

**KINGMAN SOCCER CLUB**

**A non-profit Corporation**

**BYLAWS**

**Version: 2026-1**



BYLAWS of the  
KINGMAN SOCCER CLUB

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## **PART I — GENERAL**

### **Bylaw 101. NAME**

This organization shall be incorporated as a non-profit corporation, known as Kingman Soccer Club. It shall be referred to as “Kingman Soccer Club” and/or “KSC”. It should be hereafter referred to KSC or League in this document.

### **Bylaw 102. PURPOSE**

Section 1: It is the mission of the KSC to foster the physical, mental, and emotional growth and development of the Greater Kingman, Arizona area youth through the sport of soccer at all levels of age and competition.

Section 2: The objectives of KSC are to:

- Promote and further develop the game of soccer.
- Organize and govern the game of soccer for youth under the age of 19 in the Greater Kingman, Arizona area.

Section 3: KSC shall not discriminate against any individual on the basis of race, color, religion, age, sex, or national origin.

Section 4: KSC shall maintain its tax-exempt status under the Internal Revenue Code.

Section 5: KSC shall maintain its non-profit status, organized and existing under the laws of the State of Arizona.

### **Bylaw 103. AFFILIATION**

Section 1: KSC shall be affiliated with the Arizona Soccer Association (ASA), the United States Youth Soccer Association (USYSA), and the Board of Directors (Board) shall specially authorize the United States Federation (USSF) in such manner, and to such extent as.

### **Bylaw 104. LAWS OF THE GAME**

The “Laws of the Game” as authorized by FIFA, and modified for youth play by US Soccer, US Youth Soccer, ASA or KSC, apply to youth soccer games sanctioned by KSC.

#### **Bylaw 105. EQUAL OPPORTUNITY**

- Section 1: KSC shall provide an equal opportunity to athletes, coaches, and officials to participate in youth soccer competitions without regard to that individual’s race, color, religion, national origin, age or sex.
- Section 2: Individuals serving on the Board of Directors or a committee of KSC shall be selected without regard to that individual’s race, color, religion, national origin, age, or sex.
- Section 3: KSC may not have eligibility criteria relating to amateur status more restrictive than those of US Youth Soccer.

#### **Bylaw 106. SEASONAL AND FISCAL YEARS**

The seasonal year of KSC begins on July 1 of one calendar year and ends on June 30 of the following calendar year. A fiscal year of KSC shall be a standard calendar year.

#### **Bylaw 107. USE OF NAME AND LOGO AND COLORS**

- Section 1: No one may use the name or initials KSC, any of its trade names including Kingman Soccer Club, and KSC or any of its logos except as provided under these bylaws or except with the express written consent of KSC.
- Section 2: The colors of KSC are primary red, and a second color of choice voted on by the Board of Directors.

**Bylaw 108. ROBERT’S RULES OF ORDER AND QUORUM**

Section 1: Except as otherwise provided in these bylaws, all meetings shall be conducted in accordance with the latest authorized edition of Robert’s Rules of Order.

Section 2: A quorum at any meeting shall be a majority of the total number of eligible votes for that meeting.

**Bylaw 109. BOUNDARIES**

Section 1: The boundaries of the KSC shall be the greater Kingman, AZ and other areas of Mohave County not affiliated with other soccer groups.

**Bylaw 110. AUTHORITIES.**

Section 1: KSC shall be governed by its bylaws as presently constituted except in those matters reserved by ASA, US Soccer, US Youth Soccer. US Soccer governing documents take precedence over and supersede the governing documents of the League to the extent applicable under Arizona State Law.

Section 2: KSC will not join any organization that has requirements that conflict with the US Soccer’s governing documents.

Section 3: The legislative and judicial powers of KSC, except those which are herein otherwise delegated, shall be vested in a Board of Directors.

Section 4: In any and all matters that are not addressed by these bylaws, the governing documents of US Youth Soccer shall take precedence. In any and all matters that are not addressed by these bylaws or those of US Youth Soccer, the governing documents of the US Soccer shall take precedence.

## **Bylaw 111. DISSOLUTION**

If KSC dissolves for any reason, its properties and assets shall become the property of ASA to be put in trust until a new league can be formed under the guidelines of the Federation.

## **Bylaw 112. DEFINITIONS**

Except as otherwise provided, these definitions apply to these bylaws and all policies of US Youth Soccer:

- (1) "Amateur Sports Act" means the Ted Stevens Olympic and Amateur Sports Act (chapter 2205 of title 36, United States Code).
- (2) "League" means the Kingman Soccer Club
- (3) "KSC" means the Kingman Soccer Club
- (4) "Board of Directors" means the Board of Directors of KSC established under PART III: Officers and Board of Directors Subpart A: Officers
- (5) "Federation" means the United States Soccer Federation, Inc.
- (6) "FIFA" means the Federation Internationale de Football Association of which the US Soccer is the national association member for the United States.
- (7) "Individual Member" means an individual who is a member as provided under Bylaw 112
- (8) "State Association" means the administrative body within a territory determined by the National Council to carry out US Youth Soccer's programs for youth players.
- (9) "General Assembly" means the General Assembly of KSC as provided Under Bylaw 221.
- (10) "Team" means a group of soccer players playing on the same side in soccer games.
- (11) "USOC" means the United States Olympic Committee that is the corporation established under the Amateur Sports Act to oversee all amateur athletic activity in the United States.
- (12) "US Youth Soccer" means the United States Youth Soccer.
- (13) "Youth player" means an individual who has not reached 19 years of age prior to August 1 immediately before the start of any seasonal year. A player who reaches 19 years of age during a seasonal year is allowed to complete that seasonal year. A player who reaches 19 years of age during August of one seasonal year shall be allowed to complete all of the next seasonal year.

