

APPROVED 3/26/18

CONSTITUTION OF THE TULLAHOMA SOCCER ASSOCIATION Inc.

Approved 3/26/18

I. NAME

This organization shall be incorporated under the laws of the State of Tennessee and shall be known as The Tullahoma Soccer Association, Incorporated. It shall be referred to as the TSA, a non-profit public social and recreational club.

II. PURPOSE

The purpose of the TSA shall be to develop, promote, advance, and administer the sport of soccer among youth and adult players registered with the TSA.

III. AFFILIATION

The TSA shall be an affiliate of and comply with the authority of the Tennessee State Soccer Association (TSSA), and thereby shall be an affiliate of and comply also with the authority of the United States Soccer Federation (USSF) as administered by its Youth Division, the United States Youth Soccer Association (USYSA), and its Amateur Division, the United States Amateur Soccer Association (USASA).

IV. GOVERNANCE

The TSA shall be governed by its Charter, Constitution, Bylaws, and Standing Playing Rules, except when these provisions are superseded by the governing authority of USSF and its divisions or by TSSA with whom the TSA is affiliated.

V. MEMBERSHIP

Members of the TSA shall be affiliated players and soccer officials and other organizations and individuals interested in advancing soccer within the geographic area served by the TSA. They shall consist of player members, regular members, and corporate members as follows:

- Player Members** – All player members in the recreational and select programs will be registered with TSSA
- Regular Members** - Officers, Directors, Coaches, Managers, Referees, Boosters, Parents, and other elected officials
- Corporate Members** - Sponsors of the TSA programs.

Any person interested in active participation to effect the purpose and objectives of TSA may apply to become a member of the TSA.

VI. MEETINGS

A publicized annual general membership meeting shall be conducted in April or May for open nomination and election of the board of directors except for the positions of President, Treasurer, and Registrar. All those attending may nominate and vote. Regular meetings will be held on the 3rd Monday of each month at 7 PM. Additional meetings may be called by request from at least 3 regular members in writing. A two-day advance notice is required for non-regular meeting announcements.

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Robert's Rules of Order shall be guidelines for voting, motions, etc. at all meetings except where they conflict with these bylaws.

VII. LEGAL AND TAX EXEMPT STATUS

- A. The purposes for which the organization is organized are exclusively educational within the meaning of Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue Law. The TSA Internal Revenue Tax EIN is 31-1673036 and files as a 501(c)(7) Social and Recreational Club.
- B. Notwithstanding any other provision of these articles, this organization shall not carry on any other activities not permitted to be carried on by an organization exempt from Federal Income Tax under Section 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provisions of any future United States Internal Revenue Law.
- C. In the event of dissolution, the residual assets of the organization will be turned over to one or more organizations which themselves are exempt as organizations described in Sections 501(c)(3) and 170(c)(2) or the Internal Revenue Code of 1954 or corresponding sections of any prior or future Internal Revenue Code, or to the Federal, State or local government for exclusive public purposes.

VIII. AMENDMENTS

Amendments to this Constitution, Bylaws, and Playing Standing Rules must be approved by two-thirds of the Board of Directors at a general membership meeting. The Secretary shall provide written notice of such proposed changes to each member of the Board of Directors at least 25 days prior to the meeting at which the proposed changes shall be submitted for votes.

APPROVED 3/26/18

BYLAWS OF THE TULLAHOMA SOCCER ASSOCIATION Inc.

Adopted 3/26/2018

BYLAW I. ORGANIZATION

A. PROGRAMS

The TSA shall be organized with two programs, operating on a fiscal year of June 1 thru May 31st of the following calendar year, as follows:

1. Recreational Program – The Recreational Program shall consist of players registered with the Tennessee State Soccer Association (TSSA) Division 4 and the associated teams, coaches, coordinators, and others necessary to conduct the programs Standing rules with local interplay to the benefit of the recreational soccer player.
2. Select Program – The Select Program shall consist of players registered with the TSSA divisions 1, 2, 3, and Soccer Juniors and the associated teams and coaches. Select (also known as Club or Travel) teams will typically schedule and play games independently against other Select teams located in other towns and cities.

B. PROGRAM ADMINISTRATION

1. Each Program shall be administered by a TSA Vice-President who shall be a member of the Board of Directors.
2. Applicable approved Standing Rules and specific program policies and guidelines shall be in-place for each program prior to its operations.

