

# CCSA Constitution



**Batavia**  
**CNE**  
**West Clermont**  
**Williamsburg**

**Bethel**  
**Felicity**  
**New Richmond**  
**Western Brown**

[www.ccsasoccer.org](http://www.ccsasoccer.org)

**Constitution of CCSA**

**ARTICLE I**

The name of the organization shall be “Clermont Central Soccer Association” (CCSA).

## **ARTICLE II**

### **PURPOSE**

The purpose for which this association is organized is to develop and operate a soccer program. In conjunction with such purposes, the objectives of this association are that through a medium of a supervised program, this association will seek to implant in the youth of the community the ideals of good sportsmanship, fair play, and honesty for the betterment of their physical and social well-being.

## **ARTICLE III**

### **AFFILIATION**

This association, where and when feasible and appropriate, shall also be affiliated with recreation commissions and/or boards within the operational boundaries of this association.

## **ARTICLE IV**

### **SITES OF OPERATION**

The principle operation of this association shall be within the counties of Brown, Clermont, Clinton, Hamilton, and Warren, in the state of Ohio, allowing participation by any resident thereof.

A district represented within the association is defined as a local elementary school district. In instances where there is more than one elementary school within a district, the district may be subdivided by an individual elementary school being a district.

## **ARTICLE V**

### **POWERS**

This association shall have the following powers in addition to the powers expressly or implicitly conferred on it by law:

- A. To make and enforce rules and regulations to govern itself on a local basis.
- B. To set team fees, solicit sponsors and contributions, receive gifts, bequests, and devices from any person, firm, or corporation and to administer such fees, gifts, and devices on behalf of this association.
- C. To enter into contracts and to hold and own property.

## **ARTICLE VI** **MEMBERSHIP**

Any parent, or legal guardian, who has a child registered in the soccer program sponsored by CCSA, and any coach, assistant coach, and administrative or league official, regardless of whether he or she has a child in the program, constitutes membership in the CCSA. Membership entitles an individual to one vote on general issues and in the election of officers of the Association and the opportunity to be nominated and elected as an officer. Issues concerning player rules and/or fees paid for players and teams shall be voted on by CCSA governing body and District Representatives. Voting requires a majority of the above to be present to vote.

- A. All new district applications must be voted on by the governing body and obtain at least a two-thirds majority vote for admission into the association.
- B. All new districts will be assessed a fee of \$250 to be submitted at the time of application.
- C. If a district chooses to withdraw from CCSA, then that district will not be permitted to re-apply for membership to CCSA for a period of two years after withdrawal.
- D. Each District must have a governing board of three (3) or more people in addition to the District Representative.
- E. Each District must annually provide CCSA with a list of their current Board Members and Bylaws.

## **ARTICLE VII** **BOARD OF EXECUTIVES**

The governing body of the association shall be its Board of Executives. Said Board may adopt such rules and regulations for the conduct of its meetings and the management of the association, as it may deem proper. The Board of Directors shall consist of the following:

<u>Officers</u>	<u>Directors</u>
1. President	Referees
2. Vice-President	Scheduling
3. Secretary	
4. Treasurer	
5. League Registrar	
5. Members-at-Large (3)	
6. District Representatives (8)	

All voting members of the CCSA board are required to attend **ALL** board-driven meetings, including but not limited to monthly meetings, mandatory coaching meetings, and the draw, field day, and tournament duties. No more than two absences in the calendar year are permitted. Otherwise, said person may be removed from CCSA board duties.

The President will not vote except in the case of a tie vote.

The Executive Committee, consisting of the President, Vice-President, Secretary, and Treasurer, shall appoint all Board of Directors, Members-at-Large, and League Registrar.

The officers of the Executive Committee shall serve one-year terms, with the exception of the President and the President-Elect who shall serve two-year terms each.

A District may not have more than two (2) positions on the Executive Committee at a time.

Vacancies on the Executive Committee shall be filled within a one-month period by general election. Vacancies in the balance of the Board of

Executives shall be filled by appointment within a one-month period by said Executive Committee.

A District cannot have more than 4 positions on the Board at any time (District Rep, elected and appointed positions).

