

# Wellington Soccer Association Bylaws

Revised November 2018

## Rostering Committee Membership

A Rostering Committee shall be created to settle any disputes regarding player placement, not specifically covered under TEAM COMPOSITION AND PLAYER ELIGIBILITY. This committee shall be comprised of the Wellington Soccer Association President, Vice President, and at least two non-coaching Executive Board members when possible, to be appointed by the Executive Board. The Registrar will provide all pertinent registration information to the President and will attend all Rostering Committee meetings but will not be a voting member of the committee. Any member of this committee that is also a coach will recuse themselves when there are discussions about their own team.

# Article I

## Team Composition

A team shall be comprised of the number of players as specified by affiliated leagues to whom the official team roster will be submitted.

All players who are registered on or prior to the beginning of open registration will be assigned to the team on which they were placed during the preceding season unless a special request is made as described below.

In cases where more than one team in any age group exists, new players shall be placed on the team with the lowest number of players until the teams are equal. After that, players shall be placed on alternating teams, the one with the oldest day of last placement going first.

Placement of players will be gender and age specific whenever possible. If no team is available, a player may play up to two age levels within their appropriate gender. Coaches children are guaranteed a spot on the parent's team.

Coaches will not recruit players from other WSA teams. They will not be involved in the rostering process except where input is specifically requested by the Rostering Committee. WSA will accept players from other communities that have a youth soccer organization, however those players that come from communities with no organized soccer in the Wellington are will be given priority in the event there is an over-rostered situation on a team.

Players may be allowed to play up a maximum of two age levels if:

- A written request is forwarded to the Executive Board at the time of registration, with the reason for the request and signatures of the parent/guardian and the player.
- The move will not jeopardize the existence of a previously existing team.
- Age appropriate coach and up-level coach are in agreement and make a recommendation to the Executive Board.

Players may "double card" for more than one team within WSA, however, double carding will only be permitted if space permits. No player will be left out so that another can double card.

- If a player is double carded to a higher-level team and a conflict arises, the player is obligated to play for the age appropriate team unless prior agreement has been made between the two coaches.
- If a player is double carded to another team of the same age, prior to the start of the season, the player must declare a primary team and notify all coaches.

## Article II

### Travel/Competitive Teams and Leagues

As stated in the Mission Statement of our Constitution, “It is our commitment to benefit the majority of Wellington youth, not the talented few. Our organization shall stress maximum participation, regardless of ability, and as much as is possible, evenly balanced competition.”

In keeping with the spirit of our Mission Statement, teams will normally move from our in-house program into the appropriate affiliated travel leagues.

WSA will not allow “tryouts” of any type and will not allow a coach to shed players or recruit players due to skill level. The roster will be set by the Rostering Committee and all player movement guidelines from Article I still apply.

Coaches must hold the minimum required credentials dictated by the associated league.

# Article III

## Participant Conduct

All participants of the WSA shall conduct themselves in the manner described in this Article. All regulations shall be in force while the participant is representing the Wellington Soccer Association. This includes games, practices, and excursions supported by WSA. *All players must read and sign the Player Code of Conduct.*

### Player Code of Conduct

All participants of the WSA shall conduct themselves in the following manner:

1. No player will engage in, nor encourage any other person to engage in unsportsmanlike conduct with any coach, player, participant, official, family member, or attendee of any WSA-sponsored activity.
2. No player will engage in, nor encourage any other person to engage in, any behavior that would endanger the health, safety, or well-being of any coach, player, participant, official, family member, or attendee of any WSA-sponsored activity.
3. No player will engage in, nor encourage any other person to engage in, the use of profanity or any other behavior that demonstrates a lack of respect or courteous regard for any coach, player, participant, official, family member, or attendee of any WSA-sponsored activity.
4. No player will engage in, nor encourage any other person to engage in, abusive language or actions that threaten physical harm to the property or person of any coach, player, participant, official, family member, or attendee of any WSA-sponsored activity.
5. No player will engage in, nor encourage any other person to engage in, any intentional act of physical violence, injurious assault, or damaging action against the property or person of any coach, player, participant, official, family member, or attendee of any WSA-sponsored activity.

