



Version 1.13

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Section 1: PURPOSE

Texoma Soccer Association (TSA) is a tax-exempt entity as a member association to North Texas State Soccer Association (NTSSA) whose purpose is to promote and develop the game of soccer for the youth and adults of the Texoma area.

Our recreational program is designed to provide healthy activity, emphasizing enjoyment and development over competition. It is a program that allows players of all ages to have fun, make mistakes, and learn while developing fitness and friendship. TSA and our volunteer coaches strive to give every participant substantial playing time.

Section 2: ORGANIZATION

All association rules shall adhere to the rules of the North Texas State Soccer Association. If there is a conflict between the rule of TSA and NTSSA, the rule of NTSSA shall prevail. If TSA does not have the rule, then the rule of NTSSA shall be followed.

2.1 PARTICIPANTS

TSA represents all players, parents, coaches, volunteers, and employees falling within the boundary lines of Grayson County and may accept voluntary membership applications from outside this area with board approval.

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

2.2 Players

Any player in the area served by TSA may subscribe to membership in the association. Players pay a seasonal fee to cover operating costs; Players do not have voting rights within the association for general assemblies.

2.2.1 Youth

All youth players must register each season using the specified procedures as established by the TSA board of directors. All youth players registering for the first time with TSA must submit a copy of government issued proof of age. The TSA registrar shall maintain these registration records according to established procedures.

2.2.2 Adults

Adult players must register each season using the specified procedures established by the TSA board of directors in accordance with NTSSA guidelines.

2.3 Coaches

Coaches, to include assistants and managers, are individuals designated to represent a specific team during the playing of the game, practice, and general membership meeting. Coaches have voting rights within the association for all general assemblies. Coaches are volunteers and considered the association's most valuable assets. To maintain smooth operations, Coaches are expected to follow the philosophy and all rules and procedures of TSA.

2.4 TSA Officers

TSA officers consist of the President, Vice President, Treasurer, Director of Coach & Player Development, Director of Public Relations, Secretary, Area Directors and appointed Commissioners. All TSA officers have voting rights within the association for all general assemblies. Officer positions are described further in Section 3: Administration.

2.5 Compliance

Appeals and Discipline would remain a non-voting member of the association that has the authoritative entity with the rights and responsibilities within the TSA bylaws and procedures.

Financial Audits will be conducted by a non-voting member, independent third party that will be responsible for reviewing and auditing financial records each fiscal year.

Section 3: Administration (Board of Directors)

The TSA Board of Directors shall consist of TSA Officers and Non-Voting appointed positions as established by the general membership. The TSA Board shall establish the procedures of TSA and propose rule modifications for the general membership to consider at the biannual Association General Meeting (AGM) see section 4: Association Assemblies and Meetings. All members of the board of directors shall have one vote. Duties and Responsibilities of the board include (but are not limited to):

- A. Establishing procedures and operational guidelines of TSA and proposing rule modifications for the general membership to consider.
- B. Establishing commissioner roles and responsibilities.
- C. Selecting vendors for specific products and administering the distribution of those products.

The President may, from time-to-time, designate individuals other than those elected to the TSA Board to serve as non-voting members of the TSA Board. Non-voting members shall have the right to attend all meetings and participate in all discussions of the TSA Board but shall have no voting rights therein. The contracted term for non-voting

members shall be voted upon by the TSA board with a simple majority for the approval of roles, while a two-thirds majority vote is required for removal.

3.1 Elected Officers

3.1.1 President

The President is charged with the overall leadership of the association and will chair the TSA Board of Directors. The TSA President will chair the general membership meeting. The TSA President is elected by the biannual general assembly for a term of two years. The President of the Association shall preside at all Association meetings. He shall appoint all Service Committees. They shall be the liaison between the Board of Directors and Staff. They shall be responsible for seeing that an adequate staff is maintained, and that administrative policies and operations of the Association are carried out. In the event of the death, permanent incapacity (unable to perform the major duties of his office for a continuous period exceeding three months), or resignation of the President, the Board of Directors shall appoint an individual to serve as interim President for the remaining unexpired term of office.

Candidates for President **MUST** have previously served on the TSA Board of Directors for a full term of their position.

3.1.2 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 operational logistics including registration, uniforms, awards, scheduling, referees and officiating staff. The Vice President shall be elected to serve a term of 2 years and shall be elected on alternating years of the TSA President.

