

# TEXOMA SOCCER ASSOCIATION

## RULES

**Note:** Changes for this revision are highlighted within the document.

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# 1 PURPOSE

Texoma Soccer Association (TSA) is a tax-exempt entity as a member association to North Texas Soccer to promote and develop the game of soccer for the youth and adults of the Texoma area. Membership is open to everyone who shares these goals.

## 1.1 *Recreational*

Our recreational program is designed to provide healthy activity, emphasizing enjoyment and development over competition.

- A program that allows kids to have fun, make mistakes, and learn
- For the player ages 4-18 who is primarily interested in fun, fitness and friendship
- Able to play within their own community
- The philosophy is striving to give every participant substantial playing time

## 1.2 *Competitive*

Our competitive program is designed for the more committed player.

- Providing an opportunity to be selected to register on competitive teams through local Member Associations
- Provides the more committed U12-U19 players the opportunity to advance their skills through higher competition

# 2 ORGANIZATION AND ADMINISTRATION

TSA represents all members falling within the boundary lines of Grayson County, and may accept voluntary membership applications from outside this area.

All association rules shall adhere to the rules of North Texas. If a rule exists at the state level (exact or similar), and if there is a conflict with the state rule, then the more stringent rule shall be the rule. If the association does not have the rule, then the state rule shall be followed.

## 2.1 *Membership*

(Reference to the male gender within the rules and procedures is for simplification and refer to both males and females.)

### 2.1.1 **Officers**

TSA officers consist of an Executive Council, Area Directors, Commissioners, and Compensatory Positions as needed for the administration of TSA. The positions are further described below in the rules or procedures.

### 2.1.2 **Players**

Any player in the area served by TSA may subscribe to membership in the association.

### **2.1.3 Coaches**

Coaches, to include assistant and managers, are individuals designated to represent a specific team during the playing of the game, practice, and general membership meeting.

## **2.2 *TSA Executive Council***

The Executive Council (EC) shall consist of TSA Officers, Area Directors, and Commissioners, as established by the directors. The EC shall establish the procedures of TSA and propose rule modifications for the general membership to consider. A TSA Officer shall NOT be an Area Director. A TSA Officer or Area Director may be a commissioner, but TSA shall attempt to fill the commissioner positions from outside the directors.

### **2.2.1 TSA Officers**

The directors of this association shall consist of

President

Vice President

Director of Association Development

Secretary

Treasurer

Appeals and Discipline

Coaching & Player Education

### **2.2.2 TSA Officer Duties**

#### ***2.2.2.1 Executive Council***

The Executive Council shall serve the Voting Members in the capacity of decision-making consistent with the intent and spirit of the rules governing TSA. All members of the Executive Council have exactly one vote. Except where provided for above, the Executive Council shall establish the procedures for TSA. The Executive Council shall prepare all rule proposals for presentation and approval from the general membership. The Executive Council establishes the commissioners' roles and responsibilities. The Executive Council selects the vendors for specific products and the administration of delivery of the products as necessary. The Executive Council approves procedures for the operational aspects of the association.

The President may from time to time designate individuals other than those elected to the Executive Committee to serve as ex-officio members of the Executive Committee. Ex-officio members shall have the right to attend all meetings and participate in all discussions of the Executive Committee but shall have no voting rights therein. The term of office for ex-officio members shall be at the discretion of the President.

#### ***2.2.2.2 President***

The president is charged with the overall administration of the association and shall act as a general manager. The President will serve as coordinator for publicity and will be

responsible for all external affairs of TSA. The President is empowered to take prudent and reasonable action in cases not covered in these bylaws, and such authority is implicit in the office. The TSA President will chair the Executive Council. The TSA President will chair the general membership meeting.

### **2.2.2.3 Vice President**

The TSA Vice President shall function as President in the absence of the President. The TSA Vice President will be responsible for the smooth coordination of all departments of the association's operations including but not limited action as coordinator of the following: Fields, Registrations, Awards, Referees, and Coaches.

### **2.2.2.4 Director of Association Development**

The TSA Director of Association Development is responsible for the smooth coordination of all development activity including but not limited in action to the following: Advertising, Marketing, Tournaments, and Grant Writing. He will respond to parent and member inquiries. The Director shall temporarily assume the duties of the office of President if both the President and Vice President are absent or temporarily incapacitated.

### **2.2.2.5 Secretary**

The TSA Secretary shall be responsible for keeping records and minutes of all meetings of TSA and shall have general custody of TSA records and all official correspondence shall be directed through the Secretary who shall maintain all official master records, information and Bylaws of TSA.

The TSA Secretary shall post the minutes to the web site within two weeks of the meeting – initially marked as “unapproved.” The TSA Secretary shall update the minutes as approved when the proper membership approves the minutes (e.g. the EC approves the previous minutes).

The TSA Secretary shall maintain either a soft or hard copy of all minutes and correspondence. If these copies are not posted on the website, then a member through a director may request a copy. TSA Secretary shall respond to the request within 30 days of receipt. The requester must pay for all copy charges if a soft version is not available.

