

NORTH METRO SOCCER ASSOCIATION

ASSOCIATION MANUAL



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WHAT IS NMSA?

North Metro Soccer Association (NMSA) is a multi-community based soccer organization offering recreational and competitive soccer programs, to the Northern Metro communities of Andover, Oak Grove, Ham Lake, East Bethel, Bethel, St. Francis, Anoka and surrounding areas. Both programs are funded through participation fees, sponsorships, and fundraising.

NMSA operates within the rules and guidelines of the Minnesota Youth Soccer Association (MYSA). The focus is on positive interaction between players, parents and officials, emphasizing growth in team work sportsmanship, self esteem and mutual respect.

THE BOARD OF DIRECTORS:

NMSA is governed by the Board of Directors and consists of the following members: The President, Vice President, Secretary, Treasurer, Recreational Soccer Program Director and Asst. Director, Boys and Girls Competitive Soccer Program Directors, Field Director, Director of Training, Risk Management Director, Public Relations Director, Fundraising Director, and other members as directed by the board, but no more than stated in the by-laws. The Board of Directors manages the overall NMSA and establishes the overall policy.

ELECTIONS:

Elections for the Board of Directors are held at the Annual Meeting in August or on an as needed basis. The date of the meeting, as established in the NMSA "By Laws", is the third Tuesday in August. The location is determined by the Board of Directors and will be adequate to serve the membership.

The Board of Directors shall, not less than sixty days prior to the Annual Meeting, appoint a Nomination Committee consisting of at least three members, with at least one member from the Board. The Board also appoints the Chairman of the Nomination Committee.

Lists of nominees are submitted to the Committee at least two weeks prior to the Annual Meeting. When more than one candidate is vying for a vacant position(s), election shall be by written ballot. Each voting member present is entitled to cast one vote for each office.

The members receiving the majority of votes are declared elected. In the case of a tie, the membership shall then vote to elect one member from the nominees receiving an equal number of votes.

Terms of office begin on November 1st (or as appointed) and continue for 2 consecutive years.

MEETINGS:

The Board of Directors may convene meetings of the members at any such time and place it is considered necessary and desirable. A membership meeting must be convened upon a petition signed by not less than twenty-five percent of the members.

The Annual Meeting of the members of NMSA is held on the Third Tuesday in August at a place to be specified by the Board of Directors. The order of business shall be as follows:

- Call to Order
- Minutes
- Reports
- Old Business
- New Business
- Amendments
- Elections
- Adjournment

Meetings of the Board of Directors are held at such times deemed necessary for conducting normal business. A quorum of the Board is required to transact business.

Any member of the Board who has three consecutive unexcused absences from board meetings may have the office declared vacant at the discretion of the Board.

The majority of the Board shall constitute a quorum. The Board shall adopt rules for conducting the business of the NMSA Competitive Program, Recreation Program and shall meet at such time and place, as it shall determine.

VOLUNTEERS:

The soccer community is dependent upon volunteer resources. Each team is faced with the task of finding a parent or individual willing to get involved in helping provide a quality soccer experience for the youth of our club.

At every level, team, club and state organization, there is a need for help in either short or long term commitments. In the end, watching the youth of our community learn, grow and enjoy soccer make it worth the investment.

Without your help, we will have to hire individuals to fill these positions. In an effort to keep expenses down we ask for your help.

VOUNTEER OPPORTUNITIES:

1. **Concessions:** Volunteers prepare food and sell to players, parents, and family members at soccer activities.
 - Fall Jamboree (1 hour shift)
 - Summer Jamboree (1hr shift)
 - District Playoffs (2-4 hr shift if hosting)

2. **Clerical Work:**
 - Registration Help
 - Notary Public
 - Data Entry
 - Newsletter

3. **Pictures:**
 - Schedule team for pictures

4. **Trophies:**
 - Assist the recreation committee in selecting trophies and or medals.