**PART II— MEMBERSHIP**  
**Subpart A — General**

**Bylaw 201. ELIGIBILITY**

The membership of KSC is limited to all registered soccer players, parents of registered soccer players, coaches, referees and Board of Directors without discrimination on the basis of race, color, religion, age, sex or national origin and upon payment of appropriate fees.

**Bylaw 202. PROHIBITION ON TRANSFERRING AND ASSIGNING MEMBERSHIP**

Membership in KSC is not transferable or assignable. Membership of registered soccer players, parents of registered soccer players, coaches and referees terminate at the end of each season. Elected Board of Directors positions are non-transferable or assignable. The Board of Directors membership terminates when the individual is no longer serving on the board, has been replaced through majority vote of the remaining board members due to prolonged absence, resignation or as provided under these bylaws.

**Bylaw 203. GENERAL RESPONSIBILITIES**

- Section 1. In addition to other requirements of these bylaws:
- (a) Falsification of records shall be grounds for removal from future participation and/or membership in this League
  - (b) A plea of ignorance to the bylaws, policies and procedures of this League is not sufficient and violators may expect appropriate action by the Board of Directors;
    - 1) Any person found guilty of violating the bylaws, policies and procedures of this League may be asked to appear

before the Board of Directors in order to explain his/her actions.

#### **Bylaw 204. TERMS OF MEMBERSHIP**

Section 1. The term of membership is for one seasonal year.

#### **Bylaw 205. GENERAL RESPONSIBILITIES**

Section 1. In addition to other requirements of these bylaws, each Member shall:

- (a) To the extent consistent with applicable law, comply with the bylaws of KSC, ASA, US Youth Soccer, and US Soccer;
- (b) To the extent consistent with applicable law, comply with policies, procedures, and requirements of KSC's internal operations and the administration of KSC programs;
- (c) Annually register with KSC;
- (d) Pay fees to KSC by appropriate deadlines.

Section 2. Each Member shall retain its own autonomy except as otherwise provided in these bylaws.

#### **Bylaw 206. MEMBERSHIP FEES**

Section 1. Each Member shall pay to KSC annual fees in an amount recommended by the Board of Directors and ratified by a majority vote of the members of the board.

Section 2. The Board of Directors shall establish deadlines for the payment of fees.

Section 3. The Board of Directors members shall have the registration fees for their youth players waived as long as they are an active member of the Board for the current season.

### **Subpart B — Suspensions, Fines, Terminations, and Reinstatement**

#### **Bylaw 211. SUSPENSIONS, FINES and TERMINATIONS**

- Section 1. A Member failing to pay any fees due KSC shall be notified of the delinquency. If those fees are not paid within 10 days after the date of the notification of delinquency, the delinquent Member shall be suspended. Unless otherwise provided by the Board of Directors, the membership of the Member shall be terminated automatically if the member has failed to pay those fees within the 18 days.
- Section 2. The Board of Directors may suspend, fine, or terminate (or any combination thereof) the membership of any Member of the League if the Board determines that:
- (a) The conduct of the Member is adverse to the best interests of soccer KSC, or the purpose that KSC has been formed; or
  - (b) The Member has not complied with the requirements of its membership in KSC. The Board of Directors may act only after a hearing, reasonable notice to the Member of the time and place of the hearing and provide the Member with a reasonable opportunity to present evidence of the Member's position.

#### **Bylaw 212. SUSPENSION BECAUSE OF LITIGATION**

- Section 1. Any person participating in a KSC program, or in a program of a Member of KSC, who becomes a defendant in litigation detrimental to the welfare of youth players or litigation based on activities detrimental to the welfare of youth players, shall be suspended from all soccer-related activities. The Board of Directors shall determine suspensions under this bylaw. Matters detrimental to the welfare of youth players shall include crimes of moral turpitude and felonies. The person has a right to appeal the suspension only over whether the matter, which is the substance of the accusation, if true, is detrimental to the welfare of youth players.
- Section 2. On completion of the litigation, the suspended person may inform the body suspending the person under Section 1 of this bylaw that the litigation has been completed and request that the suspension be terminated and the person reinstated. The suspending body may grant the request of the person, or, if the decision of the litigation was adverse to the person, may continue the suspension for a period specified by the suspending body, fine the person, terminate all membership of that person with the suspending body

and its members, or any combination of those authorized penalties.

### **Bylaw 213. RESIGNATIONS**

Section 1. Any Member may resign from KSC by submitting a written resignation to KSC. A member's resignation does not relieve the member of any obligation to pay any fees that had been accrued and were unpaid before the effective date of the resignation.

### **Bylaw 214. REINSTATEMENT**

Section 1. A suspended member of KSC may submit a written request for reinstatement. The board of Directors may reinstate the membership of a suspended member on reasonable terms that the Board considers appropriate.

### **Subpart C — Annual General Assembly Meeting**

### **Bylaw 221. ANNUAL GENERAL MEETING**

Section 1. The Board of Directors shall hold an annual general meeting each year on or before March 30.

Section 2. KSC shall provide:

- (a) Notice of the annual meeting, giving the agenda, date, time, and location of the meeting;
- (b) For review any proposals to amend the policies of the League that have not already been proposed and voted upon during the regular season by the Board of Directors;
- (c) The proposed budget for the next season;
- (d) A list of the current Board of Directors.

Section 3. The order of business at the Annual General Meeting shall be as follows:

- (a) Call to order
- (b) Roll Call
- (c) Old and Unfinished business for the season
- (d) Proposed amendments to the policies of the League
- (e) Elections of Board of Directors members

- (f) New business
- (g) Good of the Game
- (h) Adjournment

#### **Bylaw 222. PLACE OF MEETING**

The Board of Directors may designate any place within the greater area of Kingman, Arizona, as the place for a meeting of the Annual General Assembly.

