

Coventry Soccer Association - Bylaw Update / Change #1

Part II: BYLAWS

Rule 2 - OFFICERS AND MEMBERS OF THE BOARD OF DIRECTORS

Section (I) CSA Board Job Descriptions

Paragraph/Position: Treasurer

OLD VERBIAGE

Treasurer

- Presents reports at General and monthly meetings.
- Endorses and deposits checks and/or money orders received
- Pays bills upon approval of the Board or Board Member.
- Files SRI reports in a timely manner.
- Maintains a single set of records.
- Must be bonded.
- Oversees the concession stand and any fund-raisers.
- All checks regardless of amount to be countersigned. Treasurer will always be first signature along with President or Vice-President as second signature only.

NEW VERBIAGE

Treasurer

- Presents reports at General and monthly meetings.
- Endorses and deposits checks and/or money orders received
- Provides written receipts for all cash received.
- Pays bills upon approval of the Board or Board Member.
- Files SRI reports in a timely manner.
- Maintains a single set of records.
- Must be bonded.
- Oversees the concession stand and any fund-raisers.
- All checks regardless of amount to be countersigned. Treasurer will always be first signature along with President or Vice-President as second signature only.
- Maintain the Federal tax exempt status by ensuring all required tax forms are properly and timely filed, such as annual Form 990-EZ or Form 990 with the IRS.
- Maintain our State status by ensuring all required forms are properly and timely filed, such as the Annual Reports due in June with the RI Secretary of State.
- Ensures at least one other co-signer of checks (President or Vice President) also receives, or has access to, monthly bank statements from the bank.
- Works with the Finance Committee to ensure bank statements and bank reconciliations are reviewed and approved by the President and at least two other voting board members.

- Confirm to membership at the Annual General Meeting that the association has maintained its Federal tax exempt status and State status and is current with all required Federal and State filings.

PURPOSE

To expand the Treasurer's job description to add safeguards to ensure future compliance with reporting requirements (ensure the association's Federal and State tax exempt and incorporation status is maintained), as well as to implement safeguards designed to prevent future failures such as those that led to the arrest of former Treasurer Stephen Daigneault.

Coventry Soccer Association - Bylaw Update / Change #2

Part II: BYLAWS

Rule 5 - COMMITTEES

Section (A) Standing Committees

OLD VERBIAGE

A. Standing Committees

- Activities Committee: includes fund raising and concession stand.
- Rules & Bylaws Committee: includes ethics and team formation.
- Competitive Committee: Competitive Director will oversee.
- Equipment/Facilities Committee: includes uniform and safety items.

NEW VERBIAGE

A. Standing Committees

- Activities Committee: includes fund raising and concession stand.
- Rules & Bylaws Committee: includes ethics and team formation.
- Competitive Committee: Competitive Director will oversee.
- Equipment/Facilities Committee: includes uniform and safety items.
- Finance Committee: Ensures that at least once a year, the Treasurer, President, and at least two other voting board members meet to review and approve the bank statements and bank reconciliations prepared by the Treasurer since the last Finance Committee review. The Finance Committee should report the results of its reviews to the board.

PURPOSE

To add to the list of standing committees a Finance Committee charged primarily with reviewing and approving the association's bank statements and reconciliations 3 times per year. Adding this committee is an attempt to implement additional safeguards designed to prevent failures described in the police report detailing the arrest of the former Treasurer.

Coventry Soccer Association - Bylaw Update / Change #3

Part II: BYLAWS

Rule 2 – OFFICERS AND MEMBERS OF THE BOARD OF DIRECTORS

Section (I) CSA Board Job Descriptions\

Coaches Director Paragraph

OLD VERBIAGE

Coaches Director

- Trains, educates, and assists to certify coaches for both the Developmental and Competitive programs.
- Recommends and nominates coaches to the Board for assignment to teams.
- Holds a minimum State “D” License.

NEW VERBIAGE

Coaches Director

- Trains, educates, and assists to certify coaches for both the Developmental and Competitive programs.
- Develop, manage, and facilitate training initiatives that improve and enhance the knowledge and skill of the association’s coaches (new coaches clinics, etc.).
- Actively promote, coordinate, and track coaching development and certification programs to raise the overall level of coaching within the association (US Soccer Licenses, United Soccer Coaches diploma and certification courses, etc.).
- Arrange and facilitate timely email distribution of age appropriate training plans to developmental coaches on a weekly basis throughout the fall developmental season.
- Recommends and nominates coaches to the Board for assignment to teams.
- Report to the Board on all matters relating to coaching, including disciplinary issues.
- ~~Holds a minimum State “D” License.~~ Is strongly recommended to hold a minimum State “D” License.