5. **Clothing Sales:** Display and sell North Metro Soccer apparel at events.
 - Fall Jamboree (1-2 hr shifts)
 - Summer Jamboree (1hr shift)
 - District Playoffs (2-4 hr shift, if hosting)

6. **Field Maintenance:** Help with lining playing/practice fields throughout the season approximate time per field 20 minutes. All equipment and supplies provided by the club.

7. **Uniform and Equipment:** Help to coordinate uniform and equipment distribution and collection
 - Fall season (distribute)
 - Fall season (collection)
 - Summer Season (distribute)
 - Summer Season (collection)

8. **Field Days:** Help with preparing playing/practice field prior to the beginning of the season and special events
 - Fall Season
 - Fall Jamboree
 - Summer season
 - Summer Jamboree
 - District Playoffs (if hosting)

9. **Volunteer Coordinator:** Work with committees in recruiting the necessary volunteers to run events
 - Fall season
 - Fall Jamboree
 - Competitive Tryouts
 - Summer Season
 - Summer Jamboree
 - Districts (if hosting)

10. **Fund-raising Committee:** These volunteers focus on the best sources for raising funds for our club as a whole.

GENERAL:

1. All board members shall complete an annual MYSA approved background check.
2. Board members and directors may spend up to \$300, on club expenses without prior approval. However, receipts are required for reimbursement of any expenditure.
3. Board members may not be a coach, assistant coach or team manager for any non North Metro Soccer Association soccer team.
4. Board members may not be on the board of another soccer association or participate in another Association's planning, administration or fundraising activities.
5. Outside vendors for Association services such as photography, training, administration and all other services must be reviewed every two years and a minimum of two outside bids must be considered prior to an existing contract being renewed.
6. Association policy and procedure manuals will be reviewed as needed and any changes must be approved by the board.

7. North Metro Soccer Association will act in accordance with its Bylaws.
8. To protect our players, fans and fields, pets are not allowed at any North Metro games or practices.
9. Complaints should be directed to the respective board member and handled in a timely and appropriate manner.

COACHES, ASSISTANT COACHES AND MANAGERS:

1. All recreational and competitive coaches, assistant coaches and team managers must complete an annual MYSA background check. If this process is not completed properly, MYSA passes will NOT be issued for competitive coaches and recreational coaches will not be allowed to coach their team.
2. All recreational and competitive coaches, assistant coaches and team managers are subject to dismissal from their team responsibilities at any time for inappropriate conduct, including poor sportsmanship, foul language, violence or demeaning behavior directed towards any player, referee or spectator.

The competitive directors or recreational director may submit a recommendation to the board, that a coach, assistant coach or manager be dismissed. Final dismissal of team responsibilities will be determined by the board.

PLAYRER / PARENT RESPONSIBILITIES:

1. Players must wear the appropriate soccer gear including shin guards and club issued uniforms to games and practices as instructed by their coach.
2. Players may NOT wear any jewelry including watches, earrings, bracelets, rings, leather bands, rubber bands, plastic or metal hair clips during actual games. Earrings may NOT be taped; they must be removed in order to play.
3. All NMSA board members, coaches, parents and players will adhere to MYSA guidelines regarding sportsmanship, alcohol, tobacco and drug use. Respect should be shown at all soccer games and events.
4. Players must not use or possess alcohol, tobacco or any type of controlled substances during North Metro Soccer Association activities. Please see the attached "North Metro Drug, Tobacco and Alcohol Policy".

FINANCES:

1. The board of directors shall prepare, approve and follow an annual budget for the Association.
2. Competitive or recreational registrations post marked or received on-line after the stated deadline are subject to a non-refundable \$20, late fee. Please refer to the "Recreational and Competitive Program Manuals" for specific details.
3. There will be a \$25, NSF charge for all returned checks.
4. Player refunds will be administered according to the respective recreational or competitive program manuals.
5. Families may apply for a fee waiver to cover all or part of a player's registration fees. For consideration of financial assistance, families must complete the "Request for Financial Assistance" document and all submission will be presented to the board anonymously.

