Meeting

The Board of Directors may designate any place within the CSA territory, as the place of meeting, for any annual meeting or for any special meeting called by the Board of Directors. If no designation is made or if a special meeting is otherwise called, the place of the meeting shall be

the registered office of the Corporation in the State of Texas, but if all of the members shall meet at any time and place, within the CSA territory, and consent to the holding of a meeting, such meeting shall be valid without call or notice, and at such meeting, any corporate action may be taken.

1.3.4 Notice of Meetings

Written, printed or electronically delivered (email or other) notice stating the place, day, and hour of any meeting of members shall be delivered, either by postal mail or electronic mail, to each member entitled to vote at such meeting, not less than ten (10) and not more than fifty (50) days before the date of such meeting, by or at the direction of the President, or the Secretary, or other persons calling the meeting. Standard monthly BOD meeting dates, i.e., the first, second or third Tuesday or Wednesday or Thursday of each month, for example, will be considered properly notified upon agreement of the BOD of such regular meeting arrangements. In case of a special meeting or when required by statute or these bylaws, the purpose for which the meeting is called shall be stated in the notice. If mailed, notice shall be deemed to be delivered when deposited in the United States mail addressed to the member at his or her address as it appears on the records of the Corporation.

1.3.5 Informal Actions by Members

Any action required by law to be taken at a meeting of the members or any action which may be taken at a meeting of the members, may be taken without a meeting, if a consent in writing, setting forth the action so taken, shall be signed by all of the members entitled to vote with respect to the subject matter thereof.

1.3.6 Parliamentary Procedures

Robert Rules of Order Newly Revised is adopted as the authority for parliamentary rules of procedures governing all General and Board meetings as well as any committee meetings, except as otherwise stated in these Bylaws.

1.3.7 Quorum

The members holding thirty percent (30%) of the votes, which may be cast at any meeting, shall constitute a quorum at such meeting. In the event that a quorum of the members is not present, then members representing thirty percent (30%) of active Recreational teams in the association shall constitute a quorum for these purposes. If a quorum is not present at any meeting of members, a majority of the members present may adjourn the meeting from time to time without further notice.

1.3.8 Proxies

No proxy shall be allowed

1.3.9 Voting

Each household with a member shall have one vote in the Association.

1.3.10 Electronic Meetings

The Board of Directors, along with any Executive Committee, standing committees and special committees are authorized to meet by telephone conference or through any other available electronic means using prevailing technology of the day. These meetings can be held only if every member of the group has access to the electronic means and can participate during the meeting. All notice and meeting rules will apply. The annual general meeting cannot be held electronically.

1.4 ARTICLE IV –BOARD OF DIRECTORS

1.4.1 General Powers

Its Board of Directors shall manage the affairs of the Corporation.

1.4.2 Number, Tenure, and Qualification

The Board of Directors shall consist of the persons elected by the members of this Association to fill the following offices or functions of the Association followed by tenure and years elected

- a. President – two years; elected in even years
- b. Executive Vice- President – Registration – two years, elected in odd years
- c. Treasurer – two years; elected in odd years
- d. Vice President – Coaches – two years; elected in even years
- e. Vice President – Scheduling – two years; elected in odd years
- f. Vice President – Referees – two years; elected in even years
- g. Vice President - Fields – two years; elected in odd years
- h. Vice President – Uniforms – two years; elected in even years
- i. Vice President – Equipment – two years; elected in odd years
- j. Academy Director – two years; elected in even years
- k. Vice President - Marketing – two years, elected in odd years
- l. Secretary – two years, elected in even years
- m. Age Group Commissioners – appointed by the Executive Committee of the Board of Directors for a one-year term after the Annual General Meeting annually

- 1. U4 Boys/Girls
- 2. U5 Boys/Girls
- 3. U6 Boys/Girls
- 4. U7 Boys/Girls
- 5. U8 Boys/Girls
- 6. U9 & U10 Boys/Girls
- 7. U11-U19 Boys/Girls

1.4.3 Regular Meetings

Special meetings of the Board of Directors may be called by or at the request of the President or any two Executive Board members. The person or persons authorized to call special meetings of the Board may fix any place, within the CSA territory, as the place for holding any special meetings of the Board called by them.

1.4.4 Notice for Special Meetings

Notice of any special meeting of the Board of Directors shall be given at least two days previously thereto by written notice delivered by postal mail or electronic mail to each Board Member at their address as shown by the records of the corporation. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail so addressed with postage thereupon prepaid. Any Director may waive notice of any meeting. The attendance of a Director at any meeting shall constitute a waiver of notice of such meeting, except where a Director attends a meeting for the express purpose of objecting to the transaction of any business because the meeting is not lawfully called convened. Neither the business to be transacted nor the purpose of any regular or special meeting of the Board need be specified in the notice or waiver of notice of such meeting unless specifically required by law or by these Bylaws.

1.4.5 Quorum

A majority of the Board of Directors shall constitute a quorum for the transaction of business at any meeting of the Board; but if less than a majority of BOD are present at said meeting, a majority of the BOD present may adjourn the meeting from time to time without further notice.

