**SARTELL SOCCER ASSOCIATION ARTICLES OF INCORPORATION**

**ARTICLES OF INCORPORATION**

# OF

**Sartell Soccer Association**

I, the undersigned, being of full age, for the purpose of forming a non-profit corporation under Chapter 317A of the Minnesota Statutes as amended, do hereby form a body corporate and adopt these Articles of Incorporation.

# ARTICLE I

## NAME

The name of this corporation shall be Sartell Soccer Association.

# ARTICLE II

## PURPOSE

The specific purpose of this corporation shall be to engage in all types of activities which will promote youth soccer within the city of Sartell, Minnesota and surrounding communities. This corporation is organized exclusively for charitable, scientific, literary or educational purposes within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended, or such other provisions of Minnesota or federal law as may from time to time be applicable. This corporation shall not be operated for profit, but shall be operated exclusively for charitable purposes.

# ARTICLE III

## POWERS

Notwithstanding any other provisions of these Articles of Incorporation, all of the work of this corporation shall be carried on, and all funds of this corporation, whether income or principle, and whether acquired gifts or contribution or otherwise, shall be used and applied exclusively for charitable, scientific, literary or educational purposes directly or indirectly benefiting this corporation, and in such manner that no part of the net earnings of this corporation will in any event inure to the benefit of any member that is not an organization described in Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended, or any officer or director of this corporation or of any other corporation, organization, foundation, fund or institution, or any other individual. This corporation shall not engage, otherwise than as an insubstantial part of its total activities, in activities that in themselves are not in furtherance of one or more of the exempt purposes specified in Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended, and regulations issued thereunder. No part of the principle, assets or net income of this incorporation shall in any event be paid or contributed to any other corporation, organization, foundation, fund, institution or governmental body, any substantial part of the activities of which consists of carrying on propaganda or otherwise attempting to influence legislation or which participates or intervenes in any political campaign on behalf of any candidate for public office, nor shall this corporation itself engage in such activities in any way, directly or indirectly, except to the extent, if any, permitted by the Internal Revenue Code of 1986, as amended, and regulations issued thereunder. No member that is not an organization described in Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended, or any officer or director of this corporation or other private individual shall be entitled to share in the distribution of the corporate assets on the liquidation, dissolution, or winding up of this corporation. However, nothing contained in these Articles shall be construed to prevent distribution of the properties of this corporation to another distributee, otherwise properly made in accordance with the provisions of these articles and the purposes herein stated, solely by reason of the fact that one or more of the members, directors, or officers or this corporation may be connected or associated with the distributee as a shareholder, member, director, officer or in any other capacity.

# ARTICLE IV

## NONDISCRIMINATION

This corporation does not discriminate on the basis of race, color, creed, religion, national origin, sex, marital status, sexual preference, status with regard to public assistance, disability or age.

**ARTICLE V**

## INUREMENT OF INCOME

This corporation does not and shall not afford pecuniary gain incidentally or otherwise to its members (other than a member that is a non-profit organization described in Section 501 (c) (6) of the Internal Revenue Code, as amended) or any private individual.

# ARTICLE VI

## DURATION

The duration of this corporation shall be perpetual.

# ARTICLE VII

## REGISTERED OFFICE

The registered office of this corporation shall be located at 1501 9th Avenue N, Sartell, MN 56377.

# ARTICLE VIII

## CAPITAL STOCK AND MEMBERSHIP

This corporation shall have no capital stock, but shall have one class of members whose vot9ing and other rights and interests shall be established in the corporation’s bylaws. The conditions and qualifications for membership in this corporation shall be as provided for in the corporation’s bylaws. Members of this corporation shall have no personal liability for corporate obligations.

# ARTICLE IX

## DIRECTORS

Section 9.1. The management of this corporation shall be vested in a Board of Directors elected by the members, as provided in the corporation’s bylaws.

Section 9.2. The Board of Directors shall consist of no less than five (5) and no more than fifteen (15) directors who shall be elected to two (2) year terms as provided in the corporation’s bylaws. A director shall continue in office until his or her successor is elected and qualifies or until he or she is removed from office as provided by law or in the corporation’s bylaws.

# ARTICLE X

## LESS THAN UNAMIMOUS WRITTEN ACTION WITHOUT A MEETING

Any action required or permitted to be taken at a meeting of the Board of Directors may be taken by written action signed by the number of directors required to take the same action at a meeting of the Board of Directors at which all directors were present.

# ARTICLE XI

## DISSOLUTION

In the event of the liquidation, dissolution or winding up of this corporation, whether voluntary or involuntary, or by operation of law, except as and to the extent otherwise provided or required by law, the remaining property and assets of this corporation shall be distributed as provided in the corporation’s bylaws, or in the absence of any such provision in the bylaws, in such manner as the Board of Directors of this corporation, as constituted at the date of entry of the order allowing or directing the liquidation of this corporation’s affairs, in their discretion shall by the affirmative vote of a majority of the directors determine to be best calculated to carry out the objects and purposes for which this corporation is formed; provided, however, that none of the property or assets of this corporation shall be distributed for purposes other than exclusively for purposes, within the meaning of Section 501 (c) (3) of the Internal Revenue Code of 1986, as amended, or such other provisions of Minnesota or federal law as may from time to time be applicable.