PURPOSE

To update Coaches Director job description with detailed description of the duties and priorities desired and expected from this role within the association. Additionally, the change slightly lessens the restrictions on the license required to hold this position while still encouraging a high standard of coaching experience and certification by softening the language to “strongly recommended” to have a D License.

Coventry Soccer Association - Bylaw Update / Change #4

Part II: BYLAWS

Rule 2 – OFFICERS AND MEMBERS OF THE BOARD OF DIRECTORS

Section (B) Appointed Officers, Section (I) CSA Board Job Descriptions, and

Rule 4A – Appointed Positions

Section (D) Other Non-voting Positions

Rule 2 – OFFICERS AND MEMBERS OF THE BOARD OF DIRECTORS

Section (B) Appointed Officers

OLD VERBIAGE

B. Appointed Officers

The members of the CSA Board of Directors appointed by majority vote of the officers of Rule 2 Section A shall be Referee Director, Coaches Director, Registrar, President Emeritus (Immediate Past President), Fundraising Director, and Director of Facilities. These positions will be appointed within 30 days of the general election.

NEW VERBIAGE

B. Appointed Officers

The members of the CSA Board of Directors appointed by majority vote of the officers of Rule 2 Section A shall be Referee Director, Coaches Director, Registrar, President Emeritus (Immediate Past President), Fundraising Director, Director of Facilities, **Webmaster & Technology Director, Assistant Competitive Director, Assistant Developmental Director, and Assistant Fundraising Director.** These positions will be appointed within 30 days of the general election.

Related Change: Move Job Descriptions from Non-voting to Voting. Thus, the following Job Descriptions Will be Removed from Part II, Rule 4A – Appointed Positions, Section (D) Other Non-voting Positions and Added to the Voting Positions Section Listed in Part II, Rule 2, Section (I) CSA Board Job Descriptions

Assistant Competitive Director

- The Assistant Competitive Director works directly with the Competitive Director and performs functions as Directed.
- Learns duties and best practices to help ensure smooth continuity of the Competitive Program.
- Recruit, solicit and nominate people to a working Competitive Committee consisting of Competitive Coaches and Assistant Coaches.
- Helps manage winter indoor sessions including notifications of memberships, securing practice facilities, and developing registration through online database.

- Assist in assigning players as needed.

Assistant Developmental Director

- The Assistant Developmental Director works directly with the Developmental Director and performs functions as Directed.
- Learns duties and best practices to help ensure smooth continuity of the Developmental Program.
- Recruit, solicit and nominate people to a working Developmental Committee consisting of Developmental League coaches and parents.
- Helps manage developmental seasons including notifications of memberships, securing practice facilities, and developing registration through online database.
- Assist in assigning players as needed.

Assistant Fundraising Director

- The Assistant Fundraising Director shall report to the Director of Fundraising and assist, identify and implement fundraising activities that include, but are not limited to:
 - 1) Sponsor letters and collection
 - 2) Identifying and contacting new sponsors
 - 3) Identifying and contacting organizations that may regularly set money aside for orgs like CSA (Elks, Lions, Rotary, etc.)
 - 4) Recognition and promotion of sponsors via Communications Relations Director and media.
 - 5) Identifying and procuring grants and grant type assets and opportunities for club improvement. (solar, bathrooms, flagpoles, power, etc.).

Webmaster & Technology Director

- Establish and maintain the organization's website.
- Work with other board members such as the Communications Director to post and disseminate club information via the website.
- The board should consider this an ideal position for an unpaid internship for young, tech-savvy individuals with club ties who could help the league while building their resume in high school or college.

PURPOSE

To move more director and assistant director positions from Rule 4A – Appointed Positions, Section (D) Other Non-voting Appointed Positions to Rule 2 Section (B) Appointed Officers, thus making them voting positions. These positions have detailed, specific job descriptions and involve a significant amount of time. The change would move them voting positions to be commensurate with the role and involvement they are designed to have within the association. This will help CSA consistently fill these positions by encouraging people to take on these roles knowing they have a voice. Furthermore, Rule 3 – Meetings, Section (B) Board Meetings states “There will be no executive board.” Moving board positions from non-voting to voting would correct the apparent conflict with the bylaws of having the appearance of an executive board.

