

**CHARLOTTE
COUNTY
SOCCER
FEDERATION**

**RULES AND
REGULATIONS**

1. ASSOCIATION IDENTIFICATION AND AFFILIATION

1.1 INTRODUCTION

The Charlotte County Soccer Federation, in keeping with its goals and objectives to promote the development of education and training programs for our youth in soccer, establishes the following by-laws in support of Articles of Incorporation mandate.

1.2 ASSOCIATION IDENTIFICATION

The Charlotte County Soccer Federation is hereby identified as **CCSF** for purposes of correspondence and in the daily conduct of its business.

1.3 COLORS

The colors of **CCSF** shall be yellow and black and they will be used in all official emblems or any other insignia used to promote or identify **CCSF**

1.4 ADMINISTRATIVE OFFICES

The official offices of **CCSF** shall be located in Port Charlotte, Florida as designated by the Board of Directors. The official records of **CCSF** shall be maintained at the County Office of **CCSF**.

1.5 AFFILIATION

CCSF shall register all of its players, coaches, teams, referees and administrators with the Florida Youth Soccer Association, hereby identified as FYSA, at least once a year and pay all dues and fees to FYSA in a timely manner. **CCSF** agrees to comply with all FYSA by-laws should they supercede those of **CCSF**.

1.6 RULES OF PLAY

Rules of play, except as modified herein, and shall be FIFA "Laws of the Game". Competitions sanctioned by **CCSF** shall be in compliance with these rules including special provisions for U-10 age groupings, which shall comply with USYSA Developmental Player Program Modified Rules for U-12, U-10, U-8, and U-6, including future special provision USYSA/CCSF may develop.

1.6.1 CCSF and its members will abide by the federation's articles, by-laws, policies and requirements on interplay.

1.7 PLAYER/COACH/VOLUNTEER DATA

Player, Coach, and Volunteer data are the property of **CCSF**. This information will be submitted to the FYSA for the purpose of statewide registration. The sole purpose of this information is to assist **CCSF** in accomplishing its goals and objectives leading to the advancement of youth soccer and will not be used for personal gain.

CCSF shall adopt and administer policies prohibiting sexual and physical abuse that meet certain minimum criteria established by FYSA (subject to any contrary requirements contained in Florida local law applicable to **CCSF**)

1.8 FOREIGN AND OUT-OF-STATE PLAYERS

Must register with **CCSF**/FYSA on approved forms. They must also provide proper documentation as prescribed by FYSA in order to compete in a competitive league

1.9 FISCAL/SEASONAL YEAR

The fiscal year is January 1 through December 31 of each calendar year. The seasonal year will run from August 1 through July 31 of each year.

2. ADMINISTRATION, ORGANIZATION AND OFFICERS

2.1 THE ORGANIZATION AND ADMINISTRATION OF CCSF

CCSF is an incorporated, non-profit association in the State of Florida and shall be governed by its Articles of Incorporation, By-laws and Rules, under the leadership of a Board of Directors, and an Executive Committee, pursuant to the laws of the State of Florida and The United States.

2.2 ADMINISTRATIVE AUTHORITY

The administrative authority to represent and conduct the business of CCSF is vested in the Board of Directors and/or Executive Committee. The Executive Committee is responsible for the implementation of policies and procedures and shall delegate to its officers, day to day management of the Association.

2.3 OFFICERS AND DIRECTORS

The administrative organization of CCSF shall be identified as that of a General Board of Directors and an Executive Committee. All officers and directors shall be elected at the Annual General Meeting (AGM) of the Board of Directors by an open and democratic election process. The credentials committee must approve nominees and their nomination must be seconded prior to inclusion on a ballot.

2.4 ADMINISTRATIVE OFFICERS

The Administrative Officers of CCSF are the Executive Committee, and consist of the President, Vice President of Coaching and Player Development-Recreation, Vice President of Coaching and Player Development-Competitive, Secretary, Treasurer, Registrar, Executive Fundraiser and Equipment Operator.

2.5 GENERAL BOARD OF DIRECTORS

The General Board of Directors (BOD) of CCSF consists of the following officers; Public Relations, Team Coordinator, Assistant Fundraiser, Field Operator, and one At-Large position.

2.6 TERM OF OFFICE – EXECUTIVE COMMITTEE

The term of office for all members of the Board of Directors shall be two (2) years and staggered to assure continuity. Elections will take place at the AGM. No member may serve more than two (2) fully elected consecutive terms. In the event that a position has no candidate and can not be filled within thirty (30) days, the Board of Directors by three-fourths (3/4) vote, may, reelect the existing officer whose term has expired.

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| 1. | President: | election held on “even” years. |
| 2. | VP - Recreational | election held on “odd” years. |
| 3. | VP – Competitive | election held on “even” years. |
| 4. | Secretary | election held on “even” years. |
| 5. | Treasurer | election held on “odd” years. |
| 6. | Registrar | election held on “odd” years. |
| 7. | Executive Fundraiser | election held on “even” years. |
| 8. | Equipment Operator | election held on “odd” years. |

2.7 MEMBER DUES AND ASSESSMENTS

2.7.1 VOTING RIGHTS

Each member shall pay the prescribed membership dues, as set by the CCSF Board of Directors, per year and thus be granted voting rights at the CCSF AGM.

2.7.2 DUES

Dues for the year shall be set at the annual meeting and shall remain in effect until changed by a two-thirds (2/3) vote of the membership at the next annual meeting.

2.7.3 ASSESSMENTS

Special assessments shall be made only if approved by a majority of the Board of Directors of **CCSF**.

2.7.4 RIGHTS AT GENERAL BOARD OF DIRECTOR MEETINGS

Paid in full members shall be afforded an opportunity to speak freely during an open forum session at each general Board of Director meeting. Time limits for speakers shall be determined at the opening of each Board of Directors meeting. Non-Board Members may not make motions. This right is reserved for BOD Members only.

3. AUTHORITY OF ADMINISTRATIVE OFFICERS

Of the Executive Committee, the following officers, President, Vice President of Coaching and Player Development- Recreational and Vice President of Coaching and Player Development – Competitive, Secretary, Treasurer, and Registrar will have sole authority for the following:

- A. Any two (2) of the above must sign any bank drafts of the Association.
- B. Any two (2) of the above are required for any binding contract upon **CCSF**, after the approval of the Executive Committee.

4. REMOVAL FROM OFFICE

Cause for removal from office of any Administrator, Officer, Director, Staff Member, Committee Member, or any person delegated to represent **CCSF** in any capacity shall include but not be limited to the following:

- 1. Actions contrary to the By-laws of **CCSF**
- 2. Administrative misconduct as follows:
 - a) Failure to register players/coaches as established by **CCSF/FYSA** By-laws.
 - b) Failure to comply with Committee rules and regulations as established in **CCSF** By-laws.
 - c) Failure to provide due process in accordance with the Protest and Appeal section of **CCSF** Bylaws (Section **23**).
 - d) Failure to perform duties and responsibilities as described in **CCSF** bylaws.
 - e) Intentionally circumvent the rules and regulations as described in **CCSF** Bylaws.
- 3. Unauthorized expenditure of funds. Authorized expenditures include only those that are approved by the Board of Directors as part of the annual budget or approved by special request of the Executive Committee.
- 4. Unauthorized travel expenses to any meeting or function. Authorized travel expenses include only those expenses incurred by request or approval of the BOD, or Executive Committee. All parties traveling to any function must have prior approval to attend and be reimbursed for or otherwise have expenses paid by **CCSF**.
- 5. Any unauthorized disclosure of any registration information.
- 6. If a Board member violates the rules and regulations of the game and receives a red card, that member will receive double the usual penalty given for that offense. Any Board member, who receives a second red card in the same season, will automatically be removed from the BOD.

4.1 ABSENTEEISM

Unexcused absence at meetings which are continued and excessive shall be cause for removal from office according to the following requirements and procedures:

1. Executive Committee
 - a) Two (2) consecutive BOD meetings
 - b) Two (2) consecutive Executive Committee meetings
 - c) By three-fourths (3/4) vote of the BOD
 - d) Notification of proposed agenda item must be sent to the party in question via U.S. Postal Service not less than fourteen (14) days in advance of the meeting at which removal will be considered, as outlined in Section 5.3 Part 3.
2. General Board Members
 - a) Two (2) consecutive BOD meetings
 - b) By three-fourths (3/4) vote of the BOD
 - c) Notification of proposed agenda item must be sent to the party in question via U.S. Postal Service not less than fourteen (14) days in advance of the meeting at which removal will be considered, as outlined in Section 5.3 Part 3.

5. ABSENCE/REMOVAL OF OFFICERS AND DIRECTORS

5.1 PRESIDENT “PRO TEM”

In the event of the absence of the President as the presiding officer at any meeting, the Vice President of Coaching and Player Development – Competitive shall assume the duties of the President.

In the event of the absence of both the President and the Vice President of Coaching and Player Development – Competitive, the Vice President of Coaching and Player Development – Recreational, followed by Secretary, then Treasurer shall conduct the business of **CCSF**.

5.2 ADVERSE CONDUCT OF OFFICERS/DIRECTORS

The Officers and Directors of **CCSF** shall adhere to the highest levels of moral and personal conduct both in the performance of their duties and/or actions, which reflect upon or represent the Association. Allegations of misconduct shall be submitted to the Committee on Review and Discipline for investigation. Upon completion of said investigation, the Committee will submit in writing within seven (7) working days, its finding and recommendation to the BOD for action pursuant to the By-laws.

5.3 IMPEACHMENT/RESIGNATIONS/EXPULSIONS

Any Officer, Director, or any other member of this organization may resign from their position, or from this organization upon either their own initiative or upon written request from the BOD. Any Officer, Director, or Member may be removed from office, disciplined, or expelled from this organization, in the manner outlined below. In case of an Officer or Director of **CCSF**, this shall be the only procedure permitted for the removal or suspension from office, or imposition of any kind relating to their position as an Officer or Director. Any rule conflicting with this section shall be null and void to the extent of the conflict. Nothing contained herein shall prohibit normal discipline of any Officer, or Director in their capacity as coach, player, spectator, or referee, except that any such discipline imposed in their capacity as a player, coach, spectator, or referee shall not affect their ability to participate as an Officer or Director, unless it is in direct violation of section 4.0 Section 6

1. Three-fourths (3/4) vote of all members of the BOD.
2. At regular or special called meetings held for the express purpose of removing or expelling any Officer, Director or Member for conducting unbecoming or prejudicial to the stated aims and purposes of this corporation.

