

**Trophy Club/Roanoke  
Soccer Association  
TCRSA**

**Articles of Incorporation  
Bylaws, Rules  
and Regulations**

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# **Trophy Club/Roanoke Soccer Association - TCRSA**

## **Bylaws, Rules and Regulations**

### **1. Articles of Incorporation**

#### **1.1 Name**

The name of the organization shall be Trophy Club/Roanoke Soccer Association, to be referred to as TCRSA.

#### **1.2 Nonprofit Status**

TCRSA shall be a nonprofit association.

#### **1.3 Duration**

The period of duration of TCRSA is perpetual.

#### **1.4 Purpose**

The purpose of TCRSA is to create and maintain a youth program based on the ideals of good sportsmanship, honesty, loyalty, and courage taught through organized athletic activity. All persons participating in the program shall strive to develop fair play among the youth, and place secondary importance on winning games. Participants include players, parents, coaches, spectators, officials, and other TCRSA volunteers.

#### **1.5 Dissolution of the Association**

Should TCRSA dissolve, all funds shall be divided among the members. (See definition of member.) Funds will be divided in equal shares to each member, including board members, who is in good standing with the association and its affiliates at the time of dissolution.

## **2. Bylaws**

### **2.1 Membership in the Association**

#### **2.1.1 Members**

The parents or guardians (limited to two persons per household) of each youth player registered in TCRSA shall be members of TCRSA. An adult player registered in TCRSA will also be a member of TCRSA. A player registered in TCRSA is defined as a youth or adult player who has completed a TCRSA registration form, submitted proof of age, paid all necessary TCRSA and NTSSA recreational dues and fees, and agreed to abide by the rules/regulations of TCRSA and its affiliated organizations. A player who has been granted a refund, regardless of having met all other requirements, will not be considered registered in TCRSA.

An elected Director to the Board or a team coach assigned and approved by the Board of Directors automatically gains membership, regardless of whether the director or coach has a child registered in TCRSA. Having a child registered in TCRSA and being a director or coach does not create dual membership. The director's or coach's household will still be limited to a maximum of two members.

#### **2.1.2 Member Voting Rights**

Other than those granted to the Board of Directors to conduct the business of the Association, member voting rights shall include and be limited to voting in the annual TCRSA Board of Directors elections and voting on Bylaw amendments to the TCRSA Bylaws. Only members in good standing are eligible to vote and may cast one vote per Board position, and one vote per Bylaw amendment.

#### **2.1.3 Members in Good Standing**

Members are considered to be in good standing if all of the following requirements are met:

- The member has completed all necessary player forms, including providing a copy of the player's birth certificate or acceptable proof of age, and agreed to abide by the rules/regulations of TCRSA and its affiliated organizations.
- The member has paid in full all necessary dues or fees to TCRSA.
- The member or their child/player does not have any outstanding disciplinary action against them, or any past disciplinary action against them that prohibits their participation in TCRSA. TCRSA will honor all orders of suspension of players, coaches or referees issued by this Association or any other North Texas State Soccer Association Member or United States Soccer Federation Member Organization.

#### **2.1.4 Withdrawal of Membership**

The withdrawal of all players in a family constitutes automatic resignation of membership. The

resignation of a Board member or coach who does not have a child registered in TCRSA constitutes automatic resignation of membership.

### **2.1.5 Member/Player Information**

TCRSA membership lists, player rosters, player registration forms, volunteer registration forms, and any other designated league forms are official property of TCRSA and are for the exclusive use of the Association. Unauthorized use or distribution of these items is strictly prohibited.

## **2.2 Governing Body and Volunteers**

### **2.2.1 TCRSA Board of Directors**

The TCRSA Board of Directors shall be the governing body of TCRSA and shall transact all business and enforce all rules for TCRSA. The responsibilities of the Board of Directors shall include but not be limited to: establishing guidelines for assigning players to teams and developing the necessary related registration guidelines in accordance with NTSSA Team Formation Rules, dividing teams into leagues or divisions thereof, ensuring adherence to playing rules of the Association, establishing rules and policies regarding coaches and volunteers, enforcing the bylaws, rules, and regulations of the Association and the codes of conduct and ethics, acting upon all protests, and handling all disciplinary proceedings. The Board shall also hear all appeals rendered by the A&D Committee. The next level of appeal is to NTSSA. All members of the Board of Directors shall be volunteers, and shall not profit from nor receive compensation for their services; however, Board Members children may be granted scholarships as defined in these Bylaws. All Board members must be in good standing with the Association. The Board shall consist of the following executive and non-executive directors, with no fewer than five (5) directors at any given time.

### **2.2.2 Executive Directors**

The President, Vice President, Appeals and Discipline Director, Treasurer, and Registrar shall be Executive Directors. Executive Directors must have a child or children participating in TCRSA, or previous experience as a TCRSA Board Member. Executive Directors are prohibited from being affiliated with or holding any position of authority (i.e. Board member, coach, or employee) in a soccer league, club, organization or corporation that directly competes with TCRSA.

President: The President shall be the chief officer in charge of the overall administrative functions of TCRSA and he/she shall preside at all Association meetings. He/She shall appoint committees as deemed necessary, assign duties to directors and officers as required, take prudent and reasonable action in circumstances not covered hereby, and shall cast the deciding vote in the event of a tied directors' vote. The President shall also serve as the TCRSA representative to NTSSA.

Vice President: The Vice President shall succeed to the powers of the President in his/her absence. The Vice President shall be the chairman of the Rules and Bylaws Committee.

Treasurer: The Treasurer shall be the financial officer of the Association and shall collect all monies, keep a detailed account of income and expenses, maintain and reconcile monthly a TCRSA checking account, pay all fees and expenses as authorized by the Board, coordinate the preparation of budgets,

and submit a financial report at each meeting. The Treasurer shall be the chairman of the Budget and Finance Committee.

Registrar: The Registrar shall be responsible for maintaining all the registration information for each player within TCRSA and shall forward registration information to NTSSA. The Registrar shall conduct and be responsible for the draw to form teams in each age group. The Registrar shall be the chairman of the Camps and Tournaments Committee.

Appeals and Discipline Director: The Appeals and Discipline (A&D) Director shall succeed to the powers of the President in the absence of both the President and Vice President. The A&D Director shall be responsible for all appeals and discipline actions required within TCRSA and shall serve as a liaison between TCRSA and NTSSA. The A&D Director shall be the chairman of the A&D Committee.

### **2.2.3 Non-Executive Directors**

All other members of the TCRSA Board of Directors, excluding the Executive Directors, shall be Non-Executive Directors. Non-Executive Directors are not required to have children participating in TCRSA, and Non-Executive Directors are not prohibited from being affiliated with or holding positions of authority in a soccer league, club, organization or corporation that directly competes with TCRSA provided no more than two members of the Board of Directors are affiliated with or hold a position of authority in the same soccer league, club, organization or corporation that directly competes with TCRSA.

Secretary: The Secretary shall record the minutes of all meetings, attend to all correspondence, keep records for TCRSA, perform other work as assigned and notify each director of all meetings. Additional duties may include assistance and formatting of any newsletters and mailings as needed. The Secretary shall be the chairman of the Elections Committee.

Commissioners: Commissioners shall represent the different player age groups as designated by the Board. Commissioners shall be responsible for arbitration of minor issues/infractions involving coaches, assistant coaches, managers, registered players, team representatives and/or teams within their jurisdiction. Problems of a more serious nature shall be reported to the A&D Director. Commissioners may also assume the duties of scheduling games and/or practices for their age group as determined by the Board either in the absence of a Scheduler or to help with scheduling duties.

Scheduler: The Scheduler shall be responsible for scheduling games and/or practices for the various age groups as determined by the Board. One or more Schedulers may be appointed by the Board to divide the scheduling duties among the age groups.

Director of Coaches: The Director of Coaches shall be responsible for the procurement, screening, and monitoring of all coaches to maintain the highest possible standards of coaches' conduct. He/She shall be responsible for coordinating coaching clinics and conducting at least two coaches meetings per year. He/She will keep coaches informed on all activities and policies of this Association. The Director of Coaches shall also be responsible for coordinating Risk Management policies as required by NTSSA.

Director of Referees: The Director of Referees shall be responsible for recruiting and training all referees and assistant referees, and conducting periodic training sessions as required. The Director of Referees will assign referees to games provided that he/she has obtained his/her assignor's license from NTSSA. In the absence of assignor certification, the Director of Referees must work with a Board approved assignor on all game assignments, or receive a waiver from NTSSA. The approved assignor will not be a Board member, and will not receive voting rights.

Equipment Director: The Equipment Director shall be responsible for purchasing and distributing uniforms, awards, trophies, and coaching equipment. Responsibilities also include contracting for the maintenance of equipment and necessary items of TCRSA.

Field Director: The Field Director shall be responsible for ensuring the fields are prepared for practice or play per schedule. Responsibilities shall also include coordinating efforts with the towns or governments located within the Association's jurisdiction for the procurement and ongoing maintenance of fields and facilities.

Public Relations/Special Events Director: The Public Relations/Special Events Director is responsible for organization and coordination of fall/spring special activities (i.e. pictures, volunteer appreciation events, etc.), distribution and publication of material and information related to promotional events (registrations, elections, and other business of TCRSA), and fundraising and any fundraising activities for the Association.

Academy Director: The Academy Director shall be responsible for overseeing and/or conducting the TCRSA Academy, approving coaching assignments for the Academy, and organizing and overseeing any league or non-league play of Academy Teams. The Academy Director shall be the liaison between TCRSA and the Academy Program. He/She shall be the Chairman of the Academy Committee and shall have voting rights equal to those of other Non-Executive Board Members.