Corrective action will be one of the following, depending on severity of offense:

- A. Warning from the coach.
- B. Removal from practice and parental notification.
- C. Player will be suspended from the next attended game.
- D. Removal from team.

We have read and understand the conditions set forth by the Executive Board of the Wellington Soccer Association.

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Player's Signature	Date	Parent's Signature	Date
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# Article IV

## Coaches Code of Conduct

Coaches are responsible for their conduct as well as the conduct of their parents and spectators during and after a game. Coaches are the teachers as well as role models of the players and their actions must be beyond reproach. Therefore, the following rules have been adopted.

1. Any red card administered by a referee to a coach or assistant coach may result in a minimum two (2) game suspension for that offending coach or assistant coach after a thorough investigation by the Executive Board. This suspension will be for the next two (2) league games and all practices included within this timeframe and will be carried into the next season if necessary. This suspension will run concurrent with any other league rules. If a coach has two or more teams in a league, they may be permitted to continue coaching the other teams at the discretion of the Executive Board.
2. Any coach or assistant coach who receives a second red card during their tenure with WSA will be permanently banned from coaching any teams. They will no longer be permitted to have any contact with players during any and all practices and games. The team's roster will be revised to remove that coach and their pass must be returned to the Registrar.
3. Sportsmanship. Coaches are responsible for their players' good sportsmanship, which starts with setting the example.

# Article V

## Coaching Staff Composition and Guidelines

We recognize that coaching composition and selection is vital to the quality and integrity of the Wellington Soccer Association. The purpose of this Article is to ensure the quality and competency of those individuals coaching for WSA. All coaches are strongly encouraged to obtain CPR and AED training, which will be provided by WSA from time to time. Coaches must complete the State mandated concussion certification and Risk Management training prior to coaching. Each head coach will meet coaching license requirements for their level of play as mandated by the League that the WSA team is registered to. Failure to maintain a license requirement is a cause for loss of head coaching position.

### Coach Selection

Individuals who were Head Coaches the preceding season shall be considered Head Coach for the new season provided they have expressed an interest in returning as Head Coach and have demonstrated the

characteristics of a quality coach that align him/herself with the overall goal and vision of the WSA as determined by the Executive Board.

The Executive Board of WSA shall have the responsibility to appoint Head Coaches as they deem necessary to support team activity. The Head Coach shall select up to two assistant coaches and will be responsible for their actions while they are engaged in WSA activities.

An individual wishing to be considered for a new or vacated Head Coaching position shall contact the Executive Board not less than seven (7) calendar days prior to the semi-annual coaches meeting immediately preceding the date set by the Registrar.

### Removal of a Coach

In the event that a coach is disruptive towards the goals and missions of WSA, following an investigation, the President will call a meeting within seven days of complaint, which includes the Executive Board and coach in question, to discuss the issues relevant to the grievance. The Executive Board will determine the follow up with a letter to the Coach. See Article V (Termination of Membership) in the WSA Constitution.

The following procedure outlines the steps necessary to remove a Coach for whatever reason:

1. The parents, or appointed spokesman for the parents, must petition the Executive Board with a written list of reasons why the individual should no longer act as Head Coach. This petition shall be signed by two thirds (2/3) majority of the team's parents/guardians.
2. The petition will be presented at the next Executive Board meeting. A vote will be taken as to recommended action to be taken. A two thirds (2/3) majority of those members present is required as to recommend or not to recommend appropriate action.
3. In the event a Head Coach is removed, it shall be at the discretion of the Executive Board to allow the person to remain active in the WSA. If it is the decision of the Executive Board that the person shall no longer be affiliated with WSA, activities as described in Article V of the WSA Constitution shall begin immediately to revoke membership.
4. In the event a Head Coach is removed during the season, the President shall appoint the new Head Coach from among the team's existing coaches. If this is not possible, the Executive Board shall appoint any other suitable individual for the remainder of the season. This individual would then be treated as a new Head Coach candidate if he/she elects to return as Head Coach the following season.
5. The Executive Board shall have the authority to remove any coach from their position as deemed necessary. This would require a vote of the Executive Board with two thirds (2/3) of the members present in agreement.