# ARTICLE XII

## AMENDMENT

These articles may be amended as provided in the corporation’s bylaws.

**ARTICLE XIII**

## INDEMNIFICATION

The corporation shall indemnify its directors, officers, committee members, employees and other persons elected or appointed to act for the corporation in an official capacity made or threatened to be made a party to a proceeding by reason of the former or present official capacity of the person against judgments, penalties, fines, settlements, and reasonable expenses, including attorneys fees and costs, incurred by the person in connection with the proceeding complained of, if the person seeking indemnification acted in his or her official capacity, acted in good faith, received no improper personal benefit and, in the case of any criminal proceeding, did not have reasonable cause to believe the conduct complained of was unlawful, and meets any other requirements for indemnification as set forth in Minnesota Statutes § 317A.521 (as may be amended from time to time).

# ARTICLE XIV

## INCORPORATOR

The name and address of the incorporator of this corporation is Matt Hager, the address of incorporation is 1501 9th Avenue N, Sartell, MN 56377.

**IN WITNESS WHEREOF**, I have hereunto executed these Articles of Incorporation of the Sartell Soccer Association, Inc. this 19 day of January, 2016.

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_, Incorporator

**SARTELL SOCCER ASSOCIATION BYLAWS**

BYLAWS OF SARTELL SOCCER ASSOCIATION

ARTICLE 1 GENERAL PROVISIONS

* 1. **Name**

The name of this corporation is the **SARTELL SOCCER ASSOCIATION**.

* 1. **Purpose**

The purpose of the **SARTELL SOCCER ASSOCIATION** is to foster, promote and perpetuate the game of soccer for youth in the community of Sartell.

* 1. **USYSA and MYSA Affiliation**

The **SARTELL SOCCER ASSOCIATION** is an Affiliate Member of the Minnesota Youth Soccer Association (MYSA). The MYSA is the national state youth association for the State of Minnesota in United States Soccer Federation (USSF) and US Youth Soccer Association. As an MYSA, USSF and US Youth Soccer affiliate, the **SARTELL SOCCER ASSOCIATION** and its Members, as defined in these Bylaws, are subject to the Constitution, Bylaws and rules of USSF, MYSA and US Youth Soccer as the same may be amended from time to time.

* 1. **Soccer Year**

The Soccer Year shall be from September 1 to August 31 of each year.

ARTICLE 2 MEMBERSHIP

* 1. **Territory**

The territory of the **SARTELL SOCCER ASSOCIATION** shall be the legal boundaries of the community of Sartell.

* 1. **Members**

Members of the **SARTELL SOCCER ASSOCIATION** shall be defined as all parents of players registered with the association as well as players over the age of 15.

* 1. **Membership**

A parent and/or player becomes a Member upon the acceptance of the registration of the parent’s child or of the player him or herself and payment of any fees established by the association’s Board of Directors.

* 1. **Acceptance of Authority**

Members of the **SARTELL SOCCER ASSOCIATION** agree to abide by the Articles of Incorporation, Bylaws and rules of the **SARTELL SOCCER ASSOCIATION** and recognize the regulatory authority of the MYSA, US Youth Soccer and the United States Soccer Federation (USSF) and have the appellate rights provided to members of these organizations.

**2.105 Membership in Good Standing**

A Member in good standing must be current in his/her financial obligations to the **SARTELL SOCCER ASSOCIATION** , and be in compliance with the Articles of Incorporation, Bylaws and rules of the **SARTELL SOCCER ASSOCIATION.**

* 1. **Registration Closing Date**

The Board of Directors shall fix a date in each Soccer Year when the **SARTELL SOCCER ASSOCIATION** will cease to accept registration applications from Members for that soccer year. Notice of said date shall be communicated to all Members in a timely manner.

* 1. **Comity**

The **SARTELL SOCCER ASSOCIATION** and its Members shall recognize suspensions and sanctions of all teams, clubs, associations and other organizations under the jurisdiction of MYSA, US Youth Soccer and USSF after receiving notice of such rulings.

ARTICLE 3 BOARD OF DIRECTORS

### Section 1: Management by Board of Directors

* 1. **Board to Manage**

The business and affairs of the **SARTELL SOCCER ASSOCIATION** shall be managed by or under the direction of a Board of Directors, subject to the rights of the Members as provided in these Bylaws or pursuant to Chapter 317A, Minnesota Statutes. As part of its duties and responsibilities, the Board of Directors shall publish on an annual basis the rules, policies and procedures of the **SARTELL SOCCER ASSOCIATION.**

* 1. **Number of Directors**

The number of directors on the Board of Directors shall not be greater than 15 nor less than five. The Board of Directors may, at any time, increase the number of directors up to the maximum or decrease the number of directors no lower than the minimum, except that any such decrease shall not result in the removal of a sitting director. The Board of Directors may create and/or abolish various director positions thereby increasing or decreasing the number of directors subject to the number limitations in this paragraph. The Board of Directors’ decision to create or abolish directorship(s) shall be effective upon affirmative vote of the Members at the Annual Membership Meeting.