#### **2.2.4 Assistant Directors**

The Board, at its discretion and on an as needed basis, may approve and/or appoint Assistant Directors to any of the above Non-Executive Director Positions. Assistant Directors shall have membership in the Association but shall not have Board Member voting rights.

#### **2.2.5 Standing Committees**

The following committees shall be either appointed or elected, as the case may be, at the first regularly scheduled meeting following the Annual General Meeting. Unless specified otherwise, members of a standing committee must be elected members of the Board of Directors. Members of the Board may either volunteer for a committee and be elected to the committee with a majority vote of the remaining Board members, or they may be assigned to a committee by the President in the absence of volunteers. Vacancies on such committees shall be filled by appointment or election, as the case may be, within thirty (30) days of the vacancy. All committee members must be in good standing with the Association.

A&D Committee – The A&D committee shall be comprised of the A&D Director as Chairman, and at least three (3) other members of the Association, who are not Board Members, chosen by the

A&D Director. The A&D committee shall hear grievances and complaints as deemed necessary by the A&D Director.

Budget & Finance Committee – The Budget & Finance committee shall be comprised of the Treasurer as Chairman, and at least two (2) other members of the Board. The Budget & Finance Committee shall be responsible for submitting a proposed budget for the upcoming fiscal year to the Board of Directors by the close of the May meeting.

Elections Committee – The Elections Committee shall be comprised of the Secretary as Chairman, and at least two (2) other members of the Board. The Elections Committee shall be responsible for the administration and coordination of all efforts related to the annual elections, including the nomination process and the mailing and tabulation of ballots.

Rules & Bylaws Committee – The Rules & Bylaws Committee shall be comprised of the Vice President as Chairman, and at least two (2) other members of the Board. The Rules & Bylaws Committee shall be responsible for reviewing the TCRSA bylaws, rules, and regulations and proposing changes, as required, to such bylaws. The committee shall also be responsible for monitoring NTSSA and USYSA rules and changes to ensure compliance.

## **2.2.6 Service Committees**

The following committees shall be either appointed or elected, as the case may be, on an as needed basis. They shall serve to accommodate the needs of the Association regarding events that do not occur annually, or that are subject to Board approval. Committee members that are not members of the Board shall have the right to attend all meetings and participate in all discussions of the Board, but shall have no voting rights therein. All committee members must be in good standing with the Association.

Academy Committee – Provided TCRSA has an in-house Academy program, an Academy Committee consisting of the Academy Director as the chair, and additional members of no less than an Academy Registrar, Academy Treasurer, and Academy Scheduler shall be responsible for the administrative and business transactions of the TCRSA Academy as well as all other operational duties necessary to conduct the Academy. The Academy Committee shall report to the Academy Director first, with ultimate accountability to the TCRSA Board of Directors. The TCRSA Board of Directors shall have full authority to review the operation of and the performance of the Academy Committee and make changes as deemed necessary. Academy Committee Members shall be required to abide by the TCRSA Bylaws, Rules and Regulations including the TCRSA Codes of Conduct and Ethics for Volunteers. An Academy Committee Member's right to volunteer with TCRSA shall be revoked through due process if it is determined that he/she is in violation of the aforementioned rules. The Academy Director shall be the only member of the Academy Committee on the TCRSA Board of Directors. All other Academy Committee members shall not be members of the TCRSA Board of Directors.

Audit Committee – The Audit Committee shall be appointed by the Board and be comprised of one (1) Board Member as Chairman, and no less than three (3) members of TCRSA, but cannot include any signatories on the TCRSA checking account.

Camps & Tournaments Committee – The Camps & Tournaments Committee shall be comprised of the Registrar as Chairman, and no less than one camp/tournament coordinator for each scheduled camp or tournament. The camp or tournament coordinators are not required to be members of the Board. Other committee members may be assigned as deemed necessary by the Board. The Camps & Tournaments Committee shall be responsible for coordinating, promoting, and overseeing all TCSRA sponsored camps and tournaments.

Other Committees – The Board of Directors may approve other committees as deemed necessary by the needs of the Association.

### **2.2.7 Other Volunteers**

The Board may from time to time invite individuals other than those elected to the Board of Directors to serve the Association on a volunteer basis, without being elected to the Board. The Board reserves the right to withdraw the invitation if the volunteer does not promote or uphold the goals of TCSRA. The Board may, at its discretion, grant player scholarships to such volunteers.

### **2.2.8 Employees & Independent Contractors**

The Board shall be authorized to employ such employees and independent contractors as it deems necessary to carry out the functions of the Association. The term of employment for all employees shall be at Board discretion. Employees and Contractors are subject to Board approval.

### **2.2.9 Conflicts of Interest**

A maximum of two (2) members of the same household may serve on the Board at the same time. Spouses and children are allowed to serve provided they meet the minimum age requirements and do not exceed the two-member maximum. Additional family members are allowed to serve as employees or contractors, or serve on committees that allow non-Board members.

A Board member may not vote on any item that may be considered a conflict of interest. This specifically includes any item or issue that will directly affect the Board member, the Board member's family, team, or an affiliated business, league, club, organization or corporation.

Board members are required to sign a conflict of interest form, fully disclose all affiliations that may cause a conflict of interest, and abstain from voting on items that may result in a conflict of interest. Refusal or failure to disclose such affiliations and/or refusal or failure to abstain from voting on a matter judged as a conflict of interest, may be cause for dismissal from the Board.

### **2.2.10 Elections**

The Annual Board of Director Elections shall be conducted in accordance with the following:

- The Annual Board of Director Elections shall be announced to the membership at least four weeks prior to the April Board of Directors Meeting.
- The announcement shall include a proclamation that all Board positions are open and that any

person who desires to run for a Board position must declare their candidacy in writing to the TCRSA Secretary by the close of the April Board of Directors Meeting.

- Candidates/Board Members must be at least 18 years old.
- In the event more than two candidates are affiliated with or hold a position of authority in the same soccer league, club, organization or corporation that directly competes with TCRSA, only the first two to declare their candidacy shall be placed on the ballot.
- A candidate may only run for one Board position per election.

Persons elected to the Board are prohibited from holding more than one Board position at the same time. Directors may run for another Board position at election time, or volunteer and be elected to fill a vacancy on the Board at any time, provided they resign from their current Board position.

TCRSA directors shall serve one-year terms beginning June 1st and ending May 31<sup>st</sup> of the following year.

Ballots will be sent by traditional mail or electronic mail to all members within a reasonable time following the April Board of Directors Meeting. All ballots must be sent at least two weeks prior to the Annual General Meeting in May.

Votes for candidates may be cast in person at the TCRSA Annual General Meeting (AGM), or by traditional mail or electronic mail provided they are received prior to the beginning of the AGM. Votes on amendments to the TCRSA Bylaws may only be cast in person at the AGM.

The Annual General Meeting (AGM) shall be held at the Board of Directors Meeting in May.

All members voting at the AGM will be required to show proof of membership, and all members voting by traditional mail will be required to sign their ballot as proof of membership.

In order to be elected, a candidate must receive a simple majority vote of the members voting, with a minimum number of total votes cast being equal to the size of the acting Board of Directors. In the event no candidate receives a simple majority vote, the acting directors present at the AGM shall be allowed to vote on the two candidates who received the most votes, provided a quorum has been reached. The candidate that receives the most votes from the Board of Directors shall be elected. In the event that a quorum cannot be reached at the AGM, the Board will vote on the two candidates at the next regularly scheduled meeting or by electronic mail.

### **2.2.11 Vacancies**

All vacancies, with the exception of the President, shall be announced to the membership within a reasonable time of the position being vacated. Candidates will be considered for the vacancy either by being nominated by a Board member or by submitting a written statement to the Secretary requesting to be considered for the open position. Vacancies shall be filled by a two-third's (2/3) majority vote of the Board of Directors. A vacancy of the President position shall be filled by the

current Vice President or the current A&D Director in the absence of a Vice President.

### **2.2.12 Attendance**

Directors should give reasonable notice to the President if they will not be able to attend a meeting. Such notice should be given at least 24 hours prior to the meeting if possible. Any director not attending two (2) consecutive regular meetings of the Association may have his/her office declared vacant, unless the Board excuses such absences. A three-fourth's (3/4) majority vote of all Board members, excluding the director involved, is required to take action.

### **2.2.13 Involuntary Removal from Office**

If any member of the Board of Directors willfully neglects their duties to the detriment of TCRSA, they may be required to resign following a vote of no confidence petitioned by the Board. At least four (4) Board members must petition for the vote of no confidence. The petition must be in writing, signed by each of the petitioning Board members, and submitted to the Board. The Board must meet and act on the petition within fourteen (14) days of its receipt. A three-fourth's (3/4) majority vote of all Board members, excluding the accused, is required to take action.

Any member of the Board of Directors may be required to resign following a vote of no confidence petitioned by the Association membership. At least twenty-five percent (25%) of the Association members must petition for such a vote. The petition must be in writing, signed by each petitioner, and submitted to a member of the Board. The Board shall provide a copy of the petition to the membership within fourteen (14) days of its receipt, with written notice as to the time and date of a vote on the petition. A three-fourth's (3/4) majority vote of the members present and voting, excluding the accused, is required to take action.