1.4.6 Manner of Acting

The act of a majority of the Board of Directors present at a meeting at which a quorum is present shall be the act of the Board of Directors, unless the act of a greater number is required by law or by these Bylaws.

1.4.7 Voting

Each of the Board members shall cast one vote at Board meetings, except the President who shall vote only in case of a tie and on changes to these Bylaws.

1.4.8 Vacancies

Any vacancy occurring in the Board of Directors and any directorship to be filled by reason of an increase in the number of BOD, by resignation or termination, shall be filled by the Board of Directors. A BOD elected to fill a vacancy shall be elected for the unexpired term of the predecessor in office.

1.4.9 Compensation

Directors as such shall not receive any stated salaries or compensation for their services provided to CSA.

1.4.10 Informal Action by Directors

Any action required by law to be taken at a meeting of Board of Directors, or any action which may be taken at a meeting of BOD, may be taken without a meeting if a consent in writing setting forth the action so taken shall be signed by all of the Directors.

1.4.11 Vote of Confidence

1. Any member of the Board of Directors shall be required to resign following a vote of no confidence in their ability to remain in office. A majority of members entitled to vote may petition for a removal vote. The petition must be submitted in writing to the Board of Directors, which in turn, will review the petition and forward copies of same to all members within fourteen (14) days of receipt of such petition. The vote of no confidence must be passed by a two-thirds (2/3) majority of all members entitled to vote, after members have been given fourteen (14) days written notice of such pending petition.
2. The Board of Directors may call for a vote of no confidence on another member of the Board of Directors if their actions have been resolved to be grossly negligent or severe improprieties or other serious irregularities provided the three-quarter (3/4) majority of all Board of Directors so vote. If a Board Member receives this vote of no confidence he/she is automatically suspended from the Board until the next membership meeting. The matter may be submitted in writing to the membership, and the membership entitled to vote thereon must then concur with the two-thirds (2/3) majority of the vote for removal to be effective.

1.4.12 Absenteeism

Any BOD member who misses three meetings during a one-year period may be suspended and removed from activities on the Board of Directors. This may be accomplished by a two-thirds (2/3) majority vote taken by the Board after the 3rd missed meeting. This is not automatic suspension but will be accomplished if the Board Member makes no contact or leaves their duties undone and the BOD brings the vote to the floor of any regularly scheduled meeting.

1.4.13 Age Group Commissioners

Following the annual meeting of the members, or such time thereafter as is practical and is designated by the Executive Committee of the Board of Directors the Board of Directors shall appoint all Age Group Commissioners for the coming year. The responsibility of the Age Group Commissioners will be determined annually by the Board of Directors.

1.5 ARTICLE V – DIRECTOR

1.5.1 Directors

The Officers of the Corporation, heretofore referred to as the Executive Committee, shall be as follows: President, Executive Vice-President - Registration, Treasurer, Vice-President – Coaches, Vice-President - Referees, , Vice-President - Scheduling, Vice President - Marketing, Vice President - Equipment, Vice President - Uniforms, Academy Director, , Vice President of Fields, Secretary and such officers as may be elevated in accordance with the provisions of this article. The Officers of the Corporation may be called on to meet as an Executive Committee of

the Board of Directors from time to time. Should Directors be called on for an Executive Committee they must bring all findings and action points before the Board of Directors for a vote. The Officers of the Association may elect or appoint such other officers, including one or more assistant secretaries, and one or more assistant treasurers, as the officers shall deem desirable. Such officers will have the authority to perform the duties prescribed, from time to time by the membership. Any two offices may be held by the same person except the offices of President, Secretary, and Treasurer.

1.5.2 Election and Term of Office

The Board of Directors shall be elected at the annual General Meeting by the Head Coaches, Team Representatives and/or Designated Team Appointees. Each registered team shall be entitled to have two (2) delegates at the general meeting. If a team desires to send a Designated Team Appointee in place of the Head Coach and or Team Representative, such request must be submitted in writing by the Head Coach to the Board Secretary prior to convening the general meeting. A Designated Team Appointee must have a child registered on the team they represent. No delegate shall cast more than one (1) vote. No delegate shall represent more than one (1) team. New offices may be created and filled at any meeting of the members. Each officer shall hold office until a successor has been duly elected and shall have qualified. Board members shall hold their office until a successor is appointed or elected. The election shall be conducted by the Nominating Committee.

The Board of Directors shall appoint a Nominating Committee prior to the general meeting. The Nominating Committee shall provide a slate of candidates for Board positions to the Membership at the general meeting.

1.5.3 President

The President shall be the principal executive director of the Association and shall, in general, supervise and control all business and affairs of the Association. He/She shall preside at all meetings of the Association. He/She shall preside at all meetings of the members and of the Board of Directors. He/She may sign, with the Secretary, Treasurer, Executive Vice President - Registration or any other proper Director of the Association authorized by the Board of Directors, any deeds, mortgages, bonds, contracts, or other instruments which the Board of Directors has authorized to be executed, except in cases where the signing and execution thereof shall be expressly delegated by the Board of Directors or by these Bylaws or by statute to some other Director or agent of the Association. In general, he/she shall perform all duties incident to the office of President and such other duties as may be prescribed by the Board of Directors from time to time. The President is empowered to take prudent and reasonable action in cases not addressed in these Bylaws and such authority is implicit in the office. The President is responsible for attending or sending a CSA representative to NTSSA member meetings.