3. Notice of any Board meeting at which such an item shall be on the agenda must be sent by first class mail, or priority mail, not less than fourteen (14) days prior to the date set for such meeting. Certificates of mailing shall be obtained by the person mailing said notice and made available for inspection by any member of the BOD. Said certificates shall be retained in the County Office for a period of one (1) year after said meeting. The notice of the meeting shall contain all the charges of misconduct lodged against the person(s) charged.
4. Any Officer or Director who is impeached, resigns, or otherwise becomes unable to perform his/her duties on a permanent basis shall be replaced as outlined in section 6
5. At any meeting under this section, the accused member(s) shall be permitted to present such evidence and witnesses in defense of the charges as they deem appropriate, and shall have the right to be present during any proceedings regarding the matter. They may not be present at the deliberation.
6. At any meeting under this section, the punishment imposed may be any sanction, up to and including removal from office.

5.4 UPON REMOVAL FROM OFFICE

Any Officer or Director, who for sufficient cause shall be removed from office and shall immediately vacate that office and turn in any items deemed property of CCSF. The person so removed shall have access to the process of Protest and Appeal as outlined later in these By-laws (Section 23).

6. REPLACEMENT OF OFFICERS

- 6.1 Due to resignation, removal, death, injury, etc., any Officer, Director, Staff Member, Administrator, Committee Member, or any person delegated to represent CCSF in any capacity, shall be replaced as soon as possible in accordance with the following requirements and procedures.
- 6.2 President, Secretary and Treasurer shall be replaced by appointment of the Executive Committee within thirty (30) days of the vacancy. Appointee shall serve until the next AGM, when an election will take place for the remainder or initiation of the term of office.
- 6.3 Replacing remaining positions of the BOD shall be done by the President, as soon as possible. The replacement shall serve until the next general BOD meeting at which time a vote by the membership will be taken.

7 AMENDING THE ARTICLES OF INCORPORATION, BY-LAWS, RULES AND REGULATIONS

7.1 RULES AND REGULATIONS

Rules and regulation amendments may be submitted and changed in the same manner and procedures as the Articles of Incorporation and By-laws with the following exceptions:

1. Majority vote of the general membership present at the AGM for passage.
2. Suspended or amended Rules between AGM's by the BOD or Executive Committee ratified by the general membership at the following AGM
3. Notification of suspension or amendment must be sent to all members when ratified by the BOD within fifteen (15) days of the action having been taken.

- 7.2 Establishing a new policy shall follow the above requirements in order to enact between AGM's.

8. SUBMISSION OF AMENDMENTS

Submitting amendments to the Articles of Incorporation, By-laws, and/or Rules and Regulations shall be in writing to the Secretary of **CCSF**. The document for which change is suggested shall be noted along with the article, section or subsection along with the proposed change. Proposed changes may be submitted anytime during the year but no later than sixty (60) days prior to the AGM.

8.1 The Secretary shall turn over to the Committee all proposed changes once the proposal(s) have been dated received. The Committee upon review may request clarification, intent and/or purpose of the change. Reviewed changes must be submitted to the BOD at least thirty (30) days prior to the AGM and all proposed changes must be presented to any member at the AGM.

8.2 Upon acceptance of all proposed changes by the By-laws Committee, and after review by the Executive Committee, the By-laws Committee will formally draft the change to assure it's proper sequence, language, and compatibility with other related sections. They shall then submit formal drafts to the members at the AGM with comments of the Executive Committee attached.

8.3 The By-laws Committee may draft modifications to a proposed change if original proposal has merit, but may conflict or is a variance with other sections of the Rules. The modifications, if acceptable to the author, shall be developed as stated above.

8.4 Filing late, after the sixty (60) day deadline, the proposal may then be referred to the By-laws Committee for consideration at their next regularly scheduled meeting, except if called up by the BOD by a two-thirds (2/3) majority vote.

9.0 MEETINGS AND ELECTIONS

10.1. GENERAL PROVISIONS

10.1 "Robert's Rules of Order" shall be the procedure for conducting all official meetings of **CCSF** not covered herein.

10.2 Conducted by Chair, who is usually the President. The President may relinquish the chair to a specified person. Should the President be unable to attend the meeting, he/she shall appoint a member of the Executive Committee to conduct the meeting in his/her absence. Otherwise, refer to Section **5.1**

10.3 Meeting preliminaries, which are the necessary preparations that must be accomplished prior to conducting a meeting, for the AGM, BOD and Executive Committee shall include the following:

1. Notice
2. Agenda
3. Quorum

10.4 The agenda shall be followed in order unless the body agrees to suspend or postpone an agenda item by majority vote.

10.5 Motions must be properly made, clearly stated, accurately recorded, seconded, debated and voted upon according to "Robert's Rules" as shall amending, tabling, etc. The chair may not make or second a motion and can only vote on a motion to break a tie.

10.6 Debating motions at the AGM, in the interest of time and fairness, the chair may set time limits for each speaker in advance of discussion on any agenda item.

10.7 Voting on motions shall be conducted by the chair (except items 4 and 5 below) and by using one (1) or more of the following methods:

1. General acclamation.
2. Voice vote by “aye” and “nay”.
3. Show of Hands.
4. Roll Call.
5. Secret Ballot.

10.8 Calling meetings shall be the responsibility of the President, however special called meetings may also be called in the following manner:

1. BOD – request in writing to the Secretary, by at least five (5) members of the Board.
2. Executive Committee – request in writing to the Secretary, by at least three (3) members of the Committee.

10.9 All other meetings called by VPs, Committees; etc. may be held on an informal basis with a report on the meeting presented at the next scheduled regular meeting.

10.10 Proper conduct shall be expected of each member attending and each meeting shall be conducted properly without intent to circumvent the Rules.

11 NOTICE OF MEETINGS

11.1 Notice of regular meetings of the BOD and Executive Committee shall be in writing thirty (30) days in advance of the meeting date set. Written notice can include an annual calendar previously established, approved and published by the BOD. All members must always be notified.

11.2 Notice of special called meetings of the BOD and Executive Committee shall be made via phone or e-mail at least seven (7) days in advance of the meeting date set. All members must always be notified and the purpose of the meeting must be stated.

11.3 Emergency conference calls need not be noticed seven (7) days in advance as long as all members or a quorum can be present.

12 AGENDAS

12.1 A special called meeting agenda shall include only the issue(s) for which the meeting is being called and may not be amended.

12.2 Amending a proposed agenda of a regular meeting shall be at the beginning of the Executive Committee meeting by a majority vote of the membership and shall then become the final agenda.

12.3 Adoption of the final agenda shall take place at the beginning of the Executive Committee meeting by a majority vote of the members present. Upon adoption of the final agenda, it may not be amended; however, items may be suspended or postponed for consideration at another time during the meeting or at another meeting.

12.4 Agenda items to be presented as motions, whenever possible should include the text of the motion. Members should not be confronted with unexpected decisions or be unprepared on important matters.

12.5 Agenda format for BOD regular meetings shall be as follows:

- a) Call to Order
- b) Roll Call
- c) Adopt Agenda
- d) Guests
- e) Approve Previous Minutes
- f) Correspondence
- g) Treasurer's Report and Approval
- h) Committee Reports
- i) Old Business
- j) New Business
- k) Adjournment

12.6 Agenda format for Executive Committee regular meetings shall be determined by the Committee at the beginning of the meeting. However, the agenda shall always include:

- a) Call to Order
- b) Roll Call
- c) Adopt Agenda
- d) Adjournment

12.7 Agenda format for the AGM shall be as follows:

- a) Call to Order
- b) Guests
- c) Approve Previous Minutes
- d) Correspondence
- e) President's Report
- f) Treasurers Report and Approval
- g) Committee Reports
- h) Old Business
- i) New Business
- j) Elections
- k) Proposed Rule Changes
- l) Proposed Fee Changes
- m) Adjournment

13. BY-LAW COMMITTEE CONDUCT AT THE AGM

The By-law Committee spokesperson conducting the Rules and By-laws changes at the AGM will conduct them during the proposed new or changed Rule or By-law section as follows:

1. Read the proposed new or changed Rule or By-law.
2. Give the members of the AGM the opinion/or position of the By-law committee.
3. Request the author of the proposed new or changed Rules or By-laws to speak on behalf of their proposal.
4. Prior to the beginning of the rules changes presentation, time limits may be imposed equally for all submitted rules changes.
5. If, in the absence of the author, a designate by the author may speak for the author.

6. The committee spokesperson conducting the Rules and By-laws changes will then ask for anyone who wants to speak for or against the proposed new or changed Rules or By-laws to come forward and so speak. Debate shall be in the order of “against” and “for” until such time as there is no opposition to the last speaker. At this time, the speaker shall allow one additional speaker speaking the position as the last. After this, the question shall be “called”.
7. Under no circumstances shall the committee spokesperson conducting the meeting speak for or against any proposed new or changed Rules or By-laws after the general members have spoken and prior to the vote on such proposed new or changed Rules or By-laws.
8. The Rules Committee spokesperson shall not have the right to speak as a general member for or against a proposed new or changed Rule or By-law, unless he/she relinquishes the chair during debate on the question. Once relinquished the chair shall not assume the chair until such time as the matter at hand has been resolved. If applicable, the By-laws Committee spokesperson may vote on any such proposed change.

14. MEETINGS OF THE BOARD OF DIRECTORS

The Board of Directors shall meet a minimum of six (6) times a year. One of these meetings may be the AGM. Voting by proxy is permitted.

