

Eastern Pennsylvania Soccer Association

Constitution and Bylaws

Adopted: 1973009

Last revision: July 13, 2015



**EASTERN PENNSYLVANIA SOCCER
ASSOCIATION INCORPORATED**

CONSTITUTION & BYLAWS

PREFACE

The Eastern Pennsylvania Soccer Association, Incorporated (“Association”) is a non-profit organization incorporated in 1973.

The Association is recognized by the United States Soccer Federation (USSF) and the United States Adult Soccer Association (USASA) as the institution responsible for governing affiliated adult soccer in the territory defined as Eastern Pennsylvania.

The Association is governed by its Constitution and Bylaws as ratified by its members and in compliance with the United States Adult Soccer Association, the United States Soccer Federation and the Federation International de Football Association.

The Association has jurisdiction over all affiliated leagues, associations, clubs, officials and players regarding all matters concerned with soccer.

CONSTITUTION

ARTICLE I – NAME

The name of the organization shall be the Eastern Pennsylvania Soccer Association (EPSA), a non-profit corporation.

ARTICLE II - PURPOSE

The purpose of this Association shall be to develop, promote and administer the game of soccer in the territory designated as Eastern Pennsylvania. For the accomplishment of this purpose, this Association shall possess and exercise supreme governmental authority and representation of said game, except in those matters reserved or granted to the United States Soccer Federation, the United States Adult Soccer Association and the Eastern Pennsylvania Youth Soccer Association (EPYSA). This Association shall be established as a non-profit and educational organization.

ARTICLE III – RESPONSIBILITIES

This Association shall have the following responsibilities:

Section 1 – Membership Eligibility

The membership of this Association as defined in Article VII, and the membership of its affiliated organizations shall provide equal opportunity and be open to all adult soccer organizations in its territory and all soccer players, coaches, trainers, managers, administrators, and officials.

Section 2 – Discrimination

The Association will not discriminate against any organization or individual on the basis of race, color, religion, age, sex, or national origin. This requirement also extends to the officers and members of the Council, Executive Committee, sub-committees, and other persons elected and/or appointed with authority to do business for the Association.

The utilization of wording, “he, him and/or his”, is for convenience only, herein and throughout the document, and does not preclude male or female persons.

Section 3 – USSF and USASA Precedence

The USSF and USASA articles of incorporation, Bylaws, policies, and requirements take precedence over and supersede the governing documents and decisions of the Association and its members to the extent applicable under state law, and the Association and its members will abide by those articles, Bylaws, policies, and requirements.

Section 4 – USSF and USASA Conflict

The Association will not join any organization that has requirements that conflict with the articles, Bylaws, policies, and requirements of either USSF or the USASA.

Section 5 – USSF and USASA Registration

The Association shall register all of its players, coaches, teams, referees and administrators with the USSF and/or the USASA at least once each year and timely pay all dues and fees of each of those organizations.

Section 6 – USSF Interplay

The Association and its members will abide by the USSF’s articles, Bylaws, policies, and requirements on interplay.

Section 7 – Membership Reporting

Actions and policies adopted by the Executive Committee or Officers of the Association shall be reported to its membership, or their authorized representatives, at least once each year at a meeting of the Association’s membership, with notice and agenda of that meeting provided at least fifteen (15) days in advance of the meeting.

Section 8 – USSF and USASA Reporting

The Association shall provide to the Secretary General of the USSF an annual report on the activities of the Association and most current annual financial statements within ninety (90) days after the start of the USSF’s seasonal year.

The Association shall also:

- a. provide annually to the USSF and the USASA copies of the State Association’s Constitution, Bylaws, and other governing documents; if amended during the preceding year;
- b. submit changes to those documents to the USSF and the USASA for approval not later than ninety (90) days after adoption;
- c. make copies of those documents available to its members;
- d. provide equitable and prompt hearing and appeal procedures to guarantee the rights of individuals to participate and compete. Those procedures shall include that all grievances involving the right to participate and compete in activities sponsored by the USSF, the USASA and this Association and its members may be appealed to the USSF’s Appeals Committee (or the USASA Appeals Committee, as appropriate) which shall have jurisdiction to approve, modify or reverse a decision;
- e. maintain its tax-exempt status under the Internal Revenue Code;
- f. adopt policies prohibiting sexual and physical abuse that meet certain minimum criteria established by the USSF and/or the USASA (subject to any contrary requirements contained in state or local law applicable to the Association.)

ARTICLE IV – AFFILIATION

This Association is affiliated through the United States Adult Soccer Association with USSF and consequently with the Federation Internationale de Football Association (FIFA) and shall comply with the authority of those organizations.

ARTICLE V – TERRITORY

Eastern Pennsylvania shall consist of the territory in the state of Pennsylvania east of a line formed by the eastern boundaries of the counties of Potter, Clinton, Centre, Huntingdon and Fulton.

ARTICLE VI – HEADQUARTERS

The Headquarters of this Association shall be determined from time to time by the Executive Committee of this Association.

ARTICLE VII – MEMBERSHIP

This Association shall consist of such clubs, leagues and associations (“organizations”) in good standing with the USSF and the USASA and with headquarters in the territory defined in Article V. Any club domiciled outside the defined territory wishing to affiliate with this Association shall be permitted to do so at the discretion of this Association’s council providing that they are in good standing with and have the consent of their own Association, the USSF and the USASA.

ARTICLE VIII – COUNCIL

Section 1 – Composition

The legislative and judicial powers of this Association, except those which are herein otherwise delegated, shall be vested in a Council consisting of the duly elected officers of this Association and one, or more, representative(s) from each member adult league consisting of four or more teams in active scheduled competition. Each member league having in excess of twenty-five teams registered shall be entitled to two Representatives. Each member league having in excess of forty teams registered shall be entitled to three Representatives. The Council shall determine the number of Alternate Representatives each council member may be allowed.

Section 2 – Right to Vote

In all matters which are properly presented to the Council, each officer (except the President), the State Referee Administrator (SRA) and each League Representative shall have the right to cast one vote and one vote only. In the absence of any Representative or during his incapacity, that right shall vest

immediately in his respective alternate Representative. The President shall have no vote except in the case of a deadlock of any issue in the Council, in which case, it shall be his duty, or in his absence or incapacity, the duty of a Vice-President in the order of seniority, to cast a deciding vote.

