



BURLESON INDEPENDENT
SOCCER ASSOCIATION

2023

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SECTION 1

Bylaws of Burleson Independent Soccer Association

(Revised July 2022)

1.1 Article I: Name

The name of this Association is the Burleson Independent Soccer Association, which hereafter is referred to as the "Association" or "BISA". This Association is located in Burleson, Texas.

1.2 Article II: Objective

The object of BISA is to carry out the business of soccer set forth by the North Texas State Soccer Association.

1.3 Article III: Policies

Section 1: The BISA is to adhere to these Bylaws and the attached Policies and Procedures of the BISA. If none of these sources are applicable then BISA shall follow procedures set forth in Robert's Rules of Order, Newly Revised.

Section 2: The BISA shall operate as a non-profit, non-commercial, non-sectarian, and non-partisan organization.

Section 3: This Association shall not participate in any activities not permitted by Federal Income Tax under *Section 501(c) (3)* of the Internal Revenue Code or by an organization whose contributions are deductible under *Section 170 (c) (3)* of the Internal Revenue Code.

Section 4: The name of this Association or the names of any members in their official capacities shall not be used to endorse or promote a commercial concern or in connection with any partisan interest or purpose not related to the directives set forth in these Bylaws. However, these Bylaws give the Board the right to promote issues that would benefit BISA.

Section 5: No part of the net earnings of the Corporation shall inure to the benefit of, or be distributable to its members, trustees, officers, or other private persons, except that the Corporation shall be authorized and empowered to pay reasonable compensation for services rendered and to make payments and distributions in furtherance of the purposes set forth in these Articles.

Section 6: All property acquired by BISA shall be owned and controlled by BISA and shall be made available to its members for proper use subject to the approval of the Board or a designated representative.

Section 7: The Association shall have two (2) accounts established at a board-approved financial institution; a general operating account and a savings account. The general operating account shall carry sufficient funds to fulfill the association's obligations with the balance of the funds being

deposited in the savings account except that the Board may cause such funds to be invested. The Treasurer will advise the Board as to the investment of funds in excess of current operational needs and will invest those excess funds in accordance with the directions of the Board. Investment of the Association's funds shall be made only in the:

- A. Certificates of Deposit in United States FDIC-insured banking institutions
- B. Federal Securities which are secured or backed by the United States Government and are FDIC insured

Section 8: The President may authorize purchases less than \$500. Purchases made in excess of \$500 but less than \$3000 will require the authorization of two (2) members of the Executive Committee. Contracts or capital improvements exceeding \$3000 shall go through a bid process with a minimum of three (3) bids presented to the Board for approval. All purchases regardless of amount will be reported to the board at the next meeting of the board.

Section 9: BISA may enter contracts with outside vendors for services such as field maintenance and concessions. These contracts will be for one to three calendar years (July 1 – June 30). Renewal of the contract will be discussed by the Board at the regularly scheduled May board meeting. If the Board votes to not renew the contract with the existing vendor, a public announcement will be made that the Board will be accepting bids. A minimum of three bids will be presented to the board for consideration.

Section 10: Board Member travel to officially represent BISA at any meetings may be reimbursed at a fair rate comparable to what is being given by the IRS. When such travel is undertaken, a claim showing the date and the mileage traveled shall be given to the Treasurer prior to payment. Lodging and meals must be approved by the Board before payment will be disbursed.

Section 11: Upon the dissolution of this Association, the Executive Committee shall, after paying or providing for debts and obligations of this Association, transfer the remaining assets to another similar organization that is qualified as a charitable organization under Section 501 (c) (3), Internal Revenue Code of 1954, as amended. This dissolution is decided by a majority vote of the board.

1.4 Article IV: Membership

Section 1: Membership in this Association is available without regard to sex, race, color, creed, or national origin. Membership in this Association is obtained by paying the registration fee for the current season as an adult player or parent of a player, or by serving the Association in a Board or coaching capacity. Other interested parties may become members by submitting an application and background check for membership. It must also be accompanied by an initiation fee of \$15.00 and annual dues of \$25.00, both of which shall be returned if that application is denied.

- If the application is denied, the applicant will be provided written notice of the denial and the reason for denial.
 - A. Membership may be denied by a three-fourths (3/4) majority of the board members present at any regular or special meeting.
 - B. A petition may be filed with the President or Vice President for reconsideration by the Board.
 - C. A petition for reconsideration and a favorable majority vote of the association members present at a regular or special meeting may overturn the Board's action to deny membership when the said petition is in accordance with the Bylaws.

Section 2: Each household in which the member(s) reside may have two (2) votes provided the votes are made by two (2) separate adults (voting members must be 18 years or older). No proxy votes are allowed.

Section 3: The Board reserves the right to revoke memberships. Any member of this Association (board member, official, coach, player, parent, spectator, etc.) may be expelled for violating the Association's Bylaws, Policies and Procedures, or for conduct prejudicial to the interests of the Association. Membership revocation and/or suspension will be conducted as outlined in these Bylaws and associated Policies and Procedures.

A. Membership may be revoked by a three-fourths (3/4) majority of the board members present at any regular or special meeting.

B. A petition may be filed with the President or Vice President for reconsideration by the Board.

C. A petition for reconsideration and a favorable majority vote of the association members present at a regular or special meeting may overturn the Board's action to revoke membership when said petition is in accordance with the Bylaws.

Section 4: The Association will honor all orders of suspension of board members, players, coaches, and/or referees issued by this Association or any other NTSSA member and/or USSF member organization. A board seat will be declared vacant upon suspension from all soccer activities by this Association, NTSSA, or USSF.

Section 5: A copy of the Bylaws and Policy and Procedures will be available by request and posted on the website.

1.5 Article V: Government of Association

Section 1: This Association shall be governed by its members who shall consist of the Board of Directors and each registered member in good standing.

Section 2: Affiliation with North Texas State Soccer Association: This Association shall be directly affiliated with and comply with the authority of NTSSA. The Association shall represent its members and their respective interests in all dealings with NTSSA.

Section 3: Fiscal Year: The fiscal year of the Association is June 1 through May 31.

Section 4: Books and Records: The Association shall keep correct and complete books of approved minutes, record of accounts, and shall keep minutes of all meetings at its principal place. These books and records shall be made available at each meeting and upon written request with the exception of Article VI, Section 6. The Board reserves the right to limit the detail of information provided to protect existing contractors' pricing quotes. A complete summary of financial information will be made available to the membership at the annual general meeting. All other requests will be honored within a ten (10) business day period

Section 5: Resignation: Any director or committee member officer may resign by giving written notice to the President. The resignation shall take effect immediately. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Section 6: Amendment to Bylaws: These Bylaws may be altered, amended, or repealed by the Board at any

regular or special meeting, provided that the membership has been given ten (10) day notice of the proposed changes and they have been posted in a publicly viewable place. A written copy of the proposed changes will be available by request. A 2/3 majority vote is required for the adoption of the amendment.

1.6 Article VI: Meetings

Section 1: All meetings of the Association are to be held in such place by the President and approved by the Board of Directors. All regular meetings of the Association will be open to the members and the general public.

Section 2: A notice of meetings will be publicly posted at least ten (10) days prior to the meeting.

Section 3: Order of Business

1. Roll Call and (Voter Accreditation for annual meeting only)
2. Introduction of visitors
3. Approval of meeting minutes
4. Reports of officers and committees
5. Agenda
6. Unfinished business
7. New business
8. Adjournment

Section 4: A majority vote shall decide any questions brought before the board by members of the Association.

Section 5: Board of Directors Meeting-

5.1 The date, time, and location of the monthly meeting of the Board of Directors shall be posted on the BISA website and Facebook page at least ten (10) days prior to a regularly scheduled meeting.

5.2 If a member wishes to address the board at the board meeting, the member must mail or email agenda item(s) directly to the President. Item(s) must be received 3 days prior to a scheduled board meeting.

5.3 A quorum is required for this meeting. A quorum is established once two-thirds (2/3) of the Board of Directors (filled positions) is present at the meeting. Example: with 12 board members it will take 8 to form a quorum at a general or special meeting.

5.4 Once a quorum is established, all actions taking place at the meeting shall be legal regardless of the number present at the time of a vote, provided the meeting had not been previously legally adjourned.

Section 6: The President, unless otherwise prescribed by statute or by article of these Bylaws, may call special meetings of the Association to deal with urgent business that cannot wait until the following regular meeting. The purpose of the meeting is stated in the notice of the meeting. A quorum is not required for this meeting so long as notices of such meetings are given in advance.

Section 7: An annual general meeting of the BISA shall be held each year on the second Tuesday in July at which time the board will discuss rules and bylaw changes and will transact such other business as may be properly brought before the meeting. A quorum is not required for this meeting.

Section 8: All meetings are open to members except in special instances where the President shall declare a closed meeting. A meeting may be designated closed when discussing financial bids, etc. that public input is not warranted. Minutes will be kept during closed meetings but will not be published publicly. Any meeting may be taken into executive session when an open or closed meeting would be detrimental to individuals or the welfare of the membership at large. The information covered in an executive session will not be available for public review.

Section 9: The President of BISA shall not vote except to break a tie, in the case of a ballot vote or a vote of no confidence.

Section 10: Emergency Action: Any three (3) voting members of the Board of Directors may call an emergency meeting on matters demanding immediate action that cannot wait until the following regular meeting. Notice to all board members must be given. A quorum is not required for this meeting and actions will be determined by a majority board vote during the meeting. Actions shall be summarized and reviewed at the next regular or special meeting. This type of meeting shall be called only in situations of a true emergency.

1.7 Article VII: Board of Directors

The business and affairs of the Association are managed by its Board of Directors, which shall consist of the Directors of this Association, each of whom will be entitled to one vote. The Board of Directors shall transact all business of the Association. The Board shall have the power to enforce the Laws of the Game. This includes the Rules of the North Texas State Soccer Association, the United States Soccer Federation and its respective members, and the Bylaws, and Policies and Procedures of this Association. The Board of Directors shall also hear appeals of the Appeals and Disciplinary Committee.

Election of Board of Directors: The Board of Directors shall be elected to a term of (2) two years. They may succeed themselves in office. Any Director who desires to seek election to another office must first resign the office he or she is holding before the election. Elections shall be at the Annual Meeting with one-half of the Board of Directors elected each year in the following manner:

President (even years)
Vice President/A&D Director (odd years)
Secretary/Registrar (even years)
Treasurer (odd years)
U4-U8 Boys Director (odd years)
U4-U8 Girls Director (even years)
Boys Director (even years) Girls
Director (odd years)
Co-ed Adult Director (even years)
Coaches Director (odd years)
Facilities Director (even years)
Referee Director (odd years)

The members and/or Board of Directors shall elect all directors/officers.

Removal: Board members may be removed from their office through a vote of no confidence. To hold a vote of no confidence, a board member must notify all board members of their intent to do so at least 48 hours prior to the meeting they wish to hold the no-confidence vote or ask for a special meeting to do so.

