



Swansboro Soccer Association

PO Box 104
Swansboro, NC 28584
Federal Tax ID: 56-2097147
Swansborosoccerassociation.com

SSA BYLAWS

12 Feb 2018

ARTICLE I (NAME)

From inception this organization will be known as the SWANSBORO SOCCER ASSOCIATION INC (SSA).

ARTICLE II (MISSION & PHILOSOPHY)

MISSION –

Swansboro Soccer Association will strive to develop players and nurture a valuable soccer learning experience. To achieve this goal we will make every effort to ensure that well-educated coaches develop the skills, teamwork and sportsmanship. We will foster and perpetuate these qualities at all levels of their soccer development to empower our players with a life-long passion and love for the game of soccer. The intent of SSA is, to cultivate a climate that is optimal for player development.

PHILOSOPHY –

We will strive to foster an environment free from the “fear of failure”, where our players can explore and be creative without the fear of making mistakes. We believe that an environment with no limitations is where our players can develop the most and realize their potential as players. No goals count and no games matter, individual player development is the measure of success. We will develop the individual player by implementing the player development initiatives established by the US Soccer Federation. In addition to the technical training, we encourage small sided free play and allow the game to allow the player to learn the game. We will continue to assess and evaluate the development of players and mentors to determine the overall health of the club.

ARTICLE III (MEMBERSHIP)

Children playing on SSA soccer teams, their parents, executive board members, board of directors, alumni of SSA, all coaches paid or non-paid are eligible to vote as a member of a household. Membership is immediately terminated for any players and their parents who have initiated player release or signed commitment letters to any other club. SSA reserves the right through a vote of the executive board to terminate any membership and remove a player and parent from membership. This rule shall be used judiciously and shall apply to any forms of verbal or physical abuse or threatening behavior towards any individual or any destruction or property, personal or asset of SSA at any SSA sponsored event or the SSA Complex. This rule shall apply to anyone found to be a convicted sex offender, murderer, or convicted of any other heinous crime. SSA reserves the right to deny membership without cause through a majority vote by the executive board.

ARTICLE IV (PUBLICITY)

All publicity or use of the association name and or logo must be approved by the Executive Board prior to any news release or the use of that name or logo. Only official SSA public domain media accounts that incorporate in part or in whole, Swansboro Soccer Association (SSA), will be included in the information flow. SSA will not endorse any public domain media accounts without SSA administrative access and oversight for the content of that site.



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ARTICLE V (OFFICERS OF THE ASSOCIATION)

Section 1: PRESIDENT:

- a. The President shall be the senior officer of the association and shall always act in good faith and always in the best interest of the association in cases where there are opposing views.
- b. The President shall be responsible for calling all meetings as well as designating the time and place.
- c. The President is the presiding member over all SSA meetings when present.
- d. The President may call a special meeting (General or Executive), but there must be prior verbal or electronic approval from the Executive Board.
- e. The president will vote as the majority of the Association desires and shall vote using discretion and considering the best interest of the Association.
- f. Establish guidelines and policy for the SSA Disciplines & Appeals process.
- g. Responsible for training and education standards of coaching and player development.
- h. Establish guidelines and policy for all levels of play.
- i. Responsible for the issuance of SSA policy by any instance not covered in bylaws.
- j. Transmit all records of the office to his/her successor within 30 days of club renewal date with NCYSA.

Section 2: VICE PRESIDENT:

- a. The primary function of the Vice-President shall be to serve in the capacity as the President in his/her absence.
- b. Establish the guidelines and policy for the SSA registration process.
- c. Responsible for Risk Management of all official SSA members.
- d. Responsible for field maintenance, equipment maintenance, facilities maintenance, and project manager for Swansboro Soccer Complex.
- e. Establish the guidelines and policy for the SSA, Eastern Carolina Soccer Association (ECSA) representative and ensure SSA is represented at all ECSA meetings and events. The ECSA representative will serve as the primary contact with ECSA league participation.
- f. Responsible for the coordination, participation and distribution of ECSA information (Schedules, Season starts and stops).
- g. Transmit all records of the office to his/her successor within 30 days of club renewal date with NCYSA.

