



ASA BYLAWS

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PART I - GENERAL

Bylaw 101. NAME

This organization shall be incorporated as the "Arizona Soccer Association, Inc." It shall be referred to as "Arizona Soccer Association" and/or "ASA."

Bylaw 102. PURPOSE

Section 1. It is the mission of ASA to foster the physical, mental and emotional growth and development of its members within the State of Arizona through the sport of soccer at all ages and levels of competition. This change is effective immediately.

Section 2. The Arizona Soccer Association shall maintain its tax-exempt status under the Internal Revenue Code.

Section 3. The ASA shall maintain its non-profit corporation status, organized and existing under the laws of the State of Arizona.

Bylaw 103. AFFILIATION

Section 1. The ASA shall be a member of and comply with the authority of US Youth Soccer and US Soccer.

Section 2. The "Laws of the Game" as authorized by FIFA, and modified for youth play by US Soccer, US Youth Soccer, or the ASA, apply to youth soccer games sanctioned by ASA.

Bylaw 104. EQUAL OPPORTUNITY

Section 1. The ASA shall provide an equal opportunity to athletes, coaches, trainers, managers, administrators, and officials to participate in youth soccer competitions without regard to that individual's race, color, religion, national origin or sex.

Section 2. Individuals serving on the Board of Directors or a committee of ASA shall be selected without regard to that individual's race, color, religion, national origin, age or sex.

Section 3. The ASA may not have eligibility criteria relating to amateur status more restrictive than those of US Youth Soccer.

Bylaw 105. SEASONAL AND FISCAL YEARS

The fiscal year of ASA will begin on July 1 of one calendar year and end on June 30 of the following calendar year.

Bylaw 106. USE OF NAME AND LOGO AND COLORS

Section 1. No one may use the name or initials of ASA, any of its trade names including Arizona Soccer Association and ASA, or any of its logos except as provided under these bylaws or except with the express written consent of ASA.

Section 2. The colors of ASA are red, white and blue.

Bylaw 107. ROBERT'S RULES OF ORDER AND QUORUM

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

Bylaw 107. ROBERT'S RULES OF ORDER AND QUORUM (continued)

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

Bylaw 108. BOUNDARIES

Section 1. The boundaries of the Arizona Soccer Association shall be that area that is defined by the legal boundaries of the State of Arizona.

Section 2. The General Assembly shall create geographical subdivisions within the boundaries of the ASA which shall be designated as "Districts."

Bylaw 109. AUTHORITIES

Section 1. Effective January 28, 2018, the ASA shall be governed by its bylaws as presently constituted except in those matters reserved to US Soccer, US Youth Soccer, CONCACAF and FIFA. US Soccer governing documents take precedence over and supersede the governing documents of the Association to the extent applicable under Arizona State law.

Section 2. The Arizona Soccer Association will not join any organization that has requirements that conflict with the US Soccer's governing documents.

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

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

Section 5. ASA adopts the rules and procedures set forth on its website entitled "Red Card Procedures", "ASA Ejections & Suspensions Policies and Procedures" and "ASA Hearing Policies and Procedures"

Bylaw 110. DISSOLUTION

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

Bylaw 111. DEFINITIONS

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

- "Amateur Sports Act" means the Ted Stevens Olympic and Amateur Sports Act (chapter 2205 of Title 36, United States Code).
 - "Associate" means an organization formed to advance a particular aspect of youth soccer, but not responsible for recruiting, training, fielding, and funding of players as provided under Bylaw 221.
 - "Association" means the Arizona Soccer Association.
 - "ASA" means the Arizona Soccer Association.
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- “Board of Directors” means the Board of Directors of ASA established under Bylaw 411.
- “Club” means an organization member of this association as provided under Bylaw 211, and meeting the requirements of the primary league in which the club has seven (7) or more players in active scheduled competition.
- “District” means one of those districts established under Bylaw 322.
- “Federation” means the United States Soccer Federation, Inc.
- “FIFA” means the Federation Internationale de Football Association of which US Soccer is the national association member for the United States.
- “Individual Member” means an individual who is a member as provided under Bylaw 231.
- “League” means an organization member of this association as provided under Bylaw 211.
- “Organization Member” means an organization that is classified as such a member of USYSA as provided by Bylaw 202.
- “State Association” means the administrative body within a territory determined by the National Council to carry out US Youth Soccer’s programs for youth players.
- “General Assembly” means the General Assembly of ASA as provided under Bylaw 311.
- “Team” means a group of soccer players playing on the same side in soccer games.
- “USOC” means the United States Olympic Committee that is the corporation established under the Amateur Sports Act to oversee all amateur athletic activity in the United States.
- “US Youth Soccer” means the United States Youth Soccer.
- The definition of the term, “Youth player,” shall be that used by USYS and USSF in their Bylaws, Rules, Policies & Procedures.
- “Protests” are generally related to a specific game or administrative action, and are filed by one of the involved parties.
- “Appeals” are the result of an adverse decision from a protest hearing, administrative action, disciplinary hearing or lower level appeal. Only those parties to the original action, who are adversely impacted by such decisions, shall be allowed to appeal.
- “Disciplinary hearings” are: A result from allegations of misconduct. Such misconduct must be a violation of a published rule, regulation or procedure. They are a result of Complaints of a general nature.
- The “Executive Board of ASA” is comprised of the President, Vice President, Director of Tournaments, Director of Leagues, Director of Development, Director of Community Relations, Sergeant at Arms, Secretary, Treasurer, and the District Commissioner Liaison.
- “Provisional Membership” is a type of temporary membership given to a League or Club which bestows all the rights and responsibilities of full membership of that classification of League or Club except the Provisional Member may not vote.

PART II - MEMBERSHIP
Subpart A - General

Bylaw 201. ELIGIBILITY

The membership of ASA is open to all soccer organizations and all soccer players, coaches, trainers, managers, administrators and officials without discrimination on the basis of race, color, religion, age, sex or national origin and upon payment of appropriate fees.

Bylaw 202. MEMBERSHIP CATEGORIES

ASA has the following categories of membership:

- (1) League
 - (2) Club
 - (3) An individual as defined in Bylaw 221.
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Bylaw 203. PROHIBITION ON TRANSFERRING AND ASSIGNING MEMBERSHIP

Membership in ASA is not transferable or assignable. Membership terminates when ASA dissolves, the League/Club dissolves, the individual member dies or dissolves or as provided under these bylaws.

Bylaw 204. GENERAL RESPONSIBILITIES

Section 1. In addition to other requirements of these bylaws:

- (a) Falsification of records shall be grounds for removal from future participation and/or membership in this Association;
- (b) A plea of ignorance to the bylaws, policies and procedures of this Association is not an excuse or defense and violators may expect appropriate action by the Board of Directors;
- (c) Any person found guilty of violating the bylaws, policies and procedures of this Association may be asked to appear before the Board of Directors in order to explain his/her actions.

Subpart B – Organization Members

Bylaw 211. ADMISSION TO MEMBERSHIP

Section 1. The Board of Directors shall follow the New Club Policy & Procedures to determine eligibility of an applicant to become a new Club/League within ASA.

Section 2. Any organization approved under the applicable New Club Policy & Procedures shall field only developmental and recreational teams for the first two years. Said teams may not advance to State league during those two years.

Bylaw 212. TERMS OF MEMBERSHIP

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

Section 2. Teams in all leagues sanctioned by ASA must use ASA passes for all games. Exception to this bylaw: in-house teams playing in their own in-house league do not require passes. Said teams may participate in tournaments hosted by their own Club with the presentation of a certified roster signed by their Club or League Registrar or by ASA.

Bylaw 213. GENERAL RESPONSIBILITIES

Section 1. Effective January 28, 2018, In addition to other requirements of these bylaws, each Organization Member shall:

- (a) To the extent consistent with applicable law, comply with the bylaws of ASA, US Youth Soccer and US Soccer;
- (b) To the extent consistent with applicable law, comply with policies, procedures and requirements of ASA's internal operations and the administration of ASA programs;
- (c) Submit to ASA any amendments to its charter or articles of incorporation, bylaws, rules and regulations no later than 90 days prior to the seasonal year that it affects; and shall submit a current copy of their Bylaws/Rules every two years (even numbered years);
- (d) Re-apply for membership each seasonal year;
- (e) Annually register with ASA every player, coach and administrator;
- (f) Require that each of its members annually register with ASA every individual player, coach, team and administrator that is sponsored, financed, coached, organized or administered by that member;
- (g) Require that all players be registered prior to their first game appearance;
- (h) Be responsible for ensuring that every volunteer and employee who has contact with players and/or personal financial information, etc., submits and passes the appropriate Risk Management protocol. ASA is also responsible for ensuring that every volunteer and employee who has contact with players and/or personal financial information, etc., submits and passes the appropriate Risk Management protocol.

- (i) Be responsible for governing those persons associated with their operations. Teams shall abide by the League rules under which they are registered and in which they are playing.
- (j) Ensure that teams affiliated with ASA do not play games against non-US Soccer affiliated teams without prior written approval. Teams and clubs that fail to obtain the required written approval from the State Registrar may be subject to disciplinary action including suspension.
- (k) Ensure that US Soccer's articles, bylaws, policies and requirements on intra-play and interplay are followed.
- (l) Ensure that teams do not use their US Youth passes issued by ASA to participate in non-US Youth sanctioned events.

Section 3. Organization members may not take any adverse action against any ASA individual member based upon their participation in the Olympic Development Program. Adverse action shall include but not be limited to restricting playing time, releasing an individual member from a team or demanding additional commitment from that individual member above and beyond what is demanded from any other individual member *who* is similarly situated.