Discussion of the vote may be done in executive session if the board chooses to do so. The vote itself will be conducted in an open session so minutes will be subject to public review. The vote of no confidence must be passed by a two-thirds majority of all Board of Directors, including the President, and will be effective immediately after the vote. The board member removed by a vote of no confidence may not run in a subsequent election and may not hold any board or committee position unless approved by the Board. Serious complaints against a board member will be submitted in writing to the A&D chair. In case of the complaint being against the A&D chair, the written complaint should be submitted to the President.

Attendance at Meetings: A board member not attending two consecutive meetings without notification to the executive board, including a regular meeting of this Association, Board of Director meetings, special meetings, or emergency meetings, may have their office declared vacant unless the Board of Directors excuses such absences. This office shall be filled in accordance with procedures under Vacancies.

Vacancies: Any board member may present a member candidate to the Board of Directors to fill a vacant board position. Majority board approval is required to fill the vacancy.

Compensation: The Board of Directors shall serve without salary for their position. Any Board of Directors member may be reimbursed for expenses pertaining to the Association.

Parliamentarian: The Chairman of Appeals and Disciplinary shall act as Parliamentarian, using "Robert's Rules of Order, Newly Revised" as a guide.

Minutes: The Board of Directors shall keep regular minutes of its proceedings. The approved minutes shall be placed in the minute book of the Association. Minutes shall be approved at the next Board of Directors meeting.

Conflicts of Interest: All Board members shall disclose any association with an entity outside of BISA that may pose a conflict of interest. Each board member will read and sign the Conflict-of-Interest form in Section 4.4 of this document upon accepting a position on the Board of Directors and shall renew this document annually at the BISA AGM. Any disclosures that are deemed to be in conflict with BISA's interests will be discussed and voted on by the Board. Failure to disclose such interests to the Board may be grounds for removal from the Board and/or revocation of association membership as determined by Board vote. Appeal of removal/membership revocation shall follow the procedure for disciplinary appeals.

1.8 Article VIII: Officers, Powers, and Duties

The Executive Committee shall consist of the President, Secretary/Registrar, Vice President/Director of A&D, and the Treasurer to handle emergencies that may arise. The Board, as needed, may temporarily reassign duties and powers of board positions by board vote.

President: The President of the Association shall preside at all Association meetings. The President will serve as an ex-officio voting member of such committees. The President shall cast the deciding vote in case of a tie at any meeting or may waive the right to do so. The President may appoint delegates to any meetings of the members. The President shall submit an annual written report at the Annual General Meeting and said report shall become part of the minutes of such meeting. The President is empowered to take prudent and reasonable action in cases not covered in these Bylaws, and such authority is implicit in the office. They shall also serve on the Executive Committee.

The President is the Chief Executive Officer of BISA and, subject to the direction of the BOD, shall have general supervision and control of its business.

Duties and Responsibilities

- Shall ensure that BISA is managed in accordance with its bylaws, policies, and guiding principles
- Shall ensure that all decisions and/or directives of the BOD are implemented in a timely manner
- Shall act as the principal representative of BISA
 - Will have signature authority, in addition to the Treasurer for club expenditures
 - Notify officers and committee members of all meetings and reserve the meeting place
 - Responsible for leading the BOD in a manner that supports and guides the organization's mission.
- Responsible for the fiscal integrity of the organization.
- Responsible for ensuring a positive and collaborative board environment.
- Responsible for delegating tasks not covered under these bylaws or when additional support is needed.

Special Knowledge and Skills

Must have served on the BISA board for a minimum of 2 years- a 2/3 majority board vote may waive this requirement

- Ability to take directions and provide direction to others
- Ability to mediate
- Ability to establish and manage the execution of plans
- Ability to use sound judgment
- Ability to manage and lead meetings
- Skilled in the use of Microsoft Word and electronic mail
- Attention to detail
- General knowledge of Robert's Rules of Order
- Preferred to have an undergraduate degree in business administration, finance, marketing, human resources, etc.

Vice President: The Vice President shall be Chairman of the Appeals and Disciplinary Committee. The Vice President shall succeed to the powers of the President in the absence of the President and shall maintain a file of each appeal and disciplinary action. They shall be responsible for overseeing the administrative policies and operations executed by this Association. They shall also serve on the Executive Committee.

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

Duties and Responsibilities

- Monitor the progression of the season, ensuring that the age groups operate per BISA's policies.
- Be Chairman of the Appeals and Disciplinary Committee and shall report the activities of this committee at each regular meeting of this Association
 - Be Chair of the Bylaws, Rules, and Regulations Committee
 - Maintain a current inventory of BISA property
 - Conduct a Bi-annual inventory of BISA property and submit the report to the Board at the conclusion of each season.
 - Any other duty so delegated by the President

Special Knowledge and Skills

- Must have served on the BISA board for a minimum of 1 year- a 2/3 majority board vote may waive this requirement
- Must attend NTX AGM and attend the A&D classes
- Ability to provide direction to others
- Ability to mediate
- Ability to establish and manage the execution of plans
- Ability to use sound judgment
- Ability to manage and lead meetings
- Skilled in the use of Microsoft Word and electronic mail
- Attention to detail
- General knowledge of Robert's Rules of Order

Secretary/Registrar: The Secretary/Registrar shall keep minutes of all Board of Directors meetings, Annual Meetings, and special meetings. The Board of Directors will approve the minutes prior to publication. The Secretary/Registrar will keep all approved minutes in a binder or electronic folder and have these minutes available for review by all Board of Directors and Association members. The Secretary/Registrar will be responsible for general correspondence for the Association as well as the registration and eligibility of all players and teams with the Association. They shall also be responsible for the Risk Management eligibility with North Texas State Soccer Association. They shall also serve on the Executive Committee.

The Secretary/Registrar has overall responsibility for BISA's player registration and affiliation with NTSSA. He or she is also responsible for recording, maintaining, and distributing records of BISA business.

Duties and Responsibilities

- Implement and/or maintain the BISA registration process to ensure accurate and timely registration of the BISA membership for Spring and Fall
- Maintain and update as necessary the BISA registration form and provide for the efficient distribution of the forms
 - Maintain a database of all currently registered players as well as past players
 - Coordinate resolution of incomplete registrations
- Be responsible for the registration and eligibility of all players and teams with the Association in accordance with BISA/NTSSA requirements
 - Verify rosters and verify/print/ coaches/player cards as requested
 - Produce mailing lists for the registration database, as required
 - Distribute meeting minutes within one week of each club meeting
 - Be responsible for all official records/correspondence for the Association

The Secretary/Registrar may upon approval of the board by a 2/3 vote select an Association member to assist with registrar duties. This member must pass all required background and Safe Sport checks and be directly responsible to the Secretary.

Special Knowledge and Skills

- Must have served on the BISA board for a minimum of 1 year- a 2/3 majority board vote may waive this requirement
- Ability to capture key discussion points in a clear, concise manner and "ask for clarity" in situations where discussion points are not clear
 - Skilled in the use of Microsoft Word and electronic mail
 - Attention to detail

Treasurer: The treasurer shall serve as the financial officer of the Association and shall be responsible for coordinating budget appropriations, completing financial reconciliation, and report to each scheduled Board of Directors meeting a balance sheet and income statements. The reporting will be the activity during the month. The treasurer shall chair the Budget and Finance Committee and shall review and initial all contracts by this Association. All financial records are available for review by any member, with the exception of Section V, "Books and Records". They shall also serve on the Executive Committee.

Duties and Responsibilities

- The treasurer manages the board's review of, and actions related to, the board's financial responsibilities. The treasurer may work directly with the bookkeeper, accounting firm, law firm, insurance agency, or other staff in developing and implementing financial procedures, products, and systems
- The treasurer ensures the appropriate financial reports are made available to the board. Regularly reports to the board on key financial events, trends, concerns, and assessment of fiscal health. The treasurer shall render at stated periods as the Board of Directors shall determine a written account of the finances of the organization and such report shall be physically affixed to the minutes of the Board of Directors of such meeting
- The treasurer shall have the care and custody of all monies belonging to the organization and shall be solely responsible for such monies or securities of the organization. The treasurer shall cause to be deposited in a regular business bank or trust company a sum necessary to operate the organization's business, and the balance of the funds of the organization shall be deposited in a savings bank except that the Board of Directors may cause such funds to be invested in such investments as shall be legal for a non-profit corporation in this state. In the event a surplus is reported during a monthly or quarterly report, the Treasurer is responsible for making recommendations to the board on the best ways to reinvest that surplus.
- The treasurer must be one of the officers who shall sign checks or drafts of the organization. No special fund may be set aside that shall make it unnecessary for the Treasurer to sign the checks issued upon it.
 - The treasurer will make timely payments of the organization's bills and debts.
 - The treasurer shall ensure that documents pertaining to the organization's assets are in order and remain in compliance with insurance and tax guidelines. The treasurer may work directly with the accounting firm and legal firm and is responsible for ensuring all government tax and reporting documents are within regulation and are filed in a timely manner.
- The treasurer will recommend to the board whether the organization should have an audit. If so, they shall select and meet with the auditor in conjunction with the Finance and/or Audit Committees.
 - The treasurer shall exercise all duties incident to the office of the Treasurer.
 - Pick up all mail for the Association.
- Shall submit required affiliation and other fees due to NTSSA and other membership organizations in Spring and Fall.
 - Overseeing the concession stand whether run by an independent concessionaire or the Association, which will be determined by the BOD on an annual basis.

Special Knowledge and Skills

- Must have served on the BISA board for a minimum of 1 year - a 2/3 majority board vote may waive this requirement
- Skilled in the use of Microsoft Word and electronic mail
- Attention to detail
- Preferred to have an undergraduate degree in business, economics, or finance

Boys Director: The Boys Director shall be responsible for all U9 and older boys' team formations with the Association. The Boys Director shall serve as Chair of the Trophy/Photography Committee. They shall be responsible for the arbitration of issues/infractions involving registered players, team representatives, and/or teams within their jurisdiction. Problems of a more serious nature will be sent in writing to the Appeals and Disciplinary Committee. The Boys Director shall appoint such Assistant Commissioners (U9 and older) deemed necessary to carry out functions related to their age group, delegated by the Boys Director, after approval of the Board of Directors

The Boys Director has overall responsibility for the U9 and older age group and will have oversight responsibility for the age group as well as the activity involved in the coach and player placement process. The Boys Director is BISA's primary champion and point of contact within the age group and serves as an "ambassador" of the club with coaches, parents, volunteers, and players in the age group.

