

Capital Area Soccer Association Table of Contents

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SECTION I

CASA CODE OF CONDUCT

THE CODE OF CONDUCT APPLIES TO ANY AND ALL PERSONS INVOLVED IN SOCCER SUCH AS A COACH, PLAYER, REFEREES, ADMINISTRATOR, OR ANY PERSON IN ANY WAY ASSOCIATED WITH THE CAPITAL AREA SOCCER ASSOCIATION. THE INTENT OF THIS CODE IS TO PROTECT THE WELFARE OF THE YOUTH IN OUR PROGRAM. PERSONS INVOLVED AS DESCRIBED ABOVE ARE CONSIDERED TO BE ROLE MODELS AND MUST CONDUCT THEMSELVES IN AN APPROPRIATE MANNER.

ALL PERSONS WILL OBEY THE FOLLOWING CODE OF CONDUCT WHILE BEING ASSOCIATED WITH, TRAVELING TO, OR PARTICIPATING IN THE CASA PROGRAM, OR ANY ENDORSED ACTIVITIES WITH ITS AFFILIATES. ACTIONS OR EVENTS THAT OCCUR AWAY FROM THE FIELD OF PLAY, AT A TIME AND PLACE REMOVED FROM LEAGUE SANCTIONED EVENTS, SHALL NOT BE EXEMPT FROM THIS CODE OF CONDUCT. ANY VIOLATION OF THIS CODE WILL CAUSE THE PERSON TO BE INELIGIBLE TO COACH, PLAY, REFEREE OR PERFORM THE FUNCTION THAT THE PERSON HAS BEEN PERFORMING UNTIL SUCH TIME THE CASE HAS BEEN INVESTIGATED, REVIEWED AND A RULING MADE BY THE CASA BOARD OF DIRECTORS. GUIDELINES SET FORTH BY THE USYSA WILL BE USED IN THE REVIEW PROCESS, WITH NOTIFICATION OF THE RULING TO BE SENT TO THE STATE ASSOCIATION.

1. At all times, both on and off the field, he/she will display Good sportsmanship.
2. He/she will control their temper at all times and will help others to do the same.
3. He/she will do their best to continue to improve their skills or increase their knowledge as required to perform the function(s) they have assumed.
4. The needs of the teams come before their own.
5. He/she will represent themselves, their family, and their team with honor and dignity.
6. He/she will not argue with or harass game officials.
7. He/she will not use profanity or any language interpreted to be degrading.
8. He/she will not use drugs.
9. Consumption of alcohol/tobacco products will not occur in the vicinity of playing/practice soccer fields. Persons under the influence of alcohol will not be allowed to participate in or perform their assigned functions at that time. The use of alcohol in any form will not be allowed on the field of play and it is appropriate that any coach or fan who smoke to do so away from the field of play.
10. He/she will treat teammates and members of other teams with respect.
11. He/she will win with honor, and if they should lose, they will exhibit dignity and decorum.

Print

Signature

Date

(Select each that apply)

Player Parent Coach Referee Administrator Other _____

SECTION II

CASA By-Laws

1. General Membership and Voting Rights.

The general membership of the Capital Area Soccer Association shall consist of all adults, eighteen (18) years or older, who are actively participating in the Capital Area Soccer Association program. The membership shall include, but not limited to:

1. Parents/guardians of registered players
2. Head coach of each team or his/her designated replacement for voting purposes.
3. Board of directors.
4. Referee Coordinator & Referees recognized by the Capital Area Soccer Association Board of Directors for membership purposes
5. Other adults recognized by the Capital Area Soccer Association Board of Directors for membership purposes. Membership granted by recognition of the Capital Area Soccer Association Board of Directors is renewable on July 1st of each year. Adults qualifying for membership are considered registered adults.
6. Coordinator (7)
7. Trustees (5)

Each of the above, of the Capital Area Soccer Association in good standing, shall have one vote, up to a maximum of two votes per family,¹ on the election of the board of directors and matters acted upon by the general membership. Any board of director position not filled at the general meeting will be filled by the executive board for the remaining year until the next general membership meeting.

The fiscal year of the Capital Area Soccer Association shall begin on July 1st and end on June 30 of the current calendar year. The By-Laws, Rules and Regulations are in effect during the 12 months of the seasonal year.

