

HCSA By-Laws

Article 1 – Definitions

The following definitions will define certain terms used through this Constitution:

FIFA - Federation Internationale de Football Association.

USSF - United States Soccer Federation - United States affiliate to FIFA.

USYSA - United States Youth Soccer Association - affiliate to USSF.

GSSA - Georgia State Soccer Association - state affiliate to USYSA.

GASA – Georgia State Amateur Association – state affiliate to USASA

GYSA - Georgia Youth Soccer Association - youth affiliate to GSSA.

HCSA - Henry County Soccer Association, Inc.

HCPRD - Henry County Parks and Recreation Department.

AGC – Age Group Coordinator

TSC – Thunder Soccer Club

THUNDER – The select team program of HCSA.

EXECUTIVE COMMITTEE – The following elected positions: President, Vice President, Secretary, and Recreational Director, plus the Immediate Past President.

BOARD OF DIRECTORS - The Executive Committee plus the following elected positions:

At-Large, Equipment Director, Registrar, Facilities Director, Recreation Coaching Director,

Sponsorship/Fundraising Director, and Marketing/Media Director.

ASSOCIATION/ORGANIZATION - The registered teams, players and coaches of HCSA;

affiliates to GYSA, GSSA, USYSA, and USSF.

OFFICER – A member of the Board of Directors

LEAGUE COORDINATOR – The chairperson of a committee.

Article 2 – Henry County United (HCU)

Section 2.1

Henry County United is the Academy and Select programs of HCSA.

Section 2.2

The HCU Director of Coaches (DOC) is responsible for the day-to-day operations of HCU and for the recruiting, appointment, and retention of the HCU staff coaches and trainers.

Section 2.3

HCU staff coaches will undergo a background check prior to being hired.

Section 2.4

All HCU staff coaches will be required to obtain the appropriate USSF coaching license as required by GYSA for their appropriate age group or division.

Section 2.5

The DOC assigns HCU staff coaches to the teams they will coach.

Section 2.6

The HCU Director of Coaches will review the conduct and job performance of all HCU coaches and trainers on a continuing basis..

Article 3 – Committees

The HCSA Board of Directors shall establish committees on an as needed basis and the following three (3) standing committees:

Section 3.1 – Discipline and Protest (D&P) Committee

The purpose of this committee shall be to administer discipline and protest hearings at the league level in accordance with GYSA rules and policies, determine if a misapplication of the Laws of the Game by a referee occurred in any protested match, and determine sanctions and penalties for a player, coach or spectator problems that occur before, during, or after a match.

- a. The chairperson for the D&P Committee shall be the Vice-President of HCSA.
- b. The designated chairperson shall appoint a minimum of three (3) additional committee members, to be selected from the HCSA membership, one who must be a USSF certified referee.
- c. Executive Committee members may not serve on the D&P Committee, other than the Vice President.
- d. The D&P committee shall meet as necessary to hear a case when a referee report has been submitted.
- e. The decisions and sanctions imposed shall rest with the D&P Committee.
- f. Shall provide a report of its activities and findings at the regular monthly Board of Directors meeting.
- g. The Appeals Committee shall hear any appeal regarding the decisions or sanctions imposed by the D&P Committee.
- h. The Appeals Committees decisions and sanctions shall be final.
- i. A file shall be maintained for a period of five (5) years on all reports and actions taken by the D&P Committee.
- j. A formal complaint must be filed within 72 hours of incident in question in order to have a D&P Hearing.

Section 3.2– Ethics and Grievance (E&G) Committee

The purpose of this committee shall be to investigate, review and render a decision regarding any misconduct or inappropriate behavior by a player, coach, league official, or spectator as reported to the HCSA Executive Committee by any means other than an official referee report and fall beyond the HCSA or GYSA D&P Committee.