BYLAW II. GOVERNING BODY

A. GOVERNING AUTHORITY

The governing authority of the TSA shall be vested with the Board of Directors.

B. BOARD OF DIRECTORS

1. The Board of Directors shall be comprised of twelve Directors, each having one vote.
 - President
 - Vice-President Recreational Program Director
 - Vice-President Select Program Director (President-CFFC)
 - Secretary
 - Treasurer
 - Registrar
 - Director of Coaching and Player Development
 - Risk Management Coordinator
 - Director of Referees
 - Director of Fields and Equipment
 - Director at Large
 - Director at Large
2. The immediate past president of the TSA may be an ex-officio member of the Board of Directors.

C. EXECUTIVE COMMITTEE

The Executive Committee of the Board of Directors shall be comprised of the President, Treasurer, Secretary, Recreational Program Director, Select Program Director, and Registrar.

D. ELECTION AND TERM OF OFFICE

1. Officers except for the President, Treasurer, and Registrar shall be elected by majority vote of the general membership at the TSA annual general membership meeting.
2. The President, Treasurer, and Registrar shall be elected by a majority vote of the remaining regular members at the annual general membership meeting.
2. All officers and Executive Committee shall be elected for a one-year term and shall not be restricted to a single term of office. The President, Treasurer, and Registrar are expected, but are not obligated, to serve two consecutive years.
3. Candidates for association offices may be nominated by any regular member of the TSA at the annual meeting.
4. The Officers shall assume office on June 1 of the year in which they are elected.

E. MEETINGS OF THE BOARD OF DIRECTORS

1. Regular meetings of the Board of Directors shall be once each month on the 3rd Monday.
2. Meetings of the Executive Committee shall be called upon for a meeting by the President as needed.
3. The Board of Directors or Executive Committee shall hold other meetings whenever the President deems it necessary or when the President is specifically instructed to call a meeting, in writing, by three or more members of the Board of Directors.
4. At all meetings of the Board of Directors, five members shall constitute a quorum for the transaction of business. At meetings of the Executive Committee, three members shall constitute a quorum.
5. If a meeting is called for the purpose of filling a vacancy in office, the quorum shall be reduced by one-half the number of vacancies to be filled.
6. Minutes of meetings shall be recorded and filed by the Secretary.

F. DUTIES OF BOARD OF DIRECTORS AND EXECUTIVE COMMITTEE

The Board of Directors and Executive Committee shall have vested the responsibility and authority to:

1. Interpret and enforce the TSA's Constitution, Bylaws, and Playing Standing Rules.
2. Formulate and amend Rules in order to serve the best interests and objectives of Association.
3. Reprimand, suspend, bar completely, or otherwise discipline any member, player, coach, referee, administrator, parent, or affiliated team for violations of the TSA's Constitution, Bylaws, and Rules.
4. Budget for and administer the funds of TSA subject to ratification and approval of the membership.
6. Form standing and special committees and appoint individuals to serve on such committees.

7. Appoint individuals to fill vacancies on the Board of Directors until the next regular election.
8. Maintain the recreational program as the primary and most important function of the TSA and the select program as part of the natural progression and advancement resulting from player development.
9. The Executive Committee shall hear and decide all protests and appeals and shall decide appropriate disciplinary actions for incidents of misconduct.

BYLAW II. DUTIES OF DIRECTORS

A. GENERAL DUTIES OF ALL DIRECTORS

1. Each director shall carry out his or her duties in a responsible manner, acting only in the best interests of the TSA and its membership.
2. Each director shall be prepared to report on his or her activities and areas of responsibility at meetings of the Board of Directors and general membership.
3. Each director shall follow the TSA's financial policy regarding budget proposals, expense reports, and handling of Association monies.
4. Each director shall be familiar with the rules of the TSA, TSSA, USSF, and its divisions.
5. Each Director and Board Member is expected to attend regular and called meetings.
6. Any Board Member missing three consecutive scheduled meetings without justified reason is subject to be removed from the board of directors.
 - a. Upon removal of a board member, nominations of a replacement shall be presented at the next meeting.
 - b. Elections shall occur at the next meeting following nominations.