Any Board member may be required to resign for refusal or failure to disclose affiliations that cause a conflict of interest, or for refusal or failure to abstain from a vote that may result in a conflict of interest. A three-fourth's (3/4) majority vote of all Board members is required to take action.

### **2.2.14 Resignations**

Any member of the Board may resign at any time provided they submit their resignation in writing to the President or another Board member. Upon resignation by a Board member, all property items of TCRSA in the possession of the resigning Director shall be returned either to the President or to a location determined by the Board.

## **2.3 Meetings of the Association**

### **2.3.1 General**

The Board shall hold monthly meetings, unless otherwise prescribed. Special Meetings are acceptable. Not holding meetings during slow periods in the soccer schedule, such as in June, is acceptable.

Regular Meetings of the Board of directors will be held once a month with a minimum number of

ten (10) meetings per fiscal year. Reasonable notice of regular meetings shall be made to all Association members.

Special Meetings may be called at any time by the president, or the Secretary may call a Special Meeting upon the written request (including electronic mail) of a majority of the Board of Directors. Special meetings shall be held to address matters that may arise between regularly scheduled meetings, or that must be handled prior to the next regularly scheduled meeting. Only business for which the special meeting is being called may be addressed at the meeting. Reasonable notice of special meetings shall be made to all Association members.

Subject to the provisions of applicable statutes and these Bylaws, the President and any three (3) members of the Board of Directors shall constitute an Emergency Committee on matters demanding immediate attention when it is impractical or impossible to call a Board meeting. The Emergency Committee shall report their actions to all Board members in writing or by electronic mail within seven (7) days of the emergency action. The Board shall have the authority to veto any emergency action by a two-third's (2/3) majority vote.

### **2.3.2 Meeting Procedures**

Parliamentary procedures (Robert's Rules of Order) shall govern all Board meetings. All regular and special meetings shall be open to TCRSA members.

The Secretary shall keep a record of the Board's proceedings at all meetings. These minutes, exclusive of Executive Sessions, shall be accessible only to the members of the Board unless the Board grants permission to a member of the Association to inspect them, or a two-third's (2/3) majority vote of the Association orders the minutes to be produced and read to the Association. The Board may go into Executive Session at any regular or special meeting with a majority vote of the Board members present and voting. Only Board members may attend an Executive Session. An Executive Session and its respective minutes will be closed to the public.

### **2.3.3 Voting**

The voting rights of the TCRSA Board of Directors shall include voting on all matters necessary to transact the business and enforce the rules of the Association. Board Members shall be allowed to vote in the annual Board of Director elections and on Bylaw and Rule amendments as well.

Each Director shall have one vote. A Board member who is temporarily handling the duties of a vacant Board position, in addition to his/her regular duties, will have only one vote.

The President shall vote only in the case of a tie vote, or in other specific cases set out herein.

Proxy votes will not be accepted.

Voting by the Board of Directors via electronic mail will be acceptable, provided that a quorum has been reached. Printed copies will be made and become part of the next scheduled Board meeting minutes.

Voting will not take place on any matter unless a quorum is reached.

#### **2.3.4 Quorum**

A simple majority of the total number of Directors in good standing shall constitute a quorum at any meeting of the association. Vacant Board positions will not be counted in determining a quorum.

#### **2.3.5 Majorities**

Provided a quorum has been reached, and unless otherwise specified, a simple majority vote of the Board of directors present and voting is necessary to transact the business of the Association.

#### **2.3.6 Veto of Board of Director's Action**

The members of the Association may veto any Board of Director's action by a majority vote of the total membership.

### **2.4 Fiscal Responsibility**

#### **2.4.1 Fiscal Year**

The fiscal year for TCRSA shall run from September 1 through August 31.

#### **2.4.2 Budgets**

The Budget and Finance Committee shall submit a proposed budget for the Association for the upcoming fiscal year for Board approval by the close of the May Board of Director's meeting. The Board must approve the budget by the close of the August meeting.

#### **2.4.3 Collection of Fees and Payment of Expenses**

TCRSA will collect player fees to cover NTSSA registration fees and insurance, uniforms, equipment, payments to officials, field maintenance, utilities, awards and trophies, and other miscellaneous operating expenses.

A budgeted expense (or cumulative expense), greater than or equal to \$1500 must have Board approval, including necessary and recurring budgeted items such as uniforms, goals, nets, and camp payments.

A non-budgeted expense (or cumulative expense), greater than or equal to \$500 must have Board approval.

Board members shall be responsible for expenses related to their Board position. Board members may make a request of the Treasurer to make original payment with TCRSA funds, or the Board member may pay for the expense and receive reimbursement by submitting proper documentation (valid receipts) and a TCRSA expense reimbursement form. Expenses that lack proper documentation or an expense form may be denied reimbursement.

Only those expenses that are necessary for the operation of the Association, or that will become permanent property of the Association, will be reimbursed. Other personal expenses (including cell phones) directly related to TCRSA duties will only be reimbursed with Board approval.

#### **2.4.4 Banking Transactions**

The following procedures shall be required for TCRSA checking and banking transactions:

- Two signatures shall be required on all TCRSA checks over \$500.
- At least three Board member's signatures shall be on file with the bank holding the TCRSA checking account. One signature shall always be that of the current Treasurer. The second shall be that of the President, and the third to be appointed by the Board.
- An individual may not sign or be a signer on a check which is made payable to himself or herself.

#### **2.4.5 Financial Reports**

The Treasurer shall submit a financial report at each Board meeting. The financial report shall include the current bank balance on hand with a description of any major income or expenses pending, the current budget with a comparison to actual incomes and expenditures, and a check register and most current bank statement available for inspection by any Board member.

#### **2.4.6 Audits**

An audit of the books and records of TCRSA must be completed in every even numbered calendar year, and shall be performed after the end of the fiscal year, August 31, by the Audit Committee. An audit may also be called at any time by a majority vote of the Board of Directors.

The audit will include, but not be limited to, a review of the checking account including expenses paid and income received, adherence to the budget and the bylaws (financial and non-financial aspects), and financial reports and minutes of meetings.

An audit report shall then be written listing any discrepancies or irregularities, and any recommendations. If there are no discrepancies or irregularities, then it shall be stated. The report shall be read at the October regular meeting and be recorded as part of the October minutes.

### **2.5 Affiliations**

TCRSA shall be affiliated with the United States Soccer Federation (USSF), the United States Youth Soccer Association (USYSA), the North Texas State Soccer Association (NTSSA), and the Northern Mid-Cities Soccer League (NMCSL). TCRSA shall also be affiliated with other leagues as deemed necessary to conduct league play. TCRSA shall recognize the superseding authority of the rules of NTSSA and its affiliated organizations.

### **2.6 Territory and Jurisdiction**

The territory under the jurisdiction of this Association is defined by NTSSA. TCRSA shall have jurisdiction over all NTSSA recognized soccer players and teams falling within the geographic boundaries of TCRSA as recognized by NTSSA.

## **2.7 Legal Action against the Association**

No organization, member, official, league, club, team, player, coach, administrator or referee may invoke the aid of the courts in the United States or of a state without first exhausting all available remedies within the appropriate soccer organization, and as provided within the Federation. These bylaws, rules, and regulations do not apply to the commencement of an arbitration proceeding under these bylaws or the USOC Constitution and Bylaws or the enforcement of a decision rendered in such proceeding.

For violation of this bylaw, the offending party shall be subject to suspension and fines, and shall be liable to TCRSA for all expenses incurred by TCRSA and its directors in defending each court action, including but not limited to the following: court costs, attorney's fees, travel expenses, reasonable compensation for time spent by directors responding to and defending against allegations in the action including discovery and court appearances, and expenses incurred for holding meetings necessitated by the court action.

## **2.8 Indemnification**

Directors may not be held individually liable for actions undertaken within the scope of TCRSA business. All real and personal property assets of past and present TCRSA Board members shall be considered exempt from any civil action which might be brought forth against TCRSA so long as the Director acted in good faith.

## **2.9 Ratification**

These TCRSA Bylaws, Rules, and Regulations supersede all previous Bylaws and Amendments and have been ratified and adopted on (month, date, year) and shall become effective on (month, date, year).

## **2.10 Amendments to the Bylaws**

Amendments to the TCRSA Bylaws must be approved by a two-third's (2/3) majority vote of all TCRSA members present and voting at the TCRSA Annual General Meeting (AGM) in May, provided a quorum has been reached. The President shall be allowed to vote on amendments. Only Board or Committee members may make a proposal for an amendment and all proposals must first be submitted to the Rules and Bylaws Committee. The proposal must be made in writing and must be received by the Committee at least thirty (30) days in advance of the AGM. The Rules and Bylaws Committee shall then review the proposal for compliance with other Bylaw provisions and make recommendations as needed. The TCRSA Secretary shall provide written notification to the Association membership of any proposed Bylaw amendments at least fourteen (14) days prior to the AGM. Amendments must be documented in the minutes of the meeting.

## **3. Rules and Regulations**

### **3.1 Youth Recreational Player Registration**

#### **3.1.1 General**

Registration shall occur twice yearly in accordance with the TCRSA fall and spring soccer seasons. Registration for a given season shall begin no earlier than allowed by NTSSA (unless special permission is granted by NTSSA) and shall end no later than the first day of the season. Exceptions to this rule may be granted at Board discretion. The Registrar shall determine the specific dates and times of registration. The TCRSA Board shall have full discretion in determining registration fees per player, early registration discounts, late registration fees, and the appropriate deadlines for registration and fee payments. Registration may be accomplished at in-person registrations, via the course of ordinary post, or via electronic mail or the Internet as determined by the TCRSA Board.