Duties and Responsibilities

- Shall be responsible for team formation with the Association and ensure BISA/NTSSA recreational drafting procedures are followed
- Shall be responsible for arbitration of issues/infractions involving registered players, team representatives, and/or teams within their jurisdiction. Problems of a more serious nature will be sent in writing to the Appeals and Disciplinary Committee
- Act as the primary liaison between the BISA and age group coaches and ensure that all BISA information is passed along in a timely fashion to the coaches and parents as appropriate (including prompt notifications of player team placements)
- Provide rosters, schedules, and general guidance to coaches as required
 - Monitor the progression of the season, ensuring that the age group operates per the BISA's policies and age group overviews
- Ensure that all age group issues are addressed and solved to a satisfactory and timely resolution
- Recruit new coaches as required and champion coach development

Special Knowledge and Skills

- Ability to provide direction to others
- Ability to mediate
- Ability to establish and manage the execution of plans
- Ability to use sound judgment
- Skilled in the use of Microsoft Word and electronic mail

Girls Director: The Girls Director shall be responsible for all U9 and older girls' team formations with the Association. The Girls Director shall serve as Co-Chair on the Trophy/Photography Committee. They serve on the Policies and Procedures and Bylaws Committee. They shall be responsible for the arbitration of issues/infractions involving registered players, team representatives, and/or teams within their jurisdiction. Problems of a more serious nature will be sent in writing to the Appeals and Disciplinary Committee. The Girls Director shall appoint such Assistant Commissioners (U9 and older) deemed necessary to carry out functions related to their age group, delegated by the Girls Director, after approval of the Board of Directors

The Girls Director has overall responsibility for the U9 and older age group and will have oversight responsibility for the age group as well as the activity involved in the coach and player placement process. The Girls Director is BISA's primary champion and point of contact within the age group and serves as an "ambassador" of the club with coaches, parents, volunteers, and players in the age group.

Duties and Responsibilities

- Shall be responsible for team formation with the Association and ensure BISA/NTSSA recreational drafting procedures are followed
- Shall be responsible for arbitration of issues/infractions involving registered players, team representatives, and/or teams within their jurisdiction. Problems of a more serious nature will be sent in writing to the Appeals and Disciplinary Committee
- Act as the primary liaison between the BISA and age group coaches and ensure that all BISA information is passed along in a timely fashion to the coaches and parents as appropriate (including prompt notifications of player team placements)
- Provide rosters, schedules, and general guidance to coaches as required
- Monitor the progression of the season, ensuring that the age group operates per the BISA's policies and age group overviews
- Ensure that all age group issues are addressed and solved to a satisfactory and timely resolution
- Recruit new coaches as required and champion coach development

Special Knowledge and Skills

- Ability to provide direction to others
- Ability to mediate
- Ability to establish and manage the execution of plans
- Ability to use sound judgment
- Skilled in the use of Microsoft Word and electronic mail

U4-U8 Boys Director: The U4-U8 Boys Director has overall responsibility for the U4-U8 age boys and will have oversight responsibility for the age group as well as be actively involved in the coach and player placement process. The U4-U8 Boys Director shall serve as Co-Chair on the Trophy/Photography Committee. They serve on the Policies and Procedures and Bylaws Committee. They shall be responsible for the arbitration of issues/infractions involving registered players, team representatives, and/or teams within their jurisdiction. Problems of a more serious nature will be sent in writing to the Appeals and Disciplinary Committee. The U4- U8 Boys Director shall appoint such Assistant Commissioners (U4-U8) deemed necessary to carry out functions related to their age group, delegated by the U4-U8 Boys Director, after approval of the Board of Directors. The U4-U8 Boys Director is BISA's point of contact within the age group and serves as an "ambassador" of the club with coaches, parents, volunteers, and parents.

Duties and Responsibilities

- Shall be responsible for team formation with the Association and ensure BISA/NTSSA recreational drafting procedures are followed
- Shall be responsible for arbitration of issues/infractions involving registered players, team representatives, and/or teams within their jurisdiction. Problems of a more serious nature will be sent in writing to the Appeals and Disciplinary Committee
- Act as the primary liaison between the BISA and age group coaches and ensure that all BISA information is passed along in a timely fashion to the coaches and parents as appropriate (including prompt notifications of player team placements)
- Provide rosters, schedules, and general guidance to coaches as required
- Monitor the progression of the season, ensuring that the age group operates per the BISA's policies and age group overviews
- Ensure that all age group issues are addressed and solved to a satisfactory and timely resolution
- Recruit new coaches as required and champion coach development

Special Knowledge and Skills

- Ability to provide direction to others
- Ability to mediate
- Ability to establish and manage the execution of plans
- Ability to use sound judgment
- Skilled in the use of Microsoft Word and electronic mail

U4-U8 Girls Director: The U4-U8 Girls Director has overall responsibility for the U4-U8 age girls and will have oversight responsibility for the age group as well as be actively involved in the coach and player placement process. The U4-U8 Girls Director shall serve as Co-Chair on the Trophy/Photography Committee. They shall be responsible for the arbitration of issues/infractions involving registered players, team representatives, and/or teams within their jurisdiction. Problems of a more serious nature will be sent in writing to the Appeals and Disciplinary Committee. The U4-U8 Girls Director shall appoint such Assistant Commissioners (U4-U8) deemed necessary to carry out functions related to their age group, delegated by the U4-U8 Girls Director, after approval of the Board of Directors. The U4-U8 Girls Director is BISA's point of contact within the age group and serves as an "ambassador" of the club with coaches, parents, volunteers, and parents.

Duties and Responsibilities

- Shall be responsible for team formation with the Association and ensure BISA/NTSSA recreational drafting procedures are followed
- Shall be responsible for arbitration of issues/infractions involving registered players, team representatives, and/or teams within their jurisdiction. Problems of a more serious nature will be sent in writing to the Appeals and Disciplinary Committee
- Act as the primary liaison between the BISA and age group coaches and ensure that all BISA information is passed along in a timely fashion to the coaches and parents as appropriate (including prompt notifications of player team placements)
- Provide rosters, schedules, and general guidance to coaches as required
- Monitor the progression of the season, ensuring that the age group operates per the BISA's policies and age group overviews
- Ensure that all age group issues are addressed and solved to a satisfactory and timely resolution
- Recruit new coaches as required and champion coach development

Special Knowledge and Skills

- Ability to provide direction to others
- Ability to mediate
- Ability to establish and manage the execution of plans
- Ability to use sound judgment
- Skilled in the use of Microsoft Word and electronic mail

Co-ed Adult Director: The Co-ed Adult Director shall be responsible for Co-ed team formations within the Adult Player League. They shall coordinate the Co-ed Adult draft after registration ends and serve on the Policies and Procedures and Bylaws Committee. The Director shall be responsible for the arbitration of issues/infractions involving registered players, team representatives, and/or teams within the Adult Player League. Problems of a more serious nature will be sent in writing to the Appeals and Disciplinary Committee.

Duties and Responsibilities

- Be responsible for team formation with the Association
- Shall appoint such Assistant Commissioners deemed necessary to carry out functions related to their age group, after approval by the Board of Directors
- Act as the primary liaison between the BISA and players and ensure that all BISA information is passed along in a timely fashion to the players as appropriate (including prompt notifications of player team placements)
- Provide rosters, schedules, and general guidance to players as required
- Monitor the progression of the season, ensuring that the age group operates per the BISA's policies and age group overviews
- Ensure that all age group issues are addressed and solved to a satisfactory and timely resolution
- Recruit new players and champion player development

Special Knowledge and Skills

- Ability to provide direction to others
- Ability to mediate
- Ability to establish and manage the execution of plans
- Ability to use sound judgment
- Skilled in the use of Microsoft Word and electronic mail

Coaches Director: The Director of Coaches shall be the Chairman of the Coaches Committee and shall report activities of this Committee at each regular meeting of this Association. They shall be responsible for arbitration of issues/infractions involving coaches, and assistant coaches in collaboration with the appropriate commissioner. The Coaches Director shall be responsible for organizing camps and skills clinics for BISA, organizing licensing clinics for current coaches, and maintaining a database of coaches with contact information. This position is also responsible for any youth tournaments BISA presents. Problems of a more serious nature will be sent in writing to the Appeals and Disciplinary Committee. A minimum of two (2) grassroots coaching licenses or equivalent experience is preferred. Any coach without all 4 grassroots coaching licenses will obtain those within one (1) year of joining the board in this position. This requirement may be waived by a 2/3 vote of the board.

The Director of Coaches has overall responsibility for establishing the strategic framework for coach development/education for the BISA. The incumbent is the club's champion for coach and player development and is responsible for ensuring that coach education is designed, developed, and delivered to meet the needs of BISA

Duties and Responsibilities

- Shall provide and support a clear philosophy about player development and coach behavior including such issues as age-appropriate coaching and positive relations with parents, other coaches, referees, and sportsmanship
- Shall develop a coherent program for the education of coaches
- Shall communicate coach education initiatives and activities to the club's coaches utilizing the club's structure
 - Shall develop a repository of coach education information/tools for the BISA coaches
- Shall facilitate, with other club leaders, a strong youth-in-sports and youth soccer culture that is focused on age-appropriate coaching
- Shall participate in Youth Soccer Development/coaching symposiums, and transfer the lessons learned back to the BISA
- Shall ensure, with age group directors, that every coach is equipped with the necessary coaching aids/tools

- Ensure that the club philosophy, divisional approach, and important current events are communicated to all Age Group Directors for distribution to parents/guardians/coaches before the season and during the season as appropriate
- Shall be the chairperson of the Tournament committee

Special Knowledge and Skills

- Knowledge of current coaching youth-in-sports and youth soccer development paradigms
- Ability to provide direction to others
- Ability to mediate
- Ability to establish and manage the execution of plans
- Ability to use sound judgment
- Skilled in the use of Microsoft Word and electronic mail

Facilities Director: The Director of Facilities shall be the Chairman of the Facilities Committee and shall report the activities of this committee at each regular meeting of this Association. They shall be responsible for obtaining and reviewing bids on maintaining fields and equipment to bring before the board for approval. The Chair will be responsible for scheduling the use of fields (other than game days).

The Director of Facilities is responsible for the overall management and operation of all facilities used by BISA. The Facilities Director shall also ensure that the BISA soccer fields are properly maintained and available for the soccer season.

Duties and Responsibilities

- Monitor field conditions before and during the season and close fields as required if fields are deemed unplayable
- Supervise the development and maintenance of soccer fields for BISA and expend funds appropriated by the BOD for such development and maintenance
- Coordinate with the BOD to ensure that any equipment required for the field maintenance and preparation is procured
- Be responsible for ensuring that game fields are properly set up at the beginning of the season, maintained during the season, and equipment is stored at the end of the season
- Be responsible for coordinating Dobson practice field rentals and usage.

Special Knowledge and Skills

- Ability to provide direction to others
- Ability to establish and manage the execution of plans
- Ability to use sound judgment
- Skilled in the use of Microsoft Word and electronic mail

Referee Director: The Director of Referees shall be a referee licensed to officiate any game sponsored by BISA. They shall serve as Chairman of the Referee Committee and shall report the activities of this committee at each regular meeting of this Association. They shall be responsible for maintaining a record of the Association's referees and the status of their license. The Director of Referees shall be responsible for the training and advancement of all interested referees.

