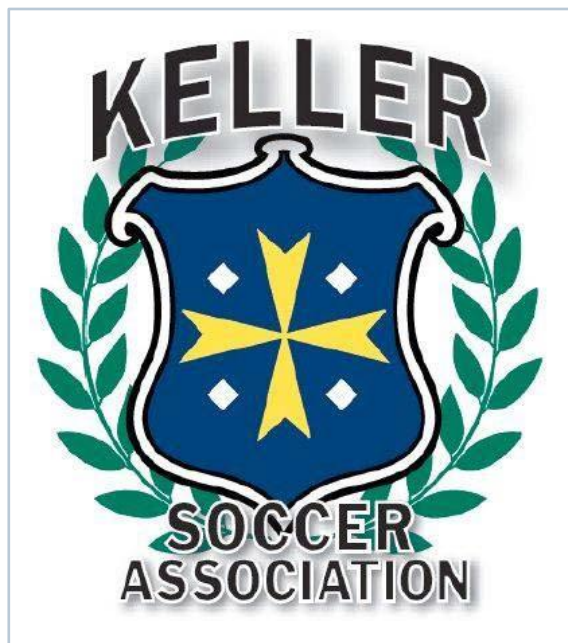




BYLAWS, RULES & REGULATIONS

As amended in August of 2025

Keller Soccer Association

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CHAPTER 1

Mission Statement

The Keller Soccer Association is a non-profit affiliate organization of the North Texas State Soccer Association (NTSSA) whose purpose is to create and maintain a youth soccer program based on the ideals of good sportsmanship, honesty, loyalty, and courage taught through organized athletic activity. All participants of the program shall strive to develop athletic skills and fair play, and place secondary importance on the winning of games.

I. OFFICES

- A. Keller Soccer Association (hereinafter referred to as the "Association" or "KSA") shall have and continuously maintain in Keller a registered office, and a registered agent whose office is identical with such registered office.
- B. The address of the registered office may be changed from time to time by the Board of Directors.

II. MEMBERSHIP IN ASSOCIATION

- A. Membership Responsibilities and Privileges
 1. KSA is a volunteer association. Improvements to the program can only be accomplished through the continuing efforts of its members. Each member of KSA is required to perform two (2) hours of service per year (i.e. fields preparation, concession stand duty, etc.) if requested. These services are necessary to achieve the goals of KSA and to provide a quality soccer program for its members.
 2. It is the ultimate responsibility of the parents or guardians of children involved in KSA soccer activities to ensure that the children are properly and safely attired for soccer games and practices. This includes proper equipment and proper clothing for weather conditions.
 3. The parents or guardians of each child playing soccer on a KSA-recognized team (limited to two persons for each family unit) shall be members of KSA. Further, rostered coaches without a child playing soccer on a KSA-recognized team not defined as members of KSA, as previously described, will be considered members of KSA and become subject to all rules and regulations regarding members. Elected board members shall be considered members of KSA, subjected to all rules and regulations regarding members as described in VI.A.3.
 4. Each member shall be entitled to one vote; each family shall not have more than two votes.
 5. The withdrawal of all players of a family from KSA team participation constitutes automatic resignation of membership.
 6. The Board of Directors may revoke membership for cause by a three-fourths (3/4) majority vote of Board members present and voting at any Board meeting.
 7. Player scholarships are available upon request and with Board approval.
- B. Good Standing of Members
 1. To be in good standing in the Association, a Member must meet all of the following requirements:
 - a) All current fees and assessments due this Association must be paid.
 - b) Not be under any disciplinary sanction, or probation imposed by KSA or NTSSA.
 2. Members or Board members failing to meet the requirements of good standing shall not be entitled to vote on any matters of this Association, including elections or Board actions.

III. GOVERNMENT OF ASSOCIATION

- A. Members shall elect a Board of Directors to govern.
- B. Affiliation with North Texas State Soccer Association
 1. KSA shall be directly affiliated with, and comply with the authority of, the North Texas State Soccer Association (NTSSA) and shall represent all its members and respective interests in and before NTSSA.
- C. Superseding Authority of NTSSA Rules
 1. KSA recognizes the superseding authority of the rules of the NTSSA for those matters covered by the NTSSA rules, policy codes and laws. KSA will retain its own autonomy, and will adhere to these Bylaws and Rules, but will comply with the authority of NTSSA, specifically chapters 3 through 11 of the NTSSA administrative rulebook.

D. Jurisdiction

1. KSA in accordance with NTSSA rules shall have jurisdiction over all members, administrators, coaches, assistant coaches, and managers, registered players and teams affiliated with it, including the club teams registering through KSA. If the KSA Board of Directors is presented sufficient evidence that a member is not adhering to the Bylaws, Rules and Regulations and directives of KSA, the Board of Directors may assign the matter to a committee to investigate the allegations and make a recommendation to the full Board to correct the infraction.

IV. MEETINGS OF ASSOCIATION

A. Place of Meetings

1. All meetings of the Association shall be held at such times and at such place as determined by the President.

B. Monthly Board Meeting

1. A Board of Directors Meeting shall be held the first Monday of each month, unless another date is agreed to at a prior meeting, at which they shall transact such other business as may properly be brought before the meeting. The order of business for such meeting shall be:
 - a) Call to Order
 - b) Approval of Minutes of Last Meeting
 - c) Treasurer's Report
 - d) President's Report
 - e) Reports from Chairman of Standing Committees
 - f) Reports from Chairman of Temporary Committees
 - g) Reports of Directors
 - h) Reports from Staff
 - i) Old Business
 - j) New Business
 - k) Unscheduled Business (as time permits)
 - l) Set agenda, date and time for next meeting
 - m) Adjournment

C. Membership Attendance at Meetings

1. All Board meetings shall be open to KSA membership for observation only.

D. Special Meetings

1. The President or three (3) Board members may call special meetings of the Association for any purpose.
2. Business transacted at all special meetings shall be confined to the purpose stated in the notice of the meeting.
3. Notice of Special Meetings
 - a) Proper notice requires the following:
 - b) Written notice stating the place, day, hour, of a special meeting, and the purpose or purposes for which the meeting was called.

E. Notice shall be delivered not less than five days before the meetings, either personally or by mail, by or at the direction of the President, to each Board member entitled to vote at the meeting unless otherwise provided in these Bylaws.

1. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail addressed to the Board member at the address as it appears on the records of the Association.
2. Attendance at the meeting constitutes waiver of notice.

F. Revocation of Board Member Voting Privileges

1. A Board member not in good standing shall not be allowed to vote on any matter before the Board.

G. Quorum

1. Attendance at any meeting of fifty percent plus one of the Board members in good standing shall constitute a quorum.

H. Majority Vote

1. When a quorum is present at any meeting, a simple majority vote shall decide any question brought before the meeting, except those involving amendments to the Bylaws, Rules or to remove or replace a Board member.
2. A different stipulated majority vote is required to amend, edit or replace the Bylaws and Rules or to remove or replace a Board member. In these cases, the express provision of these Bylaws shall govern and control the decision of the question.

I. Withdrawal of Quorum

1. The members present at a duly organized meeting may continue to transact any business until adjournment, notwithstanding the withdrawal of enough members to leave less than a quorum, except business involving amendments to the Bylaws, Rules or to remove or replace a Board member.

J. Stipulated Majority Vote; where required

1. When a Bylaw, Rule change, or a removal or replacement of a Board member is to be voted on the following stipulations shall apply:

K. Number of Votes

Board Members Present	Two-Thirds Majority	Three-Fourths Majority
5	3	4
6	4	5
7	5	5
8	5	6
9	6	7
10	7	8
11	7	8
12	8	9
13	9	10
14	9	11
15	10	11
16	11	12
17	12	13
18	12	14
19	13	14
20	14	15

1. No Director shall be entitled to more than one vote; regardless of the number of positions held on the Board.
2. Updates to Association Bylaws require a two-thirds majority vote.

L. Speaking in front of Board

1. Only the Board members will have the right to speak at the meetings, however any Board member may introduce anyone to speak provided permission is granted by the chair.