Coventry Soccer Association - Bylaw Update / Change #5

Part IV: GENERAL RULES & REGULATIONS – COMPETITIVE SOCCER PROGRAM FALL TRAVEL SOCCER (pg 44)

OLD VERBIAGE

Fall Travel soccer is run by SRI and is optionally offered at the discretion of the CSA Board based on the recommendation of the Competitive Director and the Competitive Committee.

NEW VERBIAGE

Fall Travel soccer ~~is run by Super Liga and~~ is optionally offered at the discretion of the CSA Board based on the recommendation of the Competitive Director and the Competitive Committee.

PURPOSE

To correct wording, SRI does not run Fall Competitive soccer. Specific mention to any third-party league was removed to avoid endorsing a particular league as different leagues evolve and who runs them may change.

Coventry Soccer Association - Bylaw Update / Change #6

Part IV: GENERAL RULES & REGULATIONS – COMPETITIVE SOCCER PROGRAM TEAM SELECTION (Pg 46)

OLD VERBIAGE

Every CSA playing member must be given a fair chance to compete for a position on a CSA competitive team. Selection of players to competitive teams will be based on evaluations of players during tryouts. Players are not required to play in the Developmental program, but they must be paid, registered members of CSA. All registered members of CSA still must attend tryouts in order to be considered for competitive soccer. Tryouts are mandatory and dictated by the Competitive Committee. The Competitive Committee will determine the method for evaluations/tryouts. Players will be evaluated by a minimum of five (5) coaches who have a age division appropriate license or higher. At the Board's discretion, experienced soccer personnel not holding a "D" license may be used.

NEW VERBIAGE

Every CSA playing member must be given a fair chance to compete for a position on a CSA competitive team. Selection of players to competitive teams will be based on evaluations of players during tryouts. ~~Players are not required to play in the Developmental program, but they must be paid, registered members of CSA. All registered members of CSA still must attend tryouts in order to be considered for competitive soccer.~~ **6U-12U Players are required to be registered in the Developmental program to be eligible to play competitive soccer. 13U and up need to sign up during the tryout Period. All 14U and under players must attend tryouts in order to be considered for competitive soccer team.** Tryouts are mandatory and dictated by the Competitive Committee. The Competitive Committee **and Coaching Director** will determine the method for evaluations/tryouts, **which are then presented to the CSA board for discussion.** ~~Players will be evaluated by a minimum of five (5) coaches who have a age division appropriate license or higher. At the Board's discretion, experienced soccer personnel not holding a "D" license may be used.~~

PURPOSE

To remove the restriction of players needing to be evaluated by 5 coaches with an age appropriate license. This allows the use of outside entities such as the Revolution and or Challenger to conduct player evaluations. Change the wording to reflect that 6U-14U must attend tryouts and 13U must be signed during the tryout period. The words must be registered members of CSA has been removed as we have had an influx of out of town players due to their towns not having a viable soccer program.

Part IV: GENERAL RULES & REGULATIONS – COMPETITIVE SOCCER PROGRAM
TEAM SELECTION (PLAYERS CHALLENGING UP) (Pg 47)

OLD VERBIAGE

If a player wishes to challenge up to the next age division there is a two step process that must be followed (without exception).

Step 1 – The player (via Parent/Guardian) must submit a written request to CSA Competitive Director, who will submit the request to the CSA Board for review, for a waiver to be allowed to challenge up to the next division. Only written requests to the CSA Competitive Director will be considered for CSA Board review (requests sent directly to the CSA Board will not be considered).

The CSA board will review each request based upon, but not limited to, some or all of the criteria mentioned below:

- Player ability
- Consulting of past coaches
- Consulting of current coaches
- Impact to current competitive division
- Impact to challenge up competitive division

NEW VERBIAGE

If a player wishes to challenge up to the next age division there is a two step process that must be followed (without exception).

Step 1 – The player (via Parent/Guardian) must submit a written or email request (Text will not be accepted) to CSA Competitive Director, no later than 3 days before the competitive tryouts begin, requesting their child be allowed to challenge up to the next division. The Competitive Director forward the request to the CSA Board for review. ~~for a waiver to be allowed to challenge up to the next division.~~ Only written requests to the CSA Competitive Director will be considered for CSA Board review (requests sent directly to the CSA Board will not be considered).

The CSA board will review each request based upon, but not limited to, some or all of the criteria mentioned below:

- Player ability
- Consulting of past coaches
- Consulting of current coaches
- Impact to current competitive division
- Impact to challenge up competitive division
- Safety of the child (respect to size and mental acuity to the games)

Purpose: To reword to eliminate ambiguity and to establish a deadline for request to be submitted to the competitive director.