### **PART III — OFFICERS AND BOARD OF DIRECTORS**

#### **Subpart A — Officers**

#### **Bylaw 301. OFFICERS**

Section 1. The officers of KSC are the President, Vice President, Secretary, Treasurer, Registrar, Director of Coaches, Director of Sponsorship, Director of Referees, Director of Publicity, Director of Equipment, Director of Fields, Director of Scheduling, Director of Games, Director of Competitive Teams, Director of Logistics, Director of Fundraising, and Past President.

#### **Bylaw 302. ELECTIONS**

Section 1. Officers hold a term of two (2) years or until resignation and will hold voting privileges

Section 2. An officer referred to in this bylaw commences the officer's term of office immediately after being elected by the Board of Directors to fill a vacancy.

Section 3. Officers shall be elected by a majority vote of the current Board of Directors.

Section 4. The position of Past President shall be held by the previous President without election.

#### **Bylaw 303. RESPONSIBILITIES OF OFFICERS**

- Section 1. The President of KSC shall supervise all activities of the League: the work of The Board of Directors, and the General Assembly, and shall chair all meetings of it. The responsibilities of the President shall include, but not be limited to, the following:
- (a) Be the chief executive officer of KSC;
  - (b) Shall administer the affairs of KSC with the concurrence of the Board of Directors;
  - (c) Shall act as representative of KSC, which responsibility may be delegated, subject to the approval of the Board of Directors;
  - (d) Shall be responsible for the Risk Management Program;
  - (e) May execute instruments for KSC that the Board of Directors authorized to be executed; and
  - (f) Shall perform other responsibilities assigned by the Board of Directors.
- Section 2. The Vice President of KSC shall assist the President in all business of KSC, become acting President during any temporary absence of the President. The responsibilities of the Vice President shall include, but not be limited to, the following:
- (a) Assume the responsibilities of the President when the President is absent, cannot act, or refuses to act.
  - (b) Convent and chair Discipline & Rules Committee hearings as Needed;
  - (c) Perform other responsibilities assigned by the Board of Directors or the President.
- Section 3. The responsibilities of the Secretary shall include, but not be limited to, the following:
- (a) Give proper notice of all KSC meetings;
  - (b) Take proper minutes for all meetings;
  - (c) Ensure that a record is kept of the name and address and other information of each Board Member;
  - (d) Act as Custodian of all correspondence;
  - (e) Assign and manage google correspondence;
  - (e) Perform other responsibilities assigned by the Board of Directors or the President.
- Section 4. The responsibilities of the Treasurer shall include, but not be limited to, the following:

- (a) Keep full and accurate accounts of receipts and disbursements of KSC;
- (b) Prepare papers regarding the tax-exempt status of KSC;
- (c) Provide that all accounts be paid by check
- (d) Perform other responsibilities assigned by the Board of Directors or the President.

Section 5. The responsibilities of the Registrar shall include, but not be limited to, the following:

- (a) Hold registrations; receive funds for said registrations; affiliate players with ASA;
- (b) Determine eligibility of players to register with KSC;
- (c) Ensure players have a state certified birth certificate on file as proof of Age;
- (d) Ensure all players are properly insured for playing season;
- (e) Completion of all insurance claims;
- (f) Coordinate the assignment of coaches and sponsors to a team;
- (g) Conduct the blind draft;
- (h) Roster players before and during the season;
- (i) Act as liaison between KSC and ASA;
- (j) Perform other responsibilities assigned by the Board of Directors or the President.

Section 6. The responsibilities of Director of Coaches shall include, but not be limited to, the following:

- (a) Recruit coaches for all KSC teams that are in need of a coach;
- (b) Conduct coaches' clinics for both new and returning coaches;
- (c) Maintain a League library of instructional materials;
- (d) Perform other responsibilities assigned by Board of Directors or the President.

Section 7. The responsibilities of the Director of Sponsorship shall include but not be limited to, the following:

- (a) Acquire sponsorship donations for the League;
- (b) Coordinate the printing of sponsors' logos on team uniforms;
- (c) Maintain records of sponsorship history;
- (d) Perform other responsibilities assigned by the Board of Directors or the President.

- Section 8. The responsibilities of the Director of Referees shall include, but not be limited to, the following:
- (a) Schedule referees and assistant referees for all games during the KSC Season;
  - (b) Schedule referee clinics for new or returning referees;
  - (c) On-site weekends to oversee referee
  - (d) Encouraged to get certification;
  - (e) Perform other responsibilities assigned by the Board of Directors or the President.
- Section 9. The responsibilities of the Director of Publicity shall include, but not be limited to, the following:
- (a) Coordinate all publicity of KSC, notification of registrations and special events;
  - (b) Perform other responsibilities assigned by the Board of Directors or the President.
- Section 10: The responsibilities of the Director of Equipment shall include, but not be limited to, the following:
- (a) Store, purchase, distribute and collect all equipment for operation of KSC;
  - (b) Perform other responsibilities assigned by the Board of Directors or the President.
- Section 11: The responsibilities of the Director of Fields shall include, but not be limited to, the following:
- a) Prepare and maintain game fields assigned to KSC;
  - (b) Perform other responsibilities assigned by the Board of Directors or the President.
- Section 12: The responsibilities of the Director of Games shall include, but not be limited to, the following:
- (a) Schedule the games for KSC;
  - (b) Perform other responsibilities assigned by the Board of Directors or the President.
- Section 13: The responsibilities of the Director of Games shall include, but not be Limited to, the following:
- (a) Oversee the conditions of restrooms and fields during games;

(b) Perform other responsibilities assigned by the Board of Directors or the President.

Section 14: The responsibilities of the Director of Competitive Teams shall include but not be limited to, the following:

- (a) Coordinate meetings with club coaches
- (b) Assist with making tournament schedule
- (c) Order uniforms through vendors
- (d) make practice schedules and organize with city.
- (c) Perform other responsibilities assigned by the Board of Directors or the President.