#### **3.1.2 Age and Residence Requirements**

The soccer-playing year for TCRSA runs from September 1 to August 31, inclusive. A player may enter into the U5 age group in the fall season provided the player is 4 years of age on or before July 31 of the current calendar year. A player may register for the spring season provided the player is 4 years of age on or before July 31 of the previous calendar year. Exceptions may be granted at the discretion of the Registrar for children wishing to register in the spring who are 4 years of age or older as of December 31 of the previous calendar year.

Youth recreational players registering for TCRSA recreational soccer that live outside the TCRSA boundaries and within another association's boundaries must complete the NTSSA Player Release Form. Recreational players who live in an area that does not have a home association, or players registering to play competitive soccer, may register in TCRSA without a release.

#### **3.1.3 Forms and Proof of Age**

A properly executed registration form shall be filed for each player on every team registered with TCRSA at the beginning of each soccer season.

The registration form shall contain a pledge by the player and parents/guardians that they will abide by the Bylaws, Rules, and Regulations of TCRSA and its affiliated organizations, along with parent/guardian permission for necessary medical treatment for the player. The registration form shall also serve to release TCRSA and its affiliated organizations of liability.

All new TCRSA players are required to provide proof of age when they register. Proof of age shall consist of a copy of an official birth certificate, or birth registration, issued by an appropriate government agency, or other documentation acceptable under NTSSA guidelines. Confirmation of proof of age will be recorded in the player's registration record, and any copies of proof of age records will be destroyed by the Registrar. The TCRSA Registrar may request re-verification of a player's age at any point during his/her participation in the TCRSA program. Failure to provide proof of age for verification or re-verification purposes may result in the immediate suspension of a

player's participation until proof of age is provided to the TCRSA Registrar.

A player is not considered registered with TCRSA until he/she has completed in full a current registration form, his/her parent/guardian has signed the registration form, proof of age has been submitted to and accepted by the TCRSA Registrar, and all necessary fees or dues have been paid. A player may not participate in any practices or games until they are considered registered with the Association.

#### **3.1.4 Refunds** – Refunds of registration fees will be permitted as listed below.

Full refunds will be granted for a team not forming due to lack of registrants or if the refund is requested before the registration deadline.

Partial refunds of the total fee paid less a minimum \$15 administrative fee will be granted for a team disbanding prior to the first week of the season, a child withdrawing for medical reasons prior to the first week of the season, or a child moving out of the area prior to the first week of the season.

A partial refund of fifty percent (50%) of the total fee paid will be granted if the request is received prior to the 2nd week of the season.

No refunds will be granted after the third week of the season.

The first week of the season will be determined based on the TCRSA and League game schedule for the applicable season, and shall be based on the calendar week in which “Opening Day” occurs. Each week thereafter will be defined as seven calendar days and will not be determined based on individual team schedules, reschedules, or postponements due to bad weather.

#### **3.1.5 Scholarships**

Board members and other volunteers who are not Board members, but who volunteer their time or resources to the Association, are eligible for player scholarships. These scholarships are at the Board's discretion, and are limited to a maximum of one scholarship per season of volunteering. Board member scholarships are contingent upon the Board member attending at least fifty percent (50%) of the regularly scheduled Board meetings in a given season, unless the Board excuses his/her absences. If two members of the same household serve on the Board during the same season, each member is entitled to a player scholarship. No player or lifetime limits apply to Board or other volunteer scholarships.

Scholarships for financial hardship are available upon Board approval. The parents/guardians of the player granted a scholarship for financial hardship may be asked to volunteer during the season. Volunteer opportunities may include help with the fields or equipment or help with other duties as deemed necessary by the Board. Financial scholarships will be granted on an as needed basis as determined by the Board and will be limited to a maximum number of two scholarships per lifetime, per player, and a maximum of two scholarships per family or household, per season.

### **3.2 Youth Recreational Player Assignments**

### **3.2.1 General**

A recreational youth player shall be assigned to an age group according to his/her date of birth and the NTSSA guidelines. Players will be assigned to teams based on age, gender, and geographic location in that order. Provided enough players exist in the player pool, TCRSA shall form separate boys and girls teams and pure age teams. If enough players do not exist in the player pool, TCRSA reserves the right to form co-ed teams and/or combine age groups in accordance with NTSSA rules. Any time that the number of players in the player pool exceeds the number of available positions on a team or teams, then the registrants shall be assigned to teams on a first register basis. All rules of NTSSA concerning assigning players to teams must be complied with.

### **3.2.2 Player Status**

Players new to TCRSA shall be placed in the draw except in cases where U5 and U6 player requests or sibling requests are granted.

Returning TCRSA players from one of the two previous seasons are said to have returning player privileges. A TCRSA player with returning player privileges may generally return to his/her previous team provided the team returns for the current season, and provided space is available on the team. Placement on a player's previous team cannot be guaranteed, especially if the player skipped one season.

Returning TCRSA players from the previous season will be given priority over all other registering players, provided they register before the draw.

Returning TCRSA players from the season immediately prior to the previous season (players who skip one season) shall have second priority, provided they register before the draw. If a player who skipped one season is requesting to return to his/her team, but the team was combined with another team in the previous season, or is being combined with a team in the current season, then the player's returning player privileges shall transfer to the new (or combined) team provided space is available on that team. If a player who skipped one season is requesting to return to his/her team, but the team was folded in the prior season or will be folded in the current season, or if the team is not returning for the current season, then the player will not have returning player privileges with any team, and will be placed in the draw.

TCRSA players who skip two or more consecutive seasons shall not have returning player privileges, and shall be considered new players and be placed in the draw.

Any returning TCRSA player who wishes to change teams within the same age group may so indicate on the registration form prior to the season and thereby be placed in the draw for that age group. When three or more teams exist in that age group, the draw player's original team will not be included in the draw for that player. A request to be placed in the draw may not be granted or may not be possible when fewer than three teams exist in an age group. Direct player transfers between TCRSA recreational teams are not allowed except under extraordinary circumstances as determined by the TCRSA Board.

Players shall be allowed to refuse a team assignment only in cases of extraordinary circumstances as

determined by the Board. Any player that refuses a team assignment, and is approved to do so by the Board, shall be placed at the bottom of the player pool, and shall be reassigned only when space is available. The player may only be reassigned to a team that has fewer players than the team that was refused. If there is not a team with a lower roster count, then the player shall wait until all teams in the age group are even in number. The player will then be drawn according to the rules of the draw. A second refusal by a player will disqualify that player from placement on any team for the remainder of the season.

### **3.2.3 Special Requests**

New U5 and U6 registrants may make special requests for team or coach preference. Such requests will be granted when possible. Requests for team preference or coach preference are only allowed in the U5 and U6 age group and do not apply to returning players. Exceptions to this rule may be granted by the TCRSA Board in extraordinary circumstances.

A player may request to play up. This will be done only with the approval of the TCRSA Board. Players may also be moved up at the discretion of the TCRSA Board when deemed necessary to fill teams. The Registrar shall obtain permission from the player's parents/guardians before moving a player up. A player who has played up may move back down to his/her correct age group the following season.

NTSSA Youth Commissioner's approval is required for a player to play down in a lower age group. A player with significant mental or physical deficiencies may petition NTSSA for permission to play one age group lower. However, the player must not be of physical size so as to gain an undue advantage over the other players in the younger league.

A player may request to play on the same team with a sibling. TCRSA shall reserve the right, and have the discretion, to place siblings of the same gender on the same team. The siblings must be placed on a team in the oldest sibling's correct age group, and all TCRSA and NTSSA rules regarding playing up must be followed. If the siblings are new TCRSA players, the siblings will be placed in the player pool and drawn from the pool together. If all of the siblings are returning players, then the siblings shall be assigned player status according to the status of the oldest sibling. If one or more of the siblings is a returning TCRSA player and the rest are not, or if one or more of the siblings played the prior season and the rest did not, then the siblings shall be assigned status based on the sibling(s) who played most recently. Requests to place siblings on an existing team may be granted only if space is available on the existing team, and cannot be guaranteed. Siblings shall not be allowed to take an existing or returning player's spot on a team.

A head coach of a team may request to have his or her child assigned to his or her team roster provided the player meets the age requirements of the team, and provided the request is made prior to the team roster being finalized. A coach's child shall not be allowed to take an existing or returning player's spot on a team.

## **3.3 Coach and Volunteer Registration**

### **3.3.1 General**

A head coach shall be defined as the primary person responsible for the development, instruction, training, practice schedule, and game schedule of a team and its players. The head coach must be present at a minimum of fifty percent (50%) of the scheduled games and fifty percent (50%) of the scheduled practices of a given season in order to be considered the head coach for that season. An assistant coach shall be defined as a person who assists the head coach with the team responsibilities outlined above. An assistant coach should be prepared to handle team responsibilities in the absence of the head coach. A Team Manager shall be defined as a person whose duties may include coordinating a team call list, game snacks or refreshments, and team parties or celebrations.

### **3.3.2 Eligibility and Requirements**

A person may volunteer to coach, or be asked to coach by the TCRSA Director of Coaches. Volunteering does not guarantee an individual will be assigned as a head coach, assistant coach or team manager, nor does it guarantee that an individual will be assigned in the position requested. Coaching in TCRSA is a privilege, not a right. As such, TCRSA, in its discretion, reserves the right to refuse to allow any individual wishing to serve in such capacity, as long as the basis for such refusal is not prohibited by law.