Duties and Responsibilities

- Maintain the current referee pool and recruit new referees when needed

- Be responsible for new referee training as well as ongoing training for existing referees
- Work in coordination with the referee assignor to ensure the proper referees are working the proper games
- Be the first line of discipline for all referees. All major offenses by referees will be forwarded to the Vice President in writing.

Special Knowledge and Skills

- Knowledge of current (coaching) youth-in-sports and youth soccer development paradigms
- Ability to provide direction to others
- Ability to mediate
- Ability to establish and manage the execution of plans
- Ability to use sound judgment
- Skilled in the use of Microsoft Word and electronic mail

1.9 Article IX: Standing Committees

The following standing committees shall be appointed by the appropriate chairman and approved by a 2/3 majority of the Board of Directors at the first Board of Directors meeting following the Annual Meeting of each year. All adult members of the association in good standing are eligible to serve as committee members. Vacancies on such committees will be filled by appointment within thirty (30) days of the occurrence of such vacancy. All committee meetings/hearings are open to the membership with the exception of closed meetings.

Appeals and Disciplinary Committee: It shall be composed of the Chairman of Appeals and Disciplinary and three (3) members and two (2) alternates; the chairman and three (3) members shall constitute a quorum. This committee shall hear serious complaints of alleged violations of Bylaws, alleged violations of board members, and alleged violations occurring before, during, or after soccer games. The chairman shall notify those parties involved in an Appeals and Disciplinary hearing within three (3) days, in writing, of the ruling of this committee. The referee director will serve as an advisor to the Appeals and Disciplinary Committee. All reports shall be heard in a timely manner by the committee and in no event shall this time period exceed fourteen (14) days.

Budget and Finance Committee: The committee shall be composed of the Treasurer as chairman and up to two (2) members. It shall submit a proposed budget for the Association for the upcoming fiscal year to the Board of Directors two (2) months before the Annual General Meeting. The committee shall report the status of the budget to the members at the Annual General Meeting.

Bylaw, Rules and Regulations Committee: The committee shall be composed of the Vice President as Chairman, U4-8 Boys Director, Girls Director, Co-ed Adult Director, and Referee Director. The committee shall be responsible for annually reviewing the Association's Policies and Procedures and Bylaws and proposing changes as required to such at the meeting immediately preceding the Annual Meeting of this Association. All proposed changes will be presented to the Board for approval. The committee shall maintain a list of rules and regulations enacted by the North Texas State Soccer Association. The chairman shall provide all coaches and commissioners with a copy of the Association's Policies and Procedures and Bylaws upon request.

Coaches Committee: The coaches committee shall be composed of the Director of Coaches as chairman and up to two (2) members. The objective of this committee is to provide the highest quality coaching standards throughout the Association. The purpose is to implement and administer the coaching system of the NTSSA in compliance with the United States Soccer Federation coaching system. This committee shall administer coaching clinics periodically.

Facilities Committee: The committee shall be composed of the Director of Facilities as chairman and up to two (2) members. The committee's purpose shall be to acquire and maintain the facilities and equipment used by this Association.

Publicity Committee: The committee shall consist of the Secretary/Registrar as chairman and up to two (2) members. The committee's purpose will be to handle all publicity for the Association and maintain the upkeep of the website and social media (Facebook, Twitter, etc.).

Referee Committee: It shall consist of the Director of Referees as chairman, the referee assignor, and other USSF registered referees from the Association. The referee committee shall organize the programs for instruction, registration, and administration of all USSF referees with the Association in compliance with the programs and policies of NTSSA and USSF National Referee Committees along with local associations.

Tournament Committee: This committee shall consist of the Coaches Director as chairman and up to two (2) members. The committee's purpose is to perform all duties necessary to run a successful tournament, whether for BISA-only teams or to expand to teams outside BISA.

Trophy/Photography Committee: This committee shall consist of the Boys Director as chairman and Girls Director, U4-U8 Boys and Girls Directors. They shall be responsible for obtaining annual bid proposals for photography for Board approval. This committee will be responsible for ordering awards and distribution of such.

1.10 Article X: Procedure for Appeals

In no event shall any person, persons, or organization under the jurisdiction of this Association resort to the Courts until all appeal procedures are exhausted. For violations of this rule, the offending party shall be subject to the sanctions of suspension and fines set forth by NTSSA. They shall be liable for all expenses incurred by the Association and its officers and members in defending each court action. This includes but is not limited to court costs, attorney fees, and reasonable compensation for time spent by the Association officers and members responding to and defending against allegations in the actions. Including responses to discovery and court appearances, travel expenses, and the expenses for holding special meetings necessitated by the Court action.

Procedure for filing appeals:

1. All appeals to the Appeals and Disciplinary Committee must be submitted in writing and received within five (5) days of the appealed decision. A \$100.00 fee (cash or Cashier's check) shall accompany all appeals. If the committee upholds the appeal, the fee will be returned. If the appeal is denied, the fee will be forfeited to the treasury of this association.
2. This committee, at its discretion, may, when requested in writing to do so, waive the time limit for filing appeals but in no case shall an extension of more than ten (10) days be granted.

3. All appeals to this committee are in writing to the chairman of the committee. In cases of controversy, the postmark date (postage meter not acceptable) will govern.
4. Upon receipt of an appeal, properly submitted, the chairman of the committee shall set a time and place for the hearing and will serve notice to all appropriate parties. Such hearing settings are solely the responsibility of the committee but must be scheduled within ten (10) days of receipt of the appeal and the appealing party is bound to present all information and evidence relative to the appeal at the hearing.
5. Decisions of the Appeals and Disciplinary Committee may be appealed to the Board of Directors of this Association. Procedures for filing appeals with the Board of Directors shall be exactly (including a time limit and filing fee) as for filing with the Appeals and Disciplinary Committee. All material is submitted to the President, who shall serve notice to all concerned parties of the receipt and the time and place for the hearings.
6. Any decision of a board member or standing committee may be appealed to the Appeals and Disciplinary Committee.
7. Decisions of the Board of Directors may be appealed to the North Texas State Soccer Association. Appeals must be submitted, in writing, to the NTSSA within five (5) days of the Board of Directors' decision. This appeal must be accompanied by the fees set forth in the Bylaws of the NTSSA.
8. All decisions at all levels of the appeal process shall stand and be in full force and effect until changed by a higher authority.

1.11 Article XI: Rules and Regulations

Except as otherwise specified under the Rules and Regulations of this Association, the Laws of the Game of the United States Soccer Federation and its National Association, of which North Texas State Soccer Association and this Association is a member, will apply in all competitions.

SECTION 2

Policies and Procedures (Amended July 2023)

General policies and procedures of the Burleson Independent Soccer Association (hereinafter referred to as the "Association" or "BISA"):

The seasonal year of this Association shall begin on June 1 and end on May 31 of the following calendar year.

2.1 Registration Fees and Refunds

- 2.1.1 Registration fees are due and payable at the time of registration. Registration without the appropriate payment, certified birth certificate (non-hospital), and forms are not acceptable.
- 2.1.2 A fee will be applied for late registrations. Registration fees will not be pro-rated for late registrations.
- 2.1.3 All registration fees are set by the Board for each playing season.
- 2.1.4 All refund requests approved by the Board, after the close of the last registration date, will be subject to an additional fee. This fee will be based on the estimated operating expenses incurred by the association. Refunds of registration fees must be requested in writing via the online form. All refund requests must be voted on by the Association Board for approval.

2.2 Registration of Coaches

- 2.2.1 Each person aged 18 and older, who at any time could be expected to be performing duties with any registered youth player, must have on file an approved Criminal Background Check and Safe Sport Certification through NTSSA. All Coaches/Assistant Coaches/Managers/Team Parents of a team shall be required to register with BISA each soccer season.
- 2.2.2 The minimum age to coach is 18 years of age. The Board may waive the minimum age requirement of the coach as long as there is a registered coach at least 18 years of age or older listed on the team's roster.
- 2.2.3 The Board will approve all persons applying for positions, such as Coaches, Assistant Coaches, and/or Managers.
- 2.2.4 Any Coach offering or participating in individual/team practices, soccer camp, skills camp, tournaments, and/or similar activities involving youth players, must be registered with and hold a current valid NTSSA coaches ID card.
- 2.2.5 Coaches/Assistant Coaches/Managers will be provided and required to follow the Coaches Code of Conduct.
- 2.2.6 Coaches will not receive player/team information including rosters until he/she has completed and passed a background check and completed required safe sport certifications.

2.3 Conflicts of Interest

- 2.3.1 No Board member shall use their position on the Board or special information obtained by being on the Board to their advantage for their team. This includes early practicing due to any prior knowledge about team formation, special team formation requests, etc.
- 2.3.2 Board members will not be allowed to bid on BISA-paid positions.

2.4 Discipline

- 2.4.1 Any individual placed in “not good standing” will not be allowed to participate/register in BISA activities until the situation is rectified. The decision to place an individual in “not good standing” is made by the Appeals and Discipline Committee. The individual(s) placed in “not good standing” will be notified by the A&D Chairman and scheduled for a hearing before the A&D Committee.
- 2.4.2 Association members and/or Board members may be placed on “not in good standing” status by the A&D Committee for the following reasons:
 - (A) Violating the Parent/Guardian Code of Conduct or the Coaches Code of Conduct.
 - (B) Has outstanding monies owed to the Association
 - (C) Neglecting their official Board duties or missing Board meetings as outlined in the Bylaws
 - (D) Choosing to not complete an adult criminal background application or Safe Sport certificate when serving as a coach, assistant coach, manager, board member, or committee member
 - (E) Not honoring the terms of suspension issued by the Association or Affiliates
 - (F) Violations of the bylaws, rules, and policy/procedures of BISA, MPA, NTSSA, USSF, and any other Association affiliated with BISA.

2.5 Drafting

- 2.5.1 BISA allows teams to stay together from season to season.
- 2.5.2 New recreational teams and returning teams that need players are formed by a random draw from one (1) player pool
- 2.5.3 **Returning Players:** A returning player is defined as a player returning to register on time for a consecutive season or returning to register after missing only one season. Returning players have the right to return to the last team they played for if there is space available unless:
 - 2.5.3.1 At the players’/parents’ request, the player may be placed back into the draft.
 - 2.5.3.2 The player must move up in age group even if the team does not.
 - 2.5.3.3 The player has no rights to return to the previous team if registering after on-time registration ends.
 - 2.5.3.4 In adhering to NTSSA rules and/or guidelines, the number of field players has been modified from the previous season.
 - 2.5.3.5 Siblings of the same age or within one year of each other requesting to play on the same team will be able to stay together with the understanding that the younger sibling will be playing up.

