

# DAUPHIN MIDDLE PAXTON SOCCER ASSOCIATION BY-LAWS

May 29, 2019



**1. NAME:** The name of this organization shall be “Dauphin Middle Paxton Soccer Association” (hereafter referred to as DMPSA). This Association is a direct affiliate of the Dauphin Athletic Association (hereafter DAA).

**2. PURPOSE:** Its purpose shall be to provide a fun, positive, and educational soccer experience to the youth of the Dauphin Borough, Middle Paxton Township, and surrounding areas. The DMPSA will promote the concepts of good sportsmanship and fair play. The DMPSA will develop and sanction soccer teams, camps, tournaments, and other aspects of soccer activities for youth and citizens of the community; establish communication and interaction with other organizations interested in the same endeavors: to provide activities, educational and otherwise; to promote soccer development and physical fitness in the community.

The DMPSA and DAA will receive, deposit, administer, and disburse funds for educational and charitable purposes without pecuniary gain or profit, for the benefit of youth soccer and in accordance with IRS rules and regulations.

The DMPSA, through its rules and with concurrence of the DAA Board of Directors, shall exercise control of soccer activities, except in those matters reserved by the United States Youth Soccer Federation (USSF), or the United States Youth Soccer Association (USYSA), or the Eastern Pennsylvania Youth Soccer Association (EPYSA), or the Central Pennsylvania Youth Soccer League (CPYSL), or the Susquenita Area Soccer Youth (SASY), or any other league or organizations in which DMPSA sponsored teams may participate.

The DMPSA shall be non-profit, non-political, and non-sectarian. Contributions and sponsorships, however, may be received by DMPSA from businesses, organizations, and individuals.

**3. HEADQUARTERS:** The headquarters of the DMPSA shall be within the municipal boundaries of Dauphin Borough or Middle Paxton Township, Dauphin County, Pennsylvania.

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**4. ORGANIZATION:** The DMPSA is composed of parents or guardians of youth soccer players and volunteers primarily from Dauphin Borough and Middle Paxton Township. The DMPSA Soccer Board shall consist of the following positions:

- President
- Vice President
- Secretary
- Treasurer
- Registrar
- Committee Chairs
- Committee Members at Large (3 positions)

The Executive Board of the Soccer Committee consists of the President, Vice President, Secretary, Treasurer, Registrar, and three Committee Members at Large.

The Soccer Board is empowered to act on all DMPSA matters by a simple majority vote by members present and voting. In cases where face-to-face meetings are not possible the President may present an email motion to be voted on. The Executive Board alone decides issues of player and coach misconduct and determines sanctions where necessary through majority vote. For Board members who serve in multiple positions only one vote shall be cast in these matters.

**5. Elections:** The Executive Board of DMPSA serves for a two-year term. The two-year terms will be staggered on even and odd years to ensure proper succession. The President, Secretary and Registrar will be elected in even years. The Vice President, Treasurer and Committee Members at large will be elected in the odd years. It will be announced by email and through website notifications that DMPSA is accepting nominations. A minimum of two weeks will be allotted for parents to submit nominations. Nominations for the election will be accepted either in writing or by email. Nominees must have served in some capacity within the last two years to assist the organization or have a child currently playing in our league. Service can consist of either volunteer efforts or something more official such as a committee chair. These nominations will then be emailed in the form of a ballot to the existing board, registered player's parents and coaches as well as being announced on the website. Votes will only be accepted if they are emailed to the DMPSA email address or provided in writing by the established deadline. A two-week period will be established as the minimum voting period. The votes will be tallied and the newly elected members of the Executive Board will be appointed at the annual meeting in February. In the event of a tie, the existing Executive Board will have an open discussion in front of those present at the February board

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meeting. This will allow any parents or nominees to state their positions. At the conclusion of the discussion all those present will hold a paper ballot election to decide the tiebreaker. The president will refrain from this vote in case the vote is still tie after the paper ballot vote. At this point the president would cast the deciding vote. Note: In the event that an existing board member is unable to fulfill their term do to resignation, disciplinary action or other reason a special election must be held within one month of the vacancy being announced. The same process for nomination and voting as identified above will be utilized for the special election with the exception the timeframes will be changed from two weeks to one week. Anyone being elected through special election will serve out the remainder of the term for the position they fill.