Section 4 Each Organization Member shall retain its own autonomy except as otherwise provided in these bylaws.

Subpart C - INDIVIDUAL

Bylaw 221. ADMISSION TO MEMBERSHIP

- Section 1. An individual who is a player, coach, referee, administrator or parent/guardian of a player is a member of ASA:
- (a) Through that individual's membership or association with a Member League or Member Club;
 - (b) As an elected officer or member of the Board of Directors;
 - (c) If the individual occupies an unpaid administrative position;
 - (d) As a committee member of ASA;
 - (e) As parents and/or guardians through their child's membership with a member league or member club.

Bylaw 222. TERMS OF MEMBERSHIP

Section 1. The term of membership of an Individual member is for one seasonal year or the duration of membership or association within a Member League or Member Club, or the term of election/appointment to the position of office noted in Bylaw 402.

Subpart D - FEES

Bylaw 231. MEMBERSHIP FEES

Section 1. Each year, ASA shall establish fees for all membership levels (League, Club, Team) and the deadlines by which said fees shall be paid. These fees shall be recommended by the Board of Directors and ratified at the Annual General Meeting.

Section 2. Each Club Member shall pay to ASA annual fees for each player registered in an amount recommended by the Board of Directors and ratified at the Annual General Meeting. Annual fees for each player are due at the time of registration of said player.

Section 3. Any changes in annual fees for registered players being recommended by the Board of Directors shall be forwarded to all voting members no later than 30 days prior to the Annual General Meeting.

Section 4. ASA may increase annual fees for each player if such increases are as a result of a national membership increase from USYS or USSF.

Subpart E - SUSPENSIONS, FINES, TERMINATIONS AND REINSTATEMENT

Bylaw 241. SUSPENSIONS, FINES AND TERMINATIONS

Section 1. When a Member fails to pay any fees due to ASA, the Financial Policy shall be followed.

Section 2. Any fine imposed upon or debt owed by any member shall be binding on every club thereof. If a member league or association under such circumstances disbands or ceases, for any reason to operate under the jurisdiction of ASA, the ASA shall have the power to assess equally every member club thereof its prorated share and every member club thereof shall stand suspended until its assessment is paid.

Section 3. The Board of Directors may suspend, fine, or terminate (or any combination thereof) the membership of any Member of the Association if the Board determines that:

- (a) The conduct of the Member is adverse to the best interests of soccer, ASA or the purpose for which ASA has been formed; or,
- (b) The member has not complied with the requirements of its membership in ASA. The Board of Directors may act only after a hearing, reasonable notice to the member of the time and place of the hearing and providing the member with a reasonable opportunity to present evidence in support of the member's position.

Section 4. All Members of ASA upon notification by ASA must recognize a suspension or other disciplinary action imposed by ASA in accordance with these bylaws. ASA and all other ASA members shall recognize suspensions and other disciplinary actions imposed by Members of ASA on proper notification to ASA, and determination by ASA that the party subject to the action received hearing and procedural rights substantially similar to those set forth in these bylaws.

Section 5. ASA must recognize suspensions and rulings of all organizations under the jurisdiction of US Youth Soccer and US Soccer when notified thereof.

Section 6. The ASA Office and Vice President must be notified within thirty (30) days of action of any suspension of three (3) months or more.

Bylaw242. SUSPENSION BECAUSE OF LITIGATION

Section 1 Any person participating in an ASA program, or in a program of a member of ASA who is arrested or otherwise becomes a defendant in litigation, criminal or civil, detrimental to the welfare of youth players or litigation based on activities detrimental to the welfare of youth players, shall be suspended from all soccer-related activities. The Board of Directors shall determine suspensions under this bylaw. Matters detrimental to the welfare of youth players shall include crimes of moral turpitude and felonies. The person has a right to appeal the suspension only over whether the matter which is the substance of the accusation, if true, is detrimental to the welfare of youth players.

Section 2. On completion of the litigation, the suspended person may inform the body suspending the person under Section 1 of this bylaw that the litigation has been completed and request that the suspension be terminated and the person reinstated. The suspending body may grant the request of the person or, if the decision of the litigation was adverse to the person, may continue the suspension for a period specified by the suspending body, fine the person, terminate all membership of the person with the suspending body and its members, or any combination of those authorized penalties.

Bylaw 243. RESIGNATIONS

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

Bylaw 244. REINSTATEMENT

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

**PART 111 – ORGANIZATION
Subpart A – Voting**

Bylaw 301. ORGANIZATION MEMBERS

Section 1. Each duly affiliated club, in good standing, is entitled to vote at General Assembly meetings. (a) A club shall have the following number of votes:

1.	7-200 players	=	1 vote
2.	201-400 players	=	2 votes
3.	401-600 players	=	3 votes
4.	601-800 players	=	4 votes
5.	801-1,000 players	=	5 votes
6.	1,001-1,500 players	=	6 votes
7.	1,501 players and over	=	7 votes

No club will exceed a total of 7 votes for any reason.

- (b) At each Annual General Meeting, the number of votes of a club is determined by the number of players registered and fees paid by the club with ASA, according to the ASA registrar, as of fifteen (15) days before the date of the Annual General Meeting.
- (c) At Annual General Meetings, a club may have delegates equal to the number of votes said club is allowed to cast at the meeting, regardless of number of representatives of the club that are present, and as long as a minimum of one representative is present. All votes of the club may be cast by any of the designated delegates of that club present at the time of the vote, even if not all representatives are present.

Section 2. Each duly affiliated league, in good standing, is entitled to one vote only at Annual General Meetings.

Section 3. No Organization Member may exercise its franchise to vote at Annual General Meetings without submitting authorization in writing to the Secretary of the Association. This letter must specify

the Organization Member's delegate(s) by name, must be signed by the highest-ranking office of that Organization Member, and be actually received prior to the Annual General Meeting.

Section 4. Individual Members are not entitled to vote at any meeting except as otherwise provided in these bylaws for officers and/or members of the Board of Directors.

Bylaw 302. OFFICERS AND BOARD OF DIRECTORS

Section 1. The individual who is chairing a meeting of the Annual General Meeting may vote only when the vote is by ballot or, in all other cases, to affect the result of the vote.

Section 2. The immediate Past President of the Association is a member of the Board of Directors without a vote.

Section 3. Each member of the Board of Directors, except as outlined in Sections 1 and 2 of this bylaw, is entitled to one vote each at Annual General Meetings.

Bylaw 302. LIMITATION

An individual may vote at any meeting of ASA in only one capacity.

Subpart B – Annual General Meeting

Bylaw 311. COMPOSITION AND GENERAL AUTHORITY

Section 1. ASA has a Membership that is composed of representatives of Organization Members and the Board of Directors.

Section 2. The Membership at its Annual General Meeting has the sole authority to:

- (a) Amend the bylaws of ASA;
- (b) Adopt the budget of ASA;
- (c) Elect all officers (except District Commissioners);
- (d) Approve fees;
- (e) Ratify actions of the Board of Directors;
- (f) Ratify any redistricting;
- (g) Conduct additional business at the Annual General Meeting as deemed appropriate by the Board of Directors.

Bylaw 312. ANNUAL GENERAL MEETING

Section 1. The Board of Directors shall hold an Annual General Meeting each year on or before March 30th.

Section 2. ASA has the following nine (9) administrative, geographical regions:

- District 1-North
- District 1-South
- District II
- District III
- District IV
- District V
- District VI
- District VII-North
- District VII-South

Section 3. ASA shall provide to each Organization Member, the Board of Directors and all voting members no later than 30 days prior to the Annual General Meeting in writing:

- (a) Notice of the Annual General Meeting, giving the agenda, date, time and location of said meeting;
- (b) Any proposals or motions to amend the Bylaws of the Association;
- (c) The proposed budget;
- (d) A list of any individuals who have declared candidacy for election to the Board of Directors as of the time of notification.

Section 4. The order of business at the Annual General meeting shall be as follows:

- (a) Call to Order
- (b) Roll Call
- (c) Credentials Report
- (d) Acceptance of Minutes of the previous Annual General Meeting
- (e) Acceptance of Reports and Confirmation of actions taken, and policies adopted by the Board of Directors
- (f) Unfinished business
- (g) Acceptance of the Budget
- (h) Amendments to the Bylaws and policies
- (i) Election of Officers (except District Commissioners)
- (j) New Business
- (k) Good of the Game
- (l) Adjournment

Section 5. Any business item (including proposed amendment to the bylaws of ASA to be presented at an Annual General Meeting must be submitted in writing to ASA 45 days prior to the Annual General Meeting.

Section 6. Any minor items, such as spelling errors, grammatical errors, or housekeeping changes may be made to the bylaws without recourse to an Annual General meeting vote.

Bylaw 313. SPECIAL MEETINGS

Section 1.

- (a) A special meeting may be called at any time at the request of:
 - 1. The President of ASA;
 - 2. A majority of the Board of Directors; or,
 - 3. At least seven (7) Organization Members of ASA.
- (b) The request shall state the business items to be considered at the special meeting. No other items may be considered at the meeting.

Section 2. Notice of a special meeting shall be provided to each Organization Member and the Board of Directors within 10 days of the call. The meeting must be held no less than 210 days and no more than 45 days of the notice.

Bylaw 314. PLACE OF MEETING

The Board of Directors may designate any place within the State of Arizona as the place for a meeting of the General Assembly.

Subpart C – Districts

Bylaw 321. GENERAL REQUIREMENTS

Section 1. ASA has the following 9 administrative, geographical regions:

District I-North, District I-South, District II, District III, District IV, District V, District VI, District VII-North and District VII-South.

