

# **Southwest Washington Soccer Association By-Laws as Amended, January 1997**

## **Section 1 - Name and Authority**

The Southwest Washington Soccer Association is incorporated as a not for profit corporation in the State of Washington and shall hereinafter be referred to as "SWSA" or the "Association".

## **Section 2 - Membership**

Membership in SWSA is limited to individuals who either register as members of participating teams or are elected to positions on the SWSA Board of Trustees. Acceptance of team rosters by the SWSA Board of Trustees shall constitute membership approval for all players listed, unless subsequent judicial review reveals cause for denial of membership privileges for a team or individual. Membership is further contingent upon timely payment of required fees as set down by the SWSA Board of Trustees. All SWSA members are required to abide by the SWSA By-Laws, policies, and rules as developed and maintained by the SWSA Board of Trustees and membership. Failure to do so will be grounds for Board or judicial revocation of membership privileges. In the event that any individual or team is denied membership in SWSA, reimbursement of unexpended fees can be considered by the Board of Trustees. Denial of membership can be appealed to the SWSA Board of Trustees as described in the SWSA policies and rules.

Any individual who will be less than 18 years of age at his or her first game of any season or tournament must file a signed waiver with SWSA that recognizes he or she may jeopardize his or her ability to participate in USSF-sanctioned or other youth soccer competitions as a result of his or her participation in SWSA.

## **Section 3 - Organization**

A.) The government of SWSA shall consist of the Board of Trustees and the designated representatives of each team participating in SWSA seasons of play during any given calendar year.

B.) The Board of Trustees shall exercise jurisdiction over all games of soccer scheduled, organized or sanctioned by SWSA and shall, either alone or through its designees, responsibly make decisions and render judgments relative to the rules of the game, conduct of play, deportment of players and officials, and responsibilities of both the members and government of SWSA. The Board of Trustees shall authorize all expenditures of the Association.

C.) Team representatives will be designated by each team and need not be limited to a single individual, however at least one person must be designated for each team. In the event that a designated representative is unable to attend a meeting, he or she may approve another player of the same team to fulfill this function on his or her behalf.

The Board of Trustees and team representatives hold all voting rights within the Association and each has one vote except as stipulated herein. Each team must decide within itself who will have the authority to cast its vote when that team designates more than one person to represent it in matters before the Association.

## **Section 4 - Board of Trustees**

A.) President

The President shall be the chief executive officer of SWSA. Except as otherwise provided herein, the President may appoint or delegate specific actions to others as he or she deems appropriate.

The President shall preside at all meetings of SWSA and, except for election of officers at the Annual meeting, shall be entitled to cast one vote, and this only in the event of a tie, on matters before the Association. The President shall be an ex-officio member of all configured committees of SWSA. The President shall represent SWSA at all official functions unless he or she chooses to appoint a representative. The President shall be empowered to appoint committees or special assistants as necessary from time to time.

**B.) Vice-President**

The Vice-President shall assume the duties of the President in the President's absence. The Vice-President shall have one vote on all issues before the Association so long as he or she is not acting as the President. When he or she is acting as the President, he or she will have the same voting rights as the President.

**C.) Secretary**

The Secretary shall maintain proper minutes of the meetings of the Association, give proper notice of SWSA meetings to all persons so entitled, post notice of SWSA events and activities, and disseminate meeting minutes once transcribed to all interested parties. The Secretary may, with the permission of the Board of Trustees, contract with individuals, organizations or agencies to perform these and various financial, accounting, and scheduling functions on behalf of SWSA. Should this occur, the Secretary will be that body's contact with the Board, monitor their contract compliance, and be their primary resource for questions on day-to-day operations.

**D.) Treasurer**

The Treasurer shall keep a full and accurate account of receipts and disbursements of the Association and shall deposit all moneys or negotiable valuables in a SWSA account in a financial institution approved by the Board of Trustees. The Treasurer may recommend investment options for Association surplus funds and may consult with reputable investment counselors to determine prudent investment options. Any investments thus identified and recommended must be approved by the Board of Trustees prior to the commitment of any SWSA funds. The Treasurer shall provide financial account information as part of the general meeting agenda and shall render a written financial statement to the Association at the Annual meeting. The Treasurer may appoint, with written notice to and approval by the President, a financial committee to assist in these functions.

