

LEE'S SUMMIT SOCCER ASSOCIATION  
(LSSA)

CONSTITUTION

*HISTORY:*

*This association came into existence when a group of concerned citizens saw that a recreational soccer program would better flourish if managed by volunteers instead of being managed by Parks and Recreation. In the spring of 1992, this association was formed and the following people were the original elected officers:*

*Steve Rollins – President  
Jay Dittmann – 1<sup>st</sup> Vice President  
Mike Carver – 2<sup>nd</sup> Vice President  
Randy League – 3<sup>rd</sup> Vice President  
Bud Kasper – 4<sup>th</sup> Vice President  
Pam Toigo – Secretary  
Melinda Booth– Treasurer*

*In our inaugural season, we started with 650 players.*

*In the fall of 2003, LSSA created a competitive division that started with 16 teams and over 200 players. The competitive division joined the Missouri Youth Soccer Association (MYSA) and played within the Blue River Youth Soccer Association's share play program (BRYSA). In the spring of 2005 BRYSA merged with other local youth soccer leagues to form the Kansas City Metropolitan Youth Soccer League (KC Metro League).*

*In 2007 LSSA created an adult summer league. In the first adult soccer season LSSA registered nearly 144 players.*

*In the fall of 2007 LSSA created a "special needs" youth soccer division. This division provides youth soccer players with physical or mental disabilities the ability to recreate and play soccer in a fun, friendly and supportive environment. In the inaugural season LSSA registered over thirty players.*

*LSSA was founded as a not for profit organization which is managed by a group of dedicated volunteers.*

ARTICLE I

The name of this body shall be Lee's Summit Soccer Association (LSSA), referred to within as the "Association".

ARTICLE II

The purpose of this organization shall be:

- A. To organize, regulate, advance and promote the sport of youth soccer within and around the Lee's Summit, Missouri area.
- B. To encourage the development of the ideals of sportsmanship and fair play.
- C. To support the physical, mental and emotional development of the youth player by allowing every player to participate at a level of play where he or she has success and enjoyment.
- D. To support the play of soccer at all ages as time, interest and financial resources permit.

The focus of LSSA will always be on youth soccer; however, game schedules, league expenditures and the number of volunteers will be based on recreational player demands. The needs of the competitive division will continue to be evaluated as league resources become available.

### ARTICLE III

The headquarters of this organization shall be designated by the board and all board meetings shall be held monthly at a centrally located area.

### ARTICLE IV

Section 1. Any child may register to play in LSSA. He or she must register prior to the registration deadline at the start of each season. Late registrations will be accepted as space permits. Note: LSSA reserves the right to reject a player's registration form based on past negative experiences with the child's parents or legal guardians.

Section 2. Registration form must be accompanied by:

- A. The proper registration fee, (fee will be announced prior to each season).
- B. Completed registration form (on-line or hard copy) with signed waiver.
- C. A copy of the player's birth certificate.

### ARTICLE V

Section 1. LSSA shall be governed by a board of directors that shall consist of:

- A. EXECUTIVE BOARD, which shall consist of six elected officers,: Each officer shall serve a term of two consecutive years upon election. Each term will expire on June 15, unless the officer is reelected for a second term of two additional years. There are no term limits.

1. President:

The President presides at all meetings. Is a member ex-officio of all committees. The President will conduct all administrative functions of the organization. Will be the custodian of all contracts and agreements and insure adherence to them. Will facilitate all purchase orders. The President will be assisted by the following staff: League Administrator, Sponsorship Chairperson, Budget Chairperson, Uniform Coordinator and Trophy Coordinator. The President will cast the deciding vote in the event of a tie or

may waive the right to do so. The President and Budget Chairperson will compile an annual budget based upon budgets submitted from each executive officer and will present this budget at the first board meeting of the spring season.

The President shall review the annual User Agreement provided by the Lee's Summit Parks and Recreation and the Memorandum of Understanding with the R-7 Lee's Summit School District and provide recommendations to the Executive Board for consideration prior to executing.

Term of office is two years with re-election in even numbered years.

2. 1<sup>st</sup> Vice President, Commissioner of the Recreational Division:

The 1<sup>st</sup> Vice President presides at all meetings in the absence of the President. Is responsible for all game play in the Recreational Division. For the Recreational Division, the 1<sup>st</sup> Vice President will accumulate team rosters; develop play levels, divisions, boys and girls play. The 1<sup>st</sup> Vice President will govern modifications of recreational rules; and govern the movement of players between teams or levels. The 1<sup>st</sup> Vice President will schedule game play; develop and promote all coaches; develop and promote officials; and develop and promote player and coach education programs. The 1<sup>st</sup> Vice President will also have the power to decide any case that arises in the Recreational Division and is not covered by the game rules or interpretation thereof. Will also have the power to cancel, reschedule, or abandon games not played the full time, depending on the circumstances. The 1<sup>st</sup> Vice President will maintain a weather policy with guidelines for use in determining the postponement or cancellation of games. The 1<sup>st</sup> Vice President may be an alternate co-signer of checks. The 1<sup>st</sup> Vice President may be assisted by the following committee chairpersons: Assistant Commissioners, Scheduler, Referee Coordinators, Division Representatives, Tournament Chairperson, and through these people represent all recreational players, coaches and officials.