* 1. **Manner of Acting**

Except as otherwise provided in Minnesota Statutes, Chapter 317A, the Board of Directors shall take action by the affirmative vote of a majority of directors present at a duly held meeting.

**Presumption of Assent**

A director who is present at a meeting of the Board of Directors when an action is approved by the affirmative vote of a majority of the directors present is presumed to have assented to the action approved, unless the director objects at the beginning of the meeting to the transaction of business because the meeting is not lawfully called or convened and does not participate hereafter in the meeting, or votes against the action at the meeting or is prohibited from voting on the action due to a conflict of interest.

**3.104 Absent Directors**

A director may give advance written consent or opposition to a proposal to be acted on at a Board of Directors meeting. If the director is not present at the meeting, consent or opposition to a proposal shall not constitute presence for purposes of determining the existence of a quorum, but consent or opposition shall be counted as a vote in favor of or against the proposal and shall be entered in the minutes or other record of action at the meeting, if the proposal acted on at the meeting is substantially the same or has substantially the same effect as the proposal to which the director has consented or objected.

### Section 2: Composition of Board of Directors

**3.201 Board of Directors and Voting**

The Directors who shall comprise the Board of Directors of the **SARTELL SOCCER ASSOCIATION** shall be: the officers, including the President, Vice President(s), Secretary, and Treasurer; together with all other Directors whose positions may be determined by the Board (such as Recreation Director, Tournament Director, etc.) or who may simply hold the position of Director. All members of the Board of Directors are entitled to vote in all matters coming before the Board of Directors. Directors shall not hold elected office in the MYSA.

**3.202 Election**

Directors shall be elected by the Members at the Annual Membership Meeting. The election or appointment of a person as a director shall not, of itself, create contract rights.

**3.203 Term of Office**

Each Director is elected to a two (2) year term, or until his/her earlier death, resignation, removal or disqualification.

**3.204 Resignation**

A director may resign at any time by giving written notice to the **SARTELL SOCCER ASSOCIATION.**

**3.205 Removal of a Sitting Director**

Any one or all of the sitting directors may be removed at any time, with or without cause, by the affirmative vote of a two-thirds majority of the Members at a Membership meeting, a quorum being present.

**3.206 Vacancies**

Any vacancy occurring on the Board of Directors may be filled by the affirmative vote of a majority of the remaining directors, even though less than a quorum. Vacancies on the Board of Directors resulting from newly created directorships may be filled by the affirmative vote of a majority of the directors serving at the time of the increase. A director appointed to fill a vacancy shall hold office until a qualified successor is elected by the Members at the next regular or special meeting of the Members, or until his or her earlier death, resignation, removal or disqualification.

**3.207 Reimbursement of Expenses**

By resolution of the Board of Directors, the directors may be paid their expenses, if any, of attendance at each meeting of the Board of Directors and other such expenses determined by the Board of Directors to be reasonable and necessary.

### Section 3: Officers and Directors

* 1. **Duties of Officers and Directors**

In addition to the specific duties prescribed in these Bylaws, the officers and directors shall perform any other duties delegated to them by the Board of Directors.

* 1. **President**

The President shall be the chief officer of the corporation and shall:

1. When present, preside at all meetings of the Board of Directors, and of the Membership;
2. With the Secretary, sign and deliver in the name of the corporation any deeds, mortgages, bonds, contracts, or other instruments pertaining to the business of the **SARTELL SOCCER ASSOCIATION** except in cases in which the authority to sign and deliver is required by law to be exercised by another person or is expressly delegated by the Articles of Incorporation or these Bylaws or by the Board of Directors to some other officer or agent of the **SARTELL SOCCER ASSOCIATION** ; and
3. The President is an ex-officio member of all committees.

**3.303 Vice Presidents**

In the absence of the President or in the event of his or her death, inability or refusal to act, the Vice President shall perform the duties of the President, and when so acting, shall have all the powers of and be subject to all restrictions upon the President.

**3.304 Secretary**

The Secretary or his or her designated agent shall:

1. Maintain records or and, whenever necessary, certify all proceedings of the Board of Directors and the **SARTELL SOCCER ASSOCIATION;**
2. See that all notices are duly given in accordance with the provisions of these Bylaws or as required by law;
3. Be custodian of the corporate records;
4. Oversee the credentials process at the Annual Membership Meeting;
5. With the President, sign and deliver in the name of the corporation any deeds, mortgages, bonds, contracts, or other instruments pertaining to the business of the **SARTELL SOCCER ASSOCIATION** , except in cases in which the authority to sign and deliver is required by law to be exercised by another person or is expressly delegated by the Articles of Incorporation or these Bylaws or by the Board of Directors to some other officer or agent of the **SARTELL SOCCER ASSOCIATION.**

**3.305 Treasurer**

The Treasurer shall be the chief financial officer of the **SARTELL SOCCER ASSOCIATION** and either he or she or his or her designated agent shall:

