

# BYLAWS OF THE NEBRASKA STATE SOCCER ASSOCIATION

## I. DUTIES OF OFFICERS

A. The following officers who shall be elected as members of the Board of Directors shall have the designated duties and responsibilities:

1. President. The President shall preside at all meetings of this Corporation; appoint all committees subject to approval by the Board of Directors; enforce the Constitution, Bylaws and such Rules and Regulations which may be enacted by the Board of Directors; call such meetings as herein provided to be called; cast a deciding vote on all issues at any meeting of the Board; supervise the affairs of this Corporation; sign all contracts and documents of this Association with the Secretary when the same are duly authorized by the Board of Directors; and perform such other duties as the Board of Directors may from time to time direct.

2. Vice-President. The Vice-President shall perform the duties of the President in the event of the latter's absence or disability. The Vice-President or his/her delegate will preside as Chairperson of the Grievance Committee and the Rules Committee.

3. Secretary. The Secretary shall attend and keep the minutes of the meetings of members and of the Board of Directors, shall give proper notice of all meetings, shall keep a roll of all members, shall sign all documents requiring the signature of the Secretary, shall, except where otherwise provided, serve all notices, shall handle all correspondence with USSF, shall compile and publish quarterly a Nebraska State Soccer Association directory, and shall perform such other duties as usually pertain to the office of Secretary.

4. Treasurer. The Treasurer shall be responsible to oversee the detailed accounts of all receipts and payments concerning this Corporation; shall provide monthly and annual financial reports and such other reports as directed by either the President or the Board; shall sign or review all receipts for payments made to this Corporation as required; shall assist the President by preparing the annual budget; shall dispense funds in accordance with the Association's Financial Control Policy for payment of all authorized debts of the Corporation; and shall have such other duties as usually pertain to the office. (August 03)

5. Adult Commissioner. The Adult Commissioner shall assist in furthering and supervising the sport of soccer among players over age 19. (January 91)

B. The following officers who shall be appointed by the Board of Directors as non-voting members and shall have the following duties and responsibilities.

1. Olympic Development Program Director. The ODP Director shall run the ODP Program. He/she will make recommendations to the Nebraska State Soccer Board regarding program administrators and coaches (i.e. Girls Administrator, Boys Administrator, Girls Head Coach, Boys Head Coach). The Administrator will be responsible for running each respective program. This will include scheduling and planning, the try-outs/clinics and doing all administrative work associated with the teams and their respective trips and/or camps. The Head Coach for the boys and girls will select the coaching staff for the

teams, appoint the Head Team Coach and evaluate the coaches. They will also be responsible for establishing a format for the try-out/clinic and determining who will evaluate the selection of players.

2. Youth Commissioner (Competitive). The Youth Commissioner Competitive, who shall be the official State Youth Commissioner, shall assist in furthering and supervising the sport of soccer among Under 19 and younger players in the competitive arena. The Youth Commissioner Competitive shall be the official state liaison with the USSF/USYSA organizations. (November 84)

3. Youth Commissioner (Recreational). The Youth Commissioner Recreational shall assist in furthering and supervising the sport of soccer among Under 19 age and younger players in the recreational sector. This commissioner shall be a person different from the Youth Commissioner Competitive. (November 84)

4. Special Needs Soccer Commissioner. The Special Needs Commissioner shall promote the TOPSoccer and SoccerStart programs.

5. State Referee Administrator. Upon recommendation of the State Referee Committee, the Board of Directors of this Corporation will elect a State Referee Administrator. The State Referee Administrator shall be responsible for all recruiting, training and maintenance of standards for the Nebraska State Soccer referee program. The SRA shall certify and qualify all referees and potential referee applicants for entry into or continuation in the Nebraska State Soccer referee program. The SRA shall have the authority to suspend, fine or otherwise discipline referees under the jurisdiction of Nebraska State Soccer for acts of unethical conduct, failure to maintain professional standards, and any other acts of misconduct or conduct deemed not in the best interest of the sport of soccer in Nebraska State Soccer. The SRA shall manage or cause to be managed all activities aimed at recruiting, training or continuation of referees in the Nebraska State Soccer referee program. The SRA shall use guidelines and testing instruments in accordance with USSF directives in the administration of the Nebraska State Soccer referee program. The SRA shall use USSF guidelines and Nebraska State Soccer guidelines for the proper registration of referees and referee applicants in the Nebraska State Soccer referee program. The SRA shall act as representative for or shall appoint a representative for any referee deemed to be a party to any action of any committee, board, hearing or other action by any club league, or association/organization under the jurisdiction of Nebraska State Soccer. The SRA shall chair the Referee Committee. The SRA shall assign or cause to be assigned, and qualify or cause to be qualified all referees for Nebraska State Soccer sponsored/sanctioned Cup play at any level. This is to include competitive and recreational cup play. Such play may be referred to as STATE CUP, NCC CUP, and RECREATIONAL CUP. The SRA shall provide guidance and/or assistance to member clubs leagues or associations/organizations upon their request for the proper utilization of referees in tournaments or other competitions staged by these members. The level of support rendered by the SRA will be agreed upon prior to the competition by the SRA and the member organization.

