

North Rutherford Soccer

P. O. Box 1334
Smyrna, TN 37167
(615) 223-1677 / (1NRS)
www.nrssoccer.org

I. Name

This organization shall be known as North Rutherford Soccer Association, Incorporated (hereafter referred to as NRS). The name of NRS Division I, II, and III teams will be known as Stones River Futbol Club (hereafter SRFC). It is registered with the State of Tennessee as a not for profit, community service corporation holding Federal tax status 501(C) 3 and shall comply with all guidelines therein.

II. Purpose

The purpose of this organization shall be to develop, promote and administer the game of soccer among players in primarily North Rutherford County, Tennessee. Division IV player's primary emphasis shall be on skill development, participation, good sportsmanship and wholesome competition. Purpose of Division I, II, and III teams is to provide players with above average soccer skills and the desire to play top-level competition, the opportunity to play others of similar interest.

III. Affiliation

This organization shall be an affiliate of, and comply with, the authority of the United States Soccer Federation (USSF), the United States Youth Soccer Association (USYSA), Tennessee State Soccer Association (TSSA) and United States Specialty Sports Association (USSSA).

IV. Players

All players interested in playing soccer under the jurisdiction of NRS may make application by submitting a completed registration form along with the required fee to the Director of Registration. Proof of age must be available for verification for all Division I, II and III players and may be requested for Division IV players. Town of Smyrna residents will be given priority over non-residents on teams.

V. Leadership

- A.** Leadership of the program is provided by a Board of Directors composed of the Executive Officers of NRS as noted in Paragraph V.C. and the Directors as noted in Paragraph V.D. All affairs shall be conducted within the framework of this constitution, rules and by-laws.
- B.** Term in office shall run from January 1st through December 31st of the following season. All positions will serve for a period of two years and will be elected on a staggered basis as follows:

First year election: President, Vice-President of Players, and Secretary

Following year election: Vice-President of Facilities and Treasurer

Positions that are vacant for any reason during the term shall be filled by appointment by the North Rutherford Executive Officers to fill un-expired term(s).

- C.** Executive Board of the NRS shall be a President, Vice-President – Facilities, Vice-President - Players, Secretary, and a Treasurer.

Review Board

- a.** The Review Board will be composed of the Executive Officers of NRS.
- b.** The Review Board shall be responsible for reviewing any complaint from parents, players, coaches or referees regarding NRS or its participants.
- c.** Protocol shall be for the appropriate Director to handle situation, if not resolved to satisfaction of all parties concerned, then the Executive Board shall serve as the final review.
- d.** Vice-President – Players shall be the conduit to resolve any issues relating to Division I, II, III and IV teams.

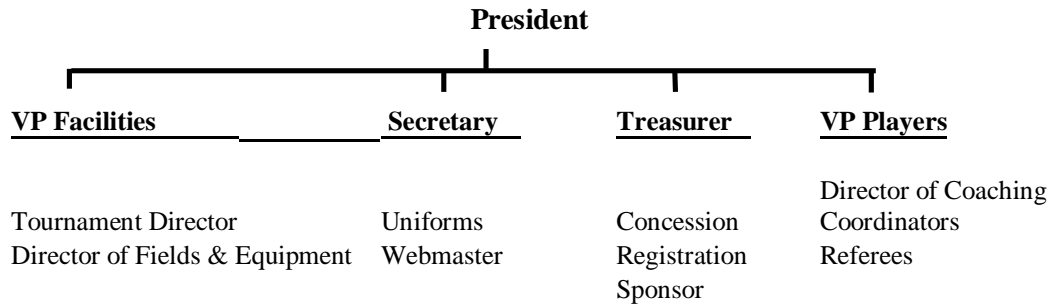
- e. Should the complaint not be resolved at the Executive Board level, the next step is to contact the Parks & Recreation Department to set up a meeting for their review.