**6. Committee Chair Appointments:** During the March board meeting, the Executive Board will discuss the various committees and appoint committee chairs through simple majority vote of those Executive Board Members present. Committee chairs can be an existing board member, a parent that is willing to volunteer his/her time, or a community member volunteer who has served in some capacity within the last two years to assist the organization. Committee chairs will be discussed every March and necessary changes will be handled through this appointment process. The current committees include the following:

- Coaches Committee
- Draft Committee – Headed by President in accordance with Article 15.2.A
- Field Maintenance & Equipment Committee
- Fund Raising Committee
- Referees Committee
- Rules Committee
- Scheduling Committee
- Snack Bar Committee
- Social Media Committee
- Team Parent Relations Committee
- Uniform Committee

In the event that a committee chair steps down do to resignation, disciplinary action or other reason the Executive Board will appoint a new committee chair at the board meeting immediately following the notification.

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**7. Board Roles & Responsibilities:** Being that this organization is a volunteer run organization the necessary actions to perform the business of the association have been delegated to various positions on the board. These actions listed below are intended to provide the parents a better understanding of which board member they should contact if they have specific questions. Additional actions that need addressed will be assigned as they arise by the board.

The President:

- Directs and supervises the activities of the DMPSA.
- Presides at all meetings. If the president and the Vice President are unable to attend a meeting, the President appoints another Board member to preside.
- Enforces the Bylaws of the DMPSA.
- Signs checks for expenditures of the DMPSA.
- Obtains all necessary insurance, or assigns this task to another officer as deemed appropriate.
- Prepares or assigns the preparation of all correspondence of the DMPSA.
- Is custodian of all official records of the DMPSA.
- Performs or assigns all other functions of the DMPSA as needed.

The Vice President:

- Represents the DMPSA at all meetings in the absence of the President.
- Signs checks for expenditures of the DMPSA.

The Secretary:

- Takes the minutes of regular and special meetings.
- Prepares the correspondence of the DMPSA at the direction of the President.
- Arranges for the printing or duplication of substantial amounts of DMPSA documents including soccer registration announcements, program booklets, and fund raising materials.
- Works with the Social Media Committee to update all information on the DMPSA web site.

The Treasurer:

- Has the care and custody of all monies and financial records that belong to the DMPSA.
- Signs checks for expenditures of the DMPSA.
- Reconciles the checkbook with the monthly bank statements.
- Prepares the annual budget of the DMPSA in conjunction with the President.

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- Makes a report on the financial status of the DMPSA at each Executive Board meeting.
- Submits required financial reports and tax information to the DAA.

## The Registrar:

- Maintains records of player and team registration and coordinates with individuals or leagues to ensure accurate and timely registration of DMPSA players and teams.
- Organizes and solicits assistance to accomplish player registration as the President directs.
- Ensures that all registration and other fees are accounted for and recorded.
- Routinely checks PO box for registration or other pertinent club information.
- Maintains player and coach database.
- Monitors club email account.

## The Committee Member at Large:

- Solicits ideas and issues relative to soccer from the community and presents them to the remainder of the board.
- Provides independent input at board meetings to ensure growth of the organization.

The Committee Chairs will assume responsibility for taking the lead in the completion of various DMPSA activities including field maintenance and equipment, uniform distribution and accountability, snack bar, team parent relations, fund raising, and recruitment and training of coaches.

## Coaches Committee Chair:

- Oversees, with the assistance of the President, the drafting of new players or players moving up from a lower age group to the U8, U10, and U13 age groups.
- Recruits coaches for all DMPSA teams
- Coordinates training for all coaches as required to provide a good soccer experience for DMPSA players. Particular emphasis will be placed on the development of coaches with no prior soccer coaching experience.
- Presents the slate of coaches to the Executive Board
- Makes arrangements for holding the annual soccer camp
- Obtains all applicable background checks on all coaches interested in participating in the DMPSA program.

