



ELIZABETH FORWARD SOCCER ASSOCIATION
BY-LAWS

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ARTICLE 1: GENERAL:

- Section 1. **NAME**
The organization shall be known as ELIZABETH FORWARD SOCCER ASSOCIATION. Hereafter to be referred to as EFSA.
- Section 2. **GOVERNING BODY**
The EXECUTIVE COUNCIL is the governing body of EFSA.
- Section 3. **GEOGRAPHICAL BOUNDARIES**
The geographical boundaries of EFSA are comprised of Elizabeth Township, Forward Township and Elizabeth Borough of Allegheny County in the Commonwealth of Pennsylvania. Players from outside these geographical boundaries may play for EFSA.
- Section 4. Any person, who does not live within the EFSA geographical boundaries and has an existing soccer organization within their own geographical area, is not eligible to hold a Council position with EFSA, unless approved by the Executive Council.
- Section 5. All coaches, council members and other volunteers of the association who have been entrusted with personal information of members including, but not limited to, phone numbers, addresses and email addresses, shall treat this information as confidential and shall not use this information for any but it's intended purpose within EFSA. This information is the property of EFSA.

ARTICLE 2: PURPOSE

- Section 1. The purpose of EFSA is to develop, promote and administer the game of soccer for the youth ages nineteen years of age and under based on age requirements set forth by PA West and US Youth Soccer.

ARTICLE 3: DISSOLUTION

- Section 1. Upon the dissolution of the Association, the Executive Council shall, after paying or making provision for the payment of all of the liabilities, dispose of all assets of the Association exclusively for the purpose as stated and conducted exclusively for like purpose as shall at the time qualify as exempt under Section 501(c) (3) of the Internal Revenue Code or corresponding section of any future Federal Tax Code.

ARTICLE 4: AFFILIATIONS

- Section 1 EFSA shall be an affiliate of PA West. EFSA shall be subject to the authority of the Federation International de Football (FIFA), the United States Soccer Federation (USSF), the United States Youth Soccer Association (USYSA), and PA West.
- Section 2. EFSA shall be governed by its By-laws, Policies and Rules and Regulations. EFSA shall retain its own autonomy, but will adhere to the By-laws and Rules and Regulations of PA West in all matters pertaining to PA West competition.

ARTICLE 5: MEMBERSHIP:

- Section 1. To be a valid member, a person must be active in the administration of EFSA or coaching, or must meet the requirements of active membership as defined on the registration form.



- Section 2. Members are in good standing if current on fees and fundraising,
- Section 3. Players must participate in fundraising functions each season. As an alternative to fundraising, a buyout will be offered which must be paid in full prior to participation.
- Section 4. Voter Eligibility: Members who are in good standing , are 18 years of age or older, and have attended at least two (2) of the four (4) previous regular membership meetings are eligible to vote for election of Executive Council and/or By-Law Amendments only.
- Section 5. The Executive Council, by a two-thirds vote, may revoke the membership of any member acting in violation of the By-laws of EFSA. The decision of the Executive Council will be final. (Refer to Article 6.)

ARTICLE 6 MEMBER DISCIPLINE and REMOVAL

- Section 1. The proper chain of command for requests for action is coach, commissioner, in-house/travel coordinator, and then the Executive Council. All requests for action shall be submitted in writing and then reviewed by the Executive Council to determine what course of action will be taken.
- Section 2. Any EFSA Member (including but not limited to any Coach, Assistant Coach, Parent, Legal Guardian or Executive Council Member) and any Player or Referee may be disciplined or removed as a member after a motion and a two-thirds vote of the Executive council following a hearing procedure as described herein. Discipline and removal shall be at the sole discretion of the Executive Council. Before the Executive Council can remove a Member, Player or Referee notice of the date and time of the meeting at which the removal vote will be taken shall be made by certified mail to said Member, Player or Referee. Such Member, Player or Referee shall be provided a hearing prior to removal proceedings.
- Section 3. Disciplinary Measures: The Executive Council reserves the right to censure, suspend or remove members of the Council and other Participants or League Members. Grounds for such actions shall include, but are not limited to: failure to comply with the By-laws or approved policies and procedures; failure to adequately carry out the prescribed duties of office; mismanagement; failure to adhere to any applicable Code of Conduct; anyone who assaults, harasses or intimidates in person, by phone or in writing any officer, Council member, coach, player, parent of player, or referee while participating in or attending association events or with respect to association activities.
- Section 4. The President shall establish and chair a disciplinary committee consisting of the president and three other members in good standing of the association selected with approval of the Executive Council. The committee shall hold disciplinary hearings.
- Section 5. All disciplinary hearings shall be held using the following procedures:
1. The accused shall be notified in writing as to the date, time, location and reason for the hearing. The notice shall also include any witnesses who shall testify against the accused. The notice shall be sent by certified mail and postmarked no less than fourteen (14) days prior to the scheduled date.
 2. The accused shall have the right to present evidence in defense, use the help of counsel, and confront their accuser(s). The Executive Council must be made aware of the intention to use legal counsel at least 72 hours prior to the hearing. Legal counsel may attend to provide counsel, but shall not be permitted to question the panel or any witnesses. The Executive Council must also be made aware of any additional witnesses who shall testify at least 72 hours prior to the hearing.