Coventry Soccer Association - Bylaw Update / Change #8

Part IV: GENERAL RULES & REGULATIONS – COMPETITIVE SOCCER PROGRAM TEAM SELECTION (Pg 47-48)

Step 2 – If a player receives a waiver approval...

Note: On the rare occasion that the tryouts for one or both of the age divisions are being conducted before the waiver request has been decided by the CSA Board, it is strongly recommended that the child still attend the tryouts for both age divisions.

During tryouts, the player will be evaluated by, but not limited to, some or all of the following evaluating person(s):

- Current coaches
- Previous coaches
- Age appropriate licensed coaches
- CSA Board members
- CSA sanctioned evaluators

The player (via Parent/Guardian) will be notified of the evaluation results and team placement in as timely a manner as possible.....

Girls must tryout and play on CSA's Girls Division teams. One exception would be, if a Girls team for a player's normal age group were not fielded that season. She would then be allowed to tryout and/or play on a Boy's team. Other cases may be approved by the CSA Board.

The board will inform coaches of the pool of players that are available to them for selection. With the permission of the board, coaches can select a player below the assigned pool if the coach can demonstrate to the Board that the player should be on the team to fill a position. A coach is allowed two (2) such requests on teams with a roster of less than fourteen (14) and three (3) requests on teams with a roster of fourteen (14) or more.....

NEW VERBAGE

Step 2 – If a player receives a waiver approval...

Note: On the rare occasion that the tryouts for one or both of the age divisions are being conducted before a properly submitted waiver request has been decided on by the CSA Board, it is strongly recommended that the child still attend the tryouts for both age divisions.

During tryouts, the player will be evaluated by, but not limited to, some or all of the following evaluating person(s):

- Current coaches
- Previous coaches
- Age appropriate licensed coaches
- CSA Board members

- CSA sanctioned evaluator's (i.e. outside evaluator's)

Players must finish in the top 5 of their current age division tryouts to be eligible for selection in the division they are challenging up to, regardless of how they performed in the division they are challenging up to. The competitive committee and CSA board may consider/approve players outside of the top five finishers on a case by case basis.

The player (via Parent/Guardian) will be notified of the evaluation results and team placement in as timely a manner as possible.....

Girls must try out and play on CSA's Girls Division teams. One exception would be, if a Girls team for a player's normal age group were not fielded that season. She would then be allowed to tryout and/or play on a Boys' team. Other cases may be approved by the CSA Board.

The Competitive Director will inform coaches of the pool of players that are available to them for selection. With the permission of the Competitive Director, coaches can select a player below the assigned pool if the coach can demonstrate to the Competitive Director that the player should be on the team to fill a position. A coach is allowed two (2) such requests on teams with a roster of less than fourteen (14) and three (3) requests on teams with a roster of fourteen (14) or more.....

PURPOSE

Establish a benchmark for players challenging up before being eligible for selection in the higher division.

Benchmark is: Players must finish in the Top 5 of their current age division tryouts to be eligible for selection in the division they are challenging up to. (See New Verbiage, Step 2, Para 2)

Coventry Soccer Association - Bylaw Update / Change #9
Part IV: GENERAL RULES & REGULATIONS – COMPETITIVE SOCCER PROGRAM
TEAM SELECTION (Pg 49)

OLD VERBAGE

Note: All players U12 and younger need to play in the Coventry Soccer Developmental League in order to be eligible for Coventry's Competitive Soccer program. TEAM FORMATION.....

C Team: The head coach of the "C" team picks the next players from the remaining pool of players.

For U12, U14, and U16 teams, the player must play for the highest team for which he/she is picked. If the player chooses not to play for that team, he/she forfeits a position on any other CSA Select team.

For U8 and U10 teams (Developmental/Non-Result Oriented), players should play for the highest team for which he/she is picked. If the player chooses not to play for the highest team, they may forfeit a position on any other CSA Select team. This decision is up to the Board.....

NEW VERBAGE

Note: All players U12 and younger need to play in the Coventry Soccer Developmental League in order to be eligible for Coventry's Competitive Soccer program. TEAM FORMATION.....

C Team: The head coach of the "C" team picks the next players from the remaining pool of players.

NOTE: Players on "A" and "B" level competitive teams are expected to earn a position on the team by the quality of their play. They do not automatically gain a position on a team by virtue of their parent being a coach on the team.