1. Ensure that accurate financial records for the **SARTELL SOCCER ASSOCIATION** are kept;
2. Deposit all moneys, drafts and checks in the name of and to the credit of the **SARTELL SOCCER ASSOCIATION** in the banks and depositories designated by the Board of Directors;
3. Endorse for deposit all notes, checks and drafts received by the **SARTELL SOCCER ASSOCIATION** as ordered by the Board of Directors, making proper vouchers therefore;
4. Disburse the **SARTELL SOCCER ASSOCIATION** funds and issue checks and drafts in the name of the **SARTELL SOCCER ASSOCIATION**, as ordered by the Board of Directors;
5. Render to the Board of Directors and the President, whenever requested, an account of all transactions by the Treasurer and of the financial condition of the **SARTELL SOCCER ASSOCIATION;**
6. Oversee the work of the Budget Committee, if established by the Board;
7. If required by the Board of Directors, the Treasurer shall give a bond for the faithful discharge of his or her duties in such sum and with such surety or sureties as the Board of Directors shall determine.

***[The following Director positions are optional]***

[**3.306 Tournament Director**

The Tournament Director shall oversee any and all sanctioned and sponsored **SARTELL SOCCER ASSOCIATION** tournaments.]

[**3.307 Recreation Director**

The Recreation Director shall be the liaison with all recreational programs and shall assist with program development.]

[**3.308 Recreation Plus Director**

The Recreation Plus Director shall be the liaison with all recreation plus programs and shall assist with program development.]

ARTICLE 4 COMMITTEES

**4.101 Establishment and Appointment**

The Board of Directors may establish such committees as it deems necessary or advisable in the best interests of the **SARTELL SOCCER ASSOCIATION**. The President, subject to approval of the Board of Directors, shall appoint members to special committees. The committees shall have the duties delegated to them by the Board of Directors.

**4.102 Removal of Committee Members**

The Board of Directors may remove a committee member if it finds that the member is not fulfilling his/her duties. A two-thirds majority affirmative vote of the Board of Directors shall be required to remove a committee member.

**4.103 Vacancies on Committees**

The President, subject to the approval of the Board of Directors, may appoint a person to fill a vacancy on any committee.

ARTICLE 5 VOTING

### Section 1: Membership Meetings

**5.101 Who May Vote**

Members attending the meetings shall have the right to vote at Membership meetings.

**5.102 Number of Votes**

Members attending the meeting shall each have one vote.

### Section 2: Committee Meetings

**5.201 Voting**

In all meetings of any committee of the **SARTELL SOCCER ASSOCIATION**, each committee member present at a meeting shall have one vote.

### Section 3: General Provisions

**5.301 Proxy Voting Prohibited**

Proxy voting is prohibited.

ARTICLE 6 MEETINGS

### Section 1: Membership Meetings

**6.101 Annual Membership Meeting**

The Members of the **SARTELL SOCCER ASSOCIATION** shall meet once per year at a date and time determined by the Board of Directors no less than sixty (60) days in advance of the meeting. This meeting shall be known as the Annual Membership Meeting.

**6.102 Special Membership Meetings**

Special Membership Meetings may be called as follows:

1. by a majority of the Board of Directors
2. by the signature of a Majority of the Members on a request for a special meeting delivered to the Board of Directors.

In the event a Special Meeting is called, Members shall receive at least thirty (30) days notice of such Special Meeting.

### Section 2: Committee Meetings

**6.201 Board of Directors**

The Board of Directors shall hold regularly scheduled meetings during the year. Special meetings may be called by any Board of Directors member by giving seven (7) days advance notice of the meeting date to the other Board of Directors members.

* 1. **Committees**

The Committees established by the Board of Directors shall meet as necessary to fulfill their responsibilities on seven (7) days prior notice to the committee’s members by the chairperson. Special meetings may be called by a committee member or a director having oversight responsibility for such committee upon fourteen (14) days prior notice to the committee’s members.

* 1. **Emergency Meetings**

In the event of an emergency, meetings of the Board of Directors or any committee may be called upon 48 hours notice by any technological means available.

### Section 3: General Rules

* 1. **Notices**

Except where otherwise required, notice of a meeting may be made by telephone, e-mail, fax or any other technological means available.

* 1. **Quorum**

In all meetings of the Board or any committees of the **SARTELL SOCCER ASSOCIATION,** a quorum shall consist of a majority of the total number of the Board or committee’s members. In all meetings of the Membership, a quorum shall consist of one-third of the total number of Members in that year.

* 1. **Minutes**

Minutes shall be kept at every Membership, Board of Directors and committee meeting. Copies of the minutes shall be kept **SARTELL SOCCER ASSOCIATION** and be made available upon request.

* 1. **Robert’s Rules of Order**

Except as otherwise provided in these Bylaws or the MYSA rules, policies or procedures, meetings shall be conducted in accordance with Robert’s rules of Order as most recently revised.