B SPECIFIC DUTIES OF DIRECTORS

1. President
 - a. Serves as Chairman of the Board of Directors and Executive Committee.
 - b. Presides at all meetings of the Executive Committee, Board of Directors, and membership.
 - c. Serves as an ex-officio non-voting member of all Association committees.
 - d. Appoints Standing committee chairmen and committee members as required.
 - e. Votes only in case of a tie vote.
 - f. Serves as the State Representative and communicates with the National Affiliation as required.
 - g. Represents the TSA and soccer in general or appoints a board member in his/her absence.
 - h. Prepares the TSA Calendar of events at the beginning of each fiscal year.
2. Vice President – Recreational Program
 - a. Assists the President with relationships with other groups, paperwork, and matters outside the organization of teams and the play of the game.
 - b. Presides at meetings of the Executive Committee, Board of Directors, and membership in the absence of the President.
 - c. Ensures Age Group Coordinators are available for all age divisions.

- d. Oversees and directs the recreational program with assistance from Age Group Coordinators.
- e. Works with each Age Group Coordinator in assignment of players and coaches to teams and the scheduling of games in a fair and equitable manner.
- f. Works with Age Group Coordinators and coaches to obtain balanced teams.
- g. Works closely with other directors, administrators, Age Group Coordinators, as well as the coaches to see that players are properly registered and assigned to teams, that they receive uniforms, that games are scheduled, and that referees are assigned to all games.
- h. Works with the Select Program Team Director and the Director of Fields and Equipment in coordinating field availability.
- i. Provides the Director of Referees with game schedules and notification of any changes in schedule.
- j. Ensure a roster of all teams is available to the registrar prior to the start of each season.
- k. Ensures the operation of the Concession Stand during Recreational Activities, if applicable.
- l. Ensure all coaches have completed risk management forms prior to start of season.
- m. Responsible for collecting fees and player forms; maintaining an association electronic database of past and present players.

3. Vice President – Select Program Director

- a. Serves as President of Camp Forrest Football Club.
- b. Assists the President with relationships with other groups, paperwork, and matters outside the organization of teams and the play of the game.
- c. Coordinates with the Director of coaching and player development and ensures all coaches have the required TSSA approved license.
- d. Presides at meetings of the Executive Committee, Board of Directors, and membership in the absence of the President and the Recreational Program Director.
- e. Oversees and directs the select program with assistance from approved coaches.
- f. Works with each approved coach in assignment of players and coaches to teams and the scheduling of games in a fair and equitable manner.
- g. Works closely with other directors and administrators as well as the coaches to see that players are properly registered and assigned to teams, that they receive uniforms, games are scheduled, and that referees are assigned to all games.
- h. Works with the Recreational Program Director and Director of Fields and Equipment in coordinating field availability.
- i. Ensures that coaches provide the director of Referees with game schedules and notification of any changes in schedule.
- j. Ensure a roster of all teams is available to the registrar each season.
- k. Ensure all coaches have completed risk management forms prior to start of season.
- l. Responsible for collecting fees and player forms; maintaining an association electronic database of past and present players.

4. Secretary
 - a. Records and distributes minutes of all meetings of the membership, Board of Directors, and Executive Committee.
 - b. Maintains lists of members in good standing and voting eligibility for meetings.
 - c. Maintains all permanent records of the TSA.
 - d. Responsible for all written communications of the TSA, meeting notices, communication with TSSA, and contact with other leagues.

5. Treasurer
 - a. Coordinates with the President and prepares the annual association budget and submits it to the Board of Directors and general membership for approval.
 - b. Maintains records and receipts of all money to be deposited in a recognized bank in the name of the TSA.
 - c. Pays all accounts by check or credit card where applicable.
 - d. Submits financial reports at least quarterly to the President and general membership. Reports monthly summaries.
 - e. Submits a year-end TSA financial report to TSSA yearly at time of re-affiliation.
 - f. Produces all financial records when required by the Board of Directors or Executive Committee, properly balanced, and reflecting the current financial status of the TSA.
 - g. Prepares and files tax returns in a timely manner.
 - h. Prepares any and all documents pertaining to the TSA's Charter of Incorporation and tax exempt status and is authorized to obtain the services of an accountant or attorney, as appropriate; arranges for periodic audit of the TSA's books.
 - i. Serves as a member of the Executive Committee.

6. Registrar
 - a. Submits all registration data to the state association in a timely manner; and ensuring that all players, both recreational and competitive, are properly registered.
 - b. Maintains communications with TSSA concerning procedures for registration of players.

