

July 2023

Thibodaux Soccer Association (TSA)

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Thibodaux Soccer Association (TSA)

I. Mission Statement:

The purpose of the Association shall be to develop, promote, advance, and administer the sport of Soccer among youth and adults registered with the Association. These efforts will hopefully reach out to children in under-served and socio-economically disadvantaged areas in order to offer them an on-going program of positive sports activities through soccer.

II. Board of Directors:

NOTE: Board of Directors to be listed on TSA website and revised as needed

III. Rules of Soccer:

The Thibodaux Soccer Association will promote and follow the official rules posted by the US Youth Soccer Association regarding small-sided play for games involving teams Under 12 (U12). The Thibodaux Soccer Association will adhere to all rules and policies set forth by their governing body: The Louisiana Soccer Association. Teams registered at a level higher than U12 will adhere to the rules adopted by the Louisiana Soccer Association (LSA).

For a copy of the rules visit www.usyouthsoccer.org or www.lsa-soccer.org

BY-LAW I. GOVERNING BODY

A. Governing Authority

The governing authority of the Thibodaux Soccer Association shall be vested with the Board of Directors of the Thibodaux Soccer Association whose powers shall be delegated in the By-Laws.

B. Board of Directors

1. The Board of Directors shall be comprised of eight officers, each having one vote.
2. The eight officers shall be:
 - a. President
 - b. Secretary
 - c. Risk Management
 - d. General Board Member
 - e. General Board Member
 - f. General Board Member
 - g. General Board Member
 - h. General Board Member

C. Election and Term of Office

1. Officers shall be elected by majority vote of the Coaching membership at the Association's annual meeting.
2. Each officer must accept his/her elected position in writing directed to the President (as in email, etc...) prior to acting in the position.
3. All officers shall not be restricted by a specified term of office. All Officers will maintain their position unless they are voted out by a majority vote of the Board of Directors or they resign their office.
4. Candidates for association offices may be nominated by any member of the association.
5. In the event of a vacancy before the end of a term of office, the President may choose an interim replacement for the vacant position. This person will hold the position until the person resigns or voted out.
6. The Board of Directors may, but is not required, to nominate a slate of candidates for association offices.
7. Officers that resign must submit their resignation to the President in email form (written documentation of action).

D. Meetings of the Board of Directors

1. Regular meetings of the Board of Directors shall be held at least two times per year. (this can be in the form of Zoom, Phone, or email).
2. Additional meetings of the Board of Directors shall be called by the President whenever the President deems it necessary or whenever the President is specifically requested to call a meeting by two or more officers of the association.
3. The secretary may act for the President to call meetings under the direction of the President or in the event the President is incapacitated.
4. At all meetings of the Board, four officers shall constitute a quorum (4 of 8) for the transaction of any business – the President or his designee must be one of the four officers present at this meeting.
5. If a vacancy in any office becomes available, the President may fill the vacancy with an interim person without a meeting or vote.
6. Minutes of all meetings shall be recorded by the Secretary or designee.
7. Any member in good standing of the Association (TSA) may contact the President and request to address the Board. A meeting must be called within a timely manner (no more than 60 calendar days) to address the request.
8. Email Board Actions – Board actions maybe proposed by the President or any board member through the President. The President shall email the proposed action to all Board members who shall have 5 days to respond. Action will be determined by the majority (4 of the 8 members) vote via email. If responses are not received following the 5 days, the proposal may be accepted or rejected by a minimum of 3 board members at any time up to 30 days following the initial proposal date.

E. Duties of Board of Directors

1. The board of Directors shall have vested the responsibility and authority to:
 - a. Interpret and enforce the Association's Constitution, Bylaws, Playing Rules;
 - b. Formulate and amend Rules in order to serve the best interest and objectives of the Association;
 - c. Reprimand, Suspend, bar completely, or otherwise discipline any member, player, coach, referee, administrator, parent, or affiliated team for violations of the Association's Constitution, Bylaws, and Rules according to established league procedures;
 - d. Budget for and administer the funds of the Association;
 - e. Hire, supervise, and terminate employees;
 - f. Form standing and special committees and appoint individuals to serve on such committees;
 - g. Appoint individuals to fill vacancies on the Board of Directors until the next regular election;
 - h. The Board of Directors shall hear and decide all protests and appeals and shall decide appropriate disciplinary actions for incidents of misconduct.
 - i. All officers shall be a minimum of 18 years of age, unless otherwise decided by the current/active board.