Families granted fee waivers will be required to perform volunteer duties such as helping with player registration, field lining or other types of activities. Please refer to the "Financial Assistance Policy" for specific details.

6. The Association treasurer will keep copies of all written contracts for services including photography, club and team training, etc.

CONFIDENTIALITY / PLAYER INFORMATION:

1. Player and family information will be kept confidential.
2. Player and team photos used on the website or in any newspapers shall not list player's names.

TEAM FORMATION:

1. Recreational teams are formed by the age level coordinators or the recreational director. Please see the recreational program manual.
2. Competitive teams are formed by the age level coaches, with final approval of the respective competitive directors. Please see the competitive program manual.

NORTH METRO SOCCER ASSOCIATION
DRUG, TOBACCO AND ALCOHOL POLICY

PURPOSE:

1. The purpose of this policy is to prohibit the use or possession of alcohol, tobacco or any type of controlled substance by players participating in North Metro Soccer Association activities.

GENERAL STATEMENT OF POLICY:

1. All players who participate in activities sponsored by NMSA shall be required to comply with the policies and procedures pertaining to the use of alcohol, tobacco or any type of controlled substance.
2. North Metro Soccer Association considers the possession of alcohol, tobacco or any type of controlled substance to be the same the physical use of the substance. Penalties will be imposed accordingly.
3. A player who's name appears on the Minnesota Youth Soccer Association eligibility list throughout the calendar year shall not use, possess, buy, sell or give away any alcoholic beverage, tobacco product or any type of illegal controlled substance, including prescription drugs, unless prescribe to player.

DEFINITIONS:

1. Alcohol: Includes beer with any alcoholic content and or any alcoholic beverage, malt beverage, fortified wine or other intoxicating liquor.
2. Tobacco: Includes cigarettes, cigars, chewing tobacco or other any other tobacco product.
3. Controlled Substance: Includes narcotic drugs, hallucinogenic drugs, amphetamines, barbiturates, marijuana, anabolic steroids or any other type of controlled substance as defined by law in the schedules I through V of the Substances Act, 21 U.S.C. 812, including analogues and look-a-like drugs.
4. Use: Includes selling, buying, manufacturing, distributing, dispensing, possessing, using or being under the influence of alcohol, tobacco or any type of controlled substance, whether or not for the purpose of receiving remuneration of consideration.

5. Possess: Means to have on one's person, in one's effects or in an area subject to one's control; including any area of an automobile subject to one's control.

EXCEPTION:

1. A person who brings into a sporting event, for such person's own use, a controlled substance which has a current acceptable medical use i.e., treatment in the United States and the person has a physician's prescription for the substances, shall not be deemed in violation of this policy.

PENALTIES:

1. First Violation: After confirmation of the violation, the player shall lose eligibility for the next two (2) consecutive games or two (2) weeks of a season in which the player is a participant, whichever is greater.
2. Second Violation: After confirmation of the violation, the player shall lose eligibility for the next six (6) consecutive games or three (3) weeks of a season in which the player is a participant, whichever is greater.
3. Third Violation: After confirmation of the violation, the player shall lose eligibility for the next twelve (12) consecutive games or four (4) weeks of a season in which the player is a participant, whichever is greater.

If, after the third or subsequent violations, the athlete has been assessed to be chemically dependent and the player on his/her own volition becomes a participant in a chemical dependency program or treatment program, the athlete may then be certified for reinstatement after a minimum period of six (6) weeks. The director or counselor of a chemical dependency treatment center must issue such certificate.

4. Denial Disqualification: An athlete shall be disqualified from all North Metro Soccer Association activities for nine (9) additional weeks beyond the player's original period of ineligibility if the player denies her/his violation of the policies, is allowed to participate and is subsequently found to have committed the violation.