### **2.2.2.6 Treasurer**

The TSA Treasurer shall collect all monies and have charge of all funds of TSA that shall be kept in a bank designated by the Executive Committee. The Treasurer shall pay all bills that have been approved by the TSA President and authorized by the Executive Council as budgeted or approved by the Executive Council. The treasurer shall have available at all meetings, a financial report that consists of a record of all transactions since the last meeting, previous and current balances, and future incomes/expenses known at the time of the meeting. If the report is not available, then the EC may not commit TSA to the expenditure of new funds. The President or other designated officer will co-sign all checks over a specified amount (see procedure) with the Treasurer. Internal audit reports shall be submitted at the end of each spring and fall season. A third-party compilation should be conducted annually. The Treasurer is responsible for the timely, accurate, and verifiable payment of fees to the referees. The Treasurer shall develop procedures to accomplish this responsibility. The TSA Treasurer shall provide accurate financial records upon request

to North Texas to maintain our umbrella tax-exempt status.

### **2.2.2.7 Appeals and Discipline**

The Commissioner of Appeals and Discipline (A & D) shall serve as chairman of the Appeals and Discipline committee. The TSA Commissioner of A & D shall be appointed by the TSA President and approved by the Executive Council. The TSA President shall serve as the Director of Appeals if the position is unfilled.

### **2.2.2.8 Director of Coaching and Player Education**

The Director of Coaching & Player Education is responsible for all coaching and player education and development including but not limited to the following: coordinating coaches' clinics, serving as resource for coaches, aiding Area Directors in recruiting coaches, and presenting youth clinic/camp recommendations to the board.

## **2.2.3 Commissioners**

The Executive Council shall establish commissioners as necessary and provide procedures for their role. Commissioners may or may not have voting rights within the EC. Commissioners do not have voting rights for general meetings except as established for coaches. The following commissioners are required:

Youth Commissioner

Adult Commissioner

Commissioners are established by the Executive Council except where specified as required. The appointment of commissioners shall be as specified below or within the procedures. The required commissioners shall have a right to a vote during all executive council meetings. Any other commissioner shall have voting rights as specified by the procedures written for the position.

### **2.2.3.1 Youth Commissioner**

TSA shall have youth commissioners for the purposes of coordinating the administration and registration of members of the youth division as described by the procedures written for Area Directors.

### **2.2.3.2 Adult Commissioner**

TSA shall have an adult commissioner for the purpose of coordinating the registration and eligibility of members in the adult division known as Texoma Adult Soccer Association (TASA). The adult commissioner shall be elected annually by the adult team managers and ratified by the Executive Council. The adult commissioner shall not be a director or closely related to an area director to avoid potential conflict of interests. The TSA President shall appoint an adult commissioner, if the position is unfilled.

The TSA Executive Council shall publish the approved TASA Rules separately to the TSA Rules. The adult commissioner and team managers may change the procedures at any time.

The Adult Commissioner shall be responsible for local registration and eligibility of play for all adult players and providing such information to the TSA registrar. He will maintain a list

of member teams in good standing and their official delegates and of disciplinary actions taken against players, coaches, managers, referees, and member teams.

The Adult Commissioner will be responsible for conducting regular and post-season play in coordination with the Youth Commissioner.

He shall appoint and supervise any Assistant Commissioners deemed necessary to carry out this function, after approval of the Executive Committee.

## **2.2.4 Area Directors**

### **2.2.4.1 Area Affiliations**

TSA recognizes area affiliations for the purposes of administrations and registrations within specific areas of the youth division. An area's boundaries will be the Independent School District (ISD) (e.g. Sherman ISD is the Sherman area boundary) or a combination of school districts. All schools physically within the area, public and private, are part of the area. A home-school player shall be part of an area where they reside. The following areas are established:

Bells

Collinsville

Denison

Gunter

Howe

Pottsboro

Savoy

Sherman

Southmayd-Sadler (S & S)

Tioga

Tom Bean:

Van Alstyne

Whitesboro

Whitewright

### **2.2.4.2 Area Directors – Selection Process**

Each area shall have a minimum of one director with full voting right on the TSA Executive Council if there is at least 25 players. If an area does not meet the minimum, then the EC shall designate an area director responsible for the area. Each area director shall have EC votes based on the number of recreational players registered from their area for the past year, regardless of where they play, according to the following table:

<b>AVERAGE PLAYERS Per SEASON</b>	<b>VOTES</b>
25 - 200	1
201 - 500	2

501 - 1000	3
1001+	4

Area directors shall be elected by the coaches from the specific area bi-annually effective Fall 2007. Election shall be held at the AGM. Current area directors shall remain in place until new election. The EC shall announce the area directors that will be elected each year with each area guaranteed an election every other year.

### **2.2.4.3 Area Directors Responsibilities**

The Area Director (AD) shall be the primary contact for the teams within their area. The AD shall be responsible for recruiting coaches for the teams within their area. Teams shall add an assistant coach, and may add a manager, AFTER team formation. The AD assists in the collection of Risk Management paperwork from the coaches, assistant coaches, and managers and delivers to the TSA Registrar.

