

Constitution of the Coastal Georgia Soccer Association, Inc.  
(Amended November 6, 2001)

Article 1 (Name)

The name of this corporation shall be the Coastal Georgia Soccer Association, Inc., hereinafter referred to as the Association.

Article II (Territory)

The territory shall be the Region IV as defined by the Georgia State Soccer Association, Inc.

Article III (Headquarters)

The headquarters shall be the location of the current Association office address.

Article IV (Purpose)

The purpose for which the Association is organized is:

- A. To develop and promote the game of soccer within the territory of this Association.
- B. To provide the opportunity for enjoyment and recreation through competition for all boys and girls who voluntarily participate in such a program.
- C. To promote the ideals of sportsmanship and the principals of fair play.
- D. To provide for those who desire to coach in this Association the opportunity to improve their instructional skills.
- E. To develop player skills and knowledge of the game.
- F. To provide a quality program at the lowest possible cost to the participants.
- G. To promote and further such other purposes as are set forth in the Articles of Incorporation of this Association.

Article V (Membership)

- A. A membership shall be granted to each family of all registered players who shall agree to abide by the Constitution and by-laws and who may be required to pay an annual fee as determined from time to time by the Board of Directors.

- B. A membership will be open to any person who has an interest in the purposes of this Association who shall abide by the Constitution and by laws and who shall have paid dues as may be set from time to time by the Board of Directors.
- C. The Association reserves the right to revoke or refuse membership to those who by their actions demonstrate their inability or unwillingness to abide by the laws, rules and regulations of this Association.

#### Article VI (Board of Directors)

- A. The Association shall be governed by the Board of Directors who shall be elected by the membership in the manner specified in the by-laws. Members of the Board of Directors shall consist of a President, GYSA Representative, Vice-President, Secretary, Treasurer, Select Coordinator, Recreation Coordinator, D&P Committee Chairman, Referee Assignor, Registrar, Assets and Facilities Coordinator, Fields and Equipment Coordinator, Fund Raising Coordinator, Newsletter Editor and such other officers as may be established from time to time by the Board of Directors.
- B. Each Board Member shall have one vote except the President who shall vote only in the instance of a tie.

#### Article VII (Legal Actions)

No member, associate member or any person acting in an official capacity may bring legal action against this Association through the courts until all remedies in organized soccer have been exhausted including an appeal to the United States Soccer Federation.

#### Article VIII (Affiliation)

This Association shall be affiliated with the United States Youth Soccer Association through the Georgia Youth Association and shall at all times recognize the authority, rulings and laws of that body.

#### Article IX (Amendments)

- A. The Constitution may be amended at the Annual General Meeting by two-thirds vote of the voting members present.
- B. Proposed amendments must be submitted to the secretary in writing and must be received thirty days in advance of the next Annual General Meeting.

## Article X (Voting Members)

Each team properly registered with CGSA during a playing year is entitled to one voting representative at the Annual General Meeting to be determined by the consent of the association members affiliated with that team. Each team will be entitled to only one vote and an authorized team representative must be present to cast votes.

### **By Laws of The Coastal Georgia Soccer Association, Inc. (Revised October 26, 2001)**

#### **A. The Board of Directors**

- 1.) The Board of Directors shall be responsible for the business of the Association. It shall have power to enforce laws of the game, the rulings of the Georgia Youth Soccer Association, and this Constitution and the by-laws.
- 2.) The Board of Directors shall be empowered to delegate for any endeavor its authority.
- 3.) The expense of the Board of Directors may be defrayed by the Association if the situation warrants and the budget permits.
- 4.) Any Board of Directors member absenting himself from meetings three times without cause shall have his office declared vacant at the discretion of the Board of Directors.
- 5.) The Board may dismiss any members of the Board of Directors if 3/4" of the voting members agree. Written notice of the pending removal must be given to the Board member in question no less than two weeks prior to the vote being taken.
- 6.) Board vacancies during the year may be filled up to 30 days prior to the Annual General Meeting. Nominations must be made in writing, submitted to the board thirty days prior to the vote and be approved by a majority of the Board. Any board position filled during the year is subject to approval at the first annual general meeting and any nominations received up to 30 days of the annual general meeting will be considered at that meeting.
- 7.) An Executive Committee made up of the President, Vice-President, Secretary, Treasurer, Select Coordinator, Recreation Coordinator and one other voting member shall meet on a monthly basis to conduct the business of this organization. The one other voting Board member shall be