M. Emergency Meetings

1. Subject to the provisions of applicable statutes and these Bylaws, the President and any three (3) voting members of the Board shall constitute an emergency Board Meeting on matters demanding immediate attention when it is impractical or impossible to call a Board Meeting.
2. Any actions shall be reported to all Board members in writing.
3. Veto of Emergency Board Meeting Action
 - a) The Board may veto any Emergency Board meeting action by a majority vote at the meeting immediately following the emergency action

N. Electronic Meetings and Voting

1. Video or Teleconference Meetings
 - a) Meetings of the Board, Standing Committees, Temporary Committees, and Service Committees may be held by video conference, teleconference, or other electronic means, provided all participants can simultaneously hear and communicate with one another during the meeting.
 - b) Participation in such a meeting shall constitute presence in person for purposes of quorum and voting.
2. Email or Electronic Voting
 - a) The Board may conduct a vote by email or other electronic means on urgent matters that arise between regularly scheduled meetings when it is impractical to convene in person.
 - b) A minimum of three (3) days shall be allowed for responses unless a shorter time is specified as necessary by the President.

- c) For an electronic vote to be valid, the measure assumes all voting board members are “present” and requires the majority required for the action.
 - d) The results of any electronic vote shall be recorded in the minutes of the next regular Board meeting.
3. Preference for In-Person Meetings
- a) In-person meetings shall remain the standard and preferred method of conducting Association business.
 - b) Electronic meetings and votes shall be used only in cases of necessity, urgency, or when it is impractical for members to meet in person.

V. BOARD OF DIRECTORS

(Reference to the male gender within the KSA Bylaws and Rulebook with respect to Officers, Contract Staff, Agents, Coaches, Administrators or Players is for simplification and refers to both males and females.)

- A. The business and affairs of KSA shall be managed by its Board of Directors, which shall consist of the Board Members elected by the membership of the Association. The Board of Directors shall transact all business of the Association and shall have the power to enforce the Bylaws and Rules of KSA, the Laws of the Game, and the Rules and Regulations of NTSSA as they pertain to KSA.
- B. Board of Directors soccer responsibilities shall include but not be limited to:
- 1. Establishing guidelines for assigning players to teams and developing the necessary related registration guidelines in accordance with NTSSA. Team Formation Rules (NTSSA Bylaws, Chapter 4).
 - 2. Dividing teams into leagues or divisions.
 - 3. Establishing a point system for maintaining team standings and awarding trophies to the KSA champion of each competitive age division.
 - 4. Acting upon all protests and situations involving possible game forfeitures.
 - 5. Conducting all disciplinary proceedings.
 - 6. Establishment and maintenance of a Good Sports Program.
 - 7. Ensure adherence to NTSSA playing rules covering the following items:
 - a) Duration of games.
 - b) Ball sizes.
 - c) Size of minimum game squads and maximum rosters
 - d) Substitution policies.
 - e) Minimum playing time for each player per game.
 - 8. Referee Assignment
 - 9. Coaches Code of Ethics
 - 10. Weekly monitoring of fields during games (average two (2) hours per week).
- C. Board of Directors fiscal responsibilities shall include but not be limited to:
- 1. Ensure the Treasurer submits an annual budget for Board approval by the July board meeting and approving a final budget at the August board meeting.
 - 2. Ensure the Expenditure of KSA funds is approved by a majority of Board members. Once a budget is approved expenditures may be made up to the budgeted amount without further authorization of the Board.
 - 3. Ensure the following procedure is followed for KSA checking and banking transactions:
 - a) There shall be two signatures on all KSA checks exceeding \$250 to a single payee.

- b) There shall be at least three (3) signatures on file with the bank holding the KSA checking account. One signature shall always be that of the current Treasurer. The second signature shall be that of the President, and the remainder to be determined by the Board.
- c) Reconciliation of all changes in bank accounts, with supporting bank statements, will be reviewed by a designee of the board following the monthly treasurer's report.

D. Ex-Officio Board of Directors

- 1. The President may designate individuals other than those elected to the Board of Directors to serve as Ex-Officio members of the Board.
- 2. Ex-Officio board members shall have the right to attend all meetings and participate in all discussions of the Board but shall have no voting rights therein.
- 3. The term of office for Ex-Officio members shall be at the discretion of the President.

E. Board of Directors Reports

- 1. Board Members may provide their monthly reports verbally at each board meeting.
- 2. If a Board Member will not be present at meeting, they must provide their report in writing (e.g. email) to the President and Secretary.

F. Change in Number

- 1. The Board of Directors shall be as stated herein; any change in number shall be in accordance with these Bylaws.

G. Removal

- 1. Any member of the Board of Directors shall be required to resign following a vote of no confidence in their ability to remain in office.
 - a) Any Board member may call for a vote of no confidence on another member of the Board whose actions have been judged to be negligent, or involve severe improprieties, or other serious irregularities.
 - b) A two-thirds (2/3) majority of the vote of the voting members present is necessary for the removal of a Board Member (other than the President or Vice-President) to be effective.
 - c) If the President or Vice-President willfully neglects the duties of their office to the detriment of KSA they may be brought to a hearing before the Board, by a two-thirds vote of the Board.
 - d) A three-fourths (3/4) majority vote of the voting members present at the hearing is necessary for the removal or disciplinary action toward the President or Vice-President.

H. Grievance against KSA Board Members for Misconduct

- 1. A member in good standing of KSA may, if he believes he has just cause, bring a grievance against a Board Member of KSA. The following procedure must be followed before KSA will recognize or act on any grievance brought against any member of the KSA Board.
 - a) The individual bringing the grievance must submit in writing and with necessary documentation to support the grievance to the President or Vice-President of KSA.
 - b) The President or Vice-President will then verify the individual filing the grievance is a member in good standing.
 - c) The President or Vice-President will review the grievance with the members of the A&D committee, and if approved by a 2/3 majority vote by the committee, the grievance may then be submitted to the entire KSA Board for further consideration.

I. Attendance at Meetings

- 1. A Board member not attending two (2) consecutive meetings, including regular meetings, may have his office declared vacant if the Board does not excuse such absences.
- 2. His office shall then be filled in accordance with these bylaws.

J. Vacancies

1. In the event any office of the Board of Directors becomes vacant, the President may make an appointment to fill such vacancy.
2. The Board at the next regularly scheduled meeting shall ratify any appointment by a 2/3 majority vote of the directors present and voting.

K. Compensation

1. The Board of Directors shall serve without salary for their services; however, Board members children will play without charge.
2. Any Board Member may be reimbursed for expenses previously approved by the budget and/or the Board.

L. Records of Proceedings

1. The Board of Directors shall keep regular minutes of its proceedings.
2. The minutes shall be kept by the Secretary and the office manager for official records.

M. Conflicts of Interest of Board Members

1. A Board member may not act on his behalf nor be entitled to vote on any matter that may affect his interests.

N. Board members shall not engage in or attempt to initiate a consensual relationship with an 18U or 19U player when the Board member is in a "position of authority" with respect to the player. Should a consensual relationship develop or appear likely to develop, the Board member should step down from his or her position with the players association. This will avoid any perception of pressure on the player to acquiesce to unwanted advances to maintain their position or any perception of preferential treatment from the Board member due to a consensual relationship with the player.