- a. Such behavior is not limited to game settings, and may include practices, camps, or any official league activity.
- b. The chairperson for the E&G Committee shall be the Vice-President of HCSA.
- c. The designated chairperson shall appoint a minimum three (3) additional committee members, to be selected from the HCSA membership, with at least one (1) member each from the recreational and Thunder team program.
- d. Executive Board members may not serve on the E&G Committee.
- e. The E&G committee shall meet as necessary to hear a case when a report has been submitted.
- f. The decisions and sanctions imposed shall rest with the E&G Committee.
- g. Shall provide a report of its activities and findings at the regular monthly Board of Directors meeting.
- h. The Appeals Committee shall hear any appeal regarding the decisions or sanctions imposed by the E&G Committee.
- i. The Appeals Committees decisions and sanctions shall be final.
- j. A file shall be maintained for a period of five (5) years on all reports and actions taken by the E&G Committee.
- k. A formal complaint must be filed within 72 hours of incident in question in order to have an E&G Hearing.

Section 3.3 – Appeals Committee

The purpose of this committee is to provide an equitable and prompt hearing and appeal procedure to guarantee the rights of individuals to participate and compete. These procedures shall include that all disciplinary issues and grievances involving the right to participate and compete in activities sponsored by HCSA and TSC and its members may be appealed to the Appeals Committee. The Appeals Committee shall have the right to approve, modify or reverse a decision.

- a. Any member in good standing as defined in Article 4 of these By-Laws may appeal any ruling or decision by the D&P Committee, the E&G Committee, any member of the Board of Directors, standing committees, or staff coaches, including but not limited to head coaches of teams and the Director of Coaches.
- b. No appeal request can be denied.
- c. The Vice- President of HCSA shall appoint the chairperson.
- d. The designated chairperson shall appoint a minimum three (3) additional committee members, to be selected from the HCSA membership, with at least one (1) member each from the recreational and Thunder program.

- e. Executive Committee members may not serve on the Appeals Committee.
- f. The Appeals Committee shall meet as necessary to hear a case when an appeal has been requested.
- g. The Appeals Committee shall provide a report of its activities and findings at the regular monthly Board of Directors meeting.
- h. A file shall be maintained for a period of five (5) years on all reports and actions taken by the Appeals Committee.
- i. Appeals Committee decisions and sanctions shall be final.

Article 4 – Policies and Procedures

Section 4.1 – The Board of Directors shall establish policies and procedures to ensure the smooth running of the day-to-day operations of the Association.

Section 4.2 – These policies and procedures must be in writing and available to the general membership via the HCSA web site.

Section 4.3 – At a minimum, policy and procedure memorandums will be reviewed, updated as necessary and reapproved annually. Outdated policy and procedure memorandums will be rescinded.

Article 5 – Amendments, Changes and New Adoptions

All amendments, changes or rescission of the By-Laws will be done in accordance with Article 14 of the HCSA Constitution.

Article 6 – Board Members Duties and Responsibilities

Section 6.1

The President of the association shall:

- a. Preside at all meetings.
- b. Be an ex-officio member of all committees.
- c. Act a liaison between this association and GYSA, GASA, GSSA, USYSA, HCPRD and other leagues associated with GYSA, GASA, GSSA and USYSA.
- d. Render a written report at each annual meeting.
- e. Sign all checks of the association, which must be countersigned by the Bookkeeper.
- f. Be the Spokesperson for the Association.
- g. Be bonded, at the expense of the Association, by a recognized bonding company.
- h. Shall have the authority to call meetings of the Executive Committee and the Board of Directors.
- i. Shall have the authority to assign additional duties, responsibilities, and functions to members of the Board of Directors and Associate members to which end will achieve the Mission Statement of HCSA.

Section 6.2

The Vice President of the Association shall:

- a. Be chairperson of the Discipline and Protest and the Ethics and Grievance committees.
- b. Appoint the members of the standing committees
- c. Preside at any meetings in the absence of the President.
- d. Co-sign, in the absence of the President, with the Bookkeeper all checks over the amount of \$100.00.
- e. Be bonded, at the expense of the Association, by a recognized bonding company.
- f. Shall have the authority to call an emergency meeting of the Executive Committee in the absence of the President.
- g. Succeed the President until the next general membership (semi-annual or annual) meeting when a special election can be held.
- h. Perform any other duties assigned by the President.