Section 3 – Majority Vote

A majority of the voting power present shall be necessary to decide affirmatively any issue which is presented to the Council, except in the case of an amendment to the Constitution and Bylaws as hereinafter provided.

Section 4 – Representatives

Every league entitled to representation shall present in writing its duly authorized Representatives and Alternates at a regular meeting of the Council. When these are accepted by the Executive Committee, which acceptance shall not be unreasonably withheld, such Representatives and Alternates shall be seated in the Council. No person shall at the same time represent more than one league or association or part thereof. The Alternates shall have rights and responsibilities equal to those of the Representatives whom they replace in case of absence or incapacity. When a Representative or Alternate is elected to an office of EPSA, that individual shall relinquish his original status and the league which he represented shall name a successor.

Section 5 – Council Duties

The Council, except in matters herein otherwise delegated, shall transact all the business of this Association directly or by delegation of its authority to such person or persons whom it may from time to time designate. The League Representatives shall elect the officers of this Association. The Council shall enforce the laws of the game of soccer as promulgated by the USSF and the laws, rules and decisions of this Association and its subordinate and affiliated organizations, in the territory and in all matters over which this Association has jurisdiction.

Section 6 – Council Powers

The Council shall have the following powers:

- a. to ratify the decisions of the Executive Committee;
- b. to institute and operate cup competition or delegate those duties to an appointed Cup Commissioner;
- c. to arrange and stage soccer games of any nature whatsoever in its own name, and to that end, it may marshal and demand the support of any or every member of this Association and/or its or their subordinate and affiliated organizations and personnel;

- d. to create and manage or to create and to delegate the management under its direction to others of an injured players' fund and/or any organization whatsoever which it may deem expedient for the welfare of the game of soccer in the territory over which this Association has jurisdiction;
- e. to demand and enforce the production of such papers, books, documents, and accounts as it may from time to time require of its members and/or their subordinate and affiliated organizations and personnel;
- f. to investigate and to correct or demand to be corrected unfavorable conditions which may develop in the organizations of its members and/or subordinate and affiliated organizations thereof;
- g. to suspend, expel and/or impose fines or penalties upon any club, league, association and/or person under its jurisdiction guilty of a violation or breach of the rules of this Association or of the Constitution and Bylaws of this Association, the USSF or any of its affiliated organizations;
- h. to settle all disputes between two or more members of this Association;
- i. to hear, or delegate the hearing of, all cases of misconduct of players, officials and/or persons affiliated with this Association when two or more of its subordinate and affiliated organizations are concerned, or when it has direct jurisdiction, or when the alleged offense in any case is an assault upon any official, and after such hearing, if such person or persons are found guilty, to impose such fine and/or penalty as it may deem expedient to enforce the purpose for which this Association was organized;
- j. and in all matters of controversy, its decisions shall be final, subject, nevertheless, to appeals to and decisions of the USSF and/or the USASA;
- k. to approve an Annual Budget prepared by the Budget Committee and distributed to member leagues at least 30 days prior to the Annual Meeting

Section 7 – Past President

The immediate Past President shall be granted the title of Honorary President and shall be entitled to all privileges of this Association, including the privilege to vote.

Section 8 – State Referee Administrator

The State Referee Administrator (SRA), or his appointed alternate, shall be a member of the Council including the privilege to vote. He shall act as a liaison person between the Council and the Eastern Pennsylvania Soccer Association Referee Committee (EPSARC).

Section 9 – Honorary Officers

The Council may bestow the title of Honorary Vice-President upon any person who has performed meritorious services for this Association and may vest in him/her such rights and privileges of this Association which it may deem proper.

Section 10 – Council Delegates to USSF and the USASA

Delegates to the Council of the USSF or the USASA shall be the President of this Association and a second person as selected by the Executive Committee. A third delegate, if deemed appropriate, and any alternates are, also, to be selected by the Executive Committee.

ARTICLE IX – EXECUTIVE COMMITTEE

Section 1 – Composition

The members of the Executive Committee are the elected and appointed Officers of this Association and shall consist of a President, First Vice-President, Second Vice-President, Secretary, Treasurer, and the President of the Eastern Pennsylvania Youth Soccer Association (designated as the Third Vice-President) as well as the SRA and Past President..

Section 2 – Duties and Authority

It shall be the duty of the Executive Committee to transact all business of this Association and to perform such missions which the Council may from time to time delegate. It shall also examine and pass upon the credentials of every Representative and Alternate Representative of members of this Association who apply to be seated in the Council.

No officer, employee or agent of this Association shall make, nor shall they have the authority to make, any contract, agreement or expenditure in the excess of \$10,000, during any fiscal year, without the Executive Committee’s specific authorization.

Section 3 – Election

The Officers of this Association shall be elected at the Annual General Meeting in May. Officers shall be elected for a term of two years. The President, General Secretary and the Second Vice-President shall be elected in the even years; the First Vice-President and Treasurer shall be elected in the odd years.

Section 4 – Election Eligibility

Any person in good standing, who has been affiliated with this Association for at least one year as an Officer, League Representative or Committee person, shall be eligible for election to office. It shall be

necessary for any person to be elected to any office to receive a majority of votes cast by the League Representatives in Council. For the purpose of elections, the Officers shall not vote.

ARTICLE X – ANNUAL MEETING

The Annual Meeting of this association shall be held on the second Monday of May of every year.

ARTICLE XI – AMENDMENTS

Proposed amendments to this Constitution or its By-Laws shall be presented in writing at two successive Council meetings, regular or special. The General Secretary shall notify all members of the Council of the proposed amendment after the first reading. After the second presentation, the amendment shall be considered approved if it receives at least two-thirds (2/3) majority vote of the Council Members present and eligible to vote.

BYLAWS

ARTICLE I – ORGANIZATION

Section 1 – Regular Meetings

Regular meetings of the Council and Executive Committee of this Association will be held on the second Monday of March, May, July, and October at a time and place as approved by the appropriate authority.