2. Board of Directors.

The Board of Directors shall consist of the elected officers of the Association. The Board of Directors shall be responsible for setting policy for the transaction of all business of the Capital Area Soccer Association in accordance with the By-Laws and shall be responsible for the declaration of the standing, good or bad, of the teams.

In the event of the permanent absence of an officer of the Capital Area Soccer Association due to illness, resignation, or other cause, the Board of Directors shall appoint a replacement in an acting capacity until a permanent replacement is named by the General Membership in accordance with the voting procedures for elected officers. An officer absenting himself from three successive meetings of the Board of Directors without explicit just cause may have his office declared vacant by the Board of Directors.

The Board of Directors shall, upon recommendation of the President, approve additional rules and regulations for governing operation and competitions not explicitly covered by the rules and regulations.

¹ Added 6/2014 Annual Meeting

Each member of the Board of Directors shall have one vote at the regular meetings of the Board of Directors. A member of the Board of Directors shall abstain from voting, on issues explicitly concerning his or her own immediate family member.

The elected officers of the Association shall be the President, Vice-President, Treasurer, Secretary, Registrar, Referee Coordinator², Division Coordinators and Trustees (5).

Members wishing to run for an Executive Officer position will have attended no less than half the scheduled board meetings of the previous year and/or have served as a Coordinator for at least one season.³

3. Duties of the Executive Officers.

A. President: The President shall direct the officers, committees, and boards, and shall act as the presiding officer at all meetings of the Board of Directors and General Membership. The President shall be responsible for conducting the business of the Capital Area Soccer Association for making rulings which interpret policy of the Board of Directors, for coordinating the activities of the Capital Area Soccer Association, for general administration, and for other duties as the Board of Directors may approve or direct.

B. Vice President: The Vice President shall assume the duties of the President in the absence of the President. The Vice President shall recommend long range projects and goals for the betterment and growth of the Capital Area Soccer Association, (i.e. playing fields, lighting, and maintenance of Fields, construction of facilities, concession stands, storage sheds, bleachers, etc.).

C. Past President: This is an advisory position to the current president with voting privilege. The out-going president will automatically fill this position.

D. Treasurer: The Treasurer shall oversee the collection of all dues and fees, shall have charge of all monies, issue bills and receipts for dues and fees, and pay all bills due of the Capital Area Soccer Association including payment of referees. The Treasurer shall maintain checking and savings accounts in a reputable bank in the name of the Capital Area Soccer Association, with signature requiring two of the following: President or Treasurer and second signature from another board member. The Treasurer shall keep a detailed record of income and expenditures and submit a detailed monthly report to the Board of Directors and a written general report at each Annual Membership meeting.

E. Secretary: The Secretary shall record the minutes of all meetings and shall maintain and distribute meeting notices of all meetings, and a calendar of events. With input from the Board of Directors, the secretary shall prepare for the approval of the President. The calendar of events, including Capital Area Association and SDSSA deadlines and milestone, and shall update the calendar as necessary. The Secretary shall assist the President at all meetings in determining and maintaining these deadlines and shall perform other duties as directed by the President.

² Added 7/2010 Annual Meeting

³ Added 6/2014 Annual Meeting

F. Registrar: The Registrar shall be responsible for executing the registration of teams and players with the Capital Soccer Association and with the South Dakota State Soccer Association (SDSSA). The Registrar shall maintain team and player registration records including team rosters and coaches. The Registrar will also coordinate mass communication via website and email.

G. Referee

Coordinator: The Referee Coordinator is responsible for pre-season referee courses and tracking ref license history. This position assists with game schedules and assigns refs accordingly to games for each season. During the season, the Referee Coordinator is the main contact for assisting refs, scheduling conflicts, game issues and issues that may arise.

Duties of remaining board members.

H. Coordinators: Division Coordinators include U6, U8, U10, U12, U14, U16 and U19+. Coordinators are responsible for organization in their division. Duties include: team selection, assigning coaches to teams, game schedule review, skills training sessions, overview of division rules and will report to the board with concerns or requests.

I. Trustees: Trustees, up to 5 of them, will assist the board in all areas and help keep lines of communication open between the association and the community. The full membership may elect one to five trustees to serve on the Board of Directors, for each fiscal year and during the fiscal year the Board of Directors may appoint a trustee to fill a vacancy, if there is a Trustee positions open. One Trustee will be represented by the Pierre Indian Learning Center (PILC) and PILC may appoint an individual, of their choosing, to represent them.⁴

The following officers shall comprise the Executive Board of the Association.