Only individuals who will promote and uphold the purposes and goals of TCRSA as set forth in the TCRSA Bylaws, Rules and Regulations will be considered eligible to coach in this Association. Coaches who fail to function within the TCRSA Bylaws, Rules, and Regulations will be subject to immediate review by the Board, and at the discretion of the Board, may be subject to disciplinary action.

All volunteers are subject to screening by the Director of Coaches, who has the authority to accept or reject any volunteer or potential coaching candidate subject to Board review.

### **3.3.3 Forms**

Prior to the beginning of a soccer season, all persons intending to coach or volunteer with TCRSA, including all head coaches, assistant coaches, and team managers, are required to register with TCRSA. Registration includes completing a Volunteer Registration Form, signing the form, and agreeing to abide by the Bylaws, Rules and Regulations of TCRSA and its affiliated organizations. The coach or volunteer must also either complete an NTSSA authorized online criminal background check or submit an NTSSA Risk Management Form to the TCRSA Director of Coaches so that he/she may perform a criminal background check once per year or season as directed by NTSSA. Upon request, a coach may be asked to submit a copy of a valid photo ID. Background checks are mandatory for all coaches, assistant coaches, and team managers as required by NTSSA.

## **3.4 Coaching Assignments**

### **3.4.1 General**

Only persons who are eligible to coach and who have duly registered with TCRSA and passed the mandatory NTSSA background check shall be assigned to teams by the TCRSA Director of Coaches, with the Board of Directors having the authority to oversee the coaching assignments and take necessary action in the event of any conflicts with a coaching assignment. The TCRSA Director

of Coaches shall assign only one head coach per team. The head coach shall then have the discretion of assigning assistant coaches and a team manager for his/her team. TCRSA will recognize and register with NTSSA only one head coach and two assistant coaches per team, unless otherwise specified in NTSSA rules. All assistant coach and team manager assignments are subject to screening by the TCRSA Director of Coaches and/or the TCRSA Board.

TCRSA coaches shall be volunteers. Paid coaches are prohibited in TCRSA recreational soccer. However, an expert in one or more aspects of the game may be requested to assist the team on occasion provided participation by the players is optional, not mandatory, and any payments requested for such assistance are paid for by the coach or parents and not TCRSA.

All coaches must be in good standing with TCRSA and NTSSA. The Board reserves the right to review coaching assignments from time to time. If the Board determines that a person has a history of disciplinary action, or current disciplinary action, that is cause for concern, the person shall be subject to immediate review by the Board, and at the discretion of the Board, may be subject to disciplinary action.

### **3.4.2 Coaching Status**

Head coaches will generally be allowed to retain their coaching status with a team from season to season. Head coaches shall have the discretion of keeping the same assistant coach or coaches from season to season, or assigning new one(s).

In order for a head coach to retain coaching status with a given team, the team must have fifty percent (50%) of the recommended roster size for the current season (a nucleus) returning to that team, and the head coach must be in good standing with the Association. A team without a nucleus of players may be folded or combined with another team and the coach may not retain coaching status.

If two or more teams are combined in the draw, the TCRSA Director of Coaches will assign a new head coach using the following guidelines.

If only one of the head coaches from the combined teams wishes to return as head coach, then that coach shall remain as head coach.

If more than one of the head coaches wishes to return as head coach, the TCRSA Director of Coaches shall confer with the individuals to determine which coach shall be the head coach and which coach shall assist. If an agreement cannot be reached, then neither of them will be considered for the position. One or both of the coaches may be asked to coach another team in the same age group if that team does not have a coach.

If none of the head coaches wishes to return, or if an agreement between the previous head coaches cannot be reached, the TCRSA Director of Coaches may assign any of the previous assistant coaches as head coach, subject to Board approval.

If none of the previous head or assistant coaches wish to return, then the TCRSA Director of Coaches shall assign a head coach based on the guidelines for a newly formed team.

If a head coach resigns during the season, the Director of Coaches shall assign one of the assistant coaches as head coach.

If a head coach sits out a season, he/she will not retain coaching status with their former team. Coaching status shall pass to whoever coaches the team in the former coaches' absence.

### **3.4.3 Coach Certification**

All TCRSA head coaches are required to have the minimum coaching certification for the age group to which they are assigned as recommended by NTSSA and USSF. Certification must be completed within one season of the coaching assignment. TCRSA shall reimburse a head coach once only for the cost of acquiring the minimum level certification for coaching U8 and below and once only for the minimum level certification for coaching U9 and above. Any additional coaching certifications or training will be at the individual's discretion and will not be reimbursed by TCRSA. Association conducted group training may be paid for by TCRSA at the discretion of the Board. Assistant coaches are encouraged to achieve certification but without reimbursement from the Association.

### **3.4.4 Coach Responsibilities**

Every head coach is required to attend the preseason coaches meeting or send a designated team representative.

All head coaches and assistant coaches are required to read, be knowledgeable of, and abide by the TCRSA Bylaws, Rules, and Regulations and the rules of its affiliated organizations, including FIFA Rules of the Game.

Coaches are allowed to call or contact players that were on their roster in either of the two previous seasons to remind them about registrations and registration deadlines, provided that the coach contacts or attempts to contact every player on the roster. Coaches may not deliberately omit calling a player, knowingly and/or willingly drop a player from their roster, or advise a player not to play for their team, whether through direct contact or coercion. Recruiting players in any manner that violates NTSSA recruiting rules is strictly prohibited in TCRSA recreational soccer.

A coach must accept all eligible returning players unless he/she can show ample proof that the player is a disciplinary problem and disruptive to the team. TCRSA Board approval is required for a player to be dismissed from a team.

Coaches are responsible for the eligibility of their players. Knowingly playing an ineligible player will result disciplinary action against the coach and the team forfeiting all games in which the ineligible player participated. The official team roster, signed by the coach and the TCRSA Registrar, determines player eligibility.

All coaches are responsible for the care and maintenance of TCRSA property and equipment issued to them. TCRSA property or equipment shall be issued to the head coach only. The head coach is responsible for the return of such property to TCRSA upon his/her completion of coaching duties. Head coaches shall be allowed to keep equipment in their possession from season to season, provided they keep their status as head coach. If a head coach loses his/her status for any reason,

he/she must return all TCRSA property and equipment in his/her possession within a reasonable time. Any equipment that is in disrepair due to normal wear and tear must be reported to the TCRSA Equipment Director for replacement. Any equipment damaged by a means other than normal wear and tear is the coach's responsibility, and may be subject to being replaced at the coach's expense.

All coaches are responsible for distributing team uniforms, provided by the Association, to their players.

The head coach and assistant coaches of record are to be active coaches for the team and not in name only.

### **3.4.5 Removal of a Coach**

A coach's invitation to coach may be withdrawn if he/she does not promote and uphold the goals of TCRSA.

If any coach receives three (3) written complaints against himself/herself or any member of the team or one (1) written complaint from a TCRSA Director or official (referee), the coach will be subject to review by the A&D Director and may be required to go before the A&D Committee for judgment of fitness to continue coaching youth soccer. These complaints must be made on separate occasions, and may include misconduct reports from referees, written complaints from other coaches or parents, or written complaints from a coach or parent/member of another association.

The coach shall have the right to be present at any A&D proceedings.

## **3.5 Youth Recreational Teams and Team Formation**

### **3.5.1 General**

The TCRSA recreational youth league shall be comprised of teams divided into age groups according to the official NTSSA age chart and shall be limited as follows:

Age Group	Minimum Roster	Maximum Roster
Under 19 - Under 16	18	22
Under 15 - Under 11	14	18
Under 10	12	14
Under 9	10	12
Under 8 - Under 7	8	10
Under 6 - Under 5	6	8

Teams wishing to remain intact from the previous season will be allowed to do so provided a nucleus of players exists from the prior season. A nucleus of players shall be defined as the total number of returning players being equal to or greater than fifty percent (50%) of the minimum roster size for the team's current season age group. A team that returns with the required nucleus shall be considered a returning team and shall keep their team name, regardless of whether their coach returns.

Teams that fail to maintain a nucleus of players may be subject to being combined with another team, or the team may be folded (disbanded) with the returning players from that team placed in the player pool. The Registrar and/or the TCRSA Board shall have discretion in deciding whether a team shall be combined or folded.

A head coach of a team may request to have his/her team move up into the next age group. The team must have at least the minimum required number of players on the roster for the age group in which they are requesting to play, and all the team parents must agree to play up. The request must be made prior to the draw and the league's scheduling meeting. All team requests to play up are subject to Board approval.

In accordance with NTSSA Rules, a TCRSA team may make a request to compete in a league conducted by another Association either for higher competition, or if TCRSA does not offer competition in the team's particular age bracket. If the request is granted, the team must register and pay all fees and insurance due NTSSA through TCRSA, and then be released to compete in the other Association. If the request is denied, further appeal may be made to NTSSA. This rule does not apply to competitive teams.

Any team outside TCRSA, that wishes to participate in the TCRSA program, shall be allowed to do so in accordance with NTSSA rules.

### **3.5.2 The Draw**

The term "draw" refers to a blind, or open, selection of players from a pool. The terms blind and open draw are used interchangeably. An open draw is a method by which teams are filled without taking into account a player's size, ability, etc. The draw allows players to be assigned at random to teams. It is designed to prevent stacking of teams in any age group, division, or league.

The draw may be conducted by the Registrar as described below, or the Board may elect to form teams using an automated or electronic system.

The draw will be publicly announced in at least one forum, and any member of TCRSA may attend as a spectator. Any attempt to interfere with the placement of players is terms for dismissal from the Association.