Candidates for Vice President **MUST** have previously served on the TSA Board of Directors for a full term of their position.

3.1.3 Director of Public Relations

The TSA Director of Public Relations is responsible for the smooth coordination of all development activity including but not limited in action to the following: Advertising, Marketing, Sponsorships and Grant Writing. This position will respond to parent and member inquiries on social media. The Director will also maintain the social media webpages by keeping them updated regularly. The Director of Public Relations shall serve a term of two years and is elected in the same year as the Vice President.

Candidates for Director of Public Relations **MUST** have previously served on the TSA Board of Directors for a full term of their position.

3.1.4 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 TSA Board. The Treasurer shall pay all bills that have been approved by the TSA President and authorized by the TSA Board as budgeted or approved by the TSA Board. The Treasurer shall serve a term of 2 years and is elected in the same year as the Vice President.

The treasurer shall present a monthly finance report that consists of a record of all transactions since the last board meeting, previous and current balances, and future predicted incomes/expenses known at the time of the meeting. The President or other designated officer will co-sign all checks over a specified amount (see TSA Procedures 10: Check Signatures) with the Treasurer.

The treasurer would be responsible for coordinating with the third-party entity to conduct a thorough financial audit annually. The treasurer is responsible for allowing unrestricted access to all financial data as agreed upon by the TSA board for the third-party entity to review and audit as necessary meeting all compliance standards. The TSA Treasurer shall provide accurate financial records and maintain all necessary protocols to maintain our umbrella tax-exempt status.

3.1.5 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. All official correspondence shall be directed through the Secretary who shall maintain all official master records, information, procedures, and Bylaws of TSA. The TSA Secretary shall serve a term of 2 years and is elected in the same year as the President. The TSA Secretary shall provide the minutes of every board meeting to the Director of Public Relations for publication on the TSA website within one week of the meeting.

3.1.6 Director of Coaching and Player Education

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

The Director of Coaching and Player Education shall serve a term of 2 years and be elected in the same year as the President.

3.1.7 Area Directors

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 them to the TSA Registrar. Area Directors also serve as the first point of contact for parent complaints and concerns regarding coaches and shall forward those that cannot be resolved to the Commissioner of Appeals and Discipline.

Assigned area boundaries by each Area Director 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 or private, are part of the area. A home-school player shall be part of an area where they reside. The following areas are established:

U4

Denison Boys

Denison Girls

Durant

Sherman Boys U8 and Below

Sherman Boys U9 and Above

Sherman Girls U8 and Below

Sherman Girls U9 and above

Texoma: consisting of cities north of Sherman (i.e. Pottsboro, etc.)

South Texoma consists of cities south of Sherman (i.e. Van Alstyne/Howe/Anna, etc.)

Area directors shall be elected by the coaches from the specific area bi-annually. Elections shall be held at the AGM, with half of the AD positions up for election each year, alternating boys and girls where applicable. The TSA Board shall announce the area directors that will be elected each year with each area guaranteed an election every other year. Area directors serve a term of 2 years. In the event an AD position is vacated prior to the end of the 2-year term, a provisional replacement may be selected and approved by a simple majority of the board of directors, until the candidate can be approved by election at the next AGM.

Each AD may appoint another person to assist in the duties given above. Assistant AD's do not have a vote on the board of directors.

3.2 Appointed Officers

The following officer positions are appointed by the board of directors and approved by a simple majority vote of the board. These officials serve at the discretion of the TSA board and may be removed by the board by a simple majority vote. Appointed Officers serve a term of 2 years.

3.2.1 Commissioner of 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 TSA Board. The Commissioner of A&D is a non-voting member of the board. Duties include, but are not limited to, review of all player sanctions (cards) issued by game officials, referee and misconduct reports, and parent complaints against other TSA officials. In the absence of a Commissioner of A&D, the Vice President will chair the committee until the board appoints a new Commissioner of A&D officer.

3.2.2 Commissioners

The TSA Board shall establish commissioners as necessary and provide procedures for their role. Commissioners may or may not have voting rights within the Board. Commissioners do not have voting rights for general meetings except as established for coaches.

The appointment of commissioners shall be as specified within the procedures of TSA. Commissioners have voting rights on the board as specified by the procedures written for the position.