1.5.4 Executive Vice President – Registration

In the absence of the President or in the event of his/her inability or refusal to act, the Executive Vice President - Registration shall perform the duties of the President and when so acting, shall have all the powers of and be subject to, all the restrictions upon the President. The Executive Vice President - Registration shall perform such other duties as from time to time may be assigned to him/her by the President or Board of Directors. The Vice President - Registration

shall be responsible for the regulations and verifying eligibility of all players for each Association soccer season. He/She will ensure that teams are organized fairly and that all players registered have an opportunity to participate. The Board shall appoint such members as deemed necessary to carry out the functions of the office including a person to be compensated for performing the functions of Registrar.

1.5.5 Vice President – Scheduling

The Vice President - Scheduling shall be responsible for all games scheduled for each season. Vice-President - Scheduling may appoint either a U4-U8 scheduler, a U9-U19 scheduler, or both as deemed necessary. Any appointed scheduler is a non-Board position and is subject to the approval of the majority of the board. Vice-President - Scheduling shall perform such other duties as from time to time may be assigned to him/her by the President or BOD. He/She will regularly communicate all schedule changes to the Referee Assignor as changes occur.

1.5.6 Vice President - Equipment

The Vice President - Equipment shall be responsible for soliciting quotations and ensuring delivery of balls and miscellaneous equipment as may be required by the Association. He/She will act as a liaison with any vendor as related to the procurement of equipment. He/She will order trophies as needed seasonally for all U4-U8 players as well as needed and agreed for U9-U19 age groups.

1.5.7 Vice President - Uniforms

The Vice President - Uniforms shall be responsible for soliciting quotations and ensuring delivery of all uniforms as may be required by the Recreational Association. He/She will act as a liaison with any vendor as related to the procurement of uniforms.

1.5.8 Vice President - Fields

The Vice-President - Fields shall be responsible for the maintenance and proper utilization of all Association soccer fields. He/She will act as a liaison with any public agency regarding the care of the soccer fields, and shall appoint such members as deemed necessary to carry out the function of his/her office.

1.5.9 Vice President – Coaches

The Vice President - Coaches shall be responsible for recruitment, training, and discipline of all Association coaches and assistant coaches. He/She will assist the Association in coordinating any special projects that require the attention of coaches.

1.5.10 Vice President – Referees

The Vice President - Referees shall be responsible for referee coverage for all home games. He/She will be responsible for recruiting and training Referees, Assistant Referees and Field Marshalls. He/She will communicate regularly with the Referee Assignor.

1.5.11 Vice President – Marketing

The Vice President - Marketing shall be responsible for overseeing and/or participation in the creation and/or procurement and/or facilitation of materials necessary to the promotion of events and programs for CSA and, when necessary, its professional partnerships. He/She will be responsible for the procurement, development and maintenance of any/all CSA corporate sponsorships as well as its professional partnerships relative to the marketing of the association. He/She will also be responsible for updating the website and social media channels to promote the association to the public and shall appoint such members as deemed necessary to carry out the functions of his/her office.

1.5.12 Treasurer

If required by the Board, the Treasurer shall give a bond for the faithful discharge of their duties in such sum and with such sureties, as the members shall determine. The cost of which shall be paid by the Association. He/She shall have charge and custody of and be responsible for all funds and securities of the Corporation; receive and give receipts for monies due and payable to the Corporation from any source whatsoever, and deposit all such monies in the name of the Corporation in such banks, trust companies, or other depositories as shall be selected in accordance with the provisions of Article VII of the Bylaws; and in general perform all duties incident to the office of Treasurer and such other duties from time to time may be assigned to him/her by the President or by the Board. The Treasurer shall provide a written financial statement at each regularly scheduled meeting and be responsible to satisfy the annual audit of the Corporation's financial books.

1.5.13 Secretary

The Secretary shall keep the minutes of the meetings of the members and of the Board of Directors in one or more books provided for that purpose, give all notices in accordance with the provisions of these Bylaws or as required by law; be the custodian of the corporate records, including the Bylaws, and of the seal of the Corporation, and affix the seal of the Corporation to all documents, the execution of which on behalf of the Corporation under its seal is duly authorized in accordance with the provisions of these Bylaws; and in general, perform all duties incident to the office of Secretary and such other duties as from time to time may be assigned to him/her by the President or by the Board.

1.5.14 Academy Director

The Academy Director shall be responsible for overseeing key aspects of the CSA Academy and Select programs including, but not limited to: strategy, coaching, marketing, registration, equipment and information distribution to participant families. The Academy Director will work with the Executive Board to: define a (written) strategy for the Academy and Select programs, interview/select coaches when/if coaching changes are necessary, communicate marketing needs for the Academy to the Vice President - Marketing, will communicate equipment needs to the Vice President - Equipment or to the designated person responsible for Academy and Select equipment as might be appointed or assigned from time to time. The Academy Director will also oversee the registration of program participants into applicable leagues.