* 1. **Order of Business**

The recommended order of business for Membership and Board meetings is:

1. Roll Call
2. Minutes of Previous Meeting
3. Correspondence
4. Committee Reports
5. Treasurer’s Report
6. Unfinished Business
7. New Business
8. Elections
9. Bylaw and Rule Changes
10. Adjournment

ARTICLE 7 PLAY AND PLAYERS

### Section 1: Rules of Play

* 1. **Playing Rules**

FIFA “Laws of the Game: shall apply to all games played within the jurisdiction of the MYSA except as specifically modified by US Youth Soccer and the MYSA Rules.

### Section 2: Classification

* 1. **Player Classification**

Players are classified as amateur and youth.

* 1. **Amateur Defined**

An amateur does not receive a wage or salary for playing soccer.

* 1. **Youth Defined**

A youth has not reached the age of 19 years before August 1 immediately preceding the start of the Soccer Year. A youth who reaches age 19 on or after August 1 shall be allowed to complete that Soccer Year.

***Section 3: Player Registration***

* 1. **Registration Required**

A player must register with the **SARTELL SOCCER ASSOCIATION**. A player must not register with any other association or club during an MYSA sanctioned soccer season.

* 1. **When Registered**

A player is registered the moment the player and the player’s parent or guardian signs the registration form and pays the fees required by **SARTELL SOCCER ASSOCIATION.**

* 1. **Registration Binds Player**

Once registered, a player is bound to the **SARTELL SOCCER ASSOCIATION** for that soccer season, except as provided in 7.304 and 7.305.

* 1. **Player Transfers**

A registered player may request a transfer from the **SARTELL SOCCER ASSOCIATION** in accordance with the MYSA rules.

* 1. **Player Releases**

A registered player not placed on a team by the **SARTELL SOCCER ASSOCIATION** must be released by the **SARTELL SOCCER ASSOCIATION.**

ARTICLE 8 FINANCES

### Section 1: General Rules

* 1. **Fiscal Year**

The **SARTELL SOCCER ASSOCIATION**’s fiscal year shall be from September 1 to August 31 of each year.

* 1. **Prohibited Transactions**

The **SARTELL SOCCER ASSOCIATION**, its officers, directors, Members and any persons acting in or on its behalf, shall take no actions which may adversely affect the **SARTELL SOCCER ASSOCIATION** nonprofit and/or tax exempt status or which may otherwise violate any state or federal law.

* 1. **Contracts and Banking**

The Board of Directors, except as may otherwise be required by law, the Articles of Incorporation or these Bylaws, may authorize any officer(s) or agent(s) to enter into any contract or to execute and deliver any instrument or document in the name of and on behalf of the **SARTELL SOCCER ASSOCIATION** and such authority may be general or confined to specific instances.

**8.104 Acceptance of Gifts**

The Board of Directors may accept on behalf of the **SARTELL SOCCER ASSOCIATION** any contribution, gift, bequest, or devise for the general purpose or any special purpose of the **SARTELL SOCCER ASSOCIATION.**

**8.105 Annual Audits**

An annual audit shall be conducted of the financial records of the **SARTELL SOCCER ASSOCIATION**. An appropriate auditor or audit committee shall be appointed by the President and approved by the Board of Directors. This audit shall be completed and a report prepared and submitted to the Board of Directors for its review within sixty (60) days of the close of the fiscal year. Such audit shall be available for review by a Member upon request.

**8.106 Distribution of Funds Upon Dissolution**

In the event of the dissolution or final liquidation of the **SARTELL SOCCER ASSOCIATION** none of the funds held by the **SARTELL SOCCER ASSOCIATION** shall be distributed to any director or Member of individual. The rules of USYS shall determine the disbursement of such funds, except that all disbursements must be to an organization which qualifies as a tax-exempt entity under Section 501 (c) of the Internal Revenue Code as it may be amended from time to time.

ARTICLE 9 AMENDMENT OF BYLAWS

* 1. **Proposal to Amend**

Any Member, director or committee of the **SARTELL SOCCER ASSOCIATION** may propose to amend these Bylaws by delivering the proposal in writing to the Board of Directors not less than 90 days prior to the Annual Membership Meeting or a Special membership Meeting.

* 1. **Review of the Proposed Amendment**

The Board shall review the proposed amendment for form and for any conflict with the other existing Articles of Incorporation, Bylaws and rules of the **SARTELL SOCCER ASSOCIATION,** MYSA, US Youth Soccer or USSF, and report its recommendation to the Membership.

* 1. **Notification of Members**

Members shall be given notice of the proposed amendment and the recommendation of the Board of Directors in writing no less than sixty (60) days prior to the Annual Membership Meeting or Special Membership Meeting. The author of the Bylaw amendment shall provide the **SARTELL SOCCER ASSOCIATION** sufficient copies to mail to all Members no less than forty-five (45) days prior to such meeting.

* 1. **Voting**

Amendments to the Bylaws may be made by the affirmative vote of two-thirds of the votes present at a Membership Meeting, a quorum being present.