7. Director of Coaching and Player Development
 - a. Works with the Recreational and Select Program Directors and Age Group Coordinators to facilitate qualified coaches for all teams.
 - b. Responsible for supervising and evaluation of Association coaches.
 - c. Arranges for periodic training and certification of coaches.
 - d. Represents the interests of the TSA's coaches on the Board of Directors.
 - e. Maintain at least the minimum qualifications as would a coach for Select.

8. Risk Management Coordinator
 - a. Serves as manager for the TSA's Risk Management Program.
 - b. Communicates and distributes educational material on risk management.
 - c. Obtains signed completed risk management forms for all coaches, managers, administrators, employees, and volunteers with exposure to youth of the TSA.

- d. Coordinates with the Director of Fields and Equipment to certify in writing that all goals, fields, and grounds utilized by the TSA are in compliance with TSSA Goal/Field Inspection Forms requirements.
9. Director of Referees
 - a. Responsible for recruiting, assigning, supervising, and evaluating referees for the TSA.
 - b. Responsible for arranging periodic training and assessment of referees and assistant referees.
 - c. Ensures that referees are properly registered annually with USSF through the state association.
 - d. Recommends a TSA Operational Guideline for Referees for approval each July.
 - e. Ensures the TSA has a registered Referee Assignor.
 - f. Represents the interests of the TSA's referees on the Board of Directors.
 10. Director of Fields and Equipment
 - a. Responsible for the maintenance of the TSA's match and practice fields and field equipment.
 - b. Maintains lining equipment and supplies for marking fields and coordinates with the Recreational Program Age Group coordinators and Select Program Coaches to make certain that match fields are properly marked before scheduled games.
 - c. May serve as liaison in dealing with owners of practice and playing fields (City of Tullahoma Recreation Department).

BYLAW III. STANDING COMMITTEES

A. GENERAL

1. The TSA's Board of Directors shall annually confirm the appointment of chairmen and members to serve on standing committees.
2. Specific duties and responsibilities of each committee, procedures for selecting committee members, and job descriptions for committee members shall be established by the Board of Directors and detailed in these Bylaws and the TSA's Rules.
3. Committee members who fail to carry out their duties in a responsible manner or whose actions are detrimental to the TSA and/or its programs may be removed from their position by the Board of Directors.

B. COMMITTEE RESPONSIBILITIES

Standing Committees and their general areas of responsibility shall be as follows:

1. **Appeals and Discipline:** The Executive Committee, with the President as Chairman, serves as the TSA's Appeals and Discipline Committee to hear protests and appeals and make decisions on appropriate disciplinary action for incidents of misconduct.
2. **Awards:** Handles the pricing, ordering, and distribution of trophies, patches, medals, or other awards to be given.

3. **Budget and Finance:** Chaired by the Treasurer; responsible for preparation of the TSA's annual budget and presentation of the proposed budget to the Board of Directors.
4. **Coaching:** Chaired by the Director of Coaching; responsible for establishing and administering programs for coaches.
5. **Concessions:** Make decisions on what, when, and where to sell concession items. The Chairperson may be appointed by the Recreational Program Director (through the team managers/ mothers) so that many parents take turns manning the concession stands.
6. **Field Maintenance:** Chaired by the Director of Fields and Equipment. Responsible for maintaining the game and practice fields, goals, and nets as necessary; must be thoroughly familiar with how to lay out a field including the proper dimensions for each age group. Responsible for lining the fields and maintenance of the lining equipment and supplies of chalk or other lining material. The operations of this committee is set forth in TSA Field and Preparation Guidelines.
7. **Insurance:** Is familiar with the TSA's insurance programs and claim procedures; answers questions about the coverage, maintains a supply of claim forms, and assists in filing claims with TSSA. (May be the President)
8. **Long Range Planning:** Chaired by the President or his/her appointee to set long-range goals for the TSA and formulate plans for accomplishment of plans.
9. **Nominating Committee:** Formed annually prior to the TSA elections to recruit qualified individuals to serve as officers and committee members. (Usually assigned to a Director at Large)
10. **Publicity and Information Coordinator:** Maintains a good working relationship with the local newspapers, radio and TV stations, getting maximum coverage for special soccer events and for player registration. Operates an Association Web Site. This may be chaired by any member appointed by the President.
11. **Tullahoma Middle School Soccer Program Committee:** Chaired by a Director at Large appointed by the President. Responsible for making recommendations to the TSA on Girls and Boys Varsity and Junior Varsity coaches each December and July. Is a liaison between the Tullahoma School System Athletics and the TSA. Follows policies written by the Tullahoma School System and those imposed by the TMS coaches and boosters.
12. **Recreation Committee:** Chaired by the Recreational Director, the committee is comprised of one Age Group Coordinator for each age group in the recreational program and may include separate coordinators for boys and girls programs; handles all matters related to the recreational teams and play of the game including assignment of players to teams, scheduling and rescheduling of games and practices, settling problems between coaches in each group, finding coaches, arranging for coach and player instruction; enforces the philosophy of the TSA and coach and parent (spectator) conduct on the field and at practice; assists the Board of Directors in planning, establishing, and administering the TSA's rules and regulations related to play of the games.
13. **Rules and Regulations:** Chaired by the President or his or her appointee; annually reviews current and proposed rules of the TSA and recommends changes in the TSA's Constitution, Bylaws, and Rules including any that may be required by state or national rules. The Directors of the Recreational and Select Programs should be members.