1.5.15 Age Group Commissioners

The Age Group Commissioners shall be the primary point of contact between the Board and the coaches and players in their respective age groups. He/She shall be responsible for communication with coaches and members of their assigned age group; for disseminating information to each coach/team as needed from the Board. U9-U19 Age Group Commissioners shall be responsible for forwarding trophy-ordering information to the Equipment Manager. Commissioners shall aid in the distribution of uniforms/equipment at the Fall Coaches meeting.

1.5.16 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 not have a vote in any business of the Association. The term of the contract staff shall be at the will of the Board of Directors, reviewable every two years or otherwise as agreed to with the contractor in writing. Contract staff are not required to attend any Board meetings.

Appointment positions shall include, but not be limited to:

1. Referee Assignor
2. Registrar/Administrator (can be one or more persons)
3. Concessions Manager
4. Scheduler

1.6 *ARTICLE VI – AFFILIATION OF ASSOCIATION*

1.6.1 Affiliation of Association

This Association shall be directed by, affiliated to, comply with the authority of, and operated under the rules and regulations of the North Texas State Soccer Association, which operates under and is affiliated with the United States Soccer Federation.

1.6.2 Jurisdiction

This Association shall have jurisdiction over all referees, coaches, instructors, players, contract employees and participants affiliated with programs of this Association, and each member shall adhere to the Bylaws, rules, and regulations of this Association, and in compliance with its authority.

1.7 *ARTICLE VII – CONTRACT, CHECKS, DEPOSITS, FUNDS*

1.7.1 Contracts

The Board of Directors may authorize any director, agent, or agents of the Corporation, in addition to the directors so authorized by these Bylaws, to enter into a contract or to execute and deliver any instrument in the name of or on behalf of the Corporation. Such authority may be general or confined to specific instances.

1.7.2 Checks and Drafts

All checks, drafts, or orders for payment of money, notes, or other evidences of indebtedness issued in the name of the Association shall be signed by such director or directors, agent, or agents of the Association and in such manner as shall from time to time be determined by resolution of the Board of Directors. In the absence of such determination by the Board of Directors, such instruments shall be signed by the Treasurer, the President or a Vice-President of the Corporation.

1.7.3 Deposits

All funds of the Association shall be deposited from time to time to the credit of the Corporation in such banks, trust companies, or other depositories as the Board of Directors may select.

1.7.4 Gifts

The Board of Directors may accept on behalf of the Corporation any contribution, gift, bequest, or devise for the general purposes or for any special purpose of the Association.

1.8 *ARTICLE VIII – BOOKS AND RECORDS*

1.8.1 Books and Records

The Corporation shall keep correct and complete books and records of the accounts and shall also keep minutes of the proceedings of its members, Board of Directors, and committees having any authority of the Board of Directors, and shall keep in the designated cloud location (Google Docs, Microsoft OneDrive or other), readily available to all board members, a record giving the names and addresses of the members entitled to vote. All books and records of the Corporation may be inspected by any member for any proper purpose at any reasonable time.

1.9 *ARTICLE IX – FISCAL YEAR*

1.9.1 Fiscal Year

The fiscal year of the Corporation shall begin on the first day of September and end on the last day in August in each year.

1.10 *ARTICLE X – DUES*

1.10.1 Dues

The Board of Directors may determine from time to time the amount of initiation fee, if any, and the dues payable to the Association by members. Any changes to the initiation fees will be communicated in a timely manner to the general membership.

1.10.2 Payment of Dues

Dues or registration fees shall be payable at registration prior to each season of play or by payments as agreed upon in advance of the season.

1.10.3 Default and Termination of Membership

When any member shall be in default of the payment of dues for a season, his/her membership may thereupon be terminated by the Board of Directors in the manner provided in Article III of these Bylaws

1.11 *ARTICLE XI –SEAL*

1.11.1 Seal

The Board of Directors shall provide a corporate seal, which shall be in the form of a circle and shall have inscribed thereon the name of the corporation and the words "Corporate Seal of the Colleyville Soccer Association."

1.12 *ARTICLE XII - Waiver of Notice*

1.12.1 Waiver of Notice

Whenever any notice is required to be given under the provisions of the Texas Non-Profit Corporation Act or under the provisions of the articles of incorporation or the Bylaws of a corporation, a waiver thereof in writing signed by the person or persons entitled to give such notice, whether before or after the time state therein, shall be deemed equivalent to the giving of such notice.

1.13 *ARTICLE XIII- Amendment to the Bylaws*

1.13.1 Amendment to Bylaws

These Bylaws may be altered, amended, or repealed and new Bylaws may be adopted by a majority of the BOD Directors present at any regular meeting or at any special meeting, if at least two days written notice is given of an intention to alter, amend, or repeal these Bylaws or to adopt new Bylaws at such meetings.

1.14 *ARTICLE XIV- Indemnification*

1.14.1 Indemnification

The Association shall indemnify and hold harmless the BOD of this Association from any and all claims, obligations, liabilities which they have incurred, or which may be incurred in the future, as a result of their lawful and proper performance of their duties and capacities for and on behalf of the Association. Such indemnification shall include but is not necessarily restricted to liabilities incurred by such officers and BOD.