6. Fields Commissioner.

a) Duties:

(1) Liaison with the City Parks and Rec Department

(a) Attend quarterly fields/soccer meeting.

(b) Work with Parks and Rec Director/Administrator and State Office on future field development.

(i) Coordination/Communication with Park and Rec Staff

- (ii) Repairs of city equipment.
  - (iii) Maintenance, repairs and condition of fields.
  - (iv) Field rest and usage.
  - (v) Communication of cancelation by Park and Rec Staff due to weather on any complexes or fields. Leagues/Users will be responsible to check fields for playability after normal Park and Rec Staff work hours.
  - (vi) Communication of problems with sanitary conditions of fields.
  - (vii) Communication of schedule of play on fields.
- (2) Liaison with Leagues and Non-Member Users
    - (a) Allocation of fields and field marking.
    - (b) Point of Contact for field and equipment repairs.
    - (c) Coordinate collection of schedules.
    - (d) Evaluate and communicate field usage percentage by league/users.
    - (e) Host meetings as needed.
  - (3) Field Committee Chair
    - (a) Host meetings.
    - (b) Determine frequency of meetings.
  - (4) Communication with State Office
    - (a) Assist in creating the Budget
    - (b) Request for bids/price and contracts
      - (i) Draft must be submitted to State Office for review.
      - (ii) Mailing and collection by State Office.
      - (iii) Requests or contracts approved by the President or the Board of Directors.
    - (c) Coordinate allocation of field or equipment repairs outside of Parks and Rec require repairs and purchases within the Budget.
    - (d) Obtain purchase orders from State Office, prior to purchase, for any expenditures outside the Budget.
    - (e) Submit league schedules for billing and archiving.
    - (f) Submit Board Meeting reports.
    - (g) Communication with Executive Director on any issues or concerns.
    - (h) Coordinate placement and usage time frame of portable toilets at all complexes.
    - (i) Allocate fields and coordinate field marking for State run tournaments, events or programs.

7. Past President. The immediate Past President of this Corporation shall become a member of the Board of Directors until the next annual meeting only, and shall have one vote at all meetings.

## II. DISTRICT BOARDS

A. Membership and voting. The District Commissioner for each district shall chair a District Board which shall consist of:

1. The officers elected at the Annual District Meeting (i.e. District Commissioner and Secretary-Treasurer), who will be accorded one (1) vote each.
2. The officers appointed by the appropriate State Directors with the recommendation of the District Board (i.e. District Director of Coaching, District Director of State Select/Olympic Development Teams, District Referee Administrator), who will be accorded one (1) vote each.
3. A representative from each affiliated member organization.

Each club votes will be based upon the following formula of membership:

- a) 0-500 - 1    501-1000 - 2    1001 -1500 - 3    over 1501 - 4
- b) Each league whose teams are wholly located within the district boundaries will be accorded one (1) vote.
- c) Each league whose teams are located in more than one district will be accorded one (1) vote in those districts in which more than ten (10) teams reside.

B. Duties and Powers. The duties of the District Board shall be determined by the membership of the Nebraska State Soccer players, coaches and their representatives registered with Nebraska State Soccer within that district.

1. The District Board has the power to appoint such other and further officers as may be necessary or appropriate to carry out the general objectives of the Nebraska State Soccer.
2. The District Board shall be responsible for conducting the business and administering the affairs of the district and shall include, but not be limited to, the following:

Enforcing the Constitution, Bylaws and Operating Procedures of this Association and of the District.