VI. POWERS AND DUTIES OF DIRECTORS, CONTRACT STAFF AND AGENTS

A. Election of Directors

1. The Executive Board of Directors shall be elected for a term of two (2) years and may succeed themselves in office. Any member of the Executive Board of Directors that desires to seek election to another office must give notice at least 30 days prior to the election that he will be resigning the office he is currently holding in order to run for a different position. The resignation becomes effective immediately before the election process begins, unless they choose for it to be effective prior to that date.
2. Elections shall be held annually prior to May 1.
3. Non-members may be elected to the Board, and if elected become subject to all rules and regulations regarding members.
4. All Board members shall be elected by the general membership.
5. Members must be in good standing to vote in the election.
6. To be elected to the Board, individuals must be in good standing with KSA, NTSSA and the National Soccer Association.
7. To be elected, the successful candidate must receive twenty percent (20%) of the total ballots cast in the election.
 - a) "If no candidate receives 20% of ballots cast, a run-off election shall be held between the two candidates receiving the most votes
8. New Board members take office June 1.
9. One half of the Board is elected each year in the following manner:
 - President (Elected even years)
 - Vice President (Elected odd years)
 - Secretary (Elected odd years)
 - Treasurer (Elected even years)

B. Election of Commissioners

1. Commissioners shall be elected for a term of one (1) year and may succeed themselves in office.
2. The Board may, at its discretion, combine age groups under one commissioner.
3. Elections shall be held at the same time as the Board of Directors and in accordance with all regulations as shown in 'A' above.
 - U5 Age Group Commissioner (Elected each year)
 - U6 Age Group Commissioner (Elected each year)
 - U7 Age Group Commissioner (Elected each year)
 - U8 Age Group Commissioner (Elected each year)
 - U9 Age Group Commissioner (Elected each year)
 - U10+ Boys Age Group Commissioner (Elected each year)
 - U10+ Girls Age Group Commissioner (Elected each year)

C. Directors and Director Responsibilities

1. With the exception of the President, all Board Members of this Association shall report the activities of their office, in writing, at each regular meeting of the Board.
2. President
 - a) The President of the Association shall preside at all Association meetings.
 - b) He shall appoint all Service Committees.
 - c) He will serve as an ex-officio member of any committee of the Association.
 - d) He shall cast the deciding vote in the event of a tie at any meeting, or he may waive the right to do so.
 - e) He may appoint delegates to any meetings of the NTSSA or any other entity of which KSA is a member.
 - f) He shall be the liaison between the Board and Staff.
 - g) He shall be responsible for seeing that an adequate staff is maintained and that the administrative policies and operations of the Association is carried out.
 - h) He shall be the primary liaison between the Board and the City of Keller and its departments such as Parks & Rec
 - i) The President is empowered to take prudent and reasonable action in cases not addressed in these By-laws and such authority is implicit in the office.
3. Vice President
 - a) The Vice President shall succeed to the office of the President in the event that office becomes vacant.
 - b) The Vice President shall act as Parliamentarian at all meetings, using "Roberts Rules of Order, Newly Revised" as a guide.
 - c) He shall ensure all contracts are written in a timely fashion.
 - d) The Vice President is the Chairman of the Appeals and Disciplinary Committee.
 - e) The Vice President is the Chairman of the Coaches Training Committee
 - f) He shall coordinate pre-season coach's meetings.
 - g) Ensures Field Operations and Concessions Manual are maintained, and changes communicated as necessary.
 - h) He shall ensure that coaching and player development training and skills programs are offered and scheduled each season through internal and/or external programs as presented and approved by the Board.
 - i) He shall review and initial all contracts of this association
 - j) The Vice President is the Chairman of the Referee Committee
 - k) He shall communicate regularly with the referee assignor and referee director to ensure that the needs of the Board, members and referees are being met. Communicate any issues to the Executive Board immediately.

4. Treasurer

- a) The Treasurer shall in the absence of the Vice President succeed to the office of President in his absence.
- b) The treasurer shall ensure all monies collected are deposited, maintain the association's bank accounts; pay all expenditures authorized by the Board.
- c) The treasurer must be computer literate and capable of operating or learning to operate "Quick Books Pro" software.
- d) The treasurer shall ensure one backup copy of all KSA books is kept at all times on a separate disk or data storage device.
- e) He shall serve as the financial officer of the Association and shall be responsible for coordinating budget appropriations, complete financial reconciliation and reporting in writing, at each scheduled Board meeting, a balance sheet and income statement.
- f) The reporting will be itemized by category and listed in the following manner:
 - (1) *Activity during the month*
 - (2) *Accumulative to date; Approved budget; Difference (plus or minus)*
- g) He shall chair the Budget and Finance Committee.
- h) The person or persons receiving the check may not be either of the authorized signatures on the check.

5. Secretary

- a) The secretary shall record the minutes of all meetings.
- b) Attend to all official KSA correspondence.
- c) Maintain and preserve KSA records.
- d) Ensure Directors are notified of all meetings.
- e) He shall coordinate Field Monitoring activities of the Board and members
- f) He shall coordinate concessions sign ups with the assistance of the Concessions Coordinator.

6. Age Group Commissioners

- a) The Commissioners are responsible for ensuring all coaches and teams are aware of the schedule within their age group.
 - (1) It is considered "sufficient" if a Commissioner informs coaches when schedules are ready and has positive consent from a coach that each coach is responsible for monitoring for schedule changes and coordinating with parents of players on the team they're coaching.
 - (2) If a Commissioner becomes aware of a schedule change outside of their involvement in their age group they must apply "reasonable judgement" as to whether a coach might not notice the change and proactively inform that coach of changes.
- b) The Commissioners shall be responsible for coordinating all rescheduling of games within KSA between the coach and the Scheduler, and other playing leagues, as applicable.
- c) The Commissioners shall understand if a given reschedule requires them to communicate the change to the Referee Assignor.
 - (1) In most cases it's expected the Referee Assignor will be made aware by the Scheduler or scheduling system.
- d) The Commissioners are the primary point of contact between the Board and the coaches and players in their respective age group. These positions communicate the special needs of each age group to the Board and disseminate information to each coach/team as needed from the Board.
- e) Commissioners shall be present at their age group Coaches Meeting and ensure player draw is conducted according to KSA rules.
- f) Commissioners shall be responsible for forwarding trophy-ordering information to the Office Manager.
- g) Commissioners shall assist the Equipment Manager with the communication, organization and distribution of team uniforms for their age group, as necessary.
- h) Commissioners shall act as "field monitors" during game days.

- i) Commissioners shall ensure that coaches are made aware of cumulative yellow card thresholds and red card sit out requirements; and send confirmation to the Vice President.

7. Immediate Past President

- a) He shall be an ex officio (non-voting) member of the Board of Directors.
- b) He shall serve as an advisor to the President.

8. Contract Staff

- a) The Board of Directors shall be authorized to employ such Contract Staff as it deems necessary to carry out the functions of the Association.
- b) Contract Staff shall not have a vote in any business of the Association.
- c) The term of employment for all Contract Staff shall be at the will of the Board of Directors.

9. Appointed Positions

- a) The following positions shall be appointed by the board for a term of one (1) year and may succeed themselves in position if re-appointed.
 - (1) Referee Director
 - (2) Equipment Manager (Uniforms Coordinator)
 - (3) Education Director (Coach/Player Development)
 - (4) Concessions Manager
 - (5) Commissioner's Chair
- b) Appointed positions are required to attend all board meetings but shall not have a vote.
- c) Appointed positions shall complete the duties of their position as defined below. In the event of a vacancy in the aforementioned appointed positions, the Board may assign tasks to interested parties to carry out the duties to best serve KSA members.
 - (1) Referee Director
 - (i) He shall be a registered USSF Referee and shall report and support the development of referees within the Association.
 - (ii) The Referee Director shall ensure through the Vice President that referee meetings are held on a regular basis to distribute information and mentor referees.
 - (iii) The Referee Director shall oversee the duties of the referee assignor.
 - (iv) The Referee Director shall monitor referee performance, consult with the assignors and referees to further development and provide assessment to the board.
 - (v) The Referee Director shall provide recommendations on referee compensation to the board.
 - (2) Communications Director
 - (a) The Communications Director shall be responsible for all communications to the membership from the Board.
 - (b) He shall be responsible for:
 - (i) Securing registration signage
 - (ii) Coordinate and arrange for any advertising, publicity or promotions with the local newspaper
 - (iii) Distributing flyers at the elementary schools,
 - (iv) Coordinating mailings at registration time.
 - (c) The Communications director will be responsible for developing and maintaining a KSA website and shall be computer literate.
 - (d) The Communications director will be responsible for the recommendation and coordination of efforts to obtain supplemental funding which may be in the form of sponsorships, grants, donations, etc.
 - (3) Equipment Manager (Uniform Coordinator)
 - (a) The Equipment Manager shall be responsible for distributing, ordering, and maintaining an inventory of the following equipment: game balls, practice balls, goalkeeper shirts and/or pennies any other association-furnished player equipment.
 - (b) The equipment manager will order uniforms in the fall (July); and spring, as required. The Board shall approve uniform styles and cost prior to order submittal.
 - (c) At the time of any order the Equipment manager shall deliver to the treasurer the expected expenditure amount.

