

## **OAK GROVE SOCCER LEAGUE** **CONSTITUTION**

### **SECTION A - NAME**

The name of this league shall be the OAK GROVE SOCCER LEAGUE here-in-after referred to as “OGSL” or the “League” and shall work in cooperation with the Oak Grove Parks and Recreation Department to promote soccer. The League colors are: black and orange and the League logo is:



### **SECTION B - OBJECTIVES**

1. To teach, organize, regulate, advance and promote the game of soccer through a safe, fun and competent soccer program.
2. To encourage the development of the ideals of sportsmanship and fair play.
3. To allow the opportunity for participation in this League at any level.
4. To support the physical, mental and emotional development of the youth players in this League.

### **SECTION C - AFFILIATION & LEAGUE DEFINITION**

1. The League is a member of the United States Soccer Federation (USSF), United States Youth Soccer Association (USYSA), and Missouri Youth Soccer Association (MYSA). This League and the games it sponsors are governed by these organizations and must conduct itself in accordance to the guidelines ruling these associations and their members
2. The League which is defined as a structural group of four (4) or more teams joined for the purpose of inter-team play under a common set of administrative and competition rules. Additionally, the League is a recreational plus league defined as follows: An intra-club or inter-club league in which clubs administering the League accept as participants in the League any and all eligible youths (subject to reasonable terms of registration).

### **SECTION D - MEMBERSHIP**

Application for membership to this league must be accompanied by:

1. A roster of players from all new or returning coaches, which includes the required pertinent data and the names of any coaches of that team, and must be provided to the registrar on or before the first scheduled registration date.

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2. The appropriate fees as stipulated by the League and must be paid before the person(s) will be allowed to participate in practice and/or playing in games.
3. The completion of the required registration form(s), fees and proof of age. Any person, or persons, who have not fulfilled all registration requirements will not be allowed membership until all requirements are fulfilled and in possession of the League Registrar.
4. A completed and signed “Kid Safe” form or any other form required by MYSA, for all coaches, assistant coaches or trainers (basically those who will be responsible for and/or left in the presence of the players) which will be provided to MYSA for a background check. If a team has only one (1) coach who has not completed and submitted the required background check, that team will not be allowed, per National rules, to play and games will be forfeited.
5. Teams and/or coaches accepted as a member of the League shall be furnished a copy of the Constitution and By-Laws of this League. This shall be deemed sufficient notice of their responsibilities and liabilities.

Failure to comply with the Constitution and By-Laws of this League shall lead to the revocation of that individual or teams membership in the league.

### **SECTION E - OFFICERS/COMMITTEES**

1. The Officers of the League shall consist of the following:  
President, Vice-President, Secretary, Treasurer, Registrar, Scheduler, Fields Director, Referee Assignor, Fund Raising Director, Sponsorship Director, Advertising/Promotions Director, Director of Soccer Education, U-5 Division Representative, U-6 Division Representative, U-8 Division Representative, U-10 Division Representative, U-12 Division Representative, U-13 (and up) Division Representative
2. All elected positions shall be by the majority vote of board members and coaches present at the Spring Post-season election meeting. Terms take effect immediately following approval.
3. The Officers of the League shall constitute the Executive Board.
4. Committee positions appointed by the Board are non-voting.
5. If a nomination is not received or accepted, the Board reserves the right to fill the open position until the next election meeting.
6. Each member of the Executive Board shall have one (1) vote at all League meetings. The President may vote only to break a tie. Two-thirds (2/3) of the voting members must be present for a quorum.
7. In the event that a new officer is elected to fill a position that is vacated, their term shall begin immediately and run until the end of the vacated term.
8. In the event of a vacancy, the chain of command is as follows: President – Vice President – Treasurer – Registrar.

### **SECTION F - EXECUTIVE BOARD DUTIES**

The Executive Board shall:

1. Transact all business of the League either directly or by delegation of it's authority to a person or persons as the need arises.

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2. Have the power to enforce the “Laws of the Game” (FIFA), the Constitution and By-Laws of this League, or rules of MYSA, USSF and USYSA.
3. Have the power to handle and settle all disputes or complaints from League members.
4. Establish registration fees and any other fees found necessary for the operation of this League.
5. Pass upon and approve all bills against the League.
6. Impose assessments or penalties upon any member, team, coach, or assistant coach for violation or breach of the rules of the League.
7. Have absolute power to schedule or reschedule games at any and all times.
8. Fill vacancies as may arise on the Executive Board.
9. Within USSF limitations investigate and correct or demand corrections to unfavorable conditions which may develop within this League.
10. Do anything and everything it may deem necessary to promote and enforce the purpose for which this League was organized.
11. Be responsible to handle anything not heretofore mentioned.
12. Make no promises, financial or other, or enter into binding contracts in the Leagues’ name, without the approval of the Executive Board, except as otherwise noted herein.
13. Not accept gifts for their own personal use except those from their own team(s) or sponsors.