appointed by the President on a rotating basis from the remainder of the Board of Directors. A quorum for the Executive committee shall be five (5) members of said committee with the President counting as a vote in the Quorum. Any decision that cannot be resolved between executive committee members shall go to the Board of Directors for settlement. Any Board of Director member or Association member having business to conduct for the organization shall make it known to and funneled through the President. Minutes of all Executive committee meetings shall be made available to all board members within one week of such meetings. The Executive committee shall be limited to expenditures of less than \$1000 without approval of the Board of Directors. Any business requiring Board approval may be conducted using electronic means (i.e. electronic mail). Board members responses shall be printed and entered into the minutes of the next Executive committee meeting. All electronic votes require a majority of all Board members to pass. Executive Committee meetings are open to any Board Member or Association team representative. The President may call special meetings of the Board of Directors, as he deems necessary.

The order of business at the Executive committee meeting shall be as follows:

- a.) Roll call.
  - b.) Approval of the minutes of the prior meeting
  - c.) Secretary's report.
  - d.) Treasurer's report.
  - e.) Unfinished business
  - f.) New business
  - g.) The good of the game
  - h.) Adjournment
8. Seven voting Board members constitute a quorum for all physical meetings of the Board of Directors.
  9. All Board Members are voting members unless specifically noted otherwise.
  10. A standing committee comprised of the Treasurer, one other Board member or Association member (appointed by the President) and one person from the Association office staff shall represent office personnel in all matters before the Executive committee or Board of Directors.

**B. The President**

The President shall preside over all meetings of the association and serve as Chairman of the Board of Directors. He shall appoint all committees with

consent of the Board of Directors. He shall serve as Ex-officio member of all committees.

**C. The Vice-President**

The Vice-President shall succeed to the powers of the President in his absence. He shall act as coordinator with the District Director in the assignment and conduct of Association games.

**D. Secretary**

The Secretary shall record all business transactions of the Association, including minutes of the meeting. All communications pertaining to the Association business except business concerning the registration or release of players and committee business must be transacted through the office of the Secretary.

**E. The Treasurer**

The Treasurer shall have charge of all monies of the Association and shall keep a detailed account of income and expenditures of the Association. He shall submit a statement of the financial condition of the Association at regular Board of Directors and the annual meeting of the membership. He shall be responsible for validating all checks signed by authorized persons. The Treasurer shall be bonded as deemed necessary.

**F. The Registrar**

The Registrar shall be responsible for properly registering all teams and players in accordance with USYSA/GYSA and CGSA rules and regulations.

**G. The Referee Coordinator**

The Referee Coordinator shall be responsible for assignment of currently registered and certified USSF Officials to all CGSA competitions. The Coordinator shall be responsible to the CGSA for all referee training conducted by and/or for CGSA. He or she shall be the point of contact for all USSF basic referee training courses, referee re-certification courses and requests for referee assessment and upgrade. The Referee Coordinator will work directly with the Savannah Referee's Association to ensure that the correct officials cover all competitive events. Distribution and collection of the game cards will be the responsibility of the Referee Coordinator.

**H. Webmaster**

Due to the role the Internet plays in our organization it is necessary that the information on our web page be kept current and up-to- date. This position will require a lot of time and will increase in the future. Responsibilities of the Webmaster include but are not limited to: general maintenance of the web site, CGSA e-mail accounts and updating of all information on the web pages in a timely manner. Posting of relevant tournament information as provided by the tournament coordinators. Posting of appropriate electronically submitted information for any CGSA member. This is a non-voting position on the Board.

**I. Fields and Equipment Coordinator**

The Assets, Fields and Facilities Coordinator shall set a standard for facilities and equipment to support the Association's activities and be responsible for ensuring that such facilities are maintained and available. This individual shall be the point of contact with the City or County youth sports coordinators regarding the Association's use of public facilities represent the Association's concerns regarding the same and maintain an inventory of the Association's equipment and the equipment's location.