**E.) Member-at-Large**

The Member-At-Large is designed as an introduction to the SWSA Board of Trustees. There are no specific responsibilities. The person elected to this position is free to choose or develop an area of interest in SWSA operations and work on this as long as necessary to attain a particular goal. Member-At-Large projects shall be approved by the Board of Trustees. Due to the term limit on this position, it is recommended that projects focus on completion by the end of the term or on matters that can be continued while serving under one of the other elected Board positions.

**Section 5 - Election of Officers**

A.) Elections for the offices of President and Secretary will be held at the Annual meeting in even numbered years. Elections for the offices of Vice-President and Treasurer will be held at the Annual meeting in odd numbered years. Elections for the office of Member-At-Large will be held every year at the annual meeting. Officers shall be elected by a majority vote of the eligible voting members present at the SWSA Annual meeting.

B.) Each Board member in office at the start of the Annual meeting will be entitled to vote for all offices elected during that meeting.

## **Section 6 - Terms of Office**

A.) Officers in the positions of President, Vice-President, Secretary, and Treasurer will hold terms of two years, beginning immediately following the annual meeting at which they are elected. Persons elected to the position of Member-At-Large hold a term of one year.

B.) Any Board member who misses 2 meetings per calendar year without reasonable cause may be removed by a 2/3 vote of the remaining members of the Board. Board members may be removed for reasonable cause by a 2/3 vote of Board members and team representatives at a Special meeting constituted with proper notice, provided that a majority of the Board is present.

## **Section 7 - Meetings of the Association**

### **A.) General Meetings**

General meetings of the Board of Trustees will be held at least six times per year, or as needed to accomplish the business of the Association. General meetings are open to all members, however only Board members are entitled to vote on matters of business. The Board, however, may request an advisory vote of SWSA members present to assist in making decisions on Association matters. A quorum for General meetings shall consist of a majority of Board members.

### **B.) Annual Meetings**

The SWSA Annual meeting shall be held during January each year. Notification of the Annual meeting must be delivered to the US Postal Service for mailing to all SWSA members, as defined above, at least 20 days prior to the meeting. All SWSA members shall be entitled to vote at the Annual meeting. Regardless of what title or titles a person holds within SWSA, no person may carry more than one vote. A quorum will be defined as the number of SWSA members present, contingent upon timely notification as defined above. Proxy votes are not permitted in any form at the Annual meeting.

### **C.) Special Meetings**

Special meetings may be called by the President or by any three or more Board members or team representatives at any time. Notice of special meetings shall be communicated to Board members and team representatives in writing at least seven days prior to the meeting date. Attendance of a SWSA member at the meeting shall constitute a waiver of notice of such meeting unless the member attends solely for the purpose of objecting to the meeting. The business to be transacted and the purpose of any SWSA Special meeting must be specified in the meeting notice.

When the business of a Special meeting is consideration of removal of a Board member, both Board members and team representatives may vote, with each person carrying one vote only.

## **Section 8 - Committees**

### **A.) Standing Committees**

1.) Field Acquisition and Development Committee - This committee is chaired by the President or the President's appointee, consists of the Board of Trustees and can include any interested SWSA members. Its purpose is twofold: to pursue SWSA's goal of developing a dedicated multi-field soccer complex; and, to assist local soccer field proprietors with maintenance and improvement of fields used by SWSA for season and tournament play. Committee members may also be called on to perform interim tasks and duties related to soccer field maintenance and development.

2.) Judiciary Committee - This committee is chaired by a SWSA member appointed by the President and shall consist of no less than three members, one of whom will be the Judiciary Chair. It shall be the appellate review board for all protests and appeals by SWSA players, teams, and divisions. It shall interpret SWSA By-Laws, policies and rules within the context of Association events and administration. The Judiciary Committee shall maintain written records of its actions and correspondence, and make regular activity reports to the SWSA Board of Trustees.

Any member of the Judiciary Committee or Board of Trustees who has, or appears to have, a vested interest in the outcome of an appeal or Judiciary Committee action, may not participate as a voting member.

#### B.) Ad-Hoc Committees

1.) Ad-hoc committees may be established from time to time by the President in order to achieve the goals of the Association. Each of these committees shall have a Chair appointed by the President and shall make regular progress reports to the Board of Trustees.