- a) Approval of formation and operation of district tournaments as may be conducted by member associations for their membership only.
- b) Approval of inter-association play.
- c) Approval of formation of district select teams.
- d) Approval or removal of district committee directors.
- e) Recommendations to the Nebraska State Soccer Board of Directors for suspension or removal of district officers.
- f) Recommendations to the Nebraska State Soccer Board of Directors for suspension or expulsion of member associations in accordance with Article XIV of the Nebraska State Soccer Constitution and Article XI of the Bylaws.

C. Meetings. District Boards shall meet in months alternating with Nebraska State Soccer Board of Directors meetings and at such other times as the Board members may determine is necessary or appropriate to discharge the duties of their respective offices.

D. Elections.

1. Officers. Officers of the District shall be elected in the manner provided for Article XIV of the Nebraska State Soccer Constitution and shall hold office until the next election.
2. District Commissioner. A District Commissioner shall be elected to administer each Nebraska State Soccer district. Such election shall automatically confer on that individual a seat on the Nebraska State Soccer Board of Directors. A District Commissioner shall be elected by a majority of the eligible voting members of the district for a period of two years except as otherwise provided in Article XIV of the Nebraska State Soccer Constitution.

### III. NOMINATING COMMITTEE

A. Membership. A Nominating Committee will be appointed in August of each year. The Past President shall chair the Committee with a minimum of two other members appointed by the Board of Directors.

B. Duties. The Committee shall nominate a slate of candidates for each of the Nebraska State Soccer elected positions. These nominations will be publicized in the written notice provided for the general meeting or special meetings called to elect officers. Nominations will be allowed from the floor during the elections meeting itself if:

1. The nomination is made by a voting member of the Corporation, and
2. At least 25 votes are cast in favor of placing the floor nomination on the ballot.

### IV. STANDING AND SPECIAL COMMITTEES (11/2002)

A. The president shall annually appoint, subject to approval of the board of Directors by no later than the first Board meeting after the annual meeting, the members of the following standing committees;

1. Coaching Committee
2. Nebraska Championship Committee
3. Grievance Committee
4. Referee Committee
5. Fields Committee
6. Risk Management Committee
7. Adult Advisory Committee

B. The board of directors shall prescribe the responsibilities of each of the standing committees.

C. The president, subject to approval of the board of directors shall establish special committees as the President considers necessary, prescribe the responsibilities of each of those committees, and appoint members to each of those committees. Each special committee must have a specific objective, a specific deliverable and a term.

D. The President shall name the Chairman of each standing and special committee from among the members of the committee.

E. No paid employee of Nebraska State Soccer Association may be appointed as a voting member to any committee except for the Coaching Committee where the Director of Coaching will be the chairperson and a voting member of the committee.

## V. COMMITTEE DUTIES

### A. Coaching Committee

1. Membership. The President shall appoint a Coaching Committee of at least three (3) members. The Association Director of Coaching will be the chairperson and will be a voting member of the committee. Any other Affiliate Member coach is welcome to attend the meetings and shall have a vote (one only) if in attendance at any meeting.

2. Duties and responsibilities.

a) Forming coaches of issues or policy changes in the state,

b) Discussing, evaluating, and providing recommendations on Association priorities and issues as they relate to player and coach development

c) Provide comments on any rule changes potentially impacting coaches,

d) Discuss, evaluate, and provide recommendations on new concepts regarding player or coach development.

### B. Nebraska Championship Committee: (August 06)

1. Membership. The President shall appoint a Nebraska Championship Committee of three (3) members. The Youth Commissioner Competitive will be the chairperson, the Referee State Game Assignor and a member at large will make up the nominations.

2. Duties and Responsibilities. Responsible for the administration of the Championship competitions and all duties as defined in the Nebraska Championship Policy.

### C. Fields Committee:

1. Membership. The President shall appoint a Fields Committee of a minimum of three (3) members. The Fields Commissioner will be the chairperson of the committee.

2. Duties. Responsible for the coordination and oversight, in conjunction with office staff, of the fields in District 3.

D. Dispute Resolution Committee:

1. Membership. When necessary, the President shall create a Dispute Resolution Committee of 5 members based on member availability to meet the appropriate time commitments for resolution of appeals.

2. Duties and Responsibilities. The Dispute Resolution Committee will mediate disputes among Affiliate Members. All decisions by the Committee shall be reported to the Board of Directors and shall constitute the decision of the Board unless such decision is modified by the Board and does not contravene Nebraska State Soccer, USYSA, or USSF Bylaws and Policies. (Jan 08)

E. Adult Advisory Committee

1. Membership. Each adult league in the Association can have up to two members on the committee. The Association Adult Commissioner will be the chairperson and will be a voting member of the committee.