For U12, U14, and U16 teams, the player must play for the highest team for which he/she is picked. If the player chooses not to play for that team, he/she forfeits a position on any other CSA Select team.

For U8 and U10 teams (Developmental/Non-Result Oriented), players should play for the highest team for which he/she is picked. If the player chooses not to play for the highest team, they may forfeit a position on any other CSA Select team. This decision is up to the Board.

All players once selected will play for the highest team selected. If the player chooses not to play for that team they forfeit a position on any other CSA competitive team. On Rare Occasions the CSA Board may grant a waiver to this policy.

CSA Competitive will attempt to form single age group teams when possible, (7U,9U,11U and so on), even if there is no single age group division to play in. Single age group teams will be placed in an appropriate division according to their skill and input from the coach of the team.....

PURPOSE

To eliminate wordy paragraphs and clarify player selection to a team and where they play once selected. To identify the CSA Competitive will form single age group teams when possible.

Coventry Soccer Association - Bylaw Update / Change #10

Part IV: GENERAL RULES & REGULATIONS – COMPETITIVE SOCCER PROGRAM
COMPETITIVE GENERAL MEETING (PG 50)

OLD VERBAGE

COMPETITIVE GENERAL MEETINGS

Meetings open to the Association membership will be held prior to the start of the first and second sessions of Indoor and the Spring Competitive session. These meetings will be attended by the Competitive Committee and all competitive coaches and are intended to outline the competitive program and address any current competitive matters. Notification of these meetings shall be publicized so as to give the Association membership due notice.

NEW VERBAGE

ELIMINATE THIS SECTION

PURPOSE

There is no need for the Competitive Program to hold a separate Annual General Meeting (AGM) separate from the CSA AGM

Coventry Soccer Association - Bylaw Update / Change #11
Part IV: GENERAL RULES & REGULATIONS – COMPETITIVE SOCCER PROGRAM
HEAD COACH SELECTION (PG 50)

OLD VERBAGE

HEAD COACH SELECTION

All coaching applicants will be presented to the Board. After receiving the recommendation from the Competitive Committee, based on the criteria below, a name will be presented to the Board for their approval or disapproval. A coach is being selected because he/she has the best qualifications and is the best selection for the team.

- State/ National Soccer Coaches License
- Ability to work with youth in CSA
- Coaches' conduct and ethics will be reviewed (i.e. red cards, disciplinary actions)
- Attending coaches meetings (Sign-in required)
- Active, positive participation in CSA activities
- Coaching seniority in CSA (Head and/or Assistant Coaches)
- Coaching seniority in age group

If at this time, there is still a tie in any division for the selection of a coach, where the CSA Board of Directors cannot agree as to which coach should get the position, then the coaches names will be selected from a hat while the coaches involved are present.

NEW VERBAGE

HEAD COACH SELECTION

All coaching applicants will be presented to the Board. After receiving a recommendation from the Coaching Director and Competitive Committee, based on the criteria below, a name will be presented to the Board for their approval or disapproval. A coach is being selected because he/she has the best qualifications and is the best selection for the team.

- State/ National Soccer Coaches License
- Ability to work with youth in CSA
- Coaches' conduct and ethics will be reviewed (i.e. red cards, disciplinary actions)
- Attending coaches meetings (Sign-in required)
- Active, positive participation in CSA activities
- Coaching seniority in CSA (Head and/or Assistant Coaches)
- Coaching seniority in age group

If at this time, there is still a tie in any division for the selection of a coach, where the CSA Board of Directors cannot agree as to which coach should get the position, then the coaches names will be selected from a hat while the coaches involved are present.

PURPOSE

To include the Coaching Director as part of the selection process

Coventry Soccer Association - Bylaw Update / Change #12
Part IV: GENERAL RULES & REGULATIONS – COMPETITIVE SOCCER PROGRAM
ASSITANT COACHES (PG 50 & 51)

OLD VERBAGE

ASSISTANT COACHES

The head coach shall select his/her assistant coach or coaches where appropriate, using the criteria set forth for head coaches. The head coach's selection shall be reported to the Competitive Director prior to the first practice or game. The Board will approve all coaches.

NEW VERBAGE

ASSISTANT COACHES

The head coach shall select his/her assistant coach or coaches where appropriate, using the criteria set forth for head coaches. **The head coach's selection shall be forwarded to the Coaching and Competitive Director's prior to the first practice or game. The CSA Board will approve all coaches.**

PURPOSE

To include the Coaching Director as part of the selection process