The 1<sup>st</sup> Vice President shall be responsible for updates to the LSSA Coaches Manual and provide training on the manual from time to time as requested by the Executive Board.

Term of office is two years with re-election in odd numbered years.

3. 2<sup>nd</sup> Vice President, Fields and Facilities:

The 2<sup>nd</sup> Vice President presides at all meetings in the absence of the President and the 1<sup>st</sup> Vice President. The 2<sup>nd</sup> Vice President shall be responsible for securing, developing, maintaining and protecting all facilities and concessions, utilities and/or other land facilities connected thereto and therewith. The 2<sup>nd</sup> Vice President will schedule all practice facilities. The 2<sup>nd</sup> Vice President will be responsible for the preparation and maintenance of the soccer fields including any grass cutting required, installation and removal of

goals and nets, striping and marking of the playing fields and any equipment required to accomplish these duties. The 2<sup>nd</sup> Vice President efforts must be coordinated with the appropriate Parks and Recreation departments. The 2<sup>nd</sup> Vice President shall determine equipment needs; recommend equipment purchases; and obtain estimates of equipment to be purchased with bids submitted to the board. The 2<sup>nd</sup> Vice President may be an alternate co-signer of checks. The 2<sup>nd</sup> Vice President may be assisted by the following chairpersons: Assistant VP of Fields, Concession Manager, and Special Projects Chairperson.

Term of office is two years with re-election in odd numbered years.

4. 3<sup>rd</sup> Vice President, Commissioner of Competitive Division:

The 3<sup>rd</sup> Vice President is responsible for all game play in the Competitive Division. For the Competitive Division, the 3<sup>rd</sup> Vice President will accumulate club or team rosters; develop play levels, divisions, boys and girls play. The 3<sup>rd</sup> Vice President will govern the movement of players between teams or clubs; and govern modifications of competitive rules. The 3<sup>rd</sup> Vice President will also have the power to decide any case that arises within the Competitive Division and is not covered by the game rules or interpretation thereof. Will also have the power to cancel, reschedule, or abandon games not played the full time, depending on the circumstances. The 3<sup>rd</sup> Vice President will chair the grievance committee (The grievance committee shall include no less than two executive board members and one general board member). The 3<sup>rd</sup> Vice President will be responsible for the LSSA's representative to the State Association and the share play organizations, if so affiliated. The 3<sup>rd</sup> Vice President may be an alternate co-signer of checks. The 3<sup>rd</sup> Vice President may be assisted by the following committee chairpersons: Assistant Commissioners, Division Representatives, State Representative, Share Play Representative, and through these people represent all competitive players, coaches and officials.

Term of office is two years with re-election in even numbered years.

5. Secretary:

The Secretary will keep a record of all meetings in a book provided for this purpose. The Secretary will keep a current roll of addresses and phone numbers of all officers, division representatives, coaches and officials. The Secretary shall notify all board members of dates and places of meetings, and shall initiate all correspondence. The Secretary will also be the resource center for the association and will maintain the association library including all pertinent records and contracts. The Secretary can be an alternate co-signer of checks in the absence of another executive officer. The following chairpersons may assist the Secretary: Web Site Coordinator.

Term of office is two years with re-election in even numbered years.

6. Treasurer:

The Treasurer will keep a detailed record of all funds received and spent in a book or computer application provided for this purpose. Will pay all bills, as they come due, after the bill is approved by the board. Shall maintain separate checking accounts at a local bank for the purpose of paying all league related expenses. The concession stand shall have a separate checking and debit account for the purpose of paying for the operations of the concession stand. All league expenses shall be charged to the appropriate accounts so as to have a record of payments made. The Treasurer shall report the financial standing of LSSA at every board meeting. Shall give a full statement of financial transaction made throughout the year at each Semi-Annual General meeting. The Executive Board and Concession Stand Manager are the only authorized members to make deposits in LSSA's bank accounts. The Treasurer shall serve as the primary depositor, when possible and will fill out or see to the completion of all necessary state and federal tax forms. The treasurer will insure the referee checks are processed. The following contractors and managers may assist the Treasurer: Bookkeeper and Concession Stand Manager. The Concession Stand "debit account" is not subject to the \$500.00 transaction limit as it is necessary to purchase bulk food quantities prior to each weekend. Large purchases for "non food" items such as a freezer or other equipment MUST be approved by the board. (Note: all concession stand checks issued in excess of \$500.00 must contain two signatures. One of the two signatures must be an executive board member).