**SARTELL SOCCER ASSOCIATION Development Plans**

SARTELL SOCCER ASSOCIATION Development Plan for

**Player, Coaching, Referee, Field, and Risk Management**

***SARTELL SOCCER ASSOCIATION January 12, 2016***

**Program Goals**

*Sartell Soccer Association exists to develop character, leadership, and integrity in youth players through the game of soccer. The association serves the city of Sartell and surrounding Central Minnesota communities including Sauk Rapids, St. Stephen, Rice, St. Cloud and St. Joseph. The association is dedicated to providing recreational and competitive soccer opportunities to athlete’s ages 5-18 in an environment that is focused on the development of the whole athlete and which promotes growth in the technical and tactical skills of soccer that promotes a lifelong love for the game.*

# Player Development Plan

*A written plan for player development, including the name and phone number of the program coordinator(s), with provisions for recreation, recreation plus and or competitive programs;*

To provide for a positive youth soccer environment, the ***SARTELL SOCCER ASSOCIATION*** will take the following steps to attract new members and insure player development:

* Provide quality and age appropriate coaching to improve player skills;
  + Player development at the recreational level will focus on enjoyment of the game, leadership and character development, development of basic skills and tactics, and promotion of active lifestyle through sport
  + All coaches will be trained in teaching technical skill, tactical decision making, and character/leadership training
  + Competitive player development will intensify both technical and tactical training and work to prepare athletes for competitive play and play at the next level of soccer
  + Coaches will use training sessions that match the development benchmark recommendations of MYSA and US Soccer and the NSCAA player development competency matrix.
  + Recreation plus teams will have the option to participate in tournaments
* Players will be encouraged to try new skills and learn about the sport of soccer;
  + Coaches will be trained using the most recent recommendations from US soccer and the National Soccer Coaches Association of America.
  + Players will be introduced to skills as outlined by the NSCAA skill matrix and US soccer guidelines and progressed through the matrix per individual ability assessment to ensure all players are challenged to learn new skills and tactics but only upon achieving competency of the underlying skills.
* Ensure practices and games are fun and educational for all players;
  + An emphasis on learning and enjoyment of the game will be promoted by coaches and association administrators.
* Establish and communicate appropriate policies related to playing time, team expectations, etc.
  + Current US Soccer guidelines for playing time will be utilized in all recreational

**Player Development Director: Matt Hager/Ashley Studanski/Roy Snyder**

**e-mail**: [president\_sartellsoccer@hotmail.com](mailto:president_sartellsoccer@hotmail.com)

**Coach Development Plan**

*A written plan for coaching education and recruitment including the name and phone number of the program coordinator, with provisions for increasing the number of coaches available and improving the quality of the coaches as the applicant’s program grow;*

To provide for a positive youth soccer environment, the ***SARTELL SOCCER ASSOCIATION*** will take the following steps to encourage participation by community members as coaches and improve team coaching:

* Designate a coaches coordinator; tasks shall include implementing this plan;
* Recruit a minimum of *5* new coaches per year from parents (especially of new or younger players) and other community members (especially those with soccer experience);
* Provide a local coaching clinic annually with an instructor provided by MYSA or equivalent;
* Facilitate additional training for coaches, for example provide timely information to coaches on clinics offered through Minnesota.
* Encourage coaches to obtain and maintain coaching certificates and licensure provided by MYSA and the USSF.
* Provide copies of US Youth Soccer or other MYSA recommended instructional materials to coaches (age-appropriate); and provide access to soccer rule books and additional instructional materials (e.g., MYSA PACT program);
* Sponsor coaches meetings before and after the season;
* Encourage opportunities for coaches to play soccer (many of our coaches have little or no playing experience); encourage coaches to participate in informal soccer games among adults in the community;
* All coaches will adhere to the *MYSA Coaches Code of Ethics* found at: <http://www.mnyouthsoccer.org/coaches/ethics.cfm>.

**Coaching Director: Matt Hager/Nantha Vaswanathan Tel:** (320) 237-0165

**e-mail: hager@satell.k12.mn.us**

**Referee Educational and Recruitment Plan**

*A written plan for referee education and recruitment including the name and phone number of the program coordinator, as well as the name and phone number of a USSF Certified and Registered Referee Assignor for all programs offering recreation plus and or competitive play to their members. This plan should include provisions for increasing the number of referees available and improving the quality of the referees as the applicant’s program grow;*

To provide for a positive youth soccer environment, the *Sartell Soccer Association* will take the following steps to encourage participation by community members as referees and improve refereeing at games:

* Designate a referee coordinator to oversee the referee program. (Note: the referee coordinator may also be the designated referee assignor.)
* Designate a USSF certified and registered referee assignor to assign USSF certified and registered officials for all recreation plus and or competitive games held by this club.
* Ensure that all adult referees contracted to officiate for Sartell Soccer Association club follow the MYSA Risk Management Policies;
* Develop referee program that emphasizes player education and safety in a recreational, recreation plus and or a competitive setting;
* Provide instructional materials on soccer rules and refereeing procedures to all referees;
* Sponsor orientation and training to referees;
* Provide mentoring opportunities to club referees through the MYSA referee mentoring program
* Provide additional training and replace referees as appropriate;

