

# OHIO TRAVEL SOCCER LEAGUE – BY-LAWS

## OHIO TRAVEL SOCCER LEAGUE

BY-LAWS

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### MISSION

The Ohio Travel Soccer League ('OHTSL') exists for the purpose of promoting the game of soccer at a competitive level commonly referred to as "Travel Soccer." The OHTSL is a community-based league with member clubs from the Greater Cleveland Area.

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# OHIO TRAVEL SOCCER LEAGUE – BY-LAWS

## ARTICLE 1 BOARD OF DIRECTORS

### 1.01 The Board

The OHTSL will be governed by a Board of Directors referred to herein as the “Board.” The Board shall consist of up to six (6) Officers consisting of a President, Vice-President 1, Vice President-2, Vice President-3, Secretary, and Treasurer. Members of the Board of Directors shall be elected at the Annual General Meeting (AGM) of all League Members.

#### (A) President

- The President of the League shall preside at all Board meetings and the annual meeting.
- Committee chairpersons will be responsible to him/her for the responsibilities assigned to them.
- The President shall prepare a yearly report of the League activities to be presented at the Annual General Meeting.
  - Represent the League at all Regional and National Meetings
  - Manage Technology
  - Oversee all activities of all Vice-Presidents and Administrative Staff

#### (B) Vice-President 1

- The Vice-President 1 will Oversee Scheduling and Bracketing
- The Vice-President 1 will oversee the Discipline Process
- The Vice-President 1 will oversee all game issues during the Season
- The Vice-President 1 will assist with the Referee Process
- The Vice-President 1 will assist at all OHTSL Tournaments and perform other Duties as necessary

#### (C) Vice-President 2

- The Vice-President 2 will assume the duties of the President if necessary
- The Vice-President 2 will oversee the Tournament with the DOC
- The Vice-President 2 will Oversee the All-Star Game
- The Vice-President 2 will Assist with the management of Community Commitments
- The Vice-President 2 will Lead the Discipline Review committee
- The Vice-President 2 will assist at all OHTSL Tournaments and perform other duties as assigned by the President

#### (D) Vice-President 3

- The Vice-President 3 will Manage the Referee and Referee Assignor Process.
- The Vice-President 3 will Manage Game Rules and Regulations
- The Vice-President 3 will Manage Field and Goal Safety Issues
- The Vice-President 3 will assist with Discipline as needed.
- The Vice-President 3 will assist at all OHTSL Tournaments and perform other duties as necessary

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### **(E) Secretary**

- The Secretary shall record the minutes of all Board meetings, regular meetings, special meetings, and the annual general meeting.
- The Secretary shall attend to all correspondence and keep the non-financial records of the league.
- The Secretary shall be responsible for the management of appropriate contact information throughout the OHTSL.
- The Secretary shall be responsible to ensure that contact with the League is directed to the appropriate resource.
- The Secretary will oversee the OHTSL Scholarship

### **(F) Treasurer**

- The Treasurer shall maintain a detailed account of the league's income and expenditure.
- The Treasurer shall receive and safely keep all monies, including registration, dues, fees, and fines of the league.
- The Treasurer shall issue payment for expenses as approved by the Board and/or as provided through appropriate Board policy or administrative guidelines.
- The Treasurer shall present a Treasurer's report at each annual general meeting providing an income statement and balance sheet.

### **1.02 Nominating Board members**

Nominations for positions on the Board of Directors shall be accepted from the membership during the AGM. The President may choose to appoint a nominating committee to facilitate the identification of potential nominees.

### **1.03 Electing Board members**

The determination of election of a nominee to a position on the Board shall be a simple majority of the members present at the AGM. If there are more than two (2) nominees, then a plurality vote shall determine the top two (2) nominees, and then the final two (2) nominees shall be voted using a simple majority to determine the person elected to the position.

### **1.04 Terms of office**

The terms of office for all elected members of the Board of Directors will be two (2) years, conforming to the July through June calendar, which may be subsequently modified by the Board. The annual general meeting (AGM) of the OHTSL and elections of Board members shall be held in July of each year. There will be no limit to the number of terms officers may serve if elected. The positions of President, Vice President 2, and Treasurer will be voted on in even numbered years; while the positions of Vice President 1, Vice-President 3 and Secretary, will be voted on in odd numbered years.