BY-LAW II. OFFICERS AND OFFICERS' DUTIES

A. General Duties of All Officers

1. Each officer shall carry out his or her duties in a responsible manner, acting only in the best interests of the Association and its membership.
2. Each officer shall be prepared to report on his or her activities and areas of responsibility at meetings of the Board of Directors and general membership.
3. Each officer shall be familiar with the rules of the Association, Louisiana Soccer Association, United States Soccer Federation, and its divisions.
5. Each officer shall work to secure qualified coaches for all teams
6. Each officer shall be Responsible for supervising and evaluation of Association coaches as necessary;
7. Each officer shall be Responsible for supervising Standing Committee chairmen and committee volunteers
8. Each officer shall be Responsible for all Discipline involving players, coaches and referees, to hear protests and appeals and make decisions on appropriate disciplinary action for incidents of misconduct.

B. Specific Duties of Officers

1. President

- a. Serves as an officer and Chairman of the Board of Directors;

- b. Presides at all meetings of the Board of Directors, and all membership;
- c. Maintains internet website/host site;
- d. Ensures that tax returns are filed;
- e. Signature is permitted, but not required, and or the Treasurer's signature for all payments made by the Association;
- f. Serves as representative of TSA and is responsible for all communication with LSA and contact with other leagues unless otherwise granted to another representative;
- g. Responsible for submitting applications to the state soccer association for any state tournaments;
- h. Assures that players are properly registered and assigned to teams, that they receive uniforms, that games are scheduled, and that referees are assigned to games;
- i. Has the authority to negotiate leases on behalf of TSA with the City of Thibodaux and Nicholls State University;
- j. Has the authority to enter into contracts on behalf of TSA with vendors, service providers, camps, etc.;
- k. Arranges for periodic training and certification of coaches through LSA Director;
- l. Responsible for arranging periodic training and assessment of referees and assistant referees; and
- m. In the event that a duty of another officer and the President duty coincide, the President will determine/delegate the appropriate action to be taken.
- n. Works in conjunction with the Accounting and Booking Service hired by the Thibodaux Soccer Association.
- o. Complies with all Louisiana State Soccer Association regulations regarding TSA finances.

2. Secretary

- a. Records and distributes minutes of all meetings of the membership, Board of Directors;
- b. Maintains all permanent records of the Association;
- c. Maintains records for all TSA inventory/products issued;
- d. Maintains record of attendance at educational trainings/meetings;
- e. Maintains a list of all voting members in good standing
- f. Serves as an officer of the Association and a member of the Board of Directors;
- g. Provides information to TSA members on behalf of the President and only when requested by the President;
- h. Updates Bylaws and TSA documents as determined by the Board of Directors; and
- i. Works with Communication Director to develop and maintain

an updated list of emails for all coaching staff, referees, and TSA contacts.

j. Responsible for sending press releases on behalf of TSA;

3. Risk Management

- a. Communicates and distributes educational material on risk management;
- b. Insures that Safesport/Background Check/CDC assessments for all coaches, managers, administrators, employees, and volunteers with exposure to youth of the Association;
- c. Certifies in writing that all goals, fields, and grounds utilized by the Association are in compliance with LSA Goal/Field Inspection Forms requirements;
- d. Submits annually completed Goal/Field Inspection to be filed with LSA;
- e. Any other Risk Management task deemed necessary by the President; and

4. Board Members (5)

- a. Serves as an officer of the Association and as a member of the Board of Directors.
- b. Recruits volunteers and chairmen to serve on the standing committees;
- c. Any other committee duty deemed necessary by the President;
- d. Assists with the planning of special events for the association

BY-LAW III. STANDING COMMITTEES

A. General

1. The Association's Board of Directors shall confirm the appointment of chairmen and members to serve on standing committees as needed.
2. Chairmen and members of standing committees will serve for only one year (Fall & Spring Season).
3. Specific duties and responsibilities of each committee, procedures for selecting committee members, and job descriptions for committee members shall be established by the Board of Directors.
4. Committee members who fail to carry out their duties in a responsible manner or whose actions are detrimental to the Association and/or its programs may be removed from their position by a vote of the Board of Directors.
5. The Board may by vote create additional committees as needed.