15. MEETINGS OF THE EXECUTIVE COMMITTEE

The Executive Committee shall meet a minimum of six (6) times a year. One of the six meetings may be the AGM. Voting by proxy is not permitted. Telephonic conference calls shall be considered a meeting.

16. SPECIAL CALLED MEETINGS

The President may call for special meetings of the Executive Committee or the Board of Directors at his/her discretion. Special called meetings may be convened by written request of a minimum of five (5) Board Members. In the event of a special called meeting, the President may limit the agenda for the purpose of addressing specific items. Voting by proxy is permitted.

17. QUORUM

A quorum must be present at the beginning and throughout a meeting for business to be conducted. Proxies shall be counted to constitute a quorum. As a point of order, should it be noted that a quorum no longer exists, the meeting may be recessed in order to obtain a quorum. If a quorum cannot be reestablished, the meeting shall be adjourned. Determining and maintaining a quorum shall be defined in By-laws Section 18.

18. CCSF MEETING QUORUM

1. Executive Committee Meeting: shall have a minimum of three (3) voting members present
2. Board of Director Meetings: shall have a minimum of five (5) voting members present.
3. Annual General Meeting: shall have a minimum of eleven (11)-affiliated members present.

19. CREDENTIALS

19.1 The Election Committee shall be responsible for verifying credentials and maintaining all records of verification as established either by Roll Call or the Credentials Report. The Secretary shall report to the body the members present and eligible to vote. Only members “in good standing” shall be able to participate in all matters considered at the AGM

19.2 Standing Committees, voting on motions and elections as prescribed in these By-laws and requiring a Roll Call vote or Credentials Report, shall have the vote conducted by an Election Committee Member. The Secretary shall report the results to the body and the committee shall record and maintain the results.

20. MINUTES OF MEETINGS

20.1 Minutes shall be taken of every regular or special called meeting of the BOD, Executive Committee and AGM, by the Secretary or his/her designee. The minutes can be taken electronically, by hand or by shorthand at the convenience of the Secretary.

20.2 Minutes shall be sent, typewritten, by the Secretary to the members for all AGM, BOD and Executive Committee meetings within thirty (30) days following the meeting. The Secretary shall sign all minutes. If someone other than the Secretary recorded the meeting, that person must be noted in the minutes.

20.3 Minutes shall contain, adhering to the order of the agenda, the following:

1. Date, time and place of meeting.
2. Names of members present and their position (except for the AGM, which shall instead include the Credentials Report)
3. Names of guests and brief synopsis if they made presentation before the body
4. Approval/disapproval/corrections of previous minutes.
5. Attach correspondence.
6. Treasurer’s Report
7. Committees reporting and not reporting with a brief synopsis of the report, and attaching any written material the Committee may have submitted.
8. Old Business in order as numbered on the agenda.
9. New Business in order as numbered on the agenda
10. Adjournment motion stating persons making and seconding, and the time of adjournment.

21. RECORDING MOTIONS

All motions must be recorded even if the motion died for lack of second or if the motion was tabled. Beside the text, being clearly and accurately stated, each recording of a motion must also contain:

1. Names of persons making and seconding each motion.
2. Outcome of motion whether it was carried, defeated, tabled or died from lack of a second.
3. Record the number of votes for, against and abstentions.
4. AGM ballot votes, as determined by the Election Committee shall include the number of members voting for, against and the number not voting.
5. Discussion pro and con can be briefly recorded.
6. Separate copies of items such as reports, forms, schedules, etc. having been acted upon, shall be attached and noted as attached.

22. ELECTIONS

- 22.1** Annual elections shall be held to fill positions in accordance with these By-laws.
- 22.3** Eligibility shall include “member in good standing” status. Eligibility shall be verified by the Election Committee as to status.
- 22.4** Proxies, if allowed by the BOD, shall be counted if they have been verified by the Election Committee prior to the deadline set to register proxies. All proxies must be an original copy, signed by the “agent of record” and notarized. If specifically directed to vote for a person for a particular position, that is how the vote must be cast, otherwise, the person holding the proxy may vote as they choose.
- 22.5** At the last BOD meeting prior to AGM each year, nominations for BOD positions and committee chairpersons shall be submitted for verification by the Election Committee. The candidates must be nominated in the same manner stated below.
- 22.6** Nominations, if allowed by the BOD from the floor shall be accepted prior to the close of nominations. The maker of the nomination may speak for one (1) minute and the nomination must be seconded. The person seconding the nomination shall not speak. The person nominated can refuse the nomination. Nominations for that position shall be closed by the Secretary hearing no further nominations.
- 22.7** Candidates shall have three (3) minutes to speak on their behalf or have someone speak for them. The candidates shall speak in order, alphabetically by last name.
- 22.8** Conducting elections shall be the responsibility of the Election Committee as chaired by the Secretary. Should the Secretary position be on the ballot, the Secretary shall temporarily step aside for that position election. The Committee shall choose a temporary chair and so notify the body.
- 22.9** Method of voting shall be secret ballot with Election Committee supervising that eligible votes are being and have been cast.
- 22.10** Ballots can be destroyed only after having been held by the Election Committee for a period of thirty (30) days. The Committee shall also keep the tallying receipts for the same period.
- 22.11** Contesting an election of a particular position can be done by any one (1) of the opposing candidates who may then ask for a recount. An election need not be contested before close of business at the AGM; however, it must be contested in writing to the Secretary within the thirty (30) days the Election Committee is required to hold the ballots.
- 22.12** An invalid election shall be re-held, if so determined by the Executive Committee, after a recount by the Election Committee. If found to be invalid during the AGM, the election shall be re-held immediately. If found to be invalid after the close of business at the AGM, a ballot containing the slate of candidates, as approved on the floor during the meeting, shall be sent to all members. The members shall vote, sign and have the ballot notarized and returned to the Secretary. All rules for a normal election concerning quorum, eligibility, verification, etc. shall then apply. The results shall be published to all members.
- 22.13** A motion for election by acclamation may only be made if a candidate is unopposed. A motion may then be made to destroy the ballot, at the meeting, for the unopposed candidate only.

23. PROTESTS, HEARINGS, APPEALS AND DISCIPLINE

23.1 AUTHORITY

The BOD, in keeping with the Rules and Regulations of USSF, YSYSA, FYSA and **CCSF**, has the responsibility of establishing such rules as deemed necessary to assure that all members, affiliates, teams, clubs and leagues shall have access to a process of Protest and Appeal concerning actions determined to be contrary to the Rules of USSF, USYSA, FYSA and **CCSF**.

23.2 INTENT

The intent of this policy is to insure that any athlete, coach, trainer, manager, administrator, or official affiliated with **CCSF** shall have the opportunity to protest actions and appeal decisions affecting their status or ability to participate and compete in soccer. Further, it is the intent of **CCSF** to insure that any person affiliated with **CCSF** shall have a hearing prior to any decision affecting their status or ability to participate or compete in soccer. **CCSF** shall not institute any policy or rule which would preclude any member from appealing any decision relating to their right to participate and compete in activities sponsored by the Federation to the Federation's Appeals Committee that shall have jurisdiction to approve, modify or reverse a decision. **RED CARD OFFENSES WITH MINIMUM DISCIPLINES AND REFEREE JUDGMENT CALLS SHALL NOT BE CAUSE FOR PROTEST AND/OR APPEAL.**

23.3 SCOPE

CCSF shall make provisions for hearing appeals concerning decisions of lower reviewing authorities only in those cases where the issue pertains to the application and/or interpretation of the Rules. The appeal must be based upon the failure of the lower reviewing authority to adhere to proper policies and procedures as prescribed in the Rules of **CCSF**. It is necessary to insure that Rules and procedures for protest; hearings, findings and discipline are strictly followed at the entry level for protest procedure.

24. PLAYERS, COACHES, TEAM STAFF, PARENTS, SPECTATORS CONDUCT AND RESPONSIBILITIES

24.1 COACHES, TEAM STAFF, CONDUCT AND RESPONSIBILITIES

24.2 Registrations of all coaches, assistant coaches, team managers, trainers etc. shall be mandatory with **CCSF/FYSA** and shall be consistent with these Rules and completed on a Coach's/Volunteer Registration form. Providing inaccurate information may result in disciplines or sanctions.

24.3 Adherence to the Rules shall be the responsibility of all team staff and ignorance of the Rules shall not relieve them of this responsibility.

Any member found guilty shall be suspended for the remainder of the current seasonal year, plus the next season.

24.4 Any person participating in a **CCSF** sponsored program who becomes involved as a defendant in a litigation detrimental to the welfare of youth players or litigation based in activities detrimental to the welfare of youth players, shall be considered immediately suspended from all soccer related activities until completion of the litigation. The status of the person shall be reviewed by the BOD at the completion of the litigation. Suspensions under this resolution shall be determined by the Protest and Appeals Committee. Matters detrimental to the welfare of youth players shall include crimes of moral turpitude and felonies. The person has the right to appeal whether the matter which is the substance of the accusation, if true, is detrimental to the welfare of youth players.

- 24.5** Coach's responsibility for player's registration shall include proper and complete registering, rostering and age verification for any players, guest players or transfers to their team.

Any member found guilty shall be suspended for the remainder of the current seasonal year, plus the next seasonal year.

- 24.6** A team who registers, rosters or plays an overage player shall have its privileges to participate in CCSF sanctioned games or events suspended for the remainder of the seasonal year

24.7 PLAYER CONDUCT AND RESPONSIBILITIES

Player's conduct, in keeping with the belief that they are the primary representatives of their team, club, league, and CCSF, shall be exemplary of "good sportsmanship", character and adherence to the Rules, bringing positive attention to themselves and their team. They shall also comply with the following:

1. Verification of age and date of birth shall be true and correct as submitted by themselves or their parent or guardian.
2. Falsification of birth documentation shall result in suspension subject to the provisions of these By-laws and FYSA.
3. Time requirements shall be met in the proper registration, payments of fees and accurate filing of all forms and applications.
4. Failure of parent/guardian to assist the player in their administrative, programmatic and financial obligations, shall not be grounds for waiving or failing to comply with the rules.