Section 15: The responsibilities of the Director of Logistics shall include, but not be limited to, the following:

- (a) Organize Opening Ceremonies;
- (b) Order trophies, pins, and plaques;
- (c) Organizing uniform completion with logos,
- (d) Organizing vendor scheduling and set-up for KSC events.

Section 15: The responsibilities of the Past President shall include, but not be limited to, the following:

- (a) Provide historical information and perspective for the Board of Directors;
- (b) Mentor current President and Vice-President;
- (c) Perform other responsibilities assigned by the Board of Directors and the President.

#### **Bylaw 304. REMOVAL**

Section 1. Any officer referred to in Bylaw 301 when serving as a member of the Board of Directors may be removed from office by a majority vote of the members entitled to vote for that office.

Section 2. Any officer, referred to in Bylaw 301 who is absent for three consecutive meetings or a total of five meetings of the Board of Directors during their term of office for any reason, other than in performing duties associated with their KSC responsibilities may be removed from office by a majority vote of the Board of Directors.

#### **Bylaw 304. VACANCIES**

- Section 1. If any office, including the President, becomes vacant for any reasons, the remaining members of the Board of Directors shall:
- (a) Decide if the position needs to be filled prior to the next AGM
  - (b) If affirmative, post notification of the vacancy
  - (c) Appoint an individual to the office to fill the balance of the term or until the next AGM, whichever comes first.

#### **Bylaw 305. RESTRICTIONS**

- Section 1. No officer referred to in Bylaw 301 may:
- (a) Receive compensation (except for reimbursement for expenses) for services as an officer;
  - (b) Be a paid employee of, or receive compensation (except reimbursement for expenses) from KSC, except in the capacity as an Independent Contracting referee.

#### **Bylaw 306. MEETINGS**

- Section 1. The Board of Directors shall hold meetings no less than quarterly throughout the seasonal year. The Board shall establish the time, place and location of the meetings. Section 2. Special Meetings.
- (a) The Board of Directors may hold special meetings called at the request of the president or by any three members of the Board of Directors. The request shall state the business items to be considered at the special meeting. No other items may be Considered. (b) Notice of a special meeting shall be provided to all members of the Board of Directors not less than 48 hours or more than 20 days before the date of the meeting.

## **PART IV- COMMITTEES**

### **Bylaw 401. STANDING COMMITTEES**

- Section 1. KSC Committees shall be established as required to satisfy the programs and needs of KSC. The President shall be an ex-officio member of all Committees.
- Section 2. Each standing committee shall be the responsibility of the specific member of the Board of Directors. Standing Committee(s) of the KSC are:  
(a) Discipline and Rules Committee  
(b) Uniform Design  
(c) TBD as needed
- Section 3. Special Committees may be formed as deemed appropriate by the Board of Directors or the President for the purpose of accomplishing specific tasks.
- Section 4. All committees, standing or ad hoc, shall submit a report to the board of Directors as requested.

### **Bylaw 402. SPECIAL COMMITTEES**

- Section 1. Special Committees may be formed as deemed appropriate by the President, subject to the approval of the Board of Directors, for the purpose of accomplishing specific tasks.

### **Bylaw 403. RESTRICTION**

No member of a committee may receive compensation (except reimbursement for expenses) for services performed as a committee member.

## **PART V— LEGAL OBLIGATIONS**

## **Bylaw 501. INDEMNIFICATION**

- Section 1. KSC shall indemnify each of its present or former directors, officers, or any person who is or was serving another entity in any capacity at the request of KSC against all expenses actually and reasonably incurred by the person (including judgments, costs and counsel fees) in connection with the defenses of any pending or threatened litigation to which that person is, or is threatened to be made, a party because that person is or was serving in such a capacity. This right of indemnification may also apply to expenses of litigation that are compromised or settled, including amounts paid in settlement, if KSC approves the settlement as provided in Section 2 of this bylaw. Such a person shall be indemnified if the person acted in good faith and in a manner the person reasonably believed to be in or not opposed to the best interests of KSC. The termination of any litigation by judgment, order, settlement, conviction, or plea of non contendere or its equivalent shall not, of itself, create a presumption that the person did not act in good faith or in a manner the person reasonably believed to be in or not opposed to the best interest of KSC.
- Section 2. Any amount payable as indemnification under this bylaw may be paid by KSC on a determination by the Board of Directors, not including those members who have incurred expenses in connection with the litigation for which indemnification is sought, that the person in question met the standard of conduct provided for under Section 1 of this bylaw. If no such Board members are available; the required determination shall be made by a majority vote of the General Assembly.
- Section 3. Any expenses incurred by a qualified person in connection with the defense of any litigation may be paid by KSC in advance of a final disposition of the litigation on receipt of a written commitment by that person to repay the amount advanced if it is determined under Section 2 of this bylaw that that person is not entitled to indemnification under this bylaw.
- Section 4. The Board of Directors may authorize the purchase of insurance on

behalf of any person that may potentially be indemnified under this bylaw. That insurance may include indemnification for those persons for expenses of a kind not subject to indemnification under this bylaw.

#### **Bylaw 502. DISCLAIMER**

KSC shall not assume, nor be liable for, the debts and/or financial responsibilities, whether implied or incurred, of any player, coach, team assistant, board member or referee from KSC or other soccer organizations.

#### **Bylaw 503. LIABILITY**

All officers of KSC shall be covered against personal liability claims by the Arizona Soccer Association for performing acts and duties directly related to the work of this League.

### **PART VI - GRIEVANCES, PROTESTS, AND APPEALS**

#### **Subpart A — General**

#### **Bylaw 601. GENERAL REQUIREMENTS**

The following hearing and appeal procedures guarantee the rights of individuals' participation and competing in activities sponsored by the KSC and Arizona Soccer Association and its members to appeal any grievances to US Soccer Appeals committee that has the jurisdiction to approve, modify or reverse a decision.