The office of President shall be elected biannually in odd-numbered years. Persons eligible for the position of President are anyone who has been on the CCSA Board of Executives for a minimum of two years (24 months). They can have held any position (district rep, director of refs, treasurer, etc.) during this time frame. The office of Vice-President shall also be elected biannually BUT in even-numbered years.

Should the President resign for any reason before completing his/her term in office, and then the Vice-President shall immediately take the office of President. The vacancy of Vice-President will then be filled by general election within a one-month period.

The election of the remaining officers for the Executive Committee (Secretary and Treasurer) will be conducted in November of each year by general election. An officer will be considered elected upon receiving the majority of votes for those nominated for that office. Installation of officers shall take place immediately after the election by transfer of duties. All District Representatives must attend the January meeting or next scheduled meeting if the January meeting is cancelled.

## **ARTICLE VIII**

### **STANDING COMMITTEES**

The following standing committees shall be formed as deemed necessary and needed by the Board of Executives:

A. Nominating Committee – 3 members, one of which must be the President.

B. Discipline and Protest Committee – 3 members, chaired by a President appointed member, the Vice-President, and the Treasurer. A

member of the Board of Executives may be appointed by the President to the Discipline and Protest Committee if an original member is unavailable or if there is a conflict of interest.

- C. Tournament Committee
- D. Special Request Committee
- E. Relegation Committee
- F. Handbook/Rulebook Committee
- G. Awards Committee

Addition or deletion of standing committees will be made at the discretion of the Board of Executives.

## **ARTICLE IX**

### **MEETINGS AND QUORUMS**

Meetings of the Board of Executives will be held monthly with the general membership invited to attend.

When deemed appropriate, the Board of Executives and/or the Executive Committee may call a special monthly meeting or a general meeting other than the scheduled monthly meetings.

A quorum shall be considered 51% of the Board of Executives.

The Executive Committee will decide the dates, time, and place of meetings.

Floor-time for non-voting members must be granted prior to the meeting.

## **ARTICLE X**

### **AMENDMENTS**

Amendments to this Constitution or the By-Laws shall be submitted to the Executive Committee. The Executive Committee shall review the suggested amendment; submit notice to the general membership concerning the suggested amendment, and the date of adoption vote. The Executive Committee prior to the adoption vote will hold a period of hearing and discussion. The adoption vote will be conducted during a general meeting;

where a two-thirds majority vote of the membership present is required to adopt an amendment.

## **BY – LAWS**

### *Supplement to the Constitution of Clermont Central Soccer Association*

## **ARTICLE I**

### **DUTIES OF THE BOARD OF EXECUTIVES**

#### **I. President**

- a) Preside at all meetings of the CCSA.
- b) Assume full responsibility for the operation of the CCSA.
- c) Appoint all non-elected board members and committees.
- d) Uphold the rules and regulations of the CCSA.

#### **II. Vice-President**

- a) Preside in the absence of the President.
- b) Carry out such duties as may be delegated by the President.
- c) Shall chair the Discipline and Protest Committee.

#### **III. Secretary**

- a) Record the minutes of all meetings.
- b) Give notice of all regular meetings and special meetings.
- c) Maintain an official record of the activities of the CCSA.
- d) Perform such other duties as the office may require or as directed by the President.

#### **IV. Treasurer**

- a) Collect all funds due the association, to sign checks, and dispense such funds as approved by the Board of Executives.
- b) Keep a suitable set of books and submit a monthly statement and a year-end statement covering all receipts and expenditures.
- c) Prepare the budget of the CCSA and assume responsibility for all CCSA finances.

#### **V. District Representative**

- a) Attend all the meetings of the CCSA as set forth in the Constitution and supply all the statistical information required by the Executive Committee.