14. **Special Events:** Chaired by a Director at Large as appointed by the President. Arranges for all tournaments, skills contests, annual meetings, or other special events of the TSA; responsible for submitting applications to the state soccer association for any tournaments.
15. **Team Organization:** Each program coach will be expected to organize his/her team and its parents to handle the various tasks related to the team itself. Examples include: Team Manager as right-hand to the coach and coordinator of all assignments not related to coaching; Assistant Coaches to help the head coach in instructing the players; Club Linesmen to help officials (referees) at the games; Telephone Chairperson for contacting players; Refreshment Chairperson to arrange for water and other drinks for games and practices; Transportation Coordinator to arrange carpools; Uniform Chairperson to wash and distribute uniforms for each game; and any others that may be appropriate for the team's structure.

BYLAW IV. MEMBERSHIP

A. GENERAL

1. The voting membership of the TSA shall include individuals currently active in the TSA's programs.
2. Non-voting membership may be granted to other organizations or individuals interested in the advancement of the sport of soccer and the TSA.

B. CLASSES OF REGULAR MEMBERSHIP

1. Players
 - a. Shall include players currently registered with and participating in soccer programs under the jurisdiction of the TSA.
 - b. Shall be accorded one vote per player.
 - c. Parents shall cast votes for youth players. Adult players shall cast their own votes.
2. Officials
 - a. Shall include all currently active coaches, assistant coaches, team managers, and referees.
 - b. Shall be accorded one vote for each affiliated individual.

C. RIGHTS OF MEMBERS

1. Members in good standing are granted various rights and privileges as defined by the Board of Directors in the TSA's Rules.
2. Rights of players and officials in good standing shall include the right to vote at the TSA's general membership meetings.

D. TERM OF MEMBERSHIP

1. Term of membership shall be one seasonal year beginning on August 1 and ending on July 31.
2. Membership shall automatically renew each seasonal year provided the member is in good standing, has paid applicable fees, and is actively participating in the programs of the TSA.

BYLAW V. GENERAL MEMBERSHIP MEETINGS

A. DATES

The TSA shall hold general membership meetings annually in the months of April or May.

B. PARLIAMENTARY PROCEDURES

Robert's Rules of Order, latest edition, shall be the parliamentary authority for all meetings of the TSA, unless otherwise agreed to by the participants by a two-thirds vote.

C. VOTING ELIGIBILITY

1. Voting eligibility at general meetings of the TSA by affiliated voting members is determined by the class of membership.
2. Only those voting members of record, duly affiliated, with all fees paid and in good standing, shall be entitled to vote.

D. VOTING BY DIRECTORS

1. Each member of the Board of Directors shall be entitled to one vote, except the President, who shall cast a vote only in the case of a tie.
2. Directors shall not vote in an election except as the representatives of an affiliated member.

E. VOTING BY PROXY

1. Regular voting members and directors may vote at general membership meetings by proxy.
2. The proxy must designate, in writing, the name of the assistant to represent the member at the general meeting.
3. The proxy for any member must bear the name of the member wishing to vote by proxy, the person designated to vote, and the signature of the member.

BYLAW VI. AMENDMENTS

A. APPROVAL OF AMENDMENTS

1. Amendments to the constitution and bylaws must be approved by two-thirds of the voting members at a general membership meeting.
2. Members and directors may vote by proxy.

