

By-Laws of Freeport Area Soccer Association

Article I - Appointment of Executive Board Officers

The Freeport Area Soccer Association (or "the Club") shall appoint officers to serve on the Executive Board. The appointed positions of Chairman of the Board, President, Vice President, Secretary, Treasurer, Director of Coaching and Registrar shall serve two-year terms of even and odd years per position as stated in the constitution. Appointment of a new Executive Board shall be consistent with the Constitution of Freeport Area Soccer Association.

Article II - Appointment of Operating Committee Members

The Executive Board shall appoint the following non-voting positions annually: Field Assignor, Referee Administrator, Field and Maintenance Manager, Uniform and Purchasing Officer, Concession Stand Manager, Web Site Administrator, U6 / U8 Age Commissioner, U10 Age Commissioners, Director of Fundraising, Publicity & Social Media Coordinator, Charity Coordinator. The appointments shall be made by the first regular meeting of the Board of Directors following the AGM.

Article III - Board of Directors Duties

Chairman of the Board: An advisory position, and maintains the Boards alignment to the Purpose in Article II of the constitution and can remove a Board or Board members operating outside of the Purpose. The Chairman of the Board will vote in the case of a tie for matters pertaining to the Freeport Area Soccer Association.

President: The President shall be responsible for the operation of the Freeport Area Soccer Association. The President shall preside over all meetings of the membership and Board of Directors. The president shall direct the activities of the club, and enforce the by-laws and other rules and regulations promulgated by the Board of Directors. The President shall execute all written contracts, obligations or instruments of the club. The president shall also serve as the public relations officer for the Club regarding the clubs events and activities. The President shall also either attend all PA West required meetings, or appoint a representative to attend the same.

Vice-President: The Vice-President shall assume the responsibilities of the President in the absence of the President. The Vice-President shall preside over all meetings in the President's absence. If the office of the President shall become vacant, the Vice-President shall hold the office of President until the position can be appointed by the Executive Committee. The Vice-President will ensure the club is compliant with the Risk Management Program of PA West and keep records of all required clearances.

Secretary: The Secretary shall countersign all documents or instruments required to be executed by the club, be responsible for all correspondence for the club, and shall keep or direct the keeping of the

minutes of all meetings. The Secretary shall preserve and keep records of club meetings, activities and correspondence.

Treasurer: The Treasurer shall keep or direct the keeping of all financial records for the club. The Treasurer shall be responsible for the proper and legal reporting of the Freeport Area Soccer Association annual fiscal activities in accordance with local, state and Federal tax codes. The Treasurer shall be the custodian of all the club's funds, shall deposit such funds in a depository designated by the Executive Board, shall issue all checks for signature by the proper officers, and shall submit a complete accounting of the source and application of the club's funds at the annual meeting.

Director of Coaching: The Director of Coaching shall be responsible for Coaching and Player Development programs. This includes recruitment of coaches, distribution of coaching equipment, establishing coaching protocols, and promulgating player and coaching education programs. Shall be in charge of: Scheduling of practice fields, organizing of evaluations at the end of each spring season, if necessary, and conducting a coaches meeting prior to the start of each season (mandatory of all coaches to attend and/or a team representative).

Registrar: The Registrar shall coordinate the registration of all players. This includes the completion of proper paperwork and payment of fees. The Registrar shall coordinate with the Treasurer the accurate recording of the payment of fees by the members and by Freeport Area Soccer Association for registration of players with PA West Soccer.

Field Assignor: The Field Assignor shall assemble and coordinate the field game schedule. Passing along the schedule to the Referee Administrator to assign referees.

Referee Administrator: The Referee Administrator shall oversee the Freeport Area Soccer Association referee program. This includes recruitment of referees, coordinating certifications, education programs, and game assignments.

Field and Maintenance Manager: The field manager shall oversee the maintenance of all playing and practice facilities. The field manager will coordinate with the Purchasing Officer the purchase of all supplies needed for the maintenance of facilities. Schedule grass cutting duties, organize a spring and fall clean-up day and ensure all field equipment is stored properly at the conclusion of each season.

Uniform Officer: Shall be responsible for the purchase of all supplies, uniforms and equipment for Freeport Area Soccer Association. The Purchasing Officer shall coordinate with vendors to identify the most economical purchasing opportunities for the club, and when possible support local businesses.

Concession Stand Manager: Shall be responsible for ordering, stocking and keeping inventory at necessary levels for all games and fundraisers. Balancing the cash register, scheduling concession workers, having workers fill out time cards and verify accuracy prior to turning them into Treasurer for payment. Purchasing equipment as necessary to include toilet paper for port-a-johns, cleaning concession stand before and after each season. Ensuring that concession stand is to be operational during all season games as well as all fundraising events.

Web Site Administrator: Shall coordinate all communications for the purpose of advertising and promoting the Freeport Area Soccer Association on the club's website.

U6 / U8 Age Commissioner: Shall be responsible for setting up teams, game, practice schedules as per Team Formation Rules in Article IX. Scheduling end of season tournaments in accordance with the Executive Board direction and working with the Director of Coaching in recruiting of coaches.

Director of Fundraising: Shall oversee the organization of and implementation of fundraising activities in accordance with the Executive Board Direction.