- 24.8** Player equipment shall be in accordance with the requirements of FIFA, FYSA and CCSF rules. Additionally:

- a) Screws in cleats are permitted; however, judgment as to their safety is at the discretion of the referee.
- b) Orthopedic casts are not permitted; however, soft braces can be worn with *written* approval from a doctor, and judgment as to safety is at the discretion of the referee.
- c) Shin guards must comply with FIFA Law 4:
 1. Shin Guards are covered entirely by the stocking.
 2. Shin Guards are made of a suitable material.
 3. Shin Guards must provide a reasonable degree of protection.

24.8 JEWELRY

It is the policy of CCSF that no player is allowed to wear ANY jewelry while participating in any CCSF sanctioned match. The only exception that may be allowed is a medical alert bracelet or necklace when taped to the body. The referee shall make the decision as to the safety of the player and the referee's decision is final. (The taping of any earring shall not be permitted under any circumstances). If the referee notices a player wearing jewelry while the match is under way at the next stoppage of play, the referee will instruct the player to remove the item. If the referee deems the jewelry to be dangerous to the player, he must stop the match to correct the situation.

24.9 PARENT, SPECTATOR CONDUCT AND RESPONSIBILITY

Parent responsibility shall include meeting the required administrative and programmatic Rules if in some cases it is not within the player's ability to do so. This shall include providing correct and completed registration, necessary applications and/or entry forms and applicable fees.

24.10 Falsification of documentation may result in the suspension and/or sanction of the player whose documents are altered by their parent as describe in FYSA rules 505.4

24.11 Parent/Spectator conduct during games is the responsibility of the coach who may be disciplined for such conduct. The Coach is ultimately responsible for misconduct of the parent/spectator and shall take disciplinary action to maintain control and orderly completion of games against either the parent/spectator, coaching staff or the team

Any other individuals who may be reasonably construed as being associated with a team such as relatives and spectators shall also be subject to the jurisdiction and authority of **CCSF**. Any coach or team official shall be held responsible for the actions of any individual(s) at any match that, in the opinion of the referee, is a supporter of that team.

24.12 Entering the playing field during the game is not permitted for any reason other than to assist in an injury and only then if requested to do so. Entering the playing field can result in the referee requiring the offender to leave the soccer site and/or further disciplinary action.

100. DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS AND THE EXECUTIVE COMMITTEE

100.1 RESPONSIBILITIES

The term of office, duties and responsibilities of the Board of Directors including the Executive Committee shall include but not be limited to:

1. Interpret and enforce the **CCSF** Articles of Incorporation, By-laws, Rules and Regulations.
2. Reprimand, suspend, bar completely or otherwise discipline any player, coach, team manager, assistant, or referee for violation of the **CCSF** Articles of Incorporation, By-laws and Rules.
3. Budget for and administer the funds of **CCSF** within the established Rules.
4. Review, approve, and require amendments to the Articles of Incorporation, By-laws and Rules to assure conformity to and with **CCSF** and FYSA requirements.
5. Approve inter-district, region, inter-state and foreign youth games between and among members or select teams.
6. Adopt temporary Rules for circumstances not provided for by the existing Rules and to address those issues deemed necessary and desirable in serving the best interest of **CCSF**

100.2 PRESIDENT

The President shall:

1. Conduct all meetings of the BOD and Executive Committee
2. Provide oversight of all Board Members and **CCSF** Committees to ensure that all their responsibilities have been met in a timely fashion.
3. The term of office shall be two (2) years, elected at the AGM on the “even” year.
4. Serve on all Committees as an ex-officio member
5. Submit an annual report at the AGM
6. Serve as liaison between **CCSF** and FYSA establishing mutual goals relative to both.
7. Represent **CCSF** at FYSA meetings when directed to do so.
8. The immediate two (2) Past-Presidents shall remain ex-officio members of the BOD.

100.3 VICE PRESIDENT COACHING AND PLAYER DEVELOPMENT – RECREATIONAL

The Vice President Player/Coaching Development – Recreational shall:

1. Serve as voting member of the BOD and Executive Committee.
2. Have programmatic authority for the operation and management of all programs and services related to the development of players and coaches.
3. The term of office shall be two (2) years, elected at the AGM on the “odd” year.
4. Appoint a Director of Coaching, who in turn will assign one (1) coach per age group to ensure communication among the coaching staff and **CCSF**.
5. Provide oversight of the coaching education programs, and the Director of Coaching. Provide programmatic authority over coaching developmental programs.
6. Establish a working group to assist in the organizational management policies and procedures development and other necessary tasks.
7. Coordinate coaches meetings and clinics in a timely manner.
8. Provide a schedule of events ninety (90) days prior to seasonal registration.

100.4 VICE PRESIDENT COACHING AND PLAYER DEVELOPMENT – COMPETITIVE

The Vice President Player/Coaching Development – Competitive shall:

1. Serve as a voting member of the BOD and Executive Committee.
2. Have programmatic authority for the operation and management of all programs and services related to the development of competitive players and coaches.
3. The term of office shall be two (2) years, elected at the AGM on “even” years.
4. Provide oversight of the competitive coaching education programs. Provide programmatic authority over competitive coaching developmental programs.
5. Establish a working group to assist in the organizational management policies and procedures development and other necessary tasks.
6. Coordinate competitive coaches meetings and clinics in a timely manner.
7. Provide a seasonal game schedule upon availability.
8. Oversee tournament planning and special events.

100.5 SECRETARY

The Secretary shall:

1. Serve as a voting member of the BOD and Executive Committee.
2. Record, keep, maintain and report on all official actions of **CCSF**.
3. Be the recipient of such mail in voting as prescribed in the By-laws.
4. Serve as Chairperson of the By-laws Committee and Credentials Committee.
5. Shall receive copies of all written correspondence pertaining to **CCSF** and retain copies of all database materials.
6. Receive, send, and report correspondence pertaining to the business of **CCSF** and as directed by the Board of Directors and/or Executive Committee.
7. The term of office shall be two (2) years, elected at the AGM on the “even” year.

100.6 TREASURER

The Treasurer shall:

1. Serve as a voting member of the BOD and Executive Committee.
2. Maintain records and receipts on all funds received, obligated and expended or held in trust or savings deposits.
3. Serve as Chairperson of the Budget Committee
4. Report on the status of the Budget Committee of **CCSF** as described in the Budget and Expenses provision of these By-laws.
5. Compile an annual proposed budget, in conjunction with the Budget Committee for presentation at the AGM.
6. Submit financial procedures and recommend policies in accordance with the By-laws and Rules of **CCSF**.
7. Submit a complete financial status report at each BOD meeting or upon special request by the Executive Committee.
8. The term of office shall be two (2) years, elected at the AGM on the “odd” year.

100.7 REGISTRAR

The Registrar shall:

1. Serve as a voting member of the BOD and Executive Committee.
2. Be responsible for the proper filing of all player passes and coaching forms required by the FYSA. To do this in a timely manner so players and coaches can have their proper identification to compete on the playing field.
3. Serve as Chairperson for a Registration Committee of not less than five (5) people who will oversee all phases of registration sessions. The committee members will be instructed to assure forms are properly filled out so they are in compliance with FYSA rules and regulations.
4. Serve as Chairperson for a Rostering Committee of not less than three (3) people who will oversee that teams in each age bracket; are of sufficient size, have, in coed leagues, equal numbers of players of each gender on all teams, and have players of equal abilities to insure good competition within the recreational leagues.
5. Maintain files, which include the **CCSF** registration forms for players and coaches.
6. Attend all registration-related meetings held by the district commissioner. A proxy may attend in the event the Registrar can not attend.
7. Obtain copies of all team rosters as soon as they are available to verify that all players and coaches have filled out registration forms. Proper coding of FYSA forms can then be completed.
8. Determine the proper fee required by FYSA for all submitted player and coach forms and obtain a **CCSF** check issued by the Treasurer.
9. Keep records of Insurance coverage and forms from FYSA in the event a player, coach or spectator is injured.
10. The term of office shall be two (2) years, elected at the AGM on “odd” years.

100.8 EQUIPMENT OPERATOR

The Equipment Operator shall:

1. Be responsible for ordering all equipment necessary for each season of play (including but not limited to; balls, air pumps, cones, goals, nets, uniforms, etc.)
2. Establish a budget that will accomplish the goals of the Committee for each seasonal year.
3. Shall serve as a voting member of the BOD.
4. Put together a committee of not less than five (5) people including the BOD member.
5. Committee members shall serve one (1) year until close of business at the AGM.
6. Shall establish a proper accounting for all equipment lent to team coaches and other organization members to prevent loss.

100.9 EXECUTIVE FUNDRAISER

The Executive Fundraiser shall:

1. Be responsible for establishing contracts with local and national sponsors that will generate revenues that meet with the requirements of the BOD.
2. Shall work with the Budget Committee and Treasurer to assure proper accounting of all funds received.
3. Shall serve as a voting member of the BOD.
4. Shall establish a committee of not less than five (5) people including the Executive Fundraiser and Assistant Fundraiser.
5. Committee members shall serve one (1) year until close of business at the AGM.
6. Establish a budget that will accomplish the goals of the Committee for each seasonal year.

100.10 ASSISTANT FUNDRAISER

The Assistant Fundraiser shall:

1. Be responsible for coordinating “special” fundraising events (i.e. t-shirts, carnival, yearbooks, grants, etc.)
2. Shall work with the Budget Committee and Treasurer to assure proper accounting of all funds received.
3. Shall serve as a voting member of the BOD.
4. Shall establish a committee of not less than five (5) people including the Assistant Fundraiser for each event. These committees can work on more than one event at a time each season.
5. Committee members shall serve for one (1) year until close of business at the AGM.
6. Establish a budget that will accomplish the goals of the Committee for the seasonal year.

100.11 FIELD OPERATOR

The Field Operator shall:

1. Be responsible for having all game sites “ready for play”, weather permitting, on all dates established by the various **CCSF** committees when properly prepared pitches are necessary.
2. Shall establish a committee of not less than five (5) people including the BOD member.
3. Shall serve as a voting member of the BOD.
4. Shall secure all necessary “field usage” agreements for practice and game locations.
5. Committee members shall serve for one (1) year until close of business at the AGM.
6. Establish a budget that will accomplish the goals of the Committee for the seasonal year.