- 2.5.4** Skipping more than one season will result in the player being put into the draft pool.
- 2.5.5** To promote soccer participation, a player may invite a friend registered through BISA who was not registered in any other association during the last two seasons to join his/her existing team with the permission of the Board.
- 2.5.6** A player cannot request a specific team or coach, whether the player is new, or redrafting.
- 2.5.7** The player may request not to be placed on a specific team. That request must be made in writing and approved by the Board before the draft.
- 2.5.8** Player's names shall not be identified to the coach until the player is placed on the team. Only the Head Coach may request their child to be rostered to the team that he/she is coaching.
- 2.5.9** Any recreational coach who knowingly and/or willingly drops a player from their roster or advises that player not to play for their team, whether through direct contact or coercion shall be called before the Member Association discipline committee, and if found to be in violation of the offense, that coach may be suspended from coaching.
- 2.5.10** Coaches may not refuse the addition of players from the pool if they are assigned by the association. The use of tryouts, invitations, recruiting, or any similar process to roster players selectively to any team on the basis of talent or ability is prohibited.

2.6 Handling of Funds

- 2.6.1** All significant funds (in excess of \$500) will be handled in the presence of multiple individuals and two signatures on written receipts will be kept when transferring funds between Board members. No person (including any Board member) will be allowed solitary access to cash, funds, etc. of the Association without written receipts noted above. A concession committee member can deliver funds to the Treasurer for deposit and the Treasurer will sign for the the amount received and verify that it matches the accompanying receipt within three (3) days.
- 2.6.2** A petty cash fund may be established for the Concession stand. However, the amount must not exceed \$100.00.
- 2.6.3** Only the President and Treasurer will have withdrawal authority for BISA accounts. However, at no time will only one board member have sole withdrawal authority for BISA accounts. If the President or Treasurer position is vacated, withdrawal authority will be established within five days of the vacancy to one of the other board members in the following order of precedence: Vice President, Registrar, Commissioners in order of seniority, Coaching Director, Referee Director, then Field Director. Executive Committee board members will have deposit authority and can be assigned purchase cards if needed.
- 2.6.4** All funds received/collected by non-executive Board Members must be turned in to the President or Treasurer at the earliest possible time. The President or Treasurer will issue a receipt for the funds.

2.7 Concessions

- 2.7.1** The concession stand will remain locked unless it is opened for business, or a Board member is supervising an activity using the concession stand and/or equipment.
- 2.7.2** No significant amount of money will be left in the concession stand.

2.8 Elections – Board of Directors

- 2.8.1** Elections will be held annually on or near the last scheduled playing weekend of the spring season.

- 2.8.2 Association members in good standing must submit their intent to run for a position on the board in writing to the President at least one week prior to the election.
- 2.8.3 There will be no campaigning within 50 feet of the designated voting area.
- 2.8.4 At least two board members not on the ballot will oversee the running of the election.
- 2.8.5 At the conclusion of the election, the board members will tally the votes and report the results to the executive board. The executive board will certify the results and report them to the Association.
- 2.8.6 The results of the election will take effect at the first board meeting following the election.

2.9 Payment of Referees

- 2.9.1 Referees will be paid in a timely manner.
- 2.9.2 Referees are paid in the event of a forfeit by one or more of the teams and for scheduling errors (as long as the referee(s) were present, on time, and prepared to officiate the game).
- 2.9.3 Referees will not be paid for games that are canceled due to weather, unsafe condition, etc unless the game has begun before the unexpected event
- 2.9.4 Referees will be paid for scheduled games if the game is canceled within 30 minutes of the start time and the referee has been present.
- 2.9.5 The referee pay scale will be evaluated and voted on by the Board prior to the beginning of the Fall season.

2.10 Playing Rules and Regulations

- 2.10.1 All coaches of recreational teams shall strive to provide all players with equal playing time and game starts. The NTSSA guidelines must be followed. All players must be given the opportunity to play at least 50% of the game.
- 2.10.2 All coaches should familiarize themselves with the FIFA Laws of the Game and any modified rules for the age group(s) they are coaching.
- 2.10.3 All Coaches are encouraged to obtain a license through the USSF Grassroots pathway.
- 2.10.4 U6 and under coaches are highly encouraged to NOT use a specified "defender/goalie" in any form. U7 and U8 coaches who elect to use a defender should not use the same player for more than 25% of the game in that position.

2.11 Board Member on Duty

- 2.11.1 Board Members are required to be at the field during soccer games.
- 2.11.2 For Saturday game days, there will be a minimum of one (1) board member on duty at the Summercrest Soccer Complex and one (1) board member on duty at the Dobson Complex if games are scheduled at that complex.
- 2.11.3 For Sunday game days, there will be a minimum of one (1) board member on duty at the Summercrest Soccer Complex and one (1) board member on duty at the Dobson Complex if games are scheduled at that complex.

- 2.11.4 Serving as the Board Member on Duty when that board member's team (coaching, board members' child is playing, or board member is playing, etc.) is acceptable as long as another uninvolved board member is present during that game.
- 2.11.5 The Board has the ability to make exceptions to the above-Board Member on Duty requirements as needed and approved by the Board.
- 2.11.6 Board Member on Duty Duties
- 2.11.7 Bartlett/Summercrest Fields – AM
 - 2.11.7.1 Arrive 1 hour before the start of the first game
 - 2.11.7.2 Unlock Restrooms and check for cleanliness
 - 2.11.7.3 Unlock all gates
 - 2.11.7.4 Set up fields that will be used for the day to include putting out corner flags, checking for any hazards, and picking up any trash or other items in the complex.
 - 2.11.7.5 Enter game scores for morning games
- 2.11.8 Bartlett/Summercrest Fields – PM
 - 2.11.8.1 Arrive by 1:00 PM
 - 2.11.8.2 Check restrooms for cleanliness
 - 2.11.8.3 Pick up all corner flags at the conclusion of the last game of the day
 - 2.11.8.4 Pick up any trash left in the complex
 - 2.11.8.5 Enter game scores for afternoon games
 - 2.11.8.6 Plug in golf carts
 - 2.11.8.7 Lock all gates, restrooms, and board room.

2.12 Use of Fields

- 2.12.1 Practices or scrimmages are not allowed at a BISA facility unless approved by the Board.
- 2.12.2 Outside of normal scheduled practices, the BISA facility cannot be opened for practice/scrimmage, unless all BISA coaches are invited on a first come first serve basis to use the facility for practice or scrimmage.
- 2.12.3 Exception is for week(s) before the start of the season; the Board may offer practice to coaches that assist the association.

2.13 Individual Team Fundraising/Sponsorship

- 2.13.1 Teams are permitted to raise funds for special events, such as tournament fees, hotel costs, uniform decoration, etc.
- 2.13.2 Teams are permitted to have individual Corporate Sponsors with Board approval.
- 2.13.3 Sponsor logos and other modifications to jerseys are acceptable as long as they don't cover the jersey number.
- 2.13.4 If a sponsor purchases new uniforms, they must comply with the uniform policy, section 2.16.

2.14 Amending Policies and Procedures

- 2.14.1 These Policies and Procedures may be amended at any meeting. The Board members will inform the membership of the proposed amendments.
- 2.14.2 A notice will be posted ten days before the meeting and a written copy will be available of the proposed changes.

2.15 Whistleblower Policy

If any board member or board committee member reasonably believes that some policy, practice, or activity of the Burleson Independent Soccer Association (BISA) is in violation of any law, rule, or regulation, a written complaint shall be submitted by that member to the Board President.

It is the intent of BISA to adhere to all laws, rules, and regulations that apply to the organization and the underlying purpose of this policy is to support the organization's goal of legal compliance. The support of all members is necessary to achieve compliance with all laws, rules, and regulations. Any member is protected from retaliation only if the member brings the alleged unlawful activity, policy, or practice to the attention of BISA and provides the BISA with a reasonable opportunity to investigate and correct the alleged unlawful activity.

The protection described herein is only available to those members who comply with this requirement. BISA will not retaliate against a member who in good faith has submitted a complaint regarding some practice of BISA, or of another individual or entity with whom BISA has a business relationship, on the basis of a reasonable belief that the practice is in violation of law or a clear mandate of public policy.

BISA will not retaliate against members who disclose or threaten to disclose to any Board Member or a public body, any activity, policy, or practice of BISA that the member reasonably believes to be in violation of a law, rule, or regulation or to be in violation of public policy concerning the health, safety, welfare, or protection of the environment. This policy will be the responsibility of the BISA Board and its officers to be monitored on an ongoing basis. Any updates or changes will be made as determined by the Board.

2.16 Uniforms

- 2.16.1 – Selection and procurement of uniforms are the responsibility of the coach.
- 2.16.2 – The uniform kit will consist of the same style shirt with sleeves, shorts, and socks for all players. All jerseys of field players will be the same color. Goalkeeper jerseys will be of a distinctly different color than those of their teammates and the opposing team. Pinnies may be used in the event of a uniform color conflict.
- 2.16.3 - The number on the back of the jersey must be at least 6" tall and permanently fixed to the jersey in a professional manner. Marker, tape, or other temporary numbers are not allowed.
- 2.16.4 - Advertisement of any youth competitive and/or academy soccer program or business is not permitted.
- 2.16.5 – Each player will be responsible for a maximum of \$45 per uniform kit including shipping. Any cost in excess of \$45 is the responsibility of the coach. These funds may be raised through fundraising or sponsorships.

2.17 Weather

2.17.1 **Cold Weather** - Games will be canceled if the temperature is 32 degrees or lower.

2.17.1.1 The Weather Bug app (or another app determined by the Board) will be used to determine the temperature using the Burseson STEAM MS location.

2.17.1.2 A Board member opening the facility will check the temperature at 7 AM for Saturday games and 2 hours before the first game for Sunday or weeknight games

2.17.1.3 Games will be canceled until the temperature is above 32 degrees

2.17.1.4 Players can wear cold weather/thermal gear, including gloves and hats.

2.17.1.5 The jersey must be the outer layer while the player is on the pitch. Hoodies can be worn, but the hoodie must be tucked in the back of the jersey while on the pitch.

2.17.2 Hot Weather

2.17.2.1 If the heat index reaches 90 degrees or above prior to the start of the game a mandatory water break will be implemented for games that are played with two halves.

2.17.2.2 Water breaks will last approximately 2 minutes and will be taken near the midway point of the first half and second half of the game.

2.17.2.3 The referee will determine when the water break will be initiated during the game.

2.17.2.4 Either coach may request water breaks be taken to the referee prior to the start of the game.

2.17.3 Lightning

2.17.3.1 BISA Soccer complexes will be monitored by the Board Member on duty if inclement weather is expected; using Spark Lightning from the Weather Bug app (or other app determined by the Board).

2.17.3.2 If a lightning strike is detected within 10 miles of the facility, then play/practice will be suspended until a strike is not detected for 30 minutes.

2.17.3.3 All players and parents will be instructed to return to their cars until all clear is given by the Board Member on duty at the facility.

