



BY-LAWS SOUTH FAYETTE SOCCER ASSOCIATION

Section 1. Application for Membership

- 1.01 All applications for membership and renewal of membership shall be submitted in writing to the Secretary, SFSA, or Registrar, on the form prescribed by the Board.
- 1.02 Each Registration form submitted to register a child to play soccer for part of all a Seasonal Year shall be deemed an Application for Membership by the parent(s) and/or legal guardian(s) for that Seasonal Year. Deadlines will be determined by the Board in compliance with PA West calendar and calendar year. Such deadlines will be communicated to the membership.
- 1.03 Applications for membership shall be deemed accepted upon the Registrars acceptance of the Registration Form along with the necessary payments. Late registrations may be accepted in extenuating circumstances with approval by the Board of Directors.
- 1.04 Cut-off dates for age group classification for the Seasonal Year shall be determined by PA West. SFSA will comply with the PA West requirement.

Section 2. Membership Voting Rights

- 2.01 Each adult member in good standing shall only have voting rights at the Annual General Meeting, and excepting on any motion to amend the Constitution.
- 2.02 Members having voting rights in Board meetings shall be the Board of Directors. Input from members at the monthly meetings will be considered before a board vote.

Section 3. Fees

- 3.01 The SFSA is required by PA West to collect a fee from each and all players with SFSA. This fee, is an amount defined by PA West, is non-discretionary on the part of SFSA and is subsequently paid in total by SFSA to PA West. This fee is due and payable upon registration.
- 3.02 The Board of SFSA shall have discretionary power to set fees for the succeeding Seasonal Year. The fees, with the exception of tournament fees or performance bonds, which shall be levied for the succeeding Seasonal Year, shall be notified to all members at least 30 days prior to the Annual General Meeting of the membership.
- 3.03 The Board may assess a player registration fee on each player registered by a member with SFSA for a Seasonal Year. The Board may, at its discretion, levy a different fee rate for those players being registered for PA West sponsored competition (and requiring full formal registration) than for those players not registered for PA West sponsored competition. All such registration fees are due and payable on registration of the player. The Board may, at its discretion, assess other fees on membership provided such fees are prior notified to members as provided in Section 3.02.
- 3.04 NO REFUNDS or registration money will be given after the first game is played unless approved by the board.

Section 4. The Board of Directors, Authority and Responsibilities

4.01 The Board of Directors shall be responsible for, and have the final authority except as otherwise provided for:

- Enforcing and interpreting the Constitution, By-Laws, and Rules and Regulations of this Association.
- Defining and establishing all Rules and Regulations for this Association.
- Establishing an approved budget for the succeeding Seasonal Year, and stipulating all fees levied on the membership for the succeeding Seasonal Year.
- Recommending of potential Board members for election at the Annual General Meeting.
- Establishing temporary rules and regulations for specific case not provided for elsewhere, but which are deemed necessary by the Board to carry out the objectives of the Association.
- Review the Constitution, By-laws, and Rules and Regulations of this Association to ensure consistency with the provisions of the affiliated organizations, to remedy inequities or inconsistencies, and to recommend to any special or general meeting of the membership desirable changes to the constitution and By-Laws.

4.02 Board Members

President – elected in odd years

Vice-President – elected in even years

Secretary – elected in odd years

Treasurer – elected in even years

Registrar – elected in odd years

Referee Coordinator – elected in even years

Travel Coordinator – elected in odd years

In-House Coordinator – elected in even years

Cricket Coordinator – elected in odd years

General Member – elected in even years

General Member – elected in odd years

Elections to be held during Annual General Meeting

Section 5. Elected Officers, Duties and Responsibilities

5.01 President

- The President shall conduct, as Chairman, all meetings of the Board of Directors and all general and special meetings of the membership.
- The President shall have one vote at all meetings in which he is Chairman to be cast only in the event of a tie on the voting.
- Represent SFSA at PA WEST meetings.
- Have the right to vote on behalf of SFSA on any matter requiring a vote at PA WEST meetings.
- Coordinate the Department of Parks and Recreation and South Fayette School District on field requirements and other needs of SFSA.

5.02 Vice-President

- The Vice-President shall assume the duties of the President in the absence of the President.
- Perform specific duties of the President when directed by the President.
- Scheduling fields, liaison w/township, school district.

5.03 Secretary

- The Secretary shall be responsible for keeping an accurate record of all meetings of the Board, general and special meetings of the membership and for distribution of all minutes to members of the Board and membership as required.
- The Secretary shall handle all correspondence, give notice of all meetings, and maintain all files of the Association.