1.15 *ARTICLE XV - Rules and Regulations*

1.15.1 Rules and Regulations

The Association shall control and be responsible for:

- a. Establishing uniform guidelines for and assigning players to teams and developing the necessary related uniform registration guidelines.
- b. Dividing teams into leagues or divisions thereof.
- c. Establishing uniform playing rules covering the following items:
 - 1. Length of games
 - 2. Ball sizes
 - 3. Size of minimum game squads and maximum rosters
 - 4. Number of positions
 - 5. Substitution policies
 - 6. Minimum playing time for each player per game
 - 7. Establishing a point system for maintaining competitive team standings and awarding trophies to the first and second place CSA team champion of each U9-U19 league or division thereof, and such additional places as the Board of Directors shall determine are appropriate.

CHAPTER II RULES AND REGULATIONS

2.1 Soccer and Playing Age- (Rule 1)

2.1.1 Soccer and Playing Age

Leagues shall be established by age groups for boys and girls, with such age groups defined as the birth year of the player.

2.2 Recreational Team Registration and Player Assignment- (Rule 2)

2.2.1 Registration

- A. CSA will utilize a blind draw, computerized where available, random or by coin flip where computerized random assignment is not possible or not practical to assign to teams new-to-CSA players who are not participating in the buddy draft request. Players returning which played the season immediately preceding this Team Formation shall have first priority in being placed on their respective previous teams. Players who did not participate in the previous season but played in CSA one season prior to the previous season, will have priority over all remaining new registrants. Applicants in excess of the prescribed number for each team in each league shall be placed on another age-appropriate team in their age division that is able to take additional players.
 - a. Players shall be placed onto teams according to the following priority by the Registrar:
 - I. Returning players from previous season will be first priority to return to original team.
 - II. Players returning from break of one season will have next priority to be back on original team if available and requested.
 - III. Buddy drafts will be higher priority than players returning to team after not playing previous season, noting that buddy draft requests are requests only and not a guarantee of team placement.
 - IV. Remaining players will be randomly assigned to teams based on available spots on teams within the age group/division by computer blind draw/randomization.
 - V. Players will be placed on teams as outlined above, and, in event of limited space, players who sign up first will have priority.
 - VI. Wait list player list shall be abandoned on the first Monday following the second league game with any fees collected being refunded to applicants.
- B. The registration form (electronic or otherwise) will certify the age of the player; birth certificate or equivalent must be submitted with first time registrations.
- C. A player may not participate in CSA games without first being registered three (3) days prior to a league game, or fourteen (14) days and two league games prior to a championship or playoff game.
- D. The registration form will include a pledge to abide by the laws and rules of the CSA.
- E. Team sizes shall be recommended as follows (exceptions to reach max roster may be requested by the coach, subject to approval from the Board).
- F. Late registrations will only be accepted when space in an age division is still available; a non-refundable late fee will be automatically applied to all late registration applications.

- G. Late registrant players will be assigned to an age-appropriate team where space permits and will be assigned to the team with the lowest player roster at the time of registration.
- H. The CSA Buddy Draft Request is not applicable to late registrants.

Max Roster Chart

Age Group	Number of Positions	Maximum Roster	Recommended Roster	Minimum Game Squad	Maximum Draft*
U4-U5	3	6	6	3	6
U6-U8	4	8	6	3	6
U9-U10	7	12	12	5	12
U11-U12	9	16	14	7	16
U13–U14	11	18	16	7	18
U15-U19	11	22	18	7	22

*Any draft of more than 50% of the players on a team must be approved by a majority of the board.

2.2.2 Team Formation

- A. Returning players within the same age group as the previous season will remain with the same team, unless player/parent requests to be placed in the open draw. New players will be subject to random draw.
- B. If there are not enough players to fill all teams in a specific age group, some or all of the partial players will be placed in the player pool. New recreation teams and returning teams that need players are formed by a random draw from the player pool.
- C. Teams will be filled according to age. Returning players on established teams in an age group and teams moving up as a team will be assigned to these regardless of order of registration. If there are positions available on the team, players who previously played on that team but did not play up to one prior season may, if they desire, be placed back on that team. According to the rules in section 2.2.1, all other open positions will be filled by the registrants in the pool. When insufficient positions are available, the draw players and new registrations with the highest registration numbers will be placed on the waiting list, and the remaining players drawn to remaining teams in accordance with the above guidelines. Returning CSA players who played the prior season will be given priority over new registrants. Players who previously played with CSA but did not participate in the prior season will have priority over all other new registrants.
- D. Teams will be filled with the teams with the least number of players drawing until all teams are equal. Then they will draw in order until all vacancies are filled. Players will be drawn first from the highest category and progress downward until all players are drawn.
- E. In the U19 age division, the coaches will be allowed to recruit players with express permission by the BOD. All rules of NTSSA concerning recruiting and signing players must be complied with. In U9-U19 leagues with eight teams or more, teams may be divided into two or more divisions. Assignment to a division will be made with input from the coach, Age Group Commission and VP Scheduling.
- F. The coach moving with a team may choose the team name.
- G. All coaches registered with CSA are invited to observe the team formation process in their age groups. VP Registration and at least two additional BOD must be present to observe the registration process.
- H. All rosters will be checked for the following mistakes:

- a. Unintended placement of a player in the incorrect age group.
- b. Unintended separation of these siblings who want to play on the same team (provided the siblings were approved by the board to play on the same team.)
- c. Unintended return of a player to last season's team when a specific request was made by the player to be placed in the draw pool.
- d. Unhonored buddy requests for team placement where space still permits.