Section 2 – Special Meetings

Special meetings of this Association may be called at anytime by the President or upon written demand of Representatives of three (3) or more adult member leagues upon the President, in which case a meeting shall be called by him within ten (10) days of such demand.

Section 3– Written Notice

In the case of all Special Meetings, the General Secretary shall give five (5) days written notice to all persons concerned.

Section 4– Absence and Fine

An association or league or any part thereof which fails to be represented by its named Representative or Alternate Representative at any meeting shall be fined at the discretion of the Executive Committee, as hereinafter provided.

Section 5 – Parliamentary Procedures

All business conducted at any meeting of this Association shall be governed by the Roberts Rules of Order.

Section 6 – Quorum

The presence of a majority of voting power shall constitute a quorum to transact business at any meeting of the Executive Committee of this Association.

The presence of an authorized League Representative from no less than five (5) adult member leagues shall constitute a quorum to transact business at any meeting of the Council of this Association.

Honorary Memberships in this Association shall not be counted in determining the existence of a quorum.

ARTICLE II - MEMBERSHIP

Section 1 – Application for Membership

Every properly constituted adult club, league and association, amateur, partly amateur and partly professional, or professional, including cup competitions and tournaments, playing and/or directing the game of soccer in accordance with the rules of the game as promulgated by the United States Soccer Federation, Incorporated with headquarters in the territory herein defined, or outside said territory as hereinafter provided, may apply for membership in this Association.

Section 2 – Written Application

Application for membership must be made in writing by the duly authorized agent of the applicant and must be directed to this Association's General Secretary. At that time, Council may grant temporary membership which grant does not provide any insurance coverage. The applicant, upon being granted temporary membership, shall submit to this Association three (3) copies of the constitution, by laws and rules under which it has decided to operate (or equivalents thereof) and evidence of existing insurances; the Annual Fee in effect at that time; and a statement of such information which the Association may require on a form, or forms, which shall, upon request, be supplied by the Association's General Secretary. If membership is denied, the annual fee and materials shall be returned to the applicant. Denial of membership may not be discriminatory and decisions related to such must be made in accordance with the discrimination provisions in Article III of this Association's Constitution.

Temporary Members shall be granted only the privilege to attend all meetings and to participate in discussions.

Section 3 – Qualifications and Acceptance

The Council shall have sole power to determine qualifications of and to accept or reject any applicant for membership in this Association.

Section 4 – Annual Dues/ Fees

Annual dues and/or fees for membership in this Association shall be payable in advance at the time of application for membership. Every club, league or association directly affiliated with this Association shall pay annual dues as periodically recommended by the Executive Committee and approved, by a majority vote, of the Council.

Section 5 – Failure to Pay Dues/Fees

The failure of any member to pay annual dues and/or fees as herein provided shall cause immediate forfeiture of membership without legislative formality, unless such failure has been satisfied in full within fifteen (15) days of notification from the Executive Committee.

Section 6 – Affiliated Clubs Not in Competition

The membership of member leagues and organizations in this Association shall consist of those clubs which participate actively and regularly in scheduled soccer competition thereof. Clubs with headquarters in the territory herein defined which desire to play exhibition matches, and/or participate in certain Cup Competitions or tournaments, and not to participate in scheduled competition, must affiliate directly with this Association.

Section 7 – Extra-Territorial Clubs and Leagues

Any league or organization which is affiliated to, or applies for affiliation to, this Association, and which desires to include in its competition any club domiciled outside the territory of this Association, may do so providing that this is approved by this Association and by the State Association in which the extra-territorial club is domiciled.

Section 8 – Insurance Requirements

All members of this Association are required to supply the Association with proof of liability insurance for a one million dollar minimum or such a greater amount as is approved by the Council, on an annual basis, prior to the beginning of the seasonal year.

Section 9 – Unaffiliated Organizations

Every club, league and organization with headquarters in the territory herein defined, not in good standing and/or not affiliated with this Association and/or one of its affiliated organizations, shall for the purpose of this Association be deemed an unaffiliated organization. Members of this Association, without its consent, shall have no relation with such an organization. No members shall disband and/or withdraw from this Association until it has given written notice to, and has received written permission from, this Association.

ARTICLE III – OFFICERS

Section 1 – Officers

The Officers of this Association, elected according to Article IX of the Constitution, shall be a President, First Vice-President, Second Vice-President, Third Vice- President, General Secretary and Treasurer. With the exception of the President, officers may serve in more than one position, in which case they shall have only a single vote in Council or Executive Committee meetings.

Section 2 – President’s Duties

The President shall:

- a. preside at all meetings of this Association;
- b. appoint all committees and commissioners subject to the approval of the Council or the Executive Committee;
- c. enforce the Constitution, bylaws and such rules and regulations which may be enacted by the Council or the Executive Committee;
- d. call such meetings as are herein provided to be called;
- e. cast a deciding vote on all issues at any meeting of this Association;
- f. supervise the affairs of this Association;
- g. sign all warrants for the payment of monies, under dual signature with another authorized signee, when the same are duly authorized by the Council or the Executive Committee;
- h. act as Chairman of the Council, the Executive Committee and the Eastern Pennsylvania Soccer Association Referee Committee;
- i. perform such duties as the Council or the Executive Committee may from time to time direct.

Section 3 – President’s Power

The President shall have the power to call Special meetings of this Association upon five (5) days written notice to all concerned; to act as an ex-officio member of all committees; and he shall have such other powers which the Council may from time to time vest in him.

Section 4 – First Vice President

The First Vice-President shall perform all the duties and exercise all the power of the President during his absence or incapacity. He shall be the Chairman of the Arbitration Committee and shall keep an accurate record of all player suspensions.

Section 5 – Second Vice-President

The Second Vice-President shall perform all the duties and exercise all the powers of the First Vice-President during his absence or incapacity. He shall perform any other duties assigned to him by the President.