3.3 Non-Elected, Contract, and Operational Positions (Non-Officers)

The governing body of TSA is the Board of Directors. Some day-to-day operations are delegated by the board and executed by at-will independent contractors described below. These contractual positions report directly to the board. Each contractual position is filled on a seasonal basis, is paid through funds of the association, and may be terminated at any time by a simple majority vote of the board at any time in its sole discretion.

3.3.1 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 TSA Board. 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 contractual duties and not their status within the Association. The TSA President shall appoint a Registrar, if the position becomes unfilled.

3.3.2 Referee Assignor

TSA shall have a referee assignor for the purpose of scheduling and assigning referees to TSA games, and the communication between TSA and the referees. The TSA Referee Assignor shall be appointed by the TSA President and approved by the TSA Board. The position may be filled by a Board member or Association member. If the Assignor 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 TSA President shall appoint an assignor, if the position becomes unfilled.

3.3.3 Scheduler

The scheduler shall coordinate the master game schedule of the TSA membership. 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 TSA President shall appoint a scheduler, if the position becomes unfilled.

3.3.4 Uniform Coordinator

The uniform coordinator shall facilitate the purchase of all uniforms necessary for the TSA membership. 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. The TSA President shall appoint a uniform coordinator, if the position becomes unfilled.

3.3.5 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, while competitions are in session. 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 position may be filled by a Board member or Association member. If the field marshal is also a Board Member or Association member, then any

compensation received must be directly related to their contractor duties and not their status with the Association.

FIELD MARSHAL MUST BE 18 YEARS OR OLDER.

3.3.6 Operations Coordinator

The Operations Coordinator shall be the chief administrative staff person of the Association, subject to the supervision of and reporting directly to the President & Vice President. They shall have no voting rights on the TSA Board, shall hold no volunteer position on the Board and shall not be directly related (spouse or child) to a current board member. Working with TSA officers, area directors and other league officials they shall perform such duties as may be needed to the office to manage the daily business activities of the association and/or other duties specifically delegated to that position by the President or Vice President. The Operations Coordinator shall be selected by President and Vice President, approved by a simple majority of the TSA Board and serve at the pleasure of the Board and receive such compensation and other emoluments as the Board may from time to time determine. They shall be an at-will independent contractor of the Association, paid by funds of the Association and may be terminated at any time by a removal vote of two thirds of the TSA Board for any reason. The job responsibilities will be outlined in the operation coordinator job description document and updated as needed by the President and Vice President.

Section 4: Association Assemblies and Meetings

4.1 Association General Meetings (AGM)

The TSA President shall convene 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 Board of Directors 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 percent (10%) of the voting members as outlined previously in Section 2 and below in Section 4.4.

Twenty-five percent (25%) of the Voting Members and a simple majority of the TSA Board 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 achieve a quorum at the General Meetings and where bylaws are to be considered for adoption shall permit the TSA Board to adopt the bylaws as

presented, without amendment, for the good of the game. These bylaws adopted for the good of the game shall be binding until the next general meeting called for the purpose of adopting bylaws changes.

4.2 Board Meetings

Meetings of the TSA Board of Directors 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 TSA Board. A quorum of 67% of active TSA Officers is required for all board meetings to be considered official.

Any TSA Board member not attending a minimum of 5 regularly scheduled association meetings annually, including general meetings of this Association and TSA Board meetings, will have their office declared vacant unless such absences are excused by the TSA Board. The office shall then be filled in accordance with the Board Procedures as outlined previously in Section 3 and within the TSA procedures. Attendance requirements may be fulfilled by both in-person or online presence.

4.3 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 board meetings are open sessions. All meetings shall have minutes published and posted on the organization website.

4.4 Voting Rights

Each team is allowed one voting representative to the Texoma Soccer Association.

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

Head Coaches have voting rights in the general meetings at the rate of 1 vote per team. In the event that the head coach of a team is not present, the voting rights for that team shall pass to the assistant coach or team manager, but still at a rate of one vote per team.

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

4.5 Bylaws Changes

The bylaws may be changed only at general meetings. Changes to the bylaws shall be by simple majority vote of the voting members present. The TSA Board shall prepare all bylaws proposals for presentation and approval from the general membership. All proposed changes shall be posted on the web site for at least

two weeks prior to the meeting. Bylaws changes take effect immediately following the meeting in which it is adopted unless a specific date is stated within the bylaws.

