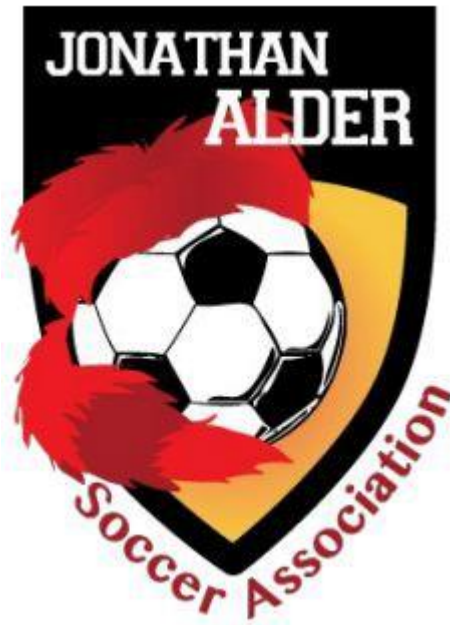


JONATHAN ALDER SOCCER  
ASSOCIATION, INC. (JASA)



Bylaws

Revised 7/5/2012

Adopted 8/4/2012

Revised/Adopted 6/10/15

Revised/Adopted 12/2016

## Bylaws

### Jonathan Alder Soccer Association Inc.

Section 1 – Functions and operations are as follows:

The organization will consist of a Board of Directors with a maximum of eleven (11) members who will plan and prepare the soccer activities and sites for the youth in the Jonathan Alder attendance area. Each division may be supervised by a commissioner.

1a: Open Directors positions shall be filled by a review of applications. Applicants shall be presented to the board and voted on by a simple majority. The president's vote will break all ties.

Section 2 – Executive Board

The Executive Board will consist of the Past President, President, Vice President, Secretary, Treasurer and up to 6 members at large. Officers

shall be determined by nominations from the Board and appointed by a simple majority of votes. The current President's vote shall break all ties.

2a: In addition to the board, an invitation shall be extended to the Coaches or their designees of the Jonathon Alder High School soccer programs to be advisors to the board. With good communications between JASA and the high school programs being the goal.

### Section 3 – Duties of Officers

Past President – Shall serve a two-year term. Will help advise the board and officers to assure a smooth transition of leadership. Will actively seek and take applications for potential new board candidates, present nominees to the board for voting. Will oversee the election of new officers and board members at an annual meeting of the board for such purposes.

President – The President shall serve a two-year term and preside at all meetings, appoint all standing and special committees, and supervise the overall operations of the soccer leagues and the Board of Directors. The President will represent JASA at official meetings of partner organizations, MSSA, OSYSA etc.

Vice President – The Vice President shall serve a two-

year term and will assume the duty of the President in his absence, and will assist the President in the supervision of the league. The VP will represent JASA at official meetings of MSSA, Ohio South Youth Soccer, etc. in the Presidents absence.

Secretary shall serve a two (2) year term. Shall keep accurate records of all proceedings of the Board. The Secretary's position may be combined with the Treasurers position if board deems necessary due to vacancies.

Treasurer – The Treasurer shall serve a four (4) year term and be bonded. JASA shall pay for the bonding. The treasurer has custody of the funds of the Association.

The Treasurer is responsible for the following duties. shall compile a membership roster and shall make disbursements as necessary. Shall keep records of all receipts and disbursements to make a full report to the Board at each meeting. The President and Treasurer shall sign all checks and vouchers and keep an accurate record thereof. Shall work with the registration committee to oversee registrations and collection of player fees. The Treasurer shall be responsible for the filing of all necessary papers pertaining to the organization and its status with all government agencies.

## Section 4 – General Duties of Board Members

1. Give direction and support to the JASA program.
2. Help control finances from an overall budget standpoint.
3. Initiate and support fund raisers when necessary.
4. Promote and publicize JASA as deemed necessary by the Board.
5. Shall Chair a Standing Committee appointed by the President.
6. Shall interview and hire the following paid/compensated or volunteer positions:
  - Administrator
  - Grounds Keeper
  - Technical Director

Section 4a – Standing Committees shall be comprised of one Director as chairperson and up to 5 other volunteers from outside the Board of Directors.

Section 4b – Committee descriptions and duties.

1. Registration and Uniforms

This Committee shall search for and present candidates for the position of Administrator to the board for their consideration. This Committee shall work closely with the Administrator. It will be responsible for organizing the registration of players for each soccer session/ coordinating with the Administrator for online registrants.

Shall publicize dates of registration using social media, signage and flyers.

Shall reserve the location for registration. Shall collect all registration fees and forward on to the treasurer.

Shall compile a list of players needing uniforms and order accordingly. Once list of players is established, the committee will forward list to the Coach and Player Development Committee.

## 2. Grounds and Field

This committee shall search for and present candidates for the position of Groundskeeper.

The committee will work closely with and oversee the groundskeeper to ensure that fields are maintained properly. They are responsible for the initial setup and layout of fields prior to

beginning of the season. They will make recommendations on the implementation of a sound agronomic program to keep turf in good shape for play. They will also make recommendations on capital improvements and equipment needed to maintain fields.

### 3. Coach and Player Development/Game Schedules

This committee will search for and present candidates to the board for the position of Technical Director. This committee shall work with and oversee the Technical Director to develop curriculum for both player and coaching development. This committee will oversee scheduling practices and team assignments of players.

### 4. Concessions/Scheduling and Apparel

This committee shall oversee the stocking/pricing and staffing of the concession stand. This committee will make recommendations on the selling and marketing of JASA apparel.