Section 6 – General Secretary

The General Secretary shall coordinate the correspondence of this Association, compile annually an Association Directory for distribution in September, sign with the President all contracts and other documents of this Association which are authorized by the Council or delegate this responsibility with the consent of the Executive Committee, and perform such other duties as the Council may from time to time direct. He shall keep a record of all proceedings of this Association and prepare copies of the minutes for distribution to members of the Council and the Executive Committee before each meeting.

Section 7 – Treasurer

The Treasurer shall be bonded. He shall coordinate the:

- a. deposit of all monies in the name of this Association with a depository approved by the Executive Committee;
- b. collection and receipt of all monies, properly receipted and recorded;
- c. signing of warrants for the payment of monies which are authorized by the Council or the Executive Committee and signed by him, or other approved signors, and the President;
- d. reporting of the state of finances at every meeting and whenever required to do so by the President or by the Council;
- e. performance of such other duties as the Council or the Executive Committee may from time to time direct.

Section 8 – State Referee Administrator

Subject to the USSF policy concerning Referee Administration, the State Referee Administrator shall be nominated by the President and confirmed, or removed, by the Council. He shall be a member of the Council including the privilege to vote except for the election of officers. He shall administer the referee program within this Association under the supervision of the State Referee Committee appointed by the SRA with the approval of this Association in accordance with the policies of the USSF.

Section 9 – Removal from Office

An Officer may be removed from office for reasonable cause by due process of the Council at an Annual or Special Meeting of the Council and upon a vote of three fourths of the League Representatives in attendance. A petition for recall signed by a simple majority of Representatives from a minimum of five (5) adult member leagues must be presented to the Secretary before any recall matter may be considered by the Council.

Any officer who is absent without excusable cause from three (3) meetings of the Council during his term of office shall thereby forfeit, without additional formality, his right to hold his respective office for the unexpired term.

Section 10 – Vacancies

In the event that a vacancy occurs in any office, the Council shall fill the vacancy as soon as possible in the same manner as herein prescribed for the election of Officers.

ARTICLE IV – NOMINATIONS AND ELECTIONS

Section 1 – Nominations

- a. At the regular March meeting, the President of the Association shall appoint a Nominating Committee.
- b. The Nominating Committee shall accept nominations for all open Association offices at any time until the conduct of the elections at the May meeting, at which time all nominations shall be considered closed.
- c. The Nominating Committee shall preside over the election proceedings.

Section 2 – Elections

- a. Elections shall be conducted in accordance with the Constitution of this Association.
- b. Each Officer shall be voted for separately by secret ballot as long as there is more than one candidate for a position.
- c. It shall be necessary for any person to be elected to any office to receive a majority of votes cast by the League Representatives of the Council present.
- d. The Officers of the Council shall not vote.
- e. The voting power of all member leagues shall be determined on the basis of the number of currently registered teams as provided for in the Constitution, Article VIII, Section 1.
- f. All ballots are to be destroyed immediately at the conclusion of the election proceedings.

ARTICLE V – APPEALS

Section 1 – To This Association

Any person or club may appeal the decision of any affiliated subordinate organization to the Arbitration Committee (A.C.) of this Association. The operation of a decision of the subordinate delegate authority from which this appeal is taken shall not be suspended pending the hearing of the appeal at the sole discretion of the A.C.

An appeal from any decision of an affiliated subordinate organization shall be sent by mail to the Arbitration Committee Chairperson within 10 days after receiving the final decision from its subordinate organization. An appeal shall not be considered valid unless it further complies with the following:

- a. Not less than seven (7) copies of the complete appeal shall be sent to the Arbitration Committee Chairperson.
- b. Not less than seven (7) copies of the rules of the organization against whose decision the appeal is being taken shall accompany the appeal.
- c. The applicable fee in form of money order or cashier's check made payable to EPSA shall accompany the appeal. This fee shall be stipulated in a schedule of fees recommended by the Executive Committee and approved by the Council.

- d. The appeal shall be sent by mail to the organization whose ruling is affected and a signed statement showing the date when and address to which the appeal was sent in accordance with this provision shall accompany the appeal to this Association.

The applicable appeal fee shall be retained by this Association unless the appeal is fully sustained in which case the fee shall be returned to the appellant.

The appellee shall have seven (7) days from the date a copy of the appeal was received to submit to this Association seven (7) copies of each of any material it considers relevant to the appeal. The Chairman of the Arbitration Committee, at his discretion, may also require notice of the appeal and may allow those parties to submit, within a specified time, seven (7) copies of each of any material they consider relevant to the appeal.

The Arbitration Committee shall render its decision within thirty (30) days from receipt of all appropriate materials. This time limit may be extended only with the permission of the Executive Committee by a maximum of fourteen (14) days.

Section 2 – To the Referee Disciplinary Committee

Appeals from a decision of the State Referee Committee (SRC) or the State Referee Administrator (SRA) shall be made to the Referee Disciplinary Committee, which is jointly appointed by this Association and the EPYSA.

The procedures, requirements and fees for such an appeal will be in accordance with Section I of this Article or as determined by the two State Associations.

Section 3 – To the United States Adult Soccer Association

Appeals to the United States Adult Soccer Association shall be made in accordance with the By-laws of the USASA regarding Appeals Procedures.

Section 4 – To the United States Soccer Federation

Appeals to the United States Soccer Federation shall be made in accordance with the By-laws of the USSF regarding Appeals Procedures.

ARTICLE VI – HEARINGS

Every case which arises under the jurisdiction of this Association and requires a hearing shall be tried in the presence of all parties in interest who appear. The Council or its authorized agent has power to

summon anyone under its jurisdiction to appear at any meeting relative to any matter which comes to this Association for determination or investigation.

ARTICLE VII – COMMITTEES

Section 1 – Rules Committee

The President shall appoint a Rules Committee of three (3) Council members whose duty it shall be to examine and pass upon all constitutions, bylaws and rules of associations or leagues which apply for membership and all changes in constitutions, by laws and rules of member associations or leagues. Every member association or league shall submit for approval all proposed changes of its organic laws, and no change thereof shall be effective until it is approved by this Committee. The Rules Committee shall have such other duties of drafting, examining or rendering opinions on rules which may from time to time be determined by the Council. The decisions of the Rules Committee shall be subject to the approval of the Council. The Council, or Executive Committee, shall have power to revise and standardize the rules which govern members of this Association, so that such rules coincide with the rules of this Association.

