

**Vegreville and District
Minor Soccer Association**

**By-Laws &
Codes of Conduct**

Preface

This publication along with the official Federation of International Football Association “Laws of the Game” constitutes the main source of the Rules and Regulations for activities run under the Vegreville and District Minor Soccer Association. Items not covered in these By-Laws follow those described in the Lakeland District Soccer Association By-Laws. All questions about the Vegreville and District Minor Soccer Association shall be referred to the Executive Committee.

These By-laws are effective February 26, 2013, and supersede any and all Constitutions, By-Laws, Rules and Regulations before this date governing the game of soccer in the Vegreville District.

Revisions of this publication are made on an annual basis by the Executive, with additions or deletions or amendments as experience may dictate.

Table of Contents

Preface.....	2
Table of Contents.....	3
By-Laws.....	4
Article I – The Association.....	4
Article II – Definitions.....	4
Article III – Affiliation.....	4
Article IV – Membership.....	4
Article V – Executive Committee.....	5
Article VI – Duties of the Officers.....	5
Article VII – Mailing Address.....	7
Article VIII – Meetings.....	7
Article IX – Quorum.....	8
Article X – Voting.....	8
Article XI – Winding-up.....	8
Article XII – Registration.....	8
Article XIII – Registration Fee.....	9
Article XIV – Age Categories.....	9
Article XV – Overage Players.....	9
Article XVI – Playing Season.....	9
Article XVII – Trophies.....	9
Article XVIII – Rules of the Game.....	9
Article XIX – Borrowing Powers.....	9
Article XX – Auditing.....	10
Article XXI – Banking.....	10
Article XXII – Remuneration.....	10
Article XXIII – Volunteers.....	10
Article XXIV – Bylaws.....	10
Article XXV – Interpretation.....	10
Annex A – Code of Conduct.....	11

By-Laws

Article I – The Association

1. The Vegreville and District Minor Soccer Association hereafter shall be referred to as the VMSA.
2. The VMSA is the only approved Soccer Association recognized to operate within the Vegreville area.
3. VMSA is a voluntary body.

Article II – Definitions

1. Birth Date – the age of a soccer player shall be determined as of December 31 of the current year.
2. The definition of youth is all who have not attained their 18th birthday on the 1st of January of the current season.
3. Mini Soccer – shall refer to all soccer players from two (2) years of age up to nine (9) years of age inclusive.
4. Youth Soccer – shall refer to all soccer players between the ages of ten (10) and seventeen (17) years of age inclusive.
5. Adult Soccer – shall refer to all soccer players eighteen (18) years of age and over.
6. District – shall refer to the area governed by the LDSA and sanctioned community associations.

Article III – Affiliation

1. The VMSA is affiliated with the Lakeland District Soccer Association (LDSA), Alberta Soccer Association (ASA), and the Canadian Soccer Association (CSA). VMSA complies with the rules and regulations of these Associations, and shall be subject to the bylaws of those bodies, excepting where a rule would be inappropriate for our Association.

Article IV – Membership

1. Membership in VMSA is open to any individual adult resident in the Town of Vegreville or surrounding communities who have youth registered to play soccer in the VMSA, and who have paid the required registration fee for either the indoor soccer season or the outdoor soccer season.
2. Members may withdraw from VMSA and receive a full refund of their annual fees provided they have submitted a written request prior to the registration deadline, as set from time to time by the Executive, for the respective season.
3. Members will be suspended from VMSA for non-payment of fees and will not be reinstated until such fees have been paid in full. Any member may be expelled from the

Association for any cause that the VMSA may deem necessary, Such expulsion shall be upon a majority vote of the Executive Committee.