Section 3: SECRETARY:

- a. Keep and record accurate minutes of all meetings.
- b. In case of any special meetings held by the Executive Board, the secretary will present the results to the Association at the next general meeting.
- c. Prepare and transmit all association correspondence.
- d. Act as primary Information officer for SSA (Social media, Website, Postal address, etc.).
- e. Establish guidelines and policy on operational management for the SSA Executive director. The Executive director will serve as the primary contact with NCYSA league participation.
- f. Coordinate the notification of all appropriate members of the SSA of meetings or other necessary functions.
- g. Transmit all records of the office to his/her successor within 30 days of club renewal date with NCYSA.



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SSA BYLAWS

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Section 4: TREASURER:

- a. Establish and maintain accurate and current records of all accounts payable and receivable in a quarterly financial report. This report will be due by the first General meeting of each quarter and include that quarter's financial forecast.
- b. Establish guidelines and policy for SSA financial health. Ensure that all expenditures are approved and all debts are offset with revenue.
- c. Establish and maintain SSA IRS policy and ensure that SSA sustains a current contract with an official tax filing agency.
- d. Establish guidelines and policy for official sponsorship, fundraising, scholarships, grants, and donations. Appoint a Sponsorship director to assist in the support of club sponsorship.
- e. Transmit all records of the office to his/her successor within 30 days of club renewal date with NCYSA.

Section 5: COMMISSIONER:

- a. Responsible for SSA safety and security.
- b. Establish guidelines and policy for SSA and Swansboro Soccer Complex safety and security.
- c. Responsible for coordinating with all programs in scheduling of practice and game venues.
- d. Act as primary contact for facilities availability and external facility support.
- e. Establish guidelines and policy for external event support. SSA Youth events will ALWAYS serve as the highest priority for facility use.
- f. Transmit all records of the office to his/her successor within 30 days of club renewal date with NCYSA.

Section 6: EXECUTIVE BOARD:

The Executive Board consists of members elected to the following offices and are extended special meeting voting:

- 1) President
- 2) Vice-President
- 3) Secretary
- 4) Treasurer
- 5) Commissioner

Section 7: BOARD OF DIRECTORS:

The Board of Directors are members with specific roles and responsibilities. The responsibilities of the Board of Directors will be defined by the Executive office listed. The Board of Directors are responsible for managing the functional programs within SSA.

- 1) Executive Director (Secretary)
- 2) Recreation Director (Commissioner)
- 3) Academy Director (President / Vice President)
- 4) Sponsorship Director (Treasurer)

ARTICLE VI (ELECTIONS)

Section 1: NOMINATIONS:

President, Secretary, and Commissioner will be held on even years. Vice President and Treasurer will be held on odd years. The nominations will be taken in January general meeting and voted on in February general meeting.

- a. Nominations will be open and balloting will be in secret.



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SSA BYLAWS

12 Feb 2018

- b. The ballots shall be counted by the officers that are not up for re-election or individuals appointed by the board to count the ballots. The officers not running for election will announce the newly elected officers.
- c. All nominations must be seconded.
- d. Election is determined by a majority vote.

Section 2: VOTING ELIGIBILITY:

Voting eligibility will be verified by two SSA members not subject to election.

- a. Any member of SSA can vote in open elections (only one per household). Proof of membership must be verified at time of vote.
- b. Only one vote per authorized person present.
- c. Must show valid proof of ID. Any form of current government issued identification.

Section 3a: TERMS OF OFFICE:

Terms of office for all Executive members is two consecutive terms in the same office. All elected terms will begin with NCYSA club renewal date. All elected terms will end thirty days following the NCYSA club renewal date.

Section 3b: EXECUTIVE BOARD ELIGIBILITY:

Eligibility to be nominated and elected to the SSA executive board. Three of the four requirements must be verified prior to being accepted to ballots.

- a. Must be a member of Swansboro Soccer Association.
- b. Must have demonstrated volunteerism in SSA in an observable and verifiable manner.
- c. Must have held a supporting role within SSA.
- d. Must have attended at least three general meetings in the last six months leading into the election.

Section 4: REMOVAL:

If a member of the Executive Board fails to carry out the duties of his/her office or, in any manner that violates the ethics and standards of SSA, that officer may be removed from his/her office in the following manner:

- a. The remaining Executive Board members must unanimously decide to make a recommendation to the General Membership that the officer in question be removed.
- b. To be held at either a regular monthly meeting or at a special-called meeting, the Executive Board will make a motion, to the General Membership that the officer be removed. The motion must then be seconded by the General Membership and a majority of the General Membership present at the meeting must vote in favor of the removal of the officer from his/her office.