100.12 COMMUNICATION/PR

The Communications/PR Member shall:

1. Be responsible for preparing press releases for all forms of local media, as deemed appropriate, to publicize **CCSF** events.
2. Shall serve as a voting member of the BOD.
3. Put together a committee of not less than three (3) people including the BOD member.
4. Committee members shall serve one (1) year until close of business at the AGM.
5. Establish a budget that will accomplish the goals of the Committee for each seasonal year.

100.13 TEAM COORDINATOR

The Team Coordinator Member shall:

1. Be responsible to coordinate all information to Team Managers.
2. Be responsible to collect all team data to give to PR for newsletter and assist with distribution of newsletter and flyers.
3. Be responsible to distribute team picture schedules and forms.
4. Be responsible to distribute forms for Carnival and coordinate with Assistant Fundraiser.
5. Coordinate with all volunteers that wish to help with functions within **CCSF**.
6. Serve as a voting member of the BOD.
7. Establish a budget that will accomplish the goals of the Committee for each seasonal year.

100.14 AT-LARGE

The At-large Member shall:

1. Be responsible for any tasks assigned by the BOD and accepted by this Member.
2. Shall serve as a voting member of the BOD.
3. Shall serve for one (1) year until close of business at the AGM.
4. Shall establish a budget for each agreed-upon task, should one be necessary.

101. OFFICERS AND DIRECTORS – ALL MEETINGS

The Officers and Directors shall have one (1) vote except that the President may only, at his/her discretion, cast a vote to resolve a tie. Past Presidents shall be entitled to all privileges of this Association, including the right to make and second motions and excluding only the right to vote, with the exception of the immediate Past President, present at any meeting of this Association, be entitled to cast one (1) vote.

200. STANDING COMMITTEES

200.1 ESTABLISHING COMMITTEES

The President with ratification by the Executive Committee shall establish such Standing and/or Special Committees deemed necessary to conduct the business of **CCSF**. Further, the President is authorized to select the Chairperson of Committees, with ratification by the BOD. The Chairperson of each Committee shall select the Committee members with ratification by the BOD.

200.2 TERM

The Standing Committee Members and Chairpersons shall serve for a period of one (1) year, ending at the AGM, except if the Chairperson is an elected official, who shall remain the Chairperson until their term is over. The President may re-appoint the same Chairpersons at the AGM at his/her discretion.

200.3 DUTIES AND RESPONSIBILITIES

The duties and responsibilities of Standing Committees shall be defined by the Executive Committee, within the Standing Committee section of the Rules, and who shall give to the Committees specific authority for the development of policies and procedures. These policies and/or procedures shall become part of the **CCSF** Rules, subject to ratification by the Board of Directors. Modification changes, deletions, or additions to policies and/or procedures shall be within the authority of the Committees, requiring approval of the Executive Committee and ratification by the Board of Directors.

200.4 AUTHORIZED STANDING COMMITTEES

The following Committees are authorized but not limited to:

1. Protest and Appeals By-laws
2. Budget
3. Competitive Programs
4. Registration
5. Election
6. Recreational Programs
7. Review and Discipline
8. By-Laws
9. Tournament and Travel
10. Fundraising
11. Recreational Rostering
12. Competitive Rostering
13. Equipment
14. Communications/PR

201. STANDING COMMITTEES

201.1 GENERAL PROVISIONS

- 201.2** Standing committees shall be as established and defined in the By-laws. The Committee sections herein shall address each Standing Committee's objectives, structure, duties and responsibilities.
- 201.3** Selecting Committee members shall be the responsibility of the Committee Chairperson as ratified by the BOD. The Committee Chair shall choose members volunteering or being recommended by BOD members. All volunteers and recommendations must be considered. The President shall designate the Chairperson of the Committee as ratified by the BOD. The Committee must be structured as defined within this section of the Rules.
- 201.4** Selecting a different Chairperson, shall be within the authority of the Committee should the approved Chair be unable to serve or not be performing his/her duties, except for those Committees chaired by elected officials. A different Chairperson cannot be selected until the Committee has met at least once. The new Chairperson shall be ratified by the Executive Committee.
- 201.5** President is an ex-officio member of all Committees but shall not vote on committee matters. However, the President shall supply committees with data and documentation as needed and shall monitor committees assuring they are performing their duties as required. In the event the Chairman resigns, the President, with the approval of the Executive Committee, shall appoint a new Chairperson. This appointment to be ratified at the next Board of Directors meeting.
- 201.6** Budget approval by the BOD for the Committee to meet and expend funds necessary for the performance of the Committee is required. Funds and meeting request beyond the approved budget cannot be expended until special requests have been submitted in writing and approved by the Executive Committee.
- 201.7** Authorized to institute policy once a full written report is submitted to and approved by the BOD and/or Executive Committee. Committees shall render opinions when asked to do so. Policy recommendations shall be presented as follows:
1. Majority opinion shall be represented by the Chair on decisions, proposed policies and/or opinions decided by a majority vote of the Committee. A majority opinion shall be presented before any other opinion and shall be identified as the majority opinion and/or recommendation of the committee.
 2. Minority opinion shall be presented by the Chair if requested to do so by the portion of the Committee having an opinion or recommendation different from the majority vote. A minority opinion and/or recommendation may only be presented after the majority opinion and shall be identified as the minority opinion.
- 201.8** Removing and/or replacing Committee members is within the authority of the Executive Committee. Any or all members may be removed and replaced if it is evidenced they are failing to perform or improperly performing their duties and responsibilities.
- 201.9** Special (ad hoc) Committees can be established by the BOD, President and/or Executive Committee for a single-issue purpose. A definite period of time must be established, when the Committee is established, for the completion of its task. A full written report must be issued by the ad-hoc Committee.
- 201.10** The conduct of meetings by Committees may be on an informal basis. Parliamentary procedures need not be observed. Minutes need not be taken; however, full detailed reports shall be compiled in accordance with the rules in this section.

300 BUDGET COMMITTEE

300.1 OBJECTIVES

The Budget Committee is charged with the development of an annual long range budget, financial and investment planning, application for grants and funds and the modification, adjustment and review of the current budget. The Committee shall assure that all-local, state and federal rules and regulations are met. The Budget Committee of all CCSF funds shall authorize an Annual Review by a CPA, which may be a full audit or some lesser accounting procedure.

300.2 STRUCTURE

1. Chair shall be the Treasurer of **CCSF**.
2. Except for the Chair, shall serve for one (1) year until the close of business at the AGM
3. Shall be comprised of not less than five (5) members including the Chair.

300.3 DUTIES AND RESPONSIBILITIES

1. Shall receive and review all budget requests and submit to the Executive Committee for review.
2. Shall compile reviewed requests into an overall budget to be submitted by the Committee for membership approval at the AGM.
3. The Chair is authorized to receive requests for budget adjustments during the seasonal year. Such requests, not to exceed five hundred (\$500) dollars or five percent (5%) may be approved by the Committee, ratified by the Executive Committee and reported to the BOD.
4. Shall submit the audit to the Executive Committee and reporting to the membership at the AGM.
5. Shall assist committees in projecting costs when developing new programs or procedures in order to develop their operational budget.
6. Shall meet on an "as needed" basis with at least one (1) meeting in conjunction with the BOD.
7. Develop a budget to cover the projected costs for completion of its task for the seasonal year.
8. Besides the annual budget, shall make such interim reports as required by the BOD.

301. BUDGET AND EXPENSES

301.1 GENERAL PROVISIONS

301.2 Budgets and expenses shall be established annually for Officers, Directors and Committees, as necessary for the operation of their offices.

301.3 An Annual Review by a Certified Public Accountant shall be authorized by the Budget Committee of all **CCSF** funds, which may be a full audit or some lesser accounting procedure.

301.4 Accountability and fiscal responsibility shall be demonstrated by **CCSF** in the use of all funds under its authority and to assure that adequate resources are available to attain its goals to promote, support and educate for the advancement of youth soccer. All persons with budgetary authority shall be accountable for the expenditures of funds budgeted to their office or program.

301.5 Levels of Funding shall include but not be limited to:

1. Conduct of Business
 - a) Telephone
 - b) Office Supplies
 - c) Postage
 - d) Copying
 - e) Fax Service
2. Travel:
 - a) In District or Region
 - b) Out of District or Region
 - c) Out of State
3. Per Diem:
 - a) In District or Region
 - b) Out of District or Region
 - c) Out of State
4. Travel Outside of Continental United States as per review and recommendation of the Budget Committee and approval of the Executive Committee.

301.6 Request for funding shall be submitted to the Budget Committee for review, modification, and approval or denial. The Committee will develop the budget in each category and submit it to the Executive Committee for review, comment, adjustment, modification, increase, reduction or denial of the request in whole or part. The request shall be returned to the Budget Committee for incorporation into the annual budget.

301.7 Final approval of requests for funding shall lie with the Board of Directors subject to their review and action.

301.8 Adjustments, amendments, reductions, additions and/or deletions shall be submitted to the Budget Committee for review and recommendation and forwarded to the Executive Committee for action. Upon approval by the Executive Committee, the Budget Committee shall revise the annual budget and submit to the Board of Directors.

301.9 Special modifications may be made to identify budget items in the amount of Five Hundred Dollars (\$500) or five percent (5%), whichever is less, either by the President or Chairman of the Budget Committee. Such modifications shall be submitted to the Executive Committee as part of the Treasurer's Report at their next meeting.

301.10 Review or expenditures as budgeted by Officers, Directors, Staff, etc. is within the authority of the Budget Committee. It is the responsibility of the Officers, Directors, Staff, etc. to maintain full documentation of their expenditures. Failure to provide the documentation will constitute grounds for disciplinary action by the Executive Committee or Board of Directors.