### **SECTION G - EXECUTIVE BOARD DECISIONS**

The Executive Board may suspend any member, team, coach, assistant coach, or player and shall have the power to expel any member, team, coach, assistant coach or player from this League in any of the following events:

1. If such a member fails, refuses or neglects to fulfill their obligation as a member or violates any of the provisions of the Constitution or By-Laws of this League or rules of MYSA, FIFA, USSF, or USYSA.
2. If such a member fails, refuses or neglects to fulfill any of the League’s agreements or other obligations.
3. If such members shall commit any action which contravene or are inconsistent with the principles or standards of good sportsmanship or the purpose of this League.

### **SECTION H - DUTIES OF THE OFFICERS**

#### **THE PRESIDENT SHALL:**

Be charged with overall administrative and executive functions of the League. As Chief Executive Officer, the President shall:

1. Preside at all League meetings.
2. Be presiding officer of the Executive Board.

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3. Assign duties to all officers, as required.
4. Appoint committees, as deemed necessary, to carry out the functions of the League and be an ex-officio member of these committees.
5. Have the authority to write and sign checks.
6. Cast the deciding vote in the event of a tie vote at all meetings or waive the right to do so.
7. Submit a report of the operation of the League at the Post-Season Coaches meeting. This report shall be made available to all member teams.
8. In an emergency, make monetary decisions not to exceed two-hundred dollars (\$200.00).
9. Arrange for the League books to be reviewed annually and each time the Treasurer's position is vacated or as deemed necessary.
10. Serve as a MYSA representative for the League and attend MYSA's annual meeting as well as district meetings or assign someone to do so.
11. Act as a liaison between MYSA and the League.

### **THE VICE-PRESIDENT SHALL:**

1. Act as President in the absence of the President.
2. Assist the President in coordinating and implementing the responsibilities and duties of the officers and members of the League.
3. Carry out special duties and assignments requested by the President of this League.
4. Succeed the President if the President resigns or vacates office.
5. Be responsible for, or appoint someone to, coordinate the maintenance of the fields and equipment.
6. If acting as President, the Vice-President will not vote unless to break a tie vote.
7. Be responsible, in the event of foul weather, for calling off play of game in the event of rain or poor field conditions.

### **THE SECRETARY SHALL:**

1. Record the minutes of all meetings.
2. Provide the Executive Board with written minutes of the previous meeting.
3. Mail or e-mail agendas and meeting minutes to any Board member absent at the meeting within 1 week of said meeting.
4. Attend to all correspondence with the approval of the Executive Board.
5. Arrange any special meetings as requested (e.g. protest meetings).

**THE TREASURER SHALL:**

1. Collect all monies of the League and keep a detailed account of the income and expenditures thereof.
2. Submit a written report monthly of finances for approval by the Executive Board.
3. At the post-season coaches meeting, give a full report of the financial transactions of the League for the past season.
4. Pay bills against the League that have been properly passed upon and approved by the Executive Board. Checks may only be signed by the President, Vice-President or the Treasurer.
5. Deposit all monies, upon receipt, in a bank account in the name of the League at a bank approved by the Executive Board.
6. Supervise the collection of all registration fees.
7. Maintain records with a fiscal year of June 1st through May 31st.
8. Make sure the league complies with all 501(c)(3) requirements.
9. Pay any bills that are customary, pertaining to the every day operation of the League (e.g. player/coaches registration dues, refunds, referees fees, field lining, etc.).
10. File taxes for the OGSL or hire an accountant to do so per approval of the Executive Board.

**THE REGISTRAR SHALL:**

1. Coordinate all registration sessions, paperwork, registration forms, team rosters, play-up requests, birth certificates and any other pertinent information and paperwork as needed for registration.
2. Supervise volunteers at registration.
3. Provide typed rosters of all teams to the division representatives.
4. Coordinate all paperwork and software to be submitted to MYSA for computer processing.
5. Provide mailing labels as requested.
6. Ensure the League has enough registration and medical release forms on hand and is authorized to have copies made as needed.

**THE REFEREE ASSIGNOR SHALL:**

1. Be paid a fee to be determined by the Executive Board.
2. Be a non voting member.
3. Attend only meetings deemed necessary by the Executive Board.
4. Act as liaison between this League and the referees and work to establish a cooperative relationship between the two (2) organizations.
5. Report to the League any complaints against coaches.