B. AMENDMENT OF PROPOSALS

1. Proposed amendments may be submitted by any affiliated member.
2. Proposals should include the number and text of the current rule, the text of the proposed new or revised rule, and the reason for the change.
3. Proposals to revise or amend the Constitution and Bylaws shall be submitted, in writing, to the President at least 30 days in advance of the general meeting.
4. Amendment proposals shall be published and distributed to affiliated members for study at least 14 days prior to the general meeting at which the proposal will be considered.

Note: These Bylaws are patterned after those of TSSA.

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**STANDING PLAYING RULES OF THE TULLAHOMA SOCCER
ASSOCIATION Inc.**

Adopted 3/26/2018

1. Recreational Program

The Recreational Program shall operate within the Standing Rules and Guidelines of the TSSA and USYSA and FIFA. The program will adhere to the spirit of TSA Bylaw Article I for Recreational Program with the following supporting guidelines imposed by TSA.

- 1.1. The Recreational Program will operate a Fall and Spring season.
- 1.2. Signups will be announced in the Late Winter and Summer.
- 1.3. Signups will be available to all persons.
- 1.4. Scholarships will be made available to those who cannot afford the membership fees subject to board approval.
- 1.5. Membership fee structure will be evaluated each April and January for the next upcoming season.
- 1.6. The teams will be balanced using a set of draft rules constructed by the Director of Recreational Program, coaches' submitted A/B/C ranking, or evaluation of players.
- 1.7. All coaches and volunteers will be approved by the Director of Recreational Program and will fill out a volunteer disclosure form on-line through tnsoccer.org and turn into the Risk Management Coordinator all risk management forms prior to play.
- 1.8. Age groups will follow TSSA policy number 14 with approved deviations noted in the age playing guidelines prior to the season start.
- 1.9. Each Age Group will operate under an approved set of Guidelines. These guidelines will be approved at the July General Membership meeting.
- 1.10. The Director of Recreational Program will call a meeting of all age group coordinators recruited to review all operational guidelines and their responsibilities for each age group prior to team formation.
- 1.11. Any additional solicited play under the TSA will be approved by the Board Directors following TSA Bylaws.
- 1.12. Indoor soccer will be made available based on volunteer participation. Div 4 players are allowed to participate in the TSA sanctioned Indoor tournament.

2. Select Program

The purpose of the TSA Select Team Program (also known as Camp Forest Football Club) is to provide the opportunity for players to train and compete at a higher level than available through the Recreation Program. Camp Forest Football Club provides an opportunity for players to continue their development year round. Camp Forest Football Club shall operate within the Standing Rules and Guidelines of the TSSA and USYSA and FIFA. Camp Forest Football Club shall adhere to the spirit of the TSA with the following supporting guidelines imposed by TSA.

- 2.1. Camp Forest Football Club (CFFC) shall operate year round as team formation dictates, and as the number of coaches and players are determined. CFFC may operate an indoor soccer season in accordance with TSSA policy 15.
- 2.2. TSA Select Program Director shall serve as CFFC President.
- 2.3. CFFC Board shall consist of President, Director of Player Development, Treasurer, Fields Manager, Secretary, and Director of Publications/Sponsorships.
- 2.4. CFFC Board Positions (Director of Player Development, Treasurer, Fields Manager, Secretary, and Director of Publications/Sponsorships) shall be filled through Nominations given by the CFFC President, and final approval being voted on by TSA Board of Directors during each June meeting.
- 2.5. Coaches shall fill out CFFC coaching applications and submit them to TSA via the CFFC President. The Select Program director/CFFC President has the responsibility of presenting coaches' names before the TSA Board for review and approval.