301.11 Yearly documented reports shall be submitted by anyone required to submit a budget on expenditures, prior to the end of the budget year, a date as set by the Treasurer, to the Budget Committee. Unobligated funds shall be returned to the General Fund in such form as directed by the Treasurer.

302. BUDGET PROCEDURES

- 302.1** Submitting a budget shall be required of all Officers, Directors, Administrative Staff, Committee Chairpersons, consultants and any other persons directed by **CCSF** to perform duties that may require expenditures for the performance of duties.
- 302.2** President, Secretary, Treasurer shall submit request for funding for costs that may be incurred in the performance of their duties to the Budget Committee, annually.
- 302.3** Registrar, Vice Presidents for Player/Coaching Development – Recreational and Competitive shall submit requests for funding for costs that may be incurred in the performance of their duties for approval by the Executive Committee prior to submission to the Budget Committee.
- 302.4** Standing Committee Chairpersons shall submit requests for costs that may be incurred in the performance of their Committee to the Budget Committee.
- 302.5** Special Committees, Consultants and Special Project Coordinators shall request funding from the Budget Committee as deemed necessary. Initial authorization by the Executive Committee shall not exceed one thousand dollars (\$1,000). If additional funds are needed, the Budget Committee must review and submit for approval by the Executive Committee.

400. BY-LAWS COMMITTEE

400.1 OBJECTIVES

The By-laws Committee is charged with the development and revision of the rules of the Association. The Committee is charged with the responsibility of receiving recommendations pertaining to the change, modification, updating, deletion and correction of the Articles of Incorporation, By-laws and Rules. The Committee will receive, initiate request and recommend proposals to the Executive Committee and the Board of Directors for their action on all proposed amendments. The Committee shall render opinions concerning the interpretation of the By-laws and Rules of **CCSF**, as directed to do so by the BOD.

400.2 STRUCTURE

1. Shall serve for one (1) year until close of business at the AGM.
2. Shall be comprised of not less than four (4) members.

400.3 DUTIES AND RESPONSIBILITIES

1. Coordinate the receiving and dissemination of information on all existing rules, proposed changes and required updates from USSF, USYSA and FYSA.
2. Shall render opinions, verbally or written, at all meetings, or whenever requested by any member after contacting appropriate Board Members
3. Shall meet on an “as needed” basis or as necessitated by the submission of proposed or requested amendments and at the direction of the BOD.
4. Develop a budget to cover the projected costs for completion of its task for the seasonal year.
5. Shall make such annual and/or interim reports as may be required by the BOD.

500. COMPETITIVE PROGRAM COMMITTEE

500.1 OBJECTIVES

The Competitive committee is charged with developing and implementing a program for the education, training and advancement of **CCSF** competitive coaches.

500.2 STRUCTURE

1. Shall serve for one (1) year until close of business at AGM.
2. Shall be comprised of not less than five (5) members including the chair.
3. Chair shall be the Vice President of Player/Coaching Development – Competitive.

500.3 DUTIES AND RESPONSIBILITES

1. Shall develop and implement a comprehensive program of education, training and advancement of coaches and supervise such program.
2. Shall develop such training aids and acquire such publications and audiovisual materials deemed beneficial to assisting in its objective.
3. Shall establish a set of Coaching Coordinators for each age division who will contact all other coaches within their age bracket for proper communication.
4. Shall meet on an “as needed” basis, but at least once before each season to establish its seasonal objectives.
5. Develop a budget to cover the projected costs for the completion of its tasks for the seasonal year.
6. Shall make such annual and/or interim reports as may be required by the BOD.

600. RECREATIONAL PROGRAMS COMMITTEE

600.1 OBJECTIVES

The Recreational Programs committee is charged with developing and implementing education, training and advancement programs for the participants of the **CCSF** soccer league.

600.2 STRUCTURE

1. Shall serve for one (1) year until close of business at AGM.
2. Shall be comprised of not less than five (5) members including the chair.
3. Chair shall be the Vice President of Player/Coaching Development – Recreational.

600.2 DUTIES AND RESPONSIBILITES

1. Shall work in close cooperation with all recreational league coaches to determine skills and tactics needed for training sessions.
2. Shall develop and implement a comprehensive program of education, training and advancement of players and supervise such program
3. Shall develop such training aids and acquire such publication and audiovisual materials deemed beneficial to assisting in its objectives.
4. Shall meet on an “as needed” basis, but at least once before each season to establish its seasonal objectives.
5. Develop a budget to cover the projected costs for the completion of its tasks for the seasonal year.
6. Shall make such annual and/or interim reports as may be required by the BOD.

700. PROTEST AND APPEALS COMMITTEE

700.1 OBJECTIVES

The Protest and Appeals Committee is charged with hearing protests and appeals pertaining to **CCSF** By-laws and Rules, and other rules, regulations and policies of affiliated organizations. All avenues of protests and appeals must be exhausted at all levels below this body before the Committee will consider hearing a protest or appeal.

700.2 STRUCTURE

1. Shall serve for one (1) year until close of business at AGM. NOTE: Except when a member(s) is involved in a protest or appeal, which has not been resolved.
2. Shall be comprised of a minimum of three (3) members approved by the BOD. An appointed member may be temporarily reordered by the Chair, should they be in any way involved in the protest or appeal being heard.

700.3 DUTIES AND RESPONSIBILITIES

1. Shall keep current with policies/procedures of USSF, USYSA, FYSA and submitting such changes to the Rules Committee for correction to the **CCSF** Rules.
2. Shall provide the County Office the necessary reports to assure that imposed sanction/discipline is accurate, the offender is properly and clearly defined, and that records are up-dated or expunged if found in error or changed in appeal.
7. Shall meet to hear a protest or appeal, which has been submitted, to them or the Secretary. Also, on an "as needed" basis for conducting business of the Committee.
8. Provide an annual review to the Budget Committee related to costs for filing protests and appeals, suggesting maintaining or revising fees to compensate for the costs of hearing protests/appeals.
9. Shall meet to hear protest or appeal being certain to comply with time limits as required in these By-laws.
10. Develop a budget to cover the projected costs for completion of its tasks for the seasonal year.
11. Shall make annual and/or interim reports as may be required by the BOD.

701. PROTEST, APPEALS, REQUEST FOR INTERVENTION, INTERVENTION

701.1 GENERAL PROVISIONS

PROTEST – Shall be defined as the method of contesting an event, (for example; game results, playing conditions, etc.)

APPEAL – Shall be defined as the method of contesting a decision.

701.2 These rules shall apply to all individuals, affiliates, players, coaches, officials and administrators. Discipline of any officer or director shall only be in accordance with these By-laws.

701.3 Protests, Appeals, Requests for intervention, and intervention policies shall be as set forth in these rules and in such policies as may be established by the Review and Discipline Committee and the Protest and Appeals Committee, as approved by the Board of Directors and be in keeping with the policies of USSF, USYSA, and FYSA.

701.4 Objectives for **CCSF** establishing these guidelines are to provide for fair, equitable, timely and uniformly applied procedures for reviewing the conduct of its members and participants, supporting their right, insuring adherence to the Rules and applying discipline based on a system of protest and appeal.

701.5 Uniform Rules shall be established and consistently applied to insure that members and participants have every opportunity to file protests, appeal decisions that affect their participation in soccer.

701.6 Compliance with **CCSF** Rules and By-laws is required when a member or participant constructs their own guidelines for protest and appeal procedures. They must assure the right to a fair, impartial and timely hearing, protest or appeal process.

702. PROTEST/CHARGE

702.1 Filing a protest or charge guarantees any member or participant the right to a hearing. They must follow the entry levels described, beginning at the lowest appropriate level. No level can be skipped if the member or participant wishes to continue the protest process.

702.2 Entry levels for filing protest: (In all levels, the individual shall follow the procedures below)

Team/individual to the Coaching Coordinator for the appropriate age group.

702.3 Procedures for filing a Protest:

1. Entry level of protest as listed above, must be followed.
2. Basis for the protest must be clear, specifically described, and include all pertinent information.
3. Violated rules must be specifically referenced in writing.
4. Persons involved must be identified along with their address and phone number, including those with information but whom may not be directly involved.
5. Documentation shall be submitted including, signed and certified statements, game reports, rosters, and/or other pertinent information.
6. Fees, as set by **CCSF** shall be attached.
7. The time requirements for filing protest must be within seven (7) days of the occurrence and in writing.
8. The Protest and Appeals Committee may prescribe standard forms for use in filing all protest and appeals within the County.

702.4 Failure to meet requirements for filing protest, the reviewing authority may:

1. Refuse to hear protest and return it to the person(s) filing protest.
2. Return protest to the appropriate entry level for review and reconsideration
3. Deny protest as not having been correctly filed and/or submitted.

702.5 Tracking of Protest. (These are guidelines and reasonable variations for legitimate reasons will not invalidate the protest).

1. Coaching Coordinator to Vice President Player/Coaching Development – Recreational within two (2) days of the original written request.
2. Vice President Player/Coaching Development – Recreational to Review and Discipline Committee within two (2) days.
3. Review and Discipline Committee must make a decision within two (2) days and immediately report all findings to the protester, coaching coordinator and referee assignor.
4. Notify the Secretary in writing of the Committee decision for filing in the County Office.

702.6 Administrative Protest may be filed against **CCSF** Officers, Executive Committee, Standing or Special Committees if viewed to be in violation of the Rules or the By-laws, directly to the Review and Discipline Committee.

703. APPEALS

703.1 Filing an appeal guarantees any member or participant the right to appeal any decision impacting their ability to participate in soccer or deemed to be contrary to **CCSF** Rules or the rules of the Affiliate organization. Appeals to the entry level of the protest are also guaranteed.

703.2 Entry level for filing appeals is with the Coaching Coordinator for the appropriate age group.

703.3 Procedures for filing an Appeal:

1. Entry level of Appeal as listed before, has been followed.
2. Documentation and all pertinent information are submitted, in writing, including the original decision of the lower authority.
3. Time requirements are met following the protest decision.
4. Fees, as set by **CCSF**, shall be attached.