4.6 Procedural Changes

The TSA Board shall approve the procedures used by the association in day-to-day operations. The TSA Board shall publish the approved procedures separately from the TSA Bylaws. The Board may change the procedures at any Board Meeting by a simple majority vote. Changes to the procedures must be announced and posted on the website by 14 days. Procedure changes take effect upon publication following the meeting adopted unless a specific date is specified in the procedure. Procedure Changes do not need to be voted on by general membership.

SECTION 5: Association Elections

5.1 Officer Election Procedures

TSA officers shall be elected by a show of hands vote at the general Voting Membership at the annual meeting prior to the beginning of the soccer year (Fall Season) to serve a two-year term. The President, Secretary, and Director of Education shall be elected on an odd year (e.g., 1993) rotation. The Vice President, Treasurer, and Director of Development shall be elected in an even year (e.g., 1992) rotation.

Area Directors shall be elected as needed and determined by the board of directors; however, a similar general rotation of two-year terms should be followed. In areas that have more than one Area Director or are divided by boys' and girls' teams, the Area Directors for Boys teams should be elected on odd years with the President, and Directors for Girls teams should be elected upon even years with the Vice President.

Officers currently serving upon ratification of this document shall have their terms extended as appropriate.

The Board may establish a nomination committee. The nomination committee shall publish a slate of nominees one week prior to the general meeting. Additional nominations for no executive positions are permitted from the floor.

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

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.

5.2 Succession of Officers

The TSA President may appoint an interim officer for vacancies, with Board approval, until the next general meeting.

If the vacancy is for the office of the TSA President, then the TSA Vice President serves as President until the next general meeting.

In the event of vacancies in both President and Vice President, the Director of Public Relations serves as President until the next general meeting.

Any elected or appointed officer may resign at any time for any reason in writing.

5.3 Removal from Office

Any TSA Officer or Commissioner may be removed from office by the Board Members for any reason, to include but not limited by non-performance of duties, actions detrimental to TSA, charged or convicted of any criminal activity, embezzlement, or conflict of interests— perceived or real. Call for removals may be entered at any Board 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 TSA Board may remove anyone from Board Member position upon a 67% majority vote of the TSA Board.

SECTION 6: Association Communications

The TSA internet site shall be the official communication and publications means for TSA. The site content is under control of the TSA Board and the board designated website administrator. The software source code is the property of the website administrator.

All electric official coach chats and applications (i.e. GroupMe) must be set up and owned by Area Directors and the Operation Manager.

SECTION 7: PLAYERS AND COACHES

This section outlines procedures for the division of competition.

7.1 Divisions and Playing Ages

7.1.1 Youth

Youth Divisions recognized by North Texas and USSF are Under 4 (U4) to 18 (U18). Playing age indicated that a player must not turn 18 by August

1st of the current soccer year to play in the fall, or January 1 to play in the spring.

The playing ages indicate that the player must be younger than the age specified by NTSSA as of the start of each soccer year on August 1st. All players must be at least three 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 their birth year. A team's age division is determined by the player's birth year.

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 registration 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 back down in their correct Youth Division in the spring season. A player may appeal for an exception to this rule to the TSA Board.

7.1.2 Adult

Adult Divisions within TSA are recognized by North Texas State Soccer Association.

7.2 Recreational Focus Guide

The Under 6 (U6) through Under 8 (U8) Youth Divisions are more instructional and less competitive for playing time and positions purposes. In these Youth Divisions, fundamentals and learning to play the game will be stressed. These divisions do not keep score or standings. In these younger divisions, all players **MUST** play at least the equivalent of one half of each game. TSA recommends that 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 (U12) 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, writing via parent meeting, phone call, or electronic means (i.e. email, text, messaging app, etc.

7.3 Coaches

Coaching for the association is a volunteer position and considered by the association to be one of its greatest resources. Coaches that volunteer are subject to approval by the area directors. The area director provides the coach with instructions to register with TSA and complete the association's risk management process (see Risk Management procedure). Any and all other team officials (Assistant Coaches, Managers, Etc.) shall follow the same risk management procedure.

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 Section 1: Purpose, or the 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. Area Directors reserve the right to immediately suspend or revoke coaching privileges pending disciplinary decisions made by the Appeals and Discipline Committee.