Once every effort has been made to determine that no mistakes were made in the team formation process, the rosters will be recorded in full view of all in attendance. If a change must be made after the rosters have been recorded due to a mistake or some unknown special circumstances, such a change will require notification to be made to the affected coaches within that age group.

2.2.3 Buddy Draft

In accordance with NTSSA rules of team formation, in order to promote soccer participation youth soccer players U4-U19 may invite a friend from the same Member Association who has never registered in any North Texas State Soccer Association to join his/her existing team with the permission of the Member Association. This provision will here forward be referred to as the Buddy Draft Request System.

- A. Applicable to all age groups.
- B. Only one (1) buddy may be requested per player.
- C. At least one of the players must not ever have been a registered player for North Texas State Soccer Association. However, two new players, who have never been a registered player for NTSSA, may request to be drafted together.
- D. Buddy Draft requests are subject to space availability and order of requests received per team and is not a guaranteed placement. Limit of two (2) buddy requests per team per soccer year for all age groups.
- E. In the event a player cannot be placed on the desired team, the player may elect to not participate and will receive a refund in accordance with the CSA refund policy.
- F. The Buddy Draft deadline for each season is the same as the regular season registration deadline. Late registration buddy drafts will not be considered.

2.2.4 Drafting Players

- A. When authorized by the Board, players may be drafted after the registration date only in order to fill specified teams or to replace lost players to fill a team when there are no players on the waiting list. The registration form must be completed, and the appropriate fees must be paid by the drafted players.
- B. Players may be drafted provided:
 - a) Draftee was not on another CSA team during the same season.
 - b) The coach submits to the Board a request to draft which includes when applicable, a signed statement from the parent of the lost player indicating his/her resignation and why.
 - c) If the draftee played the previous season for a CSA team, he/she may not be drafted to another CSA team.
- C. Each head coach may have their child on their team without the benefit of the draw, provided that in some instances the coach may be assigned to the child's team rather than the reverse.

- D. Teams must take players from the waiting list to fill at least the roster set out in 2.2.1 (E) of these rules.

2.2.5 Remaining on the Same Team

- A. A player may generally remain on the same team provided he/she played the previous season on that team and has registered prior to Team Formation or based on space availability if they have missed no more than one season of play with their former team. Buddy Draft requests will take precedence over players returning after a single missed season.
- B. A player who wishes to change teams within the same league may so indicate on the registration form, prior to the season start, and thereby be placed in the open draw for that league. That player will not be placed back on his/her previous team. A player who wishes to change teams within a season, must submit a written request accompanied by a written NTSSA release by his/her coach to the Board. The Board may approve or deny the request and stipulate the new team is approved.
- C. A player may, when requested on the registration form, and with the consent of the Board, play up into an older league or division. A player who plays up one season may move down into his/her regular league or division the following season.

2.2.6 Records

- A. All team rosters shall be held by the Executive Vice-President - Registration as soon as player assignments have been convicted. CSA rosters shall be submitted to the NTSSA as required thereby.
 - a. CSA policies, interpretations, amendments, etc, as passed by the Board, shall be published, and made available to interested parties.

2.2.7 Registrar

The Registrar shall be responsible for coordinating all players, coach and assistant coach registrations each Fall and Spring season in accordance with CSA and NTSSA Rules and Bylaws. He/She should maintain association compliance with NTSSA and CSA Bylaws, rules, regulations, policies, procedures, and guidelines as related to players and club registration and documentation.

2.3 Rules of Competition- (Rule 3) (per NTSSA)

2.3.1 Rules of Competition

CSA follows the rules and policies adopted by NTSSA, except as set out herein. Leagues shall be established by age groups as set out in 2.2.1e of these rules for boys and girls.

2.3.2 Length on Game, Ball Size, Playing Time, Number of Players, Field Size and Goal Size

Age	Periods / Minutes	Half Time	Ball Size	Playing Time / Player	Number of Players	Field Size (approx.)	Goal Size
U4	4@8	2m @Q 5m @H	#3	16 Min	3	15x30y	4x6
U5	4 @ 8	2m @Q 5m @H	#3	16 Min	3	15x30y	4x6
U6	4 @ 10	2m @Q 5m @H	#3	20 Min.	4	20x30y	4x6
U7	2 @ 25	5 Min.	#3	25 Min.	4	20x30y	4x6
U8	2 @ 25	5 Min.	#3	25 Min.	4	25x35y	4x6
U9	2 @ 25	5 Min.	#4	25 Min.	7	30x47y	6.5x18.5
U10	2 @ 25	5 Min.	#4	25 Min.	7	30x47y	6.5x18.5
U11&12	2 @ 30	8 Min.	#4	30 Min.	9	50x80y	6.5x18.5
U13&14	2 @ 35	10 Min.	#5	35 Min.	11	65x100y	8 x 24
U15&16	2 @ 40	10 Min.	#5	40 Min.	11	65x100y	8 x 24
U17-19	2 @ 45	10 Min.	#5	45 Min.	11	75x112y	8 x 24

Minimum Playing Time

Minimum playing time for a player shall be at least 50% and may be reduced or eliminated only due to an injury, illness, or disciplinary response. However, all exceptions must be reported to the referee and opposing coach in writing on the Game Report before the start of the game. Such exceptions are subject to being verified by the VP Coaches.