- D. Directors shall include but not be limited to:
1. Director of Registration
 2. Director of Uniforms
 3. Director of Coaching Coordinators
 4. Director of Referees
 5. Director of Fields and Equipment
 6. Director of Sponsors
 7. Director of Concessions
 8. Director of Website
 9. Director of Tournaments

- E. The Executive Board will ensure all participants shall be covered by secondary insurance as provided by TSSA and USYSA.

VI. Duties of Leadership

Outgoing officers shall assist the incoming officers in the execution of their affairs as needed.



A. President

1. Preside at NRS meetings; set up meetings (time and place).
2. Appoint chairpersons of all ad-hoc committees.
3. Cast the deciding vote in the event of a tie.
4. Co-sign with the Treasurer and/or any Executive Board member, checks written on the account of this organization.
5. Meet with Board of Directors and keep them informed on all transactions and business of NRS.
6. Will serve as representative at Smyrna Park and Recreation's Athletic Committee meetings and inform them of all league activities.
7. Ensures that annual affiliation fees are paid to TSSA and NRS remains a member in good standing.
8. Will make the decision to postpone matches in conjunction with the Vice Presidents and Director of Fields.
9. Ensures a board meeting agenda is established and distributed to the board members seven days prior to board meetings with exceptions to special circumstances.
10. Coordinates with executive board members to ensure all members are notified of meeting time and location.
11. Ensure all meetings are conducted in an orderly manner.
12. Shall coordinate all public relation activities.

B. Vice-President – Facilities

1. Preside at NRS meetings in the absence of the President.

2. Co-sign with the Treasurer and/or any Executive Board member, checks written on the account of this organization.
3. Make sure a schedule of games is posted and distributed.
4. Back-up representative at Park and Recreation Department Athletic committee meetings.
5. The Vice-President of Facilities shall be responsible for scheduling games, practices and field usage in coordination with the coaches of Division I, II, III teams, adult recreational teams, adult competitive teams and youth recreational teams. This person must be aware of and abide by the Town of Smyrna regulations.
6. Responsible for securing the use of fields and buildings and providing as necessary, proof of insurance documents to governing bodies requiring such. Also ensures coordination use of fields with coaching directors, principal, school board, and Town of Smyrna

C. Vice-President – Players

1. Presides at NRS meetings in the absence of the President and Vice-President of Facilities.
2. Co-sign with the Treasurer and/or any Executive Board member, checks written on the account of this organization.
3. Reviews all applications of persons wishing to coach, makes recommendations for Board approval of such and submits requisite paperwork to registrar.
4. Ensures all coaches of Division I, II, III, and IV teams sign coaches agreement.
5. Ensures that Director of Coaching Coordinators and Referees committees are kept informed and serve as their contact on the Executive Board and ensures that their responsibilities are in place at the start of the season.
6. Ensures that Directors of Coaches committees are kept informed and serve as their contact on the Executive Board and have fulfilled their responsibilities.
7. Works with the DOC to ensure coordination of at least one coaching clinic per season for recreational coaches, emphasizing how to conduct an effective practice.
8. Responsible for communication of all applicable rules of the game to the coaches.
9. Ensures that at least one Youth Module I and II classes are held prior to the beginning of each season and that all new coaches attend the appropriate course.
10. Works with the DOC to ensure that tryouts for Division I, II, and III teams are held according to Standard Operating Practices (SOP) that have been adopted by N.R.S.

