

BPAA Soccer
Committee Bylaws

Date: January 1, 2003

BPAA Soccer Committee Bylaws

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ARTICLE I – Name, Mission Statement, and Budget

1. Name

Brooklyn Park Athletic Association (BPAA) Soccer Committee

2. Mission Statement

BPAA Soccer Committee's mission is to provide an opportunity for the youth of Brooklyn Park, Brooklyn Center, and the surrounding communities to learn soccer skills, teamwork, good sportsmanship, good citizenship, and practice the sport of soccer in a respectful environment for all involved.

3. Budgets and Financial Statements

The BPAA Soccer Committee shall approve one annual budget. The BPAA Soccer Committee shall approve one annual financial statement submitted by the Soccer Committee chairperson. The financial statement shall be prepared with common and acceptable accounting practices in mind.

ARTICLE II – Committee Membership and Meetings

1. Committee Membership

Any person can become a voting BPAA Soccer Committee member by a simple majority vote of the current BPAA Soccer Committee members.

2. Committee Member attendance and participation

A voting BPAA Soccer Committee member is expected to attend committee meetings regularly, and to attend special activities set up by the committee, such as the coaches meeting. Failure to attend three consecutive committee meetings may be cause for removal from the committee.

3. Removal from the Committee

A voting BPAA Soccer Committee member may be removed from the committee by a simple majority vote of the current membership.

4. Committee Meetings

The BPAA Soccer Committee will hold regular meetings, scheduled by the Chairperson and duly publicized to all members. A quorum will be present when two thirds of the voting members are present.

ARTICLE III – BPAA Soccer Committee Officers

1. Officers: Chairperson, Vice Chairperson, and Secretary

The officers of the BPAA Soccer Committee shall consist of a Committee Chairperson, Vice Chairperson, and Secretary. All other members of the BPAA Soccer Committee are assigned specific duties as stated in Article 4.

The BPAA Soccer Committee Officers shall be elected by a majority vote of the BPAA Soccer Committee members for a one-year term. Officers may be re-elected to serve consecutive terms. Officers shall receive no compensation.

2. Duties of the Chairperson

The BPAA Soccer Committee Chairperson will have the following duties:

1. Setup, organize, and oversee the BPAA Soccer Committee meetings.

2. Represent the BPAA Soccer Committee at BPAA Executive Board's meetings, and other community activities.
3. Will prepare all financial Statements to be presented to the BPAA Executive committee at the end of the soccer season.
4. Will save a copy of all BPAA Financial Statements.

3. *Duties of the Vice Chairperson*

The BPAA Soccer Committee Vice-Chairperson will have the following duties:

1. Take the place of the Chairperson when the Chairperson is not available.
2. Take over all the duties of the chairperson if the Chairperson is not available.
3. Represent the BPAA Soccer Committee at BPAA Executive Board's meetings along with the Chairperson of the Soccer Committee.

4. *Duties of the Secretary*

The BPAA Soccer Committee Secretary will have the following duties:

1. Take minutes of the every BPAA Soccer Committee meeting. The minutes will consist of the following: (1) Time and Place of meeting, (2) Attendees, (3) Agenda, (4) Discussion, (5) Votes, voting results, (6) Decisions, and (7) Time and Place of next meeting.
2. Distribute the Committee minutes.
3. Save a copy of the BPAA Soccer Committee minutes.

ARTICLE IV – BPAA Soccer Committee Coordinators

The BPAA Soccer Committee Coordinators are as follows:

1. *Referee Coordinator*

The Referee Coordinator will establish and maintain a referee database and schedule referees for regular season games, and end of season tournament games. The Referee Coordinator will also submit payroll information to the BPAA Executive Committee treasurer for paying referees.

2. *Equipment Coordinator*

The Equipment Coordinator will order all necessary soccer equipment for the BPAA Soccer Season. This will include soccer jerseys, goalie jerseys, goalie gloves, soccer balls, first aid kits, soccer cones, and other miscellaneous soccer equipment needed for the BPAA Soccer season and tournament. The Equipment Coordinator will also be responsible for the storage, maintenance, and distribution of soccer equipment.

3. *Division Coordinators*

The Division Coordinators form teams, maintain rosters, and find coaches for every team in the division assigned to them. The Soccer Committee will provide guidelines for forming teams to each division coordinator.

4. *Training Coordinator for Referees and Coaches*

The Training Coordinator will schedule training sessions for referees to attend on the BPAA Soccer rules.