Section 6.3

The Secretary of the Association shall:

- a. Record, prepare, distribute, and maintain a permanent record of the minutes of the Executive Committee, Semi-Annual and Annual meetings.
- b. Attend to the correspondence of the Association.
- c. Furnish each properly constituted team of the Association with a true and accurate copy of the Constitution, By-Laws, policies, procedures, rules of play and regulations of this organization.
- d. Furnish, upon request, to any member of the Association in good standing, a true and accurate copy of the Constitution, By-Laws, policies, procedures, rules of play and regulations of this organization.
- e. Be chairperson of the nominating committee.
- f. Appoint members of the nominating committee.
- g. Be an ex-officio member of the registration committee
- h. Perform any other duties assigned by the President.

Section 6.4

The Facilities Director of the association shall:

- a. Be responsible for the maintenance of all fields and field equipment under the guardianship of the HCSA.
- b. Select, at a competitive price as directed by the HCSA Board of Directors, any equipment needs for the Recreation and Select program teams of this organization in accordance with HCSA rules and policies.
- c. Maintain an accurate inventory of all equipment season to season.
- d. Perform any other duties assigned by the President or Board of Directors.

Section 6.5

The At Large officer shall:

- a. Be responsible for assisting other board members in their assigned duties
- b. Perform any other duties assigned by the President

Section 6.6

The Equipment Director of HCSA shall:

- a. Be responsible for selecting at a competitive price as directed by the HCSA e Board of Directors, uniforms for the Recreation and Select program teams of this organization in accordance with HCSA rules and policies.
- b. Appoint additional committee members, to be selected from the HCSA membership, to assist in processing and disbursement of uniforms.
- c. Distribute uniforms to each player prior to each season.
- d. Maintain an accurate inventory count on uniforms not used season to season.
- e. Provide a report of activities and inventory to the Board of Directors.
- f. Recommend policies to be implemented and/or actions to be taken to the HCSA Treasurer for review and recommendation by the HCSA Rules and Policy Committee.
- g. Perform other duties assigned by the President or Board of Directors

Section 6.7

The Recreation Coaching Director of HCSA shall:

- a. Be responsible for the operation and administration of the HCSA recreation program.
- b. Be the chairperson of the recreation team committee.
- c. Represent the interest of the recreation team committee to the Board of Directors
- d. Be responsible for the recruitment and selection of recreation team coaches.
- e. Coordinate with the Club Director of Coaches recreation-coaching clinics.
- f. Be responsible for coordinating coach licensing as required and maintain records as such.
- g. Review the conduct of the recreation coaches on a continuing basis.
- h. Actively market and promote the TSC.

Section 6.8

The Sponsorship / Fundraising Director of HCSA shall:

- a. Be responsible for coordinating sponsorships and fundraising activities for HCSA and TSC through the member teams of HCSA in an effort to support the organizations short and long-range financial needs.
- b. Be the chairperson of the sponsorship / fundraising committee.
- c. Identify potential sponsors to HCSA.
- d. Develop a presentation for prospective sponsors.
- e. Develop step-by-step process for league volunteers.
- f. Assist in the solicitation of prospective sponsors with league volunteers.
- g. Maintain a database of contacts including outcome and follow up visits.
- h. Insure that sponsors receive appropriate recognition.
- i. Set seasonal fundraising financial goals.
- j. Identify and present fundraising ideas to the Board of Directors for approval.
- k. Be responsible for communication between the Board of Directors and the league membership.
- l. Assist individual teams in their fundraising endeavors.

- m. Maintain a detailed account of income and expenditures.
- n. Perform other duties as assigned by the President or Board of Directors.

Section 6.9

The Marketing and Media Director of HCSA shall:

- a. Be responsible for the public relations needs of HCSA and TSC.
- b. Maintain an ongoing relationship with the local media.
- c. Prepare, publish and distribute to members of HCSA, a quarterly newsletter.
- d. Coordinate and communicate HCSA and TSC news and events with local media and the HCSA Webmaster.
- e. Co-ordinate and communicate team news and events with local media and the HCSA Webmaster.
- f. Coordinate and communicate special events (tournaments, registration, team evaluations) with local media and the HCSA Webmaster.
- g. Prepare with Board of Directors approval an annual marketing plan to support the operations and growth of HCSA
- h. Perform other duties as assigned by the President or Board of Directors.

Section 6.10

The Immediate Past President of the association shall provide continuity between the past administration and the Executive Committee.