Article V – Executive Committee

1. The Executive Committee, hereafter referred to as the Executive, shall govern the VMSA.
2. The Executive shall be elected from the Members at the Annual General Meeting.
3. The Executive shall consist of the following Officers:
 - a) President
 - b) Vice-President
 - c) Treasurer
 - d) Secretary
 - e) Directors (7-12)
 - Director of Officials
 - Director of Coaches
 - Director of Registration
 - Director of Equipment
 - Director of Mini Soccer
 - Director of Youth Soccer
 - Director of Field Operations
 - Director of Field Maintenance
 - Director of Media and Documents
 - Director of Fundraising
 - Others as Required
4. The Executive may accept volunteers, who have a desire to promote the game of soccer, from the community at large to fill any position on the Executive not filled by a current member of VMSA.
5. Expulsion of Members – In keeping with their duty to enforce all of the laws all of the time, and without waiting for an official protest or appeal, the Executive shall immediately inquire into the circumstances of any alleged irregularity which may be brought to their attention by a duly responsible member, and take appropriate action without delay. Upon a seventy-five percent (75%) vote of the Association Executive Members, any Executive Member may be removed from his/her Executive position/responsibilities and membership, for any cause which the Executive deems sufficient.
6. Appeals Process – Any Executive Member, who has been removed from his/her position, may appeal to the Association at a General Meeting for a Special Resolution to reinstate to his/her former Executive position.

Article VI – Duties of the Officers

1. The duly elected Executive of the VMSA are required to perform their ascribed duties, notwithstanding any other duties that are required of them, which may or may not be contained in the VMSA By-laws, and to regard at all times the overall interest of VMSA as paramount.

2. President – The President shall preside at all meetings of the VMSA at which he/she is present, decide all questions of order and announce the results of the voting. He/she shall ensure that the other officers perform their respective duties. The President shall manage all the correspondence of the Association. He/she shall distribute all appropriate correspondence and information to the appropriate Director as promptly as possible. The President shall file any changes to the Association's Bylaws with the Society's Branch, LDSA, and the ASA. Normally the President will attend the LDSA Meetings, but may delegate this responsibility if he/she is unable to attend. Voting rights of the President are used only as a deciding factor for a tie within any meeting. The President shall be an ex-officio member of all Committees.
3. Vice-President – The Vice-President shall attend all meetings of the VMSA. He/she shall preside over Association meetings if the President is unable to chair the meeting, and the Vice-President is not in conflict with the general purpose of the meeting. The Vice-President shall perform the duties of the President in the event of his/her absence or resignation, in addition to other duties or appointments.
4. Secretary – The Secretary shall attend all meetings of the VMSA to keep accurate minutes of the same. Such minutes shall be maintained at all times in the designated office of the Association, and may be inspected by members following proper acceptance of the minutes, at any time during normal business hours. In case of the absence of the Secretary, his/her duties shall be discharged by such officer as may be appointed by the Executive. In the case of the Secretary's position becoming vacant, the Executive shall appoint an officer to fill the position temporarily, until a new Secretary has been elected at the next AGM. The Secretary shall keep an up-to-date listing of all rules and operating policies that result from ordinary resolutions passed at meetings of the Association Executive, and/or special resolutions that have been passed at an AGM. The Secretary shall file the names and addresses of the newly elected Executive members, and file a copy of the audited financial statement along with a copy of the minutes, and also provide a copy of such documents to the Treasurer.
5. Treasurer – The Treasurer shall attend all meetings of the VMSA. The Treasurer shall keep an accurate account of all monies received or dispersed on behalf of the VMSA, and shall present a financial statement at each Executive Meeting. He/she shall keep a proper set of accounting records that properly account for all funds of the Association. He/she shall present a full detailed account of receipts and disbursements to the Association whenever requested, and shall prepare for submission to the AGM, a duly audited financial statement of the Association. The Treasurer shall submit a copy of the same to the Secretary for the records of the Association. The Treasurer will file an annual return with the Society's Branch, once a year, following the AGM.
6. Directors – There shall be a minimum of seven (7) Directors. Of these seven Directors, one Director's duties will concern Officials. One Director's duties will concern organization of Coaches. One Director's duties will concern registration of players and team creation. One Director's duties will concern equipment. One Director's duties will concern Mini Soccer. One Director's duties will concern Youth Soccer. One Director's duties will concern the condition of fields. Up to five (5) additional Directors, with specific responsibilities, may be added by vote of the Executive. The Directors shall attend all meetings of the VMSA.