703.4 Criteria for filing an Appeal are:

1. Basis for the appeal is clear evidence that the lower authority failed to follow established procedures during original review.
2. Excessive disciplines and/or sanctions were imposed by the lower authority than is customarily required for the offense.
3. Authority not within the Rules of **CCSF** for the alleged offence.
4. The lower level authority did not meet time requirements.

703.5 Denial of an Appeal shall be based on:

1. Basis of the appeal is not the failure of the lower level of authority to meet the rules.
2. Affiliate filing protest is not the person(s) or body that originally filed the protest.
3. "Not in good standing" is status of the person(s) filing the appeal.
4. Different basis or intent, in part or wholly, of the original protest.
5. Established rules have not been followed.

703.6 Tracking of an Appeal. (These are guidelines and reasonable variations for legitimate reasons will not invalidate the appeal.)

1. File appeal request with appropriate coaching coordinator within two (2) days of the Protest Committee decision.
2. Coaching Coordinator must notify the Vice President Player/Coaching Development – Recreational within two (2) days.
3. Vice President Player/Coaching Development – Recreational must notify the Protest and Appeals Committee within two (2) days.
4. Protest and Appeals Committee must make a decision within two (2) days and immediately report all findings to the protester, coaching coordinator and Referee Assignor.
5. Secretary must be notified in writing of the Committee decision for filing in the County Office.

703.7 Any and all other expenses incurred by **CCSF** as a result of such action shall be paid by the person(s) protesting or appealing a decision.

704. REQUEST FOR INTERVENTION

704.1 Request for intervention may come from any member or participant in good standing and following the criteria established for this process. The Executive Committee shall exercise the right and authority to cause review and respond to any request for intervention.

704.2 Procedures for Requesting Intervention are:

1. Basis for requesting intervention shall be upon documentation that a person(s) has been denied due process, a timely, fair or impartial hearing or has been denied the opportunity to respond to charges, or involves the action or failure to act by **CCSF**.
2. Filing a request shall be directly to the Secretary of **CCSF** who shall present it to the Executive Committee for direction.
3. Circumvention of the protest and appeal process cannot be the object of requesting intervention.

704.3 Executive Committee options are:

1. Refer to Review and Discipline Committee if the Executive Committee feels that a valid and documented issue has been raised. Review and Discipline findings shall be submitted in writing, to the person(s) requesting intervention.
2. Deny request and take no action if the Committee determines a valid issue has not been raised or properly documented.
3. Refer to Protest and/or Appeal level deemed more appropriate to the issue.

704.4 Any expense incurred by **CCSF** will be assessed to the requesting party. **CCSF** may require a bond to be posted equal to the estimated cost.

705. INTERVENTION

705.1 Intervention, upon request of an Officer of **CCSF**, into a member or participant's administration, or actions pertaining to protest, appeals and/or discipline, is within **CCSF** authority and right to intervene.

705.2 Procedures for Intervention are:

1. Review and Discipline Committee shall, upon notification by an Officer, review the rule infraction(s), determine if an infraction exists, and set discipline if determined infraction has occurred.
2. Vice President shall take appropriate action as determined by the Review and Discipline Committee, providing due process has not been circumvented or denied.

800. REGISTRATION COMMITTEE

800.1 OBJECTIVES

The Registration Committee is charged with properly signing up players, coaches, and volunteers for each soccer season and properly coding FYSA forms for filing with the State Organization.

800.2 STRUCTURE

1. Shall serve for one (1) year until the close of business at the AGM.
2. Shall be comprised of a minimum of five (5) members one of who shall be the Registrar who will act a Chairperson.

800.3 DUTIES AND RESPONSIBILITIES

1. Review all player, coach and volunteer registration forms for each soccer season.
2. Code all FYSA forms once rosters have been finalized.
3. Determine FYSA cost per player/coach form submitted and report to the Treasurer for check issuance.
4. Maintain files of all **CCSF** registrants.
5. File any change of status forms necessary.
6. Develop a budget to cover the projected costs for completion of its tasks for the seasonal year.
7. Shall make such annual and/or interim reports as may be required by the BOD.

801 REGISTRATION

801.1 GENERAL PROVISIONS/DEFINITIONS

Registration: Shall be defined as the act of registering a player or coach with FYSA thru CCSF.

Rostering: Shall be defined as the act of placing a registering player or coach on a team for a FYSA sanctioned competition or event.

Release:

- a. Voluntary release shall be defined as the process of removing a player or coach from a team's roster at the request of the player or coach.
- b. Involuntary release shall be defined as the process of removing a player or coach without permission of the player or coach.

Transfer: Shall be defined as the action of removal of a player or coach from a team's roster with the intention of being added to the roster of another team. This action shall include and imply a voluntary release from the original team upon acceptance of the request by the original District Commissioner or its designee.

Dual Registration: Shall be defined as the action of being rostered to more than one team simultaneously.

Seasons:

- a. Fall Season registration will be determined by the date set by the registrar and approved by the BOD.
- b. Spring Season registration will be determined by the date set by the registrar and approved by the BOD.

Late Registration: This is after the regular held registrations in which a date set by the registrar and approved by the BOD when late registrations are conducted for the sole purpose to fill currently rostered teams which are not completely filled. A late fee will be assessed for each player that is late. The Budget committee will determine each year before the seasonal year what the late fee will be and the BOD will approve this late fee. There will be exceptions to this rule.

802 REGISTRATION PROCEDURES

802.1 PLAYER

CCSF will follow FYSA Rules 202.1.1 to 202.1.4

802.1.2 VOLUNTEER HOURS/BUYOUT

At registration each season the parent of a player shall have the choice of volunteering set amount of hours or opt to a buyout which will be decided by the Budget Committee and approved by the BOD before the upcoming season.

900. REVIEW AND DISCIPLINE COMMITTEE

900.1 OBJECTIVES

The Review and Discipline Committee is charged with reviewing the actions of members, including Board Members, Coaches, Players, Referees, Volunteers, and Spectators, and imposing or removing discipline if the review so determines.

900.2 STRUCTURE

1. Shall serve for one (1) year until the close of business at the AGM.
2. Shall be comprised of a minimum of three (3) members. Member (s) may be recalled by the Chair, should a conflict of interest arise. Members must be approved by the BOD.

900.3 DUTIES AND RESPONSIBILITIES

1. It is the entry level for request, through the **CCSF** Secretary for Intervention by an Officer of **CCSF**
2. Advise the proper Vice President of their findings and discipline so that he/she may carry out and monitor the sanction/discipline imposed by the Committee.
3. Shall review game reports for ejection/sendoffs in all **CCSF** sanctioned events. May recommend additional sanctions by notifying members of the Executive Committee.
4. Shall provide, the **CCSF** Office and FYSA, the necessary reports to assure that imposed sanction/discipline is accurate, the offender is properly and clearly defined, and that records are up-dated or expunged if found in error or changed on appeal.
5. Shall work in close cooperation with the By-laws Committee.
6. Shall meet on an “as needed” basis to conduct its business.
7. Develop a budget to cover the projected costs for completion of its task for the seasonal year.
8. Shall make such annual and/or interim reports as may be required by the BOD.

900.4 DISCIPLINE – GAME CONDUCT

When Discipline/Sanctions are imposed, they must meet the required minimums. The Disciplining body must evaluate the incident as to intent, severity and past misconduct to determine the appropriate disciplines/sanctions. More severe disciplines/sanctions shall be imposed for multiple red cards during a season and for misconduct directed towards officials or administrators.

900.5 ONE GAME SUSPENSIONS:

1. Resulting from a second caution; (i.e., persistent infringement or dissent by word or action);
2. Denies the opposing team a goal or an obvious goal scoring opportunity by deliberately handling the ball (this does not apply to a goalkeeper within his own penalty area.)
3. Denies an obvious goal-scoring opportunity to an opponent moving toward the player’s goal by an offense punishable by a free kick or a penalty kick.
4. Serious Foul Play is defined as using disproportionate and unnecessary strength in a manner likely to hurt or injure an opponent; any tackle from behind which endangers the safety of an opponent;

900.6 OFFENSIVE OR INSULTING OR ABUSIVE LANGUAGE

1. **1 (one) game suspension**
Offensive or insulting or abusive language and/or gestures not directed.
2. **3 (three) game suspension**
Offensive or insulting or abusive language and/or gestures directed toward a player, referee, assistant referee, administrator, spectator or game and/or tournament official.
3. **6 (six) game suspension**
Adult directed to a youth referee.

900.7 VIOLENT CONDUCT

1. **1 (one) game suspension (minor infractions)**
Dead-ball foul that is neither violent or with intent to harm or injure; attempting to strike, hit or punch.
2. **4 (four) game suspension (major infractions)**
Defined as the aggression of a player towards an opponent with clearly no intent to play or fight for the ball; threatening gestures; fighting, hitting, or punching; all gestures with any part of the body which implies profanity; any exposure of the anatomy considered lewd and lascivious;
3. **6 (six) game suspension (major infraction)**
Entering a fight in progress or action resulting in law enforcement being called; entering the field of play and committing any additional offense. (E.g. violent conduct, foul or abusive language – this will be in addition to the sanction for the subsequent violation).

900.8 SPITTING

Is defined as spitting on or at an opponent or another person.

900.9 RED CARDS

Any player or coach who receives a second red card/ejection during a seasonal year or a third within two seasonal years for either violent conduct (major infraction with a 4 or 6 game suspension), foul and/or abusive language directed, spitting, or referee abuse, will be immediately suspended for the remainder of the seasonal year. The player/coach may then petition the Executive Committee in writing for re-instatement. The fee for this will be \$50.00. Multiple offenses relating to the same red card/ejection will qualify under this rule.

900.10 GAME OFFICIALS

Misconduct toward a referee may include, but is not limited to, all registered referees, assistant referees, forth officials or other duly appointed to assist. It also included any not licensed or registered person serving in an emergency capacity as a referee.

Any act committed before, during, or after a match, even at later times, if it is match related, such as at work or at home may constitute misconduct toward game officials.