2. Duties and responsibilities.

a) Discussing, evaluating, and providing recommendations on Association priorities and issues as they relate to adult leagues and play.

b) Provide comments or suggestions on rule changes impacting adult leagues and play,

c) Meet at least twice a year to discuss, evaluate, and provide recommendations on new concepts regarding adult leagues and play.

## VI. PENALTIES, DEBTS AND ASSESSMENTS

A. Assessments of Clubs. 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 power to assess equally every member club thereof its prorata share, and every member club thereof shall stand suspended until its assessment is paid.

B. Responsibility of Players and Officials. Every member and official of a club directly affiliated with this Association is a member thereof. Each 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 can be shown that he is connected with perpetration of the offense.

C. A member Organization or Sustaining member failing to pay any fees due Nebraska State Soccer, any affiliate of US Soccer, USASA or US Youth Soccer that are past due by thirty (30) days after billing date shall be provided written notice of the delinquency. If the member has failed to pay those fees after a period of thirty (30) days after the date specified in the notice of delinquency, the member will be held in bad standing. A Member in bad standing will be suspended from all activities of Nebraska Soccer, US Youth Soccer and the USSF. The member in bad standing will come in front of the Board of Directors at the next Board meeting to defend termination of

membership. The member shall be notified in writing the date of the Board meeting that termination will be heard. (June 06)

D. A member failing to pay any fees due a Nebraska State Soccer affiliate member may be held in bad standing until such fees are paid. The affiliate member shall notify the State Office of their request for bad standing and shall notify their member of the request to the State Office. A Member in bad standing will be suspended from all activities of Nebraska Soccer, US Youth Soccer and the USSF. The member of the affiliate member shall be notified in writing by the State Office of being held in bad standing.

## **VII. EMPLOYMENT AND CONTRACT**

A. Any vacant or newly created position of employment for this association shall be opened and advertised to the general public (association membership and community where the employment is to be served) for a period of at least 90 days. Executive positions (e.g., Director of Coaching, Executive Director) shall be advertised nationally. The Board of Directors may override this provision by a unanimous vote at any regular meeting of the Board of Directors.

B. Any contract for services or products, exceeding \$200 in any one year, with a family member or relative of an employee or member of the Board of Directors shall require a majority vote of the Board of Directors. (November 97)

## **VIII. RISK MANAGEMENT/KIDSAFE PROGRAM**

A. Risk Management/Kidsafe Program Mission

1. The Kidsafe Program is a program to foster safe circumstances for every person, and especially every child, who participates in a Nebraska State Soccer Activity. It is designed to inform all volunteers and staff concerning the risks associated with youth programs.

2. To promote health, safety and protection of children in the game of soccer, Nebraska State Soccer has adopted the following objectives:

3. To identify all volunteers and staff;

4. To develop and communicate the Kidsafe Program Overview to all coaches and program administrators;

5. To monitor the implementation of the above objectives.

B. It is the intent of Nebraska State Soccer and its affiliated organizations to exclude from participation, at a minimum, all persons who have been convicted of crimes of violence or crimes against persons.

C. Kidsafe Program Overview and Operation

1. Overview. All volunteers and staff will submit a Disclosure Form online at the State's web site. The State web site will be linked to the online registration provider's web site so that upon submittal of the form, the registration program will know that the form has been submitted. When the form is submitted it



will go into a Disclosure Form Database. Affiliate Members will not have to collect the Disclosure Forms. If yes is checked on any of the background questions, the State Kidsafe Coordinator will be notified immediately and will review the form as required within the policy.

2. The State Kidsafe Coordinator will check as necessary the Disclosure Form Database for compliance of all Affiliate Members in entering their volunteers and staff as described in Section

3. Each Affiliate Member Coordinator will be able to go into the Disclosure Form Database to see compliance within their organization and will be required to contact their volunteers and staff for submittal of forms. Effective January 1, 2005, no passes will be issued for coaches until they have submitted their Disclosure Form.

4. Nebraska State Soccer will require all registered coaches to complete a background check. Nebraska State Soccer will run the background check through the registration software. The Nebraska State Soccer Board will determine the costs and billing each yearly registration cycle no later than the AGM. (Apr 17)

5. Nebraska State Soccer will also do a criminal history checks (background checks) on all staff, including ODP and Coaching Staff. If there is risk management concerns on any checks the State Coordinator will work with the Affiliate Member Coordinator to clear up any concerns.