Publicity & Social Media Coordinator: Shall be responsible for maintaining FASA's Social Media and public correspondence in news media. Sponsor and solicitation of local businesses for charitable contributions.

Equipment Manager: Shall be responsible maintaining and providing recommendations on gear necessary for the club. Will help purchase equipment in accordance / approval of the Executive Board.

Article IV - Hearing and Appeals

The Freeport Area Soccer Association recognizes the rights of its members to have a fair hearing regarding any matter of discipline; the club also recognizes the right of its members to appeal any decision made by the Club pertaining to them directly.

All disciplinary hearings shall be held using the following procedures: All hearings shall be heard by a three-member-hearing panel composed of Board of Directors members, appointed by the President, with the unanimous approval of the Executive Board. The accused shall be notified in writing as to the date, time, location and reason for the hearing, as well as all evidence to be presented against them in accordance with USSF Bylaw 701. Notice shall be provided by certified mail no less than 14 days prior to the scheduled date. The accused shall have the right to present evidence in defense, use the help of counsel, and confront their accuser. The decision of the hearing panel shall be mailed by certified mail within 10 days of the hearing date. The decision should include all evidence considered and the reasoning for the decision.

Appeal of disciplinary hearings shall be held using the following procedures: Appeals of disciplinary matters shall be made in writing by certified mail to the Executive Board within 10 days upon receipt of the findings of the hearing panel. The Executive Board must schedule the appeal hearing within 30 days of receipt of the appeal. The appeal hearing must afford all parties involved the same privileges as outlined in the disciplinary hearings section of this item. The findings of the appeal hearing shall be mailed by certified mail within 10 days of the hearing date. The decision should include all evidence considered and the reasoning for the decision. All decisions of the Executive Board will be final.

Appeals of non-disciplinary decisions shall be heard by the Executive Board. The appeal must be made in writing by certified mail to the Executive Board. The letter should include the reason for the appeal and any evidence believed to be relevant to the issue at hand. A hearing shall be scheduled within 30 days of receipt of the appeal; issues that are subject to a deadline must be dealt with prior to that deadline. The appeal hearing must allow all parties to present evidence on their behalf. The finding of

the appeal hearing shall be mailed by certified mail within 10 days of the hearing date. The decision should include all evidence considered and the reasoning for the decision. All decisions of the Executive Board will be final.

Article V - Risk Management

Freeport Area Soccer Association recognizes the need for a comprehensive risk management program to protect the club and its members and employees.

- A. All Board of Director members, coaches and assistant coaches must submit all necessary background checks through PA West website.
- B. All coaches who complete a coaching license at the request of Freeport Area Soccer Association will be reimbursed for any fees incurred.
- C. All Board of Director members and coaches and assistant coaches agree to always have another adult with them when working with children.
- D. Freeport Area Soccer Association will use the following safety standards for all games and practices:
 - a. All goals shall be anchored at all times.
 - b. The field shall be checked for debris and uneven playing surface. Debris shall be cleared before use; Playing surface issues shall be given to the Field's and Maintenance Manager and activity moved away from the dangerous area.
 - c. All Freeport Area Soccer Association teams shall have a medical kit with them at all practices and games.
 - d. No medications are permitted to be administered by any Freeport Area Soccer Association Coach, Assistant Coach, or Board Member
 - e. End of Season locking of goals on all fields and ensuring all FASA equipment is stored properly.

Article VI - Fees

The Executive Board of Freeport Area Soccer Association shall determine the fees for the membership upon recommendation of the Treasurer. The fees shall be approved by unanimous vote of the Executive Board at the last regular Board of Directors meeting prior to the AGM.

The fee shall be determined based on the operating costs of the Freeport Area Soccer Association (including PA West fees) and projected membership totals.

Article VII - Code of Conduct

The Executive Board of Freeport Area Soccer Association shall adopt a Code of Conduct applicable to all members, referees, and match attendees. The Code of Conduct and any proposed changes shall be approved by unanimous vote of the Executive Board at the AGM.

The Code of Conduct shall be enforced by the disciplinary hearing and appeal process mentioned above in Article IV.

Article VIII - Website

The Freeport Area Soccer Association shall maintain a website for the purposes of advertisement of programs, managing registration, scheduling, and general information about the Club.

Article IX - Team Formation Rules

The Executive Board of Freeport Area Soccer Association shall adopt Team Formation Rules established and maintained by the Director of Coaching.

Article X - Miscellaneous

The annual report submitted by the Treasurer at the AGM, shall set forth clearly and with sufficient detail the assets and liabilities of the club, as well as, a summary of receipts and expenses or disbursements, setting forth clearly and in proper detail with explanations and notations as to purposes of all transactions during the year.

Any check or draft disbursing funds of the Club must be signed by the President and Treasurer.

At no time shall any illicit items be purchased by Club funds.

Article XI - Privacy and Confidentiality

All information retained by the Club pursuant to the registration of players, and their parents, shall be kept in the strictest confidence, and shall not be sold, or transferred in any way to any other entity, except PA West .

Article XII

These By-Laws supersede any and all prior documents signed below by the Executive Board members on June 23rd, 2026.

President

Printed Name

Date

Vice President

Printed Name

Date

Secretary

Printed Name

Date

Treasurer

Printed Name

Date

Director of Coaching

Printed Name

Date

Chairman of the Board

Printed Name

Date