- Section 1. The Discipline and Rules Committee shall hear initial protests and infractions arising from games and other activities played under their jurisdiction.
- Section 2. The Discipline and Rules Committee shall be the authority in hearing and/or deciding on grievances, disputes, protest, or appeals.
- (a) Shall be composed of people who have no conflict of interest in the matter being heard;
  - (b) Shall not include any person who has adjudicated the matter at any other level;
  - (c) Shall not be composed of less than three persons, and five persons are preferred.

- Section 3: The Board of Directors will oversee the overarching issue and select four additional members to form a committee. If the Board of Directors is involved, the President and/or Vice President will assume a role within the committee. If it is not possible to establish a committee due to the involvement of all parties, an external agency will be requested to form a committee and render the final Decision.
- Section 4. In the event a standing committee is formed for a possible disciplinary issue the following steps shall be taken:  
(a) Director of that area will be made aware and oversee committee  
(b) President will collect statements from all parties involved  
(c) Statement to be uploaded to President drive for review  
(d) Committee will meet via zoom or in person to discuss issue  
(e) Notification to parties involved will be made  
(f) Notification to board will be made  
The committee may reach out to ASA and/or Safesport for guidance.
- Section 5. KSC strictly prohibits retaliation against individuals who make good-faith reports of misconduct, abuse, or safety concerns. Retaliation is considered a violation of code conduct policies, and reports can be made to the U.S Center for Safesport.  
(a) Confidentiality: The identity of individuals submitting reports in good faith is kept confidential to the fullest extent possible.

## **Bylaw 602. DEFINITIONS**

- Section 1. Protests are:  
(a) Generally related to a specific game are filed by one of the involved parties. Third parties can not file protests.  
(b) Must be based upon violation of the published rules of the competition, governing documents, or application of FIFA Laws of the Game.
- Section 2. Appeals are:  
(a) The result of an adverse decision from a protest hearing, and/or

disciplinary hearing. Only those parties to the original action, who are adversely impacted by such decisions, shall be allowed to appeal.

(b) Not to have the effect of “staying” a previous ruling. Previous decisions remain in force, pending the result of the appeal.

Section 3. Disciplinary hearings are:

(a) A result from allegations of misconduct. Such misconduct must be a violation of a published rule, regulation, or procedure.

(b) To be heard only by the disciplinary committee within the jurisdiction of the convening authority.

Section 4. General Grievances are:

(a) Complaints of a general nature.

### **Bylaw 603. GENERAL PROCEDURES**

Section 1. A protest, appeal, allegation of misconduct, or grievance must be filed in writing within seven (7) business days and must include:

(a) The nature and specifics of the complaint.

(b) A listing of the rules of procedures, which have been violated.

(c) A statement of the desired resolution.

Section 2. Any protest, appeal, allegation of misconduct, or grievance submitted to Kingman Soccer Club may be filed via email to [President@KingmanSoccer.com](mailto:President@KingmanSoccer.com) and/or [VicePresident@KingmanSoccer.com](mailto:VicePresident@KingmanSoccer.com). To be valid, the submission must be sent from a valid email that clearly states the nature of the issue, and includes all supporting documentation. The timestamp of the received email shall determine compliance with any deadlines

Section 3. A written record (called the official record) shall be kept of the Proceedings.

Section 4. All hearings shall be scheduled within 30 days from the date of proper filing.

#### **Bylaw 604. FILING FEES**

Section 1. The fee for filing an appeal will be set by the Board of Directors of ASA and approved by their General Assembly.

Section 2. All filing fees are non-refundable, regardless of the outcome.

#### **Bylaw 605. DOCUMENTATION PROCESSING**

Upon filing of a protest, appeal, allegation of misconduct, or grievance, the receiving authority shall institute the following procedures:

Section 1. The appropriate action or response shall be determined by conducting a “validation/review” of the following:

- a) Identifying the principal parties involved.
- (b) In the case of a protest, determining the protester’s right to lodge a protest.
- (c) In the case of an appeal, determining if the appeal is directed to ASA.
- (d) Determining if all the information necessary to adjudicate the matter and reach a decision is included.
- (e) Determining that specific charges are made, the rules allegedly violated are cited, and the desired resolution has been stated.

Section 2. All parties are entitled to a hearing with proper notification.

#### **Bylaw 606. EXHAUSTION OF REMEDIES**

Section 1. No member of KSC may invoke the aid of the courts of the United States or of a state without first exhausting all available remedies within the appropriate soccer organizations, and as provided within KSC and/or ASA.

Section 2. For a violation of this bylaw, the offending party shall be subject to suspension and/or fines, and shall be liable to KSC for all expenses incurred by KSC and its officers and members of the Board of Directors in defending each court action, including the following:

- (a) Court costs;
- (b) Attorney’s fees;

- (c) Reasonable compensation for time spent by KSC officials in responding to and defending against allegations in the action, including responses to discovery and court appearances;
- (d) Travel expenses; and
- (e) Expenses for holding special meetings necessitated by court action.

## **Subpart B — Hearings**

### **Bylaw 611. HEARING PROCEDURES**

- Section 1. In all hearings conducted under these bylaws, the parties shall be Accorded:
- (a) Notice of the specific charges or alleged violations;
  - (b) The right to have the hearing conducted at a time and place so as to make it practicable for the person charged to attend;
  - (c) A hearing before a disinterested and impartial body of fact-finders;
  - (d) The right to call witnesses and/or present oral and written evidence and argument;
  - (e) A written decision, with reasons for the decision, based solely on the evidence of record, issued in a timely fashion.