7. Executive – The Executive shall be responsible for:
 - (a) Providing youth of Vegreville and District with the opportunity to learn the skills and rules of soccer for their enjoyment and to help the players develop good character.
 - (b) Helping the LDSA to organize inter-community competition on a friendly basis with other soccer associations.
 - (c) As appropriate, providing soccer equipment and fields, and uniforms, for VMSA teams.
 - (d) Organizing Referee Clinics, Coaching Clinics and Soccer Schools for VMSA.
 - (e) Attending all meetings.
 - (f) Keeping good records so that others can take over responsibilities more easily.
 - (g) Assisting each other as necessary.
8. The normal term of office is three years. This term may be extended on approval by the General Membership at the Annual General Meeting.

Article VII – Mailing Address

1. The mailing address shall be established for all VMSA correspondence on an annual basis.
2. The mailing address will be arranged for by the President and he/she is to insure that the appropriate organizations (LDSA, ASA, CSA, etc.) are made aware of the new address.

Article VIII – Meetings

1. The VMSA Annual General Meeting (“AGM”) for the election of the Executive shall be held on or before the first Monday in April of each year. Members and the community at large will be advised of the date, time and location of the AGM by publishing an advertisement in the local newspaper at least 21 days prior to the meeting.
2. Special meetings of the Members may be called from time to time and notification of such special meeting shall be in the same form as that of the AGM, except in the case of Winding Up which notification requirements are discussed in Article XI.
3. Meetings of the Executive shall be held at least bi-monthly. During the active soccer season, monthly meetings may be required.
4. Additional meetings may be called by the President, or in his/her absence the Vice-President
5. The Order of Business at all Executive Meetings shall be:
 - (a) Acceptance of the Minutes from the previous meeting.
 - (b) Business arising from the Minutes of the previous meeting.
 - (c) Unfinished business from previous meetings.
 - (d) Officers’ reports.
 - (e) Correspondence.
 - (f) New business.
 - (g) Adjournment.

Article IX – Quorum

1. A quorum is necessary to constitute any formal meeting of the VMSA.
2. A quorum at any Annual General Meeting or Special Meeting shall consist of 2/3 of the Executive, 2/3 of the “filled” Director positions, and at least 5 members at large.

Article X – Voting

1. Each member of the Executive shall be entitled to one vote at each regularly constituted meeting
2. An absentee vote will not normally be accepted from any of the Executive.
3. A motion put forward for debate shall be determined by a simple majority of the total votes cast.
4. The President (or Vice-President in the President’s absence) shall not move or second any proposals or amendments, nor shall he/she vote unless there is a tie, when he/she may cast the deciding vote.
5. In case of emergency, a telephone poll may be taken by the President/Vice-President.
6. Each Member of VMSA shall be entitled to one vote at the Annual General Meeting or Special Meeting on matters brought forward for a vote at such meeting.

Article XI – Winding-up

1. Notice of the intent to dissolve the VMSA must be passed by a Special Resolution voted upon by the Members at a Special Meeting, or in the absence of any members, by the Executive.
2. At least one month prior to the meeting where winding-up will be voted on, all members and Executive must be notified by registered mail of the upcoming vote.
3. If VMSA does not have an Executive at the time of winding-up, or if the existing Executive is less than quorum, then notice of intent to dissolve the VMSA must also be sent to the previous Executive.
4. The Special Resolution to dissolve the VMSA must be passed by greater than 75% of the Members and Executive that is in attendance at the meeting.
5. As part of the winding-up, the Executive will transfer all property and assets of the VMSA to one or more organizations in Vegreville that have objectives and By-Laws as similar as possible to VMSA.

Article XII – Registration

1. If requested, a Birth Certificate, Alberta Health Insurance Card, or other evidence acceptable by VMSA must be shown as proof of age when registering.
2. Registration fees must be paid in full when registering.