## 5. Fund Raising, Marketing, Social Media/Website

This Committee shall oversee the administration of the JASA website and any social media pages. They shall ensure that the sites are kept current and updated. They will oversee all fundraising opportunities JASA may have, through sponsorships, donations etc.

## 6. Referees and Senior Teams Administrator.

This committee will oversee the scheduling of referees needed for home Senior games and regular games at the Cub and Junior games. They will oversee the coaches, player team assignments, and scheduling of games and tournaments for the Senior division.

## Section 5 – Conflict of Interest

The members of the Board of Directors shall disclose involvement in any other youth soccer program.

## Section 6 – Meetings



General meetings shall be conducted at least once per year or as deemed necessary by the President.

Notification of special meetings shall be the responsibility of the Treasurer. All meetings shall be open to interested members of the organization. Notice of meetings will be posted to the JASA website.

Attending guests may request time to speak on any issue. Each guest will be given an appropriate amount of time as determined by the President, to speak on an issue.

The privilege of making motions, debating and voting at meetings shall be limited to the Board members only.

## Section 7 – Divisions

JASA will be made up of the following age divisions with the age determined by the first day of the season:

Kickers – Preschool (Must be 4 by the start of the season). The Kickers use the traditional team based format.

Minis – Ages 5 and 6 (Kindergarten and 1<sup>st</sup>

grade). The Mini's use the ability based "Academy" format.

Cub – Ages 7 and 8 (2<sup>nd</sup> and 3<sup>rd</sup> grade). The Cubs use the ability based "Academy" format.

Junior – Ages 9 and 10 (4<sup>th</sup> and 5<sup>th</sup> grade).

The Juniors use the ability based "Academy" format.

Senior – Ages 11 and up (6<sup>th</sup> through 8<sup>th</sup> grade). The Seniors use the traditional team based format.

Any family requesting to move a child up ahead of the normal age bracket must have the child evaluated at an evaluation practice to determine if it is in the best interest of the child to move them to the older division.

## Section 8 – Trophies and Awards

Awards (trophies or medals) shall be awarded to all participants through the Junior level. Funds will be provided for each senior team toward a season ending party.

## Section 9 – Coaches

1. Coaches should be responsible people who will uphold the ideals of the JASA organization. Coaches are expected to abide by the JASA Coaches Code of Conduct. Failure to abide by the Code of Conduct could lead to disciplinary action up to and including dismissal.
2. A slate of prospective coaches will be presented before the Board for approval prior to the handing out of team packets for Kickers and the start of practices for Minis, Cubs, and Juniors. Coaches will include a lead Coach for Mini, Cub, and Juniors.  
The Kicker coaches are responsible for the assistant coaches and team parents' behavior. Refer to the Parents Code of Conduct. The Mini, Cub, and Junior coaches are responsible for each other's behavior and the behavior of the parents for their game.
3. Each coach will be expected to complete a Kidsafe application and the concussion training on OSYSA's website (<http://www.osysa.com/>).
4. Coaches must work together as a group to set up fields for their respective division prior to any practices beginning.

5. Coaches are responsible for enlisting team parents to work on their team's assigned concession slot.
6. A coach from each Kicker team must participate in a coaches meeting/training to review any rule changes, regulations, etc. prior to beginning practices each season.

All Mini, Cub, and Junior coaches must participate in training to prepare for the start of practices. Coaches who are not able to attend the training must demonstrate to the lead coach that they are prepared to assist in the academy style practices.

7. All Coaches will receive a discount on the registration fees of their child (only one discount even if coach has multiple children on team). The discount will be determined prior to each fall season when registration fees are reviewed.

## Section 10 – Team Requests

Team requests are allowed for the Kickers. A maximum of two requests may be approved.

## Section 11 – Registration Fees

Registration fees will be adjusted, if needed, prior to the fall season. No fee changes will be imposed for

the spring season.

### Section 11a – Referees

1. Referees will be used for the (Cub – not necessary/cost savings) Junior and Senior games.
2. One central referee will be used for Junior games
3. A two or three referee system may be used for the Senior games.
4. Referees must be either certified as either a current grade 8 referee or an Ohio High School Athletic Association referee.

### Section 12 – Non-Payment of Fees

JASA will make every effort to work with families who need financial assistance to pay their registration fees.

If parents inquire, the Treasurer may make arrangements to work off the registration fees by scheduling the family for concessions, field work or other duties. Approximate time would be minimum of 4 hours for Kicker through Junior and 6 hours for Senior. Failure to complete their agreed upon work will result in the child being unable to play the following season without payment in advance.

### Section 13 – Concessions

All teams will be assigned a concession work day. Each team should provide 2 concession workers for

their assigned time slot. If a team fails to show up for their time may result in the team's forfeiting of that day's game. A team also has the option of paying a fee or buy out in lieu of working their assigned time slot. This fee shall be determined by the Concessions Committee, and should at minimum cover the cost of labor for that slot.

A team if taking the buyout must pay the fee prior to the first game of the season so that necessary coverage may be found for the time slot.

#### Section 14 – Refund Policy

No refunds will be given after 7 days from the final sign up session of each season. Extreme special circumstances refund requests will be considered upon written request to the board; a \$5.00 fee will apply. No refunds will be given for any uniform fees.

#### Section 15 – Changes

Any changes to these Bylaws requires two thirds vote of the Board of Directors.

#### Section 16 – Order of Business

1. Call to Order

2. Roll call
3. Introduction of Guests
4. Reading of Minutes
5. Treasurer's Report
6. Standing Committee Reports
7. Unfinished Business
8. New Business
9. Adjournment