2.3.3 Coaching

- A. All coaching at games must be done from the designated technical area as lined at each field.
- B. Both participating teams, their coaches and team officials shall be seated on the opposite side of the field from all spectators.
- C. Coaches are responsible for their own conduct as well as that of their players and the player's families at the games.
- D. All teams are strongly urged to have an officially registered Assistant Coach, subject to the same registration rules as head Coaches.
- E. Coaches and/or Assistant Coaches may only coach a maximum of two (2) teams per season, and any exceptions to this rule must be approved by BOD.

2.3.4 Number of Activities per Week

There shall be no more than 3 organized activities per week including games.

2.3.5 Jersey Conflict

In the event of jersey conflict, the home team shall be responsible for changing. The referee shall determine if there is a conflict.

2.3.6 Substitutions

There will be free substitutions with the permission of the referee, and they shall be allowed at the following times:

- a. Prior to a throw-in by your own team
- b. By either team:
 1. Prior to a goal kick.
 2. After a goal is scored and prior to a kick-off.
 3. After play has stopped for an injury (injured player only can be substituted).
 4. At halftime and before any overtime period.
 5. For a player receiving a yellow card.
 6. Prior to throw in from opposing team ONLY if team in possession of ball substitutes.
 7. At the discretion of the Referee.

2.3.7 Scheduling and Rescheduling of Games

- A. A regular season game and field schedule shall be prepared by the CSA at the beginning of each season
- B. Games may or may not be rescheduled for the benefit of a team based upon agreement of both coaches, the referee assignor, and the VP - Scheduling.
- C. Individual games requiring rescheduling:
 - a. Due to weather or other natural causes shall be played as soon as possible.
 - b. Due to Board or A&D action, shall be rescheduled as prescribed.
- D. MINIMUM one-week prior notice required for U4-U8 game reschedule requests, league requirements will be followed for U9 and up games.

2.3.8 Team Standings

- A. Team standings shall be determined by the point system for the applicable age groups where a team earns the following points: Win 3 points; Tie 1 point, Loss 0 points
- B. The team in each league or division that accumulates the highest number of points during the regular season shall be the first-place team with other places following in descending order of points.
- C. In the event two teams have the same amount of points, the first tiebreaker shall be head -to-head competition. If a tie remains after that, then the teams involved shall share the placement.
- D. The U8 league and below shall not record scores or standing and shall place little importance on winning. U4-U8 players will receive participation awards, (i.e. all players on every team will receive that same award.) Any teams playing in the competitive age group in another playing league (e.g. Northern Mid Cities) will receive trophies as described in Chapter I.

2.3.9 NTSSA Tournament of Champions

The selection of teams representing CSA at the annual NTSSA Tournament of Champions shall be determined by the Board of Directors in their sole discretion.

2.3.10 Weather Guidelines

- A. The referee has final authority to postpone, suspend, or abandon a game to foul weather or other circumstances he/she judges to be unsatisfactory.
- B. Weather guidelines are as follows:
 - a: U9 leagues and older shall play in any weather that does not constitute a hazard to health. U8 leagues and younger shall play only in weather above 40 degrees F.
 - b: Local lightning shall always be hazardous. Players/coaches/referees need to heed the lightning detectors located on the CSA practice and game fields.
 - c. Teams must report to the field ready to play regardless of the weather unless the CSA has notified the coach prior to the game via the CSA Website.
 - d. If a game is abandoned due to weather after the second half has been started, it shall be considered a complete game.

2.3.11 Game Abandonment, Postponement or Suspension

- A. The referee has final authority to postpone, suspend or abandon a game due to inclement weather or other circumstances he judges to be unsatisfactory.
- B. The referee may postpone a game a maximum of 20 minutes, if required, to allow a coach to field a team. If the 20 minutes lapse without either team or both teams being filled, the referee shall abandon the game.
- C. Teams shall allow a referee 30 minutes after the scheduled time to report before abandoning the game. Such abandonment shall be reported to the VP Referees in writing by each coach within 48 hours.
- D. A suspension for CSA purposes shall be temporary delay of game after it has begun. A suspension shall be limited to 20 minutes maximum at which time the game must be resumed or abandoned.
- E. Any abandonment shall be reported to the VP Referees, in writing, within 48 hours by the referee. Postponements and suspensions shall be included in the referee game report.

2.3.12 Colleyville Referees

- A. Generally, only REGISTERED REFEREES in uniform will referee.
- B. For all official games played at CSA, only registered Colleyville Referees and Assignors may be utilized whenever possible.