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

7.4 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 Board of Directors 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 methods for awarding placement trophies. Teams who are selected as the NTSSA Tournament of Champions (TOC) representative shall be awarded first place placement trophy in the fall season. If the designated first place team does not wish to attend TOC, the board reserves the right to offer the attendance spot to the next highest ranked team.

SECTION 8: COMPETITION

This section outlines the general guidelines for game administration.

8.1 Calendar

The official start of 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 Board establishes the seasonal calendars per established and approved procedures (see Registration and Schedule procedures for guidance).

8.2 Registration and Assignments

TSA conducts registrations according to established and approved procedures. Player assignments are typically by blind draft (see procedures) with specified rights previously addressed above in Section 7.3.

8.3 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 NTSSA.

Any team name changes must be approved by the Area Directors, Registrar, and Operations Manager 1 month before the start Fall season.

8.4 Game Schedules

TSA publishes game schedules according to the established and approved TSA procedures. TSA shall schedule a minimum of 8 games per season for each team. The TSA board can make exceptions to our Under 4 (U4) age division. 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.

8.5 Post Season Tournament

TSA may conduct a post season tournament for Under 9 (U9) and above divisions during the Spring season. TSA shall announce tournament eligibility rules prior to the start of the season. (See established tournament procedures.)

SECTION 9: CODES OF ETHICS AND CONDUCT

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 Representatives.)

9.1 COACHES CODE OF ETHICS

9.1.1 Responsibilities to Players

- a. 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.
- b. Coaches shall instruct players to **ALWAYS** play within the written laws of the game and within the spirit of the game.
- c. Coaches shall not seek unfair advantage by teaching deliberate unsportsmanlike behavior to players or will face disciplinary actions from Area Directors and/or board members. Violations may be subject to removal from coaching.
- d. Coaches should not tolerate inappropriate behavior from players regardless of the situation. Examples of this behavior include but are not limited to
 - 1) profanity towards any other player, coach, parent, referee.
 - 2) intentional fouling or injury.
 - 3) fighting, etc.)
- e. 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.
- f. Coaches must never encourage players to violate NTSSA recruitment, eligibility, or guest player rules and procedures.
- g. Under no circumstance should coaches authorize or encourage the use of medicinal or performance enhancing drugs.
- h. Players should be directed to see 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.
 - i. Coaches shall support game officials (i.e. Referees/AR's) on **ALL** decisions made by those individuals immediately before, during and following the match. If a coach has any concern regarding game officials or officiating, they will reach out to Appeals and Discipline through written or electronic communication via email.

9.1.2 Responsibilities to NTSSA and Member Associations

- a. Adherence to all NTSSA and Member Associations 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.

- b. 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.
- c. Any problems that cannot be resolved between coaches should be referred to the appropriate Area Director. If unable to be resolved by Area Directors, the issue shall then go before the TSA Board, and they will settle the dispute.

9.1.3 Responsibilities to the Laws of the Game

- a. 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.
- b. Coaches must adhere to the letter and spirit of the laws of the game. Coaches who circumvent the rules to gain advantage have no place in soccer.
- c. 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. 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 their players, Texoma Soccer Association, Member Associations, NTSSA and the sport worldwide.
- d. The coach must strive constantly to teach good sporting behavior.

9.1.4 Responsibilities to Association and Game Officials

- a. Association and Game 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.
- b. 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.
- c. On game day, Association and Game 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.

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

9.1.5 Responsibilities Regarding Scouting and Recruiting

- a. It is unethical to scout any team, by any means whatsoever, except in regularly scheduled games.
- b. The use of videotape or motion picture equipment to scout an opponent's regularly scheduled games for the purpose of recruiting is unethical.
- c. All NTSSA rules pertaining to recruiting shall be strictly observed by the coach, manager, or any team representative.
- d. It is unethical to recruit player(s) actively playing for another team.
- e. 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.
- f. 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.
- g. 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 the same.
- h. 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.

9.1.6 Responsibilities of Regarding Public Relations

- a. 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.
- b. When asked to give a recommendation concerning a 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.
- c. Coaches have the responsibility to assist their players in conducting themselves properly when in public while representing their team, Member Association, and NTSSA.
- d. Publicly predicting a win is folly and serves no useful place in a coach's public image.