# Article VI

## WSA In-House Soccer Guidelines

The In-House Director shall be in charge of setting up and running the In-House Program (Kick Start).

Responsibilities shall include, but are not limited to:

1. Recruiting and training coaches for Kick Start. Communicate with coaches and teach the games to be utilized during each practice.
2. Initiating and maintaining good communication with the incoming soccer families.
3. Setting up and organizing practice schedules, dates, and times.
4. Plan and organize a 6-8 week program of games and activities that teach the beginning skills of soccer in a fun fashion.
5. Set up and prepare playing fields for each practice.
6. Use lead up games and small sided games to minimize competition and encourage participation and enjoyment.
7. Strive to make players ready to move to the next level of play.
8. Hold informational parent meetings prior to each season of play.
9. End each season with a fun group activity (cookout, etc.) and present medals to players.
10. Purchase medals with board approval.

# Article VII

## Amendments & Miscellaneous

### Section 1: Reimbursements of Coaches License

Travel teams require anyone coaching U7 and above to have appropriate training and/or license. Upon completion of the licensing course and filing of the license with the Treasurer and Registrar, reimbursement of the fees will be made to the coach by WSA.

### Section 2: Scholarship

No child shall be denied membership because of financial hardship and/or inability to pay the membership fee. Application shall be made in writing to the Executive Board indicating the nature and extent of the hardship, which is the basis for the waiver of membership fees. The Executive Board shall consider and vote upon applications on an individual basis at the next regular meeting following receipt of said applications and may vote for a full or partial waiver of fees based upon circumstances of each case.

### Section 3: Compensation for Participation

As compensation for holding an elected office, coaching a team, or chairing a committee, Executive Board members, Coaches, Assistant Coaches, and Committee Chairpersons shall be reimbursed one child's registration fee per season. To qualify for reimbursement of fees, members must have at least one child playing for WSA and must attend a minimum of four (4) league meetings scheduled each year.

#### ALTERNATIVE COMPENSATION FOR REGISTRAR.

By agreement of the Registrar and a majority of the remaining Executive Board members present, WSA may pay the elected Registrar up to \$299 per season. If the Registrar wishes to receive this Alternative Compensation, it must be voted on at the June board meeting for Fall season and in December for Spring season. Notation of this must be made in the Minutes for those meetings. Payment will be presented to the Registrar at the first regular board meeting following the end of the season. If being paid, the Registrar shall become a non-voting member of the Executive Board. Should the Registrar vacate their position prior to the end of the season for any reason, they shall forfeit the pay.

### Section 4: Amendments to Bylaws

- A. Proposed amendments shall be submitted in writing to the Secretary or presented at a regularly scheduled meeting of the Executive Board and shall state the purpose of the change, the language to be deleted and/or the language to be added. Proposed amendments shall be reviewed and discussed during the meeting when submitted (or the next available meeting if submitted to the Secretary). All membership present shall have input on changes to the Bylaws. If modifications to the proposed amendments are deemed necessary during discussion, the Secretary, or other person assigned by the President, will retype the proposed amendment as discussed and present it again at the next regularly scheduled meeting of the Executive Board, where a vote will take place. If no modifications are necessary, the proposed amendment will simply be presented again at the next regularly scheduled meeting, where a vote will take place.
- B. Proposed amendments shall be ratified by a vote of two thirds (2/3) of the general membership present and voting.