Section 2 – Referee Committee

The purpose of the Referee Committee is to conduct all business of the referee program consistent with that promulgated by the USSF. The Committee has the same responsibilities, for this Association, as delineated in USSF's By-laws and policies concerning Referee Administration.

The Committee shall consist of the EPSA President, or his representative (Chairman); the EPYSA President, or his representative (Vice Chairman); the State Referee Administrator (SRA); the State Youth Referee Administrator (SYRA); the Director of Instruction; the Director of Assessment and the State Coordinator of Assignments.

Section 3 – Budget Committee

The President shall appoint a Budget Committee of three (3) Council members whose duty it shall be to assist the Treasurer in recommending an annual budget to the council and perform such other relevant tasks as requested from time to time.

Section 4 – Audit Committee

At the close of each season and, if the Executive Committee or a 2/3 majority vote of the Council at any time, thereafter, request an audit, then the books and accounts of this Association shall be audited by a certified public accountant approved by the Council.

Section 5 – Arbitration Committee

- a. Composition – The Arbitration Committee (A.C.) shall consist of the First Vice President, who will act as chairperson, and a minimum of two (2) other individuals, but no more than six (6) additional Committee Members. One of the committee members shall be appointed Recording Secretary. Any member missing three meetings shall automatically be removed from the A.C. and a new member shall be appointed to fill the vacancy. The President, with the approval of the Executive Committee, shall make all appointments. A Delegate of the Referee’s Committee of the EPSA may attend the meetings.
- b. Function – The A.C. shall review all claims that arise within the EPSA and all matters pertaining to player or club interactions. It may delegate any of its authority to the Grievance Committee of any affiliated subordinate organizations of the EPSA, except for matters pertaining to referees or matters arising between leagues affiliated with the EPSA. All decisions and procedures by Grievance Committees of affiliated subordinate organizations, hereafter known as delegate authorities, shall be within the framework of these rules. All decisions by these delegate authorities shall be subject to automatic review by the A.C. and such decisions may be revised if deemed necessary.
- c. Meetings – The chairman may call or cancel a meeting whenever he deems necessary. A majority of committee members must be present for a quorum
- d. Grievance Chairman – The A.C. chairperson shall request each league to appoint a Grievance Chairman and an alternate, either of whom may be appointed to serve on the A.C.

Section 6 – Finance Committee (adopted May 2012)

The President shall appoint a Finance Committee of not less than three (3), nor more than five (5), members including the Treasurer who will serve as the Committee’s Chair.

The duties of the Committee will be to:

1. Recommend investment guidelines to the Executive Committee
2. Invest the Association’s monies in strict accordance with the Executive Committee’s investment guidelines and the Association’s cash and capital requirements.
3. Review the Association’s investments on a regular basis to ensure their stability for the Association, and make appropriate changes as necessary.
4. Give assistance and advice on other financial matters as necessary.

Section 7 – Recognition Committee (adopted October 2014)

Eastern Pennsylvania Soccer Association (EPSA) shall have a Recognition Committee which shall be responsible for the nomination and selection of those individuals whose distinguished service to the EPSA merits recognition. This Committee shall also nominate candidates whose

lifetime of meritorious service to the EPSA makes them eligible for induction into the Eastern Pennsylvania Soccer Association's Hall of Fame.

The Chairperson of the Recognition Committee is appointed by the President of the EPSA, subject to approval of the Executive Committee. The Chairperson shall be chosen from the membership of the EPSA.

The Recognition Committee shall also include three additional members chosen by, and from among, the membership of the EPSA, but representing no less than three (3) different member Leagues.

Section 8 – Removal from a Committee

Any member of a committee of the Association who misses three (3) consecutive meetings of that committee shall be automatically removed without legislative formality.

A new member shall be appointed to fill the vacancy as soon as possible.

ARTICLE VIII: PROCEDURES FOR REFEREE GAME REPORTS

A referee Game Report for every affiliated adult game shall be submitted within three (3) days following the game to appropriate delegate authority, or such person so designated to receive such reports and the A.C. Chairman. If the matter involved does not fall within the jurisdiction of the delegate authority, the report shall be forwarded to the A.C. chairman for action. Any referee submitting a report more than three (3) days after the day of the game shall be fined as stipulated in a schedule of fines recommended by the Executive Committee and approved by the Council.

All Referee's reports and letters are to be made in triplicate or approved electronic format. One copy shall be mailed to the A.C. Chairman, one copy shall stay with the referee for his record and one copy shall be sent together with the offending player's player pass to the Grievance Chairman of the league to which the offending team or player belongs.

All leagues receiving referee's reports noting send offs, cautions, protests, etc. must then act expeditiously, bearing in mind the minimum standard of punishment set down by the EPSA.

At least monthly, each league must send the A.C. Chairman a list of all grievances handled, and the punishment meted out in each case. The A.C. can then ascertain that all grievances are being handled and that the requirements set down are being complied with.

All matters relating to the A.C. or its delegate authorities must originate from the referee's game report or from a formal protest filed by the offended party.

ARTICLE IX: FORMAL PROTESTS AND RELATED MATTERS

Section 1 – Laws of the Game

All protests which arise from an infringement of the Laws of the Game are subject to a protest fee and must be filed within three (3) days of the game to which it pertains. Copies of the protest must be made in triplicate and shall be sent to the appropriate delegate authority of the league involved, accompanied by a protest fee set by that league, but not equal to, or in excess of, the fee for a protest to this association. Proof must also be given that a copy was sent to the opposing party. Grounds for a protest which arise before the start of a game shall be immediately submitted to the referee and the opposing team before the commencement of the game. Such protests must be in writing. Protests on referee's judgment calls will not be entertained.

Section 2 – Registration

Claims which are made on the basis of an incorrect or missing registration of a player need not be accompanied by a protest fee. Such claims must be made within two (2) weeks of the game.