- e. Comments stressing injuries, team, personnel conflicts, or disciplinary problems as an excuse for a loss or unsuccessful endeavor are detrimental and should be avoided.
- f. 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.
- g. The media should be allowed access to the players for comment. Players should be instructed in how to conduct themselves during an interview.

9.1.7 Game Day and Other Responsibilities

- a. 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.
- b. 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.
- c. During play, coaches have a responsibility to be as inconspicuous as possible. Coaches shall exhibit a respectful attitude toward players. The coach must confine him / herself to the coaching area. The attitude of the coach toward officials, spectators, opposing players and coaches should be controlled and undemonstrative.
- d. It is unethical for a coach to have any verbal altercation with an opposing coach, bench, or official during the game. Hostile physical contact with a player is unethical, never acceptable and will result in a permanent ban from the association and could result in legal action.
- e. The coach's foremost post-game responsibility is his / her team.
- f. Coaches should use their influence on unfriendly spectators or parents that demonstrate intimidating behavior towards game officials and / or opposing teams and players.

9.2 Parent's Code of Conduct

Children have more need for example than for criticism. Adult spectators should attempt to relieve the pressure of the competition, not increase it. A child is easily affected by outside influences.

- a. Be kind to your child's coach and game officials. The coach is a volunteer, giving of personal time and money to provide a recreational activity for your child.
- b. You are ultimately responsible for your child's behavior on game day, as well as practice, not the coach.

- c. The opponents are necessary friends; without them your child could not participate.
- d. Applaud good plays by your team and by members of the opposing team.
- e. Do not openly question an official's judgment and honesty. Officials are symbols of fair play, integrity, and sportsmanship.
- f. Accept the results of each game. Encourage your child to be gracious in victory, and to turn defeat into victory by working towards improvement.
- g. Remember your child is involved in organized sports for their enjoyment, **NOT YOURS!**
- h. Encourage your child to always play by the rules.
- i. Teach your child that honest effort is as important as victory so that the result of each game is accepted without undue disappointment.
- j. Remember that your child learns by example. Children mimic what their parents say. Criticism of the coach, officials, teammates, and / or opponents fosters bad attitudes and can only lead to a negative experience for your child.
- k. Parents should remember that a coach has an entire team of players to consider when making decisions regarding position, playing time, substitutions, and strategy. The team does not revolve around one player.
- l. A parent must never misrepresent to their team their child's eligibility to play on that team and must be honest in dealings with NTSSA and Member Associations (including playing leagues).
- m. A parent must never be verbally, physically violent, or threatening with any coach, parent, player, game official or representative of their Member Association or NTSSA.

9.3 Code of Conduct for USSF / NTSSA Registered Referees and Assignors

- a. 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.
- b. 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.
- c. I will constantly strive to improve my own refereeing techniques and always accept sincere, constructive criticism from fellow referees or official assessors without malice.
- d. I pledge that I will make myself available, whenever possible, for game assignments for which I am qualified.
- e. 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. I will never let a personal grievance between myself, and another coach, player, or spectator affect the officiating or outcome of the match being called.

- f. 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.
- g. 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.
- h. 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.
- i. 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.
- j. 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.
- k. 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 officiating.
- l. 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.
- m. 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.

9.3.1 USSF CODE OF ETHICS FOR REFEREES

(as established per USSF Policy 531-11)

- a. I will always maintain the utmost respect for the game of soccer.

- b. I will always conduct myself honorably and maintain the dignity of my position.
- c. I will always honor an assignment or any other contractual obligation.
- d. I will attend training meetings and clinics to know the Laws of the Game, their proper interpretation and their application.
- e. I will always strive to achieve maximum teamwork with my fellow officials.
- f. I will be loyal to my fellow officials and never knowingly promote criticism of them.
- g. I will be in good physical condition.
- h. I will control the players effectively by being courteous and considerate without sacrificing fairness.
- i. I will do my utmost to assist my fellow officials to better themselves and their work.
- j. I will not make statements about any games except to clarify an interpretation of the Laws of the Game.
- k. I will not discriminate against nor take undue advantage of any individual group based on race, color, religion, sex or national origin.
- l. 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.