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## Field Maintenance & Equipment Committee Chair:

- Coordinates maintenance and preparation for matches of all DMPSA fields.
- Maintains all playing surfaces and surrounding areas and for the preparation for matches including grass, lines, flags, and condition of goals and nets. Safety of the player is the major concern.
- Oversees the lining of fields and placement of goals prior to the soccer season and removal of goals at season's end.
- Distributes practice balls, first aid kits, soccer training aids, goalie equipment and other soccer equipment to coaches and ensuring such equipment is returned at season's end.
- Recommends to the Soccer Committee for approval the acquisition of any equipment items (new goals, mowers, balls, discs, cones, equipment bags, corner flags, etc.) required to properly operate the DMPSA teams.
- Properly stores equipment during the off-season.
- Works with the Executive Board and recommends cancellations due to inclement weather or poor field conditions.

## Fund Raising Committee Chair:

- Researches various means of raising funds for the operation of DMPSA programs.
- Presents fund raising proposals to the Soccer Committee for approval.
- Organizes fund raising activities including preparing and distributing correspondence and instructional materials, sales forms and other materials.
- Contacts prospective sponsors for the annual soccer camp and for teams during the soccer season.
- Accounts for monies spent and monies received during monthly board meetings.

## Referee Committee Chair

- Oversees the recruitment of referees for games to be played at Hagy Park (U8 – U16 age groups only).
- Keeps abreast on the rules of the game and update the Executive Board on changes that will affect the DMPSA and its players.
- Provides training to referees and correction where needed.

## Rules Committee Chair:

- Annually reviews the league rules to ensure the league is in accordance with national accepted youth soccer guidelines as well as promoting safe and fair play.

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- Timely posts or shares soccer related information to keep the community informed of DMPSA activities.

## Scheduling Committee Chair

- Coordinates with the other leagues on determining start dates, game schedules and tournament arrangements.
- Coordinates with the other Committees to determine the needs of the organization and ensure that fields are available when needed.
- Ensures Middle Paxton Township receives a copy of the finalized schedule and that there are no conflicts that will prohibit the playing of scheduled games.
- Coordinates makeup games on an as needed basis.

## Snack Bar Committee Chair:

- Operates the snack bar when DMPSA sponsored teams have games scheduled at the fields at Hagy Park.
- Orders supplies within according to proposed budget.
- Coordinates assignments of teams to provide workers for specific dates,
- Oversees operation and cleanup,
- Accounts for monies spent and monies received during monthly board meetings.

## Social Media Committee Chair:

- Maintains existing web presence and recommends necessary technical updates or new opportunities to engage the community.

## Team Parent Relations Committee Chair:

- Disseminates all information to the team parents concerning DMPSA activities.
- Holds meetings of the team parents.
- Coordinates the activities of the team parents.

## Uniform Committee Chair:

- Distributes uniforms to all youth soccer players registered with the DMPSA
- Retrieves and accounts for all uniforms at the end of the soccer season.
- Reports to the Soccer Committee the names of any players and parents who have not returned the uniforms or who have returned damaged uniforms so that appropriate actions can be initiate to seek reimbursement for same.

**8. BUDGET:** The budget for the DMPSA will be developed at the November board meeting. This budget will be voted on at the December meeting. The approved budget

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will them be presented to DAA in January. Expenditures not listed on the budget, which are under \$100 can be authorized by two of three Executive Board members (President, Vice-President, or Treasurer). Non-budgeted expenditures over \$100 must be put to a vote by the Executive Board.

**9. MEETINGS:** Meetings of the DMPSA will normally be held the second Monday of month. Meetings may be called, rescheduled or cancelled at any time based on need by the President. A representative of the DMPSA must attend the scheduled meetings of the DAA.