# Referee Coordinator: Mary Hilger Tel: 763-754-2047

**e-mail:** mnrefassignor@comcast.net

**Registered Referee Assignor: Mary Hilger**

**Tel**: **763-754-2047 e-mail:** mnrefassignor@comcast.net

**Risk Management Plan**

*A written plan for risk management, including the name and phone number of the program coordinator. Additional plan requirements are specified in the MYSA Risk Management policy.*

In order to provide for a positive youth soccer environment, the *Sartell Soccer Association* will take the following steps to minimize player and coach injuries and adverse experiences:

* Designate a risk management coordinator, typically a *Sartell Soccer Association* board member; tasks shall include implementing this plan and keeping first aid kits supplied and distributed;
* First aid kits will be available on all fields and coaches informed of where those kits are;
* Ensure all players wear shinguards, no jewelry and bring full water bottles;
* Player safety will be included in coaches and referees orientation, including discussions lead by qualified medical personnel; topics such as player conditioning, stretching, and stopping overly aggressive play will be covered;
* Games will not be played under unsafe conditions for example, heavy rain or snow, or during lightning. (Please refer to the MYSA Weather Policies)
* All coaches board members and adult referees will complete a MYSA background check as specified by the MYSA Risk Management Policies;
* Player-parent informed consent/medical release forms will be completed for all players annually or as required by MYSA;
* All goals will be anchored and goals will be maintained properly throughout the year.
* *Sartell Soccer Association* will establish and post policies regarding but not limited to: confidentiality, privacy, registration, refunds, team placement, financial assistance, etc.

**Risk Manager:** **Jenny Traver Tel:** (320) **267-8224**

**e-mail**: traver@sartell.k12.mn.us

# Field Development Plan

Describe how you will obtain access to and maintain existing fields. Describe the steps the club will take to develop new field space to meet anticipated growth over the next 3-5 years.

* Designate a field coordinator who will be responsible to maintain fields and field access and work as a liaison between the club and the owners of the field space;
* List the name, street address, city, state and zip code for each field your club will utilize to provide your programming;
* Obtain written permission from the owner of the fields stating use of the fields to conduct your clubs soccer programming;

**Field coordinator:** Matt Hager **Tel:** (320) 237-0165

**e-mail: hager@sartell.k12.mn.us**

**Addendum to Article and Bylaws: Conflict Of Interest Policy And Agreement**

**Article I**

**PURPOSES**

It is important for Sartell Soccer Association directors, officers, and staff to be aware that both real and apparent conflicts of interest or dualities of interest sometimes occur in the course of conducting the affairs of the corporation and that the appearance of conflict can be troublesome even if there is in fact no conflict whatsoever.  Conflicts occur because the many persons associated with the corporation should be expected to have, and do in fact generally have multiple interests and affiliations and various positions of responsibility within the community.  In these situations a person will sometimes owe identical duties of loyalty to two or more corporations.  The purpose of the conflict of interest policy is to protect the corporation’s tax-exempt interest when it is contemplating entering into a transaction or arrangement that might benefit the private interest of an officer or director of the corporation or might result in a possible excess benefit transaction.  The policy is intended to supplement but not replace any applicable state and federal laws governing conflict of interest applicable to nonprofit and charitable organizations.

Conflicts are undesirable because they potentially or eventually place the interests of others ahead of the corporation’s obligations to its charitable purposes and to the public interest.  Conflicts are also undesirable because they often reflect adversely upon the person involved and upon the institutions with which they are affiliated, regardless of the actual facts or motivations of the parties. However, the long-range best interests of the corporation do not require the termination of all association with persons who may have real or apparent conflicts that are harmless to all individuals or entities involved.

Each member of the board of directors and the staff of the corporation has a duty of loyalty to the corporation.  The duty of loyalty generally requires a director or staff member to prefer the interests of the corporation over the director’s/staff’s interest or the interests of others.  In addition, directors and staff of the corporation shall avoid acts of self-dealing which may adversely affect the tax-exempt status of the corporation or cause there to arise any sanction or penalty by a governmental authority.

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement.

**Article Ii**

**DEFINITIONS**

**2.1   Interested Person**

Any director, principal officer, or member of a committee with governing board delegated powers, who has a direct or indirect financial interest, as defined below, is an interested person.

**2.2   Financial Interest**

A person has a financial interest if the person has, directly or indirectly, thorough business, investment, or family:

**(a)**  An ownership or investment interest in any entity with which the corporation has a transaction or arrangement,

**(b)**  A compensation arrangement with the corporation or with any entity or individual with which the corporation has a transaction or arrangement, or

**(c)**  A potential ownership or investment interest in, or compensation arrangement with, any entity or individual with which the corporation is negotiating a transaction or arrangement.

Compensation includes direct and indirect remuneration as well as gifts or favors that are not insubstantial.  A financial interest is not necessarily a conflict of interest.  Under Article III, Section 2, a person who has a financial interest may have a conflict of interest only if the appropriate governing board or committee decides that a conflict of interest exists.