3. The hearing panel shall present their findings with recommendations promptly to the Executive Council.
4. The Executive Council shall be responsible for disciplinary actions regarding the association participants, subject to the following:
 - a. The Executive Council shall have the right to censure or suspend a participant.
 - b. The Executive Council shall have the right to revoke membership of a participant.For the purposes of this section, Participants shall include players, coaches, parents, guardians, referees, active volunteers and spectators.
5. The decision of the hearing panel's findings shall be mailed by certified mail within fourteen (14) days of the hearing date and a copy of this letter shall be kept on file with the Secretary. The decision should include all evidence considered and the rationale for the decision.

- Section 6. Appeals of disciplinary hearings shall be held using the following procedures:
1. Appeals of the disciplinary matter shall be made in writing by certified mail to the Executive Council within fourteen (14) days upon receipt of the findings of the hearing panel.
 2. The Executive Council shall schedule the appeal hearing within thirty (30) days receipt of the appeal. The appeal hearing must afford all parties involved the same privileges as outlined in the disciplinary hearings section of this item.
 3. The appeal hearing will not be held to reexamine the evidence, but to insure that the hearing examined all evidence presented and was conducted according to procedure as set forth in the above paragraph.
 4. The findings of the appeal hearing shall be mailed by certified mail within fourteen (14) days of the hearing date. The decision should include all evidence considered and the reasoning for the decision. The decision of the Executive Council will be final.

- Section 7. A Member, Player or Referee expelled from the association may be reinstated provided that: A written request for reinstatement or reconsideration is submitted to the Executive Council. The Executive Council shall have the complete discretion whether to entertain the request and there shall be no enforceable right to have the request voted on by the Council. If approved for a vote, a unanimous vote by the Council Members would allow for the Member to be reinstated.

ARTICLE 7: EXECUTIVE COUNCIL:

- Section 1. The Executive Council shall be comprised of four Executive Directors (President, Vice President, Secretary and Treasurer), and six other members of the association, not of the same family, to be elected to the council by the general membership. Those six other members shall be the Traveling Coordinator, In-House Coordinator, U-6 Commissioner, U8 Commissioner, U10 Commissioner and Registrar.

- Section.2. The Executive Directors in the EFSA organization shall be President, Vice-President, Secretary and Treasurer. Nominations for all Directors will be opened at the September Membership Meeting. At least one week before such nominations, public notice will be given that nominations will be accepted. Only members meeting voter eligibility requirements and active status can nominate or be nominated. Nominations shall be made by eligible members at the September Membership Meeting or in writing to the secretary. All nominations must be received at least one week prior to elections. Nominations shall be closed one week before the October Membership Meeting at which the election will be held. The proposed ballots shall be read the night of the election and shall be made part of the Secretary's minutes. No write-ins shall be permitted on the ballot. Newly elected Directors shall take office at the beginning of January. The newly elected Directors shall work with the incumbents beginning immediately after election prior to taking office in January. Incumbent Directors may be re-elected and become officers for the ensuing year, provided that they remain in good standing and on active status. However, no Director can serve more than two consecutive terms in the same office.