The Training Coordinator will schedule training sessions for coaches to attend. The training sessions will consist of Soccer Rules, and soccer coaching techniques. He will also facilitate attendance at soccer clinics.

5. Registration Coordinator

The Registration Coordinator will coordinate the BPAA Soccer Registration. It will involve the following: (1) setting up times and places to register, (2) obtaining registration material, (3) informing the BPAA Executive Committee Treasurer of the Registration dates, and (4) inform public of times of registration.

6. Concession Stand Coordinator

The Concession Stand Coordinator will coordinate the BPAA Soccer Concession Stand. It will involve ordering concessions, scheduling volunteers, and requesting payments to vendors. The Concession Stand Coordinator will prepare an Income Statement which will be submitted to the BPAA Soccer Committee, and also to the BPAA Executive Board Treasurer.

7. Tournament Coordinator

The Tournament Coordinator will be in charge of the BPAA Soccer Tournament. The Tournament Coordinator must make sure that trophies are ordered, and issued at the tournament.

The Tournament Coordinator must give a tournament schedule to the referee coordinator, and every team coach.

8. WEB Site Coordinator

The BPAA Soccer WEB Site Coordinator will coordinate the WEB design for the BPAA Soccer Committee. The WEB Pages will include: general information, regular season and tournament scores, and registration information.

The WEB site will contain information provided by the BPAA Soccer Committee.

9. Season Scheduling Coordinator

The Season Scheduling Coordinator will do the following:

- (1) After Division Coordinators form the teams, schedule regular season games, and provide written schedules to be provided for coaches.
- (2) Coordinate fields with Park and Recreation Departments of Brooklyn Park and Brooklyn Center.
- (3) Schedule games in consideration of special needs individuals.
- (4) Re-schedule make-up games and co-ordinate with the Referee Coordinator in obtaining referees, and obtaining available fields.

10. Risk Manager Coordinator

The Risk Manager coordinator will do the following:

- (1) Background checks of coaches, referees, and committee members.
- (2) Complete background checks prior to regular season.
- (3) Record and submit injury reports to BPAA Executive Committee.

11. Data Base Coordinator

The Data Base Coordinator will be responsible for the following:

- (1) Responsible to maintain a centralized data base for all players and coaches.
- (2) Maintain player information for developing and maintaining team rosters.

ARTICLE V – Disciplinary Procedures**1. Disciplinary procedures: BPAA Soccer Committee Members**

If disciplinary action is deemed necessary against a BPAA Soccer Committee member including officers, that action must be brought up to the BPAA Soccer Committee as a whole. Removal from the BPAA Soccer Committee may be the result of the disciplinary procedure as stated in Article II Section 3.

2. *Disciplinary procedures: BPAA Soccer Coach*

If disciplinary action is deemed necessary against a BPAA Soccer Coach, that action must be brought up to the BPAA Soccer Committee as a whole. Discipline can consist of the following: (1) A letter of reprimand, or (2) removal from the BPAA sponsored soccer activities for the remaining season.

3. *Disciplinary procedures: BPAA Soccer Parent(s)*

If disciplinary action is deemed necessary against a BPAA Soccer Parent, that action must be brought up to the BPAA Soccer Committee as a whole. Discipline can consist of the following: (1) A letter of reprimand, or (2) prohibition from attending BPAA sponsored activities for the remaining season.

4. *Disciplinary procedures: BPAA Soccer Player(s)*

If disciplinary action is deemed necessary against a BPAA Soccer player, that action must be brought up to the BPAA Soccer Committee as a whole. Discipline can consist of the following: (1) A letter of reprimand, or (2) removal from the BPAA Soccer program for the remaining season.

5. *Disciplinary procedures: Reporting or Referral*

All disciplinary actions taken up by the BPAA Soccer Committee must be reported to the BPAA Executive Committee. Further action may be taken by the BPAA Executive Committee. The BPAA Soccer Committee may also refer disciplinary issues to the BPAA Executive Committee for advice or further action.

6. *Disciplinary procedures: Immediate*

Any BPAA Soccer Committee member has the authority to remove, or cause to remove, any spectator, coach, or player who is threatening or causing disruptive behavior. Any such action must be reported to the BPAA Soccer Committee Chairperson as soon as possible.

7. *Disciplinary procedures: Reinstatement upon Disciplinary Action*

Soccer Coaches or Committee Members who have been removed for disciplinary action may be reinstated in subsequent seasons pending review and a simple majority vote of the BPAA Soccer Committee.