The names of the players registered to return to a team shall not be identified to any coach prior to the draw. Coaches may be notified of the number of players registered, but not be given the names of the registered players.

The draw shall be attended by a minimum of four (4) Board members, with the attendance of the Registrar and the President being mandatory.

Coaches or any member of TCRSA or the TCRSA Board in attendance at the draw may not call or contact prospective players during the draw, except in circumstances where player or parent/guardian permission is required for team placement, or where clarification of information on the registration form is needed.

The results of the draw, including player assignments and team formations, shall not be discussed with anyone outside of the Board of Directors prior to the coaches meeting, except when necessary to assign coaches or fill teams to minimum roster. Team rosters are subject to change following the draw, and may not be finalized or official.

Any member of TCRSA who wishes to question the outcome of the draw, or who wishes to lodge a complaint about any step in the process of the draw, may do so in the following order only: Registrar, A&D Director, TCRSA Board of Directors, and NTSSA Youth Commissioner.

### **3.5.3 Order of the Draw**

The Registrar shall first divide all teams by gender and age group, and place the teams in their respective age groups in alphabetical order by team name.

Player registration forms shall be divided by gender, age group, and player status with consideration being given to geographic location. Each group of registration forms shall be in registration date order.

The player groups will then be assigned to teams in one age group at a time in the following order: returning players who played the previous season, then returning players who skipped one season, if space is available. If not, those players will be placed back in the player pool.

Based on the placement of returning players, the Registrar shall then determine which teams have a nucleus of players returning, and which teams do not.

The remaining unassigned players for that age group will then be tabulated to determine if there are enough players to fill all the teams in that age group to at least minimum roster.

If it is determined that enough players exist in the player pool to fill all the teams in the age group to minimum roster, then all the teams shall remain.

If it is determined that there are not enough unassigned players to fill all the teams to minimum roster, only the team or teams with a nucleus of players will be allowed to remain as a team. Teams without a nucleus will be combined with another team or folded. If a team is folded, its respective players shall be returned to the player pool. The Registrar and/or the Board shall have discretion in deciding whether to combine or fold teams.

Drawing from the player pool will then assign players to the team(s) with the least number of players until all teams are equal in number, then players will be drawn until all vacancies are filled. Teams will receive players from the pool in alphabetical order by team name. Existing teams shall be filled before new teams are formed. Drawing of players from the pool will occur in the following order: any remaining unassigned returning players from the previous season, unassigned returning players who skipped one season, returning players requesting to be placed in the draw, play up, or be placed in their correct age group, then new players (including returning players who skipped two or more consecutive seasons).

Once all teams in an age group have reached maximum roster, unassigned players will be placed on

the waiting list.

Players in age groups where a team is not formed will either be added to the player pool for an age group above or be placed on the waiting list.

Returning TCRSA players registering after the draw lose returning player privileges and shall become part of the waiting list. Exceptions to this rule may be granted by the Board in extraordinary circumstances.

The Registrar shall administer the waiting lists. Players shall be assigned to teams from the waiting list when future openings become available. Waiting lists shall be abandoned on a date determined by the Board, with any fees collected from non-placed players being refunded.

### **3.5.4 Teams below Minimum Roster**

The head coach of any team that remains below minimum roster size after the draw shall be allowed to actively seek players of the proper age group within TCRSA to be added to the player pool, provided: the player is not currently registered on an existing recreational team, the player did not play for a returning recreational team during the previous season (U12 and above only), and the coach does not violate any USYSA, NTSSA, or TCRSA recruiting rules.

Players may be sought for the player pool until enough players exist for the team(s) to reach or exceed minimum roster size, without exceeding maximum roster size. Players may be added until the first day of the season or in extraordinary circumstances as ruled by the TCRSA Board of Directors (i.e., player illness or injury, players moving in or out of the area, or an unusual shortage of players on a team). NTSSA Youth Commissioner's approval may be required to add a player to a roster after the first day of the season.

Teams will be allowed to remain below minimum roster for the season only with Board approval, and only in extraordinary circumstances.

### **3.5.5 Equipment and Uniforms**

TCRSA shall supply all new teams with the basic necessary equipment to conduct practices and games. Additional equipment may be purchased by the coach without reimbursement.

Subject to approval by the TCRSA Board, head coaches shall be allowed to choose team colors every fall season and shall be allowed to change the team name prior to any season provided adequate notice is given to the Association.

TCRSA shall supply each player with a team uniform, consisting of a jersey, short, and socks every fall season or in the spring season if the player did not play in the fall. All TCRSA teams shall wear all components of the uniforms specified, approved, and purchased by the TCRSA Board of Directors. Failure of a team to wear the proper uniform during a game may lead to disciplinary action against the coach.

All player jerseys must be numbered on the back. For safety reasons, player names are not allowed

on the jerseys.

Permanent alterations to the uniform are prohibited. Minor additions to the uniform that may pose a safety concern (barrettes, pins, etc.) are also prohibited. The referee shall have the final say on whether a player's uniform poses a hazard to other players.

Shin guards are mandatory and must be worn at all practices and games. Athletic socks must cover the shin guards. Players not wearing shin guards will not be allowed to participate.

Metal cleats, toe cleats, or baseball cleats are not permitted. Tennis shoes are allowed in place of soccer cleats.

Goalkeepers must wear a different colored shirt to designate him or her as a keeper.

Absolutely no jewelry shall be permitted. All jewelry must be removed for practices and games. Band-aids covering earrings or piercings are not acceptable and will not be allowed.

Medical casts shall be allowed provided they are adequately wrapped to protect the individual and other players on the field.

In the event of a jersey/color conflict, the home team shall be responsible for changing jerseys, or covering their jerseys with aprons, bibs, or other apparel that the referee determines to be adequate to correct the color conflict. The players will then be allowed to play without numbers on their jerseys provided that they still wear their numbered jerseys underneath. The referee shall determine if there is a jersey/color conflict and if the home team has corrected the conflict. The referee's decision is final.

### **3.5.6 Practices**

Head coaches may schedule team practices through the Association provided adequate practice field space and time slots are available. All coaches will be given equal opportunity to schedule practices at an agreed upon time by the Association. Preferential treatment or early reservations will not be allowed. The coach must notify the Association of any changes in practice schedules that may occur during the season in order to prevent any potential conflicts with other teams' scheduled times or location assignments. TCRSA reserves the right to limit practice days and duration times.

All coaches are responsible for ensuring that the area of play for team practices is free of any potentially dangerous hazards, and that the field conditions are safe.

If practice field space or time slots are not available, a team may practice at another location. TCRSA cannot be held responsible for the condition or safety of alternate locations.

Practices may not be held when the practice fields are closed. Coaches are required to cancel their practices in the event of inclement weather or unsafe playing conditions regardless of whether the fields have been closed. Teams are required to stay off the practice fields until they are re-opened. Failure to do so may result in disciplinary action.

Practices on the Association's designated game fields are strictly prohibited. Scrimmages held at game fields without proper approval from both the town and the Association are also prohibited.

### **3.6 Youth Recreational Games and League Play**

#### **3.6.1 Locations**

All TCRSA sanctioned games must be played on TCRSA or League approved game fields, unless the Association has granted special permission to conduct a game on a practice field or at another location.

#### **3.6.2 Field Closures**

The Association will abide by the field closure decisions of the town or league where practice or game fields are located. Teams are required to stay off the fields until they are re-opened. Failure to do so may result in disciplinary action.

Referees may close the game fields immediately prior to or during games. If this occurs, the referee will ask each team to leave the field, and will announce that the fields are closed. Teams are required to respect the referee's decision and leave the game fields until they are re-opened. Failure to do so may result in disciplinary action.

#### **3.6.3 Division Assignments**

In TCRSA affiliated leagues, U9 and above teams may be divided into divisions according to standings. In the absence of league rules governing the division assignments, TCRSA shall use the following guidelines. Exceptions may be made in cases where player or coaching changes have occurred on the roster, or in other circumstances as determined by the Board.

New teams, or teams new to an age group, will be assigned to divisions based on coach requests and the total number of teams in the age group. Coach requests for division placement of new teams will be granted when possible, but cannot be guaranteed.

Returning teams shall be assigned to divisions based on the standings from the prior season.

Returning teams that placed in one of the top three places of their former division will be moved up one division, if available.

Returning teams that placed in one of the bottom three places of their former division will be moved down one division, if available.

Returning teams that did not place in either the top three or the bottom three places of their former division will remain in their former division.

#### **3.6.4 Schedules and Reschedules**

Special scheduling requests for game times and dates cannot be guaranteed, especially in the U9 and

above age groups. Any special requests should be made prior to the season.

Games may only be scheduled and rescheduled through the Association or League.

Individual games may only be rescheduled due to weather, school or academic functions, illness that drops a team below minimum roster, or extraordinary circumstances approved by the Association or League.

A team's head coach must give reasonable notice (no less than seventy-two (72) hours) to the Association if his/her team will be unable to play a scheduled game due to just cause. The Association or League will then decide whether to issue a forfeit or reschedule the game.

League rules governing game reschedules for U9 and above games shall take precedent over Association rules in the event of a conflict.

### **3.6.5 Game Postponement, Suspension, or Abandonment**

The referee may postpone a game a maximum of fifteen (15) minutes to allow a coach to field the minimum number of players to play the game. If the fifteen (15) minutes lapse without both teams having the minimum number of players, the referee shall call abandon and report the game. If one team plays with the minimum required number of players, the opposing team is not required to play short. However, in the interest of sportsmanship, the coach may choose to play the same number of players as the team playing with only the minimum.