### **Section 9 - Fiscal Year and Records**

A.) The Association shall keep complete and accurate records of its financial transactions, and shall keep minutes of General, Annual, Special, and Judiciary committee meetings at its principal office. The Association shall also keep a current listing of members eligible to vote at its Annual meeting, including name, address, and phone number, if available. This information will be used annually to notify members of the Annual meeting time and place. All records of the Association may be inspected by any member, or his or her agent or attorney, for any reasonable purpose at any reasonable time.

B.) The fiscal year of the Association shall run from January 1 through December 31 of any given year.

C.) Team fees will be set by the Board of Trustees and written notice of these fees shall be sent to all team representatives. Team fees will be set as to be sufficient to cover season operations, administration, and growth of the Field Acquisition and Development fund.

### **Section 10 - Order of Business**

The order of business for SWSA General and Annual meetings will typically be as follows:

1. Roll call
2. Minutes of last meeting
3. Treasurer's report
4. Officer/Committee reports
5. Old Business
6. Proposals
7. By-Law changes, when proposed (Annual meeting only)
8. Election of Officers (Annual meeting only)
9. New Business
10. Adjournment

### **Section 11 - Communications**

A.) The Secretary, as a member of the SWSA Board, is the primary communications contact person for SWSA except when another agent has been designated by the SWSA Board to fill this function. The Secretary, or his or her agent will report to the Board at General meetings on the status of league play and administrative issues. Any communications, issues or decisions beyond

the scope of the Secretary will be brought to the attention of the Board or an appropriate Board member.

### **Section 12 - By-Law Revisions**

A.) Changes in, or amendments to, these By-Laws may be proposed and approved when the approval takes place at an Annual meeting.

B.) A proposed amendment to these by-laws must be submitted to the Secretary in writing 20 days prior to the Annual meeting, and must be communicated to the Board members and team representatives 15 days prior to the Annual meeting.

C.) The Board of Trustees may from time to time make temporary rules or regulations governing specific cases or occasions not provided for in these By-Laws, but which may be necessary for achieving the objectives of the Association. This may be done by a majority vote of the Board at a General meeting. Temporary rules so adopted must be reviewed at the next Annual meeting for possible inclusion in these By-Laws.

### **Section 13 - Rules of Play**

The SWSA Rules of Play are established by the Board of Trustees. Adherence to the Rules of Play is monitored by the Referee. Interpretations are provided by the Judiciary Committee.

### **Section 14 - Robert's Rules and Other Authority**

All matters and proceedings of this Association, which are not otherwise stipulated herein, shall be governed by Robert's Rules of order as amended and the rules and regulations of the Thurston County Parks and Recreation Department.

### **Rules of Play as Amended, January 1997**

The Southwest Washington Soccer Association hereby enters into an agreement with the Thurston County Parks and Recreation Department for the purpose of the organization and administration of leagues, tournaments, and clinics. To be a member in good standing with SWSA, each player must completely sign a TCPRD roster for each season or tournament.

### **Rule 1 - Leagues**

It is the intent of SWSA to provide two different leagues for member participation. In each case the maximum game roster size is limited to twenty (20).

Open League - no special restrictions beside SWSA membership.

Women's League - consists of only SWSA female members.

Co-Ed League - At anytime during a game, a team can have no more than six (6) of either gender playing on the field.

It is the intent of SWSA to provide each of the above leagues provided four (4) or more teams register for a particular league.

It is the intent of SWSA to schedule SWSA leagues on different days, to allow players to play in more than one league per season.

### **Rule 2 - Divisions**

In the interest of providing fair and equitable game scheduling SWSA may divide any league into approximately equal sized divisions. These divisions will contain four (4) or more teams. Determination of divisions is based on level of play and/or age of players as decided by the Thurston County Parks & Recreation Department (TCPRD).

Over thirty division players must be thirty (30) years of age on or before the end of the season they are registered to play.

### **Rule 3 - Teams**

To register to participate in a SWSA league a team must comply with the following rules:

Each team must provide a team registration form and complete team roster with player signatures prior to first game to TCPRD or designated representative.

Each team must pay the team league fee as set by the SWSA Board of Trustees by the designated deadline. Teams who do not meet the deadline, risk not competing in a league for that season.

To participate in a SWSA league, a team must comply with the following rules:

Each team is required to provide its own uniforms complete with visible numbers on the back of the uniform shirt.