An independent person, outside of the LSSA Executive Board, will be engaged to review the books of the treasurer once a year and must give a report of their findings at the next board meeting following the review.

Term of office is two years with re-election in odd numbered years.

B. GENERAL BOARD: comprised of committee chairpersons approved by a majority vote of the current residing General Board and appointed by the Executive Board. The General Board Committee Chairpersons, Coordinators and Concession Stand Manager and their appointee will be maintained on a board roster updated by the Secretary as needed. All General Board members and Executive Board members whom are appointed or elected and have the duties and powers to vote on league business are not allowed to receive compensation (the only exception is reimbursable expenses previously approved by the board).

Section 2: The elected officers of LSSA shall be determined by a majority vote (see Article VII for voting requirements). An elected officer may be removed from office during their elected term by a majority vote of the general board if the officer is found to be violating league policies, stealing, making false statements, misrepresenting the organization or for conduct that is not consistent with the goals of the Association.

Section 3: Three of Executive Board members along with four other General Board members will constitute a quorum for voting and transacting business.

Section 4: Before any bill can be paid or expenditures made, a vote in agreement must be made by the Executive Board, excluding ongoing expenses such as expenses covered by contracts previously approved by the board, i.e. mowing, striping or concession stand operations.

Section 5: All checks written by the Treasurer over five-hundred dollars must be co-signed by another Executive Board member.

Section 6: Any Executive Board member absent from three consecutive board meetings without just cause may have his/her office declared vacant by a majority vote of the board.

Section 7: Two people from the same family may not serve as Executive Board members at the same time.

Section 8: Should an Executive Board office become vacant during the middle of its term then a replacement may be elected to fulfill the remainder of that office's term. Election must be by a majority vote of the coaches present at a Pre-Season Draft meeting, a Semi-Annual General meeting or a Special General meeting.

Section 9: Any person may serve as an elected officer of this association. There is no requirement to have a child playing in this association.

Section 10: Any person may serve on any committee herein described. Only an Executive Board Member may serve on more than three committees at one time.

#### ARTICLE VI

A Pre-Season Draft meeting will be held prior to the start of each season for the purpose of organizing teams by drafting players on to teams. A Semi-Annual General meeting will be held at or near the end of each season. Business of this association may be conducted at either meeting.

#### ARTICLE VII

Each team in good standing shall be entitled to one vote at each of the Semi-Annual General meetings; at each Pre-Season Draft meetings; and at any Special General meetings. Team representative must be present in-person to vote. No person may cast more than one vote for any reason.

#### ARTICLE VIII

Section 1: The Board may suspend or expel any individual player, parent, team, coach or board member that in its opinion violates the principals or standards of the association. The Board may, if necessary, press formal charges with the Police for serious offenses.

Section 2: The Lee's Summit Soccer Association herein referred to as "the Association" requires all members; (coaches, team managers, board members, referees over age of 18) to complete a Division of Family Services Form, herein referred to as "DFS Form" before participating in Association activities. All DFS forms **MUST** be completed prior to the beginning of each season.

The Executive Board herein referred to as "the Board" of the Association will review the results of the DFS reports. If the Board receives a confirmed violation which they feel may negatively impact or have the potential to be harmful to the Association or any of its members the Board **MAY** hold an investigative hearing with said party(s) to determine if the party(s) may participate in the Associations activities. The hearing process is at the sole discretion of the Board. The Board may decide to forgo the hearing and reject the membership application.

If the Board elects to schedule a hearing, the Board **SHALL** notify the person(s) of such hearing 15-days prior to scheduled hearing. The person(s) may choose to have representation at such hearing. The Board's decision is final and may not be appealed.

The Board reserves the right to refuse or reject any member(s) based on the results of the DFS Forms. The Board **WILL NOT** discriminate based on race, age, religion or sex, only information received in the DFS Forms.

## ARTICLE IX

Special General meetings may be called as needed to conduct association business. Notice must be published to all teams in good standing as to provide at least 7 days in advance notice of the Special General meeting date.