- b) Relay pertinent information obtained at the Board meetings to his/her local District such as rule changes, clinic dates, post-season tournament information, or other information as directed by the Executive Committee.
  - c) Assist the Board in the combining of leagues where necessary.
  - d) Conduct the Player Draw for his/her District.
  - e) Ordering team registration materials and other materials and supplies that are handled at the Board level.
  - f) Carry out such other duties as required by the Board or specified rules and regulations.
  - g) Order all equipment needed by coaches such as balls, books, etc.
  - h) District Representatives will vote on changes in organizational rules. Each District shall have one District Representative designated as the voting member from that District. In the event that the Representative is unable to attend the scheduled meeting, then an alternate may be appointed to vote in their stead.
  - i) Shall be responsible for preparing, observing, and supervising the Player Draw and team formations at the District level.
  - j) When a District Representative is absent without alternate representation for a second monthly Board meeting, then the League Secretary shall send a letter to that District informing them that they are lacking representation and will be suggested that the District find a different Representative if absent for a third meeting in the current year.
  - k) Establish a protocol to ensure all complaints stemming from his/her District are submitted in writing to the District Representative within 48 hours of the incident. The District Representative will work with their District Board to address the complaint. If there is an apparent conflict of interest at the District Board level or the complaint cannot be resolved at the District Board level, the complaint may be filed with the Discipline and Protest Committee as outlined in ARTICLE VIII in the Constitution of CCSA.
  - l) Register all coaches.
- VI. Director of Referees



- a) Assume the responsibility of seeing that all referees are properly trained, either through Board conducted clinics or by conducting his own clinics.
- b) Prepare a list of all existing and potential referees and give notice of clinic and test dates.
- c) Attend all referee clinics.
- d) Ensure that each District has a Head of Referees prior to the season starting.
- e) Inform the Board of Executives of the quantity of referee training materials required for the season such as rule books, certified referee patches, score wallets, etc.
- f) Must report to the Discipline and Protest Committee or Vice-President any action by a player, coach, assistant coach, or spectator that might require disciplinary action.

VII. Assistant Director of Referees

- a) Carry out such duties as may be delegated by the Director of Referees.
- b) Attend all referee clinics.
- c) Shall sit in the absence of the Director of Referees at any required meetings such as Disciplinary hearings, Player Draw, etc.

VIII. District Head of Referees, a.k.a. "Ref Coordinator" (Non-Board positions)

- a) Each District shall fill this position from qualified candidates. A candidate filling this position with no referee experience is to be considered a Referee Assigner and is to only schedule referees for games. The following year they may be a Head of Referees and fulfill all other duties listed as such.
- b) Schedules referees for all fields and ages at that District.
- c) Assists the Director of Referees in preseason referee training such as Field Evaluations.
- d) Monitors and assesses individual referees during the season to provide better scheduling according to skill levels.
- e) Uses the Mentoring Program to improve the skill level of all referees.

IX. Director of Scheduling

- a) Prepare the schedules for all regular season games.
- b) Arrange for the printing and distribution of playing schedules.  
Distribution should be made in the coach's packets with copies of all division schedules given to the District Representatives.
- c) Shall chair the Scheduling Committee.

X. League Registrar

- a) Liaison to OSA concerning Roster registration.
- b) Coordinates with District Representatives their Player Registrations and Roster changes as approved by the Board at Player Draw.
- c) Shall forward previous year's database to the current District Representative for each District for new players to be added.
- d) Shall complete rosters and forward to Vice-President for examination and Final Approval.
- e) Shall forward ALL completed District Databases to the Treasurer for proper billing to each District for player fees.
- f) Shall forward completed CCSA Database to OSA for proper invoicing to CCSA for player participation.
- g) Shall levy any late registration fees approved by the Board of Executives.
- h) Shall forward to the CCSA treasurer the number of registered players and coaches to be paid at the rate approved per registered player/coach.
  - 1. With being paid the League Registrar will not have voting rights even though still part of CCSA Board.
  - 2. The League Register must attend all team formation meetings and any other meeting pertaining to database or rostering of players/coaches when notified ahead of time. All other meetings are approved to not count against the absent rule.
- i) Track all Safesport Forms, Head Concussion forms for coaches and Birth Certificates for players.

**ARTICLE II**

**DUTIES OF STANDING COMMITTEES**

## I. Nominating Committee

- a) Shall be responsible for soliciting candidates for the officers of the CCSA.
- b) The President of the Board of Executives shall serve on this committee.