### **2.2.4.4 Area Director Assistance**

Each AD may appoint anyone to assist in the duties given above.

## **2.3 Non-Officer Positions**

### **2.3.1 Registrar**

TSA shall have a registrar for the purposes of coordinating the master registration of TSA membership. The TSA Registrar shall be appointed by the TSA President and approved by the Executive Council. The Registrar will be an at-will independent contractor of the Association, paid by funds of the Association, and may be terminated at any time by the Board in its sole discretion. The Registrar shall report to the Executive Committee. The position may be filled by a Board member or Association member. If the Registrar is also a Board or Association member, then any compensation received must be directly related to their contractor duties and not their status within the Association. The Registrar shall not be a director or closely related to an area director to avoid potential conflict of interests. The TSA President shall appoint a Registrar, if the position is unfilled.

### **2.3.2 Director of Referees**

The Director of Referees shall be the president of the Texoma Soccer Referee Association (TSRA). The director shall insure the proper scheduling of licensed referees for all TSA games and schedule the training and retraining of TSA referees as necessary and shall coordinate his/her efforts with the game and field committees. The TSA Vice President is the liaison to the Director of Referees and TSRA. The Director shall prepare the contract for fees paid to officials by TSA, jointly signed by the TSA President and TSRA President.

### **2.3.3 Scheduler**

The scheduler shall coordinate the master game schedule of the TSA membership. The scheduler will be an at-will independent contractor of the Association, paid by funds of the

Association, and may be terminated at any time by the Board in its sole discretion. The scheduler shall report to the Executive Committee. The position may be filled by a Board member or Association member. If the scheduler is also a Board or Association member, then any compensation received must be directly related to their contractor duties and not their status within the Association. The Scheduler shall not be a director or closely related to an area director to avoid potential conflict of interests. The TSA President shall appoint a Scheduler, if the position is unfilled.

### **2.3.4 Uniform Coordinator**

The uniform coordinator shall facilitate the purchase of all uniforms necessary for the TSA membership. The uniform coordinator will be an at-will independent contractor of the Association, paid by funds of the Association, and may be terminated at any time by the Board in its sole discretion. The uniform coordinator shall report to the Executive Committee. The position may be filled by a Board member or Association member. If the coordinator is also a Board or Association member, then any compensation received must be directly related to their contractor duties and not their status within the Association.

### **2.3.5 Field Marshal**

TSA shall have a field marshal assigned at all youth events. The field marshal will be readily available and identifiable at all times. The field marshal is responsible for inspecting fields to make certain they are free from objects or conditions that may cause injury. The field marshal is also responsible for setting up the fields at the beginning of the day and restoring equipment at the end of the day. The field marshal will maintain peace and good order at the fields. The field marshal will be an at-will independent contractor of the Association, paid by funds of the Association, and may be terminated at any time by the Board in its sole discretion. The field marshal shall report to the Executive Committee. The position may be filled by a Board member or Association member. If the field marshal is also a Board or Association member, then any compensation received must be directly related to their contractor duties and not their status within the Association.

## **2.4 General Membership**

The TSA President shall convene a minimum of one general membership meeting prior to each season. The notice of the general meeting will be posted at least two weeks prior to the meeting.

The TSA Executive Council may convene meetings of the General Membership at such times and places, as it may consider necessary or desirable. A General Membership meeting must be convened within 10 days, upon a petition signed by not less than ten (10%) of the voting members.

Twenty-five (25%) percent of the Voting Members and a simple majority of the executive council shall constitute a quorum for a general meeting. The required number of members present to constitute a quorum shall be announced at the beginning of the meeting.

Failure to have a quorum at the general meetings and where rules are to be considered for adoption shall permit the Executive Council the privilege of adopting the rules as presented, without amendment, for the good of the game. These rules adopted for the good of the game shall be binding until the next general meeting called for the purpose of adopting rule changes.

### **2.4.1 EC Meetings**

Meetings of the Executive Council will be held at times necessary for the purpose of conducting normal business. The TSA President shall be responsible for calling and conducting the meetings of the Executive Council.

An Executive Committee member not attending four (4) meetings annually, including regular meetings, of this Association or Executive Committee meetings, will have this office declared vacant unless such absences are excused by the Executive Committee. The office shall then be filled in accordance with the Executive Council Procedures.

### **2.4.2 Conduct of Meetings**

All meetings of the Association shall be conducted in accordance with the latest edition of Robert's Manual of Parliamentary Rules. All general meetings and executive meetings are open sessions. All meetings shall have minutes published and posted on the organization web site.

### **2.4.3 Voting Rights**

Each recreational and competitive team is allowed one voting representative to TSA.

The TSA officers have voting rights as specified by their position. A TSA officer may only have one vote, regardless of position or status (e.g. a head coach)

Voting members shall vote on any changes to the rules of TSA. TSA does not allow votes by proxy.

### **2.4.4 Appointment of Alternates**

Should an alternate request to be seated, they shall submit a letter from their Area Director, stating their authority to represent their Area as an alternate for that meeting. The alternate must be a member of the Area that they are to represent.