900.11 REFEREE ABUSE

Referee abuse is a verbal statement or physical act not resulting in bodily contact, which implies or threatens physical harm to a referee or the referee's property or equipment.

Abuse include, but is not limited to, the following acts committed upon a referee; using foul or abusive language toward a referee (must imply a threat of physical harm), spewing any beverage on a referee's personal property; spitting at (but not on) the referee; verbally threatening a referee with remarks that carry imply or direct threats of physical harm.

Verbal threats are remarks that carry the implied or direct threat of physical harm. Such remarks as "I'll get you after the game" or "You won't get out of here in one piece" shall be deemed referee abuse.

Discipline: Minimum sanctions;

- a) Six (6) games suspension except;
- b) Spitting at referee or game official, six (6) games.
- c) An adult upon a youth referee, six (6) month suspension

900.12 REFEREE ASSAULT

Referee assault is an intentional act of physical violence at or upon a referee committed before during or after a match, even late times if it is match related such as at work or at home. For the purpose of this rule, “intentional act” shall mean an act intended to bring about a result which will invade the interests of another in a way threaten is socially unacceptable. Unintended consequences of the act are irrelevant. Assault includes, but is not limited to, the following act committed upon a referee: hitting, kicking, punching, choking, spitting on, grabbing or bodily running into a referee; the act of kicking or throwing any object at a referee that could inflict injury; damaging the referee’s uniform or personal property (i.e. car, equipment, etc.)

The player, manager, of official committing the referee assault is automatically suspended as follows:

- a) For a minor or slight touching of the referee or the referee’s uniform or personal property, at least three (3) months from the time of the assault.
- b) Except as provided in above, for any other assault, at least six (6) months from the time of the assault.
- c) For an assault committed by an adult and the referee is seventeen (17) years of age or younger, at least three (3) years.
- d) For an assault when serious injuries are inflicted, at least five (5) years.

900.13 REFEREE/LINESMAN MISCONDUCT

Misconduct, charges or allegations shall be filed immediately with the Referee Assignor or Field Marshall in charge of that facility. The complaint shall also be filed in writing to the **CCSF** Secretary within forty-eight (48) hours of identifying the offense. Hearing may be held as specified by the State Referee Administrator or his/her designee.

1000. FUNDRAISING COMMITTEE

1000.1 OBJECTIVES

The Fundraising Committee is charged with implementing income generating events and obtaining league, team and other sponsorships, as necessary, for the financial well being of **CCSF**.

1000.2 STRUCTURE

1. The Chair of the Committee shall be the Executive Fundraiser.
2. Committee members shall serve for one (1) year until close of business at AGM
3. Shall be comprised of the Assistant Fundraiser and at least three (3) additional members.

1000.3 DUTIES AND RESPONSIBILITIES

1. Obtain national corporate and local company sponsorship fees for recreational and competitive league teams.
2. Conduct events (i.e. carnivals, car washes, yearbook sales, etc.) that will generate additional income for **CCSF**.
3. Develop a budget to cover the projected expenses for completion of its tasks for the seasonal year.
4. Shall meet on as “as needed” basis to conduct business.
5. Shall make such annual and/or interim reports as may be required by the BOD.

1001. TOURNAMENT AND TRAVEL COMMITTEE

1001.1 OBJECTIVES

The Tournament and Travel Committee is charged with establishing and implementing policies and procedures for competitive division teams to compete in FYSA and other sanctioned events. The Committee will adhere to all competition rules established by FYSA for players, coaches and tournaments.

1000.2 STRUCTURE

1. The Chair of the Committee shall be the Vice President Coaching and Player Development – Competitive.
2. Committee shall consist of no less than five (5) members including the Chair.
3. Shall serve for one (1) year until close of business at the AGM.
4. Shall meet on an “as needed” basis to conduct its business.
5. Develop a budget to cover the projected costs for completion of its task for a seasonal year.
6. Shall make such annual and/or interim reports as may be required by the BOD.

1002. COMPETITIVE PROGRAM COMMITTEE

1002.1 OBJECTIVES

The Competitive Program Committee is charged with establishing and implementing the policies and procedures necessary for the competitive division teams to compete in FYSA and other sanctioned events. The Committee will adhere to all competition rules established by FYSA for players, coaches and tournaments.

1002.2 STRUCTURE

1. The Chair of the Committee shall be the Vice President of Coach and Player Development – Competitive.
2. Committee shall consist of no less than five members including the Chair.
3. Except for the Chair the committee shall serve for one (1) year until close of business at the AGM.
4. Shall meet on an “as needed” basis to conduct its business.
5. Develop a budget to cover the projected costs for completion of its task for a seasonal year.
6. Shall make sure annual and or interim reports as may be required by the BOD.

1002.3 COACH SELECTION

1. A subcommittee shall be formed to evaluate potential coaching applicants.
2. The BOD has the authority to approve any and all coach or assistant coach candidates recommended by the subcommittee.

1002.4 TRYOUTS

1. All current CCSF players will be notified of tryout dates and times.
2. All current CCSF coaches will be notified of tryout dates and times.
3. Use of local media to notify the general public may be used to facilitate as many potential players and coaches as possible. This shall be done in coordination with a member of the Public Relations Committee.
4. First round will take place over five consecutive days for two hours after the fifth day. Coaches will also notify all players that may continue in the future rounds of tryouts.
5. Coaches must conduct two to three additional tryouts per week for two additional weeks to help evaluate talent.
6. Coaches will only announce the names of those players to be selected and rostered on that coach’s competitive team. The coach must fill a majority of his/her roster.
7. Additional players to be added to rosters must be by invitation.

1002.5 COACH RESPONSIBILITIES

1. Coach must supply game scores and other pertinent information within forty eight hours to the Vice President – Competitive for submission to all entered competitive leagues.
2. Coach is accountable for all equipment and supplies. Missing supplies at the end of the season will require reimbursement for the value of the merchandise to CCSF.
3. Coaches must be at their practice sites at least 15 minutes prior to the scheduled start time of practice.
4. Coach's Code of Conduct forms will be adhered to including water breaks as needed. When temperatures are in excess of eight (80) degrees Fahrenheit, water breaks must occur every fifteen to thirty (30) minutes.

1003. COMMUNICATIONS/PR COMMITTEE

1003.1 OBJECTIVES

The Communication and Public Relations Committee is charged with contacting local media and state organizations about **CCSF** functions (including registration date, game info, tournaments, instructional camps, etc.). This committee will also be responsible for updating the league web site.

1003.2 STRUCTURE

1. The Chair of the Committee will be the Communication/PR member of the BOD.
2. Committee members will serve for one (1) year until close of business at the AGM.
3. Shall consist of not less than three (3) members including the chair.

1003.3 DUTIES AND RESPONSIBILITIES

1. Shall establish contact with all forms of local media and prepare proper press releases to announce league events as necessary.
2. Shall prepare promotional materials needed to ensure maximum public exposure for league sanctioned events.
3. Shall meet on an "as needed" basis to conduct its business.
4. Develop a budget to cover the projected costs for completion of its task for the seasonal year.
5. Shall make such annual and/or interim reports as may be required by the BOD.

1004. ROSTERING COMMITTEE

1004.1 OBJECTIVES

The Rostering Committee is charged with forming recreational team rosters utilizing skill test results and any other background information about a participant's abilities, which will promote parity within each age group.

1004.2 STRUCTURE

1. Shall serve for one (1) year until close of business at AGM.
2. Shall be comprised of a minimum of five (5) members approved by the BOD, one of who shall be the Registrar, who shall serve as chairperson.

1004.3 DUTIES AND RESPONSIBILITIES

1. Shall keep current with policies and procedures of the **CCSF** Rules of Competition.
2. Shall establish a schedule for player skill evaluations and make all necessary arrangements for said evaluation sessions.
3. Maintain skill evaluation records for no less than thirty (30) days following the first game of a coming season in the event of a dispute.
4. Shall determine player eligibility for possible advancement of age bracket.
5. Shall prepare final team rosters within fourteen (14) days of the final player registration date as approved by the BOD.
6. Shall, to the best of its abilities, equally divide players based on skill levels and gender, including “add-on” players and replacements.
7. Shall provide the registration Committee with final team rosters for state coding and verification of player eligibility as soon as possible.
8. Prepare rosters utilizing the pre-set number of players for each age bracket as approved by the **CCSF** BOD.
9. Shall consider roster changes as directed by the Protest and Appeals Committee.
10. Shall develop a budget top cover the projected costs for completion of its tasks for the seasonal year.

1005. ELECTION COMMITTEE

1005.1 OBJECTIVES

The Election Committee is charged with determining the correct number of votes to which Officers, Directors and other members are entitled to cast in accordance with the **CCSF** Rules. They shall verify that all votes cast are by the rightful holder as an individual, valid assigned proxy, legally assigned representative or directed vote to the Secretary of **CCSF**.

1005.2 STRUCTURE

1. The Chair shall be the Secretary, with the Registrar as advisor to the Committee.
2. Except for the Chair, shall serve for one (1) year, until the close of business at the AGM.
3. Shall be comprised of not less than four (4) members.

1005.3 DUTIES AND RESPONSIBILITIES

1. Shall review current computerized listings of General Board and other Members, verifying correctness in order to establish their eligible votes. Confirmation must be supplied to all members at least thirty (30) days in advance of the AGM as per By-laws.
2. Shall hear and rule on disputed votes as per By-laws. In all matters of dispute, the verified listings shall be the Committee’s determining factor and shall be final.
3. Shall determine at the AGM, and other meetings if necessary, based on the verified membership in attendance, what constitutes a quorum, majority, two thirds (2/3) majority, etc., in order to conduct voting by membership legally and correctly.
4. Shall conduct elections and shall conduct other such voting procedures requiring ballot voting.
5. Shall work in cooperation with the Review and Discipline Committee in maintaining records of sanctions and discipline.
6. Shall meet on an “as needed” basis, except that at least one (1) meeting be held annually in preparation for the AGM.
7. Develop a budget to cover the projected costs for completion of its task for the seasonal year.
8. Shall make such annual and/or interim reports as may be required by the BOD.