The referee may postpone a game a maximum of thirty (30) minutes to allow inclement or threatening weather to pass, at which time the game must either begin or be abandoned. Teams must report to the field ready to play regardless of the weather, unless their respective member Association has notified the coach of the team prior to game time, or posted/announced game postponements or reschedules prior to game time.

Suspension of a game, regardless of cause, shall be limited to a maximum of thirty (30) minutes, at which time the game must either be resumed or abandoned.

U9 and above teams shall allow a referee thirty (30) minutes after the scheduled game time to report before abandoning the game, unless it is known that the referee is held up by another game still in progress. U8 and below teams may begin play with a coach or parent volunteer serving as a referee.

Any game abandoned prior to the start of the second half should be reported to the home team Association within forty-eight (48) hours. The game will then be subject to reschedule according to Association and/or league rules.

Any game abandoned after the second half has begun shall be considered a complete game.

The Referee has the final authority to postpone, suspend, or abandon a game due to inclement or threatening weather, team arrival times, or other circumstances he/she judges to be unsatisfactory. The referee's decision is not subject to protest.

### **3.6.6 Game Forfeits**

Only the Association or the League may declare a forfeit. Cause for declaring a forfeit may include failure to field a team with the minimum number of players, as defined by the League, within fifteen (15) minutes of a scheduled game time according to the referee's watch, fielding an ineligible player or a player under suspension, a suspended coach appearing at a game to coach the game, failure to allow all team members to participate in each scheduled game as required by the fifty percent (50%) participation rule, or failure of a coach, assistant coach, or player to leave the field after being asked to do so by the referee. Failure to field a team due to official scheduling errors will not be cause for forfeiture.

Intentionally forfeiting a game without just cause shall result in the team, its coach, and its players being subject to disciplinary action.

### **3.6.7 Game Protests**

There shall be no protests in the U5, U6, U7 and U8 age groups. U9 and above game protests should be reported according to the playing league rules and in accordance with the league's time limits. Any protests deferred to TCRSA by the playing league shall be handled as prescribed in the league playing rules. No protest may be made based on judgment calls by the referee. There are only two acceptable causes for protesting a game after it has been played: a team knowingly plays an unregistered, ineligible or suspended player, or there has been an obvious error made in the application of the Laws of the Game that directly affects the outcome of the match and the referee admits it.

### **3.6.8 Coaching at Games**

All coaches of U6 and above age groups must remain within ten (10) yards of the halfway line and five (5) feet back of the touchline. Only coaches of the U5 age group are allowed on the field of play during the game. The referee shall have final say in determining if a coach is interfering, and shall have the authority to ask the coach to stand outside the touchline for the remainder of the game if necessary.

Only one head coach and two assistant coaches per team will be allowed at game time. All other parents or spectators must remain in the designated parent/spectator area during game time.

Coaching from behind or near the goal or goal area is not allowed in any age group.

All head and assistant coaches must have a valid Association ID card at game time in order to coach. Any coach that does not have their ID card at game time will be required to remain on the parent/spectator side of the field, will not be allowed to coach, and may be subject to disciplinary action.

A head coach or assistant coach with a valid Association ID card must be present with and responsible for the team and spectators during every game. If not, the team may be required to forfeit the game.

All coaches will be held responsible for the conduct, including foul or abusive language and acts, of

their players and spectators as well as their own conduct which serves as a role model for their players. Offenders may be cautioned or ejected from the field of play by the referee.

Any questions regarding a referee's call should be addressed to the referee in a polite and constructive manner at half-time or after the game.

### **3.6.9 Spectators**

When field layouts allow, all spectators and parents must remain on the opposite side of the field of play from the players. The referee has the final say on allowing or disallowing spectators and parents on the player's side of the field.

All spectators of all games must remain within ten (10) yards of the halfway line and five (5) feet back of the touchline. Parents and spectators must refrain from coaching the team in any way.

Horns, whistles, or other devices which can be used to generate loud noises of any kind are prohibited at game fields.

### **3.6.10 Referee Payments**

TCRSA shall pay referees according to the pay schedule approved by the Board of Directors. The Board shall follow guidelines of other associations in their playing league when approving the pay schedule to keep payments as closely aligned as possible with other associations in the league. The method of referee payment shall be determined by the Board.

### **3.6.11 Game Reports and Score Reporting**

Coaches of U9 and above are responsible for submitting game reports and player ID cards if required to the referee prior to the start of the game and submitting the final score as designated by the playing league. Any scores not submitted within the time allowed by the league scoring system will not count towards that team's points.

League rules will govern the use of game reports, player ID cards, and score reporting. League rules may prohibit games from being played if one or both teams do not have game reports or ID cards at game time.

### **3.6.12 Standings**

Standings for U9 and above age groups will be determined by League rules, and are generally calculated using the total number of points awarded to a team under the 9-point system or as determined by the playing league.

All rescheduled games will be considered official games and count towards standings provided they are played by the "drop-dead" date of the season (or the absolute deadline) to be determined by the League.

Tie games are allowed during the regular scheduled season. Tie games during any playoff shall be

concluded with a winner in accordance with NTSSA playoff rules.

Standings shall not be determined for teams in the U8 and below age groups.

### **3.6.13 Awards**

TCRSA shall furnish awards to the players on U9 and older teams that complete the season in first, second, or third place in their division.

Players on every U5, U6, U7, and U8 team will receive a participation award, with all players receiving the same award.

The Board has the final authority in choosing the type of award to be given each season.

### **3.6.14 Tournaments**

TCRSA youth recreational teams may participate in tournaments without reimbursement. Any team wishing to participate in a tournament that may conflict with regularly scheduled league games must submit a rescheduling request to their Commissioner or the TCRSA Scheduler prior to entering the tournament. Any league games that conflict with the tournament will be rescheduled if possible. However, reschedules cannot be guaranteed, and any game unable to be rescheduled and missed by the team because of participation in the tournament may result in forfeits by that team.

The coach is responsible for meeting the entry deadline for the tournament. TCRSA is not responsible for any missed deadlines or any canceled tournaments. In the event of a cancellation, the coach is responsible for contacting the tournament chairperson to inquire about a refund.

Coaches of teams competing in tournaments that allow guest players are responsible for acquiring and submitting all necessary guest player paperwork and abiding by all NTSSA guest player rules.

TCRSA may elect to send representative teams to an annual tournament such as the NTSSA Tournament of Champions. A maximum of one girls and one boys team in each even numbered inclusive age group U10 and above may be chosen (i.e. U10 includes U9, U12 includes U11, etc.).

Teams will be chosen for the annual tournament based on their standings in league play. A team must have a sixty percent (60%) win/tie record for division A, or a seventy percent (70%) win/tie record for division B or below. Any ties in standings may be broken with a playoff game scheduled by the age group Commissioner or TCRSA Scheduler. In the event more than one team in an inclusive age group qualifies, preference will be given to the even age group team(s) and the higher division team(s) in that order. Participation in an annual tournament (i.e. the NTSSA Tournament of Champions) is optional and not required even if the team qualifies and is chosen by the TCRSA Board of Directors.

### **3.6.15 Camps and Clinics**

TCRSA shall reserve the right to contract with outside person(s) or organization(s) that conduct soccer camps or skills clinics or offer in-house camps or skills clinics. Such camps or clinics must be

made available to all TCRSA youth recreational players, or to all players in specific age groups if the camp or clinic is designed for or limited to certain age players. The TCRSA Board shall have discretion in both scheduling of the camps or clinics, and deciding which camps or clinics to host.

### **3.7 Youth Recreational Rules of the Game**

TCRSA Youth Recreational Rules of the Game (separate document) shall be the FIFA Laws of the Game as modified in the NTSSA Rules of Competition unless otherwise stated. The Under 6, Under 8, and Under 10 age divisions shall play under the additional Developmental Player Program Modified Rules for Under 6, Under 8, and Under 10 as recommended by NTSSA or as modified in accordance with League playing rules.

### **3.8 Youth Academy Teams**

#### **3.8.1 Academy Overview**

TCRSA may offer an Academy Program to provide recreational soccer players, age U7-U10 the opportunity to enhance their overall soccer experience through additional skills and developmental training. TCRSA Academy will focus on individual player development. Skills lessons will be offered one day per week, or as determined by the Academy Committee. Academy league games, if available, will be held in conjunction with other local academies, and will also be held one day per week. Academy players will have the opportunity to train with and compete with players outside their recreational team. All skills lessons and TCRSA Academy league games will be in addition to the player's recreational practices and games. In the event of a conflict, the player's recreational team will take priority. Players who join the Academy must be registered recreational players, and are strongly encouraged but not required to also participate on a recreational team.

#### **3.8.2 Academy Operations**

TCRSA may conduct an Academy Program in house or by contract with other coaches or organizations as determined by the TCRSA Board of Directors. The specifics of any contracts with outside parties must be approved by the TCRSA Board of Directors, and may be subject to revocation at any time. An Academy Program conducted through the Trophy Club/Roanoke Soccer Association will be subject to and must abide by the TCRSA Bylaws, Rules and Regulations, as well as the NTSSA Bylaws and the Bylaws/Rules of any leagues with which TCRSA is affiliated.