Section 5: RESIGNATION:

If a member of the Executive Board resigns, is removed from his/her office or no one is nominated or no one is nominated that meets the eligibility requirements for nomination, an interim official will be appointed by the President to complete the remainder of that officer's term not to exceed more than 90 days. Prior to the end of this 90 days, the Executive Board must confirm the appointee or, the position will be reopen for nomination on day 91. If the President chooses to appoint an individual for a position due to conditions in this section the President shall observe the eligibility requirements of Section 3b when appointing candidates.

ARTICLE VII (MEETINGS)

Section 1: General meetings are scheduled monthly. General meetings will be hosted on the second Monday of each month. All general meetings will be open to any SSA member but, is highly



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12 Feb 2018

recommended that Coaches, Directors, Managers, and Administrators attend or provide representation in order to provide input for planning purposes.

- a. Meetings shall be called to order by the President.
- b. Minimum of three Executive Board members must be available to hold a General meeting.
- c. Secretary shall coordinate notification of all persons regarding meetings, to include the location and time.
- d. The Vice-President will preside in the absence of the President.
- e. Meetings will be documented in SSA Meeting minutes.

Section 2: Special meetings may be called by any Executive board member only. Special meetings are intended to but, not limited to, planning event support, address specific tasks by committee, address D&A reports, and emergency management. Executive Board notification is required prior to the meeting being held with an agenda and, meeting minutes upon completion. No votes will be cast during a special meeting.

ARTICLE VIII (VOLUNTEER PROGRAM)

Section 1: SSA recognizes the key role our volunteers have in the overall success of the club. They have the power to impact each program or event. The energy brought forward by the volunteer staff can refresh activities, and new ideas have the potential to enrich and improve programs. Volunteer roles and responsibilities will align with the mission and philosophy of SSA. SSA will provide clear guidance and expectations for all Volunteers through the SSA training and education program. All members of SSA Executive board and board of Directors must continuously recruit, organize, train, recognize and promote volunteers to support the mission. SSA will recognize all volunteers by hosting a volunteer appreciation event, annually. In addition to this event, SSA will issue a letter of appreciation for all volunteers for their individual service.

ARTICLE IX (RECREATION PROGRAM)

Section 1: The SSA Recreation program aligns to the office Commissioner. The Commissioner is to oversee and manage the administrative and event support for the Recreation program. The Commissioner will manage the operations of the Recreation program by appointing a Recreation Director based upon NCYSA Recreation program requirements, guidelines, and policies.

Section 2: The Recreation Director's core requirements are as follows:

- a. Represent SSA during all NCYSA and ECSA meetings.
- b. Implement SSA Training & Education standards for the SSA Recreation program.
- c. Responsible for recruiting, training, and managing all staff assistants necessary to support the SSA Recreation program. All staff assistants must be positively risk managed.
- d. Responsible for reporting the financial health of the Recreation program no less than seasonal or by request of the Treasurer.
- e. Must provide representation to all SSA General Meetings.

ARTICLE X (ACADEMY PROGRAM)

Section 1: The SSA Academy program aligns to the office of Vice President. The Vice president is to oversee and manage the administrative and event support for the Academy program. The Vice President will manage the operations of the Academy program by appointing an Academy Director based upon NCYSA Academy program requirements, guidelines, and policies.



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SSA BYLAWS

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Section 2: The Academy Director's core requirements are as follows:

- a. Represent SSA during all NCYSA Academy meetings.
- b. Implement SSA Training & Education standards for the SSA Academy program.
- c. Serve as an advisor for the SSA Training & Education standards within the SSA Recreation program.
- d. Responsible for recruiting, training, and managing all staff assistants necessary to support the SSA Academy program. All staff assistants must be positively risk managed.
- e. Responsible for reporting the financial health of the Academy program no less than seasonal or by request of the Treasurer.
- f. Must provide representation to all SSA General Meetings.

ARTICLE XI (CLASSIC PROGRAM)

Section 1: The SSA Classic program aligns to the office of Secretary. The Secretary is to oversee and manage the administrative and event support for the Classic program. The Secretary will manage the operations of the Classic program by appointing an Executive Director based upon NCYSA Classic program requirements, guidelines, and policies.

Section 2: The Executive Director's core requirements are as follows:

- a. Represent SSA during all NCYSA Classic meetings.
- b. Implement the SSA Training & Education standards for the SSA Classic program.
- c. Serve as an advisor for SSA Training & Education standards within the SSA Recreation program.
- d. Responsible for recruiting, training, and managing all staff assistants necessary to support the SSA Classic program. All staff assistants must be positively risk managed.
- e. Responsible for reporting the financial health of the Classic program no less than seasonal or by request of the Treasurer.
- f. Must provide representation to all SSA General Meetings.