Section 3 – Damages

All claims of damages, such as arising from the non-appearance of a team, are to be presented in writing within three (3) days of the scheduled date of the game. All other claims for damages must be submitted in writing within fifteen (15) days. All other claims for damages are not subject to a protest fee.

Section 4 – Summons to Meetings

Summons to meetings of the A.C. or its delegate authority shall be sent by the Chairman not less than five (5) days before the meeting advising the person, ~~or~~ club or referee of the case to be dealt with as well as the date, place and time of the meeting. If an individual or individuals having been summoned to a meeting fail to appear, the evidence available shall be heard and a verdict rendered based on such evidence. Clubs or referees which disregard this summons shall be fined as stipulated in a schedule of fines recommended by the Executive Committee and approved by the Council.

Section 5 – Hearing and Vote

No club, league or any other affiliated organization shall be represented at any hearing by an officer of this Association or a member of the A.C. A member of the A.C. who is a member of the club, league or other affiliated organization involved with the case shall not participate in the vote. The A.C. shall consider only those points which are stated in the protest or claim.

Section 6 – Faulty Procedures in Filing

Protests, claims or appeals not filed within the required time limit or which are submitted without details of the charges and reasons for the appeal or protest, or without the remittance of the appropriate protest or appeal fee, if required, or without copies to the accused party, shall be rejected. Personal calls to the A.C. members to explain cases will be cause for an automatic adverse decision.

Section 7 – Publication of Decisions

All major decisions of the A.C. or its delegate authority shall be forwarded to parties involved within five (5) days by official mail from the ruling authority giving full details. It is suggested that each affiliated subordinated organization be sent copies of the decision so that the widest possible dissemination can be obtained.

Section 8 – Penal Power

- a. Expulsion from Game - Players, coaches or officials who have been sent off or who have been reported for misconduct equal to a send off offense by the referee, shall automatically incur the minimum penalty for the offense committed. Such players, coaches or officials shall be suspended from all soccer activity under the jurisdiction of the EPSA. When a person has been sent off or reported for a send off offense, the action is automatically instituted against him by the referee's game report. Additional penalties may be imposed after review by the delegated authority and the A.C.
- b. Minimum Penalties - A suspension imposed against a person shall be applicable to his entire soccer activities including playing, coaching, administration and/or officiating. The penalties mentioned hereinafter shall constitute the minimum penalty for the stated offense. Additional penalties may be imposed after review by the delegate authority and the A.C.
- c. Eligibility - An eligible player is one who has been properly registered, has a proper player-pass, is not under suspension and whose name appears on the line-up sheet. A club who permits an ineligible player to take part in a game shall forfeit that game and be penalized with the loss of points and fined as stipulated in a schedule of fines recommended by the Executive Committee and approved by the Council.

A player who signs a form for a second club without obtaining his release from his first club (double registration), and without the permission of this Association, shall automatically be suspended for four games.

No ineligible player or suspended player shall be listed on a game line-up sheet or play in any competition until his/her suspension has been served. ***The team, as well as the league in which that team participates, shall be subject to penalties (including suspension) upon review by the delegated authority and the A.C.***
(Approved 5/10/10)

- d. Violent Conduct or Serious Foul Play - A person who has been sent off or reported for violent conduct or serious foul play shall be suspended for at least two-games.
- e. The Use of Foul, Abusive or Insulting Language to the Referee - A person, who has been sent off or reported for using foul or abusive language to a referee, while he is acting in that capacity, shall be suspended for at least four games. A player insulting a referee in uniform before, during or after a game, even though he is only a spectator in that particular game, may still receive a one-game suspension.
- f. The Use of Foul, Abusive or Insulting Language to an Opposing Player – A person who has been sent off or reported for using foul or abusive language to an opponent shall be suspended for at least one game.
- g. Assault on an Opponent - A person who has been ordered off the field for spitting on or assaulting an opponent, shall be suspended for at least two games for the first offense, and on repetition of the offense, the suspension shall be eight games. The referee is to specify each incident in detail.
- h. Assault on or Abuse of a Referee - A person who is sent off or reported for assaulting or spitting on or at a referee shall be suspended in accordance with the USSF policy regarding Misconduct Toward Game Officials. The Referee is to specify each incident in detail and submit his written report within 48 hours of the incident and in accordance with USSF’s policies on this topic.

If the home club was negligent in furnishing the referee with proper protection in the case of the assault, the club shall be fined as stipulated in a schedule of fines recommended by the Executive Committee and approved by the Council. The home club may be required to provide police protection.

- i. Detrimental to Good and Welfare - Any player or club official whose activities or actions are considered to be detrimental to the good and welfare of soccer (example ungentlemanly conduct, dissent of the referee’s decision, etc.) shall be suspended for not less than one game.
- j. Breaking-Off Game - Games cannot be broken off under any circumstances by one of the participating teams. If a team breaks off a game without permission of the referee, it shall be penalized with loss of points and fined. Any person or player responsible for breaking off of the game shall be suspended. The suspension period shall be determined by the delegate authority.
- k. Forfeited Games - If a game is forfeited to an opponent without play or if the A.C. or its delegate authority orders a forfeit against the offending club, the opponent will be credited with a one-to-zero win and a fine will be imposed on the offending team as stipulated in a schedule of fines recommended by the Executive Committee and approved by the Council.
- l. Attempt to Induce Player to Change Clubs - In cases where it can be proven that a deliberate attempt was made to induce a player to change his club, the person or club responsible for such an

attempt shall be fined as stipulated in a schedule of fines recommended by the Executive Committee and approved by the Council.

- m. Infringement of Regulations concerning Private Cup Tournament - Clubs staging or playing in a private cup tournament shall be fined for any violation of the rules governing these tournaments as stipulated in a schedule of fines recommended by the Executive Committee and approved by the Council.
- n. Cautions Against Player - For every three cautions received during the seasonal year, a player will be suspended for one game.
- o. Improper Field Marking - All fields must be properly prepared and marked according to the Laws of the Game. Failure to comply will carry a fine as stipulated in a schedule of fines recommended by the Executive Committee and approved by the Council.
- p. Failure to Wear Properly Marked Jersey - No players, playing on the same team, may wear a same-number jersey with the exception of the goalie. No player may wear a jersey which does not have a number on it. The fine, as stipulated in a schedule of fines recommended by the Executive Committee and approved by the Council, for either offense, shall be assessed on the club per player.
- q. Team Playing Without Player-Passes - A team playing without player passes may forfeit the game under protest of the opposing team, at the discretion of the A.C or its delegate authority.
- r. Non-Appearance - A club which refuses to play a scheduled game and instead engages in a private game or tournament shall be penalized with loss of points and fined as stipulated in a schedule of fines recommended by the Executive Committee and approved by the Council, at the discretion of the A.C. or its delegate authority.