**10. PARTICIPATION IN MEETINGS:** The President should make every effort to participate in any meeting that would affect the interests of the DMPSA. The president may designate alternates to attend meeting if they are unavailable. It is important that a member of the board attend the monthly SASY meetings to ensure that the interests of both organizations are properly coordinated.

**11. COACHES:** Soccer coaches are volunteers who are each assigned one team to coach. All coaches must obtain clean criminal background checks in order to participate in the DMPSA program. The DMPSA shall have the authority to admonish, penalize or remove coaches for unsportsmanlike conduct or other valid reasons.

Soccer coaches have numerous responsibilities. Those responsibilities can be broken down into categories:

#### Administrative:

- Ensuring that a team parent has been appointed.
- Obtaining the assistance of parents for practices and games and making arrangements for practices and games to go on in his/her absence.
- Availing themselves of training where offered to improve coaching skills.
- Assisting the team parent in distributing announcements concerning various club sponsored activities.
- Accounting for and turning in all soccer equipment at the end of the season.

#### Pre-Season:

- Maintaining discipline over the players and advising the President of any players who may need to be sanctioned up to and including dismissal from the team for disciplinary reasons.
- Holding practices so that players can develop and maintain skills.
- Instilling the concepts of fair play in all players.



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## Game Season:

- Ensuring that all players get at least 50% playing time in games.
- Setting a good example of fair play and good sportsmanship for the players and parents. (Remember that these persons will take their cues as how to behave from how the coach behaves. Arguing with the referee and heckling the opposing team are not acceptable behaviors.)
- Controlling the behavior of parents at games.
- Providing games schedules and directions to fields to parents and players as necessary (rescheduled games, other leagues' sites).
- Preparing team rosters for games.
- Designating parents to serve as line persons at games.
- Maintaining discipline over the players at games and advising the President of any players who may need to be sanctioned up to and including dismissal from the team for disciplinary reasons.
- Reporting game scores to the President or the Committee Member responsible for maintaining the website after each game. (Not applicable to U6 teams.)
- Evaluating all players at season's end and submitting the evaluation sheet to the President for use in drafting balanced teams the next year. (Not applicable to U6 teams.)

**12. TEAM PARENTS:** Team parents have numerous responsibilities. Those responsibilities include the following:

- Organizing the provision of refreshments for the players at half time
- Distributing announcements concerning various club sponsored activities.
- Distributing photo order forms prior to the day photographs will be taken.
- Coordinating and promoting the fundraising activities.
- Collecting all funds raised through the fund raising activities and submitting those funds to the soccer committee on time.
- Assisting the coach in issuing uniforms and retrieving same at the end of the season (unless the team will be playing indoor soccer or participating in tournaments.)
- Scheduling parents to work at the snack bar when it is their team's assigned day and submitting the work schedule to the snack bar coordinator.

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## 13. PLAYER REGISTRATION

### Section 1:

Registrations shall be accepted by the DMPSA from May 1<sup>st</sup> through May 31<sup>st</sup>. The DMPSA will attempt to conduct at least two organized registration sessions. The DMPSA will attempt to provide sufficient prior communication of the registration dates, places and times through a variety of communication vehicles.

### Section 2:

For registration purposes, DMPSA will consider as proof of a player's age information supplied by a birth certificate or baptismal certificate. Age group assignments (for example, U10, U13, and so on) will be done based on the age of the player on or before **August 31<sup>st</sup>** of the playing year. For example, a player who turns 5 years old on July 31<sup>st</sup> will be playing as a 5-year-old; a player who turns 5 years old on August 1<sup>st</sup> will be playing as a 4-year-old.

### Section 3:

Registration is open to all residents of Dauphin Borough and Middle Paxton Township plus other areas as necessary to complete rosters or establish competitive teams.

### Section 4:

All players must register with the DMPSA during the designated registration period, and their families must pay the applicable registration fees for the player to be eligible to participate in the program. The DMPSA will review and establish the registration fees each year. The Executive Board will review and consider on a case-by-case basis alternatives for families with financial difficulties.