- (d) When an invoice arrives, the Equipment Manager shall review the invoice for accuracy and initial any invoices for payment by the Treasurer.
- (4) Education Director
 - (a) The Education Director shall be responsible for coordinating and promoting all player development activities within KSA, including the annual summer camp.
 - (b) The Education Director will ensure that Spring and Fall skills programs have been planned and agreed upon by the Executive Board at least forty-five days before the start of each season.
- (5) Concessions Manager
 - (a) The concessions manager shall work with the KSA board and field monitors. They will be responsible for ensuring that the concession stand is run in a manner that meets with City Code, the Keller Sports Park (KSP) Use Agreement, and Health Code standards.
 - (b) The concession stand personnel shall stock, clean and monitor the concession stand with inventory purchased by the Board.
 - (c) The concession stand personnel shall provide regular reports to the Board on sales, inventory, equipment needs, volunteer concerns and any profits generated.
 - (d) The Concessions Manager will obtain volunteer staffing sheets from the Secretary each week. Prior to operations to ensure volunteer needs and staffing is known and adjusted if needed.
- (6) Commissioner's Chair.
 - (a) The Commissioner's Chair shall be a serving commissioner, who understands commissioner needs between all age groups, and will proactively champion positive and consistent messaging to coaches of all age groups.
 - (b) The Commissioner's Chair will be the initial point of contact for questions for general questions from Commissioners.
 - (c) Will be primarily responsible to ensure new Commissioners understand how to perform their responsibilities.
 - (d) Will provide cross age group communication to each Commissioner after each board meeting, and as needed, to ensure Commissioners are providing consistent messaging to all coaches in all age groups.
 - (e) Will represent all Commissioners in the Executive Committee

VII. STANDING COMMITTEES

- A. The following Standing Committees shall be appointed at the first meeting following in June of each year. Vacancies on such committees may be filled by presidential appointment.
- B. Any Committee empowered to hold disciplinary hearings might investigate and enforce the Codes of Ethics/Conduct and KSA Bylaws/Rules and Regulations breaches.
- C. Members of Standing Committees must be in good standing with KSA, NTSSA, and national soccer associations.
- D. Persons under suspension or probation are ineligible for committee positions.
- E. The Board may establish any committee it believes necessary to further the purpose of KSA.
 - 1. Executive Committee
 - a) It shall be comprised of the President as Chairman, Vice President, Secretary, Treasurer, Commissioner's Chair, and may include one additional member appointed by the Board of Directors.
 - b) It shall meet as needed to review all proposals, actions, and bylaw amendments to be brought before the full board at a regularly scheduled or special meeting.
 - c) It shall provide direction to all Committee Chairpersons, Appointed and Contract Staff on the execution of their duties as set forth in these bylaws.
 - d) It shall approve the hiring of, and contracts for, all Contract Staff positions.
 - e) It shall be responsible for setting the agenda for meetings of the full board.
 - 2. Appeals and Disciplinary Committee
 - a) It shall be comprised of the Chairman (the Vice President) and such members appointed by the Chairman (applicable Age Group commissioner, and two other rotating members) and approved by the KSA Board of Directors.
 - b) Three members and the Chairman shall constitute a quorum.
 - c) Should it be impossible for a quorum to be had in order for the Committee to make a ruling within the period set by the Rule of these Bylaws, then the Chairman or any other member, if the Chairman is unavailable, shall appoint any impartial person(s) to serve temporarily on the Committee. In such event, the President shall approve the interim appointments.
 - d) The Chairman shall notify the President of KSA immediately verbally, and the KSA Secretary in writing, of the rulings of this Committee.

- e) All actions of this committee will be included in the following Board meeting minutes.
- f) The A&D Chairman shall maintain a listing of members under A&D sanctions.
- g) The A&D Chairman shall ensure the listing is published to the Board.
- h) The A&D chairman shall monitor and report the progress of any individual required to perform "service for forgiveness" actions as part of their sanction.

3. Budget and Finance Committee

- a) It shall be comprised of the Treasurer as Chairman and two (2) members appointed by the Board of Directors.
- b) It shall submit a proposed budget for the Association for the upcoming fiscal year to the Board of Directors in July.
- c) It shall report the status of the budget to the membership annually.
- d) It will ensure a periodic audit or other accepted review of financial position is conducted by an outside agency appointed by the Budget and Finance Committee. The agency shall be instructed to make any recommendations to improve Association record keeping processes.
- e) Periodic is defined as no less than once every three fiscal years.
- f) The Budget and Finance Committee shall not include Contract Staff of the Association.

4. Bylaws, Rules and Regulations Committee

- a) The Secretary shall serve as Chairman, and two additional members as appointed by the Chairman and approved by the Executive Committee.
- b) It shall be responsible for reviewing the Association's Bylaws, Rules and Regulations and proposing changes as required.
- c) It shall be the responsibility of this Committee to make certain the Bylaws, Rules and Regulations of KSA do not conflict with the Bylaws and Rules of NTSSA and to point out to this Associations' Board of Directors where such conflicts exist in order that any conflicts may be resolved in the most expeditious manner possible.
- d) Changes to the Bylaws, Rules and Regulations that are recommended by the Bylaws, Rules and Regulations Committee shall be provided to all voting Board members in no less than 5 business days prior to the meeting in which they are to be added to the agenda for consideration.

5. Referee Committee

- a) It shall consist of the Chairman (the Vice President).
- b) Any other members shall be appointed by the Chairman and approved by the Board of Directors.
- c) The Referee committee shall make a recommendation to the Board regarding the hiring of the Referee Assignor.
- d) The Referee Committee shall establish the duties of the Referee Assignor.
- e) The Referee Committee shall periodically review the performance of the Assignor and offer constructive criticism to the assignor after review with the Board.
- f) The committee will review the Assignor pay and ensure it is appropriate for the tasks being performed.
- g) The Referee Committee shall ensure referee training clinics are regularly held in Keller.
- h) The Referee Committee shall ensure KSA referees are evaluated each year in the spring season.
- i) The Referee Committee is to disseminate all USSF National Referee Committee and NTSSA Referee Committee policies, procedures and programs to KSA referees.

6. Coaches Training Committee

- a) The paramount purpose and duty of the Coaches Committee shall be to implement and administer the coaching system of the USSF and NTSSA within KSA
- b) The Coaches Committee consists of the Chairman (Vice President) and other members as he desires, appointed by the Chairman with the approval of the Board of directors.
- c) The duties of the Committee shall be:
 - (1) To promote the desire for the highest quality coaching standards throughout the Association and assist KSA in achieving the highest quality coaching.
 - (2) To schedule and assist in the administration of all NTSSA/USSF coaching clinics held in the Association.
 - (3) To maintain a record of its minutes, and all applications, records of attendance, and licenses of individuals participating in the coaching program of this Association.
 - (4) To establish the duties of the Director of Coaching of the Association.
 - (5) To recommend a part time and/or full time Director of Coaching, when funds permit. Such recommendation will be presented to the Board of Directors for approval.

- (6) To review and revise as necessary the job description and responsibilities of the NTSSA Director of Coaching Development.

7. Registration Committee

- a) It shall be comprised of the President as chairman, two at large members appointed by the Board of Directors, the specific age group commissioner for any age group specific matters and the Registrar, as an advisor but non-voting member.
- b) It shall be empowered, on the Board's behalf, to consider and act on requests for special needs and/or exceptions related to registration and team assignment matters.
- c) When acting on exceptions to the KSA Bylaws, Rules & Regulations, the committee must have a quorum of three and all decisions must be unanimous. If a unanimous decision cannot be reached, the matter will default to the KSA Rules & Regulations or be referred to the full Board for consideration.
- d) It must report to the Board, in a timely manner, any decisions to grant exception to the KSA Bylaws, Rules & Regulations.
- e) It will administer the waiting list, maintaining the list and ensuring that it is cleared in accordance with KSA Bylaws, Rules and Regulations. The committee shall review the waiting list guidelines for compliance and need for revisions.

VIII. SERVICE COMMITTEES

A. Election Committee

1. It shall present a slate of nominees for publication and delivery to the membership two weeks prior to the Annual Elections.
2. It shall be appointed by the President and consist of at least three members.
3. Any nominees shall be in good standing with KSA, NTSSA and National Soccer Associations.
4. Shall be responsible for conducting and ensuring the integrity of the election.