### **Bylaw 612. TYPES OF HEARINGS**

The method of holding a hearing may vary. Basically, there are two types:

- Section 1. Open Hearings:
- (a) Open hearing shall be held with the principal parties, witnesses for both sides, and all necessary evidence, actually appearing before the Discipline and Rules Committee.
  - (b) Deliberation may occur, and decisions may be reached, in either open or closed sessions.
- Section 2. Closed Hearings:
- (a) Closed hearings require that all testimony and evidence (including rules) be submitted in writing.
  - (b) The principal parties must submit all evidence in written form, as specified by the notification.

## **Bylaw 613. AGENDA**

- Section 1. The Agenda for a hearing shall be as follows:
- (a) Statement of case to be Heard, including:
  - (b) Names of parties involved (including team, referee, player, etc.).
  - (c) Specific event involved.
  - (d) Date of occurrence.
  - (e) Rule number and description of rules allegedly violated.
  - (f) Outcome requested by plaintiff.
  - (g) All written evidence should have been presented.
  - (h) Witnesses may be called for testimony and/or clarification.
  - (f) Decisions will be made and notification will be made in writing, within forty-eight (48) hours unless otherwise requested to be verbal by persons Involved.
  - (j) Hearing is adjourned.

## **Bylaw 614. DECISIONS**

- Section 1. The decisions of the Discipline and Rules Committed imposed, shall respond only to the specific issues and allegations contained in the complaint (as filed).
- Section 2. Decisions shall be reduced to written form, and shall be forwarded to the principal parties, and shall be communicated to the principal parties at the same time and by the same method within forty-eight hours of the conclusion of deliberations (Saturdays, Sundays and holidays excepted). Registered US Mail, Certified US Mail — Return Receipt Requested, or Federal Express — Signature Required shall accomplish notification, unless otherwise requested to be verbal by persons involved.
- Section 3. Notification of the decisions shall include a statement of the procedure for appeal. The statement shall clearly indicate the appropriate level of jurisdiction, including the identity and address of the person and/or office to which the appeal must be directed.

## **Subpart C — Appeals**

### **Bylaw 621. APPEALS PROCEDURES**

- Section 1. The Appeals Committee of KSC shall hear and determine appeals from decisions tendered by the KSC Discipline and Rules Committee. The Appeals Committee has the power to call for the production of any documents and evidence the Appeals Committee may require.

## **PART VII— PLAYERS AND PLAYING**

### **Bylaw 701. REGISTRATION**

- Section 1. With the concurrence of KSC, a player rostered to a team may roster to a second team at the second team's initial rostering. No player may roster to more than two teams at one time in a seasonal year. No player may multiple roster without the permission of his/her parent(s) or legal guardian. Additional approval signatures required are the coaches from each time, club representative and league representative. No coach will be required to accept a multiple roster player. The primary team will be the team the player rostered to first.
- Section 2. KSC shall be responsible for insuring proper registration of the Players, affiliation of the teams, proper accounting of all transactions and accurate reporting to the ASA.
- Section 3. (a) Players who come to the United States after their fourteenth (14th) birthday will be asked to fill out and sign a form (along with their parents) stating whether or not they have signed a professional contract or received money from a professional team

for playing.

(i) If the answer is No, that form will stay with the registering state association, and no further action is necessary.

(ii) If the answer is Yes, that player has signed a professional contract or received money for playing, that player must follow the regular international clearance procedures.

(b) All players coming to this country (USA) who are seventeen (17) years of age by January 1 of the year they arrive, must secure an international clearance per FIFA rules before being registered to a team in this country.

Section 4. A minimum of one coach shall be listed on the team roster.

Section 5. Players must use their legal first names, middle initial and last names, as listed on the proper birth certification document, on all registration material.

Section 6. No player or coach of record will be allowed to participate in any scheduled league, and/or tournament match without a player/coach pass issued by ASA as outlined in Bylaw 806.

## **Bylaw 702. PROOF OF AGE**

Section 1. The age group in which a team registers with KSC shall be the age group in which it participates in all state sponsored tournaments, providing the age group is available, i.e., American Cup, County and Association Cups, and the ASA Snicker's Arizona State Championships.

Section 2. Proof of age shall consist of a birth certificate or birth registration or driver's license issued by an appropriate governmental agency, board of health records, passport, alien registration card issued by the United States government, a Certificate issued by the Immigration and Naturalization Service attesting to age, or a Certification of an American Citizen born abroad, issued by the governing agency. Hospital, Baptismal or religious certificates will not be accepted.

Section 3. The Board of Directors of League may request proof of age to be established. Proof of age shall be presented within forty-eight (48)

hours of the presentation of such written request. Failure to respond to such request shall result in the immediate suspension of the player involved and forfeiture of all League games in which that player participated.

### **Bylaw 703. FALSE REGISTRATION**

Any coach who is found to have played a player who is over-age and/or illegally registered shall, at a minimum, be suspended for the remainder of the seasonal year in which the player is found to have played and the following seasonal year. In addition, the team shall forfeit the game(s) in which that player has taken part.

### **Bylaw 704. TEAM ROSTER LIMITATION**

Section 1. No team registering to play 11—a — side shall be allowed more than eighteen (18) nor less than seven (7) registered players at any given time.

Section 2. No team registering to play 8 — a — side shall be allowed more than fourteen (14) nor less than five (5) registered players at any given time.

### **Bylaw 705. PLAYER RELEASE AND TRANSFER I SPECIAL TRANSFER**

Section 1. A multiple rostered player after he has played his first game sanctioned by KSC who requests a transfer will lose his multiple status by such request.

Section 2. Any player registered to a team is bound to that term for the entire seasonal year unless he/she requests and obtains a transfer. All requests for release or transfer shall be submitted to the KSC Registrar on KSC transfer form. The reason for the request to transfer must be stated in the appropriate place on the form.

Section 3. A player may be released from a team by the coach only if the player is unable to play for one of the following reasons:  
(a) The player has violated rules of the US Soccer, US Youth Soccer, ASA or KSC.  
(b) The player has moved beyond a reasonable travel distance; the

determination of “reasonable travel distance” is subject to definition  
By the KSC; and/or,

(c) The player is injured in such a manner that the player will not be  
able to participate for the remainder of the season.