- President
- Vice President
- Past President
- Secretary
- Treasurer
- Registrar
- Referee Coordinator
- Trustees

4. Duties of the Committees.

A. Finance: The Finance Committee shall be led by the Treasurer and shall include such other officers and those appointed by the President to establish an annual budget for the functions of the Capital Area Soccer Association. The Finance Committee shall periodically review and report to the Board.

⁴ Added 6/2004 Annual Meeting

- B. Equip./Facilities:** The Equipment and Facilities Committee shall be led by the Vice President and shall be responsible for provisions and maintenance of all facilities and equipment of the Capital Area Soccer Association as well as planning and coordination of such with any other association, league, or government entity.
- C. Fund Raising:** The Fund Raising Committee shall be responsible to carry out those revenue generating activities within the area, region, and state for the support of the Capital Area Soccer Association's activities facilities.
- D. Publicity:** The Publicity Committee shall plan and execute the promotion through advertising, public announcements releases to the media, and other means to advance community awareness of the Capital Area Association programs and activities. They will coordinate their actions with the Fund Raising Committee to advance the objectives of the Association.
- E. Scheduling:** The Scheduling Committee shall be led by the Coaches and will be responsible for the development of calendars of events to include training sessions, practices, game and tournament schedules and in any other activities of the Capital Area Soccer Association.
- F. Conflict Resolution Committee:** The Conflict Resolution Committee, consisting of non-board members appointed by the Board of Directors, shall hear unresolved issues / grievances and issues of merit and make rulings resolving issues. Issues of merit are defined to include only matter of game procedures and execution protested as not in accord with the Capital Area Soccer Association By-Laws and Rules. Matters based upon the judgment of the referee in executing the laws of the game shall not be heard. The Board of Directors may review decisions of the Conflict Resolution Committee at its discretion or on appeal from a team in accordance with procedures in the Capital Area Soccer Association's By-Laws and Rules.⁵
- G. Rules & Regs.:** The Rules & Regulations Committee shall review the By-laws, Rules and Regulations in view of the conduct and competition, the operation of the Capital Area Soccer Association and shall make recommendations for amendments and changes. At least one report shall be submitted to the Board of Directors each seasonal year at the Board of Directors meeting prior to the Annual General Membership Meeting.

The President may appoint additional committees as necessary.

5. Meetings

The officers shall meet monthly for the purpose of reviewing the operations of the Capital Area Soccer Association. The presiding officer shall, at each meeting, reserve a suitable portion of the time for the officers to meet as the Board of Directors to conduct appropriate business. Additional meetings shall be held as deemed necessary by the President. A quorum will be established with a majority of the Executive Officers present.

⁵ Changed 6/2014 Annual Meeting

The general membership is welcome at any Board of Directors meetings, as non-voting members, and may address business from the floor. Roberts Rules of Order shall govern the procedure of any meeting.

Annual general membership meeting shall be held during the end of the Spring Season.

Special meetings of the general membership may be called for a particular purpose by petition of the head coaches of five teams, or by the Executive Board. Such special meetings or special sessions take precedence over the scheduled meeting agenda.

A simple majority of the vote's cast is required to decide any question except where explicitly stated otherwise.

The Order of business at all board meetings, general membership meetings, and special meetings, shall be.

- Meeting, brought to order
- Roll call
- Recognition of guests and visitors
- Approval of minutes of previous meeting
- New business from the floor
- Board of Director's reports, Committee reports
- Unfinished business
- New business
- Miscellaneous
- Adjournment
- Executive Board Meeting

6. Administration

The Capital Area Soccer Association shall be administered as a nonprofit 501(c)(3) educational organization.

The Capital Area Soccer Association shall maintain itself as a member in good standing, of the South Dakota State Soccer Association, and will comply with the Constitution, By-Laws, and Rules and Regulations of the United States Youth Soccer Association and the South Dakota State Soccer Association.

The Executive Board of Directors consisting of the elected officers of the Capital Area Soccer Association shall determine the policies of the Capital Area Soccer Association. The Board of Directors will assume the execution of the provisions in all matters, of these By-Laws, Rules and Regulations, in good conscience and be answerable only to the general membership as a whole.

The president shall administer the affairs of the Capital Area Soccer Association in accordance with the By-Laws, Rules and Regulations, and execute the policies directed by the Board of Directors.