Each team MUST send a team representative to all general meetings.

3. To participate in a SWSA game a team must comply with the following rules:

1. Each team will be required to have a ball of a FIFA approved type and of suitable quality to be used as the game ball.

### **Rule 4 - Players**

To participate in a SWSA game a player must comply with the following rules:

Each player must be at least sixteen (16) years old. Players under eighteen (18) must also sign waiver forms with parent/guardian consent.

Each player must be a duly registered SWSA member, having filled out a permanent player roster.

The player must be dressed in his/her team's uniform. New players may wear color matched jersey acceptable to both the referee and the opposing team.

Under no circumstances should a player wear watches, dangling or dangerous jewelry.

At the discretion of the referee, in cases of inclement weather players may wear sweat pants, gloves, or knit caps, if in the opinion of the referee they are needed and do not constitute a danger to anyone.

The player must be properly entered on the team's roster, which means being an originally registered member of that team or having been properly added to the roster. See rule 5.

Any player may play for multiple teams provided that the teams for which he/she plays must be in separate leagues and those leagues must not routinely play on the same day.

SWSA reserves the right to refuse any player from participation if that player has been expelled from an association or league outside of SWSA.

### **Rule 5 - Roster Changes**

Any player may transfer to the roster of any team provided the player has the permission of the new team. Notification of the old team and the TCPRD must occur 72 hours prior to playing for the new team. Notification of old team is not required if the old team has disbanded.

Any player may only make one transfer per season. Exceptions include: when a player joins a team and had not previously been on a team, or when the previous team has disbanded then the roster change is not considered a transfer.

Any SWSA member not already on a team may be added to the roster of any team that has room on its team roster, provided the player has the permission of the new team, and the new player has signed the team roster at TCPRD.

### **Rule 6 - Games**

A game is properly constituted when two teams of at least seven (7) players each meet at the scheduled field at the scheduled time with an approved referee.

Player/Team Minimum: A properly constituted team shall consist of no fewer than seven (7) eligible team members. Coed teams must comply with league rules (Rule 1.1.3).

Grace Period: A team shall be given fifteen (15) minutes past the scheduled game time to field a team of at least seven (7) eligible team members. The game will begin as soon as seven members from each team are present.

Rescheduling Games. For a team to reschedule, it requires a request to the TCPRD prior to ten (10) days before the scheduled game. The TCPRD will contact the opposing team representative. It is the right of the opposing (requester) team to allow or disallow the rescheduling. Before any game is rescheduled the new game date, time, and place must be agreed to by all parties.

Moving Games. To move a game to a field other than the one scheduled will be done by the TCPRD at their discretion after a request by either team or other interested party. However, notification of a field change must be provided to both teams and the referee prior to seventy-two (72) hours before the scheduled game, less in an emergency.

Unplayable Field. When in the opinion of the referee, the field is unplayable, TCPRD will try and reschedule at a later date.

No-shows. A team acquiring two (2) no-shows in a single season will be brought to the attention of the Judiciary Committee for appropriate action. A no-show is defined as having less than a

properly constituted team. To avoid a no-show a team could make an effort to reschedule the game, according to Rule 6.3.

A game where the scheduled referee does show but one of the teams does not show, will be recorded as a 1-0 win for the team present.

A game where the scheduled referee does show but neither of the teams shows will be recorded as a double forfeit, a loss for both teams. No points will be awarded to either team.

A game where the scheduled referee does not show, the referee no-show must be reported to the Thurston County Soccer Referees scheduler by the TCPRD. At the field the following may occur

The game can be played if a mutually agreed upon substitute referee is found. The winning team will call in scores and name of substitute referee to the TCPRD within 24 hours by phone. In case of a tie, both teams call.

Conflicting Uniform Colors: Where the two teams show up for a game in the same or very similar colors the home team has the responsibility to change. (The home team is indicated on the schedule.)

Game Reports: A post match evaluation form shall be filled out by both teams and sent to the TCPRD within 24 hours of each game.

Game Results/Misconduct Reports: The referee will call in game results and misconduct reports within twenty-four (24) hours of the game time. The TCPRD then contacts both team representatives to advise of players red/yellow cards for the next game.