5.04 Treasurer

- The Treasurer shall keep detailed accounts of all financial transactions of the Association and such accounts shall be produced by the Treasurer on demand by the Board.
- The Treasurer shall collect all debts and fees owed to SFSA, shall give a receipt for all such collections, and shall deposit all such collections in a recognized bank account in the name of SFSA.
- The Treasurer shall pay by check all bills or other obligations of the SFSA, without specific Board approval, as long as such payments are within the Board approved budget limits for said [payment. The Treasurer is required to report on the financial status of the SFSA at all meetings of the Board and at all special and general meetings.
- Inform the Board of Directors, in a timely manner, of any financial problems, misappropriation and/or disbursement of funds or serious inconsistencies in SFSA financial records.

5.05 Registrar

- The Registrar shall keep a complete record of all teams and players for the purpose of player registration, team affiliation, voting, and fee assessment, and shall provide such records or summaries thereof to the Treasurer and the Board as may be necessary for the performance of their duties.
- The Registrar shall assume the responsibility of seasonal player registration.
- The Registrar shall order all uniforms for the organization.
- Make sure all coaches have proper clearance for coaching.

5.06 Referee Coordinator

- Recruit referees for SFSA program.
- Schedule all referees for games (Chief Assignor) or may delegate these responsibilities.
- Review all association and PA West playing rules and regulations with coaches.
- Prepare a yearly report of all expenses to the Treasurer.

5.07 Travel Coordinator

- Organize and coordinate all travel teams ensuring adherence to the Association and PA WEST Rules and Regulations.
- Recommend all travel teams, travel team coaches and assistant coaches to the Board for their approval.
- Coordinate practice schedule needed by travel teams.
- Communicate all information needed by travel coaches.

5.08 In-House Coordinator

- Organize and coordinate all In-House teams ensuring adherence to the Association and PA WEST rules and Regulations.
- Recommend all In-House teams, their coaches and assistant coaches to the Board for their approval.
- Coordinate practice and game schedules, coordinating with Travel Coordinator on practice schedule.
- Collect player evaluation forms filled out by coaches at end of each spring season.
- Communicate all information needed by In-House coaches.

5.09 Cricket Coordinator

- Organize and coordinate Cricket Program ensuring adherence to the Association and PA West Rules and Regulations.
- Recommend all Cricket coaches and assistant coaches to the Board for their approval.
- Coordinate practice schedule needed by Cricket Programs.
- Collect player evaluation forms filled out by coaches at end of each spring season.
- Communicate all information needed by Cricket coaches.

Section 6. Meetings of the Board of Directors

- 6.01 The Board may meet monthly in each Seasonal Year or at other times upon the request of the President or if requested by one third of the Board.
- 6.02 Two-thirds of the membership of the Board shall constitute a quorum for the conduct of all business. Excepting for the President acting as Chairman of the meeting, each member of the Board shall be entitled to one(1) vote on any matter of business before the Board. The President acting as Chairman may cast one vote in the event of a tie vote.
- 6.03 All Board members are expected to participate; the Board may remove a Board member, by a majority vote, for non-participation.
- 6.04 Only one family member is permitted to be on the Board of Directors at any given time.

Section 7. Hearings and Appeals

- 7.01 The Board shall have the right and authority to suspend, expel, or otherwise discipline any individual (player, coach, manager, assistant, official, volunteer association member).
- 7.02 The right and authority of the Board to take such actions shall apply where any individual or member of SFSA has violated the Constitution, By-laws, or Rules and Regulations of SFSA or those of any organization to which SFSA belongs including, but not limited to, the PA WEST Soccer Association and the South Fayette Athletic Association. Such action must be based upon a written complaint, whether brought by any individual or entity of the Board.
- 7.03 Hearings concerning rule violations may take place during regular or special Board meetings, but must be conducted pursuant to 7.04 through 7.09, inclusive.
- 7.04 Notice – Pursuant to 7.02, the written Complaint must include:
- a) The identity of the person or persons against whom the Complaint is brought;
 - b) The charges or allegations made;
 - c) The possible consequences if the charges or allegations are proven;
 - d) The time and place of the Hearing;
 - e) An explanation of the procedural rules to be applied at the Hearing;
 - f) The Complaint shall be sent to the person or persons against whom it is made by Certified Mail / Return Receipt Requested and to all members of the Board by any practical means.