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- Section 3. Nominations for the Registrar, Traveling Coordinator, In-House Coordinator, U-6 Commissioner, U8 Commissioner, U10 Commissioner and Registrar will be opened at the April Membership Meeting. At least one week before such nominations, public notice will be given that nominations will be accepted. Only members meeting voter eligibility requirements and active status can nominate or be nominated. Nominations shall be made by eligible members at the April Membership Meeting or in writing to the secretary. All nominations must be received at least one week prior to elections. Nominations shall be closed one week before the May Membership Meeting at which the election will be held. The proposed ballots shall be read the night of the election and shall be made part of the Secretary's minutes. No write-ins shall be permitted on the ballot. The newly elected Registrar, Traveling Coordinator, In-House Coordinator, U-6 Commissioner, U8 Commissioner, U10 Commissioner shall take office at the beginning of July. The newly elected Registrar, Traveling Coordinator, In-House Coordinator, U-6 Commissioner, U8 Commissioner, U10 Commissioner shall work with the incumbents beginning immediately after election prior to taking office in July.
- Section 4. A person may hold only one office at a time. Two members of the same family cannot hold elected office simultaneously. However, in the event that a position cannot be filled in the usual nomination/election process, the Executive Directors could appoint a person to fill the vacant seat with a unanimous vote, regardless of family connections to other Council members with the exception of family connections to President, Vice President, Secretary and Treasurer.
- Section 5. The Executive Council shall be the judge of the elections and shall settle any dispute concerning same. They shall appoint two tellers who shall be approved by the general membership. Tellers will prepare a voting summary to be presented to the secretary for filing. One member of the Executive Council will oversee the process.
- Section 6. All officers shall serve a one (1) year term.
- Section 7. The President shall not have a vote on items before the Executive Council. The President can and must vote in the event of a tie.
- Section 8. Five (5) members of the Executive Council shall constitute a quorum to transact business of EFSA. Majority rule shall apply in all cases except as designated otherwise in these By-laws. No proxy voting is permitted at meetings.
- Section 9. The Executive Council shall develop policies, procedures and guidelines as necessary to carry out EFSA's mission. The President and Secretary shall be responsible for maintaining current copies of all procedures and guidelines. No policy, procedure, or guideline shall contradict these By-laws.
- Section 10. The Executive Council shall act as the Trial Tribunal for EFSA regarding any dispute concerning a violation of these By-laws and its decision shall be final, subject to appeal by the individual or individuals in its decision effects. Any Council member who fails to attend at least seven (7) of the ten (10) scheduled meetings or is absent for three (3) consecutive meetings may be dismissed from the Council by a two-thirds vote of his fellow Council members. Any Council member or officer who is deemed by a two-thirds majority of his fellow Council members to be insubordinate or derelict in his duties shall be removed from the Council.
- Section 11. VACANCIES: A vacancy existing in any position shall be filled for the unexpired term by a person elected by a two-thirds vote of the Executive Council. If the office of President becomes vacant, it shall be filled by the Vice President.
- Section 12. The Executive Council will hold a closed meeting every month except in December. Dates are to be determined by the Executive Council.



Section 13. Special meetings of the Executive Council shall be called by the President as often as necessary with 48 hours notice prior to the meeting date being given the Council members by phone or in writing by the Secretary or President.

ARTICLE 8: DUTIES AND RESPONSIBILITIES OF OFFICERS

Section 1. The President shall preside at all meetings of the organization, shall sign all written contracts or obligations of EFSA, and shall perform other such duties as specified in these By-Laws and any policy and procedures EFSA may develop. The President shall represent EFSA at all committees and organizations.

Section 2. The Vice-President shall assume the duties of the President in the absence of the President. He/she shall assist the President in all areas and assume all duties delegated to him/her by the President.

Section 3. The Secretary shall perform all duties in relation to correspondence as required by EFSA including checking the association's email account and directing the emails to the appropriate Executive Council member(s). Copies of all correspondence shall be kept on file and made available at all meetings. The secretary shall take and record minutes of all EFSA meetings, and be responsible for passing an attendance sheet to be signed by all officers and members present at the meetings. The minutes of every meeting shall be kept in permanent form and have the initial of the President when approved as written by the membership.