**Article III**

**PROCEDURES**

**3.1   Duty to Disclose**

In connection with any actual or possible conflict of interest, an interested person must disclose the existence of the financial interest and be given the opportunity to disclose all material facts to the directors and members of committees with governing board delegated powers considering the proposed transaction or arrangement

**3.2  Determining Whether a Conflict of Interest Exists**

After disclosure of the financial interest and all material facts, and after any discussion with the interested person, he/she shall leave the governing board or committee meeting while the determination of a conflict of interest is discussed and voted upon.  The remaining board or committee members shall decide if a conflict of interest exists.

**3.3   Procedures for Addressing the Conflict of Interest**

**(a)**   An interested person may make a presentation at the governing board or committee meeting, but after the presentation, he/she shall leave the meeting during the discussion of, and the vote on, the transaction or arrangement involving the possible conflict of interest.

**(b)**  The chairperson of the governing board or committee shall, if appropriate, appoint a disinterested person or committee to investigate alternatives to the proposed transaction or arrangement.

**(c)** After exercising due diligence, the governing board or committee shall determine whether the corporation can obtain with reasonable efforts a more advantageous transaction or arrangement from a person or entity that would not give rise to a conflict of interest.

**(d)**  If a more advantageous transaction or arrangement is not reasonably possible under circumstances not producing a conflict of interest, the governing board or committee shall determine by a majority vote of the disinterested directors whether the transaction or arrangement is in the corporation’s best interest, for its own benefit, and whether it is fair and reasonable. In conformity with the above determination it shall make its decision as to whether to enter into the transaction or arrangement.

**3.4  Violations of the Conflicts of Interest Policy**

**(a)** If the governing board or committee has reasonable cause to believe a member has failed to disclose actual or possible conflicts of interest, it shall inform the member of the basis for such belief and afford the member an opportunity to explain the alleged failure to disclose.

**(b)**If, after hearing the member’s response and after making further investigation as warranted by the circumstances, the governing board or committee determines the member has failed to disclose an actual or possible conflict of interest, it shall take appropriate disciplinary and corrective action.

**Article IV**

**RECORDS OF PROCEEDINGS**

**4.1   Minutes**

The minutes of the governing board and all committees with board delegated powers shall contain:

**(a)**  The names of the persons who disclosed or otherwise were found to have a financial interest in connection with an actual or possible conflict of interest, the nature of the financial interest, any action taken to determine whether a conflict of interest was present, and the governing board’s or committee’s decision as to whether a conflict of interest in fact existed.

**(b)**  The names of the persons who were present for discussions and votes relating to the transaction or arrangement, the content of the discussion, including any alternatives to the proposed transaction or arrangement, and a record of any votes taken in connection with the proceedings.

**Article V**

**COMPENSATION**

**5.1**   A voting member of the governing board who receives compensation, directly or indirectly, from the corporation for services is precluded from voting on matters pertaining to that member’s compensation.

**5.2**A voting member of any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the corporation for services is precluded from voting on matters pertaining to that member’s compensation.

**5.3.**  No voting member of the governing board or any committee whose jurisdiction includes compensation matters and who receives compensation, directly or indirectly, from the corporation, either individually or collectively, is prohibited from providing information to any committee regarding compensation.

**Article Vi**

**ANNUAL STATEMENTS**

Each director, principal officer and member of a committee with governing board delegated powers shall annually sign a statement which affirms such person:

**(a)** Has received a copy of the conflicts of interest policy,

**(b)** Has read and understands the policy,

**(c)** Has agreed to comply with the policy, and

**(e)** Understands that the corporation is charitable and in order to maintain its federal tax exemption it must engage primarily in activities which accomplish one or more of its tax-exempt purposes.

**Article Vii**

**PERIODIC REVIEWS**

To ensure the corporation operates in a manner consistent with charitable purposes and does not engage in activities that could jeopardize its tax-exempt status, periodic reviews shall be conducted.  The periodic reviews shall, at a minimum, include the following subjects:

**(a)**  Whether compensation arrangements and benefits are reasonable, based on competent survey information and the result of arm’s length bargaining.

**(b)** Whether partnerships, joint ventures, and arrangements with management corporations conform to the corporation’s written policies, are properly recorded, reflect reasonable investment or payments for goods and services, further charitable purposes and do not result in inurnment, impermissible private benefit or in an excess benefit transaction.

**Article Viii**

**USE OF OUTSIDE EXPERTS**

When conducting the periodic reviews as provided for in Article VII, the corporation may, but need not, use outside advisors.  If outside experts are used, their use shall not relieve the governing board of its responsibility for ensuring periodic reviews are conducted.

**Certificate Of Adoption Of Conflict Of Interest**

**Policy And Agreement**

I do hereby certify that the above stated Conflict of Interest Policy and Agreement for Sartell Soccer Association were approved and adopted by the board of directors on Tuesday, February 25, 2016 and constitute a complete copy of the Conflict of Interest Policy of the corporation.

Secretary\_\_\_\_\_\_\_\_\_\_\_\_\_\_\_

Date: 02/23/16