Article XIII – Registration Fee

1. Registration Fees for the indoor and outdoor soccer seasons shall be determined from time to time by the Executive.

Article XIV – Age Categories

1. The breakdown of age categories is in accordance with LDSA age categories.

Article XV – Over-Age Players

1. Players over the age of 18 will be eligible to play in any open-age team formed by VMSA.

Article XVI – Playing Season

1. The playing season for outdoor soccer shall be from April 1 to August 31 each year.
2. The playing season for indoor soccer shall be from September 1 to March 31 each year.

Article XVII – Trophies

1. All trophies won in competition shall, unless otherwise specified, remain the property of VMSA.
2. While in the position of the team, the trophy or trophies must be kept safely in proper condition and returned to the Executive prior to the tournament the following year.
3. All trophies must be signed for by a team Coach or Manager at the time of presentation.

Article XVIII – Rules of the Game

1. Except where modified by VMSA, the rules of the game of soccer will be those most recently approved by the LDSA.

Article XIX – Borrowing Powers

1. For the purpose of carrying out its objects, VMSA may borrow or raise or secure the payment of money in such manner as it sees fit, and in particular by the issue of debentures.
2. Borrowing shall be executed only under the authority of the VMSA, and in no case shall debentures be issued without the sanction of a special resolution of the VMSA.

Article XX – Auditing

1. The, books, accounts and records of the Treasurer shall be audited at least once each year by a duly qualified accountant or by two members of VMSA or Executive.
2. A complete and proper statement of standing of the books for the previous year shall be submitted by the auditor(s) at the AGM of VMSA.
3. The fiscal year of VMSA in each year shall be January 1 to December 31.
4. The books and records of VMSA may be inspected by any member of the VMSA at the AGM or at anytime by giving reasonable notice and arranging a time satisfactory to the Treasurer.
5. Each member of the Executive shall at all times have access to the books and records of VMSA.

Article XXI – Banking

1. VMSA shall maintain a bank account or bank accounts at a financial institution within the Town of Vegreville as determined by the Executive from time to time.
2. All bank accounts shall have at least three signing officers, one of which must be the President, and one of which must be the Treasurer.
3. All cheques must bear the signature of two signing officers.

Article XXII – Remuneration

1. No member of the Executive shall receive remuneration for his or her services unless authorized at an Executive meeting and passed by a majority of the Executive present who do not have an interest in the vote.

Article XXIII – Volunteers

1. VMSA relies on Volunteers to fill positions on the Executive as well as to act as team coaches, assistant coaches, managers and referees.
2. All Volunteers, over the age of eighteen, are required to pass and submit a Criminal Records Check to the President of VMSA every three years.

Article XXIV – Bylaws

1. The Bylaws of the VMSA may be rescinded, altered or added to by a “Special Resolution” at the AGM or a Special Meeting.

Article XXV – Interpretation

1. The By-Laws of the VMSA are for the specific purpose of governing Players, Coaches, Referees, and Executive under the jurisdiction of the VMSA.
2. The interpretation of these By-Laws, as well as questions of dispute, shall be referred to the Executive.
3. The Code of Conduct (Annex A) shall be available to all Coaches, Referees, and Executive at the beginning of every new season as a guide for themselves and the Players.

Annex A --- Code of Conduct

Players Code of Conduct

1. Always strive to give your best and work for the good of the team.
2. Never belittle or condemn another player, coach, or referee.
3. Missed calls, short shifts or other frustrations sometimes occur in any organized sport. Although they may seem significant at the moment, they rarely affect the outcome of the game.
4. Do not use foul language while involved in games and practices. There are better ways to deal with disputes or situations than lashing out in anger.
5. Always be early for games and practices. Soccer is a team sport and if you are tardy, then the teaching, practice drills, game registration, etc. can be difficult to complete.
6. Practices are a very necessary part of the developing the skills you require to play soccer successfully. They are the only opportunity that the coaches have to teach these skills, so be there.
7. Failure to attend practices may result in disciplinary action by your coach.
8. Players who exhibit negative or disruptive behaviour or attitude may be subject to de-registration