Section 4. The Treasurer shall have charge of all funds of EFSA and shall keep an accurate account of all moneys received and disbursed and shall issue all checks of EFSA. The Treasurer shall provide a written Treasurer's report consisting of an income and expense report accompanied by a copy of the previous month's bank statement either in person or in written delivery at each meeting of the general membership and to the Executive Council and shall be responsible for preparing and presenting an annual budget at the May meeting for the fiscal period.

Section 5. The Traveling Coordinator duties include making sure fields are maintained, becoming a certified referee assignor, scheduling travel team game times, calling coaches to call off games in bad weather.

Section 6. The In-House Coordinator duties include coordinating the activities of the age group commissioners, ensuring that the in-house groups are working on age-appropriate soccer skills and making sure the necessary equipment is available.

Section 7. The U6 Commissioner duties include separating players into teams, organizing coaches, calling coaches to call off games in bad weather, recruiting volunteers to help with field painting and end of season gifts.

Section 8. The U8 Commissioner duties include separating players into teams, organizing coaches, calling coaches to call off games in bad weather, recruiting volunteers to help with field painting and end of season gifts.

Section 9. The U10 Commissioner duties include separating players into teams, organizing coaches, coordinating games with neighbor clubs, calling coaches to call off games in bad weather, recruiting volunteers to help with field painting and end of season gifts.

Section 10. The Registrar duties include making sure player information is complete, coordinating registration, putting players in age groups, meeting with PA West to register and pay the state office for the registration fees. They will also provide the Executive Council with statistics concerning the number of players registered in the various age groups and shall provide rosters of



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players to the Travel Coordinator and In-House Coordinator no later than three (3) weeks after the final in person registration.

ARTICLE 9: TEMPORARY COMMITTEES

- Section 1. The President shall appoint such temporary committees as are deemed appropriate.
- Section 2. The President shall be an ex-officio member of all committees.

ARTICLE 10: MEMBERSHIP MEETINGS

- Section 1. Regular membership meetings shall be held in April, May, September and October.
- Section 2. Additional membership meetings can be called by the President as often as required provided notification is given by the Secretary to the members at least 3 days in advance of such meetings.
- Section 3. All meetings shall be conducted by the President. "Roberts Rules of Order" may be used as a guideline.

ARTICLE 11: AMENDMENTS OF BY-LAWS

- Section 1. Amendments to these By-laws shall be made in the following manner:
- A. Proposed amendment(s) shall be drawn and submitted in writing to the Secretary and Executive Council.
 - B. The amendment(s) shall be read in its (their) FINAL form at the next two membership meetings and then voted upon. Two-thirds vote of membership present is required to pass.

ARTICLE 12: FINANCIAL CONSIDERATIONS

- Section 1. The Executive Council shall authorize such expenses as necessary to carry out the business of EFSA.
- Section 2. A petty cash fund may be established for the President, In-House Coordinator, Treasurer, and Traveling Coordinator in the amount of \$50.00 each. It shall be replenished as needed. Validation of prior expense(s) by receipt.
- Section 3. The Directors, In-House Coordinator and Traveling Coordinator are authorized reimbursement of expense under \$250.00 provided a written receipt and a satisfactory reason for the expenses are provided to the Treasurer. Authority to purchase anything over \$250.00 must be obtained from the Executive Council.
- Section 4. All checks may be signed by any of the following Directors: President, Vice President, Secretary and Treasurer. All checks must have the vendors name written in before being signed.
- Section 5. REFUND POLICY: No refunds shall be made for fundraising contributions. Refunds for registration requested prior to EFSA submitting rosters to PA West for the playing season shall be granted for the full sum paid for registration. Refunds shall only be paid to the individual that originally paid for registration. Once the EFSA rosters have been submitted to PA West, no registration refunds shall be granted. If the player has a medical condition or family situation that



prohibits the player from participating for the season, a refund may be granted with Executive Council approval.

Section 6. Two members elected by the membership at the October Membership Meeting shall audit the financial report of the Treasurer. The audits shall be performed in December and June.

ARTICLE 13: EQUIPMENT

Section 1. All coaches shall be issued the playing equipment necessary for soccer. This equipment shall be the financial responsibility of the coach. First-aid kits will be supplied. These kits, as well as the equipment, will be checked at the beginning of each season by the Age Group Commissioners.