D. Secretary

1. Keep records of all NRS business.
2. Record and publish proposed minutes of all NRS Board meetings and mail or e-mail to board members within fourteen days after meeting.
3. Upon approval, publishes approved minutes to the web site for league distribution.
4. Attend to all correspondence of this organization such as, sending thank-you notes to all sponsors, including tax information for their records.
5. Record attendance at all meetings, noting those members of the Board who are present, absent or excused.
6. Ensures that the Directors of Uniforms and Web Site are kept informed and serve as their contact on the Executive Board and fulfill their responsibilities.
7. Co-sign with the Treasurer and/or any Executive Board member, checks written on the account of this organization.
8. Updates by-laws annually after the AGM if revisions are made, per Section XI of these by laws.
9. Ensures Board members are aware of monthly meeting date, time and location.
10. Create and publish a newsletter for all members as determined by the Executive Board.
11. Shall coordinate special events and fundraisers such as: team photos and skills drills
12. In conjunction with the Director of Registration, coordinates voting procedures as spelled out in Section XII of the By Laws.

E. Treasurer

1. Handle and record all dues, fees, concession income, sponsorship payment donations and disbursements of this organization and account for same.

2. Present written copies of Treasurer's report monthly at NRS meetings to include;
 - a. Division I, II, and III
 - b. Division IV
3. Co-signs with President and/or any Executive Board member, checks written on the account of this organization.
4. Shall prepare annual budget report for the following season. Budget report to be submitted at the AGM.
5. Division I, II and III teams are allowed to maintain a checking account for the purpose of common expenses. Treasurer shall maintain account and shall provide monthly report to Division 1, II and III teams.

F. Board of Directors:

Can hold an executive office and also be a director of any committee(s) but with only one (1) vote.

1. **Director of Registration**
 - a. Determine date(s) and location(s) of registration in conjunction with the Executive Board.
 - i. Coordinate with Executive Board to publish articles about registration.
 - ii. Coordinate bulk mailing in fall.
 - iii. Distribute forms to schools, Town Center, and Town Hall.
 - iv. Ensure yard signs are placed prior to the start of seasons and are picked up on a timely basis.
 - b. Ensure that all players have completely and properly filled out proper registration form.
 - c. Verify proof of age, required for all teams except Division IV.
 - d. Ensure that required fees are paid at time of registration.
 - e. Maintain computer hardware & software program provided by NRS and maintain database of all personnel.
 - f. Assign properly registered players to the proper age group.
 - g. Using software program, randomly assign players to individual teams using player ratings.
 - i. Registrar utilize computer program in making all team assignments, exceptions are limited to: child of coach, assistant coach, and child of sponsor for team.
 - ii. Will try to accommodate requests for siblings on the same team.
 - iii. Carpool requests will not be considered nor will requests for a specific coach be considered.
 - h. Schedule all matches for all teams and fields in conjunction with Vice-President – Facilities.
 - i. Reschedule all matches as needed when postponed in conjunction with Vice-President – Facilities. Have rosters and schedules ready before coaches meeting at the beginning of each season and give master copy to Executive Board
 - j. In conjunction with the Secretary, coordinates voting procedures as spelled out in Section XI of the By Laws.
 - k. Ensures all coaches have consented to Coach's Agreement and completed submission of background check during registration.
2. **Director of Uniforms**
 - a. Receive bids and submit proposal to Board for purchase of uniforms.
 - b. Be responsible for securing and distributing the necessary approved uniforms.
 - c. Assign colors to each team in conjunction with the registrar.
 - d. Submit report at the AGM that reflects current inventory on all uniforms.
 - e. Works with Director of Sponsors to secure a list of sponsors and that those sponsor names are on uniforms.
 - f. Submit all invoices for payment to Treasurer.

3. **Director of Coaching Coordinators**
 - a. Shall recruit coaching coordinators for all age divisions by gender and submit names to Board for approval prior to the start of each season.
 - b. Ensures all teams have a coach prior to start of season.
 - c. Ensures that all coaching coordinators, coaches, and assistant coaches sign Coaches' Agreement and Disclosure Forms.
 - d. Directors will coordinate the recruitment of, training and assignment of all coaches and assistant coaches.
 - e. Responsible for all on going league communication with coaching coordinators and ensures that all communications reach all coaches when necessary.