### **2.4.5 Rule Changes**

The rules may be changed only at general meetings. Changes to the rules shall be by simple majority vote of the voting members present. The Executive Council shall prepare all rule proposals for presentation and approval from the general membership. All proposed changes shall be posted on the web site for at least 2 weeks prior to the meeting. Rule changes take affect immediately following the meeting adopted unless a specific date is specified in the rule.

### **2.4.6 Meetings of Association**

In the event that a ruling is required which applies specifically to either the youth or the adult membership of the Association at any general meeting, then a separate vote shall be taken on that matter. The Executive Committee shall determine when a separate ruling of this nature is needed. In this situation, only the youth or adult member associations present and the Executive Committee shall have a vote on that matter.

### **2.4.7 Procedural Changes**

The TSA Executive Council shall approve the procedures used by TSA in day-to-day operations. The TSA Executive Council shall publish the approved procedures separately to the TSA Rules. The EC may change the procedures at any EC meeting. Changes to the procedures must be announced and posted on the web site. Procedure changes take affect immediately following the meeting adopted unless a specific date is specified in the procedure.

For procedural changes, the TSA President may use electronic (e-mail) means to make changes. The e-mail must be collected and published to represent the minutes of the process to modify the procedures.

## **2.5 *TSA Elections***

### **2.5.1 Procedures**

TSA officers shall be elected by a ballot of the general Voting Membership at the annual meeting prior to the beginning of the soccer year to serve a two-year term. The President, Secretary, A&D, and Development shall be elected in an odd year (e.g. 1993). The Vice President and Treasurer shall be elected in an even year (e.g. 1992). Officers currently serving upon ratification of this Constitution shall have their terms extended as appropriate.

The EC shall establish a nomination committee. The nomination committee shall publish a slate of nominees one week prior to the general meeting. Nominations are permitted from the floor.

The TSA President shall conduct the elections using the methods of voice, acclamation, show of hands, or secret ballots.

Newly elected officers shall immediately assume their office and shall have, if necessary and desired, thirty (30) days of transition between the old and the new officers.

A special meeting called for that purpose shall fill vacancies in any TSA elected office. The TSA President must call special meetings within 30 days of vacancies of a TSA Officer. If the vacancy is for the office of the TSA President, then the TSA Vice President shall call for the special meeting. Any officer may resign for any reason in writing. The vacancy shall be filled for the remainder of the term.

### **2.5.2 Removal from Office**

Any TSA Officer or Commissioner may be removed from office by the Voting Members for any reason, to include but not limited by, non-performance of duties, actions detrimental to TSA, embezzlement, or conflict of interests -- perceived or real. Call for removals may be entered at any General Membership meeting or Special Meetings of the General Membership called for the purpose of removal. A 60% majority of the Voting Members present and voting is required to remove an individual from office. The Executive Council may temporarily remove anyone from an Area Director's position upon a 60% majority vote of the Executive Council.

## **2.6 *Internet Site***

The TSA Internet site shall be the official communications means for TSA. The site content

is under control of the TSA President with advice from the TSA Executive Council and the web site administrator. The software source code is the property of the web site administrator.

## **3 PLAYERS AND COACHES**

### **3.1 Registration**

All players must register each season with TSA using the specified procedure and payment of fees. All players registering for the first time with TSA must submit a photocopy of their birth certificate. TSA Registrar shall maintain the registration record for the current soccer year and birth certificate until such time the player is not eligible for Youth Division play.

### **3.2 Divisions and Playing Ages**

#### **3.2.1 Youth**

Youth Divisions recognized by North Texas and USSF are Under-6, 8, 10, 12, 14, 16, and 19. TSA uses Age Divisions (Year Pure Divisions) that are part of the Youth Divisions (e.g. Under-9 is part of the Under-10 Youth Division).

The playing ages indicate that the player must be younger than age specified by North Texas at the beginning of the current soccer year. Currently, the date is August 1. All players must be at least four years old on August 1 of the current soccer year to play in the fall, or January 1 to play in the spring. The age of the player is determined by the age of the player on July 31 prior to the season played. A team's age division is determined by the oldest player assigned to the team.

The deliberate playing of any person over the age limit for their Youth Division will result in the forfeiture of all games in which the over age player has participated. The coaching staff may also face disciplinary actions for playing an ineligible player. **EXCEPTION:** A player may apply to North Texas Soccer for permission to play down and if approved, the player shall be assigned to the lower age division.

All requests to play up require a written request from the parent / guardian. Requests must be submitted at registrations using a TSA approved form. A recreational player who is qualified by age to play in one Youth Division may play in the next older Youth Division but only at the lowest Age Division within the Youth Division, if available. If the Youth Division does not have the lower Age Division, then TSA reserves the right to refuse the request.

A player who plays up in the fall season will normally not be allowed to play in their correct Youth Division in the spring season. A player may appeal for an exception to this rule to the TSA Executive Council.

#### **3.2.2 Adult**

Adult Divisions within TSA are recognized by North Texas. TSA publishes all rules and procedures of the Texoma Adult Soccer Association (TASA) in a separate document.