Section 2. In addition to the Directors of the Executive Council, only the In-House Coordinator and Traveling Coordinator have the authority to purchase equipment, or add equipment to an existing bill. Equipment being: goalie jerseys, goalie gloves, vests, nets, balls and goals in accordance with the financial considerations outlined in Article 11, Section 3.

ARTICLE 14: TRAVEL TEAM COMPOSITION AND ADVANCEMENT

Section 1. Under no circumstances shall EFSA deviate from the rules of PA West.

Section 2. Teams shall be composed by age division as directed by PA West. All players and all coaches shall be assigned to teams by the Registrar and committee appointed by the President. The committee must prepare rosters for the approval of the Executive Council at its February and July meetings. There will be no right or opportunity to place a player on a specific team and the committee and/or Executive Council will be under no obligation to do so.

Section 3. **PLAYING TIME:** PA West travel players must play approximately 25% of the game at minimum. PA West Traveling players playing in lower divisions as defined by PA West must play approximately 50% of the game at minimum except for reasons of injury, discipline or illness.

Section 4. Coaches shall be required to maintain the minimum roster.

Section 5. During the course of the season, if players are injured drop out, or leave the team for any reason, the coach may add an equal number of players provided PA West rules are abided by. Replacement player assignment shall take place by lottery selection of late sign-up requests supervised by the President and Travel Coordinator and/or Registrar.

Section 6. Late sign-ups shall be assigned only if roster spots are available for that particular age group.

Section 7. A Player may "Play up" provided all of the following conditions are met:

1. The parent/legal guardian of the player must provide a properly executed notarized play up waiver form.
2. There must be room on the roster for the team for which the player would like to play up on.
3. The minimum roster requirement must still be met for the team from which the player would play up from.
4. A player requesting to play up must be approved by the Executive Council.

Section 8. **RATING OF PLAYERS:** At the conclusion of each season, coaches will assign a numerical level rating to each player based on the guidelines provided in the assessment form provided by the Travel Coordinator.



ARTICLE 15: IN-HOUSE TEAM COMPOSITION AND ADVANCEMENT

- Section 1. Under no circumstances shall EFSA deviate from the rules of PA West.
- Section 2. Teams shall be composed by age division as directed by PA West.
- Section 3. **RATING OF PLAYERS:** At the conclusion of each season, coaches will assign a numerical level rating to each player based on the guidelines provided in the assessment form provided by the In-House Coordinator.
- Section 4. The In-House coordinator will provide each Age Group Commissioner with a roster of players including their ratings for compilation of teams. Teams for In-House will be compiled for each season with an equal distribution of numerical rating on each team. The Age Group Commissioners must prepare teams for the approval of the Executive Council at its February and July meetings. The decision making process will be governed by, but not limited to the following guidelines in order of priority:
1. Teams will be kept together as much as possible from Fall to Spring.
 2. Parents/guardians will have the right and opportunity to, in writing, have their child not be placed on a specific coach's team. There will be no right or opportunity to place a child on a specific team and the Executive Council will be under no obligation to do so.
 3. Children of coaches, both of whom being within the same age group will be exempted from the above items and will be assigned accordingly to parental positioning. Siblings both being in the same age group will be exempt from the above and be assigned to the same team.
- Section 5. A player may not play for two In-House teams simultaneously because of insurance regulation (Revised entirely on May 2, 1994).
- Section 6. All In-House players must play at least 50% of the game provided they are in attendance at the start of the second period. No In-House player can play more than 50% of the game in one position.
- Section 7. A player within the In-House program may play up in age group provided all of the following conditions are met:
1. The parent/legal guardian must submit a notarized play-up waiver form to the Age Group Commissioner giving the association permission for the player to move up in age group.
 2. The player has played at least one full season in their assigned age group (a fall or spring season).
 3. The player's coach must make a recommendation to the Age Group Commissioner requesting the child move up in age group.
 4. Fifty percent of the coaches in the age group must give their approval to the Age Group Commissioner agreeing that the player will benefit in playing at the next age group level.
 5. A player shall not be permitted to play up more than one age group above his/her assigned age group.
 6. Only a U10 In-House player may be permitted to play up to a traveling team with approval by the Executive Council.

ARTICLE 16 CANCELLATIONS

- Section 1. No games shall be played during a thunder or lightening storm or In-House when the temperature is below 40 degrees.
- Section 2. In-House practices/games shall be the responsibility of the Age Group Commissioner or the In-House Coordinator only.