ARTICLE X: ASSESSMENTS, FINES AND DEBTS

Section 1 – Assessments of Clubs

- a. Any fine imposed upon or debt owed by any member league or association shall be binding on every member club thereof. If a member league or association under such circumstances disbands or ceases for any reason to operate under the jurisdiction of this Association, this Association shall have the power to assess equally every member club thereof its pro-rata share, and every member club thereof shall stand suspended until its assessment is paid.
- b. Such fines will be recommended by the Executive Committee from time to time and approved by a majority vote of the Council.

Section 2 – Responsibility of Players and Officials

Every player and official of a club directly affiliated with this Association is a member thereof. He shall be held responsible for any breach of the rules of this Association committed by the club or the management thereof with which he is associated, provided that it is shown that he is connected with the perpetration of that offense.

Section 3 – Payment of Debts

A debt of any member league, association, club or person which is owed to this Association, or any of its subordinate affiliated organizations, shall be payable within thirty (30) days, from the date of written notification. Once in default of payment, the debtor shall be fined, as stipulated in a schedule of fines recommended by the Executive Committee and approved by the Council. If this debt is not paid within fifteen (15) days after default, the fine shall be increased as hereinafter provided, and debtor may be declared in bad standing.

Section 4 – Assessment of Members

In case this Association becomes financially embarrassed and/or needs financial aid, the Council shall have the power to assess each member league and subordinate affiliated organization equally.

ARTICLE XI – REGISTRATIONS

Section 1 – Season

The season shall be from September 1 until August 31, unless otherwise approved by the Association.

Section 2 – Time Limit For Leagues

Every member league or association may fix a date in its competition when its member clubs shall cease to register additional players for competition. When such a date is determined, notice thereof, shall be given to this Association in writing.

Section 3 – Disbanded Clubs

When a club disbands and that fact is officially recognized, acknowledged, accepted and noted by this Association, any player thereof may register for another club at once, provided all financial obligations to this Association, or its subordinate organizations, have been satisfied.

Section 4 – Procedures

The Association shall have final authority regarding the registration of players, their release and transfer, and the youth – adult player participation. We shall reject any form not complying with the appropriate registration procedure.

Every league shall request the necessary number of registration and release forms to register their players prior to the start of the season.

A player shall complete the first part of the registration form. Then, the Team Representative shall complete the second portion of the form. The player shall sign and date the form and then the Team Representative shall sign and date it. He shall be responsible for ensuring that all the information is true and correct. The form shall then be submitted to the league's registrar within five (5) days after the player has signed it.

Only one form shall be used for each player. It shall not be altered to allow a second player to register. The information must be clearly printed or typed.

When a form is accepted by the league's registrar, a player is temporarily registered. He is not considered fully registered until the registration form reaches the State office and is accepted by the Association.

At the beginning of a season, inclusive of all required payments, all player registration forms must be submitted by each league or subordinate organization no later than 30 days after the beginning of the seasonal year, and every month thereafter. Any league failing to comply with this requirement shall be fined as stipulated in a schedule of fines recommended by the Executive Committee and approved by the Council.

Any player registered on a form containing materially incorrect or misleading information shall be deemed not to have been properly registered.

Section 5– Players

A. Number of players on team or club roster

1. Maximum Number

- a. No team shall be permitted to have more than twenty-two (22) registered active playing members at any one time.
- b. A club shall be permitted to have at any one time no more than twenty-two (22) registered active players if the club fields one team, and no more than forty-four (44) registered active players if the club fields a team and a reserve team. The eligibility of those players to play for either team of that club shall be determined by the leagues and competitions in which the club competes.
- c. In figuring the maximum number of players, players under a suspension beyond the registration time period of the club shall not be included.

2. Minimum Number

No State Association or league may affiliate a club or organization that does not operate a team in a league under its jurisdiction unless it is geographically impractical to do so, or it is otherwise permitted by the USASA or the USSF. Such a team is to consist of not less than eleven (11) players playing in actual competition.

All player registrations must comply with the rules of the United States Soccer Federation and the United States Adult Soccer Association.

Section 6 – Player Passes

Each Player playing under the jurisdiction of this Association shall have a laminated or otherwise tamper-resistant USASA-approved identification pass bearing their photograph and all current information, and indicating the player's membership on the specific team to which that player is currently registered. The Player Pass shall be valid for not more than five years from the date of first issue, assuming the player re-registers each seasonal year, unless otherwise specified by higher authority.

If a member league has implemented a full electronic registration system:

1. All existing valid player passes must be promptly returned to this Association or destroyed by the league in question, regardless of how many years the existing pass may still be valid.
2. The player passes may be good for one seasonal year and must be destroyed at the end of each seasonal year and be recreated at the start of the next seasonal year.
3. When a player leaves or is released from his current team his pass must be destroyed.
4. Failure to timely destroy all passes in compliance with the above requirements will result in the imposition of a fine per instance against the league and/or team in question according to a schedule of fines recommended by the Executive Committee and approved by the Council.

Recreational players are not required to have passes at the discretion of the league in which they compete, unless they choose to participate in a tournament or Cup Competition.

A player who has been issued a Player Pass and, during the period of validation, he obtains a second Player Pass without this Association having declared the first Player Pass invalid shall be suspended for at least four games. He shall not resume play until one of the Player Passes is declared valid.

Any member team or league that issues a new player pass to a currently suspended player or a player in bad standing shall be fined as stipulated in a schedule of fines recommended by the Executive Committee and approved by the Council.