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6. Report to the referees any complaints against referees.
7. Receive all game cards and maintain a master list of team standings that should agree with the Registrars.
8. Maintain a master list of red and yellow cards for the seasonal year.
9. Submit paper work to the Executive Board for payment of referees.
10. Schedule all referees for all games.
11. Be the League's representative to the Western District Referees meetings or appoint someone in their place.
12. Hold regular referee meetings for training and information.
13. Referee games as needed.
14. Verify that all referees and linesman are registered and licensed before allowing them to officiate at any League approved game. They will also help correct any problems the referee or linesman may have in obtaining their registered/licensed status proof. For club linesmen, refer to Section f, Item 1 of the By-laws.
15. Make sure that officials are always dressed in accordance with FIFA.

### **THE ADVERTISING/PROMOTION DIRECTOR SHALL:**

1. Be responsible for all advertising needs of the League in connection with registrations, fund raising and upcoming events.
2. Receive pre-approval from the Executive Board before placing advertisements.
3. Obtain the records and rankings of all KC Metro League teams and provide the information to the local paper(s) for posting. Post information at field signs if available. This information is to be updated on a weekly basis if possible.
4. Update and organize the organization's website.
5. Assist the league in recruiting membership.

### **THE FUND RAISING DIRECTOR SHALL:**

1. Help support the League by organizing and assigning all volunteers for all fund raising functions and concessions.
2. Assign volunteers to assist with fundraising and concessions.
3. Relinquish all funds raised by the OGSL to the Treasurer for the purpose of fields and operating expenses.
4. Will maintain separate records, and present monthly status reports and a written financial report to the Executive Board.

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5. Will look to the Executive Board for direction and cooperation with activities.
6. The Executive Board reserves the right to dissolve or assume responsibility of the Fund Raising Coordinator.

**THE DIRECTOR OF SOCCER EDUCATION SHALL:**

1. Build a library with a combination of free and purchased educational material. The League library should include, but not be limited to, items such as books, DVD's, VHS tapes, internet downloads and a list of websites. This material should cover a range of skills from early development to advanced team tactics.
2. Provide a list of all items in the library inventory to each Executive Board member and to all coaches.
3. Keep a record of all items checked out of the library inventory and by whom.
4. Make sure all coaches obtain at least an "F" license through MYSA.
5. Be actively involved in organizing any League sponsored coaches' and players' clinics.
6. Provide coaches at the draft meeting with coaches manuals containing the League's By-Laws, Constitution, game rules and samples of age specific practice drills.
7. Promote coaches clinics to the Executive Board for the possibility of hosting such clinics.
8. Obtain a higher education of soccer for him/herself as available.
9. Obtain a list of coaches clinics in the area and make it available to all coaches.
10. Obtain educational literature from MYSA to be handed out to parents during registration.

**THE SCHEDULER SHALL:**

1. Schedule all U5 and U6 games for each team in the League.
2. Be the liaison between the OGSL and KC Metro League (KCML) in regards to scheduling U7 and above.
3. Gather all information necessary from coaches for scheduling KCML games.
4. Authorize and schedule all make-up games.
5. Work with the Referee Assignor to ensure enough referees are available to cover the schedule as proposed.
6. Schedule pictures and notify Division Representatives.

**THE FIELDS DIRECTOR SHALL:**

1. Layout and line all fields required for play.
2. Make sure the League has the proper amount of goals, nets, flags, etc. in good condition and available to

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meet the needs for the games.

3. Keep a record of what equipment and supplies the League owns and shall make this list available to the Executive Board upon request.
4. Purchase the proper amount of paint and supplies to maintain the fields for each season.
5. Make recommendations to the Executive Board on any equipment and supplies needed to be replaced.
6. With the help of the Vice President, make sure each field is lined before each game week, and that all nets are in place for the games and put away at the end of the day.
7. Assign volunteers to help with lining fields and putting up nets.

### **THE SPONSORSHIP DIRECTOR SHALL:**

1. Promote enough companies or persons to sponsor all teams playing in the League. Sponsorship fee amounts are to be determined by the Executive Board and needs approval by the Board to change. Sponsorships help pay for each team's uniforms, trophies, and any other expenses that the membership fee does not cover.
2. Collect monies from each sponsor and ensure each sponsor pays within a reasonable time. All payments are to be given to the Treasurer for depositing.
3. Promote companies or persons to pay for a member's fees (scholarship). Scholarship fee is the whole amount of the registration fee for the season. Each scholarship is to be given to any member unable to meet the financial requirement.
4. Purchase uniforms, plaques and trophies.
5. Provide a detailed list of all sponsors, colors and teams being sponsored to each Executive Board member before the season starts.