IX. APPEAL OF KSA BOARD ACTION

- A. Any decision of the KSA Board or A&D Committee is final. The only appeal is to NTSSA and shall be in accordance with NTSSA regulations.
- B. In no event shall any person or persons or organizations under the jurisdiction of KSA invoke the aid of the Courts, without first exhausting all available remedies and appeals within the appropriate soccer organizations including a final appeal to the Annual General Meeting of the USSF National Council.
- C. For violations of this rule, the offending party shall be subject to the sanctions of suspension and fines, and shall be liable to KSA for all expenses incurred by the KSA, its Directors, Contract Staff and its members in defending each court action, including but not limited to court costs, attorney's fees, reasonable compensation for time spent by KSA Directors, Contract Staff and members in responding to and defending against allegations in the action, including responses to discovery and court appearances, travel expenses, and the expenses for holding special meetings necessitated by the Court action.

X. ELECTIONS

- A. Nominees shall be placed on a printed ballot with the incumbent listed first and the order of other nominees appearing as determined by random drawing.
- B. The nominee receiving the largest number of votes for a particular position shall be declared the winner.
- C. There shall be no proxy votes. Members must be present in person to cast a vote, and shall cast one (1) vote per position; write in votes will be recognized.
- D. Elections will be held on a Saturday in April at the fields.
- E. Verification of membership and good standing shall take place prior to voting.
- F. A log shall be kept of who voted.
- G. Ballots shall be kept in a sealed container until opened the next Board meeting after the elections.

XI. RULES AND REGULATIONS

- A. Except as otherwise specified in Chapter 2; KSA Rules and Regulations, The Rules of Play of the United States Soccer Federation, NTSSA will apply in all competitions under the jurisdiction of the KSA.

XII. MISCELLANEOUS

A. Dissolution of Association

1. Upon the dissolution of the Association, the Board of directors shall, after paying or making provision for the payment of all the liabilities of the Association, dispose of all the assets of the Association exclusively for the purposes of the Association in such manner, or to such organization or organizations organized and operated for scientific purposes as shall at the time qualify as an exempt organization or organizations under Section 501(c)(3) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Rule or Regulation), as the Board of Directors.

B. Distribution of Net Earnings

1. No part of the net earnings of the Association shall incur to the benefit of any private individual, member or officer of the Association (except that reasonable compensation may be paid for services rendered to or for the Association affecting one or more of its purposes), and no private individual, member or officer of the Association shall be entitled to a share in the distribution of any of the corporate assets on dissolution of the Association.

C. Fiscal Year

1. The fiscal year of the Association shall be from September 1 to August 31.

D. Books and Records

1. The Association shall keep correct and complete books and records of account and shall keep minutes of all meetings at its registered office.

E. Resignation

1. Any director, committee member, officer or agent may resign by giving written notice to the President.
2. The resignation shall take effect at the time specified therein, or immediately if no time is specified.
3. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

F. Amendments to Bylaws and Rules

1. These Bylaws may be altered, amended or repealed, or new Bylaws may be adopted, at any meeting of the Board of Directors at which a quorum is present by a two-thirds (2/3) vote of the total members present and voting; provided, however, that all members have been given five (5) days written notice, including a written copy of the proposed changes.
2. Who May Propose Bylaw Changes and Amendments
 - a) Any proposal to amend the Bylaws or add new Bylaws may be made only by KSA Board Members, and properly constituted committees of KSA.
 - b) Changes submitted by a member of a properly constituted committee must pertain to the duties and scope of that committee.
3. Any proposed changes must be submitted to the Bylaws, Rules and Regulation Committee on the proper form ten (10) days prior to the next meeting of the Board for review and distribution to the Board members within the allotted time required in rule.

G. Lawsuits against the Association

1. Any person who threatens to file or does file a lawsuit or invokes the aid of the courts on their own behalf or as the representative for another person against KSA, or its Directors, Contract Staff, or members or representatives of any of its Directors, Contract Staff, or members, shall be subject to the sanction of immediate suspension from membership and from all soccer activities within the jurisdiction of KSA.
2. KSA adopts the policy that it is allowed to take full advantage of rights permitted to it by the laws of the State of Texas for "Not-for-Profit" organizations.

CHAPTER 2 - KSA Rules and Regulations

I. REGISTRATION

- A. Registration shall be conducted via online system approved by the Board and registrants are tracked by a player ID number. Available teams will be filled using blind draw from eligible applications received by the published deadline.
- B. Applications received following the announced registration period, or applicants in excess of the prescribed number on available teams, shall be placed on a waiting list in order to fill future openings in their appropriate leagues.
- C. Waiting lists shall be administrated by the Registration Committee.
- D. Acceptance of forms past the registration deadline shall be for waiting list registrants only. Registration forms may be accepted through the 2nd week of the season and waiting lists shall be abandoned on the first Monday following the third league week with any fees collected being refunded to applicants.
- E. The registration form will certify the age of the player. A birth certificate or equivalent must be verified with first-time registrations.
- F. A player may not participate in any KSA activity without first being duly registered three days prior to a league game, or fourteen days and two league games prior to a championship or playoff game.
- G. The registration form will include a pledge to abide by the laws and rules of KSA.
- H. The age division of a player for purposes of KSA league play shall be determined according to the official NTSSA age chart and registration rules for the applicable soccer year. The KSA soccer year begins on September 1 and ends on August 31 of the following year. Beginning with the Fall 2026–Spring 2027 soccer year, KSA age divisions shall be based on the August 1 through July 31 birthdate window adopted by NTSSA, unless NTSSA later adopts a different standard. KSA age divisions begin with 5U. KSA shall not register or roster a player to an age division unless that player is eligible under NTSSA rules and the age division is offered by KSA. Exception: A player in NTSSA's 4U division may request to play up to KSA's U5 division, subject to approval by the Registration Committee. Such approval shall follow the same one-division limit and process applicable to other player requests to play up an age division.
- I. Players affected by NTSSA's transition from calendar-year to seasonal-year (August 1–July 31) age classification, effective Fall 2026, may retain continuity with their KSA team under the following grandfather provisions:
 - 1. A player who was rostered to a KSA team for the Spring 2026 season (the "Anchor Roster") may continue to be placed with that team's continuing roster in each subsequent season, regardless of any change in the player's NTSSA age division resulting from the transition to the August 1 – July 31 seasonal-year age model.
 - 2. This grandfather status is not limited to a single transition season. A player who qualifies under the preceding paragraph may continue with their continuity team for as long as the player remains continuously registered with KSA, without being required to move down to the age division that would otherwise apply under the then-current NTSSA age chart.
 - 3. A player exercising rights under this provision shall be placed directly on their continuity team and is not subject to the standard blind draw for that age division, provided the team continues to be fielded by KSA.
 - 4. Grandfather status under this provision lapses if the player does not register with KSA for a given season. A player whose grandfather status has lapsed may not later reclaim continuity with a former team.
 - 5. A player or the player's parent/guardian may elect, at any time, to instead be placed in the age division that corresponds to the player's birthdate under the then-current NTSSA age chart, in lieu of continuing under this grandfather provision.
 - 6. This provision terminates automatically for a player upon that player aging out of KSA's oldest offered age division, or upon NTSSA's adoption of a subsequent age classification standard that supersedes the August 1 – July 31 model, whichever occurs first.
 - 7. This provision governs KSA-internal roster and team continuity only and does not expand a player's eligibility for interclub, tournament, or other NTSSA/USSF-sanctioned competition beyond what NTSSA rules independently allow.

- J. The Head Coach will be recruited from the existing roster, along with any assistant coaches, unless a volunteer coach is required who does not have a child rostered to the team (including but not limited to background checked volunteers assisting in a circumstance of need, background checked volunteers who wish to participate as coaches but do not have children, etc.). If a person becomes the head coach of a new team formed by the Member Association (Keller Soccer Association) in the current season, the coach may continue as the coach of that team as long as he/she remains in good standing with the Member Association (Keller Soccer Association) and qualifies by background check and completion of a Safe Sport course (or something similar mandated by NTSSA). In this case his/her child(ren) will be rostered to the team he/she is coaching. In order for any person to request their child be transferred to a returning team they are coaching, they must have been the head coach of record of the team for the previous two outdoor playing seasons or asked to be the head coach of the returning team by a majority vote of the Member Association's (Keller Soccer Association) Board of Directors.
- K. Coaches may recruit players to fill vacant roster spots provided:
1. They are instructed to do so by the appropriate age group commissioner with approval of the registration committee.
 2. The recruited player is not rostered on another KSA or NTSSA registered team during the same season.
 3. The registrar may request the age group commissioner recruit players for the purpose of balancing the number of players per roster to promote fair play
 4. The maximum roster set out above is not exceeded, even when a previous player wishes to return to the team, unless approved by the Registration Committee.
 5. If the player played the previous season for a KSA team, and that team will continue for the current season, he must go into the blind draw for team assignment and may not be recruited.
 6. Recruiting and player placement shall end 72 hours prior to the second week of the current season.
 7. Buddy Rule requests will be cleared in accordance with NTSSA guidance; players may not have played two prior seasons on any NTX roster.