## **Rule 7 – Referees**

Referees who officiate at any SWSA game are to be guided by FIFA rules and interpretations as amended in these Rules of Play. Referees will also be required to do the following for any SWSA game officiated.

The Referee will make an equipment check prior to the game. This equipment check must include but is not limited to checking for: proper footgear, inappropriate jewelry, and that each player is in the proper uniform of his/her team. To be considered in uniform each member of a team must have at least identical shirts if not shorts and socks, the shirts must have unique numbers clearly visible.

The referee shall call in any cards/misconduct reports to the TCPRD within twenty-four(24) hours and mail a misconduct report to the Referee Assignor. For physical assault refer to Rule 9.1.

## **Rule 8 - Rules of the Game**

All SWSA players shall abide by those rules established by the FEDERATION INTERNATIONALE DE FOOTBALL ASSOCIATION (FIFA) except as modified by these Rules of Play:

Touch Lines/Coaching: During the playing of any league game all substitutes, coaches, players, spectators and other individuals may watch the game from the touchlines provided they do not get any closer to the touchline than two(2) yards. Coaching is permitted but only from the touch lines within twenty(20) yards of the centerline and no mechanical devices may be used.

Substitutions. Substitutions may only be made when the ball is out of play and in your team's possession or for either team following a goal or prior to a goal kick. If play is stopped due to player injury, the injured player must be substituted for and leave the field. In any case substitutions are at the discretion of the referee. No more than three (3) substitutes at any one time. Substitutes must enter and leave the field near the mid-field line using the touchline nearest that player's team area.

Slide tackles are not allowed in Co-Ed leagues: for the first offense a player is given a caution (yellow card). An ejection (red card) will be issued upon the second offense.

## **Rule 9 - Penalties and Violations**

Physical Assault: Any physical assault by a SWSA player or coach against a referee or linesmen will be reported to the SWSA Board of Trustees. The player in question shall be immediately suspended from further participation in SWSA sanctioned events regardless of an appeal, until a decision is handed down by the SWSA Judicial Board.

Red Cards: Any SWSA member given a red card shall be assessed the following.

Suspended until after the next scheduled game for the team on which the player was playing when the red card was issued. The penalty carries over to the following season in the league in which he/she plays. Players may not play in any SWSA sanctioned event until the suspension is lifted.

Policies for misconduct fines and suspensions.

Red cards are NOT appealable.

A red card for fighting will result in a \$25.00 fine and minimum of 2 game suspension.

The player may in addition be fined up to \$50.00 and/or barred from further participation in SWSA by action of the Judicial Committee. Appeals are to be made to the SWSA Board of Trustees.

Any SWSA member who accumulates two (2) red cards during a scheduled league season shall be barred from further participation in any division for the remainder of the season.

Any SWSA member given a yellow card will have that card recorded and when a SWSA member has recorded three (3) yellow cards within a division, he/she will be assessed the equivalent of a red card. The accumulation of yellow cards may be brought to the attention of the Judicial Board for further attention.

A meeting of the Judicial Committee will take place if the player appeals in writing to TCPRD within 24 hours of the incident. The appeal must be accompanied by a \$20.00 filing fee, and will be refunded if the appeal is upheld.

All fines must be paid before a player can play again.

Any undue team violence shall be reported to the TCPRD, who will notify the SWSA President for appropriate action.

Any game abandoned by the referee for just cause shall be considered a game not played until resolved by the SWSA Judicial Committee.

Any team playing with under age players will forfeit all games in which that player participated. The score will be reported as 1-0.

Any behavior of players, teams, or spectators that may be detrimental to SWSA as an organization, shall be brought to the attention of the SWSA Board for action.

### **Rule 10 - Grievance Procedure**

Player protests (underage, or more than one team per league, not on roster) can be done at the game by notification to the referee and in writing within twenty-four (24) hours of the game.

Game Protest: Any game protest must be filed in writing within twenty-four (24) hours following the game to the TCPRD who shall immediately submit same to the SWSA President for appropriate action by the Judiciary Committee within five(5) days of receipt of the protest. A fee of \$20.00 must be submitted with each protest and this fee will be returned if the protest is upheld.

Appeals of the Judicial Committee decisions to the SWSA Board of Trustee must be accompanied by a \$20.00 fee. It is refunded if the appeal is upheld. Referee judgment cannot be appealed. Any other grievance shall be filed with the TCPRD.