## ARTICLE X

The constitution may be amended or repealed at a Pre-Season Draft meeting, a Semi-Annual General meeting or at a Special General meeting by a 2/3 majority vote. Proposed amendments to the constitution must be submitted in writing to a regular board meeting via the Secretary at least 14 days prior to a publicized Special General meeting date or at least 30 days in advance of either a Semi-Annual General meeting date or a Pre-Season Draft meeting date. The board shall review the proposed amendment and vote whether to recommend or not to recommend that the amendment be adopted by the membership.

## LEAGUE BY-LAWS

### ARTICLE I

LSSA is comprised of two levels of play:

- A) Recreational Division
- B) Competitive Division

### ARTICLE II

LSSA will hold two seasons a year, one in the spring and one in the fall. Dates for each season shall be determined by the President and published to the board and to the coaches in advance of each season. The general guideline for the spring season is to play in March, April, May and June. The general guideline for the fall season is to play in August, September, October and November. LSSA may hold seasons at other times for various age groups as time, money and schedule permit.

### ARTICLE III

Section 1: All players must be registered with LSSA. No unregistered players may participate under any circumstances within the Recreational Division.

Divisions shall be separated by age and, if possible, by gender. Divisions are designated as Under a certain age. For example, the Boys U10 Division is for boys who are under the age of ten-years old. Evaluation of a player's age shall be done only once a year. The player must meet the age requirement as of the previous July 31<sup>st</sup>.

The minimum age to participate in this association is four-years old and a player must meet this minimum age as of the previous July 31<sup>st</sup>.

A qualified recreational player may request to play up in age division. Approval of the 1<sup>st</sup> Vice President and the Division Representative of the older division is required for placement in that division.

A recreational player may request to play down up to one age division. The 1<sup>st</sup> Vice President and the Division Representative of the younger division must approve the placement of the player in that division.

The Recreational Division teams MUST BE coached by volunteers. At no time may a Recreational Division coach or assistant solicit payment from players or parents, either directly or suggestively, for coaching services. Likewise, no Recreational Division coach or assistant may accept offered compensation for coaching services. A token gift of appreciation from players or parents at the end of a season is acceptable.”

Section 2: *This section removed 7-14-2003.*

Section 3: A registered recreational player may play for one and only one recreational team. A registered recreational player may play simultaneously in both the recreational and competitive divisions, i.e. dual carded. However, a recreational team may not roster more dual carded players than 50% of the maximum number of on-field players for that team's division. Example: a team that plays with 11 field players may have no more than five (5) dual carded players on their roster.

Section 4: Every registered recreational player in the Recreational Division MUST PLAY at least ½ of every game, as long as he/she is present and able to play, NO EXCEPTIONS.

Section 5: No player may play more than ½ of the game as goalie in the Recreational Division except in the U15 and older Divisions.

Section 6: Every coach in the Recreational Division must rate their players at the conclusion of each season and turn them in to the association so that a fair draft of players may be done the next season. Coaches must have their ratings approved by their Division Representative, who has the authority to change any rating assigned by a coach. The 1st Vice President shall resolve any dispute over a player rating.

Section 7: A modified blind draft will be used to divide eligible players to each team in the Recreational Division. Every effort will be made in the Recreational Division to balance the teams within a division by using the sum of the player ratings as the balancing factor. The 1<sup>st</sup> Vice President will be responsible for maintaining the specific rules and guidelines for the draft.

Section 8: Each recreational player may stay on the same team from season to season provided they are registered and play in the previous season. If they choose, a player may go back into the draft. If the coach chooses, the coach may place a player back into the draft.

Section 9: The Recreational Division will use FIFA Laws that have been modified for each age group. These modifications are published in the coach's manual and are available on the league web site at [www.lssa.org](http://www.lssa.org).

Section 10: The Competitive Division will use FIFA Laws that have been modified for each Division. These modifications are consistent with the modifications of the share play association, currently the Kansas City Metropolitan Youth Soccer Association.

Section 11: No recreational team will schedule more than three soccer events in a rolling seven-day period. Soccer events are defined as, but not limited to, a practice, camp or game (exception- end of season recreational tournaments). This restriction applies even if games have been postponed requiring two games be played within a single weekend. LSSA is concerned about the time requirements

placed on parents and players. Any coach attempting to circumvent the spirit of this restriction may be suspended or expelled from LSSA.

Section 12: LSSA generally schedules Recreational Division games on Saturdays and Competitive division games on both Saturdays and occasional Sundays. Weather and other factors may force postponement of a scheduled game. Recreational make-up games will be scheduled on Sunday's with start times typically no earlier than 11:00 a.m. Competitive make-up games may be scheduled on a weekday with a start time of typically no earlier than 6:30 p.m.

Section 13: The LSSA Constitution and By-Laws will govern the Competitive Division except when these are superseded by the United States Youth Soccer Association and/or the Missouri Youth Soccer Association and the KC Metro League.