- 7.05 Length of Notice Prior to the Hearing – The minimum amount of notice is ten (10) days prior to the scheduled date of the Hearing. However, the notice period may be shorter upon mutual agreement between the person or persons against whom the Complaint is brought and the Board.
- 7.06 Procedural Rules
- a) Hearings will be informal. However, only one person will be heard at a time and duplicative evidence will not be allowed.
 - b) All minors against whom the Complaint is brought must be accompanied by a parent or guardian at the Hearing.
 - c) All parties at a Hearing may be “assisted” in presenting her/his evidence. This assistance may be, but is not required to be, given by an attorney.
 - d) All parties may call witnesses and present oral or written evidence. Written evidence should be provided to all parties as soon as practicable before the Hearing.
 - e) All parties may confront the witnesses against his/her positions and will be provided with the identities of the witnesses as far in advance of the Hearing as possible.
 - f) Any interested party has the right to have a record of the Hearing made at that party’s expense.
- 7.07 Hearing Panel
- a) The Hearing Panel shall consist of members of the Board who do not have a personal interest in the matter, but there must be enough members to constitute a quorum.
 - b) Any member of the Board who has a personal interest in or who must act as a witness to the facts and circumstances of the Complaint will be disqualified from participating in any decisions regarding the Complaint.
 - c) The President of the Board shall preside over the hearing unless disqualified pursuant to 7.07.b. in which event the Vice President, Treasurer, Secretary or Board Member at Large shall preside if he/she is not disqualified.
- 7.08 Decisions
- a) The Hearing Panel shall deliberate in private after hearing all the evidence.
 - b) A Written Decision shall be provided to all persons against whom and by whom the Complaint was brought within ten (10) days of the Hearing. However, nothing precludes the Hearing Panel from announcing its decision after completing its deliberations.
 - c) All decisions will be available to interested parties upon request.
- 7.09 Appeals
- a) All decisions of the Hearing Panel will be considered final unless appealed.
 - b) Appeals will be granted by the Board only upon a showing of extenuating circumstances such as to warrant a Re-Hearing. Any such Re-Hearing will proceed as outlined above.
 - c) Appeals must be filed within ten (10) days of receipt of the Written Decision.
 - d) Any person who is disciplined pursuant to this section and whose Appeal is disallowed will be deemed to have exhausted all remedies through SFSA, but will retain his/her rights to any other available remedies.

Section 9. Deadlines - Application for Registration application / Completed Registration

- 9.01 Except as otherwise provided this section applied to Applications for Registration and Completed Applications for both In-House and Travel Teams.
- 9.02 The South Fayette Soccer Association does not routinely accept late or incomplete Applications for Registration. Late registration may be accepted due to extenuating circumstances and approved by the board.
- 9.03 The board will select and advertise the date for each Fall and Spring Playing Season upon which the online registration system will be open and closed as set forth in Section 9.06. The Board, at its discretion, may also arrange for walk-in registration application at a place located within the Township. Any such walk-in registration sessions will take place within the dates selected and advertised pursuant to Section 9.06.
- 9.04 All mailed Applications for Registration must be post-marked within seven (7) calendar days after the date on which the online registration application system closes. In the Event that the seventh (7th) calendar day falls on a Sunday or Legal Holiday on which the United States Postal Services (USPS) is closed, mailed applications must be postmarked by the next calendar day on which the USPS is open.
- 9.05 The only Applications for Registration that will be accepted by Hand Delivery are those completed at the walk-in registration conducted by SFSA or those given to any SFSA Board Member within the dates selected and advertised for mail-in application pursuant to Section 9.06.
- 9.06 The SFSA Board will select the dates upon which the online Registration Application System is opened and closed according to the opening date(s) of the season in question, the date(s) by which uniforms must be ordered, the date(s) by which SFSA Teams must be registered with PA West Soccer, and any other circumstances that might apply to the season in questions. The dates selected will be advertised on the SFSA Web site. (www.southfayettesoccer.org). through the e-mail notification system of all the schools in the South Fayette Township School district, in the local newspapers, on any signs provided by South Fayette Township, and by any other practical means.
- 9.07 Any person who does not attempt to file an Application for Registration within the dates prescribed pursuant to Sections 9.06 will not be allowed to apply for registration.
- 9.08 Conflicts such as late postmark dates, NFS checks, lost applications, etc, will be decided by the SFSA Registrar(s) Should extreme exigent circumstances exist with respect to any application for Registration, any Board Member may call for a vote of the board to decide whether the Application for Registration is accepted, provided that the person(s) seeking the exception - not the Board Member seeking the vote - provide(s) the reason(s) therefore in writing or in person before the Board. A simple majority vote of the Board will decide such issues and no further remedy will be available through SFSA.
- 9.09 Registration for In-House play is not complete until a properly completed Application for Registration and full payment of all fees are submitted to SFSA in compliance with Section 9. Registration for Travel play is not complete until a properly completed Application for Registration, full payment of all fees, a copy of the players birth certification and a recent 1x1 photograph are submitted to SFSA in compliance with Section 9.