### **1.05 Board member affiliation with clubs or organizations**

Officers may belong to OHTSL member clubs; however, it is not a requirement that Officers elected or appointed to the Board are also members of affiliated clubs.

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## 1.06 Vacancy

An occurrence of a vacancy of a position on the Board for reasons other than expiration of term, the remaining Board members shall vote to appoint a qualified replacement for the remainder of the term.

## 1.07 Removal of Board member

Any officer of the Board can be removed for just cause by the affirmation vote of a simple majority of the members of the Board at a meeting called specifically for that purpose.

## 1.08 Board Meetings & quorum

The OHTSL Board shall meet as is necessary for the effective and efficient operation of the League. At all meetings of the OHTSL Board, three (3) Directors shall constitute a quorum of the Board.

## 1.09 Board member voting privileges

The voting members of the OHTSL Board of Directors shall be the six (6) Officers consisting of the President, Vice President 1, Vice President 2, Vice President 3, Secretary, and Treasurer. Each Officer shall have “one” vote.

## 1.10 Duties and powers

The Board shall have the duties, powers and authority as set forth in the Constitution, By-laws, Rules, Regulations, Policies, and Guidelines of the OHTSL. The Board shall transact business in the name of the OHTSL. The Board will have responsibility and authority to establish, amend and enforce the By-Laws, and any Rules, Regulations, Policies, and Guidelines that shall govern the League, which are not inconsistent with the Constitution.

The Board shall be responsible for and have sole authority for being familiar with, interpreting, implementing and enforcing the Constitution, By-Laws, General Procedures and Policy Interpretation Memoranda of the OHTSL and all applicable Rules and Regulations of the Associations with which the OHTSL is affiliated.

### (A) Board sponsored policies

The Board shall prepare and approve policies as are appropriate to promote and support the effective operation of the League. The OHTSL shall operate pursuant to the laws of the State of Ohio and the United States of America. The League shall have policies on Registration, Discipline and Appeals, Health and Safety of players, Parents Code of Conduct, and other policies. The OHTSL prohibits all abuse of participants including sexual and physical, and shall maintain policies to help prevent such actions from occurring.

### (B) Hired administrators

The Board may hire administrators to manage the daily operations of the League. Administrative duties may include:

- Preparation of a League calendar
- Preparation and management of the seasonal game schedule
- Facilitation and management of player and coach registration
- Other duties as assigned

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### (C) Job Descriptions

The Board will be responsible for developing and maintaining written job descriptions for each administrator position. The Board may also create written job descriptions for other position(s) as they become necessary. The Board shall also create a purpose statement, committee member structure, and scope of authority for each committee that is established. These documents shall be made available to member clubs, and may be posted on the OHTSL website, as appropriate. The documents may only be changed, modified and/or deleted as required.

### (D) Approve club membership

The Board shall approve affiliated clubs as members.

### (E) Approve club representatives, coaches, team managers

The Board reserves the right to decline club representatives, coaches or team managers appointed by member clubs, with just cause.

### (F) Committees

The President of the Board shall appoint standing or temporary committees as necessary to the effective and efficient operation of the League. Management of any Committee in all phases shall remain vested with the Board.

### (G) Soccer match activities

The Board shall approve the seasonal format, and the formation and operation of any cup and tournament matches.

### (H) Authority to sanction

The Board has the power and authority to initiate sanctions against any member club or individual affiliated with a member club. Any sanction must be approved by a simple majority vote of the Board at a regular or special meeting called for that purpose.

### (I) Ex-officio board members

The President of the Board shall have the power to appoint ex-officio directors and officers (Non-Voting Members of the Board).

The purpose of ex-officio members of the Board is to enhance the administrative capabilities of the Board by utilizing the knowledge and experience of personnel with specific expertise that shall assist the Board in a trusted advisor capacity and assist as necessary in the overall operation of the League.