**J. The D&P Committee Chairman**

The D&P Committee Chairman shall be responsible for investigating and hearing of all game protest, disciplinary matters and enforcement of the Association's operating rules and regulations.

**K. GYSA Representative**

The GYSA Representative shall be the contact person of GSSA and GYSA on all matters of business affecting CGSA in the matter of constitution, by-laws, and operating rules changes passed by GSSA and GYSA. He or she shall also be present at the GSSA annual general meeting to cast votes for CGSA on stated request for changes. He or she shall name a replacement to cast votes in the event said GYSA representative is unable to attend the GSSA annual general meeting.

**L. District Coordinator**

The District Coordinator shall be the contact person for CGSA with regard to all matters involving other associations in District Four of the GSSA/GYSA area.

The District Coordinator shall be responsible for district inter-scheduling, coordination of inter-scheduling with Chatham/Savannah representatives,

communications as deemed necessary by CGSA with district teams/organizations, reporting to the Board issues involving the District, and will represent CGSA at all district meetings. Should an out-of-county association wish to participate in the CGSA program, the District Coordinator will be the contact or representative regarding all matters of the association or club until that association is granted a charter for affiliation with GSSA/GYSA.

**M. Fund-Raising Coordinator**

The Fund-Raising Coordinator shall coordinate the development and implementation of general fund-raising efforts by member organizations and teams. These programs may benefit the participating organizations or teams directly as well as the association in general. The Fund-Raising Coordinator will work closely with the CGSA Treasurer to insure the accuracy of all projects bills and receipts.

**N. Newsletter Editor**

The Newsletter Editor shall coordinate the printing and distribution of a quarterly newsletter to the association membership and, at the request of the board, disseminate announcements through area media regarding association events.

**O. Assets and Facilities Coordinator**

Responsibilities to include but are not limited to: Insuring office personnel have the equipment and tools to perform their job and maintain such equipment. Monitor utility expenses such as telephone and when/where applicable electricity and other such utilities as required by a working office.

**P. Recreational Program Coordinator**

The recreational Program Coordinator shall be responsible for forming a committee of recreational coaches and/or parents for the purpose of developing recreational programs and tournaments. The Coordinator and committee will assist the Board with registrations and assist in finding new coaches; sign-ups countywide. This committee will be involved in communicating information to the recreational teams and relaying information or problems to the Board. This Coordinator shall be responsible for organizing lists of volunteers to help with the many CGSA functions.

**Q. Select Program Coordinator**

The Select Program Coordinator shall be responsible for forming a committee of select coaches and/or parents for the purpose of developing select programs

and tournaments. The Coordinator and committee will assist the Board with registrations and assist the Director of Coaching with the process of Select team tryouts, select coach nominations, communicating information to the select teams and relaying information or problems to the Board. This coordinator shall be responsible for organizing lists of volunteers to help with the many CGSA functions.

**R. Public Relations Officer**

The Public Relations Officer shall be responsible for all media notices and events involving CGSA activities. This includes such events as registrations, select tryouts, clinics, classes, camps, U8 festivals, tournaments and any special occurrences such as the Coach of the Year, Founders Award, Volunteer of the year, Referee of the Year or special awards received by teams, coaches, or parents pertaining to the mission of CGSA or for “The Good of the Game”.

**S. Parliamentary Authority**

Roberts Rules of Order shall serve as the parliamentary authority of this Associates for all rules and procedures not covered by its Constitution, by-laws or other rules and regulations.

**T. Annual Meetings of the Membership**

1. The Annual meeting of the members of the Association shall be held in the month of October in each year beginning with the year 2000 for the purpose of presenting to the membership a status report of the year’s activity and to elect a Board of Directors.
2. The President of the Association or the Board of Directors may call extraordinary meetings of the voting membership.
3. Written or printed notice stating the location, date and hour of the annual meeting of the membership shall be delivered, either personally or by mail, to each member entitled to vote at such meetings, not less than 30 days before the date of such meetings. The same procedure shall be followed concerning the notification of extraordinary meetings of the membership except that the above described notification shall be not less than seven (7) days before the date of such meeting.
4. The President, thirty five days prior to each annual meeting, shall appoint a Nominating Committee. This committee shall receive nominations of candidates in good standing, who, if elected, will represent the Association in all matters. The chairman of the nominating committee shall submit a committee report 15 days prior to the annual meeting. The Secretary shall

notify the membership by mail ten days prior to the annual meeting. Nominations may be made from the floor provided that the person being nominated has given their prior approval.