L.

Teams shall be limited as follows, exceptions may only be made by the Board:	Max. Roster	Game Format	Min to Field Team
Under 4 – 6*	6	3v3	2
Under 7 – 8	8	4v4	3
Under 9 - 10II	12	7v7	5
Under 11 - 12	16	9v9	7
Under 13 - 14	18	11v11	7
Under 15 - 16	22	11v11	7
Under 17 - 19	22	11v11	7

**exceptions U4-U6 NTX Standard format is 4 v 4, KSA Board voted to utilize a format of 3 v 3 providing a development step at U7*

II. PLAYER ASSIGNMENTS

- A. A player may generally remain on the same team provided he or she played the previous season on that team.
1. A player who wishes to change teams within the same league may so indicate on the registration form prior to the season and thereby be placed in the draw for that league. When there are three or more teams in that league or division, the original team of the draw player will not be included in the draw for the player.
 2. A player who wishes to change teams within a season must submit a written release accompanied by a written explanation from his or her parent or guardian to the Board.
 - a) The registration committee shall review the explanation and determine the validity of request.
 - b) The Board may approve or deny the request and stipulate the player's new team assignment.
 - c) A notification of the release shall be provided to both coaches by the registration committee.
 3. A Player may request to play up one age group (soccer year) and will be treated, for purposes of team assignment, as a new player and placed into the general draw of that age group.
 - a) A player who plays up may move back down into his regular league or division the following season.
 - b) Board approval is required for a player to move up more than one soccer year.
- B. Teams will be filled according to age when possible:

1. Returning players in an age group and teams moving up as a team will be assigned to their returning team regardless of order of registration.
 2. Teams (defined as half their last season roster plus one) wanting to move up an age group as a team must submit a special request in writing with each player registration form and the coach must submit a special request at the time of registration to their commissioner.
 3. Teams playing up will be required to draw from the age group in which they are playing.
 4. Once a team has moved to play up, they will not be allowed to return to their age pure age group as a team.
 5. Players moving back to their age pure age group will be placed in the draw.
- C. When insufficient team positions are available, the draw players and new registrants will be placed on teams according to order of registration, and the remaining players placed on a waiting list according to order of registration. Returning KSA players who played the prior season will be given priority over new registrants provided the player's registration form is received during regular registration time.
- D. Teams wishing to remain intact from the previous season will generally be allowed to do so. Players not wanting to remain with a team will be placed in the draw. If there are not enough players to fill all teams some or all of the partial teams will be placed in the draw. The Registration Committee and Board will have broad discretion in making any necessary determination related to the formation of teams.
- E. A prior team, whose players sat out the previous season that no longer meets the definition of a team, wishing to remain intact, must provide the Registration Committee with a coach's name prior to the draw or that team and its players may be placed in the draw.
- F. Teams will be created and filled via a blind computerized draw.
1. Teams will be associated, for purposes of team assignment, with a Keller High School (KHS) feeder elementary school.
 - a) For transitional purposes, existing teams formed under previous assignment procedures will be designated to a school based on the majority of the existing players.
 2. Registration forms should indicate the default elementary school the player is associated with.
 - a) Players living within KHS feeder boundaries who are not of age to attend school, or attend private or out of district school will be, for purposes of team assignment, associated with the elementary school he or she would attend if attending public school.
 - (1) KSA may, at its sole discretion, designate any private school within its NTSSA boundary as a recognized school for the purpose of establishing teams.
 - b) Players living outside of the KHS feeder system for purposes of the draw will not be assigned a school designation.
 - c) The registrar will maintain a "mapping" of area zip codes and school boundary maps to KHS feeder elementary schools.
 3. New registrants and existing players requesting new team assignment will be pooled based on their school designation and drawn within that school's teams in accordance with the computerized draw system and limitations.
 - a) Teams with the least number of players will be filled by a "blind" drawing until all teams are equal, then each team will "blind" draw in order until all vacancies are filled.
 - b) If the pool of players exceeds the number of positions within the school based teams, the excess, following drawing to fill existing positions, will be placed into a general draw for all teams with remaining positions in that age group.
 4. The age group commissioner will have broad discretion in establishing new teams, but only the Registration Committee or Board can make exceptions to the player assignment to teams.
 5. In order to promote soccer participation a player may invite a friend from the same Member Association who was not registered in any Member Association within North Texas during the last two seasons to join his existing team with the permission of Keller Soccer Association. These requests are not guaranteed. Player's names shall not be identified to the coach until the player is placed on the team.
 6. Players, who do not play for one season may request to return to their last team, provided they register on-time and space is available on the team's roster. If players who skipped the past season request to return to the same team and not enough space is available for all to return, the team will be filled from the requesters by a blind draw. Any players not placed on the team by the blind draw, will be placed in the regular draw for team assignment.
 7. School designation will be eliminated beginning with the U12 age division, following the same draw rules discussed above without the initial school based pooling (i.e. a general draw).
 8. The Registrar and the Registration Committee shall revisit each team's school assignment annually to ensure accuracy and reflect changing rosters.

- G. Age groups may be divided into divisions for scheduling purposes. U9 and older teams will be placed in a league and division based in part on past performance at KSA Board and Commissioner discretion.
- H. The coach may retain his team name. Team names and if possible colors may be changed prior to the fall season draw only.
- I. Team names may be used only once within KSA.
- J. All teams are required to wear KSA furnished uniforms. Uniforms shall not, in any way, be modified to include adornments. It is within the power of a referee to suspend a game if a team is not wearing the furnished uniform which includes jersey, shorts and socks along with any other equipment required as prescribed in the Laws of the Game.
- K. Select clubs/team(s) may request affiliation with Keller Soccer Association.
 - 1. Clubs/team(s) must submit their request to affiliate in writing to the Board annually following NTSSA's annual Select Club Player Contract date.
 - 2. In order for KSA to grant affiliation, the Select club/team(s) must sign the KSA Select Club Affiliation Agreement and provide any supporting documentation requested by the Board. Approval by KSA in no way implies KSA endorsement of any select club/team(s).
 - 3. KSA reserves the sole right to amend and interpret the KSA Select Club Affiliation Agreement.

III. GAME AND FIELD SPECIFICATIONS

- A. KSA subscribes to the rules and policies adopted by NTSSA, except as set out herein.
 - 1. Field size/Game Specifications – KSA's chart of playing rules have been consolidated into an easy to use reference guide that can be located on its website, labeled "Pocket Reference Guide"
 - 2. Each player must play a minimum of 50% of each game, and any overtime if played. This includes KSA's Commissioner Cup. Minimum playing time for a player may be reduced or eliminated due to injury, illness or disciplinary response. Any exceptions must be reported to the referee and opposing coach before the start of the game. Such exceptions are subject to being verified by the Board.
 - 3. All coaching at games must be done from the designated sidelines within ten yards of the halfway line. No coaching or direction may come from behind the goal.
 - 4. Teams and coaches shall be on opposite sides of the field from spectators, when possible. Coaches will be held responsible for any misbehavior on the part of their team's spectators, parents, and players. This includes any foul and abusive language and any comments directed toward the referees, opposing players, 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 misbehavior
 - 5. Teams may participate up to a maximum of three activities per week; games, scrimmages and practices included.
 - (1) The coach is subject to suspension for violation. This may be waived for teams playing in leagues outside of KSA.
 - 6. In the event of jersey conflict, the home team shall be responsible for changing. The referee shall determine if there is a conflict.
- B. KSA and its commissioners will have discretion in rescheduling games.
 - 1. Individual games may only be rescheduled due to:
 - a) Weather
 - b) Verifiable school/church functions that reduce the team below minimum game squad.
 - c) Verifiable illness that reduces the team below minimum game squad.
 - d) Board discretion
 - 2. Coaches must notify their commissioner as soon as possible but not less than 72 hours prior to a game of a need to reschedule based on these conditions.
 - 3. For Under 9 and older, all reschedules will be done within 1 week of rainout or cancellation by the age group commissioner.
- C. The Under 8 and down leagues shall not record scores or standings and shall place little importance on winning. Players will receive a participation trophy (i.e. all players on every team will receive the same trophy).
- D. Under 9 and up recreational teams will participate in the Northern Mid Cities Soccer League where standing shall be determined by the 3 point system where a team earns the following points:
 - (1) WIN = Receives 3 points. This means a 3-goal maximum per game. LOSS = 0 points.