Section 2. Each Organizational Member shall be a member of the district within whose geographic boundaries it is located.

Bylaw 322. COMPOSITION OF DISTRICTS

Section 1. District I-North is composed of the following county: Maricopa, including leagues/clubs listed in the area north of Camelback Road.

Section 2. District I-South is composed of the following county: Maricopa, including leagues/clubs listed in the area south of Camelback Road.

Section 3. District II is composed of the following counties: Pima and Santa Cruz.

Section 4. District III is composed of the following counties: Cochise and Greenlee.

Section 5. District IV is composed of the following counties: Gila, Graham and Pinal.

Section 6. District V is composed of the following county: Yuma

Section 7. District VI is composed of the following counties: Mohave and La Paz

Section 8. District VII-North is composed of the following county: Coconino, Apache and Navajo as of January 29, 2012.

Section 9. District VII-South is composed of the following counties: Yavapai as of January 29, 2012.

PART IV-OFFICERS AND BOARD OF DIRECTORS

Subpart A-Officers

Bylaw 401. OFFICERS

Section 1. The officers of ASA are the President, Vice President, Director of Tournaments, Director of Leagues, Director of Development, Director of Community Relations, Sergeant at Arms, Secretary, Treasurer, Past President (for a period of two years and without a vote) and the District Commissioners.

Section 2. The officer representing a geographic region within ASA is its District Commissioner.

Bylaw 402. ELECTIONS

Section 1.

- (a) The President, Director of Tournaments, Director of Development, Sergeant at Arms, and Secretary of ASA are elected for terms of 2 years at Annual General Meetings of ASA held in even-numbered years.
- (b) The Vice President, Director of Leagues, Director of Community Relations and Treasurer of ASA are elected for terms of 2 years at Annual General Meetings of ASA held in odd-numbered years.

Section 2.

- (a) Each District Commissioner is elected for a term of 2 years. A District Commissioner shall be elected by a majority of the eligible voting members of his/her District.
1. District Commissioners of Districts I-South, II, IV, VI and VII-South shall be elected in even-numbered years.
 2. District Commissioners of Districts I-North, III, V, and VII-North shall be elected in odd-numbered years.
 3. Each Organizational Member within the District shall have voting powers as outlined Bylaw 301, Section 1.
 4. Elections of District Commissioners shall be held within 90 days either side of the Annual General Meeting or at the Annual General Meeting itself.

Section 3. An officer referred to in this bylaw commences the officer's term of office after the adjournment of the meeting at which the officer was elected or appointed or, if filling a vacancy before the expiration of office, immediately after elected to fill the vacancy.

Bylaw 403. RESPONSIBILITIES OF OFFICERS

Section 1. The **President** of ASA shall supervise all activities of the ASA; the work of the Executive Board, the Board of Directors, and the General Assembly and shall chair all meetings of same. The responsibilities of the President shall include, but not be limited to, the following:

- (a) Be the chief executive officer of ASA;
- (b) Administer the affairs of ASA with the concurrence of the Board of Directors;
- (c) Be responsible for oversight of office procedures and personnel, which responsibility may be delegated;
- (d) Establish ASA committees and make committee appointments as provided by Bylaws 501 and 503;
- (e) Act as representative of the Arizona Soccer Association to USYS and USSF, which responsibility may be delegated, subject to the approval of the Board of Directors;
- (f) Oversee ASA insurance needs;
- (g) Execute instruments for ASA that the Board of Directors authorizes to be executed; and,
- (h) Perform other responsibilities assigned by the Board of Directors.

Section 2. The **Vice President** of ASA shall assist the President in all business of the ASA, become acting President during any temporary absence of the President. The responsibilities of the Vice President shall include but not be limited to the following:

- (a) Assume the responsibilities of the President when the President is absent, cannot act or refuses to act;
- (b) Oversee Protest, Appeals and Arbitration Committees (administrative) from ASA D&R Committees;
- (c) Oversee Discipline (players/coaches);
- (d) Oversee Risk Management Program;
- (e) Liaison to State Referee Administrator/State Youth Referee Administrator;
- (f) Perform other responsibilities assigned by the Board of Directors or the President.
- (g) Conduct informal, hearings, appeals, and conferences with players, coaches and parents and other members of ASA regarding red cards and other rule and bylaw violations and may lift or invoke those sanctions he or she deems appropriate, including but not limited to suspension, education, course work and community service. Players, coaches and other members have the right to appeal any decision made by the Vice President in such a proceeding.

Section 3. The **Director of Tournaments** of ASA shall assist the President in all business of the ASA, become acting President during any temporary absence of both the President and the Vice President. The responsibilities of the Director of Tournaments shall include but not be limited to the following:

- (a) Assume the responsibilities of the Vice President when the Vice President is absent, cannot act, or refuses to act;
- (b) Oversee state-sanctioned and state-run tournaments, including the sanctioning of said tournaments;
- (c) Be the ASA Liaison for teams traveling to Regional and National tournaments;
- (d) Perform other responsibilities assigned by the Board of Directors or the President.

Section 4. The **Director of Leagues** of ASA shall assist the President in all business of the ASA. The responsibilities of the Director of Leagues shall include but not be limited to the following:

- (a) Oversee all state-sanctioned and state-run leagues, including the sanctioning of said leagues;
- (b) Oversee selection and participation of ASA teams in regional and national competitions;
- (c) Perform other responsibilities assigned by the Board of Directors or the President.

Section 5. The **Director of Development** of ASA shall assist the President in all business of the ASA. The responsibilities of the Director of Development shall include, but not be limited to, the following:

- (a) Oversee the Olympic Development Program;
- (b) Oversee the Foreign Exchange Program; and,
- (c) Oversee of Coaching Education;
- (d) Perform other responsibilities assigned by the Board of Directors or the President.

Section 6. The **Director of Community Relations** of ASA shall assist the President in all business of ASA. The responsibilities of the Director of Community Relations shall include but not be limited to the following:

- (a) Promote player development in recreational soccer;
- (b) Oversee the educational programs for player and parent/spectator development;
- (c) Coordinate TOP Soccer Programs;
- (d) Coordinate Soccer Across America Programs;
- (e) Promote After School programs;
- (f) Act as ASA liaison to local government entities;
- (g) Perform other responsibilities assigned by the Board of Directors or the President.

Section 7. The **Sergeant of Arms** of ASA shall assist the President in all business of the ASA. The responsibilities of the Sergeant of Arms shall include but not be limited to the following:

- (a) Oversee all IT needs of the Association;
- (b) Enforce Roberts Rules of Order;
- (c) Perform time-keeping at all BOD meetings;
- (d) Oversight of all grant opportunities;
- (e) Oversee a Field Development Committee; and,
- (f) Perform special programs upon request from BOD Members.

Section 8. The responsibilities of the **Secretary** shall include but not be limited to the following:

- (a) Give proper notice of all ASA meetings;
- (b) Ensure minutes of Board of Director meetings, including the AGM and special meeting are taken. Once approved, ensure they are published and distributed in a timely manner;
- (c) Ensure that a record is kept of the name and address and other information of each Member, Director, Officer and employee of ASA;
- (d) Compile and publish the ASA Policies and Procedures and review on an annual basis and make them available online;
- (e) Serve as chair for the Credentials Committee for the AGM;
- (f) Serve as ASA Historian;
- (g) Perform other responsibilities assigned by the Board of Directors or the President.

- Section 9. The responsibilities of the **Treasurer** shall include but not be limited to the following:
- (a) Be bonded by a reputable bonding agency;
 - (b) Direct the keeping of full and accurate accounts of receipts and disbursements of ASA;
 - (c) Oversee the preparation of financial statements monthly and send them to all organizational members after the end of the reporting period, with additional statements being prepared as directed by the Board of Directors;
 - (d) Secure an independent review by a qualified accounting firm or individual of the financial accounts and transactions of ASA within 90 days of the completion of the financial year;
 - (e) Assist the Board of Directors in reviewing a proposed annual budget for ASA;
 - (f) Prepare papers regarding the tax-exempt status of ASA;
 - (g) Provide that all accounts be paid by check and the check bear two (2) signatures as approved by the Board and on file with the bank;
 - (h) Ensure the preparation, execution and submittal of forms required annually by the Arizona Corporation Commission to maintain the incorporated status of the Association;
 - (i) Ensure that at no time are any related parties the two (2) signatories on any ASA checking account;
 - (j) Oversee the Budget and Financial Committees;
 - (k) Audit state funded programs to ASA members (i.e., Grants, Scholarships, etc.) and,
 - (l) Perform other responsibilities assigned by the Board of Directors or the President.

- Section 10. The responsibilities of the **Past President** of ASA, who is a member of the ASA Board of Directors without vote, shall include but not be limited to the following:
- (a) Serve a one-year term;
 - (b) Serve as ASA Historian during term;
 - (c) Provide continuity and consulting services for the newly elected President and for any other member of the Board of Directors;
 - (d) Past President must have served a minimum of one full term (2 years) to be eligible for this position;
 - (e) Perform other responsibilities assigned by the Board of Directors or the President.
 - (f) The Past President position is a non-voting position.

- Section 11. The responsibilities of the **District Commissioners** of ASA shall include but not be limited to the following:
- (a) Direct the business of the district;
 - (b) Report in writing at each Board of Directors' meeting on the state of the District;
 - (c) Designate one District Commissioner as a liaison between the District Commissioners and the ASA Board of Directors. This liaison shall have a vote as a member of the Executive Board;
 - (d) Be present, where possible, at Annual General Meetings of the clubs/leagues in the district;
 - (e) Ensure that all teams and players in the district are properly registered;
 - (f) Hold district wide meetings on a bi-monthly basis;
 - (g) Designate one assistant to aid in the performance of duties;
 - (h) Oversee and promote growth within the district; and,
 - (i) Perform other responsibilities assigned by the Board of Directors or the President.