ARTICLE XII (SPONSORSHIP PROGRAM)

Section 1: The SSA Sponsorship program aligns to the office of Treasurer. The Treasurer is to oversee and manage the administrative and event support for the Sponsorship program. The Treasurer will manage the operations of the Sponsorship program by appointing a Sponsorship Director based upon NCYSA requirements and sponsorship or financial management experience.

Section 2: The Sponsorship Director's core requirements are as follows:

- a. Organize, coordinate, and manage all SSA sponsorship events.
- b. Research, develop, and implement a sponsorship schedule of available fundraising opportunities for all SSA programs no less than seasonal or by request of any program director.
- c. Research and submit for review any appropriate grants SSA may be eligible.
- d. Responsible for processing candidates for the SSA player scholarship fund.
- e. Responsible for reporting the financial health of the Sponsorship program no less than seasonal or by request of the Treasurer.
- f. Must provide representation to all SSA General Meetings.

ARTICLE XIII (MEMBER CONDUCT)

Section 1: The intent of SSA to fully support the club mission requires all members, participants, and spectators to cultivate a climate that is optimal for player development. All conduct and behavior should



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promote good sportsmanship, teamwork, excellence, self-confidence, safety, and fun. The conduct of coaches, family members, and spectators is critical to this process. With an environment short on resources, the effect of negative conduct depletes the youth of critical functions in order to neutralize the adverse behavior. All efforts should be made to eliminate any distractions to the mission of SSA.

Section 2: Any instance that distracts the staff of SSA from its mission, will adhere to the following process:

- a. **FIRST OFFENSE:** SSA Staff will make contact with member, participant, or spectator and remediate the SSA member conduct and record the event.
- b. **SECOND OFFENSE:** SSA Executive member will make contact with member, participant, or spectator and remediate the SSA member conduct and record the event.
- c. **THIRD OFFENSE:** SSA Executive Board will review and determine official course of action. At this point, the member, participant, or spectator should be given limited or suspended access to facilities and resources until final report is released.
- d. **FORTH OFFENSE:** Upon a forth event, member, participant, or spectator will be suspended from ALL SSA property and activities indefinitely.

ARTICLE XIV (SWANSBORO SOCCER COMPLEX)

1202 HAMMOCKS BEACH ROAD
SWANSBORO, NC 28584

Section 1: The Swansboro Soccer Complex (SSC) is a privately owned facility intended to provide direct support for SSA Youth soccer functions. SSC will also, provide indirect support by facilitating external events. All events must be coordinated and approved by the SSA executive board and reported to SSA Commissioner. SSA executive board will assess and determine feasibility of support. The following criteria must be met in order to support any event:

- a. Event must completely offset operational and support costs.
- b. Event must allocate revenue toward SSC maintenance.
- c. Event must NOT install, park, or set up in any way that is permanent at SSC.
- d. Event must provide proof of insurance.
- e. Event must provide primary point of contact responsible for all parties conduct.
- f. Event must be appointed SSA staff to host and assist with support requirements.
- g. Event must request support within 30 days of date of event.
- h. Only the SSA executive board may repeal or waive these requirements.

Section 2: SSA executive board will ensure that all records of SSC are current, compliant, and on file with the Onslow County Clerk of Court.

Section 3: SSC is designated for NO SMOKING, NO PETS, & NO OVERNIGHT STORAGE. SSA staff reserve the right to have anyone removed from SSC at any time. Approved and displayed service animals will be allowed with animal secured at all times and any sanitation, violence, or damage caused by the animal is the direct responsibility of the owner.

ARTICLE XV (POLICIES)

Section 1: Any functional area not explicitly defined within the bylaws will be outlined by policy and presented to Executive Board for review.

Section 2: All SSA policies will be reviewed and approved annually no later than the club renewal date established by NCYSA.



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Section 3: All SSA policies will be recorded, maintained and available to all members for quick review.

Section 4: The following policies must be recorded and maintained:

- a. Financial Health policy
- b. Training & Education policy
- c. Recreation policy
- d. Academy policy
- e. Classic policy
- f. Facility policy
- g. Registration policy
- h. Disciplines & Appeals policy
- i. Risk Management policy
- j. Emergency Management policy
- k. Conflict of Interest policy