4. **Director of Referees**
 - a. Ensures that all referees are certified for all matches.
 - b. Coordinates the recruitment, training certifications of all referees and assistant referees.
 - c. Seek to have at least one (1) referee clinic per season.
 - d. Will be responsible for communication with referees and assistant referees.
 - e. Will be responsible for communicating any changes in the FIFA Laws of the Game, or NRS rule changes to all referees and linespersons.
 - f. Shall propose changes in NRS playing rules to the Executive Board for their consideration and review.
 - g. Shall work with referees on a regular basis to ensure program development.
 - h. Coordinates periodic reviews, from a licensed assessor of all referees and assistant referees, evaluating them and recommending level of officiating.
 - i. Shall coordinate with league assignor to ensure the following...
 - i. Secures season schedule.
 - ii. Coordinates the assignment of referees and assistant referees for all league matches.
 - iii. Shall be responsible for paying all referees at the end of play each week.

5. **Director of Fields and Equipment**
 - a. Ensures that all facilities contain the proper equipment, i.e. nets, balls, etc.
 - b. Coordinates practice sites and ensures that all fields, including remote sites, are ready for practice.
 - c. Keeps written inventory of all NRS equipment and shall submit a written report on such at AGM.
 - d. In conjunction with Vice-President – Facilities and President, make decisions to postpone or cancel any games or practices due to inclement weather.

6. **Director of Sponsors**
 - a. Responsible for soliciting and securing team sponsors in conjunction with Executive Board.
 - b. Shall solicit sponsors according to the following guidelines:
 - i. Call on potential sponsors.
 - ii. Secure a list of sponsors and give to President, Director of Uniforms, and notify Treasurer so the Secretary can send a letter of thanks.
 - c. Keep appropriate records and turn into the Treasurer all income received.
 - d. Will deliver or arrange for the delivery of team photo plaque for each sponsor.
 - e. Will work with Registrar to ensure sponsors are assigned to appropriate team.

7. **Director of Concessions**
 - a. Shall keep concession stand appropriately stocked.
 - b. Shall solicit workers, volunteer or paid, to work in the concession stand during all regularly scheduled matches.
 - c. Submit a year-end inventory report and closing checklist after each season.
 - d. Give a weekly record of income and disbursements to Treasurer in a timely manner.
 - e. Make deposits in a timely manner.
 - f. Coordinate concession stand activities for any tournaments approved by NRS.

8. **Director of Website**
 - a. Shall maintain and update NRS website, www.nrssoccer.org
 - b. Shall coordinate password protection and provide instruction to those with access to content updates.
 - c. Shall coordinate with Director of Registration to ensure game schedules and other pertinent information is posted on a timely basis.
 - d. Shall be responsible for communications with the 3rd party vendor.
 - e. Shall provide transactional data to Treasurer and Director of Registration regarding all on line payments.

9. **Director of Tournaments**
 - a. Responsible for all NRS approved tournaments.
 - b. Responsible for all coordination of volunteers, vendors and other agencies to ensure all policies are adhered to.
 - c. Must receive the approval of the SRFC committee for any expenditure over \$500.
 - d. Must submit the Application to Host to the NRS Executive Board eight months prior to the tournament for approval. An approved (by TSSA) Application to Host must be on file with NRS.

VII. Coaching Coordinators (U-05, U-06, U-07, U-08, U-09, U-10, U-12, and Older)

- A. Directors will coordinate the recruitment of, training and assignment of all coaches and assistant coaches.
- B. Responsible for all coaches to turn in signed Coach's Agreement and Disclosure Form to Director of Coaching Coordinator.
- C. Shall be first step in resolving any league issues within their age division.