## 1.11 Liability

Board members, ex-officio directors and officers, League officials and coaches shall not be personally liable for any legal or financial action taken against the OHTSL, the Board of Directors, or its member teams or clubs as long as they have acted in good faith in what is considered the best interest of the League and are not guilty of negligence or misconduct.

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## ARTICLE 2 MEMBERSHIP

### 2.01 Membership definition

The OHTSL will accept, as members, only properly constituted soccer clubs (organizations) that represent community-based clubs. The club must define the community, which is typically defined by zip code or school district. The OHTSL does not intend to accept clubs designated as “premier” that are defined as non-restricted, or open recruiting across communities.

### 2.02 Membership application

A team or club may apply for membership with a written request to the League Board of Directors, including payment of any previous fees or fines owed (if previous member). The Board of Directors must approve all applications by a majority vote.

### 2.03 Home Field(s)

All Clubs must have a designated field(s) complying with FIFA laws of the game and OHTSL game day rules (correct size) for each age group represented. Every field must be available for game scheduling during each season. Clubs that do not have a designated field(s) by the scheduling deadline may play all games away for that season (discretion of the Board).

### 2.04 Fees shall be established

Fees, dues and fines shall be established by OHTSL, sufficient to support the purpose of the League, and shall be adjusted and approved from time to time by the Board of Directors. A schedule of the aforementioned will be published and provided to the OHTSL membership giving proper notice to all its members. Clubs must remain financially current with the OHTSL.

### 2.05 Club representation

Each member club shall appoint a representative who shall attend League meetings, and said club representative shall be invested with the authority by their member club to cast a vote, at League membership meetings, on behalf of the member club. Club “reps” shall be responsible to ensure that contact information for club administrators, coaches, and team managers is provided and current.

### 2.06 Methods of communication

Methods of communication have evolved to include email and extensive use of cell phones. Thus, Club reps must maintain and regularly monitor email accounts. Email has become a preferred method to communicate within large organizations with remote membership, and is an acceptable replacement to written/typed hard copy communications that is mailed. It is acceptable to utilize email as a method of communication to replace written communication (unless a signature is required) as documented throughout these by-laws. Email will be the preferred method to submit meeting agendas, minutes, and other information to Club reps.

### 2.07 Reason for membership refusal or sanctions

The Board of Directors has the right to refuse membership, or propose sanctions against any

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member community or club that does not fulfill the following criteria:

1. Proper registration.
2. Full payment of all fees, dues and fines by deadline dates.
3. Ability to provide a home field.
4. Attendance at each general meeting by at least one approved representative or associate representative.
5. In good standing with the League, with no unresolved charges or sanctions against it.
6. In good standing with the USSF and its affiliated organizations.
7. Current Community Representation

### **2.08 Conduct of Member Clubs & affiliated staff**

The conduct of members, coaches and players shall be set in guidelines of the Code of Conduct. Ordinances and policies are always in effect within the City in which matches are conducted, at City facilities and on City fields utilized by the member clubs. Members, coaches and players are expected to abide by all local rules and regulations while attending away games. Disciplinary matters shall be addressed by the Board. All members, coaches and players shall abide by the Code of Conduct and are subject to the disciplinary rules and consequences established by affiliated memberships of the OHTSL. Any member, coach or player may be suspended or expelled from membership by virtue of actions contrary to the purpose or rules of the OHTSL, by resolution passed by not less than two-thirds of the Board.

### **2.09 Financial Responsibility**

OHTSL shall not assume, nor be liable for, the debts and/or the financial responsibilities, either implied or incurred, of any director, officer, member, coach, player or other volunteer without prior approval of the Board. The Board shall insure all directors, officers, coaches and other volunteers against personal liability claims arising out of the scope of their responsibilities. Coverage shall be obtained from the affiliated soccer association, or privately obtained insurance. The League shall not be held responsible for any director, officer, coach or other volunteer acting in good faith on behalf of the League.