2.18 First Aid

2.18.1 Concussions

2.18.1.1 Symptoms of head injury shown by the player receiving impact to the head will activate BISA concussion protocol. A player's coach, parent, referee, or board member on duty will be authorized to assess head injury symptoms as needed for concussion protocol activation.

2.18.1.2 Symptoms of head injury include headache, loss of consciousness, confusion, dizziness, balance problems, nausea, slowed reaction time, difficulty concentrating, etc.

2.18.1.3 BISA concussion protocol is as follows:

- Coach, parent of an injured child, or board member on duty will complete an incident report and submit it to the VP.
- Player will need to be cleared by a physician to return to play. The parent will submit an affidavit or copy of the physician's release to the VP in order for the player to return to play.

2.18.2 AED

2.18.2.1 Each BISA facility will have an AED on site

2.18.2.2 All BISA board members will be trained on the use of the AED

Section 3

Modified Playing Rules

3.1 BISA U4 Modified Rules (Revised July 2023)

3.1.1 Standings/Trophies

3.1.1.1 U4 does not play for standing and no scores are kept during the game.

3.1.1.2 Participation trophies for all players will be awarded near the end of the season.

3.1.2 Coaching During Play

3.1.2.1 Coaches are permitted on the field to help players during the game.

3.1.2.2 Please do not stand in the way of play or in front of the goal.

3.1.2.3 Remember the children are 3 – 4 years old and attention span and spatial perception are extremely limited.

3.1.3 Equipment

3.1.3.1 Ball size three (3).

3.1.3.2 Shin guards are MANDATORY.

3.1.3.3 Socks are to be worn on the OUTSIDE of the shin guard completely covering it (not under the shin guard and folded over).

3.1.3.4 Tennis shoes or soft-cleated soccer shoes – NO baseball or football cleats are permitted.

3.1.3.5 No jewelry or metal hair clips. Bows with elastic fixtures or ribbon ties are permitted.

3.1.4 Number of Players/Playing Time

3.1.4.1 Maximum roster size is six (6) players

3.1.4.2 Maximum number of players on the field is three (3) with no goalkeepers.

3.1.4.3 The game length is four (4) quarters of eight (8) minutes each.

3.1.4.4 One (1) minute break between quarters.

3.1.4.5 Five (5) minute half-time break between quarters 2 and 3.

3.1.4.6 All players get equal playing time regardless of skill or ability.

3.1.5 Restarting Play

3.1.5.1 Corner Kick – The ball is placed near the flag of the appropriate goal. Defensive players must be 3 yards from the ball.

3.1.5.2 Goal Kick – The ball is placed in the goal area. Defensive players must be outside the penalty area.

3.1.5.3 Throw-In – All players must be 3 yards from the ball. Players must be behind the touch line and must try to keep both feet down while throwing the ball from behind their head with both hands. If the throw is “close-enough” the referee will allow play to continue. A bad throw-in will result in 1 additional throw-in attempt. If the additional attempt is bad, play will continue without stoppage.

3.1.5.4 When play is stopped an indirect free kick will be given to the team in possession.

3.1.5.5 No kick shall be taken by the attacking team within the defending team’s goal box.

3.1.5.6 All kicks and throw-ins are indirect.

3.1.5.7 No penalty kicks are awarded.

3.1.6 Game Substitutions

3.1.6.1 Substitutions are to be conducted between quarters.

3.1.6.2 Player-initiated substitutions are permitted – injuries, crying players, etc.

3.1.6.3 Players substituted during the middle of the quarter should be encouraged to return to play if able and willing.

3.1.7 Fouls/Misconduct

3.1.7.1 Soccer is a physical sport and 3 – 4-year-olds do not all have full control of their bodies during the game. The referee will use judgment to determine whether contact warrants the stoppage of play.

3.1.7.2 The coach is responsible for the behavior of their players. If a player is purposefully pushing, punching, or kicking other players, you may substitute that player from the game to discuss the importance of playing safe. Remember to speak to the players in a way a 3 – 4-year-old can understand. The child's parent can also be called upon for support.

3.1.7.3 Our referees will at times during the game speak to the players about playing safe.

3.2 BISA U5 – U8 Modified Rules and Laws of the Game (Revised July 2023)

3.2.1 Standings/Trophies

3.2.1.1 The U5 – U8 age group will not play for standings or trophies. The U5 – U8 soccer player is learning how to touch the ball with all areas of the foot, the dynamics of team play, and spatial perception. Teaching individual growth of the player and how the player interacts with their team is the top priority at this age.

3.2.1.2 BISA discourages coaching in an attempt to win games at the U5 – U8 level, as this hinders the learning environment at this age.

3.2.2 Coaching During Play

3.2.2.1 U5 – U6 coaches are permitted on the field during the game for the first 3 playing weeks of the season. No coaches are permitted on the field after the 3rd playing week of the season.

3.2.2.2 U7 – U8 coaches are not permitted on the field during the game.

3.2.3 Addressing the Referee

The development of our youth relies heavily on the partnership between coaches and referees. You may kindly ask a referee to explain a call but please keep in mind they do not owe you this explanation. The referee is perfectly in their right to remain silent and continue the play of the game. Under no circumstance will verbal abuse of a referee be tolerated, and offending coaches or parents will be asked to leave the field.

3.2.4 Game Substitutions

3.2.4.1 U5/U6: Substitutions are to be conducted between quarters unless the substitution is player initiated or there is an injury.

3.2.4.2 U7/U8: Players may be substituted with referee permission after a goal is scored, during either team's goal kick, due to player injury, or by either team during a throw-in if initiated by the team in possession.

3.2.5 Laws of the Game Specific to U5-U8

3.2.5.1 Law I Field of Play: 20 x 30 yards for U5/U6 and 25 x 35 yards for U7/U8

3.2.5.2 Law II Ball Size: 3

3.2.5.3 Law III Number of Players: 4 (minimum of 3). There are NO goalkeepers. The use of "defenders" is discouraged in this age group. All players must be out of their penalty area until the ball is on their half of the field. ALL players must play 50% of the game. The maximum roster size is eight (8) players.

- 3.2.5.4 Law IV Player's Equipment:** Kit must include uniform (see BISA uniform policy), shin guards, and soccer cleats. No football/baseball cleats are permitted. Shin guards must be covered by socks. No jewelry permitted (including stud earrings).
- 3.2.5.5 Laws V/VI The Referee & Assistant Referee:** This age group only has one referee who covers the entire field.
- 3.2.5.6 Law VII Duration of the match:** U5/U6 – 8-minute quarters with a 1-minute break between quarters and 5-minute halftime. U7/U8 – 22-minute halves with a 5-minute halftime.
- 3.2.5.7 Law VIII Start and Restart of Play:** Each half started with kick-offs. U5/U6 – The 2nd and 4th quarter will restart where play stopped at the end of the 1st and 3rd quarter. Indirect free kicks are used to restart play after a foul has been called or play is stopped by the referee. If a foul is called the opposing team takes the free kick. If play is stopped by the referee, a drop ball is given to the team who last touched the ball at the spot they last touched it. Defensive players must be 4.5 yards from the ball until it is in play. The ball is in play when it touches the ground.
- 3.2.5.8 Law IX Ball In and Out of Play:** The ball must be wholly over the touchline to be considered out.
- 3.2.5.9 Law X Determining the Outcome of a Match:** The ball must completely cross the goal line to be counted as a goal. Total goals are not tracked in this age group.
- 3.2.5.10 Law XI Offside:** This does not apply to this age group.
- 3.2.5.11 Law XII Fouls and Misconduct:**
Examples of fouls include:
- Kicks or attempts to kick an opponent
 - Trips or attempts to trip an opponent
 - Jumps at or into an opponent and is not playing the ball
 - Charges or runs into an opponent with excessive force
 - Strikes or attempts to strike an opponent
 - Pushes an opponent – pushing is extending the arm with force into another player. Touching an opponent is not pushing with force.
 - Tackles are not permitted at this age.
 - Spitting
 - Holding an opponent's jersey, shorts, body part, etc.
 - Handles the ball deliberately – defined as the arm from the shoulder down to the hand. If the ball is kicked into the player's arm there is no foul. If the arm is used to propel the ball in a deliberate manner or makes the body unnaturally bigger, a foul will be called. This call is at the discretion of the referee and is not a black-and-white call to make. See IFAB Laws of the Game for a full explanation of the law.
 - Playing in a dangerous manner – such as "high-kicks" and playing the ball while on the ground. This call is at the discretion of the referee and is not a black-and-white call to make.
 - Impedes progress of opponent – gets in front of a player to stop them from getting to a ball and the ball is not within playing distance.
- 3.2.5.12 Law XIII Free Kick:** All players must line up at least 3 yards from the ball. All kicks are indirect. No kick shall be taken by the attacking team within the defending team's goal box.
- 3.2.5.13 Law XIV Penalty Kick:** Not used at this age.
- 3.2.5.14 Law XV Throw-in:** All players must be 3 yards from the ball. Players must be behind the touch line and must keep both feet down while throwing the ball from behind their head with both hands. A bad throw-in will result in 1 additional throw-in attempt. If the additional attempt is bad, play will continue without stoppage.
- 3.2.5.15 Law XVI Goal Kick:** The ball will be placed in the goal area. Defensive players must be outside the penalty area.
- 3.2.5.16 Law XVII Corner Kick:** The ball is placed in the arc near the flag. Defensive players must be 3 yards from the ball.

3.3 BISA U9 and Above - Modified Rules and Laws of the Game (Revised July 2023)

3.3.1 Standings/Trophies

3.3.1.1 Standings: Standings are determined in accordance with the rules outlined in the Playing Alliance procedures.

3.3.1.2 Trophies: Trophies are awarded to the 1st and 2nd place BISA teams in each division.

3.3.2 Addressing the Referee

The development of our youth relies heavily on the partnership between coaches and referees. You may kindly ask a referee to explain a call but please keep in mind they do not owe you this explanation. The referee is perfectly in their right to remain silent and continue the play of the game. Under no circumstance will verbal abuse of a referee be tolerated, and offending coaches or parents will be asked to leave the field.

3.3.3 Game Substitutions

3.3.3.1 Substitutions are made with referee permission prior to kick-off, either team's goal kick, throw-in when initiated by the team in possession, any team's injury, and water breaks.

3.3.3.2 The coach must alert the center referee when he/she wants to substitute a player and the player must be ready at the half line.

3.3.3.3 The player being substituted must leave the field at the closest touchline.

3.3.3.4 The new player MUST wait for the player to leave the field before entering.

3.3.3.5 The coach MUST notify the center referee that he/she is substituting the goalkeeper, even if he/she is switching a field player and the goalkeeper.

3.3.4 Laws of the Game Specific to U9 and Up

3.3.4.1 Law I Field of play: The size varies by age group and each association

3.3.4.2 Law II Ball Size: U9 – U12 will play with size 4. U13 and up will play with size 5.

3.3.4.3 Law III Number of Players: U9/U10 is 7 (minimum of 5), U11/U12 is 9 (minimum of 7), U13 and up is 11 (minimum of 7). ALL players must play 50% of the game. Maximum roster size for; U9/U10 is 12 players, U11/U12 is 16 players, U13 and up is 18 players.