VIII. Division I, II, III teams committee

- A. Shall be comprised of all Division I, II and III coaches.
- B. The purpose of committee shall be to share best practices, coordinate practice and classic game schedules and realize economies of scale for equipment purchases and use of trainer(s).
- C. Committee shall be allowed to maintain a checking account administrated by the Treasurer for purpose equipment purchases, trainer expenses and other expenses limited to these teams. Expenditure of funds requires approval by majority of coaches.
- D. Committee shall work in conjunction with Vice-President – Players to create S.O.P.'s for tryout procedures, player transfers and other matters that are devoted to Division I, II and III teams.

IX. Power and Responsibilities

- A. **Executive Board of Directors:**
 1. Make decisions on all matters, which come before it, whether or not covered by this constitution, rules and by-laws.
 2. Settle all disputes and protests by review board.

3. Each Executive Board member will serve as a Board member on duty for the day for two Saturdays during each rec season.

B. Board of Directors:

In addition to deciding and conducting the affairs and business of NRS, the Board of Directors shall have the following powers and responsibilities:

1. Enforce the Laws of the Game and ruling of NRS, TSSA, USYSA, and USSF.
2. Have jurisdiction over all league affairs including but not limited to;
 - a. Referees
 - b. Coaches
 - c. Players
3. Decide by majority vote, delegates or representatives to National, State, District, or local Soccer Association meetings and other functions for which the Board deems necessary and for which the cause of soccer and the organization shall be funded.
4. Adopt by majority vote, Standard Operating Practices (S.O.P.) for all areas not covered by the By Laws. S.O.P.'s shall be developed for all functions and shall be updated annually by the incumbent holding said position.
5. Each Director will serve as a Board member on duty for the day for one Saturday during each rec season.

X. Meetings

- A. The Board of Directors shall meet on the first Monday of each month. This meeting is open to the public.
- B. A majority of the Executive Board must be present to constitute a quorum to transact business.
- C. The President may call special meetings of the Board of Directors at any time.
- D. The Board of Directors shall declare vacant any office whose incumbent absents him/herself, without cause, from three (3) consecutive meetings.
- E. All Executive Board meetings & votes will be printed and published at the next monthly meeting.

XI. AGM Voting Procedures

- A. **Electorate Consists of:**
 1. NRS Board Members
 2. Coaching Coordinators
 3. Coach of NRS Division I, II, III, IV, adult recreational and adult competitive teams.
 4. In the event of a paid coach for a Division I, II, or III team, any individual designated on the official TSSA roster [Coach, Assistant Coach (maximum of 2) and manager (except paid coaches)] shall be allowed to cast a vote for their respective team in lieu of the coach. In the event that a team's coach or manager is also serving on NRS Executive, NRS Board of Directors, or SRFC Executive Committee they shall appoint a designated team parent to cast a vote to ensure that team's representation. Each team may cast one and only one vote.
- B. Executive Board and Directors for NRS shall be elected at an Annual General Meeting (AGM) held on the first Monday of November of each year. Nominations shall be opened at the general meeting held on the first meeting of September and closed at the meeting the first Monday of October. The Directors of Registration and Secretary will submit a ballot and list of nominees, constitution and bylaw amendments and changes, if applicable, prepared and publicly posted within seven days after closing of nominations.
- C. A roster of eligible voters will be prepared by the Director of Registration to be used to verify voting eligibility and to issue ballots. A proof of identity with a photograph, such as a driver's license, will be required to receive a ballot.
- D. Each person may cast one and only one vote regardless of the number positions held.

XII. Constitution and Bylaw Changes

- A.** The Constitution and By-Laws of NRS can be changed or amended according to the following procedure: Any proposed change(s) must be submitted in writing at the September meeting. The change(s) will ONLY be discussed at the October meeting; a vote will be taken at the next regularly scheduled monthly meeting and will require a two-thirds vote of the Board of Directors for passage.
- B.** All discussion of constitution and bylaw amendments and changes must be completed prior to the public posting of nominations by the Director of Registration and Special Events.