Bylaw 404. REMOVAL

- Section 1. Any officer referred to in Bylaw 401 or the Immediate Past President when serving as a member of the Board of Directors may be removed from office by a two-thirds vote of the members entitled to vote for that office.
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- Section 2. Any officer referred to in Bylaw 401 or the Immediate Past President, who is absent for two (2) consecutive meetings or a total of three (3) meetings of the Board of Directors during their term of office for any reason, other than in performing duties associated with their ASA responsibilities, may be removed from office by a majority vote of the Board of Directors.
- Section 3. Any officer referred to in Bylaw 401 or the immediate Past President when serving as a member of the Board of Directors, who has either been removed from office for cause or resigns from office, may not be appointed as a Board of Director of this Association for a period of no less than two (2) years from the date of removal or resignation.
- Section 4. With three (3) weeks written notification and after showing just cause and by a two-thirds (2/3) majority, the Board of Directors may remove an officer not performing the duties of the office for which he or she was elected.

Bylaw 405. VACANCIES

- Section 1. If any office, including the President, becomes vacant for any reason, the remaining members of the Board of Directors shall appoint an individual to the office to fill the balance of the term or until the next AGM, whichever comes first.
- Section 2. If the office of District Commissioner becomes vacant, the organization members of the district shall elect an individual to fill the vacancy for the balance of the term. This election must take place within a period of sixty (60) days of said occurrence. During the sixty (60) days, the Board of Directors may appoint an Acting District Commissioner. If such election is not held, the Board of Directors shall elect an individual to the office to fill the balance of the term or until the next AGM, whichever comes first.

Bylaw 406. RESTRICTIONS

- Section 1. Officers referred to in Bylaw 401 or committee chairs:
- (a) May not receive compensation (except for reimbursement of expenses) for services for their specific position; and,
 - (b) May not be a paid employee of ASA. The term 'employment' shall not mean any service performed by an Officer or a committee chair at a specific event for which the Association offers payment for the performance of such services to its members or others and has, in good faith, attempted to obtain performance of the service by its members or others prior to having the service performed by an Officer or committee chair. Nothing in this definition shall have any impact on the determination of whether someone hired by the Association is an employee or independent contractor for taxation purposes.
- Section 2. All officers must complete a conflict of interest statement.

Subpart B – Board of Directors

Bylaw 411. COMPOSITION AND GENERAL AUTHORITY

- Section 1.
- (a) ASA has a Board of Directors. The Board is composed of the officers noted in Bylaw 401 and the Immediate Past President.
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- (b) Each officer of the Board of Directors has one vote, except that the individual presiding at a Board meeting may vote only when the vote is by ballot or, in all other cases, to affect the result of the vote. The Immediate Past President is a member without a vote.

Section 2. Except as otherwise provided in these Bylaws, the Board of Directors shall:

- (a) Manage the affairs of ASA;
- (b) Enforce and interpret the Bylaws, rules, policies and procedures of ASA;
- (c) Approve all international youth games with member teams and/or select teams;
- (d) Approve the formation and operation of all intrastate National Youth Challenge and Association Cup games;
- (e) Approve inter-state play;
- (f) Review and approve League/Club Bylaws in order to ensure consistency with ASA documents; and,
- (g) Make temporary rules or regulations for specific cases or occasions not provided for in existing documents, but which the Board of Directors deems necessary to carry out the objectives of this Association.

Section 3. Subject to the limitation of these bylaws and the laws of the State of Arizona, all of this Association's powers shall be exercised by or under the authority of the Board of Directors. The Board of Directors shall control all business and other affairs of this Association.

Section 4. The immediate Past President of ASA shall serve a 2-year term on the Board of Directors on the expiration of that individual's term as President. An individual removed as President or Immediate Past President under Bylaw 404 is not a member and the Board of Directors, and the position of Immediate Past President remains vacant on the Board.

Bylaw 412. MEETINGS

Section 1. The Board of Directors shall hold meetings no less than quarterly throughout the seasonal year. The Board shall establish the time, place and location of the meetings.

Section 2.

- (a) The Board of Directors may hold special meetings called at the request of the President of ASA or by any three members of the Board of Directors. The request shall state the business items to be considered at the special meeting. No other items may be considered.
- (b) Notice of a special meeting shall be provided to all members of the Board of Directors not less than 48 hours or more than 20 days before the date of the meeting.

Section 3. Proxies are not permitted at meetings of the Board of Directors.

Section 4. Visitors may attend all open Board of Director meetings. Visitors may be granted the privilege to speak at meetings under the approval of the President or any three members of the Board of Directors.

Part V – COMMITTEES

Bylaw 501. STANDING COMMITTEES

Section 1. ASA Committees shall be established as required to satisfy the programs and needs of ASA. The President shall be an ex-officio member of all committees.

Section 2. Standing Committees are enumerated in the ASA Operating Procedures. Each standing committee shall be the responsibility of a specific member of the Executive Board. Standing Committees of ASA are:

- (a) Protest, Appeals and Arbitration Committee
- (b) Rules and Revisions Committee
- (c) Registration and Credentials Committee
- (d) Risk Management Committee
- (e) Tournament Committee
- (f) Competitive State Cup Committee
- (g) Developmental State Cup Committee
- (h) Recreational State Cup Committee
- (i) Budget and Finance Committee
- (j) Olympic Development Committee
- (k) State League Committee
- (l) State Disciplinary & Rules Committee
- (m) DOC Committee

Section 3.

- (a) The Board of Directors shall confirm committee chairs annually and shall publish a list of said committee chairs not later than the beginning of the fiscal year. In the event that the responsible ASA officer fails to submit a name for approval, the president shall appoint the committee chair with the approval of the Executive Board.
- (b) In the event a committee chair resigns, is removed, or is unable to fulfill the position as chair, the responsible officer shall bring to the Board of Directors a recommendation for replacement. The Board of Directors shall vote on the replacement in a timely manner.
- (c) The Board of Directors may also remove committee chairs.

Section 4. All committees, standing or ad hoc, shall submit a report in writing to the Board of Directors every month.

Bylaw 502. POLITICAL ACTION COMMITTEE

Section 1. Each district commissioner shall appoint an appropriate individual in their district to serve on the ASA Community Action Committee [CAC] for a term of two (2) years. The appointment shall be made effective on August 1 beginning on August 1, 2015 and every year thereafter. In order to make the election process more efficient, half the seats in the CAC will be vacated every year, and new elections will be held for the same seat every 2 years. To initiate this two year rotating cycle, on August 1, 2015, half of the members will be elected to a 1 year term, and the other half will be elected to a 2 year term. Following this initial cycle, every member will serve for 2 years before their seat is open again. The name of the individual representing each district shall be submitted to the ASA office by the August 1 deadline. If no name is submitted by the August 1 deadline the responsibility to serve on the CAC shall fall to the District Commissioner.

Section 2. The CAC shall meet within 30 days of appointment and select a chair and vice chair-person and thereafter formulate and implement a CAC organizational structure and plan to secure political and governmental support for the development of fields, lights and other resources to enhance and improve youth soccer in the ASA program.

Bylaw 503. SPECIAL COMMITTEES

Section 1. Special Committees may be formed as deemed appropriate by the President, subject to the approval of the Board of Directors, for the purpose of accomplishing specific tasks. The authorization for these committees shall include provisions for a budget for the duration of said committee and for appointing a member or members of the Executive Board to be responsible for the committee.

Bylaw 504. RESTRICTION

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

Part VI – ADMINISTRATIVE

Bylaw 601. FISCAL YEAR BUDGET

Section 1. The Budget Committee shall prepare a proposed budget for ASA for the next fiscal year. The Committee shall submit its proposed budget to the Board of Directors for approval. After the Board has approved a proposed budget, it shall be distributed and considered as provided by Bylaws 311 and 312.

Section 2. The Budget Committee shall be required to submit a budget for ASA for the next fiscal year. The budget shall:

(a) Outline all programs administered by ASA, including but not limited to:

- i. Administration
- ii. State/National Cups
- iii. Olympic Development
- iv. Coach Certification, etc.

(b) Propose complete income and expenses for each program;

(c) Identify sources of income to support each program.

Bylaw 602. ACCOUNTS, BOOKS AND RECORDS

Section 1. ASA shall maintain adequate and correct accounts, books and records of its business and properties. All of those accounts, books and records shall be kept at the offices of ASA.

Section 2. ASA shall adhere to all commonly accepted business practices including but not limited to solicitations for services to be performed/goods to be purchased in excess of \$5,000.00. Exceptions to this rule must be approved by the Board of Directors.

Section 3.

(a) All books and records, including copies of the governing documents, shall be open to inspection for the Directors and members of this Association in the manner provided for by the Board of Directors.

(b) The Federation may view books, records and governing documents at their request to determine compliance with Federation Bylaws. The State Association shall provide to the Secretary General of the Federation an annual report on the activities of the Association and most current annual financial statements within 90 days after the start of the Federation's seasonal year.

(c) The State Association will provide annually to the Federation copies of the Association's governing documents. Changes to those documents enacted at the Association's Annual General Meeting shall be submitted to the Federation for approval not later than 90 days after their adoption.