Section 10. PA WEST Rules

10.01 In Event of Conflict between SFSA and PA WEST Rules, PA WEST rules will apply.

Section 11. Team formation

11.01 SFSA uses the PA WEST Soccer Association Age Chart. Rosters are determined by evaluations in late spring. The evaluations will be conducted by the Director of coaching and no Board Member will have any input into the evaluation process. The Board of Directors reserves the right to supplement travel rosters using dual Rostering (Section 12) or by adding players who are Playing Up. (Section 13) to an older age group according to those SFSA by-laws and the rules and regulations of the PA WEST Soccer Association. The Board of Directors also reserves the right to hold evaluations in order to balance travel teams among the various divisions of PA WEST SOCCER.

11.02 Team Formation - General

The formation of teams, both In-House and Travel, shall take place prior to the fall session from the list of properly registered players.. It shall be the responsibility of the In-House and Travel Coordinator to coordinate and direct the selection process and formation of all teams.

11.03 In-House Team Formation

Coaches from the preceding season will rate their players according to skills previously exhibited. Teams will be formed with players under the supervision of the In-House coordinator. Player evaluation ratings will be considered to attempt to roster-evenly matched teams.

11.04 Travel Team Formation

It is the primary intent of the SFSA to field at least one Division 4 or higher team in each age group allowed to travel by PA WEST. The exact number of teams in each age bracket shall be recommended by the Travel Coordinator and approved by the board. Evaluations shall be conducted in the spring of the preceding year and shall be under the direction and supervision of the Director of coaching.

The Travel evaluations shall include a selection process in which players receive a fair and unbiased evaluation, by the Director of Coaching. This process shall ensure a fair and reasonable portion of the travel team which will be selected based on this evaluation. The remaining portion of the travel team shall be selected based on this evaluation and the recommendations of the previous coach and the future travel team coach. The evaluators shall be selected by the Board. It is the intent of SFSA that the evaluators have either college or higher level playing experience or have high school or higher level coaching experience. As appropriate the evaluators shall be compensated for their services.

Players shall be considered for only those age group travel teams consistent with their birth date and may be rostered with only one travel team, unless otherwise approved by the board. Under no circumstances shall they be permitted to compete for a younger aged team. Players may be rostered on a combination age group team if approved by the board. Any determination to form coed teams for a particular age group shall be approved by the Board.

Section 12 Dual Rostering

12.01 A player who is "Dual-Rostered" is one who is listed on more than one team's roster. SFSA will use Dual Rostering only when necessary to achieve minimum roster numbers such that there are sufficient players for training sessions and game substitutions. No player will be Dual Rostered without written permission from her/his Parent(s) or Guardian(s) and SFSA Board approval.

Section 13 Playing UP

A player is "Playing Up" when she/he moves to a higher age group than his/her chronological birth date would fall on the PA WEST Soccer Association Age chart. SFSA uses the following guidelines with respect to Playing Up:

- 13.01 In House/Recreational players are never permitted to register to play in a higher age bracket. However, once registered, the Board of Directors may choose to permit a player to play in a higher age bracket, if the Board, at a duly called regular meeting, determines, after considering all relevant factors, that it is in the best interest of the player".
- 13.02 First year players eligible to play U10 Travel Soccer are permitted to play travel soccer if the PA WEST approved Playing Up Form is executed by a parent or guardian.
- 13.03 Second year players eligible to play U10 Travel Soccer, players eligible to play U11 Travel Soccer, and those players eligible to play in any higher age levels are permitted to play up for the limited purposes of rostering teams that would otherwise have insufficient players for training and game substitution and/or of rostering the Division 4 or higher team in each age group allowed to travel by PA WEST. All players who play up must be recommended from the travel tryout selection process, have the PA WEST approved Playing Up Form and SFSA Board approval.

Section 14 Matters Not Provided For

14.01 Matters not provided for in these By-Laws shall be determined by the South Fayette Soccer Association Board of Directors and decisions so made shall be final and binding. Conflicts arising from the implementation of these rules shall be handled as provided for in the constitution and by-laws.