5. The officers of the Association shall be elected for a term of one year and may succeed themselves in office. Elections shall be conducted during the annual membership meeting, which will be held in October of each year. Newly elected officers shall assume office effective the first day of January following the election.

6. Amendments

The Board of Directors may amend these by-laws in the manner that amendments to the Constitution of the Association are made as set forth under Article IX of that document.

### The Director of Coaching

The Director of Coaching (DOC) is a paid employee of the Association. The DOC reports to a committee made up of the Select Coordinator, The Recreation Coordinator and one Association member at large who shall be appointed by the President. The DOC is not a member of the Board of Directors.

### Job Descriptions/Duties

- A. On a regular basis, provide for and conduct coaching clinics and workshops for CGSA coaches; to present a total breakdown of team mechanics; to set coaching programs; to write a coaching syllabus and session plan.
- B. Provide regular coaching related services to CGSA teams at practices and home games. These services will consist of the following: monitoring practice sessions and home games on a regular basis; evaluating coaches and players at practices and games; develop a coaching system/program for coaches.
- C. Schedule with GYSA and conduct USSF licensing courses for CGSA coaches; to understand the licensing structure and courses; to set up and organize coach qualifications.
- D. Prepare a coaching newsletter on a monthly basis and publish a general newsletter for the CGSA network newsletter.
- E. Prepare a written Director of Coaching status report to be presented at each monthly Board of Directors meeting. The report is to include the following information: number of team coaching session's evaluated/monitored, clinics and camps conducted. He is to coordinate the Director of Coaching activities with the CGSA

coaching committee and to also report, on a regular basis, the goals and planning procedures.

- F. Fill the position of Tournament Director for the CGSA Select and Recreational tournaments.
- G. Assist in placing coaching related information on the CGSA website.
- H. Support Office Administrative Staff in coordination of tournament and league activities and to assist and aid the self-sustaining running of CGSA.
- I. To devise coaching sessions which develop players' technical and tactical ability.
- J. To set short, mid and long-term goals on player development, as well as coaching development.
- K. To understand fully a series of systems of play.
- L. To be able to coach each unit as well as team dynamics tactically.
- M. To monitor player and team development through fault and correction analysis.
- N. To set a weekly, monthly and year plan of club And team development (i.e., tournaments, league play and tours, etc.).
- O. To understand and fully coach education and the progression of career development.
- P. To have knowledge of what is expected and how coaches gain qualification through USSFA, NSCAA, UEFA and FIFA.
- Q. To know and understand fully the laws of the game.
- R. To hold a referee's qualification.
- S. To have full knowledge and understanding with all the governing bodies.
- T. To know and understand the ODP structure, and prepare players for state ODP tryouts; to assist in ODP tryouts if requested by GYSA representatives.
- U. To be able to initiate and develop a broad program of activities intended to develop and grow soccer in the community.
- V. To organize and run satellite centers, soccer schools, soccer activity programs, taster session summer camps, tours and tournaments.
- W. To liaise with schools ad community centers for the increased exposure and goodwill of the club/organization.
- X. To liaise with governing bodies regularly to assist with the growth of the club/organization.
- Y. To collaborate with the Board of Directors and monitor the growth of the club/organization on a regular basis.
- Z. To continually strive to further educate yourself and others in all soccer matters with in the club/organization and the community.

## AUTHORITY

- A. The director of coaching will have the capability to direct and fulfill the duties laid out in the job description.
- B. The director of coaching will have the authority to overview and monitor all developmental matters within the job description.

## COACHING LICENSE REQUIREMENTS

The Director of Coaching shall have at minimum a USSF “B” license while striving to secure a USSF “A” license.