Bylaw 603. INDEMNIFICATION

Section 1. ASA shall indemnify each of its present or former directors, officers, employees or official representatives or any person who is or was serving another entity in any capacity at the request of ASA, against all expenses actually and reasonably incurred by the person (including judgments, costs, and counsel fees) in connection with the defense of any pending or threatened litigation to which that person is, or is threatened to be made, a party because that person is or

was serving in such a capacity. This right of indemnification may also apply to expenses of litigation that is compromised or settled, including amounts paid in settlement, if ASA approves the settlement as provided in section 2 of this bylaw. Such a person shall be indemnified if the person acted in good faith and in a manner the person reasonably believed to be in or not opposed to the best interests of ASA. The termination of any litigation by judgment, order, settlement, conviction or plea of *nobo contendere* or its equivalent shall not, of itself, create a presumption that the person did not act in good faith or in a manner the person reasonably believed to be in or not opposed to the best interests of ASA.

Part VII– GRIEVANCES, PROTESTS AND APPEALS

Subpart A - General

Bylaw 701. GENERAL REQUIREMENTS

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

- Section 1. Each Member Organization shall hear initial protests and infractions arising from games and other activities played under their jurisdiction.
- Section 2. Each Organization Member shall have grievances, disputes and disciplinary hearing, protest and appeals provisions in its bylaws, rules or other document that clearly states the procedures under which adjudication of appeals and other disciplinary matters shall occur. Such procedures must be in writing and be promulgated to their membership prior to the commencement of the regular seasonal competition and must include the notification of the right to appeal to the ASA Level 1 Board of Directors Committee and the procedure for so doing.
- Section 3. If an Organization Member does not have those procedures required by Section 2 of this bylaw, then the ASA procedures apply.
- Section 4. Any committee or other authority hearing and/or deciding on grievances, disputes, protest or appeal:
- (a) Shall be composed of people who have no conflict of interest in the matter being heard;
 - (b) Shall not include any person who has adjudicated the matter at any other level;
 - (c) Shall not be composed of less than three persons, and five persons are preferred.

Bylaw 702. DEFINITIONS

- Section 1. Protests are:
- (a) Generally related to a specific game or administrative action and are filed by one of the involved parties. Protests cannot be filed by third parties.
 - (b) Must be based upon violation of the published rules of the competition, governing documents, or application of FIFA Laws of the Game.
 - (c) Are only to proceed to the next level after the rights of protest and appeal are exhausted at the initial levels whose jurisdiction the protest or appeal falls within.
- Section 2. Appeals are:
- (a) The result of an adverse decision from a protest hearing, administrative action, disciplinary hearing or lower level appeal. Only those parties to the original action, who are adversely impacted by such decisions, shall be allowed to appeal.
 - (b) Not to have the effect of “staying” a previous ruling. Previous decisions remain in force, pending the result of the appeal.
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- Section 3. Disciplinary hearings are:
- (a) A result from allegations of misconduct. Such misconduct must be a violation of a published rule, regulation or procedure.
 - (b) To be heard only by the disciplinary committee within the jurisdiction of the convening authority.
 - (c) A result of Complaints of a general nature.

Bylaw 703. GENERAL PROCEDURES

- Section 1. A protest, appeal, allegation of misconduct, or grievance must be filed in writing and must include:
- (a) The nature and specifics of the complaint.
 - (b) A listing of the rules or procedures which have been violated.
 - (c) A statement of the desired resolution.
 - (d) Proper filing fee.
- Section 2. Filing shall be as follows:
- (a) The original document of the protest, appeal, allegation of misconduct or grievance, along with all supporting documents, shall be forwarded to the appropriate chairperson by Registered US Mail; Certified US Mail-Return Receipt Requested; or, Federal Express-Signature Required.
 - (b) In the case of an appeal, seven copies of the appeal and all supporting documents must be submitted by Registered US Mail; Certified US Mail-Return Receipt Requested; or, Federal Express-Signature Required within forty-eight (48) hours of the receipt by the appellant of the prior adverse ruling (Saturday, Sunday and holidays excluded unless the rules of the competition state otherwise).
 - (c) Additionally, in an appeal of a lower-level decision, one (1) copy shall be sent to the chairman of the hearing board whose decision is being appealed; one copy (1) shall be sent to the president of the organization member whose jurisdiction the original decision was generated from; and, one (1) copy shall be sent to the President of the ASA. These copies shall serve as notice of the filing of an appeal.
 - (d) Upon such notification, the chairman of the lower-level hearing board shall immediately submit all retained evidence and documentation to the next higher level. This submittal shall also be by Registered US Mail; Certified US Mail-Return Receipt Requested; or, Federal Express-Signature Required.
- Section 3. The conduct of the hearing shall be as determined by the rules of the Organization Member or, in the case of ASA, by the Board of Directors.
- Section 4. A written record (called the official record) shall be kept of the proceedings.
- Section 5. All hearings shall be scheduled to be held within 30 days from the date of proper filing (see section 705).

Bylaw 704. FILING FEES

- Section 1. The fee for filing a protest, appeal, allegation of misconduct, or grievance will be set by the Board of Directors and approved by the General Assembly.
- B. Under Bylaw 721, section 1, levels 2 (as to ASA only) and level 3:
 - (1) Allegation of Misconduct \$75.00
 - (2) Grievance \$75.00

Section 2. All filing fees are non-refundable, regardless of the outcome except that the Protest, Appeal & Grievance Committee shall have the discretion of refunding the fee if a fine of a lower level jurisdiction has been overturned.

Bylaw 705. DOCUMENTATION PROCESSING

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

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

- (a) Identifying the principal parties involved.
- (b) Determining if they are in good standing.
- (c) In the case of a protest, determining the protester’s right to lodge a protest.
- (d) In the case of an appeal, determining if the appeal is directly related and germane to the decision of the next-lower authority. (If not, the appeal must be rejected and returned.)
- (e) Determining if all the information necessary to adjudicate the matter and reach a decision is included.
- (f) Determining whether the matter has been filed with the proper authority.
- (g) Determining that specific charges are made; the rules allegedly violated are cited; and the desired resolution has been stated. NOTE: Five (5) working days are considered sufficient for the conduct of the “validation/review.” The 30-day time limit will begin upon completion.

Section 2. All parties are entitled to a hearing with proper notification. Upon completion of the “validation/review,” all involved parties shall be notified of the protest, appeal, and allegation of misconduct or grievance within five (5) working days

Section 3. Notification of the receipt of a protest, appeal, allegation of misconduct or grievance and of the date, time, and place of a hearing, shall be communicated to the principal parties at the same time and by the same method. Notification shall be accomplished by Registered US Mail or by electronic means, or both.

Section 4. Notification shall contain the following:

- (a) A condensed restatement of the cause of action.
- (b) The date, time and place of the hearing.
- (c) The type of hearing to be held (see section 712).
- (d) What limits or restrictions (if any) will be imposed on testimony.
- (e) Whether or not the testimony may/must be in written form, and the date by which such written testimony must be received.
- (f) Any other special requirements.

Bylaw 706. REGARDING RULES OF COMPETITION

No decision which arises out of the application of the rules of competition that is made in the course of the competition and has no consequence beyond the competition as herein defined shall be appealable. For the purposes of this bylaw, the term “competition” may include games, tournaments, league or regular season play. Nothing herein shall be construed to limit the rights of appeal available under the Amateur Sports Act or the Constitution and Bylaws of the USOC relating to the opportunity of Athletes to participate in “protected competition” as defined in the USOC Competition.

Bylaw 707. EXHAUSTION OF REMEDIES

- Section 1. No Member of ASA, official, league, club, team, player, coach, administrator or referee may invoke the aid of the courts of the United States or of a state without first exhausting all available remedies within the appropriate soccer organizations and as provided within ASA.
- Section 2. For a violation of this bylaw, the offending party shall be subject to suspension and fines, and shall be liable to ASA for all expenses incurred by ASA and its officers and members of the Board of Directors in defending each court action, including the following:
- (a) Court costs;
 - (b) Attorneys' fees
 - (c) Reasonable compensation for time spent by ASA officials and employees in responding to and defending against allegations in the action, including responses to discovery and court appearances;
 - (d) Travel expenses; and,
 - (e) Expenses for holding special meetings necessitated by court action.

Subpart B – Hearings

Bylaw 711. HEARING PROCEDURES

In all hearings conducted under these bylaws, the parties shall be accorded:

- (a) Notice of the specific charges or alleged violations in writing and possible consequences if the charges are found to be true;
- (b) Reasonable time between receipt of the notice of charges and the hearing within which to prepare a defense;
- (c) The right to have the hearing conducted at a time and place so as to make it practicable for the person charged to attend;
- (d) A hearing before a disinterested and impartial body of fact-finders;
- (e) The right to be assisted in the presentation of one's case at the hearing;
- (f) The right to call witnesses and/or present oral and written evidence and argument;
- (g) The right to confront witnesses, including the right to be provided the identity of witnesses in advance of the hearing;
- (h) The right to have a record made of the hearing if desired; and,
- (i) A written decision, with reasons for the decision, based solely on the evidence of record, issued in a timely fashion.