2.3.13 Conduct

- A. All persons associated with the CSA are expected to abide by the NTSSA Code of Conduct and conduct themselves in a manner, which is conducive to good sportsmanship and a wholesome atmosphere for the children. The following examples of misconduct WILL NOT BE TOLERATED and will be cause for disciplinary action:
 - 1. Foul and/or abusive language directed toward coaches, players, or spectators.
 - 2. Arguing with officials, coaches, players, or spectators.
 - 3. Throwing objects onto the field of play and/or at other persons.

4. Destruction of equipment or facilities.
 5. Verbal and/or physical assault.
 6. Consumption of alcoholic beverages or use of illegal drugs.
 7. Coming onto the field of play without the referee's permission.
 8. Other misconduct which is deemed disruptive to the orderly conduct of the game of soccer.
- B. Generally, incompetence shall not be grounds for disciplinary action against coaches or referees. However, written complaints or charges of incompetence will be received by the VP Coaches or VP Referees. Three valid complaints received on separate occasions shall be cause for a conference with the subject party and further complaints may be cause for dismissal from coaching or refereeing within the Colleyville Soccer Association.

2.3.14 Reporting Suspected Misconduct

Suspected misconduct of members, coaches, referees, or player may be reported to the Board or any Board member with or without a request for action.

1. Only coaches or directors may file reports on referees.
2. A report must be filed in writing with any Board member within 72 hours following the incident who will then forward it to the VP Coaches if it is suspected misconduct by a coach; the VP Referees if it is a suspected misconduct by a referee or to the President if it's independent of coaching or refereeing.

2.3.15 Outcome

The VP Coaches or VP Referees will undertake a preliminary investigation of the suspect misconduct and will determine whether the report shall be:

1. Rejected for cause (generally because it is not in compliance with CSA Bylaws or Rules and Regulations.) or
2. Accepted for hearing before the A&D Committee.
3. These actions will occur within 48 hours of receipt of the report.
4. In the event of 2.4.16 - 1 the director conducting the investigation shall respond in writing to the complainant giving a concise reason for rejection.

2.3.16 Appeal

- A. The complainant may appeal this action to the A&D Committee.
- a. The appeal must be accompanied by a \$20 deposit in order to be accepted.
 - b. The deposit will be returned if the report is upheld but will be forfeited to the CSA treasury if the appeal is denied.
- B. Subsequent appeals are described in 2.6.3

2.4 Game Protest- (Rule 4)

2.4.1 Game Protest

- A. Game protests may be submitted to the VP Referees on matters other than judgment calls by referees. Game protest shall be filed separate from any misconduct report, even though they may be related. Protests shall be filed within 48 hours of the subject game. Game protests shall be forwarded to the VP-Referees by any director who receives them. The facts presented therein shall be investigated for reporting to the A&D Committee.

- B. The protest must be accompanied by a \$20 deposit in order to be accepted. The deposit will be returned if the protest is upheld, but it will be forfeited to the CSA Treasurer if the protest is denied.

2.4.2 Outcome

The A&D Committee will rule in the event that the rules set out herein are not followed by any team in a CSA sanctioned game and the Board, with due consideration as to roles, the game may be declared a forfeit to the benefit of the opponent in, but not limited to the following cases:

1. Allowing one or more ineligible players to participate in a game. Eligibility is determined by age, registration, player assignment, etc.
2. Failure to field a team at a scheduled game.
3. Failure to allow all team members to participate in each game as required herein.
4. In circumstances under protest where both teams abided by these Bylaws and rules and regulations, the A&D Committee shall not determine the outcome of a game. Should the A&D Committee uphold a protest, the game in question shall be rescheduled.

2.4.3 Appeal

Subsequent appeals are the same as described in 2.5.4 herein.

2.5 *Hearing and Discipline- (Rule 5)*

2.5.1 Hearing and Discipline

- A. The Appeals and Disciplinary Committee (A&D) shall hear reports as set out herein.
- B. All players, coaches, referees and spectators, including assistant coaches of the CSA, are subject to disciplinary action.

2.5.2 Appeals and Discipline Committee (A&D)

- A. The Committee shall be composed of five (5) representatives. These are appointed by the President with one appointee to act as chairperson.
- B. The Committee must have at least three (3) representatives present and voting in order to conduct a hearing.
- C. The chairperson shall not be a voting member in any matters before the committee except in the case of a tie vote.

2.5.3 Hearings

- A. The A&D Committee shall set a hearing date and notify the concerned individual of the time and place.
- B. The Committee shall vote after hearing the pertinent facts and the witnesses have retired. Two-thirds majority vote is required of the representatives present. Voting is required for approval of proposed action. Unpublished votes and abstentions are not permitted.
- C. The concerned individuals shall be notified immediately, in writing, of the Committee's action.
- D. Action taken by the Committee may include but are not limited to:

- a. Written reprimand.
- b. Probation.
- c. Suspension.
- d. Dismissal from CSA activities.

2.5.4 Appeal

- A. A CSA disciplinary action is recognized by NTSSA and shall be final. The first level of appeal of A&D actions is to the CSA Board under the rules thereof. Any subsequent appeals will be directed to NTSSA according to their Bylaws.
- B. All appeals must be accompanied by a \$50 deposit in order to be accepted. The deposit will be returned if the misconduct/protest report is upheld but will be forfeited to the CSA treasury if the appeal is denied.