3.3.4.4 Law IV Player's Equipment: Kit must include uniform (see BISA uniform policy), shin guards, and soccer cleats. Shin guards must be covered by socks. Football or baseball cleats are not permitted. No jewelry permitted (including stud earrings).

3.3.4.5 Laws V/VI The Referee & Assistant Referee: The center referee is in charge and can overrule the assistant on any call.

3.3.4.6 Law VII Duration of the Match: U9/U10 plays 25-minute halves. U11/U12 plays 30-minute halves. U13/U14 plays 35-minute halves. U15/U16 plays 40-minute halves. U17 and up plays 45-minute halves. All groups observe a 10-minute halftime.

3.3.4.7 Law VIII Start and Restart of Play: Each half starts with a kick-off that may go in any direction. If play is stopped by the referee, a drop ball is given to the goalkeeper in their penalty area if, when play was stopped: the ball was in the penalty area or the last touch of the ball was in the penalty area. In all other cases, the referee drops the ball for one player of the team that last touched the ball at the position where it last touched a player. All other players must remain 4.5 yards from the ball until it is in play. The ball is in play when it touches the ground.

3.3.4.8 Law IX Ball In and Out of Play: The ball must be wholly over the touchline to be considered out.

3.3.4.9 Law X Determining the Outcome of a Match: The ball must completely cross the goal line to count as a goal.

3.3.4.10 Law XI Offside: A brief explanation is included here. Please see IFAB Laws of the Game for the full version of the law. A player is in an offside position if any part of their head, body, or feet is in the opponent's half and is nearer to the opponent's goal line than both the ball and the second-last opponent. An offside offense occurs if a player is in an offside position at the moment the ball is kicked and becomes involved in the

play. This also includes gaining an advantage by playing the ball when it has rebounded off the goalpost, crossbar, or opponent. U9/U10 uses a buildout line located halfway between the half line and the goal line. Players cannot be in an offside position until they have crossed the buildout line.

3.3.4.11 Law XII Fouls and Misconduct:

Examples of fouls include:

- Kicks or attempts to kick an opponent
 - Trips or attempts to trip an opponent
 - Jumps at or into an opponent and is not playing the ball
 - Charges or runs into an opponent with excessive force
 - Strikes or attempts to strike an opponent
 - Pushes an opponent – pushing is extending the arm with force into another player. Touching an opponent is not pushing with force.
 - Spitting
 - Holding an opponent's jersey, shorts, body part, etc.
 - Handles the ball deliberately – defined as the arm from the shoulder down to the hand. If the ball is kicked into the player's arm there is no foul. If the arm is used to propel the ball in a deliberate manner or makes the body unnaturally bigger, a foul will be called. This call is at the discretion of the referee and is not a black-and-white call to make. See IFAB Laws of the Game for a full explanation of the law.
 - Playing in a dangerous manner – such as “high-kicks” and playing the ball while on the ground. This call is at the discretion of the referee as to whether the high kick or playing on the ground is dangerous. The act in itself is not a foul.
 - Impedes progress of opponent – gets in front of a player to stop them from getting to a ball and the ball is not within playing distance.
 - Tackles an opponent without playing the ball or after the ball is gone.
- A call may not be made right away if the referee applies “Advantage”. Advantage is applied when the ball stays in possession of the attacking team in a goal-scoring opportunity. Advantage is shown by the referee extending his/her arm forward in a sweeping motion.
 - A player receiving a red card must leave the game and not be replaced. That player must also sit out of their next scheduled game.

3.3.4.12 Law XIII Free Kick:

- Direct free kicks can be taken on goal. Direct free kicks are awarded for fouls and handball offenses.
- Indirect free kicks must first touch another player before entering the goal. They are awarded for preventing a goalkeeper from releasing the ball, a goalkeeper holding the ball for more than 6 seconds, goalkeeper handling a ball deliberately passed to them by a teammate.

3.3.4.13 Law XIV Penalty Kick: See IFAB Laws of the Game for full description.

3.3.4.14 Law XV Throw-In: The ball must come from behind the head, feet outside the playing field (one foot on the line with part of it outside the field is a good throw), and both feet on the ground at the time of the release of the ball. The receiving player may be in the offside position during the throw. If the referee determines the throw is incorrect, a throw-in will be awarded to the opposing team.

3.3.4.15 Law XVI Goal Kick: Defending players must be behind the buildout line in the U9/U10 age groups. Defending players must be outside of the penalty area in U11 and up. The kick may be taken from any point within the goal area. The ball is in play when it is kicked and clearly moves.

3.3.4.16 Law XVII Corner Kick: A direct free kick taken from the arc at the corner of the field. Defenders must be at least 10 yards away from the ball. The ball is in play once it has been kicked and clearly moves. The kicker may not touch the ball again until another player has touched the ball.

3.3.4.17 Additional modified rules:

- Deliberate heading of the ball is not allowed in the U9 – U12 age groups.
- Punting is not allowed in the U9/U10 age groups. Drop-kick punts are also not allowed.
- In the U9/U10 age groups, defending players must move behind the build-out line when the goalkeeper gains possession of the ball. Defending players may cross the buildout line when the ball is put back into play. The goalkeeper does not have to wait for defenders to move behind the buildout line and may quick play if they wish.

3.4 BISA Adult League Coed Modified Playing Rules (Revised 2023)

3.4.1 BISA's Adult League Coed program is a recreational program intended to provide a social league that promotes enjoyment of the game and good sportsmanship. BISA uses FIFA's Laws of the Game as they are written with the exception of those differences noted below. It is the responsibility of the player to be familiar with these Laws. Each player is also responsible for understanding that BISA uses a Cumulative Card System which can be found on BISA's website. By signing up to play, each player agrees to abide by BISA's code of conduct, BISA's Modified Playing Rules, and FIFA Laws of the Game, and understands the consequences of the Cumulative Card System.

3.4.2 The Rules of Play for Adult and Youth competition of NTSSA and its affiliated members shall be the FIFA Laws of the Game. FIFA Laws of the Game Modified for the BISA Adult Coed League are notated below:

3.4.2.1 Law I – Field of Play: Will be played on the youth 9v9 field.

3.4.2.2 Law II – Ball Size #5

3.4.2.3 Law III – Number of Players and Substitution

3.4.2.3.1 Seven (7) verses seven (7) with at least two (2) players being female. If 2 female players are not present or able to play, the team will be required to play down the number of female players not playing. The number of female players not playing does not affect the maximum number of male players being 5. There is no maximum number of females allowed to play. Each team must have at least five (5) players on the field at all times.

3.4.2.3.2 Substitutions will be made:

1. At a throw-in by the team in possession; if this opportunity is taken and the opponent wishes, they may also sub
2. Either team, at a goal kick
3. Either team, after a goal is scored
4. Either team at an injury, when the referee stops the play
5. At halftime

3.4.2.4 Law IV – Player's Equipment

3.4.2.4.1 Each player shall have a permanent number on the back of his jersey not less than four (4) inches in height.

3.4.2.4.2 Shin guards shall be mandatory.

3.4.2.4.3 NO JEWELRY may be worn while on the field unless it is a medical alert necklace or bracelet that must be taped down. A permanent cast may be bubble-wrapped.

3.4.2.4.4 Each player will be issued a Player ID card by the association which must be presented to the referee prior to each game. A government-issued picture ID card may be substituted in lieu of a Player ID card.

3.4.2.5 Law V – Referee - No Changes

Each match is controlled by a referee who has full authority to enforce the Laws of the Game in connection with the match to which he has been appointed. The decisions of the referee regarding facts connected with play, including whether or not a goal is scored and the result of the match, are final.

3.4.2.6 Law VI – Assistant Referee - No Changes

The assistant referees also assist the referee in controlling the match in accordance with the Laws of the Game.

3.4.2.7 Law VII – Duration of Game - Each half shall be 30 minutes. Half-time shall be 10 minutes in length.

3.4.2.8 Law VIII – Start of Play

- The ball is in play when it is kicked.
- A goal may NOT be scored directly from the kick-off.

3.4.2.9 Law IX – Ball in and out of Play - No Changes

3.4.2.10 Law X – Method of Scoring

- Two (2) points will be awarded for a goal by a female, and one (1) point for a goal by a male. There is a maximum of 3 goals per player, including women.

3.4.2.11 Law XI – Offside - Players will be considered offsides if they are in an offsides position on their opponent’s half of the field during a goal kick.

3.4.2.12 Law XII – Fouls and Misconduct

- Slide tackling is prohibited. It will be at the discretion of the referee to issue a card for dangerous play.
- It is not an intentional “hand ball” offense for any player to attempt to protect the vital areas of his or her body (chest, crotch, face) by placing hands or arms across them (not away from the area) to protect them from being struck at close range by the ball. The match referee shall be the sole judge of whether the hands or arms were used to deliberately play the ball.

3.4.2.13 Law XIII – Free Kick - No Changes

3.4.2.14 Law XIV – Penalty Kick - No Changes

3.4.2.15 Law XV – Throw in - No Changes

3.4.2.16 Law XVI – Goal Kick

- Players will be considered offsides if they are in an offsides position on their opponent's half of the field during a goal kick. A goal kick is considered an indirect kick and must be touched by another player before entering the opponent’s goal.

3.4.2.17 Law XVII – Corner Kick - No Changes

3.4.3 Additional Information:

3.4.3.1 Referees are assigned to games based on their ability, not their age. All three (3) referees are in charge of the game. Arguing with any referee will not be tolerated nor will unsportsmanlike behavior. This may result in a card being given.

3.4.3.2 Player ID cards will be given to the AR by the individual player. The name and jersey number must match the card to play. The AR will check the ID and the player number. Jersey number

requirements are outlined above.

- 3.4.3.3** Foul language will not be tolerated and may result in the issuance of a yellow card. Additional offenses may result in an additional yellow card and thus a red card. Foul language directed at another player or game official may result in a straight red card.
- 3.4.3.4** If there is a conflict in jersey colors, the home team will change color. Goalkeepers will wear a different color than either team.
- 3.4.3.5** Red Card Policies and Procedures: A player receiving a red card must leave the complex immediately upon receiving the card. The referee will seize the player's ID card and turn it in with the game sheet. The player must sit out the next game and complete a sit-out verification form. Sit-out forms can be obtained from the board member on duty at the complex. Additionally, a \$50 fine will be imposed on the player.
- 3.4.3.6** If a team forfeits within 48 hours of a scheduled game, the forfeiting team will pay all ref fees for the forfeited game. Payment must be made within 3 business days. Failure to pay within the allotted will result in the team being placed in a "not in good standing" status and subject to disciplinary action.