D. Operations.

1. Coordinators:

a) State Level: The Operations Manager/Executive Director will be name the State Kidsafe Coordinator and the President or a designated representative will be the alternate. The Board of Directors can approve Assistant Kidsafe Coordinators as needed.

b) Affiliate Member Level: Each Affiliate Member will name an Affiliate Member Coordinator. If the Affiliate Member names no one, then the President of said affiliate will be the Coordinator.

2. Duties of Coordinators: State Kidsafe Coordinator, Alternate or Assistants:
  - a) Administration of Program
  - b) Notify all Affiliates Members of Kidsafe Program requirements.
  - c) Maintaining the Disclosure Forms Database in secure storage to ensure confidentiality.
  - d) Maintaining the Criminal History Reports (background checks) in secure storage to ensure confidentiality.
  - e) Maintaining all written records in secure storage to ensure confidentiality.
  - f) Ensuring and documenting Affiliate Member compliance.
  - g) Review of Disclosure Forms Database.
  - h) Coordination of criminal history checks (background checks) for random or requested checks.
  - i) Contact applicants as needed if there are risk management concerns on any Disclosure Forms or Criminal History Checks (background checks).
  - j) Administrative notification of suspension to those applicants (whether new applicants or returning members) who fail to meet the standards of the program as defined by this bylaw and to any Affiliate Member that applicant is affiliated.
  - k) Notify Risk Management Committee (RMC) of any suspensions, risk management concerns with Disclosure Forms Database or Criminal History Checks (background checks).

E. Alternate shall perform the duties of the State Kidsafe Coordinator in the event of the latter's absence or disability. Assistants will help in all areas, but exposure to confidential information will be limited.

1. Affiliate Member Coordinator:
  - a) Notify all members in their organization of Kidsafe Program requirements.
  - b) Ensuring and documenting member compliance.
  - c) Registering all members in the registration program, including all individuals that may have interaction with youth players.
  - d) Checking Disclosure Form Database for non-compliance on entry for required forms.
  - e) Contacting members as needed for compliance.
  - f) State contact for any risk management concerns with their members.

## **IX. Risk Management Committee (RMC):**

A. Membership - The RMC members will be the Operations Manager/Executive Director, the President and the Past President. The President may appoint a replacement if any of these positions is vacant.

B. Duties:

1. Review with State Kidsafe Coordinator any risk management concerns with in the program.
2. Revoke any applicant's privileges as volunteers, employees or anyone position listed under Conditions for Registration for risk management concerns as established by the Board of Directors.

3. Notify Board of Directors of any revoking or suspension of privileges during Executive Session of any Board Meeting.

C. Condition of Registration or Employment Requirements: Nebraska State Soccer and US Youth Soccer have placed as a condition of registration or employment the following requirements for all volunteers, contractors and staff:

1. Only persons who comply with this condition and requirements shall be registered or employed.
2. Shall complete a Disclosure Form upon seeking to volunteer or to be employed.
3. Shall by completion of Disclosure Form agree to be subject to a legally sensitive criminal history check (background check) before or during their participation in the Nebraska State Soccer activities.

D. Definition of Volunteers and Staff: Volunteers and Staff are defined as:

1. Non-paid members of the Board of Directors; Education Staff; Coaching Education Staff; ODP Coaches and Scouts; Affiliate Member's Officers and Board Members; and Program Directors, Team Managers, Athletic Trainers, Coaches, Assistant Coaches and Substitute Coaches, and anyone else at the discretion of any Affiliate Member who may have interaction with youth under the umbrella of Nebraska State Soccer.
2. Employees of Nebraska State Soccer and any of its Programs and Affiliate Member's.

E. Suspensions or Revocation of Privileges:

1. The State Kidsafe Coordinator has the authority to suspend any member's privileges of serving or being paid as volunteers or staff for risk management concerns, provided the suspension is submitted to the RMC within 10 days of the date of the suspension.
2. The RMC has the authority to suspend, or revoke any member's privileges of serving or being paid as volunteers or staff for risk management concerns as established by the Board of Directors. Once the RMC has suspended or revoked a member's privilege, the decision may not be overruled except as set forth in the appeals process in Section 7.
3. An Affiliate Member, upon written request, may petition to suspend or revoke the privileges of a member for risk management concerns. The written request shall be submitted to the State Kidsafe Coordinator in care of the Nebraska State Soccer Office. The State Kidsafe Coordinator shall investigate the request and reply in writing within Thirty (30) days to the Affiliate Member.