XIII. Voting Privileges

- A.** Directors shall have full voting rights at all NRS Board meetings except votes pertaining to any financial matters.
- B.** The Executive Board shall have voting privileges in matters concerning all financial business.
- C.** The President shall have the power to conduct a poll of the Executive Board by phone or email to decide an issue he/she deems to be of immediate importance in a reasonable manner.
- D.** Decisions of the Executive Board shall be by a majority of the Executive Board members.
- E.** Coaches and Coaching Coordinators shall have voting privileges as spelled out in Section XI.
- F.** Votes will be counted by three members of the Executive Board at the AGM.

BY-LAWS

- I.** All matches played under the jurisdiction of North Rutherford Soccer Association will conform to, and abide by, the rules and laws of soccer as stated in "FIFA Laws of the Game" except of variations noted herein.
- II.** Divisions: minimum age shall be four (4) years of age by the start of the playing season. NRS shall use the USYSA recommended age divisions with the exception of the Ripples Program.
- III. Registration and Assignments.**
 - A.** Players must complete the registration form and pay the established fee.
 - B.** User covenants that it will not discriminate against any person, including, but not limited to sex, race, religion, natural origin, or disability, and that its programs and services will comply with the Americans with Disabilities Act. User will have allowances for applicants that are financially unable to participate in programs.
 - C.** Players making application to NRS and meeting the membership requirements shall be assigned in an impartial manner by the computer through the Director of Registration.
 - D.** Teams will be evenly distributed according to sex, ability and age group.
 - E.** No team shall have more than one player beyond the lowest registered team in that age division. No team shall have more than eighteen (18) players on its roster.
 - F.** Only children of the head coach, one assistant coach and sponsor will be assigned to the team of their parent or legal guardian, if requested. If requested, siblings within the same age division will be assigned to the same team. Carpool requests and specific coach requests will not be considered.
 - G.** All Division I, II, III teams as well as adult competitive teams will pay field usage fees.
- IV. Player Transfers**
 - A.** Request for transfer from a team within or out of an age division will be referred to the Director of Coaching Coordinators and will be reviewed by the Executive Board of Directors. A parent or legal guardian in writing must make a request for transfer. If the request is granted, the Director of Registration will reassign the player as a new player and the parent will pay for any additional uniform expenses incurred by NRS for Division IV players.

- B. Request for Player Advancement will be considered under Director of Coaching Coordinator guidelines.
- C. Request for Player Scholarship needs to be submitted in writing by the parent or legal guardian of the player with the player's application to the Director of Registration. This letter should include the reason for the request and any additional information that would be helpful in determining financial need. The Director of Registration will make a recommendation to the Executive Board at the earliest convenience.

V. Eligibility and Conduct of Players

- A. A player must meet all eligibility requirements and be registered with this organization. No players may participate unless they are properly registered, no player may be added to a roster without the approval of the Director of Registration.
- B. A player who is ejected (red carded) from a match is not eligible to play in his team's next scheduled match. It will be the Director of Referee's responsibility to enforce this policy. A second ejection (red card) in the same season; fighting and/or any other violent act will result in a review of player conduct by the Director of Coaching Coordinators and then make a recommendation to the Review Board for possible disciplinary actions, potentially including expulsion from NRS of the player and his/her coach.

VI. Coaches

- A. NRS and the Town of Smyrna require coaches attend an entry level-coaching clinic within the 1st year. All coaches must be certified.
- B. All coaches shall sign and abide by the "Coach's Agreement"

VII. Referees and Referee Assistants

- A. All referees must be certified by USSF and must re-certify annually.
- B. Club linespersons may be selected by the referee if necessary, but every effort will be made to use certified referee assistants in all matches.
- C. The referee has complete control of the match. If he/she fails to appear or becomes incapacitated during a match, the senior referee assistant shall become the referee, provided he/she is certified.
- D. It is mandatory that the certified referee and referee assistants wear the approved uniform.

Constitution and Bylaw - Revised January 11, 2009
Submitted by Secretary – Kimberly A. Lopez