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## ARTICLE 3 MEETING OF THE MEMBERS

### 3.01 Annual General Meeting (AGM)

The Annual General Meeting (AGM) shall be scheduled by the OHTSL Board to occur annually during the month of July. This annual meeting shall be scheduled and announced via a League calendar that identifies this meeting and said purpose (such as election of officers to the board of directors).

### 3.02 Regular meetings

Regular League meetings shall be established and scheduled by the OHTSL Board. These regular meetings shall be scheduled and announced via a League calendar that identifies these regular meetings and said purpose (such as bracketing or registration, etc).

### 3.03 Special meetings

Special meetings of the League membership may be called by the Board. The Board shall provide a minimum of 10-days' notice to member clubs of a scheduled Special Meeting, including a statement of purpose.

### 3.04 Parliamentary Authority

The rules contained in the current edition of Robert's Rules of Order Newly Revised shall govern the meeting conduct (parliamentary procedure) of the OHTSL in all cases to which they are applicable and in which they are not inconsistent with the Constitution and By-Laws and any special rules of order the OHTSL may adopt.

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## ARTICLE 4 LOGISTICS & ADMINISTRATION

### 4.01 Registration

The OHTSL Registrar and officers of the OHTSL shall be responsible for the registration of players and coaches to participate on teams registered with the OHTSL.

3-player rule, re: out-of-community players. Each community may have up to three out-of-community players. A player is considered out-of-community when her mailing address is not one of the communities that team represents or does not attend that school district. Players from communities that do not have an OHTSL team at that age or one year up, for which a player would qualify, do not count as outside players.

A Player may only have a valid pass with 1 OHTSL Community.

Roster sizes.

Registering all players, coaches and the club, using required league formatting and paperwork including for example: old passes, new pictures, birth certificates, single year registration form and signatures before date of in-person registration. Coaches need Concussion Certificate, OHTSL's National Governing Bodies required On-Line coaches training.

No Coach or Player may be on the team sideline or play in a game without a valid League Pass Each club must not falsify any paperwork, cheat or poach.

Age Requirement. The Birth Year of a player shall determine her age for the following Fall and Spring seasons. No player may play with a younger age group except as noted below.  
\*A player may "play up" a maximum of two years at the discretion of the individual community. A U11 or above team may have no more than four U9 or U10 players.

Proof of age and a recent photograph (size 1x1) of each player and coach must be submitted at the initial registration. Proof of age must be verified by one of the following documents:

1. birth certificate
2. immigration and / or naturalization certificate
3. Government issued Identification.

Fee Schedule. Per US Club or Governing Body Agreements

Registration procedures and materials required. Include replacement cards/passes. Per US Club or Governing Body Agreement

Add/Delete. Player and Coaches may be added or deleted at any time during the season.

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## 4.02 Schedule

Clubs Review and report any schedule conflicts before the session begins at a league meeting and on the declaration form. During the three week, formal game changing period Club representatives must work with other Club representative to approve changes. Once the schedules are finalized, changes can be made with approval of both teams providing they are approved and sent to the league at least 10 days prior to the scheduled match.

Reporting of each game score must be entered into the OHTSL game score system by both teams. Scores should be entered within 24 hours of the game.

## 4.03 Fields

Each Club is responsible for maintaining home fields and providing appropriate markings for each age group. Any club not having a designated field and map prior to the scheduling deadline shall be responsible for advising the League Secretary at the time of final team declaration and must play all games away for that session. Any Club failing to advise the league prior to the deadline shall be subject to a rescheduling fine for each team entered. See also by-law 2.03.

## ARTICLE 5 GAME DAY RULES

### 5.01 Modifications to the Laws of the Game

The FIFA/USSF Laws of the Game shall provide for rules associated with the game, unless otherwise specified / modified in the OHTSL Game Day Rules.

### 5.02 OHTSL Game Day Rules

The following rule modifications or clarifications shall be included in the OHTSL Game Day Rules. Additional modifications may be authorized by the Board.

- Field, goal, and ball size to accommodate younger players and the small-sided-game.
- Maximum roster size and minimum number of players to start game.
- Number of players on the field.
- Duration of games.
- Implementation of the offside rule (Law 11) per age group.
- Distance related to free kicks as associated with age group.
- Any special rule considerations related to goalkeepers.
- Substitutions.