Section 3. Cancellation of traveling team games before game time shall be the responsibility of the coach in conjunction with the Traveling Coordinator. Cancellations during the game shall be the responsibility of the referee only.

ARTICLE 17: RISK MANAGEMENT

Section 1. PA West recognizes the need to protect all of its participants from undue risk, especially children. Under the rules of the United States Youth Soccer Association (USYSA), PA West is required to adopt a policy for protection of its players. While the USYSA does not specify what type of program must be adopted, it does have an information disclosure form that it recommends for use. EFSA, as a member of PA West, also believes a similar policy is necessary for the protection of its players. At no time, does PA West or EFSA wish to violate the privacy of its volunteers; however, the need to protect the child is the primary objective.

Section 2. In accordance with the PA West policy on this matter, EFSA has chosen to use the PA West Risk Management System for the protection of its players.

Section 3. PROCEDURE:

1. Every Coach, Assistant Coach, Manager, Trainer, Board Member and Volunteer must certify for Risk Management.
2. These completed reports will be retained in a private manner, handled exclusively by the Risk Manager, and the contents will not be made available to outside sources without the individual's consent or by order of the court, except as noted in section 5 herein. The report shall be maintained for 2 years following completion if without affirmative responses. Reports containing affirmative responses shall be retained for 5 years following date of submission to the Risk Manager.
3. Completion of the PA West Risk Management System will be required every two years unless the individual's service in an active position is interrupted for a period to exceed 12 months in which case the procedure in Item 1 above will be repeated prior to application or appointment to a position designated in item 1. The Executive Council may conduct further inquiries into the individual's criminal history record as deemed appropriate and lawful if the Council discovers information or public records, which would show cause for further inquiry.
4. At the time of team registration, EFSA will be required by PA West to demonstrate the existence of the completed clearance report for any coach/volunteer placed on a roster. Clearances will not be examined for content, but only that they exist.
5. Individuals refusing to complete the PA West Clearance will be disqualified from serving in positions designated in item 1 herein. Individuals submitting Act 33 or Act 34 criminal history reports specified below will likewise be disqualified to serve in the positions detailed in Item 1 above. Disqualifying activities are set forth in Title 24 Pennsylvania Consolidated statutes (P.S.) Section 1-111 as amended, which is incorporated herein by reference, and currently includes:
 - (1) Under the provisions of Title 18 of the Pennsylvania Consolidated Statutes:
 - Chapter 25 (relating to criminal homicide)
 - Section 2702 (relating to aggravated assault)
 - Former section 2709(b) (relating to stalking).
 - Section 2709.1 (relating to stalking).
 - Section 2901 (relating to kidnapping).
 - Section 2902 (relating to unlawful restraint).
 - Section 3121 (relating to rape).



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Section 3122.1 (relating to statutory sexual assault).
Section 3123 (relating to involuntary deviate sexual intercourse).
Section 3124.1 (relating to sexual assault).
Section 3125 (relating to aggravated indecent assault).
Section 3126 (relating to indecent assault).
Section 3127 (relating to indecent exposure).
Section 4302 (relating to incest).
Section 4303 (relating to concealing death of child).
Section 4304 (relating to endangering welfare of children).
Section 4305 (relating to dealing in infant children).
A felony offense under section 5902(b) (relating to prostitution and related offenses).
Section 5903(c) or (d) (relating to obscene and other sexual materials and performances).
Section 6301 (relating to corruption of minors).
Section 6312 (relating to sexual abuse of children).

- (2) An offense designated as a felony under the act of April 14, 1972 (P.L. 233, No. 64), known as "The Controlled Substance, Drug, Device and Cosmetic Act."
 - (3) An out-of-State or Federal offense similar in nature to those crimes listed in clauses (1) and (2).
6. Individuals disqualified in accordance with Item 5 above will be provided the opportunity for a hearing in a closed session before at least 2/3 members of the Executive Council of EFSA, one of whom must be the Vice President or President. The decision of the Executive Council at the conclusion of the hearing will be final.
7. Individuals disqualified by the actions in Item 6 shall have the right of appeal under the rules of PA West. Appeals shall be directed to the PA West State Office.