- 2.6. Head coaches shall hold the appropriate coaching license for the age and division to be coached as established by the TSSA. The CFFC President as approved by the TSA Board of Directors shall set additional selection criteria for coaches.
- 2.7. Teams may be formed in the U8 through U19 age groups with some age groups being combined as the number of players available dictate and with approval from the CFFC Board. Minimum age for CFFC team participation is the age of players eligible for the U8 division as directed by TSSA. The CFFC Board shall establish the number of teams and age groupings for each season based on availability of coaches and number of players. As much as possible, team age groups and number of teams should be adjusted as required to permit all select quality players into CFFC.
- 2.8. All CFFC teams shall be selected by the results of open tryouts. Tryouts shall be publicly announced via the Tullahoma News and Manchester Times for at least two weeks prior to first tryout date, as a minimum. In special cases where a prospective player cannot attend a team tryout session, the coach, with approval of CFFC President, may schedule an individual evaluation session with the prospective player. Tryout sessions shall be monitored by the CFFC President or by his/her designee; therefore, coaches are also required to notify the CFFC President of their tryout date, time, and location at least 1 week in advance of first tryout date.
- 2.9. An approved coach with returning CFFC players from the previous season may choose to exempt any returning CFFC player from the required tryout; however, a publicly announced open tryout must still be held.
- 2.10. Players shall be accepted from anywhere.
- 2.11. If age groups are combined to form a team (i.e.; U11/U12), priority shall be given to an older age group player if a younger player and older player have equal abilities and attributes as determined by tryout. Players may be rostered or may play on a team in an age group older than their established age group (U12 player playing on U14 team) by concurrence of the CFFC President.
- 2.12. The approved CFFC team Head coach or his designated representative shall handle registration of players, in conjunction with the CFFC Secretary and TSA Registrar, after the team has been selected by tryout per CFFC guidelines.
- 2.13. Selection of players registered on a CFFC team, for any tournament, friendly games, or scrimmages, has to be with the consent of the CFFC President and the potentially selected player's official CFFC Head coach.
- 2.14. The head coach for each team is responsible for ensuring that all players have the required CFFC uniform kit. The uniform kit will be purchased by the individual player; however, if a player is unable to purchase a uniform extra CFFC uniform kits will be provided on a case by case basis. A blood kit and extra uniform kit will be provided by CFFC to each team.
- 2.15. There are no CFFC maximum limitations on the number or length of practice sessions; however, coaches are required to practice a minimum of three-hours per week during each season in which they are participating in any competitions.
- 2.16. There are no CFFC requirements for on-field time for players during games; however, coaches are encouraged to give each attending player at least one appearance in the game.
- 2.17. CFFC players may not participate in any recreational soccer program during the same season they are registered with a CFFC team.
- 2.18. The scheduling of games is the responsibility of each CFFC team's head coach (or their designee). Each head coach is responsible for providing a game/practice schedule to the CFFC President, CFFC Fields Manager, and CFFC Director of Player Development.

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The CFFC Fields Manager and the respective coaches shall resolve scheduling conflicts.

- 2.19. Primary home playing and practicing fields for CFFC shall be Johnson Lane Recreational Area (JLRA) , and CFFC teams are responsible for maintaining these fields throughout the year.
- 2.20. All other CFFC team issues not covered under these by-laws shall be brought to the attention of the CFFC President and will be dealt with by the CFFC Board.

COACHING RECOMMENDATIONS

TSA shall assist in coach selection in all programs if requested by either of the programs.

RESPONSIBILITIES

- Maintain a minimum training appropriate to their level within the program they coach in
- Follow his/hers program's Bylaws
- Be present at all tryouts and evaluations
- Selection of Players for their teams through a process established by the program's guidelines
- Schedule and conduct practices in accordance with the program's bylaws
- Give all players equal chance to excel
- Maintain all team equipment
- Notify practice field coordinator, director of referees, and any appropriate program's scheduler of any changes effecting TSA operations
- Support recreational program in clinics and classes as needed at least once per year
- Know and abide by FIFA and program laws
- Solicit team parents for help with duties required for TSA Operations
- Take responsibility for players, assistants, and parents during games

PLAYER SELECTION RECOMMENDATIONS

- No age group should be allowed to have coordinators assign players to teams without a rating basis established within the bylaws.
- Each player in the competitive program must submit a proof of age and medical release prior to every program season. Each player in the recreational program will provide birth date during registration.
- Every child in TULLAHOMA shall be given an opportunity to play in the TSA recreational program.

CONDUCT AND RELEASE of PLAYERS/COACHES

- Members of the TSA, upon evidence of any misconduct in either program, shall notify the President or TSA program Vice-President within 48 hours if Board action is desired.
- A discipline committee shall consist of the President, Program Vice-Presidents, and Registrar. CFFC shall handle its own discipline cases with final decision approval being handled by the TSA discipline committee.
- TSA recreational program and CFFC should each have its own practice & game participation guidelines. These guidelines should NOT conflict with the TSA or TSSA policies and guidelines.
- Release of any player from TSA recreational program must be TIMELY reported to TSA Registrar. Release of any player from CFFC must be initiated by the player's parents through TSSA. Release of a CFFC player will incur a fee payable to TSSA by the player or player's parents.

APPROVED 3/26/18