9.3.2 USSF CODE OF ETHICS FOR ASSIGNORS

(as established per USSF Policy 531-11)

- a. I will maintain the utmost respect for referees and other officials of the game, and I will always conduct myself honorably.
- b. I will make the assignments based on what is good for the game and what is good for the referee.
- c. As a member of the United States Soccer Federation, my actions will reflect credit upon the organization.
- d. I will contribute to the continuous development of referees in the National Referee Development Program.
- e. I will conduct myself ethically and professionally in the assignment process.
- f. 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.
- g. I will offer equal opportunity to all qualified referees, and I will not discriminate against or take undue advantage of any individual or group based on race, color, religion, sex or national origin.

- h. I will cooperate fully in the timely resolution of any grievance hearing or complaint.
- i. 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.

9.4 Code of Ethics for TSA Board of Director 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.

- a. 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.
- b. 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.
- c. Administrators should be informed and available. As facilitators they should know the right questions, can elicit the right answers and foster creativity with accountability within their committee or area.
- d. Committee members and other volunteers: 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.
- e. Above all, board members should model courtesy, self-control and loyalty. We are role models for all members of the association. Our responsibility is to serve them well as we work toward our common goal.
- f. Members of the TSA Board shall act in a professional manner at any Association sanctioned event and refrain from any discussion or attire regarding adult-only material.

9.5 Failure to Comply

The TSA Board will take appropriate action as necessary to retain a professional environment within TSA, up to and including a fine no less than twenty-five dollars (\$25) and not to exceed two hundred fifty dollars (\$250), or even removal from the board.

9.6 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 Board shall publish the approved conflict of interest policy separately to the TSA Rules. All TSA Officers, Commissioners, Non-Officer Positions, and Club 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 single-copy of the conflict-of-interest forms for each forementioned individual. (Sam suggest following language be added)

The TSA Board will always place TSA above any outside or competing entity, foundation, for-profit organization, club or persons.

Per TSA and NTSSA recommendations these are the effective Texoma Soccer Association Bylaws. Effective 2/26/26

SECTION 10: REVISION HISTORY

Version	Description	Date
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102	<p>Added a Mission Statement Clearly identifying commissioners on the board for the youth and adult divisions as we are a Joint Member Association within NT</p> <p>Formally acknowledging the Texoma Adult Soccer Association (TASA) rules and that the Executive Committee (EC) of TSA is the EC of TASA as well</p> <p>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</p> <p>All EC positions contain term limits</p> <p>Changed the notice for General Meetings to two weeks instead of one because Bylaw changes must be posted two weeks prior to the meeting</p> <p>Added wording to allow for the removal of any nonparticipating EC member by the remainder of the Executive Committee</p> <p>Returned all EC meetings to open</p>	4/1/2008
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	<p>meetings Added wording to allow an Area Director to send / appoint an alternate in his stead to the EC meetings to conduct business Wording to clarify that Bylaw changes must be presented to the membership by a member of the EC at the AGM Added additional wording to the Code of Ethics to include the EC 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)</p>	
103	<p>Changed the words financial audit to financial compilation Changed all references of the word employee to contract worker Added a Conflict-of-Interest policy</p>	2/17/2009

104	<p>Added general formatting updates to the document. No data was dropped or added other than what is documented below.</p> <p>Added the Director of Development position and duties to begin with the fall 2009 AGM.</p> <p>Added a table of contents and revision history</p>	5/12/2009
105	Corrected typos. Left previous revision shading intact.	7/7/2009
106	Moved the Referee Commissioner to the Director of Referees under Non-Officer Positions	9/14/2010
107	<p>Added Director of Association Development to the EC and renamed the old Director of Development to Director of Coaching and Player Education</p> <p>Removed the assistant coach selection process to move it to the</p>	2/22/2011
	Procedures	

108	Revised Adult Commissioner description Revised Director of Referees description to Referee Liaison Revised Procedures section term election years for Director of Education and Director of Development and details for a vacated position	8/10/2016
	Added additional reasons for Removal from Office section Changed wording in Youth Divisions and Playing Ages to match current age of player and age of team requirements Updated Parent's Code of Conduct	
109	Added 2.3.6 Operations Coordinator	02/26/20