F. Upon reviewing the results of any background check conducted, the RM offenses and/or convictions listed below, in whole or in part, may cause the Risk Management Applicant to be immediately disqualified from participation with the NSS, all NSS related activities and events, all NSS affiliated league activities and events, and all US Youth Soccer related activities and events. NSS reserves the right to contact the applicant regarding their

criminal history in an attempt to gather more information. Information provided by the applicant is taken into consideration by the RM Committee in determining the eligibility of the applicant to participate with NSS. (2016)  
Offenses not listed here are still susceptible to Disqualification at the RM Committee's discretion:

1. Any conviction or adjudication of guilt for a crime against a person, whether misdemeanor or felony.
2. Any conviction or adjudication of guilt for drugs or narcotics felony crimes in the last seven (7) years.
3. Any conviction or adjudication of guilt for sale, manufacture or intent to deliver drugs.
4. Any conviction or adjudication of guilt for a crime against a child, or offenses relating to morals, whether misdemeanor or felony.
5. Any conviction or adjudication of guilt for child abuse, whether misdemeanor or felony.
6. Any record of sexual offense and/or sexual misconduct, including, but not limited to misdemeanor or felony convictions or charges.
7. Intentionally falsifying information on the Disclosure Form.
8. Refusal to fully complete the Disclosure Form.
9. Any conduct which discriminates against any individual on the basis of race, color, ancestry, national origin, religion, age, marital status, sex, and sexual orientation which includes sexual harassment, which may consist of a request for sexual favors, unwanted or illegal sexual advances or propositions, verbal, physical and visual harassment, stalking, and unwanted or illegal sexual contact.
10. Any person who becomes involved as a defendant in litigation detrimental to the welfare of youth players, or litigation based on activities or conduct that reasonably may be deemed to be detrimental to the welfare of youth players shall be suspended by the RMC or State Kidsafe Coordinator from all soccer-related activities until completion of the litigation. Upon written request of the suspended person, the status of such person shall be reviewed by the RMC at the completion of the litigation. Matters detrimental to the welfare of youth players shall include but not be limited to crimes of moral turpitude, felonies and any of the crimes or activities referred to above. The person has a right to appeal whether the matter that is the substance of the accusation, if true, is detrimental to the welfare of youth players. Privileges may be reinstated at the conclusion of the litigation process by the RMC.

G. Appeal Procedures: The Board of Directors shall hear appeals arising from Risk Management/Kidsafe Program suspensions or revocations. The decisions of Board of Directors shall be appealed to USSF pursuant to USSF Rule 705. The appeal process will be as follows:

1. All appeals shall be subject to normal appeal fees.
2. Upon receipt of the notice of suspension, or revocation the applicant has fifteen (15) business days to notify the RMC of intent to appeal such action. This notification shall be in writing and sent to the RMC in care of the Nebraska State Soccer Office.
3. The applicant will be notified, in writing, of the time, date and place of the appeal hearing. Such notification shall be sent by regular mail, e-mail or via facsimile transmission.

At the time of the hearing, all evidence on behalf of Nebraska State Soccer shall be presented to the appeal board by the RMC. The appellant may present any supporting documentation for the appeal.

H. Notification Procedures: Notification of risk management actions shall be communicated to the principle parties at the same time and shall be accomplished by Certified mail.

I. Submittal Disclosure Forms: Submittal of Disclosure Forms will be required by anyone defined in Section 4 of this policy and be submitted in the following manner:

Online Disclosure Form - available at Nebraska State Soccer web site or from a link on any Affiliate Members web site. Submitting the form online and by checking the box authorizing processing will be considered signing the form and will allow processing of the form for criminal history checks (background checks).

J. Processing Criminal History Checks (background checks): The State Kidsafe Coordinator will be responsible for contracting with a service to provide the criminal history checks, keeping in mind the budget for said checks.

## X. AMENDMENTS

These Bylaws may be altered, amended or repealed and new Bylaws may be adopted by the Board of Directors by a majority vote provided that written notice of such intent to amend or repeal and a draft copy of the proposed amendment or repeater shall be presented to the various members of the Board of Directors at least thirty (30) days prior to the meeting at which action on a proposed amendment or repeater is to take place.

Secretary            Date