### **3.3 Recreational Instruction Guide**

The Under-6 through Under-8 Youth Divisions are more instructional and less competitive for playing time and positions purposes. In these Youth Divisions, learning to play the game will be stressed. These divisions do not keep score or standings.

All Under-6 through Under-10 players must play at least the equivalent of one half of each game. TSA recommends that Under-6 through Under-10 players should be at an attacking position half of the above playing time and at a defensive position half of the above playing time. Players may play less than half the game because of medical reasons or personal refusal to continue play. At no time is a coach or parent expected to force a player into playing.

The Under-12 and older Youth Divisions are more competitive. In these Youth Divisions, coaches are strongly encouraged to play each player at least the equivalent of one half of each game. The coach may make exceptions if the coach communicated the exceptions to the parents, preferably in writing, at the beginning of each season or prior to applying the rule.

### **3.4 Coaches**

TSA feels strongly that it is a privilege to coach a TSA team. This privilege may be revoked by the area director for infringing upon the philosophy or rules of the association. Failure to abide by these standard rules will result in the coach being subject to disciplinary action at the TSA level.

Coaches are selected by the area directors. The area director provides the coach with the instructions to complete the process (see Risk Management procedure). The assistant coach shall also follow the risk management procedure.

In consideration for the privilege of coaching a TSA team, each head coach may have their child / children protected from a blind draw. The term protected means that the player will be assigned to the team coached by the parent / guardian if all other assignment procedures fulfilled.

### **3.5 Post Season Awards**

TSA shall provide participation awards to all youth players who do not receive place trophies. The award choice shall be made by the TSA Executive Council and be appropriate to the amount of money budgeted and received during registration of the current season. Placement trophies may be in lieu of a participation award and TSA shall determine method for awarding placement trophies. Teams who participate in leagues outside of TSA and are selected as the TOC representative shall be awarded first place placement trophy in the fall season.

## **4 GAME ADMINISTRATION**

### **4.1 Calendar**

The soccer year for TSA will begin August 1st of each calendar year and will end July 31st of the following calendar year. The TSA Executive Council establishes the seasonal calendars (see registration and schedule procedures for guidance).

## **4.2 Registration and Assignments**

TSA conducts registrations according to the procedures. Player assignments are typically by blind draft (see procedures) with specified rights.

## **4.3 Team Names**

Teams that form in the fall season shall retain their identity in the spring season for the purpose of registration. A team is considered as returning in the spring season if at least two players or one coach and one player returns. This clause is strictly for registration purposes and maintaining registration records with North Texas Soccer.

## **4.4 Game Schedules**

TSA publishes schedules according to the TSA procedures. TSA shall schedule a minimum of 8 games per season for each team. TSA does not guarantee the minimum number of games will be played due to events beyond TSA's control.

TSA shall determine when schedules are final. When a schedule is final, specific requests to change the schedule are not allowed except to make corrections.

TSA reserves the right to reschedule games within calendar, time, and field availability. If TSA determines that rescheduling is not possible, then it is possible that a team may play less than 8 games in a season.

## **4.5 Post Season Tournament**

TSA may conduct a post season tournament for Under-9 and above divisions. TSA shall announce tournament eligibility rules prior to the start of the season. The post season tournament may be used to determine representation to the North Texas Tournament of Champions. See the tournament procedures.

# **5 CODE OF ETHICS**

This code of ethics has been developed to clarify and distinguish approved and accepted professional, ethical, and moral behavior from that which is detrimental to the development of the sport of soccer. (The term "Coach" shall include, but is not limited to Head Coach, Assistant Coach(s), Manager/Trainer and/or Team Representative.)

## **5.1 Code of Ethics for Coaches**

### **5.1.1 Responsibilities to Players**

1. The coach must never place the value of winning over the safety and welfare of players. Winning should be the result of preparation and discipline with emphasis placed on the highest ideals and character traits.
2. Coaches shall instruct players to play within the written laws of the game and within the spirit of the game at all times.
3. Coaches shall not seek unfair advantage by teaching deliberate unsportsmanlike behavior to players.

4. Coaches should not tolerate inappropriate behavior from players regardless of the situation.
5. Demands on players' time should never be so extensive as to interfere with academic goals and progress. Motivation for excellence should include academics as well as athletics.
6. Coaches must never encourage players to violate **NTSSA** recruitment, eligibility, or guest player rules and policies.
7. Under no circumstances should coaches authorize or encourage the use of medicinal or performance enhancing drugs. Players should be directed to seek proper medical attention for injuries and to follow the physician's instructions regarding treatment and recovery. At no time should a player be put at risk by returning from injury prematurely or by being forced to play while injured.

### 5.1.2 Responsibilities to NTSSA and Member Associations

1. Adherence to all **NTSSA** and Member Association rules and policies, especially those regarding eligibility, team formation, recruiting, and guest players are mandatory and should never be violated. It is the responsibility of every coach to know and understand these rules.
2. Player development and the growth of the player through participation are essential to the growth of the sport. Additionally, the coach must behave in such a manner that the principles, integrity, and dignity of the sport are maintained.
3. Any problems that cannot be resolved between coaches should be referred to the appropriate **NTSSA** Commissioner, Member Association, or League Commissioner immediately.