Section 7 – Dual Registration

The Association shall approve dual registration for Player participation in the Under 23 Olympic Development program and 30 and over leagues.

Section 8 – Registrar

The President may nominate a State Registrar, who shall be approved by the Executive Committee of this Association. He does not have to be a member of the Executive Committee or the Council.

The Registrar shall:

5. coordinate, verify and assure the processing and payment of all league, team and player registrations with this Association;
6. coordinate, verify and assure the processing and payment of all insurance fees to this Association;
7. assure and confirm the proper payment of all fees and submission of all required data to the USASA and the USSF;
8. administer and approve the submission of all player insurance claims submitted through this Association;
9. explain and communicate the Registration Procedures and Policies of this Association to all members and prospective members;
10. develop and/or modify the Registration Procedures and Policies of this Association with the approval of the Executive Committee;
11. regularly report on all registrations and insurance transactions at every Executive Committee and Council meeting or upon any request of the President of this Association.

ARTICLE XII – GAMES JURISDICTION

Section 1 – Intra-state Competition

1. Intra-state Competition Defined – A game or tournament where all participating teams are under the jurisdiction of EPSA.
2. Hosting and Participation
 - a. This Association shall have jurisdiction over all games played within its defined territory involving any of its affiliated members, including indoor games and tournaments.
 - b. This Association shall have jurisdiction over all affiliated members competing outside of its defined territory.
 - c. An affiliated member of this Association may play games with other affiliated members of this Association without requesting permission, provided that those members are in good standing and all participating players are properly registered and in possession of Player

Passes, if required by the league in which they compete or by tournament or Cup Competition Rules.

Section 2 - Inter-State Competition

1. Inter-state Competition Defined – A game or tournament where one or more of the participants is under the jurisdiction of another State or National Association.
2. Hosting and Participation
 - a. This Association shall have jurisdiction over all games played within its defined territory involving any of its affiliated members
 - b. This Association shall have jurisdiction over all affiliated members competing outside of its defined territory.
 - c. A club or league affiliated with this Association wishing to compete against any club or league affiliated with USSF outside of this Association must make an application to this Association at least 45 days prior to the intended event for permission to play.
 - d. Timely application for Association permission is required.
 - e. The USSF shall have jurisdiction over interstate indoor games and other tournaments and shall supervise same.
3. Procedure to Host a Game or Tournament – Prior to the application to this Association, the following procedure must be followed:
 - a. a club must apply to its league. Such league, having received and approved the application, then applies to this Association, forwarding the original documents along with its permission;
 - b. the club or subordinate organization shall then timely submit to this Association all of the required documents to apply to host such a competition, along with the appropriate fee as stipulated in a schedule of fees recommended by the Executive Committee and approved by the Council;
 - c. this Association shall grant permission to the team or subordinate organization provided that ten (10) days prior to the playing date, this Association has received permission from the visiting teams own State Association;
 - d. A league must apply to this Association at least 45 days before the date of an interstate match, following the procedure outlined above.

4. Procedure to Travel – A club must apply through its league and this Association at least 30 days prior to an event. Such application shall include the permission by the host organization’s own State Association.

Section 3 - International Competition

International competition shall be conducted according to the By-laws and policies of the USSF without exception.

ARTICLE XIII: BENEFIT GAMES

This Association may participate in games with other State Associations or with clubs of foreign nations with the consent of USSF. The Council shall have the power to set dates in every season to stage matches for the benefit of this Association and/or some worthy cause. On such dates, all subordinate organizations, leagues, clubs and players under the jurisdiction of this Association shall be at its disposal, and no subordinate organization, league, club or player shall participate in any other game on such dates unless expressly authorized and permitted to do so by the Council. Any subordinate organization, league, club or player who fails to comply with a request of this Association to represent it in any match for which it and/or he is selected, or to aid in any manner requested, shall be dealt with as this Association deems proper.

ARTICLE XIV: MISCELLANEOUS ITEMS

Section 1 – Courtesy of Meetings

Visitors may be granted the privilege to attend and/or speak at meetings at the discretion of the President

Section 2 – Records of Members

All subordinate organizations, leagues, and clubs under the jurisdiction of this Association shall keep an accurate record of their receipts and expenditures and shall file a copy of such with the Secretary of this Association upon request of the Council.

Section 3 – Comity

This Association shall recognize suspensions and rulings of all organizations under the jurisdiction of the USSF, when notified thereof.

Section 4 – Players, Officials and Spectators

Players, officials and spectators are permitted to take part in or to attend matches provided they observe the rules of this Association, of the USSF, and its subordinate and affiliated organizations. Every subordinate organization, league and club is responsible to this Association for the conduct of its players, officials and spectators and must exercise every reasonable precaution against disturbance or disorderly conduct before, during and after every match.

Section 5 – Jurisdiction of Members

Every member league, subordinate organization and club shall have jurisdiction over its internal affairs, except as herein provided otherwise. When any league or subordinate organization suspends or lifts the suspension of any club, player or official affiliated with it, notice thereof shall be sent to the Secretary of this Association within twenty-four (24) hours of the act.

Section 6 – Presentation of Claims

No matter in the nature of a dispute or claim shall be presented to or defended in this Association except by a bona-fide member of the, subordinate organization, league or club which is concerned.

Section 7 – Passes

In the discretion of the Council, each member thereof may be furnished by this Association with a non-transferable pass which shall admit the owner, without charge upon presentation, to any game played under the jurisdiction of this Association.

Section 8 – Gambling

Betting or gambling in any form on any game or part thereof, at any place, is forbidden. An official or player who violates this rule may be suspended permanently. Any club which permits a violation of this rule on or near its grounds may have its facilities barred from use.

Section 9 – Referees

In all competition under the jurisdiction of this Association, referees and neutral linesmen must be members in good standing of USSF

Any league which uses a non-registered referee shall be fined, as stipulated in a schedule of fines recommended by the Executive Committee and approved by the Council.

Section 10 – Dissolution

In case of dissolution of this Association, all of its assets shall be turned over to the USSF, in trust for submission to any State Association which, properly organized and affiliated with the USSF, replaces this Association.