Section 4. A player can play for only one team in any competition sponsored  
by the US Youth Soccer, i.e. National Youth Challenge Cup.

#### **Bylaw 706. PLAYER PASSES**

Section 1. Player passes furnished by KSC are to have a recent photograph  
affixed, which can easily identify the player, to be signed by the  
player in the appropriate manner and to be laminated correctly.  
Player passes are only issued to those players rostered on a  
competitive team.

#### **Bylaw 707. SPECIAL MODIFICATIONS**

Special modifications of the player passes may be made for tournaments and  
exhibition matches played within the jurisdiction of League provided that the  
guidelines for the tournament or exhibition matches have been approved by the  
Board of Directors.

#### **Bylaw 708. RETURN OF PASSES**

When a player transfers or drops, the player’s pass must be surrendered to the  
KSC registrar.

#### **Bylaw 709. PLAYER SAFETY**

Section 1. No youth player/team will be allowed to participate in more than  
two games per day or the equivalent regulation time thereof for that  
specific age group.

Section 2. Names of players shall not appear on any player’s uniform, sweats,  
jacket, equipment bag, or other apparel or accessories.

Section 3. It is the responsibility of all coaches, and parents within KSC to

ensure the safety, both physically and mentally, of all players.

### **Bylaw 710. TOURNAMENT**

- Section 1. Tournaments are to be governed by the ASA Tournament Manuals;
- Section 2. All KSC tournaments will assess a fee to be determined by the Board of Directors of KSC.

### **Bylaw 711. TRAVEL**

- Section 1. All players traveling for KSC or State Association tournaments must have written permission of parent and/or guardian given to coach or KSC Board of Directors prior to entering vehicle.
- Section 2. Teams wanting to travel outside the United States must follow the timelines and procedures established by US Soccer.
- Section 3. All expenses for tournaments and/or travel will be paid directly by teams participating in travel arrangements and tournaments.

### **Bylaw 712. ACCOUNTABILITY, CONDUCT & EJECTION**

- Section 1. Each player, coach and team shall be held primarily accountable for the conduct of persons associated with KSC, and team in any manner whatsoever.
- Section 2. During any game sanctioned by or regularly scheduled by KSC or any of its affiliated associations, a referee may stop the game and eject any spectator from the grounds (field of play and areas surrounding the field and fields near the field upon which the game is being played), if in the opinion of the referee, the offender is guilty of violent conduct, serious foul play, or the use of foul or abusive language, or if the conduct is deemed to be interference by the offender as designated in subdivision (d) of Law V — Referees — Laws of the Game).
- Section 3. Coaches and other team officials shall be subject to all rules

pertaining to misconduct contained herein, including cautions, ejections and standard suspensions. Any other individual, who may be reasonably construed as being associated with a team, such as relatives and spectators, shall also be subject to the jurisdiction and authority of the Association. Any coach or team official shall be held responsible for the actions of any individual(s) at any match that, in the opinion of the referee, is a supporter of that team.

- Section 4. All red cards or ejections shall result in a minimum of one (1) game suspension. Referees' decisions are final and may not be overturned unless said referee withdraws his decision with the approval of the Director of Referees.
- Section 5. At no time shall the consumption of alcoholic beverages, the use of tobacco products, or the utilization of any form of drugs be permitted during any game, practice, or event where you are fulfilling board and or coaching duties that are sanctioned by or regularly scheduled by KSC or any affiliated organization.
- Section 6. The board is expected to maintain professionalism at all times. Discussion regarding alcohol, drugs or any inappropriate topics are strictly prohibited. If an officer is found to be under the influence while performing their duties, they will face immediate removal. For further guidance, please refer to ASA.
- Section 7. No contact whatsoever may be initiated with a player (directly or indirectly) properly registered to a team in this League by a coach, Assistant coach, or designated team parent/manager of another team in this League for purposes of recruitment while the player's team is still participating in league, current year in-state tournaments or National Youth Challenge Cup play. Violation of this rule may result in a minimum one (1) year suspension for the guilty party. Complaints must be made in writing by an affected party and will be heard by the State Discipline, & Appeals, & Arbitration Committee.
- Section 8. The adjudicating committee shall determine minimum penalties for other abuses or infractions, i.e., those not involving referee assault or abuse. The severity of any such penalties meted out should be determined by the severity and nature of the infraction, by any

precedence set in other similar situations and/or recommendations or suggestions that may be found in the ASA manual.

**Bylaw 713. TEAM RELEASE DURING THE SEASON YEAR**

A team shall be allowed to join the playing schedule of a second League only when it has satisfied all of its obligations to a first league, i.e., all scheduled competition and financial liabilities. Re-registration of the players within the ASA for the current seasonal year is not required.

**Bylaw 714. YOUTH PARTICIPATION IN SENIOR GAMES**

A youth player will be permitted to play an unlimited number of amateur games without losing his or her youth eligibility. The youth player must obtain permission from his or her youth coach or other authorized official. The youth coach or other authorized official shall, in writing or by form, request eligibility clearance from the State Youth Association. The youth coach or other authorized team official must, in writing or by form, request permission from the State Amateur Association.

**Bylaw 715. PLAYING WITH PROFESSIONAL PLAYERS**

Any player signing a professional contract, receiving funds for playing soccer, or playing with a professional team without the permission of the Board of Directors of KSC shall be declared a professional player and shall lose all privileges of youth amateur status. The Board of Directors of KSC may grant a youth amateur player permission to play in benefit or exhibition games only where professional players are involved. Permission must be requested in writing.