### 5.1.3 Responsibilities to the Laws of the Game

1. Coaches should be thoroughly acquainted with and demonstrate a working knowledge of the laws of the game of soccer. Coaches are also responsible to ensure that their players understand the intent as well as the application of the laws.
2. Coaches must adhere to the letter and spirit of the laws of the game. Those coaches who circumvent the rules to gain advantage have no place in soccer.
3. Coaches are responsible for their players' actions on the field and must not permit them to perform with the intent of causing injury to opposing players.
4. If coaches permit, encourage, or condone performance that is not in the letter or spirit of the laws, they are derelict in their responsibility to players, Member Associations, **NTSSA** and the sport worldwide. The coach must strive constantly to teach good sporting behavior.

### 5.1.4 Responsibilities to Officials

1. Officials must have the support of coaches, players and spectators. Criticism of officials undermines their purpose in the game. Coaches must always refrain from criticizing officials in the presence of players.
2. Coaches should strive to develop a line of communication with officials, giving each an opportunity to better understand the problems relating to their specific area. This section shall not be taken as an encouragement to debate referee decisions during the match.
3. On game day, officials should be treated with respect before, during, and after the

game. Officials should be addressed as "Referee" or "Mr. /Ms. Referee" and not by name. Professional respect should be mutual and there should be no demeaning dialogue or gesture between official, coach, or player. Coaches must not incite players or spectators or attempt to disrupt the flow of play.

4. Comments regarding an official should be made in writing to the appropriate organization assigning the official.

### 5.1.5 Responsibilities Regarding Scouting and Recruiting

1. It is unethical to scout any team, by any means whatsoever, except in regularly scheduled games.

2. The use of videotape or motion picture equipment to scout an opponent's regularly scheduled games for the purpose of recruiting is unethical.

3. All **NTSSA** rules pertaining to recruiting shall be strictly observed by the coach, manager, or any team representative.

4. It is unethical to recruit player(s) actively playing for another team.

5. It is unethical for a player to be recruited or enticed from the Olympic Development Program (ODP) setting, either by his ODP coach or any other coach, manager, parent or team representative.

6. When discussing the advantages of his organization, the coach has an ethical obligation to be forthright and refrain from making derogatory remarks regarding other coaches, teams, and organizations.

7. It is unethical for any coach to make a statement to a prospective athlete which cannot be fulfilled; illegal to promise any kind of compensation or inducement for play; and immoral to deliver same.

8. Allegations of illegal or unethical recruiting are very serious and should be based on concrete facts rather than hearsay and innuendo. While documentation of recruiting violations is essential, the use of videotape and other electronic equipment is discouraged.

### 5.1.6 Responsibilities of Public Relations

1. Coaches have a responsibility to promote the game of soccer to the public. Comments and critiques of governing bodies, teams, coaches, players, parents, or the media should be positive and constructive, never prejudicial or inflammatory.

2. When asked to give a recommendation concerning team, camp, coach or organization, it is in the best interest of all concerned if no less than three referrals are given in order to provide a professional unbiased source of information.

3. Coaches have the responsibility to assist their players in conducting themselves properly when in public while representing their team, Member Association, and **NTSSA**.

4. Publicly predicting a win is folly and serves no useful place in a coach's public image.

5. Comments stressing injuries, team, personnel conflicts, or disciplinary problems as an excuse for a loss or unsuccessful endeavor are detrimental and should be avoided.

6. It is unethical for a coach to solicit alumni, parents, booster club or managers to pressure organizations, Member Associations or **NTSSA** to alter established rules. The coach must not attempt to influence these organizations in political or financial dealings outside the framework of their own rules and bylaws.

7. The media should be allowed access to the players for comment. Players should be instructed in how to conduct themselves during an interview.

### **5.1.7 Game Day and Other Responsibilities**

1. A coach's behavior must be such as to bring credit to himself, his organization, and the sport of soccer. This is never more evident than on the day of the contest.
2. Rival coaches should meet prior to the game and exchange friendly or professional greetings. While the concept of rivalry is wholly embraced, it cannot take precedence over exemplary professional conduct.
3. During play, coaches have a responsibility to be as inconspicuous as possible. Coaches shall exhibit a respectful attitude towards players. The coach must confine him/herself to the coaching area. The attitude of the coach towards officials, spectators, opposing players and coaches should be controlled and undemonstrative.
4. It shall be unethical for a coach to have any verbal altercation with an opposing coach or bench during the game. Hostile physical contact with a player is considered highly unethical.
5. The coach's foremost post-game responsibility is his/her team.
6. Coaches should use their influence on unfriendly spectators that demonstrate intimidating behavior towards officials and opposing teams.

## **5.2 Parent's Code of Conduct**

This code of conduct is duplicated on the TSA registration form. The parent / guardian must initial this form at time of registration.