Coaches Code of Conduct

1. Operate your team within the established policies and guidelines of VMSA.
2. Develop a set of rules for the team, which are clear and enforced equally for all players.
3. Hold a Parents Meeting at the outset of the season. Be sensitive to parent concerns and establish regular communication.
4. Keep lines of communication open with your players and parents. Let them know that you are available should they have any concerns regarding the way the season is going.
5. Ensure proper supervision of your team before, during, and after games and practices, and accept reasonable responsibility for their conduct and safety.
6. Physical abuse, verbal abuse, or profanity are not tolerated under any circumstances. Always be respectful towards players, parents, officials, and other. Coaches that are in contravention can be suspended immediately.
7. Any coach or other team official found to be under the influence of alcohol while in their capacity with the team will be suspended.
8. Remember that children need a coach that they can respect. Be generous with praise when it is deserved, and set a good, positive example.
9. Encourage players to strive to do their best.
10. Make every effort to ensure that every player in the soccer program is given an equal amount of playing time regardless of gender, skill and ability level, race, or age, with the only exceptions being sickness or injury or in the event of a discipline issue. In the event that a team has only one designated goalkeeper, that goalkeeper will be allowed to play the entire game.

11. In situations where there is no assigned referee, both coaches must agree upon a substitute (coach or parent) and this person shall be considered the game official. Both coaches and the substitution official must sign the game sheet prior to the commencement of the game, acknowledging their consent to having the substitute referee act as the game official.
12. The referee is the sole judge of whether a game shall be suspended prematurely. It is not acceptable for a coach to withdraw his/her team from the field without the referee's permission.
13. No one is allowed to enter the field of play without the referee's permission under any circumstances, including player injury. This applies to any team officials, players, or spectators. This applies whether or not there has been a stoppage in play.
14. If you knowingly play an ineligible or illegal player, you will be subject to discipline from VMSA.
15. Be reasonable in your demands of the player's time and energy – that players have other interests. Other issues may take precedence over soccer; including homework, and important family matters. A parent may decide to not allow their child to participate in a soccer event due to a poor performance at school or some other discipline issue at home. Let the players know that you will support their parents.
16. Teach the players that the rules of the game are mutual agreements which no one should evade or break.
17. Remember that children play for fun and enjoyment while learning to improve their skills. Winning is only part of the game and this should be taken into perspective.
18. Remember that your players are children, not miniature professional athletes.
19. Inspect the field and equipment prior to practices or games to make sure the field is clear of debris.
20. Remember that you are a coach for the VMSA first and your own team second. Cooperate with other coaches and officials for the benefit of all children in our league.
21. As the coach you have the ultimate personal responsibility for your team and this includes the behavior and actions of the players, parents, team officials or any other person.
22. Uphold the bylaws, policies, and philosophy of the VMSA.
23. Make a personal commitment to keep yourself informed of sound coaching principles and the principles of growth and development of the players.
24. The VMSA reserves the right to select the Coaches from season to season and year to year. The VMSA also has the right to *remove* any Coach in its program at any time.

Parent's Code of Conduct

1. Do not attempt to be a side-line coach to your son or daughter. Respect the coach's position as the team leader.
2. Be supportive of your child. Praise him/her not only for scoring, but also for attempting to play at his/her best, and contributing to the team concept.
3. If disputes occur between you and your child's coach or other team officials, handle it with dignity. If all attempts to rectify the situation directly with the coach or team official fail, then contact the VMSA Executive.

4. Treat the coach as being sincere in his/her intent to be working on behalf of every member of the team and team as a whole. It is the intent of the VMSA that all players have similar playing time.
5. Physical abuse, verbal abuse, or profanity are not tolerated under any circumstances.
6. Remember that children play for fun and enjoyment while learning to improve their skills. Winning is only part of the game and this should be taken into perspective.
7. Help your child's team and the soccer association when ever and where ever you are able to. Your support and much needed assistance often means the difference between a rewarding, productive season and a mediocre, frustrating one.
8. As a parent you accept responsibility for your child's' behaviour at all team activities.
9. Remember that the players are children, not miniature professional athletes.
10. Remember, the coach is a volunteer giving up personal time to provide a recreational activity for your child.