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### **5.03 Severe Weather**

Safety of all participants and spectators is a priority. If lightning is seen or thunder heard, then the threat is present and the game must be immediately suspended until the severe weather clears the area. The game may not be resumed until 30 minutes after the last thunder is heard or lightning is seen. It is the referee's discretion how long to wait or call a game. Adult coaches should confer and assist the youth referees when making this decision (how long to wait). Use common sense!

### **5.04 Goal Safety**

All movable goals shall be properly anchored / secured according to guidelines published by the Consumer Product Safety Commission. The responsibility to insure that goals are safe and properly anchored is with the home club, coaches, and the assigned referee. Everyone has a responsibility to insure that players have a safe environment in which to play the game.

## **ARTICLE 6 GAME OFFICIALS**

### **6.01 Referee Assignment**

Referees assigned to OHTSL matches shall be USSF certified and assigned to age groups as appropriate to the USSF grade (level). The OHTSL shall utilize a USSF certified Referee Assignor who shall act as an independent contractor to the league.

### **6.02 Referee Authority**

The Referee shall have all of the powers and authority granted by the FIFA/USSF Laws of the Game.

### **6.03 Referee Fees**

Referees shall act as independent contractors to the League, and fees will be established and confirmed prior to the start of each season.

### **6.04 Club Linesmen**

3 Referees will be assigned to all 11v11 Division 1 and 2 games. For lower (regional divisions, while it is desirable to assign three (3) officials to a match (Referee and two Assistant Referees), it is likely that games will be assigned only one Referee. As such, the Referee may request home and away coaches to supply a "Club Linesmen" to assist with only calls involving the ball being in or out of play. Club Linesmen are not to signal direction for throw-ins, free kicks, or offside decisions.

### **6.05 Pre-Game Check-In**

Referee's shall arrive at the field with appropriate time allocated to conduct brief introduction to coaches, inspect the field, collect game card and player/coaches passes, and inspect player equipment. Coaches and Team Managers should be supportive of the Referee conducting these duties.

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### **6.06 Post-Game**

Referee's shall complete the game card and return to the home team. All player/coaches pass should be returned, with the exception of any passes being withheld due to a sendoff (player) or expulsion (coach).

### **6.07 Misconduct: Dismissal and Expulsion**

#### **(A) Players**

Players, substituted players, and substitutes may be sent-off or dismissed, as per the Laws of the Game, and must be shown the red card. As these are youth players, they shall not be required to leave the technical area unless behavior does not permit the game to be resumed.

#### **(B) Coaches**

Coaches and other team officials may be warned (yellow card) and/or expelled (red card), as per the Laws of the Game, and should be shown the yellow or red card to indicate that this has occurred. While the Laws of the Game specify that Team Officials are not to be shown the yellow or red card, it is recommended that Referees do so for OHTSL matches to ensure that it is clear that this warning or expulsion has occurred. If the Referee does not show the yellow or red card, but has verbally stated that the warning or expulsion has taken place, that shall still stand as the action that should be followed.

## **ARTICLE 7 DISCIPLINE (code of conduct)**

Discipline to be part of VP responsibilities with appeal committee of VP2 + 2 selected Community Representatives

Only appeal beyond OHTSL is for issues regarding denial of coach pass for reasons of risk management, which go directly to US Club Soccer.

Up to 4 game suspension, at discretion of VP, with right to appeal to discipline appeal committee (VP2 + 2 selected Community Representatives)

Each club is responsible for the behavior of its players, and spectators at all OHTSL games. Continual complaints against the players, coaches and spectators of any club may result in dismissal of said club from the OHTSL.

## **ARTICLE 8 AMENDMENTS**

### **8.01 Propose and approve amendments**

The OHTSL Board of Directors may amend the by-laws. Such amendments require a majority vote of a quorum of the Board, at a meeting duly called and specified for such action.

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### **8.02 Amendments effective**

The revised by-laws shall become effective after the adjournment of the meeting upon which it was voted, providing there is no other date specified for the effective date.