1. Children have more need for example than for criticism. Attempt to relieve the pressure of the competition, not increase it. A child is easily affected by outside influences.
2. Be kind to your child's coach and officials. The coach is a volunteer, giving of personal time and money to provide a recreational activity for your child.
3. The opponents are necessary friends; without them your child could not participate.
4. Applaud good plays by your team and by members of the opposing team.
5. Do not openly question an official's judgment and honesty. Officials are symbols of fair play, integrity, and sportsmanship.
6. Accept the results of each game. Encourage your child to be gracious in victory, and to turn defeat into victory by working towards improvement.
7. Remember your child is involved in organized sports for their enjoyment, **NOT YOURS!**
8. Encourage your child to always play by the rules.
9. Teach your child that honest effort is as important as victory so that the result of each game is accepted without undue disappointment.

## **5.3 Code of Conduct for USSF / NTSSA Registered Referees and Assignors**

1. I pledge that I will faithfully enforce the Laws of the Game and any special Rule of the Competition of the League(s) I am officiating for without prejudice or favoritism to any player, team or coach.

2. I recognize that it is my professional duty to constantly keep abreast of any changes in the Laws or Rules of Play and to keep myself physically fit and have my training refreshed.
3. I will constantly strive to improve my own refereeing techniques and always accept sincere, constructive criticism from fellow referees or official assessors without malice.
4. I pledge that I will make myself available, whenever possible, for game assignments for which I am qualified.
5. If I am a State or National **USSF** referee, I acknowledge that my first responsibility is to State or **USSF**-assigned games and that I will make myself available for these assignments regardless of conflicts with local playing associations or with leagues that I may be active in as a player or as a coach.
6. I do hereby acknowledge my fellow referees' total authority over any matches over which they are duly assigned to officiate, and I pledge that I will never interfere with the carrying out of their prescribed duties, before, during or after a match.
7. I understand that any criticism of fellow referees should be limited to constructive criticism in quiet, private referee-to-referee discussions, and then never within hearing distance of players, coaches or spectators.
8. As a registered **USSF/NTSSA** referee, I will always strive to conduct myself in the highest professional manner possible, including refraining from indulging in arguments or name-calling with coaches and/or spectators.
9. I also acknowledge that if I am also a coach, player or spectator, that my conduct towards, and my respect for, my fellow referee doing my game is more closely noticed by all concerned. I will, therefore, strive to set a very high standard of personal conduct under these circumstances to serve as an example to all.
10. I understand that I should wear only the approved **USSF** referee uniform with the current badge of the highest grade I am qualified for, and that my uniform be clean, neat and in a good state of repair. I also understand that if I am a coach, I am not to wear my uniform while coaching my team.
11. I further understand that I should not partake of any type of alcoholic beverage before any game assignment, and that I should never smoke, eat or drink while actually officiating.
12. I hereby pledge that I will always faithfully carry out my duties and obligations as a **USSF** referee registered with the North Texas State Soccer Association; and that I do hereby acknowledge and accept the jurisdiction of the local **NTSSA**- affiliated playing association I may be refereeing for, the **NTSSA** and **USSF**, and their respective Referee Committees, where applicable, over my actions, conduct and performance as a registered **USSF** referee.
13. I furthermore understand that I may be disciplined, to include being placed on probation, suspended, or refused referee registration for significant or repetitive breaches of this Code of Conduct or any of its articles or provisions.

### 5.3.1 **USSF Code of Ethics for Referees (Policy 531-11)**

1. I will always maintain the utmost respect for the game of soccer.
2. I will conduct myself honorably at all times and maintain the dignity of my position.
3. I will always honor an assignment or any other contractual obligation.
4. I will attend training meetings and clinics so as to know the Laws of the Game, their

proper interpretation and their application.

5. I will always strive to achieve maximum teamwork with my fellow officials.
6. I will be loyal to my fellow officials and never knowingly promote criticism of them.
7. I will be in good physical condition.
8. I will control the players effectively by being courteous and considerate without sacrificing fairness.
9. I will do my utmost to assist my fellow officials to better themselves and their work.
10. I will not make statements about any games except to clarify an interpretation of the Laws of the Game.
11. I will not discriminate against nor take undue advantage of any individual group on the basis of race, color, religion, sex or national origin.
12. I consider it a privilege to be a part of the United States Soccer Federation and my actions will reflect credit upon that organization and its affiliates.

### **5.3.2 USSF Code of Ethics for Assignors (Policy 531-11)**

1. I will maintain the utmost respect for referees and other officials of the game, and I will conduct myself honorably at all times.
2. I will make the assignments based on what is good for the game and what is good for the referee.
3. As a member of the United States Soccer Federation, my actions will reflect credit upon the organization.
4. I will contribute to the continuous development of referees in the National Referee Development Program.
5. I will conduct myself ethically and professionally in the assignment process.
6. I will respect the rights and dignity of all the referees, and I will not criticize them unless it is in private, constructive and for their benefit.
7. I will offer equal opportunity to all qualify referees, and I will not discriminate against or take undue advantage of any individual or group on the basis of race, color, religion, sex or national origin.
8. I will cooperate fully in the timely resolution of any grievance hearing or complaint.
9. I consider it a privilege to be a part of the United States Soccer Federation and my actions will reflect credit upon that organization or its affiliates.