110	<p>Added 2.7 Texoma Soccer Club</p> <p>Removed Executive Committee and reinstated TSA Board of Directors</p> <p>Removed A&D chairman position as duties moved to VP role</p>	07/11/2022
V112	<p>Updated Executive Committee to reflect prior change to TSA Board.</p> <p>Updated TSA Board and Officers</p> <p>Updated TSA officer Voting (removing multi vote)</p> <p>Updated referee Liaison to Assigner.</p> <p>Removed Savoy</p> <p>Removed job description for Ops Coord – place in separate procedures / job description doc.</p>	5/21/24
V113	<p>Correcting grammar and syntax throughout the document.</p> <p>Revised Purpose and removed Competitive since TSA has dissolved that division.</p> <p>Changed Membership to Participants.</p> <p>Separated Players to Youth and Adult to clarified the two division</p> <p>Added rules and responsibilities to Coaches and TSA Officers.</p>	2/26/26

	<p>Moved Officers and TSA Board to Section 3 - Administration. Additionally added rules, responsibilities, and expectations.</p> <p>Updated President role with rules, restrictions, and updated job description.</p> <p>Updated Vice President role with rules, and updated job description.</p> <p>Moved Treasurer to 3.1.3 and updated job description. Added see TSA Procedures for Check Signatures.</p> <p>Change Director of Association Development to Director of Public Relations, and updated rules and restrictions.</p> <p>Updated rules and responsibilities of the Secretary.</p> <p>Moved Appeals and Discipline under Appointed Officers.</p> <p>Updated rules and responsibilities of Area Directors.</p> <p>Updated the areas the Area Directors are responsible for, and added AD Assistant under 3.1.7.</p> <p>Moved Commissioners to 3.2.2.</p> <p>Added Appointed Offers and their responsibilities.</p> <p>Updated 3.3 to Non-Elected, Contract, and Operational Positions (Non-Officers)</p> <p>Updated grammar on Registrar, Referee Assignor, Scheduler, Uniform</p>	
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	<p>Coordinator, and Field Marshal.</p> <p>Reduced the age of Field Marshal to 18 years old.</p> <p>Removed Club Director due to the position no longer existing.</p> <p>Updated Operations Coordinator to reflect that job description outlines position.</p> <p>Changed General Membership to Association Assemblies and Meetings.</p> <p>Updated Association General Meeting and Board Meetings to outline voting rights and hold members accountable.</p> <p>Updated Voting Rights for Head Coaches.</p> <p>Revised the grammar in Appointment of Alternates and Rule Changes.</p> <p>Remove Meetings of Association.</p> <p>Revised the grammar of Procedure Changes.</p> <p>Changed TSA Elections to Association Elections.</p> <p>5.1 Add Officer Election to Procedures and updated the amount of time to serve a term as Area Director.</p> <p>Added 5.2 Succession of Officers to indicate what positions serves if a position is vacant.</p> <p>Changed Internet Site to Association Communication.</p> <p>Updated Players and Coaches, moved Registration to Section 2.</p> <p>Changed Recreational</p>	
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	<p>Instruction Guide to Recreation Focus Guide, revised grammar, and added up-to-date forms of communication.</p> <p>Updated Coaches roles and responsibilities. Additional revised grammar and added Area Directors ability to suspend or revoke privileges.</p> <p>Updated Post Season Awards regarding TOC attendance.</p> <p>Changed Game Administration to Competition and its general guidelines.</p> <p>Updated official start of the season and grammar throughout section.</p> <p>Changed Code of Ethics to Codes of Ethics and Conduct.</p> <p>Added detailed Responsibilities to Players and updated rules, restrictions, and responsibilities to game officials.</p> <p>Updated format of Responsibilities to NTSSA and Member Association.</p> <p>Updated format of Responsibilities to the Law of the Game.</p> <p>Updated format of Responsibilities to Officials.</p> <p>Updated format of Responsibilities Regarding Scouting and Recruiting.</p> <p>Updated format of Responsibilities Regarding Public Relations.</p> <p>Updated format of Game Day</p>	
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	<p>and Other Responsibilities and rules on hostile contact with a player.</p> <p>Updated format and rules of adult spectators in Parent's Code of Conduct.</p> <p>Updated format of Code of Conduct for USSF/NTSSA Registered Referees and Assignors. Added the rule regarding personal grievances.</p> <p>Updated format and expectations of Code of Ethics for TSA Board of Director Members.</p> <p>Updated Failure to Comply grammar, and to include removal from the board.</p> <p>Added TSA Board will always place TSA above any outside or competing entity.</p> <p>Revision Changed to Section 10.</p>	
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