The Academy shall operate with an Academy Committee as outlined in these Bylaws. Registration, team formation, and rules of the game shall be in accordance with the guidelines set by the TCRSA Board, the Academy Director, and the rules of the Academy playing league. Financial operations and funds of a TCRSA Academy program shall be separate from the TCRSA Recreational Youth program. All Academy player registrations, use of practice or game fields, or other activities will be coordinated with the Board in order to prevent conflict with Recreational Youth activities.

#### **3.8.3 Academy Player Registration**

Players wishing to register for a TCRSA Academy must be registered recreational players within their home association. Players outside of the TCRSA boundaries must show proof of registration

from their home association. Players within the TCRSA boundaries that wish to register for a TCRSA Academy but are not already registered as a recreational player will be required to pay the TCRSA recreational registration fee in full or a partial fee as determined by the Board. An Academy fee will then be assessed in addition to the recreational fee and shall be determined by the Board of Directors or Academy Committee. The Academy fee may include a uniform, the cost of skills training, referee fees, and other incidental costs associated with running the academy and conducting league play if applicable. Players must also submit a completed Academy registration form. Players will not be considered registered in the Academy until all necessary paperwork and fees have been received by TCRSA. The parents/guardians of Academy players who register through TCRSA and pay the fees required will gain membership in the Association and have voting rights.

### **3.8.4 Academy Teams and League Play**

The TCRSA Board and the TCRSA Academy Committee shall form teams for Academy League Play according to the guidelines set forth by NTSSA and the playing league in which the teams shall participate. As determined by NTSSA, Academy teams shall not be required to follow recreational team formation rules. However, the goal of the TCRSA Academy shall be to allow all participants the opportunity for league play.

### **3.8.5 Academy Rules of the Game**

Academy teams shall generally play using the youth recreational rules of the game but may adopt modified rules as determined by the Academy League in which they participate.

## **3.9 Competitive Teams**

While TCRSA wants to support those children who wish to participate in competitive soccer and still be affiliated with TCRSA, our focus is and will remain youth recreational soccer. Competitive clubs or teams wishing to call TCRSA their home Association must apply for sponsorship to the TCRSA Board of Directors. Any application for sponsorship will need to be approved by a majority vote at a TCRSA Board meeting. Competitive clubs or teams may ask for permission to use the TCRSA name as part of their competitive organization, but they must have separate bylaws and a separate governing body from the TCRSA recreational association. TCRSA sponsored competitive clubs or teams are encouraged to have liaison representation at TCRSA Board meetings. However, the governing body and its members of such clubs or teams will not gain membership in TCRSA and will not have voting rights.

TCRSA reserves the right to revoke the sponsorship of a competitive club or team at its discretion. Through due process, TCRSA may revoke the sponsorship following the end of the agreed upon term, unless the reason for revocation involves violations of the rules of TCRSA or NTSSA by the competitive club or team, at which time revocation may be immediate.

## **3.10 Adult Teams**

TCRSA may choose to register adult players and teams for league play at Board discretion. Any person 18 years or older who is not currently registered as a professional player shall be eligible to register and play in TCRSA. Adult players who register through TCRSA and pay the fees required will gain membership in the Association and have voting rights. Registration, team formation, and rules of the

game shall be in accordance with the guidelines set by the TCRSA Board, the Adult Commissioner, and the rules of the Adult playing league. Financial operations and funds of a TCRSA Adult program shall be separate from the TCRSA Recreational Youth program. All Adult player registrations, use of practice or game fields, or other activities will be coordinated with the Board in order to prevent conflict with Youth activities. If there are not enough Adult players to form teams to play in league competition, Adults may register with the association of their choice. While competing outside of this Association, teams shall use a team name other than the Association name to identify themselves.

### **3.11 Ethics and Conduct**

#### **3.11.1 General**

All Members of TCRSA including but not limited to Board Members, Coaches, Referees, Other Volunteers, Parents and Spectators are required to abide by the NTSSA Code of Ethics/Conduct and the TCRSA Zero Tolerance Policy (separate document). Failure to do so may result in disciplinary action.

#### **3.11.2 Misconduct at Games**

TCRSA shall follow the guidelines in NTSSA Rule 3.11 regarding discipline and misconduct by players, coaches, assistant coaches, spectators, and referees, and shall use the Cumulative Card System as outlined in the NTSSA Rules. Coaches will be held responsible for any misconduct on the part of their team's spectators, parents, or players. This includes any foul and abusive language and any comments directed toward the referees, opposing players, opposing team's spectators and coaches. A coach or assistant coach may be cautioned or ejected from the field of play by the referee as a result of any misconduct of the spectators associated with his/her team.

#### **3.11.3 Examples of Misconduct**

Misconduct shall include, but not be limited to, the following examples:

- Foul and/or abusive language directed toward coaches, officials, players, or spectators
- Arguing with officials, coaches or players
- Throwing objects onto the field of play and/or at other persons
- Destruction of equipment or facilities
- Verbal and/or physical assault
- Consumption of alcoholic beverages at or immediately prior to a TCRSA sanctioned event, or the use of illegal drugs at any time
- Other misconduct which is deemed disruptive to the orderly conduct of the game of soccer.

### **3.11.4 Reporting Misconduct**

Misconduct of members, coaches, officials, or players may be reported to the Board, with or without a request for action, according to the guidelines set forth in the Appeals and Discipline (A&D) section of these Rules.

A coach whose conduct is less than exemplary to his or her players, parents and spectators will be firmly dealt with by the Member Association or Playing League involved and the State A&D Committee.

## **3.12 Appeals and Discipline**

### **3.12.1 General**

The TCRSA Board shall have an Appeals & Discipline (A&D) Director and an Appeals & Discipline (A&D) Committee as set forth in these TCRSA Bylaws. The A&D Director and A&D Committee shall receive, hear, and rule on complaints as set out herein. All A&D proceedings and decisions shall conform to NTSSA guidelines.

### **3.12.2 Complaints**

Complaints may be filed against any member, player, coach, volunteer, or representative of TCRSA for a violation of the TCRSA Bylaws, Rules, and Regulations, or the rules of its affiliated organizations.

All complaints filed with TCRSA must be in writing and must include the name(s) of the individual(s) involved, a detailed description of the complaint and the circumstances involved, and must be filed within seventy-two (72) hours following the incident that is cause for complaint.

A complaint may be filed with any member of the TCRSA Board. Any Board member receiving a complaint shall forward it to the A&D Director. Upon receipt of a complaint, the A&D Director shall begin a preliminary investigation of the charges and will determine, within seventy-two (72) hours, whether the complaint shall be rejected for cause, accepted without a need for immediate disciplinary action, or accepted for a hearing before the A&D Committee. In the event that the complaint is rejected for cause, or deemed to not require immediate disciplinary action, the A&D Director shall respond in writing to the complaint within five (5) days giving the reason(s) for rejection or lack of disciplinary action. The complainant may appeal a rejection to the Board, which may accept the appeal for hearing, or reject it.

### **3.12.3 A&D Committee**

Members of the A&D Committee will be chosen by the A&D Director from the Association membership with emphasis on impartiality and varying degrees of soccer experience. The A&D Committee shall be comprised of the A&D Director as Chairperson plus not more than six (6) members and not fewer than three (3) members of the Association.

Once the committee has been selected, a limited amount of information regarding the complaint will

be released to the committee for the sole purpose of trying to determine any conflicts of interest. If a conflict of interest does exist, the committee member will be released from the panel and a new member will be chosen. In the event a conflict of interest is discovered after the hearing has been convened, the member with the conflict of interest will automatically be disqualified from voting. The A&D Director shall not be a voting member in any matters before the committee, except in the case of a tie where a vote is required to break the tie.

#### **3.12.4 Disciplinary Proceedings and Ruling**

The A&D Director shall have full discretion in deciding whether to grant a hearing on a complaint. In the event a hearing is deemed necessary, the A&D Director shall set a hearing date and location and notify all parties (the complainant, and the defendant(s)) by mail, with the parties having the right to be present at the hearing. The hearing shall follow the guidelines and recommendations as outlined in the NTSSA A&D Manual. Tape recorders, court reporters, or the presence of attorneys are strictly prohibited at TCRSA hearings. An attorney may only be present if he or she is a complainant, defendant, or witness who is directly involved in the hearing and he or she also happens to be an attorney.

The Committee shall vote after hearing the pertinent facts and asking any questions, and after the witnesses have retired and been dismissed. A majority vote of the voting members of the A&D Committee is required for approval of any proposed action. Unpublished votes or abstentions are not permitted.

The parties shall be notified as soon as possible, in writing, of the committee's decision. Action taken by the committee may include but not be limited to no action, written reprimand, probation, suspension, or revocation of membership.

#### **3.12.5 Appealing an A&D Decision**

The TCRSA Board of Directors shall hear all appeals of decisions rendered by the A&D Committee. The complainant may appeal a decision to the Board, which may accept the appeal for hearing, or reject it. A \$100.00 deposit must accompany an appeal of a decision. The deposit will be returned only if the appeal is upheld. The next level of appeal is to NTSSA.

### **3.13 Amendments to the Rules and Regulations**

Amendments to the TCRSA Rules and Regulations must be approved by a two-third's (2/3) majority vote of the TCRSA Board of Directors at any regular meeting, provided a quorum has been reached. The President shall be allowed to vote on amendments. Only Board or Committee members may make a proposal for an amendment. The proposal must be made in writing and submitted to the Board at least twenty-one (21) days in advance of the next scheduled meeting. The TCRSA Secretary shall provide written notification to the Board of any proposed Rule amendments at least fourteen (14) days prior to the next scheduled meeting. Amendments must be documented in the minutes of the meeting.