Bylaw 712. TYPES OF HEARINGS

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

- Section 1. Open Hearings
- (a) Open hearings shall be held with the principal parties, witnesses for both sides, and all necessary evidence, actually appearing before the members of the Hearing Committee.
 - (b) Testimony from witnesses need not be taken in the presence of another witness but the principal parties may be present for all proceedings except the deliberations of the Hearing Committee.
 - (c) Deliberations may occur, and decisions may be reached, in either open or closed sessions.
- Section 2. Closed Hearings
- (a) Closed hearings require that all testimony and evidence (including rules) be submitted in writing.
 - (b) The principal parties must submit all evidence in written form, as specified by the notification.
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Bylaw 713. AGENDA

Section 1. The agenda for a hearing shall be as follows:

(a) All parties, including witnesses, will be brought into the hearing chamber. The Chair will describe the following items:

1. Statement of case to be heard, including:
 - i. Names of parties involved (including team, league, etc.)
 - ii. Specific event involved
 - iii. Date of occurrence
 - iv. Rule number and description of rules allegedly violated
 - v. Outcome requested by plaintiff
2. Procedures for hearing, including:
 - i. Plaintiffs and Defendants allowed to remain in hearing chamber. All witnesses to wait in outer chamber;
 - ii. All written evidence should have been presented in advance for distribution and inclusion in the evidence packet.
 - iii. All written evidence presented at the hearing will be passed to the Chair. The committee/ Board of Directors will vote on its acceptance as proper evidence;
 - iv. All questions/statements from involved parties will be addressed to the Chair, who will ask the appropriate individual for an answer/rebuttal if he/she deems it pertinent.
 - v. Witnesses may be recalled after initial testimony for further testimony and/or clarification.
 - vi. Decisions will be made, and notification will be made in writing, within forty-eight (48) hours (excluding Saturdays, Sundays and holidays) to both parties.

(b) All witnesses will then be excused to the outer chamber.

1. Plaintiff will present case.
2. Witnesses for the plaintiff will be called individually.
3. Committee/Board members will question plaintiff/witnesses as deemed necessary after each testimony has been given.
4. Defendant will present case.
5. Witnesses for defendant will be called individually.
6. Committee/Board members will question defendant/witnesses as deemed necessary after each testimony has been given.
7. Any witnesses will be recalled as necessary.
8. Plaintiff will make closing statement.
9. Defendant will make closing statement.

(c) Open hearing adjourned; parties excused; Committee/Board to deliberate.

Bylaw 714. EVIDENCE AND TESTIMONY

The following shall apply to all hearings where evidence and/or testimony are allowed:

Section 1. Evidence

- (a) All evidence, such as player passes, team rosters, game report forms (lineup cards) and letters, proof of age documents and other sources of written or printed information shall be original or official copies only. No photocopies, Xerox copies or other
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reproductions shall be acceptable. Notarized documents shall attest to the validity of the signature thereon and shall not attest to the validity of the information contained in the document.

(b) Proof-of-age documents shall conform to the proof-of-age rules of competition.

Section 2. Testimony

- (a) All testimony shall be limited to the principal parties, eyewitnesses and recognized authorities on the subject.
- (b) If a witness cannot appear at an open hearing, written testimony shall be accepted. Notarization may be required at the option of the hearing authority but only if such requirement was communicated in the notification of the hearing.
- (c) Character witnesses and other third-party witnesses shall not be allowed.
- (d) Testimony may be restricted with respect to time.

Section 3. A lawyer shall not represent a team at a hearing unless he/she is a bona fide member of one of the teams involved.

Section 4. A lawyer shall not represent an organization member at a hearing unless he is a bona fide organization member involved.

Section 5. 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 League, Association, Club or team which is concerned.

Bylaw 715. MINIMUM RIGHTS

These minimum rights shall apply to hearings conducted under these bylaws.

Section 1. Each party at a hearing shall have the right to have an individual present at the hearing to assist the party in presenting the party's case. Such individual may, but shall not be required to be, an attorney.

Section 2. If the Complainant/Plaintiff is represented by another individual at any hearing and the hearing panel allows that individual to speak, question the parties and/or witnesses, or grants that individual any other rights, then it shall afford all other parties, or the individual representing the party, including an attorney, the same rights during the course of the hearing as is allowed the individual representing the Complainant/Plaintiff.

Section 3. It shall be made clear at the commencement of any such hearing that the hearing shall proceed in accordance with the ASA hearing Rules and Procedures. All Federal, State or local Rules of Evidence or Civil Procedure shall not be applicable.

Section 4. The ASA may provide, as part of the hearing rules and procedures, that an individual assisting a party may be allowed to speak on behalf of the party, make requests or ask questions at the hearing.

Section 5. Regardless of whether the ASA allows the individual assisting the party the rights to speak, make requests or ask questions, as noted in section 4, an individual assisting the party in presenting the party's case shall have the right to be physically present in the hearing room, and so as not to interfere with the hearing procedure.

Section 6. During the course of the hearing, the party may confer briefly with the individual who is assisting before making a statement or request or prior to responding to a question. The panel conducting the hearing may limit the frequency and duration of the conferences so as not to unduly interfere with the proceeding.

- Section 7. If there is confusion or concern, the party may request a recess to confer with the individual assisting the party. Such a request should be granted unless the number of requests by a party becomes unreasonable or the length of a requested recess is deemed by the hearing panel to be unreasonable.
- Section 8. An individual assisting a party may prepare written materials for the party and collect documents for the party. However, the party must submit or present the materials and documents as materials and documents of the party and not of the individual assisting. The party has complete responsibility for those materials and documents and is subject to questioning about them.
- Section 9. The ASA may, but is not obligated to, allow greater rights to assistance than noted in this bylaw.
- Section 10. The rights, either mandatory or permissible under this policy shall be consistently applied, and the ASA shall not arbitrarily allow or disallow the rights set forth in this bylaw to those individuals assisting a party in the presentation or defense of the party's case.

Bylaw 716. SERIOUS INFRACTIONS

Formal and open hearings shall be conducted in cases of initial infractions that are considered serious enough to potentially involve disciplinary action that could result in a suspension of more than three (3) matches (in cases where game or match suspensions are meted out) or a suspension of more than four weeks or one month (in cases where time suspensions are meted out).

Bylaw 717. DECISIONS

- Section 1. The decisions of the committee, and any disciplinary sanction imposed, shall respond only to the specific issues and allegations contained in the complaint as filed.
- Section 2. Any other issue and/or rules violation, which may become known or apparent during the hearing, shall be referred to either the convening authority or a lower-level authority. This referral may be accompanied by a recommendation for appropriate action. When such matters are referred, notice of the referral shall be included with the notification of decisions rendered.
- Section 3. Decisions shall be reduced to written form and shall be communicated to the principal parties at the same time and by the same method within forty-eight (48) hours of the conclusion of deliberations (Saturdays, Sundays and holidays excepted). Notification shall be accomplished by Registered US Mail or by electronic means, or both
- Section 4. If a suspension is imposed upon a member of ASA by an affiliated member, the ASA office shall also receive a copy of the decision within forty-eight (48) hours of the conclusion of deliberations (Saturdays, Sundays and holidays excepted). Notification shall be accomplished by Registered US Mail or by electronic means or both. Suspension of players for less than thirty (30) days is exempt from this requirement.
- Section 5. Verbal communication of decisions shall not be permitted. Consideration should be given to ensure that the method chosen provides adequate notice to those impacted by the decision(s).
- Section 6. Notification of the decisions shall include a statement of the procedure for appeal. The statement shall clearly indicate the appropriate level of jurisdiction, including the identity and address of the person and/or office to which the appeal must be directed.
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- Section 7. Written minutes of all hearings will be considered proprietary and made available only on request from higher level authorities in direct line of appeal.
- Section 8. All leagues being a part of ASA and ASA itself shall report no less than monthly to the ASA BOD all and any Discipline and Appeal Actions. At a minimum, the report shall show the date of offense, club name, team name, State ID# if an individual, description if not a carded individual (parent, supporter), offense and decision.

Bylaw 718. ASSAULT - CENSURE AND SUSPENSION

- Section 1. When any person shall assault or abuse an official, jurisdiction shall vest immediately in the Board of Directors of this Association. An official, for the sole purpose of this specific ASA regulation, shall be defined as the referee, official linesman, referee assignor(s), referee administrator, player, coach, team administrator, tournament director(s), tournament staff, or any officer or member of the Board of Directors of this Association, member leagues and clubs. Misconduct towards officials may occur before, during and after the match, including travel to and from the match. "Assault" shall be defined as an intentional act of physical violence upon an official and shall include, but not be limited to, hitting, kicking, punching, choking, spitting at, or on, grabbing or bodily running into an official, kicking or throwing any object that could inflict injury, damaging an official's uniform or personal property. "Verbal Abuse" shall be defined as a verbal statement, which implies or threatens physical harm to an official or the official's property. "Physical Abuse" shall be defined as, but not limited to, using foul or abusive language toward the official, threatening the official with remarks that carry implied or direct threat of physical harm, and spewing a beverage on an official or his property.
- Section 2. It shall be mandatory upon the Board of Directors of this Association to execute the provisions of this regulation within THIRTY (30) days of notification of the offense except in cases involving players only. Where only players are involved, the appropriate competition authority may adjudicate the matter.
- Section 3. Referee Assault against an adult referee or adult assistant referees or any other adult reasonably construed or defined to be an official in Bylaw 816.

Bylaw 719. PENALTIES

- Section 1. Penalties shall be those provided in the US Soccer Policies & Procedures & Procedures as they refer to misconduct of any kind and also those found in the ASA Hearing Manual.
- Section 2. Effective January 28, 2018, a one-game suspension as a result of an infraction by a player, coach, assistant coach or trainer may not be appealed a red card was shown or not.