B. Specific Committee Responsibilities

1. Standing Committees and their general areas of responsibility shall be as follows:
 - a. Awards: Handles the organization and distribution of trophies, patches, medals, or other awards to be given.

- b. Coaching: to identify and recruit new coaches as needed; to be responsible for recommending and assisting with training programs for coaches and for mentoring new coaches as needed.
- c. Field Maintenance: responsible for maintaining the game and practice fields, goals, and nets as necessary; must be thoroughly familiar with how to lay out a field including the proper dimensions for each age group; responsible for lining the fields and the maintenance of the lining equipment and supplies of paint or other lining material.
- d. Long Range Planning, Grants, and Fundraising: to set long-range goals for the Association and formulate plans for accomplishment; to identify potential grants for the association and to assist with fundraising as needed.
- e. Publicity: assist with the recruitment of new players and the dissemination of information regarding coverage for special soccer events and for player registration.
- f. Special Events: assist with all tournaments, skills contests, annual meetings, or other special events of the Association.
- g. Uniforms/Equipment: Handles the organization and distribution of player, referee, and coaching uniforms and equipment.
- h. Sponsorship: To identify and recruit potential team sponsors for TSA or businesses willing to donate services or goods to TSA and to deliver plaques and assist the Board with sponsors as needed.
- i. Any other committee the Board of Directors creates by majority vote.

BYLAW IV. TSA MEMBERSHIP

A. General / non-voting membership

1. Non-voting membership is granted to other organizations and individuals interested in the advancement of the sport of soccer and the Association, including any affiliated player or his legal guardian if the player is a minor, and their relatives attending association events, and soccer officials.

B. Board of Directors / Voting Membership

1. Nominees for positions on the board can be the seven members of the Board of Directors who are in good standing with the Association, TSA Coaches, TSA Assistant Coaches, and TSA Referees who are in good standing and currently active with the association.
2. The seven members of the Board of Directors who are in good standing with the Association will be allowed to determine by vote any major action(s) of the Thibodaux Soccer Association that is not typically performed by the President.
3. The President may survey all Coaching Membership to determine suggestions for upcoming TSA actions. If a unilateral decision is made by the President, the Survey information will be required to support the decision.

C. Coaching Membership

1. This membership is defined as the eight Board of Directors, TSA Coaches, and TSA Assistant Coaches who are in good standing and currently active with the Thibodaux Soccer Association.
2. Officers shall be elected by majority vote of the Coaching membership at the Association's annual meeting or at a special meeting called.

BY-LAW V. GENERAL MEMBERSHIP MEETINGS

A. Dates

1. The Association shall hold an annual meeting each year and as deemed necessary by the Board of Directors. These meetings shall also be held upon request of at least two Board members or seven voting members. The meeting information must be posted and made available to all voting membership by email and on the TSA website within one business week (5 days) prior to the meeting.

B. Parliamentary Procedures

1. Robert's Rules of Order, to the best of our ability, shall be the parliamentary authority for all meetings of the Association, unless otherwise agreed to by the participants by a majority vote.

C. Voting Eligibility

1. Only those voting members in good standing (active at the time of the vote), shall cast a vote.
2. Each member of the Board of Directors shall be entitled to one vote.

BY-LAW VI. AMENDMENTS

A. Approval of Amendments

1. Amendments to the constitution and bylaws must be approved by majority vote of the Voting membership at any called meeting.