## **5.4 Code of Ethics for Executive Committee Members**

None of us arrives at any administrative level, volunteer or not, without spending some "grass roots" time somewhere. We are appointed or elected to our positions because enough people had confidence in us, appreciation for what we had done in the past and assurance that we could lead them in a positive, productive future. This responsibility of accepting such a challenge, especially in a volunteer capacity, must have some guidelines. It is important to remember that as board members we are very high profile. It is equally important that we remember that we are primarily a service organization and that we treat fellow volunteers as partners with a common goal--the organization, development and

promotion of soccer. We should maintain high standards and serve by example.

1. Have respect for the game, players, officials, parents, coaches, member association volunteers and fellow board members and deal with them in a patient, courteous and consistent manner.
2. Criticism channeled through the proper quarter should be educational, constructive, balanced and positive. Under no circumstances should it be demeaning or detrimental to the self-respect of the individuals involved.
3. Administrators should be informed and available. As facilitators they should know the right questions, have the ability to elicit the right answers and foster creativity with accountability within their committee or area.
4. Regarding committeemen and other volunteers: they should be praised for time spent and jobs well done; their suggestions welcomed, evaluated and conclusions communicated to them. Abilities should be recognized and encouraged.
5. Above all: courtesy, self-control and loyalty. We are role models for the youngest players to the newest association. Our responsibility is to serve them well as we work toward our common goal.
6. Members of the Executive Committee shall act in a professional manner at any Association sanctioned event and refrain from any discussion or attire regarding adult-only material.
7. Failure to Comply: The Executive Committee will take appropriate action as necessary to retain a professional environment within TSA, including a fine no less than twenty-five dollars (\$25) and not to exceed two hundred fifty dollars (\$250).

## **5.5      *Conflict of Interest Policy***

As a non-profit tax exempt corporation in good standing with the state and federal government, the Texoma Soccer Association will maintain a conflict of interest policy. The TSA Executive Council shall publish the approved conflict of interest policy separately to the TSA Rules. All TSA Officers, Commissioners, Non-Officer Positions, and Committee Members are required, upon taking office or tenure, to disclose any potential conflicts they may have with TSA and/or its operations. The TSA Secretary shall maintain a signed-copy of the conflict of interest forms for each afore mentioned individual

## 6 Revision History

Version	Description	Date
102	<ol style="list-style-type: none"> <li>1. Added a Mission Statement</li> <li>2. Clearly identifying commissioners on the board for the youth and adult divisions as we are a Joint Member Association within NT.</li> <li>3. Formally acknowledging the Texoma Adult Soccer Association (TASA) rules and that the Executive Committee (EC) of TSA is the EC of TASA as well.</li> <li>4. Identifying Non-Officer Positions. No board position is a paid position. This also identifies those positions which are paid but previously unidentified in the Bylaws.</li> <li>5. All EC positions contain term limits.</li> <li>6. Changed the notice for General Meetings to two weeks instead of one because Bylaw changes must be posted two weeks prior to the meeting.</li> <li>7. Added wording to allow for the removal of any nonparticipating EC member by the remainder of the Executive Committee.</li> <li>8. Returned all EC meetings to open meetings.</li> <li>9. Added wording to allow an Area Director to send appoint an alternate in his stead to the EC meetings to conduct business.</li> <li>10. Wording to clarify that Bylaw changes must be presented to the membership by a member of the EC at the AGM.</li> <li>11. Added additional wording to the Code of Ethics to include the EC.</li> <li>12. This accounts for roles provided within TSA that are non-paid, non-voting but have the authority to act on behalf of TSA, at the discretion of the EC. Example – a grant writer would have the authority to apply for grants on behalf of TSA, on TSA letterhead.</li> </ol>	4/1/2008
103	<ol style="list-style-type: none"> <li>1. Changed the words financial audit to financial compilation.</li> <li>2. Changed all references of the word employee to contract worker.</li> <li>3. Added a Conflict of Interest policy.</li> </ol>	2/17/2009
104	<ol style="list-style-type: none"> <li>1. Added general formatting updates to the document. No data was dropped or added other than what is documented below.</li> <li>2. Added the Director of Development position and duties to begin with the fall 2009 AGM.</li> <li>3. Added a table of contents and the revision history.</li> </ol>	5/12/2009
105	<ol style="list-style-type: none"> <li>1. Corrected typo's. Left previous revision shading intact.</li> </ol>	7/7/2009
106	<ol style="list-style-type: none"> <li>1. Moved the Referee Commissioner to the Director of Referees under Non-Officer Positions.</li> </ol>	9/14/2010
107	<ol style="list-style-type: none"> <li>1. Added a Director of Association Development to the EC and renamed the old Director of Development to Director of Coaching and Player Education.</li> <li>2. Removed the assistant coach selection process to move it to the Procedures.</li> </ol>	2/22/2011