Subpart C – Appeals

Bylaw 721. APPEALS COMMITTEE

- Section 1. A decision rendered by a State Association from which an appeal is taken is not suspended pending the final decision of the Appeals Committee unless the Committee otherwise orders. The decision of the State Association may be upheld, reversed, or reversed and remanded.
- Section 2. The Chair of the Appeals Committee and its members shall be appointed by the President with the approval of the BOD. The Appeals Committee shall consist of at least twenty (20) members, at least 20% of whom shall be athletes.
- Section 3. Three (3) members of the AC shall constitute an Appeals Panel (AP) for the purposes of hearing and determining any appeal brought pursuant to Bylaw 705. In any appeal involving an athlete, at least one (1) member of the AP shall be an athlete member of the AC. In order to maximize the expertise of the AP and avoid conflicts of interest, the Chair of the AC shall select the AP as the need arises. The Chair shall also designate one member of the AP to act as the AP's

Chairperson, who shall, among other things, be the member of the AP responsible for ensuring that the appeal is heard within the time periods prescribed by the Bylaws. No member of the AP may be from the same club of the parties.

Section 4. Appeals shall be heard in person or by telephone conference call at the Chair's direction; it shall be closed to the public. The AP may set time limits for oral argument, if any, as deemed appropriate by the AP.

Section 5. The Appeals Committee shall hear and determine appeals from decisions rendered by Organizational Members relating to activities sponsored by ASA or its members. The Appeals Committee has the power to call for the production of any documents and evidence the Appeals Committee may require.

Section 6. All ASA Level 2 Board of Directors Appeal Committee hearings will be closed hearings.

Bylaw 722 **APPEALS PROCEDURES**

Section 1. There shall be four (4) levels of adjudication within ASA/USSF. They are:

Level 1: Clubs, Tournament Authorities, and State Cup/Presidents' Cup Tournament Committees.

Level 2: District Commissioners, Leagues, and ASA Disciplinary Committee.

Level 3: ASA Board of Directors ASA Protest, Appeals and Grievance Committee.

Level 4: United States Soccer Federation (USSF) Appeals Committee.

Section 2. There shall be two (2) levels of appeal within the ASA. They are:

Level 1: District Commissioners, Leagues.

Level 2: The ASA Board of Directors ASA Protest, Appeals and Grievance Committee.

Section 3. All parties will be notified in writing of the timeline and procedures for the preparation and exchange of documentation.

Section 4. An appeal shall be made in accordance with procedures established by the Board of Directors and is begun submitting a notice of appeal within 10 days from the date of the official receipt of the decision by the party making the appeal. Copies of the notice of appeal shall be sent to all opposing parties and to the Appeal Committee or other body whose decision is being appealed.

Section 5. The notice of appeal shall be accompanied by the appeal fee in the form of a money order or cashier's check in an amount determined by the Board of Directors. The appeal fee shall be retained by the Federation.

Section 6. The appeals committee or other body whose decision is being appealed shall within the 10 days of the date of the notice of appeal shall forward to the Secretary General and to all parties the official record utilized by it in making its decision. Parties should not resubmit documents contained in the official record.

Section 7. Within the 20 days of the date of the notice of appeal, the appealing party shall submit to the Secretary General any argument it wishes to make in support of the appeal and shall furnish copies of the argument to all opposing parties and to the appeals committee or other body whose decision is being appealed.

- Section 8. Within 30 days of the date of the notice of appeal, all opposing parties shall submit to the Secretary General any argument they wish to make in opposition to the appeal.
- Section 9. The appellant shall bear the burden of showing that the decision being appealed from is clearly erroneous.
- Section 10. No new evidence may be presented to the AP unless circumstances have materially changed, or new facts are discovered that were unavailable at the time of the original hearing. In such cases, the AP may allow that such new evidence be presented to it provided all parties to the appeal have been given notice and are prepared to respond to the materially changed circumstances or previously unavailable or undiscovered facts.
- Section 11. If an appellant fails to be present for the date set for argument of the appeal, and no continuance has been granted by the AP, the appeal shall be considered abandoned.

Bylaw 723. DECISIONS

- Section 1. After the appeal has been heard, the AP shall render a final decision within ten (10) days of the completion of the appeal hearing.
- Section 2. The decision rendered by a State Association from which an appeal is taken may be suspended by the AP only upon written application by the appellant which accompanies the Notice of Appeal and the finding by the AP of good cause shown. Good cause shown may only be made upon unanimous vote of the AP and a written decision which specifically states that there is a strong likelihood of success upon the appeal and that circumstances are present which clearly show that the appellant will suffer irreparable harm unless the decision from which the appeal is taken is suspended pending the determination of the appeal. The decision of the AP regarding suspension of the decision pending determination of the appeal shall be final and may not be further appealed.
- Section 3. The appeals record shall be submitted by the State Association using the format attached hereto. The appeals record shall contain, at a minimum, the following:
1. All documents, exhibits and other evidence in the case.
 2. Copies of all rules, procedures, and bylaws used to support the charges and to conduct the hearing.
 3. The notice of charges and/or hearing provided the defendant/appellant.
 4. The decision of the hearing body and any appeals decisions related thereto.
 5. be numbered in chronological order
 6. be indexed
 7. contain only one copy of each document.
- Section 4. If audio or videotapes are made part of the record, there must be four (4) copies of any such tape delivered to the Federation.
- Section 5. If a written transcript has been prepared, it shall be included as part of the record.
- Section 6. The record must be in English. If Associations accept documents in other languages, then the Association shall be responsible for providing English translations of the documents prepared by a neutral translator agreed to by the parties.
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Section 7. If the record is not submitted in accordance with this policy, the appeal timetable may be put on hold pending the completion of the record or the appeal may be dismissed. If the appeals timetable is put on hold, the appealing party may apply to the Federation to have their penalty suspended until the case is decided.

PART VIII-PLAYERS AND PLAYING

Bylaw 801. REGISTRATION

Section 1. Leagues and Clubs responsible for registering players shall use the Registration Manual provided by ASA to ensure appropriate registration of all players and other personnel.

Section 2. A player or coach may not participate in ASA sanctioned events until pertinent information has been entered into the ASA registration system and appropriate fees have been paid to ASA.

Section 3. Effective January 28, 2018, a coach, employee or volunteer who has contact with players and/or personal and financial information, etc., may not participate in ASA sanctioned events until pertinent information has been entered into the ASA registration system and that person has submitted and passed the appropriate Risk Management protocol. In addition, any and all appropriate fees must have been paid to ASA.

Section 4. Leagues and Clubs shall ensure that all players whose place of birth was outside the USA follow the guidelines established in US Soccer's Policies & Procedures.

Section 5. Leagues and Clubs shall be responsible for insuring proper registration of the players, affiliation of the teams, proper accounting of all transactions and accurate reporting to the ASA.

Section 6. Players coming from another State Association during the seasonal year must complete the appropriate transfer forms prior to participating with a team registered within the ASA.

Section 7. A minimum of one and maximum of four coach (es) of record shall be listed on the team roster.

Section 8. Players must use their legal names as listed on a proper birth certification document all registration material.

Section 9. This Association will issue Player/Coach passes to all players and coaches of record in Tiers 1-3 and Academy.

Section 10. No player or coach of record will be allowed to participate in any scheduled league, club, and/or tournament match without a player/coach pass issued by this Association as outlined in Bylaw 806 with the exception of in-house teams as covered under Bylaw 212, Section 1.

Section 11. The ASA shall register all players, coaches, teams, and administrators with the Federation at least once each year and shall timely pay all Federation dues and fees.

Section 12. The ASA shall register all players, coaches, teams, and administrators with the US Youth Soccer at least once each year and shall timely pay all US Youth Soccer dues and fees.

Bylaw 802. PROOF OF AGE

Section 1. Proof of age shall consist of a birth certificate or birth registration or driver's license issued by an appropriate governmental agency, board of health records, passport, alien registration card issued by the United States government, a Certificate issued by the Immigration

and Naturalization Service attesting to age, or a Certification of an American Citizen born abroad issued by the governing agency. Hospital, Baptismal or religious certificates will not be accepted.

Section 2. The Board of Directors of any affiliated League of this Association may request proof of age to be established. Copies of the written request must also be directed to the Board of Directors of this Association and to the appropriate League or other administrative authority. Proof of age shall be presented within forty-eight (48) hours of the presentation of such written request. Failure to respond to such request shall result in the immediate suspension of the player involved and forfeiture of all League games in which that player participated.

Bylaw 803. FALSE REGISTRATION

Section 1. Effective January 28, 2018, any coach who is found to have played a player who is over-age shall, at a minimum and after the appropriate D&R hearing, be suspended for six months. In addition, the team shall forfeit the game(s) in which that player has taken part.

Section 2. Effective January 28, 2018, any coach who is found to have played a player who has not been registered with ASA for the current seasonal year shall, at a minimum and after the appropriate D&R hearing, be suspended for the remainder of the seasonal year in which the player is found to have played and the following seasonal year. In addition, the team shall forfeit the game(s) in which that player has taken part.

Bylaw 804. TEAM ROSTER LIMITATIONS

Section 1. Team Roster Limitations shall be those established by US Youth and US Soccer Policies & Procedures.

Bylaw 805. PLAYER RELEASE AND TRANSFER / SPECIAL TRANSFER

Player Release and Transfer/Special Transfer shall be governed by US Youth and ASA Policies, Procedures and Registration Manuals.

Bylaw 806. PLAYER PASSES

Player Pass Use shall be governed by US Youth and ASA Policies, Procedures and Registration Manuals.

Bylaw 807. SPECIAL MODIFICATIONS

No special modifications may be made to passes issued by the ASA with the exception of the National Championships (i.e., State Cup).