B. Proposed Amendments

1. Proposed amendments shall be submitted in writing to the President by any active person of the Coaching membership. The President has 60 days to submit the information for vote.
2. Proposals should include the current rule, the text of the proposed new or revised rule, and the reason for the change.
3. Amendment proposals shall be published and distributed to the Board for study at 7 days prior to a meeting at which the proposal will be considered for vote.

NOTE: The Thibodaux Soccer Association rules cannot be less restrictive than those of the Louisiana Soccer Association or the United States Soccer Federation and its divisions, USYSA and USASA.

BY-LAW VII. EMPLOYED SERVICES

Because of such quick growth within the Thibodaux Soccer Association within such a short period of time, the Thibodaux Soccer Association will employ the following required services:

1. Registrar Service
 - a. Responsible for collecting fees and player forms;
 - b. Submits all registration data to be filed with the State Association;
 - c. Maintains birth certificates from registration of players;
 - d. Inputs player and coaching data into the online registration program;
 - e. Provides financial material to the accounting service in a timely manner;
 - f. Uses the TSA registration software to complete all registration tasks;
 - g. Uses the Louisiana Soccer Association web-based software to register all teams online; and
 - h. Any other registration task deemed necessary by the President.
2. Referee Assignor
 - a. Ensures that referees are properly registered annually with USSF through the Louisiana State Soccer Association;
 - b. Responsible for arranging periodic training and assessment of referees and assistant referees;
 - c. Communicates and distributes educational material on USSF Referees;
 - d. Works with the Scheduling Director to insure all soccer games are confirmed and has assigned referees;
 - e. Assigns referees to and develops a weekly schedule for all necessary games; and
 - f. Any other Referee assigned duty deemed necessary by the President.
3. Game Scheduling Service
 - a. Develops schedules of soccer games for all teams (U6 – U10) for both the Fall and Spring seasons;
 - b. Works with U11+ teams and the Referee Assignor to secure games/fields;
 - c. Communicates, develops, and publishes schedules on the All Pro software site for all TSA teams(U6 – U+) for both the Fall and Spring seasons;
 - d. Attends meetings between other local associations to collaborate and establish inter-agency scheduling;
 - e. Communicates, develops, and publishes schedules for any makeup games;
 - f. Develops and publishes schedules for any tournament(s) for TSA; and
 - g. Any other scheduling duty deemed necessary by the President.
4. Team Formation Service
 - a. Uses registrar data to create teams (U5 and up).
 - b. Uses registrar data to insure special requests from parents are considered
 - c. Uses registrar data to hold drafts for U10 and up teams (when possible U8 teams)
 - d. Uses Spring registrar data to add players to current rosters or create new teams
 - e. Any other team formation duty deemed necessary by the President.

5. Accounting Service
 - a. Prepares the annual Association budget and submits it to the Board of Directors.
 - b. Maintains records and receipts of all money to be deposited in a recognized bank in the name of the Association;
 - c. Maintains proper records of bids received and accepted;
 - d. Submits financial reports as needed to the President and Board of Directors;
 - e. Produces all financial records when required by the Board of Directors, properly balanced, and reflecting the current financial status of the Association;
 - f. Prepares tax information in a timely manner to be submitted for the President;
 - g. Maintains proper records of monthly financial statements from the bank;
 - h. Pays all bills by check with their signature or the signature of the President; and
 - i. any other financial activity required by the President.

6. Field Painting/Upkeep (as needed)
 - a. Maintains all fields by painting as needed to insure consistent visible field lines.
 - b. After painting, cleans all painting equipment to insure proper use for the next use.
 - c. Builds new fields or rebuilds fields as needed.

Contracts for all services will be developed and issued each year or as needed.

BY-LAW VIII. DISSOLUTION

Upon the dissolution of the corporation, assets shall be distributed for one or more exempt purposes within the meaning of section 501(c)(3) of the Internal Revenue Code, or the corresponding section of any future federal tax code, or shall be distributed to the federal government, or to a state or local government, for a public purpose. Any such assets not so disposed of shall be disposed of by a Court of Competent Jurisdiction based on the location of the principal office of the corporation, exclusively for such purposes or to such organization or organizations, as said Court shall determine, which are organized and operated exclusively for such purposes.