The elected officers of the Capital Area Soccer Association shall be: President, Vice President, Treasurer, Secretary, Referee Coordinator and Registrar. The officers shall be elected during the Spring General Membership Meeting for a twelve-month period commencing June 30th.

The order of succession as presiding officers follows the order of the above lists. The President will not have a vote on the Board of Directors except in a case of a tie when the President only will vote.

A decision required by the Board of Directors which, in the judgment of the President, cannot wait for a regularly scheduled meeting of the Board of Directors (i.e., and emergency) shall be rendered by the majority of the Executive Board.

The assets of the Capital Area Soccer Association, in case of dissolution, will be turned over to a non profit organization determined by the Board of Directors.

7. Amendments and Modifications

Amendments and modifications to the By-Laws may be made only at an Annual General Meeting or a Special General Membership Meeting called for the particular purpose. A simple majority of vote's cast is required to decide such question.

Amendments and modifications to the Rules and Regulations may be made by a majority vote of the Board of Directors in attendance at any regularly scheduled meeting.

Amendments and modifications to the By-Laws, Rules and Regulations shall take effect immediately, but shall not be retroactively.

8. Removal of Officers

Removal of elected officers for cause may be done at any general membership meeting. A two-thirds majority of the votes cast are required for removal.

The Board of Directors may suspend any of its members by two-thirds majority vote pending removal proceedings as explained above. If the presiding office is suspended, the order of succession shall be invoked.

9. General Membership Review of Board of Directors & Executive Rulings

Any five members jointly may petition for a Special General membership meeting or a Special Session of any General Membership meeting for the review of a ruling of the Board of Directors. A simple majority of the votes casts is required for denial of a ruling.

10. Age Limits Divisions

Under 6 - (Ages 4 & 5) Player has not reached their sixth (6th) birthday before August 1 of the seasonal year (August 1 – July 31, to include fall and spring seasons).

Under -8 - (Ages 6 & 7) Player has not reached their eighth (8th) birthday before August 1 of the seasonal year (August I – July 31, to include fall and spring seasons).

Under 10 - (Ages 8 & 9) Player has not reached their tenth (10th) birthday before August 1 of the seasonal year (August 1 – July 31, to include fall and spring seasons).

Under 12 - (Ages 10 & 11) Player has not reached their twelfth (12th) birthday before August 1 of the seasonal year (August 1 – July 31, to include fall and spring seasons).

Under 14 - (Ages 12 & 13) Player has not reached their fourteenth (14th) birthday before August 1 of the seasonal year (August 1 - July 31, to include fall and spring seasons).

Under 16 - (Ages 14 & 15) Player-has not reached their sixteenth (16th) birthday before August 1 of the seasonal year (August 1 – July 31, to include fall and spring seasons).

Under 19 - (Ages 16, 17 & 18) Player has not reached their nineteenth (19th) birthday before August 1 of the seasonal year (August - July 31, to include fall and spring seasons).

11. Team Formation⁶

The team selection process will be established at the general membership meeting and voted upon by the general membership. Any proposed changes in the team selection process must be given to the Capital Area Soccer Association Board of Directors a minimum of 60 days prior to the general membership meeting. Once voted upon at the general membership meeting, such process shall be established as an association rule which shall remain in effect until voted upon by the general membership at a subsequent meeting.

12. Team Continuation

In divisions U6, U8, U10 and U12, teams shall continue through the seasonal year August 1 - July 31, to include fall and spring seasons) and then shall be placed in the player pool for random selection for the following seasonal year.

In divisions U14, U16 and U19, as long as 7 or more players stay together and have a coach, the team shall continue throughout their participation in the CASA program.

13. Separation of Boys and Girls

The children who have registered shall be divided into girls and boys leagues with each girl playing, only in the girl's league and each boy playing only in the boy's league.

There shall be the following, leagues and age divisions

Leagues	Girls	Boys
Age Division	U6G	U6B
	U8 G	U8B
	UIOG	UIOB
	U12G	U12B
	U14G	U14B
	U16G	U16B
	U19G	U19B

A. Escape Clause: Should there not be enough girls registered to form at least two (2) teams in the under twelve (12) and below age divisions or at least one team in the under fourteen (14) and above age divisions, said girls maybe integrated into the boy's

⁶ Changed 8/1/2000 Annual Meeting...Rule 340

league with equal distribution on each team. There shall not be any team which has a difference of two (2) or more girls on it than any other team within it's age division.