**Bylaw 716. ASSAULT — CENSURE AND SUSPENSION**

Section 1. (a) When any person shall assault or abuse an official, jurisdiction shall vest immediately on the Board of Directors of this Association. An official, for the sole purpose of this specific ASA regulation, shall be defined as the referee, official linesman, referee assignor(s), referee administrator, any non-licensed, non-registered person serving in an emergency capacity as a referee, any club assistant referee, player, coach, team administrator, tournament director(s), tournament staff, or any officer or member of the Board of Directors of this Association, member leagues and clubs. Misconduct towards officials may occur before, during and after the match,

including travel to and from the match.

(b) "Assault of an official" shall be defined as an intentional act of physical violence upon an official and shall include, but not be limited to, hitting, kicking, punching, choking, spitting at, or on, grabbing or bodily running into an official, kicking or throwing any object that could inflict injury, damaging an official's uniform or personal property; i.e., car, equipment, etc.

(c) "Verbal Abuse of an official" shall be defined as a verbal statement or physical act not resulting in bodily contact, which implies or threatens physical harm to an official or the official's property or equipment.

(d) "Abuse of an official" shall be defined as, but not limited to, using foul or abusive language toward the official, threatening the official with remarks that carry implied or direct threat of physical harm, and spewing a beverage on an official or his property; or spitting at (but not on) the referee.

Section 2. It shall be mandatory upon the Board of Directors of KSC to execute the provisions of this regulation within thirty (30) days of notification of the offense except in cases involving players only. Where only players are involved, the appropriate competition authority may adjudicate the matter.

Section 3. Minimum penalties for Referee Assault against an adult referee, or adult assistant referees, or any other adult reasonably construed or defined to be an official by Bylaw 716 Section 1, shall be as outlined in US Soccer Policy 531-9.

(a) When the official involved is of age to play in this association, the minimum penalties shall be three (3) times greater than (a), (b), (c), (d), (e), or (f) above.

## **Bylaw 717. REFEREES**

Section 1. In all competitions under the jurisdiction of KSC, all official

referees must be currently registered with and be in good standing with the US Soccer, if at all possible. All League matches, tournament matches and Cup matches under the jurisdiction of the ASA shall be officiated under the three (3) man system as described in FIEA and US Soccer official "Laws of the Game". If because of unforeseen circumstances, a currently registered US Soccer Referee is unable to officiate, some other person may be agreed upon to officiate. However, such unregistered person is prohibited from receiving any payment, directly or indirectly, for officiating under such emergency, or officiating under any other circumstances. The prohibition against payment shall also apply to any player under the jurisdiction of this League, whether or not the match officiated is under Cup, tournament, league, or club play. The following combinations of match officiating are listed in order of preference:

(a) One (1) currently USSF registered Center Referee assisted by:  
Two (2) neutral currently USSF registered linesmen.

(b) One (1) currently USSF registered Center Referee assisted by:  
Two (2) emergency linesmen.

(c) Two (2) currently USSF registered Center Referees to complete a dual, only when approved by the Director of Referee US Soccer or ASA. Bylaw 217 does not apply to games played according to modified rules.

Section 2. All League/Clubs, Tournament and Cup match assignments must be made by a US Soccer licensed assignor or a staff supervised by a US Soccer licensed assignor.

## **PART IX - AMENDMENT TO BYLAWS**

### **Bylaw 801. PROPOSING AMENDMENTS**

Any proposed amendment to the bylaws of KSC may be made by

- (1) The Board of Directors
- (2) A member of KSC after approval of the KSC Board of Directors

### **Bylaw 802. ADVANCED NOTICE**

Section 1. Any proposed amendment to the bylaws of KSC must be submitted in writing to the league/club Board of Directors for review prior to voting on the proposal.

**Bylaw 803. VOTING REQUIREMENTS**

Any amendment to the bylaws of KSC requires a majority vote of the KSC Board of Directors present at the meeting during which the proposal has been made.

**Bylaw 804. PRIORITY**

To the extent applicable by Arizona State Law, in the event of a conflict between the bylaws of KSC and the articles of incorporation, bylaws, policies, and requirements of the Federation, the articles, bylaws, policies, and requirements of the Federation govern.

**Bylaw 805. EFFECTIVE DATE**

Unless otherwise provided, any amendment to the bylaws of KSC is effective immediately after the amendment is adopted.

**Bylaw 806. EXCEPTIONS**

Amendments passed at the Annual General Meetings of the US Soccer and/or US Youth Soccer, which may affect the bylaws of KSC shall be distributed to the membership by the Secretary-Treasurer of KSC, and shall become effective immediately after the amendment is adopted.

**RATIFICATION** – The Ratification and Signature of five (5) members of the Kingman Soccer Club, Board of Directors shall be sufficient for the establishment of these Bylaws.

**KINGMAN SOCCER CLUB  
BYLAWS SIGNATURE PAGE**

_____	_____	_____
President (Print)	(Signature)	Date

_____ Vice President (Print)	_____ (Signature)	_____ Date
_____ Secretary (Print)	_____ (Signature)	_____ Date
_____ Treasurer (Print)	_____ (Signature)	_____ Date
_____ Registrar (Print)	_____ (Signature)	_____ Date
_____ Director of Coaches (Print)	_____ (Signature)	_____ Date
_____ Director of Games (Print)	_____ (Signature)	_____ Date
_____ Director of Referees (Print)	_____ (Signature)	_____ Date
_____ Director of Fields (Print)	_____ (Signature)	_____ Date
_____ Director of Equipment (Print)	_____ (Signature)	_____ Date
_____ Director of Sponsorships (Print)	_____ (Signature)	_____ Date
_____ Director of Competitive Teams (Print)	_____ (Signature)	_____ Date
_____ Director of Logistics (Print)	_____ (Signature)	_____ Date
_____ Director of Publicity (Print)	_____ (Signature)	_____ Date
_____ Director of Fundraising (Print)	_____ (Signature)	_____ Date