Bylaw 809. PLAYER SAFETY

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

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

Section 3. It is the responsibility of all leagues, clubs, coaches, and administrators within the Arizona Soccer Association to ensure the safety, both physically and mentally, of all players. Guidelines that meet certain minimum criteria established by the Federation in accordance with state and local law concerning physical and sexual abuse will be established and distributed to all.

Bylaw 810. TOURNAMENT

Section 1. Tournaments are to be governed by the ASA Tournament Manuals;

- Section 2. Each ASA tournament will be assessed \$7.25 per team;
- Section 3. Each ASA sanctioned 3 x 3 or 4 x 4 tournament shall be assessed \$2.25 per team;
- Section 4. Items not specifically covered in these bylaws may be found in the ASA Tournament Manual.

Bylaw 811. TRAVEL

Information concerning out-of-state tournament travel may be found in the ASA Travel Manual. Information concerning out-of-country travel may be found in the US Soccer Policies & Procedures.

Bylaw 812. ACCOUNTABILITY, CONDUCT & EJECTION

- Section 1. Each member league, club and team shall be held primarily accountable for the conduct of persons associated with the member league, club or team in any manner whatsoever.
- Section 2. During any game sanctioned by or regularly scheduled by ASA or any of its affiliated member leagues, clubs or teams, a referee may stop the game and eject any spectator from the grounds (field of play and areas surrounding the field and fields near the field upon which the game is being played), if in the opinion of the referee, the offender is guilty of violent conduct or is deemed to be an interference as designated in Law V - Referees-Laws of the Game).
- Section 3. Coaches and other team officials shall be subject to all rules pertaining to misconduct contained herein, including cautions, ejections and standard suspensions. Any other individual who may be reasonably construed as being associated with a team, such as relatives and spectators, shall also be subject to the jurisdiction and authority of the Association. Any coach or team official shall be held responsible for the actions of any individual(s) at any match that, in the opinion of the referee, is a supporter of that team.
- Section 4. All red cards or ejections shall result in a minimum one (1) game suspension. Referees' decisions are final and may not be overturned unless said referee has made a technical error.
- Section 5. At no time shall drinking of alcoholic beverages be permitted at any game or practice sanctioned by or regularly scheduled by ASA or any affiliated member league, club or team.
- Section 6. Defines and establishes rules that govern tryouts/evaluation periods and movement of registered players within ASA membership clubs during the defined seasonal year (September 1-August 31)

Part a) Definition of Tryout/Evaluation Window: Tryout/Evaluation window is defined as any event held for the purpose of selecting members to a club or team for the forthcoming seasonal year. Events such as camps or clinics are not considered tryout/evaluation events but if a member association hosts a camp or clinic they must adhere to ASA Policy 5171.

Part b) Tryout/Evaluation Window Time Frame: Tryout/Evaluation window is established as May 1-July 1 for ages U7 through U10 (non-president cup or non-state cup age teams and for ages U11 through U18 (presidents cup or state cup teams).

Part c) Clubs Soliciting Players: No representative of a member Association within ASA shall be permitted to INITIATE contact, in any form or method, for registration to their club or team outside of defined tryout /evaluation window (part a and b above). Representatives of a member association as defined as board members, coaches, assistant coaches, managers, parents, players' parents, players' guardians, players' siblings, players themselves or a registered member of that club.

Part d) Players Soliciting Clubs: If a player registered to a member Association within ASA is seeking other options outside of the defined tryout/evaluation window (part a and part b) to another member Association within ASA, they have the right to do so. However, it is the responsibility of that member to receive written permission from their current club prior to seeking these options. Once written permission is received, from their current club, the member may speak to any other ASA member association. Players are defined as players themselves, players' parents, players' guardians and players' siblings.

Part e) Recreational Players: This by-law does not apply to Recreational Players. Recreational players are defined as any player that participates in an in-house recreational program, offered by a member ASA organization that does not compete against other ASA organizations. Players registered as recreational players, of any ASA membership organization have the right to seek other options at any time, to other ASA membership organizations and its programs without receiving permission from their current member association.

Part f) Infractions: Any infraction of this bylaw may be brought forth to ASA, in writing, by effected party(ies) which is defined as an official complaint. The complaint will be heard by the Discipline and Appeals committee within 30 days after officially receiving the written complaint. If person(s) are determined guilty through a proper hearing, suspension could range from a minimum of 6 months to a maximum of 2 years. If repeated offenses occur for particular person(s) suspensions could be a minimum of 2 years to maximum of 10 years.

Section 7. The adjudicating committee shall determine minimum penalties for other abuses or infractions, i.e., those not involving referee assault or abuse. The severity of any such penalties meted out should be determined by the severity and nature of the infraction, by any precedence set in other similar situations and/or recommendations or suggestions that may be found in the ASA Administrative manual or the US Soccer Administrative Manual.

Bylaw 813. TEAM RELEASE DURING THE SEASONAL YEAR

Information concerning team release during the seasonal year may be found in the ASA Registration Manual.

Bylaw 814. YOUTH PARTICIPATION IN SENIOR GAMES

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

Bylaw 815. PLAYING WITH PROFESSIONAL PLAYERS

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

Bylaw 816. ASSAULT - CENSURE AND SUSPENSION

Section 1. When any person shall assault or abuse an official, jurisdiction shall vest immediately in the Board of Directors of this Association. An official, for the sole purpose of this specific ASA regulation, shall be defined as the referee, official linesman, referee assignor(s), referee

administrator, player, coach, team administrator, tournament director(s), tournament staff, or any officer or member of the Board of Directors of this Association, member leagues and clubs. Misconduct towards officials may occur before, during and after the match, including travel to and from the match. "Assault" shall be defined as an intentional act of physical violence upon an official and shall include, but not be limited to, hitting, kicking, punching, choking, spitting at, or on, grabbing or bodily running into an official, kicking or throwing any object that could inflict injury, damaging an official's uniform or personal property. "Verbal Abuse" shall be defined as a verbal statement, which implies or threatens physical harm to an official or the official's property. "Physical Abuse" shall be defined as, but not limited to, using foul or abusive language toward the official, threatening the official with remarks that carry implied or direct threat of physical harm, and spewing a beverage on an official or his property.

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

Section 3. Referee Assault against an adult referee or adult assistant referees or any other adult reasonably construed or defined to be an official in Bylaw 816.

Minimum penalties shall be as follows:

- (a) For minor or slight touching of the referee or the referee's uniform or personal property, at least 3 months for the time of the assault.
- (b) For other assaults, at least 6 months from the time of the assault.
- (c) If there is serious injury, a five (5) year minimum suspension.
- (d) Verbal Abuse - an automatic suspension of at least three (3) scheduled matches.
- (e) Physical Abuse - an automatic suspension of at least three (3) scheduled matches.
- (f) When the official involved is of age to play in this Association, the minimum penalties shall be three (3) times greater than a, b, c, d and e above.

Bylaw 817. REFEREES

Section 1. In all competitions under the jurisdiction of this Association, all official referees must be currently registered with and be in good standing with, US Soccer, if at all possible. All League matches, Tournament matches, and Cup matches under the jurisdiction of the ASA shall be officiated under the three (3)-man system as described in FIFA and, US Soccer official "Laws of the Game." If because of unforeseen circumstances a currently registered, US Soccer Referee is unable to officiate, some other person may be agreed upon to officiate. However, such unregistered person is prohibited from receiving any payment, directly or indirectly, for officiating under such emergency, or officiating under any other circumstances. The prohibition against payment shall also apply to any payer under the jurisdiction of this Association, whether or not the match officiated is under Cup, tournament, league, or club play. The following combinations of match officiating are listed in order of preference : (a) One (1) currently USSF registered Center Referee assisted by: Two (2) neutral currently USSF registered linesmen. (b) One (1) currently USSF registered Center Referee assisted by: One (1) neutral currently USSF registered linesman and one (1) emergency linesman. (c) One (1) currently USSF registered Center Referee assisted by: Two (2) emergency linesmen. NO MATCHES SHALL BE OFFICIATED UNDER A SYSTEM NOT RECOGNIZED BY FIFA, US Soccer or ASA.

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

PART IX-AMENDMENTS TO BYLAWS

Bylaw 901. PROPOSING AMENDMENTS

Any proposed amendment to the charter or bylaws of ASA may be made by-

- (1) An Organization Member;
- (2) The Board of Directors;
- (3) A member of the Board of Directors; or
- (4) A committee of ASA.

Bylaw 902. ADVANCE NOTICE

Section 1. Any proposed amendment to the charter or bylaws of ASA must be submitted in writing to the ASA State Office Manager no later than 45 days prior to the proposed date of the Annual General Meeting.

Section 2. Each proposed amendment received in compliance with section 1 of this bylaw shall be sent in writing by ASA to each Organization Member and the Board of Directors at least 30 days prior to the General Assembly meeting at which the amendment is to be considered.

Bylaw 903. VOTING REQUIREMENTS

Any amendment to the bylaws of ASA requires a two-thirds vote of the General Assembly present at the meeting of which the amendment is being considered.

Bylaw 904. PRIORITY

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

Bylaw 905. EFFECTIVE DATE

Unless otherwise provided, any amendment to the charter or bylaws of ASA is effective on that September 1 that occurs immediately after the amendment is adopted.

Bylaw 906. EXCEPTIONS

Amendments passed at the Annual General Meetings of the US Soccer and/or US Youth Soccer, which may affect the bylaws of the ASA, shall be distributed to the membership by the Secretary of the Association and shall become effective on that September 1 that occurs immediately after the amendment is adopted.

RATIFICATION- The Ratification and Signature of Five (5) members of the 2017/2018 Arizona Soccer Association shall be sufficient for the establishment of these Bylaws.