CODE OF ETHICS/CONDUCT

The code of ethics for coaches, parents, and members of the board listed below was derived from the NTSSA code of ethics for the betterment of our association, NTSSA, and the game of soccer. All members of BISA are expected to read and adhere to these codes as we are all ambassadors and representatives of BISA and are here due to our children's enjoyment of the game of soccer.

4.1 BISA CODE OF ETHICS FOR COACHES

This code of ethics has been developed to clarify and distinguish approved and accepted professional, ethical, and moral behavior from that which is detrimental to the development of the sport of soccer. (The term "Coach" shall include, but is not limited to Head Coach, Assistant Coach(s), Manager/Trainer, and/or Team Representative.)

4.1.1 ARTICLE I - RESPONSIBILITIES TO PLAYERS

1. The coach must never place the value of winning over the safety and welfare of players. Winning should be the result of preparation and discipline with emphasis placed on the highest ideals and character traits.
2. Coaches shall instruct players to play within the written laws of the game and the spirit of the game at all times.
3. Coaches shall not seek unfair advantage by teaching deliberate unsportsmanlike behavior to players.
4. Coaches should not tolerate inappropriate behavior from players regardless of the situation.
5. Demands on players' time should never be so extensive as to interfere with academic goals and progress. Motivation for excellence should include academics as well as athletics.
6. Coaches must never encourage players to violate **NTSSA or BISA** recruitment, eligibility, or guest player rules and policies.
7. Under no circumstances should coaches authorize or encourage the use of medicinal or performance-enhancing drugs, or supplements of any kind whether legal or illegal, prescription, or over-the-counter. Medication and supplementation of any kind should be the responsibility of the parents and/or legal guardian. Players should be directed to seek proper medical attention for injuries and to follow the physician's instructions regarding treatment and recovery. At no time should a player be put at risk by returning from injury prematurely or by being forced to play while injured.
8. A coach's dealings with players and parents must be upfront, honest, and forthright. Coaches must always be honest and refrain from misrepresentations to players and parents.
9. Coaches shall not engage in or attempt to initiate a consensual relationship with an 18U or 19U player when the coach is in a "position of authority" with respect to the player. Should a consensual relationship develop or appear likely to develop, the coach should step down from his or her position with the player's team. This will avoid any perception of pressure on the player to acquiesce to unwanted advances to maintain their position on the team or any perception of preferential treatment from the coach due to a consensual relationship with the player.

4.1.2 ARTICLE II - RESPONSIBILITY TO NTSSA, BISA, AND OTHER MEMBER ASSOCIATIONS

1. Adherence to all **NTSSA** and BISA rules and policies, especially those regarding eligibility, team formation, recruiting, and guest players is mandatory and should never be violated. It is the responsibility of every coach to know and understand these rules.
2. Player development and the growth of the player through participation are essential to the growth of the sport. Additionally, the coach must behave in such a manner that the principles, integrity, and dignity of the sport are maintained.

3. Any problems that cannot be resolved between coaches should be referred to the appropriate **BISA** Commissioner or Board Member immediately.
4. A coach's dealings with **NTSSA** and BISA (including playing leagues) must be upfront, honest, and forthright. Coaches must always be honest and refrain from misrepresentations to **NTSSA** and BISA (including playing leagues).

4.1.3 ARTICLE III - RESPONSIBILITY TO THE LAWS OF THE GAME

1. Coaches should be thoroughly acquainted with and demonstrate a working knowledge of the laws of the game of soccer. Coaches are also responsible for ensuring that their players understand the intent as well as the application of the laws.
2. Coaches must adhere to the letter and spirit of the laws of the game. Those coaches who circumvent the rules to gain an advantage have no place in soccer.
3. Coaches are responsible for their players' actions on the field and must not permit them to perform with the intent of causing injury to opposing players.
4. If coaches permit, encourage, or condone performance that is not in the letter or spirit of the laws, they are derelict in their responsibility to players, BISA, **NTSSA**, and the sport worldwide. The coach must strive constantly to teach good sporting behavior.

4.1.4 ARTICLE IV - RESPONSIBILITY TO OFFICIALS

1. Officials must have the support of coaches, players, and spectators. Criticism of officials undermines their purpose in the game. Coaches must always refrain from criticizing officials in the presence of players.
2. Coaches should strive to develop a line of communication with officials, giving each an opportunity to better understand the problems relating to their specific area. This section shall not be taken as an encouragement to debate referee decisions during the match.
3. On game day, officials should be treated with respect before, during, and after the game. Officials should be addressed as "Referee" or "Mr. /Ms. Referee" and not by name. Professional respect should be mutual and there should be no demeaning dialogue or gesture between official, coach, or player. Coaches must not incite players or spectators or attempt to disrupt the flow of play.
4. Comments regarding an official should be made in writing to the appropriate organization assigning the official.

4.1.5 ARTICLE V - GAME DAY AND OTHER RESPONSIBILITIES

1. A coach's behavior must be such as to bring credit to himself, his organization, and the sport of soccer. This is never more evident than on the day of the contest.
2. Rival coaches should meet prior to the game and exchange friendly or professional greetings. While the concept of rivalry is wholly embraced, it cannot take precedence over exemplary professional conduct.
3. During play, coaches have a responsibility to be as inconspicuous as possible. Coaches shall exhibit a respectful attitude toward players. The coach must confine him/herself to the coaching area. The attitude of the coach towards officials, spectators, opposing players, and coaches should be controlled and undemonstrative.
4. It shall be unethical for a coach to have any verbal altercation with an opposing coach or bench during the game. Hostile physical contact with a player is considered highly unethical.
5. The coach's foremost post-game responsibility is his/her team.
6. Coaches should use their influence on unfriendly spectators who demonstrate intimidating behavior towards officials and opposing teams.
7. Coaches must act in a professional manner at all times when in the presence of players, whether at

games, practices, or in any other setting. A coach demonstrating behavior that could be considered by a reasonable person to be irrational, inappropriate, or unbecoming an adult will not be tolerated. Examples of such behavior include, but are not limited to, the following:

- Lewd gestures or remarks
- Overly critical remarks
- Ranting and raving
- Snide or demeaning remarks
- Threatening behavior or remarks
- Physical confrontations
- Temper outbursts

4.2 BISA PARENT'S CODE OF CONDUCT

1. Children have more need for example than for criticism. Attempt to relieve the pressure of the competition, not increase it. A child is easily affected by outside influences.
2. Be kind to your child's coach and officials. The coach is a volunteer, giving personal time and money to provide a recreational activity for your child.
3. The opponents are necessary friends; without them, your child could not participate.
4. Applaud good plays by your team and by members of the opposing team.
5. Do not openly question an official's judgment and honesty. Officials are symbols of fair play, integrity, and sportsmanship.
6. Accept the results of each game. Encourage your child to be gracious in victory, and to turn defeat into victory by working towards improvement.
7. Remember your child is involved in organized sports for their enjoyment, **NOT YOURS!**
8. Encourage your child to always play by the rules.
9. Teach your child that honest effort is as important as victory so that the result of each game is accepted without undue disappointment.
10. Remember that your child learns by example. Children mimic what their parents say. Criticism of the coach, officials, teammates, and/or opponents fosters bad attitudes and can only lead to a negative experience for your child.
11. Parents should remember that a coach has an entire team of players to consider when making decisions regarding position, playing time, substitutions, and strategy. The team does not revolve around one player.
12. A parent must never misrepresent to their team their child's eligibility to play on that team and must be honest in dealings with BISA (including playing leagues).
13. A parent must never be verbally or physically violent or threatening with any coach, parent, player, or representative of their BISA or any other Member Association.

4.3 NTSSA CODE OF ETHICS FOR BOARD OF DIRECTORS, STATE COMMITTEE MEMBERS, AND MEMBER ASSOCIATION ADMINISTRATORS

None of us arrives at any administrative level, volunteer or not, without spending some “grassroots” time somewhere. We are appointed or elected to our positions because enough people have confidence in us, appreciation for what we have done in the past, and assurance that we can lead them in a positive, productive future. This responsibility of accepting such a challenge, especially in a volunteer capacity, must have some guidelines.

It is important to remember that as board members we are very high profile. It is equally important that we remember that we are primarily a service organization and that we treat fellow volunteers as partners with a common goal--the organization, development, and promotion of soccer. We should maintain high standards and serve by example.

1. Have respect for the game, players, officials, parents, coaches, member association volunteers, and fellow board members, and deal with them in a patient, courteous, and consistent manner.
2. Criticism channeled through the proper quarter should be educational, constructive, balanced, and positive. Under no circumstances should it be demeaning or detrimental to the self-respect of the individuals involved.
3. Administrators should be informed and available. As facilitators they should know the right questions, have the ability to elicit the right answers, and foster creativity with accountability within their committee or area.
4. Regarding the committee and other volunteers: they should be praised for time spent and jobs well done; their suggestions welcomed, evaluated, and conclusions communicated to them. Abilities should be recognized and encouraged.
5. Above all: courtesy, self-control, and loyalty. We are role models for the players in our association and our partner associations. Our responsibility is to serve them well as we work toward our common goal.
6. Administrators shall not engage in or attempt to initiate a consensual relationship with an 18U or 19U player when the administrator is in a “position of authority” with respect to the player. Should a consensual relationship develop or appear likely to develop, the administrator should step down from his or her position with the player’s association. This will avoid any perception of pressure on the player to acquiesce to unwanted advances to maintain their position or any perception of preferential treatment from the administrator due to a consensual relationship with the player.

4.4 Burleson Independent Soccer Association Conflict of Interest Statement

No board member or board committee member, or any member of his/her family shall accept any gift, entertainment, service, loan, or promise of future benefits from any person who either personally or whose employees might benefit or appear to benefit from such board or committee member's association with Burleson Independent Soccer Association (BISA) unless the facts of such benefit, gift, service, or loan are disclosed in good faith and are authorized by the board. Board and committee members are expected to resolve for themselves the most gracious method of declining gifts, entertainment, and benefits that are not authorized by the Board.

No board member or board committee member, or any member of his/her family shall perform, for any personal gain, services to any BISA supplier of goods or services, as employee, consultant, or in any other capacity which promises compensation of any kind, unless the facts of such transaction or contract are disclosed in good faith and are authorized by the Board.

No board member or board committee member or any member of his/her family should have any beneficial interest in, or substantial obligation to, any BISA supplier of goods or services or any other organization that is engaged in doing business with or serving BISA unless it has been determined by the board, on the basis of full disclosure of facts, that such interest does not give rise to a conflict of interest.

This policy statement is not intended to apply to gifts and/or similar entertainment of nominal value that clearly are in keeping with good business ethics and do not obligate the recipient.

Any matter of question or interpretation that arises relating to this policy should be referred to the president for decision and/or for referral to the board of directors for decision, where appropriate.

I have received, read, and understand fully the Conflict-of-Interest Statement and will comply with the statement by bringing any potential conflict-of-interest situations to the board for consideration.

_____Date

_____Signature