(2) TIE = 1 point.

(3) FORFEIT = A forfeit will be a win and will result in 3 points

2. The team in each league or division which accumulates the highest number of points during the regular season shall be the first place team with other places following in descending order of points.
 3. Tie games are allowed during the regular season, while tie games during any playoff shall be concluded with a winner in accordance with NTSSA playoff rules (two ten-minute halves still tied results in a shoot-out).
 4. If two or more teams in a league or division are tied in points at the end of the regular season, the team which earned the most points in games against the other team or teams which are tied shall be considered the first place team.
 5. If three teams are tied, a blind draw shall determine which two teams compete in a preliminary playoff match, the winner of which will play the third team for first place.
 6. If four teams are tied, a blind draw shall pair the teams for preliminary playoff games; the winners of which will compete for the championship.
 7. In the event that an NMCSL game is rescheduled due to fault by the home association, the home team shall become the visiting team but still be responsible for referee fees. Rescheduling date, time and field decisions shall be at the discretion of the association where the game is rescheduled to.
- E. KSA may elect to send representatives in each U9+ age group to an annual tournament (such as Tournament of Champions).
1. Representatives will be chosen from leagues which have been divisions in accordance with section 6.4 of the North Texas State Soccer Association bylaws (2025-2026) and in accordance with the KSA Tournament of Champions Selection Policy
- F. KSA shall furnish participation awards or trophies to all players of the teams that complete the season in one of the top three slots of their competitive league or division thereof.
- G. Any playoff games for Tournament of Champion selection purposes are intended solely to determine the tournament representatives and shall have no effect on awards. Trophies will be selected by the Board and shall be uniform for all teams.
- H. League playoffs and championship games shall be scheduled by the Board, and shall be conducted according to NTSSA playoff rules.

IV. RULES OF THE GAME

A. Laws of Soccer

1. The Laws of Soccer shall prevail at all games except as indicated in Paragraph B, C, and D that follow:

B. Substitution Rule

1. At a throw-in – by team in possession only.
2. Either team – at a goal kick.
3. Either team – after a goal is scored
4. Either team – at an injury, when the referee stops the play.
5. In the U5-U8 age groups only there shall be unrestricted player for player substitutions allowed at any stoppage of play
6. At half time (except in US where substitution is done at the quarter)
7. When a caution (yellow card) is given, that player may be substituted.
8. All player substitutions must be approved by the referee before players exit or enter the field of play.

C. Safety

1. No jewelry shall be permitted (this includes newly pierced earrings)
2. Shoes and shin guards must be worn and no metal cleats or toe cleats are permitted.

D. Slide Tackle Rule

1. Slide Tackling in U8 and below is not allowed in any KSA games.

V. CONDUCT

- A. All persons associated with KSA are expected to conduct themselves in accordance with KSA's Zero Tolerance Policy, and in a manner that is conducive to good sportsmanship and a wholesome atmosphere for the children. The following examples of misconduct WILL NOT BE TOLERATED and will be cause for disciplinary action:
1. Foul and/or abusive language directed toward coaches, officials, players or spectators.
 2. Arguing with officials, coaches or players
 3. Throwing objects onto the field of play and/or at other persons
 4. Destruction of equipment or facilities
 5. Verbal and/or physical assault
 6. Consumption of alcoholic beverages, or use of illegal drugs
 7. Other misconduct which is deemed disruptive to the orderly conduct of the game of soccer
 8. Scouting or recruiting of players (see NTSSA rules, Chapter 8, Article V)
- B. Generally, incompetence shall not be grounds for disciplinary action against coaches or officials. However, written complaints or charges of incompetence will be received by the Board. A valid complaint received in writing can be cause for a conference with the subject party and further complaints may be cause for dismissal from coaching, officiating or playing.
- C. Misconduct of members, coaches, officials, or players may be reported to the Board, with or without a request for action.
1. Only coaches or directors may file reports on officials.
 - a) A report must be filed in writing with any Board member within 72 hours following the incident.
 - b) Any Board member receiving a report will forward it to the A&D chairman.
 2. Upon receipt of a report, the A&D chairman will undertake a preliminary investigation of the charges and will determine, within 72 hours, whether the report will be:
 - a) Rejected for cause (generally because it is not in compliance with these bylaws).
 - b) Accepted for hearing before the Board.
 3. Written warning describing possible actions or consequences
 4. In the event of the report is rejected for cause, the Secretary or A&D chairman shall respond in writing to the complainant within five days giving a concise reason for the rejection.
 - a) The Complainant may appeal this action to the Board, which may accept the request for hearing.
 - b) An appeal must be accompanied by a \$50.00 deposit. (Deposit will be returned only if protest is upheld).
 5. KSA adopts a philosophy and policies that meet or exceed the minimum criteria established by USSF that prohibits physical or sexual abuse of or by players, coaches, referees, administrators, and spectators, and will take steps necessary to remove from further soccer activities any person found guilty of such. KSA prohibits all types of physical, sexual, and emotional abuse, bullying, threats, harassment, and hazing. Participant, employees or volunteers in KSA may be subject to disciplinary and/or legal action for engaging in any misconduct or abuse against another person. Reports of any actual or suspected violations must be sent within 24 hours to the KSA President and/or the local authorities. Mandatory reporting is required of all "covered individuals", defined as any adult who is authorized by an amateur sports organization to interact with a minor or amateur athlete at an amateur sports organization facility or at any event sanctioned by an amateur sports organization. Covered individuals include, but are not limited to, volunteer administrators, employees, coaches, team administrators, referees, and trainers.

VI. DISCIPLINE

- A. The A&D committee of the Board shall hear reports as set out herein. Decisions will be rendered according to the NTSSA guidelines.
1. All players, parents, coaches, and representatives of KSA are subject to disciplinary action.
 2. The concerned parties shall be notified by the Secretary or A&D Chairman, in writing, of the date, time and place of the hearing by registered mail, email or other verifiable means.
 3. In the event of a hearing, the committee shall vote after hearing all the pertinent facts and the witnesses have retired. A three-fourths (3/4) majority vote of representatives present and voting is required for the approval of proposed action. Unpublished votes or abstentions are not permitted.
 - a) The committee must have at least three representatives present and voting in order to conduct a hearing.

- b) The chairman shall not be a voting member in any matters before the committee, with the exception of a tie.
- 4. Action taken by the committee may include but not be limited to:
 - a) Written reprimand
 - b) Probation
 - c) Suspension
 - d) Dismissal from KSA activities
- B. KSA's A&D committee action shall be final. The only appeal is to NTSSA under NTSSA bylaws, Chapter 3.11.

VII. GAME POSTPONEMENT, SUSPENSION, OR ABANDONMENT

- A. A referee has the final authority to postpone, suspend, or abandon a game due to foul weather or other circumstances he judges to be unsatisfactory.
 - 1. Weather guidelines are as follows:
 - a) KSA will exercise discretion in the best interest of the membership when considering canceling or postponing games due to weather. Parents are encouraged to consider what is best for their individual child as it relates to weather conditions. In addition, field conditions as determined by the City of Keller may require closure, and are beyond the control of KSA.
 - 2. Local lightning shall always be hazardous
 - 3. Teams must report to the field ready to play regardless of the weather, unless the coach has been notified otherwise, or the "rainout" number of where the game is to take place indicates otherwise. If in doubt, show up.
 - 4. If a game is abandoned due to weather after the second half has begun, it shall be considered a complete game.
 - 5. The referee may postpone a game a maximum of 5 minutes from the scheduled time or 5 minutes after the finish of the prior game to field a full team, whichever comes first. If the 5 minutes lapse without both teams being filled, the referee shall abandon the game.
 - 6. Teams shall allow a referee 30 minutes after the scheduled time to report before abandoning the game. Any such abandonment shall be reported to the Board in writing by each coach within 48 hours.
- B. A suspension for KSA purposes shall be a temporary delay of a game after it has begun. A suspension shall be limited to 20 minutes maximum at which time the game must be resumed or abandoned.
- C. Any abandonment shall be reported to the Board in writing within 48 hours by the referee. Postponements and suspensions shall be included in the referee's game report.