### **THE DIVISION REPRESENTIVES SHALL:**

1. Consist of the following Divisions: U-5, U-6, U-8, U-10, U-12, and U-13 and up.
2. Organize and coordinate the activities of their respective divisions.
3. Act as liaison between coaches and the Executive Board.
4. Report all activities to the Executive Board.
5. Be responsible for enforcing all rules, seeing that all teams adhere to them and bringing before the Executive Board, any violation of the rules.
6. Handle the distribution of pool players at the draft meeting to ensure that all players are divided equally between teams. Coordinator shall take age, talent, and gender into account when dividing players
7. After the draft, provide the registrar and the coach the names of each player on the teams.

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8. Provide the coaches with their copies of registration and medical release forms for each of their players.
9. Make sure all coaches have a current and correct roster for their team.
10. Provide teams with schedules for games and pictures.

### **THE EXECUTIVE BOARD SHALL:**

1. Transact all business of the League either directly or by delegation of its' authority to a person or persons as the need arises.
2. Have the power to enforce the laws of the game, the Constitution and By-Laws of the League.
3. Have the power to handle and settle all disputes or complaints from League members.
4. Establish registration fees and any other fees found necessary to be collected by the League.
5. Pass upon and approve all bills and any other fees found necessary to be collected by this League.
6. Impose assessment or penalties upon any member, team, coach or assistant coach for violation or breach of the rules of the League.
7. Have absolute power to schedule or reschedule games at any and all times.
8. Fill vacancies as may arise on the Executive Board.
9. Do anything and everything which it may deem necessary to promote and enforce the purpose for which this League was organized.
10. Be responsible for handling anything not heretofore mentioned.
11. No member of the Executive Board may make promises, financial or other, or enter into binding contracts in the Associations' name, without the approval of the Executive Board, except as otherwise noted herein.
12. No member of the Executive Board shall accept gifts for their own personal use except those from their own team(s) or sponsors.

### **SECTION I - MEETING(S)**

1. Coaches meetings of the League will be held prior to each session.
  - a. The head or an assistant coach must attend this meeting.
2. An election meeting will be held at the conclusion of the Spring session.
  - a. This meeting is for the purpose of enlisting officers to the Executive Board.
  - b. Each team shall be allowed one (1) vote at the election meeting, either by the registered coach or an assistant coach, towards elections but that person must be present to vote and in good standing with the League. This person cannot represent more than one member team and is not allowed to vote on any other subject.
  - c. Attendance by parents and players is welcomed and they may voice their opinion on any subject but are not allowed to vote.
  - d. Nominations for President must be a current member of the Executive Board and have at least 2 years of experience serving on the Board.

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- e. Nominations for Vice-President must be a current member of the Executive Board and have at least 1 year of experience serving on the Board.
3. Special meetings may be called as deemed necessary by the President and/or the Executive Board.
4. In the course of handling its business, the Board will meet once every month through out the year unless notified by the President.
  - a. All meetings shall be for Board members only. Guests may be permitted to attend and/or speak only with the permission of the Executive Board.
  - b. A simple majority of the members present shall decide all questions arising at any meeting and will be binding upon all teams in this League except otherwise provided.
  - c. A quorum is necessary for any changes to the Constitution or By-Laws.
  - d. Meetings shall follow “Robert’s Rules of Order.”

### **SECTION J - REMOVAL OF OFFICERS FROM OFFICE**

1. Any officer who is absent, without excusable cause, three (3) consecutive scheduled Executive Board meetings or, for any reason, a total of five (5) Executive Board meetings, shall thereby forfeit, without additional formality, their rights to hold their respective office for the un-expired term.
2. A 2/3 majority vote of the Executive Board is required to remove an officer from duty.

### **SECTION K - GENERAL**

1. The Constitution and By-Laws can be altered or repealed at any meeting of the League by a 2/3 majority vote of the Executive Board. All amendments, proposals or motions that carry must be presented in writing to all coaches at the election meeting.
2. Should this League be dissolved, all assets remaining after payment of debts shall be turned over to its successor organization, if any. Otherwise the assets shall be turned over to the Oak Grove Parks and Recreation Department for the express purpose of promoting soccer activities for the youth of Oak Grove.
3. In an emergency and for the good of soccer, any rules may be suspended by vote of the Executive Board.
4. Should a situation arise that is not covered in the League’s Constitution or By-Laws, then the League may refer to MYSA, USYSA, USSF, or FIFA for a ruling.