## II. Discipline and Protest Committee

- a) Shall be responsible for investigating reported acts of misconduct by players, coaches, or spectators. Such acts may include, but not limited to: violent conduct, abusive language, or repeated acts of unsporting conduct. These acts may or may not have resulted in ejection from or abandonment of a game by the referee.
- b) Shall be responsible for setting forth minimum penalties for acts of misconduct and, if necessary, conduct informal hearings with the individual(s) involved.
- c) See Coaches, Spectators and players code of Conduct and Penalties.
- d) Shall formulate and keep up to date with league rules concerning discipline. For serious and repeated offenses, the committee will provide information concerning the offenses to the Board of Executives and recommend to the Board of Executives an appropriate penalty.
- e) Shall receive, investigate, and react to ejections, complaints, protests and/or appeals in accordance with prescribed league guidelines and regulations.
- f) Shall be chaired by the Vice-President. Other members of the Board of Executives may be appointed to the Discipline and Protest Committee if an original member is unavailable or if there is a conflict of interest. Discipline Committee shall consist of the Vice President, Treasurer, and a President-appointed member.
- g) The decisions of the Board of Directors in conjunction with the Discipline and Protest Committee regarding discipline (acts of misconduct) will be final with no appeal.

## III. Tournament Committee

## IV. Special Request Committee

## V. Relegation Committee

- a) Shall consist of at least 4 members and not exceed 6 members.
- b) Shall monitor stats and standings, communicate with coaches and referees and attend games to observe potential teams/age divisions in need of relegation.
- c) Shall provide a report to the Executive Committee recommending teams for relegation to be approved or disapproved by the Executive Committee.
  - i) Teams will be asked and or encouraged to move down an age division, never forced.
  - ii) Teams approved to move up by the Executive Committee will be mandatory.

VI. Handbook/Rulebook Committee

VII. Awards Committee

### **Complaint, Ejection, and Protest procedure:**

I. **Ejection** - Minimum penalty is stated in the respective Code of Conduct for Players, Coaches and Spectators. Additional penalties will be determined by the severity of the offense. The Discipline and Protest Committee will decide and inform the recipient of the official penalty.

If the recipient receives more than the minimum penalty they have the opportunity to address the Discipline and Protest Committee prior to the final penalty being assessed.

II. **Complaint** – As outlined in Article I – Duties of the Board of Executives, complaints must be submitted in writing to the District Representative within 48 hours of the incident. Once referred to the Disciplinary and Protest Committee, the Vice-President will inform the other committee members of the complaint and will inform the accused party of the complaint. The accused may respond in writing to the Vice-President. The Vice-President will initiate a review into the allegations and complete the review within a reasonable period of time. The outcome/penalty of the hearing will be reached by the committee and communicated in writing to both parties.

If either party chooses to appeal (for lack of due process not for the penalty outcome) they may appeal to the Board of Directors. The appeal must be in writing and received by the league President within 7 days of the decision notification.

III. **Protest** - The Discipline and Protest Committee will conduct a hearing with the referee and the protesting coach (or shall receive a written report from one or both parties) to determine if an application of the law was broken. If so, the appropriate action will take place. If not, the game's outcome will stand.

### **ARTICLE III**

#### **ELECTION**

1. The election of officers shall be by the membership (as provided in the general provision of the Constitution) and shall be held at the November meeting.
2. The President shall appoint a nominating committee at the September meeting. The committee will notify the membership of the date, time, and place of the election. The membership may be requested to recommend potential candidates.
3. The Nominating Committee shall present the names of the recommended candidates to the Secretary, for printing of ballots, two weeks prior to the November meeting.
4. The Board of Executives shall conduct a general meeting for the purpose of electing officers. Ballots will be handed out to all members present. Candidates receiving a majority of votes will take office as provided by the general provisions of the Constitution.

### **ARTICLE IV**

#### **FEES**

1. Team fees shall be determined by the Board of Executives.

### **ARTICLE V**

## LEAGUE COACHING RULES

1. Any individual who is of good moral character and at least 16 years of age, shall be considered qualified to coach. Coaches may not coach more than two teams or be assistant coach for more than one team. Coaches will be assigned to teams according to their desire to coach a specific division, geographical area, or be an assistant coach on a specific team.
2. All new coaches are required by the Board of Executives to attend a “Youth Module” or equivalent coach’s clinic before coaching. If they step forward to coach after all clinics are done, then they may coach that season, but must attend a “Youth Module” or equivalent coaches clinic the following season to be qualified to coach. If they cannot attend a clinic the following season, then they are not permitted to coach a team. Coaches must exhibit good sportsmanlike conduct at all times. Coaches are responsible for the care, maintenance, and security of all equipment assigned to them.