VIII. GAME PROTEST

- A. A game protest may be submitted to the Board on matters other than judgment calls by officials. Game protests shall be filed separate from any discipline report, even though they may be related. Protests shall be filed within 48 hours of the subject game and should follow guidelines set by NTSSA.
 - 1. The protest must be accompanied by \$100.00 cash, money order or cashier's check in order to be accepted.
 - 2. The deposit will be returned if the protest is upheld. If the protest is denied, the deposit will be forfeited to the KSA treasury.
- B. The Game protest and deposit shall be forwarded to the A&D chairman or Vice-President by any director who receives them. The facts presented therein shall be reported to the A&D committee for investigation. The A&D committee shall decide if further action is warranted. The concerned individuals shall be notified of the committee's decision within 72 hours from receipt of the game protest and deposit. Any hearing shall be completed within an additional 72 hours of the A&D committee's decision
- C. In the event that the rules set out herein are not followed by a team in a KSA sanctioned game, and the Board, with due consideration has so ruled, the game may be declared a forfeit to the benefit of the opponent in, but not limited to, the following cases:
 - 1. Allowing an ineligible player to participate in a game. Eligibility is determined by the team's official roster.
 - 2. Failure to field a team at a scheduled game. (Failure to field a team due to official scheduling errors will not be cause for forfeiture.)
 - 3. Failure to allow all team members to participate in each scheduled game as required per sections 3.14.3.7 and 6.1.10 of the North Texas State Soccer Association bylaws (2025-2026). Any official, coach, or director shall have the right to time player participation in any scheduled game.

- D. In circumstances under protest where both teams abided by these bylaws, the Board shall not determine the outcome of a game. Should the A&D committee uphold a protest, the game in question shall be rescheduled.

IX. RECORDS

- A. Any changes to a team roster shall be submitted to the registrar 72 hours before the next league game and require the proper player registration form and fees.
- B. KSA Rosters shall be submitted as required by the NTSSA Registrar.
- C. NTSSA requires each Coach/Youth volunteer/Board member submit a background check form each season. Each volunteer shall submit the required form to the registrar prior to the second week of the season.
- D. KSA policies, interpretations, amendments, etc. as passed by the Board, shall be published and made available to interested parties.

X. COACHES

- A. Coach must fill out appropriate paperwork and be subject to a background check.
- B. Coaches must be at least 18 years of age.
- C. Coaches under 18, but not younger than 16 may, at the Boards discretion, be allowed to coach, in hardship circumstances. Prior to any under 18 coaches being allowed to coach a team, a majority of parents of the particular team and the Board must approve the assignment.
- D. Coaches are encouraged to attend the KSA and NTSSA sponsored coaches' clinics.
- E. At the beginning of each season KSA will hold a Coaches meeting to review expectations. Coaches do not pay referees.
- F. Coaches are required to read and sign the KSA Zero Tolerance Policy prior to receiving their Coaches packet. Coaches are responsible for discussing and distributing the policy to the parents of all players on their team.
- G. Coaches shall be given the opportunity to submit any known conflicts prior to scheduling for consideration in determining their final schedule. Commissioners and the Board make no guarantee that all requests can be honored.

XI. REFEREES

- A. Only current REGISTERED REFEREES in uniform will referee Under 9-year-old and above matches.

XII. STAFF POSITIONS

- A. The following positions are paid staff positions hired by and answering to the Board.
 - 1. Office Manager
 - 2. Referee Assignor
 - 3. Fields Manager
 - 4. Registrar
 - 5. Alternate or secondary Referee Assignor
 - 6. Scheduler
 - 7. Concessions Coordinator
- B. Direct day-to-day supervision of these positions is the responsibility of the President, with the Board providing advice and consent in all matters related to the performance of their duties.
- C. The service provided by these positions shall not be used for the personal gain of any board member.
- D. The positions are hired on a one year contract basis with applications accepted each spring, for the following fall and spring seasons. Interested parties may submit resumes to the President prior to July 1 of each year.
- E. Payment for service will be determined annually by the Board.
- F. Duties of the Office Manager.

1. The Office Manager shall be responsible for general administrative duties associated with KSA business, including maintaining an office presence for the association, phone duties, obtaining office supplies and other administrative materials, performing administrative tasks as requested by the Board and maintaining an accurate list of KSA teams, team rosters, team names, coaches list, coaches' phone numbers, and team colors.
2. The Office Manager shall collect incoming Association mail and make sure it is distributed in a timely manner to the appropriate Directors.
3. Other tasks may be directly assigned by the President or as delegated by the President to Executive Committee.

G. Duties of the Referee Assignor(s).

1. The Referee Assignor shall be responsible for assigning referees and assistant referees to all KSA games, and shall hold two meetings per season to inform KSA referees of scheduling or KSA policy changes.
2. The Referee Assignor is required to keep an annual record of all games worked by, and Association payments made to, each referee. A detailed report shall be provided to the Board at the conclusion of each playing season.
3. The Referee Assignor shall ensure that referees of the proper experience, maturity and grade level are assigned to referee Association games.

H. Duties of the Fields Manager.

1. The fields manager shall ensure all fields are ready for play each game day including the following:
 - a) Fields are striped
 - b) Fields are Safe
 - c) Goals are positioned and anchored.
 - d) Nets are in playable condition.
2. The Fields Manager shall notify the Board of any issues requiring maintenance or field preparation at City owned fields, including field layout and bleacher arrangement.
3. The Fields Manger shall coordinate the arrangement and layout of fields under KSA control.
4. The Fields Manager shall purchase paint for striping or field equipment as needed.
5. The Field Manager shall conduct any other field maintenance as requested by the Board.

I. Duties of the Registrar

1. The registrar shall ensure that all applicants are registered in accordance with the KSA and North Texas Soccer Association by-laws and regulations.
2. Team formations shall be in accordance with the guidelines established herein.
3. The Registrar shall maintain a database of all player, team roster, coach, team volunteer, and referee data, and shall make this information available to the Office Manager and Board upon request.
4. The Registrar shall assist in the coordination of all activities regarding semi-annual KSA recreation season and summer camp registration, including dates & times, advertising, signage, forms and mailings/communications as approved by the Board.
5. The Registrar shall serve on the Registration Committee as an advisor and non-voting member.
6. The Registrar shall attend all required NTSSA, NMCSL, and KSA meetings and training.

J. Alternate or Secondary Referee Assignor

1. The alternate or secondary Referee Assignor shall work with the Referee Assignor and will be responsible for assigning referees and assistant referees to all KSA games.

K. Duties of the Scheduler

1. Attend monthly KSA meetings
2. Attend NMCSL Scheduling and Placement meeting
3. Build Event in Got Soccer
4. Coordinate schedules and re-schedules with Referee Assignor and Field Manager

5. Communicate schedule conflicts, changes and re-schedules with Commissioners, Referee Assignor and Schedulers of other associations
6. Load and publish schedules into GotSport software
7. Build event and schedule the annual Commissioner's Cup

L. Duties of the Concessions Coordinator

1. The Concessions Coordinator is responsible for training game day volunteers on their duties related to concessions operations
2. The Concessions Coordinator is responsible for performing tasks as delegated by the Concessions Manager, to include:
 - a) *Cleaning/Ensuring the concessions are clean at both huts prior to the end of shift*
 - b) *Assisting volunteers during their shift*
 - c) *Security of funds, inventory and electronic devices during their shift and at the end of the day*
 - d) *Assigning or re-assigning volunteer staff, as necessary to provide the optimal coverage of the huts on game day*