### Section 5:

Late registrations will be accepted in the age groups under special circumstances. These circumstances include room to add players on teams and payment of late fees in addition to regular registration fees. The names of players submitting registrations after the team draft is conducted will be put on a stand-by list. The Executive Board will place each of these stand-by players on teams if there is an opening on a team in the age

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group for which the stand-by player is registering, on a first come – first served basis. New residents who move into the DMP SA area after the Draft has been held and who wish to register late will be given priority over the normal late registrations, due to the amount of time available for all to register. Requests to register late for players other than new residents will be reviewed on an individual basis by the DMP SA. Each such case will be resolved by a vote of a simple majority of the Executive Board. Late registrants (and all players) must pay their fees and submit signed registration forms BEFORE they are permitted to participate.

## 14. PLAYERS

### Section 1:

If a player quits a team to which he/she is assigned, he/she is NOT eligible to play on any other team for the remainder of that season. If returning the following year, the player will be assigned to a team in the following manner:

- A. If a player quits **before** the fourth game, he/she will reenter the draft pool and be assigned to a team as a new player.
- B. If a player quits **after** the starting kick-off of the fourth game of the season, he/she will return to the team they played for in the previous season unless age moves them up to the next league.
- C. Players will have their registration fee refunded **ONLY** if one of the following three conditions is met: the DMP SA cannot place that player on a team, the player withdraws for health reasons, or if the parent/guardian notifies the board 7 days prior to the draft that their child no longer intends to play. No refunds will be granted after the draft for players who voluntarily withdraw for other than health reasons.

### Section 2:

Players who register late may or may not play on the same team to which they were assigned the previous year, depending upon the number of registrations and the number of players already assigned to the teams for the current year.

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## Section 3:

Each player is entitled to fair playing time, provided that player has regularly attended practices and conducted themselves in a sportsmanlike manner. Coaches have the authority to administer penalties for misconduct or other valid reasons. Serious misconduct shall be brought to the attention of the President. The DMPSA shall have the authority to admonish, penalize or remove players for unsportsmanlike conduct or other valid reasons.

## 15. TEAM DRAFT

### Section 1:

- A. The DMPSA will try as much as possible to have team players equally selected on the basis of age, gender, and ability. A Draft Committee chaired by the President will assign players to Under 6 teams. Coaches of the Under 8, Under 10, Under 13, and Under 16 teams will draft new players and players moving up from the next lower age group.
- B. Drafting should be done with reference to how many players are moving up to another league (age group) and/or how many players have moved out of the DMPSA area. However, players may continue to play in DMPSA if they have moved but are still within traveling range and care to do so.
- C. If the abilities of a player are known, these players will be placed on teams to equally distribute ability among teams, to the extent possible.

### Section 2:

Sons/daughters of coaches of existing teams may be placed on the coach's team when they move up to that league (age group) if the coach is remaining with the team.

### Section 3:

Team rosters will be drafted as follows until the appropriate number of players is reached:

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- A. Returning players will remain on their previous respective teams unless they are moving up to an older age group OR if the current number of registrations requires the revising of the team make-up (for example, the disbanding of a team (s) or the addition of a team in an age group).
- B. Players from the same family or household will generally be assigned to play on the same team unless otherwise requested. Relatives with other addresses may or may not play on the same team, depending upon the draft.
- C. The President will prepare detailed draft instructions for the coaches of the U8, U10, U13, and U16 teams based on such factors as pre-draft makeup of each team and available players to be drafted. The Registrar will prepare a detailed player list for the coaches in each division showing all players eligible for the draft. The list will show the player's name, gender, and age (as of 8/31 of current year) and be sorted from oldest to youngest.
- D. In the event of a re-draft at any age level, coaches must select players in the oldest age group first according to the draft list. Once all players have been drafted in the oldest age group, coaches may then proceed with drafting from the next lower age group. This process will continue until all players have been drafted. This process will ensure that the newly created teams from a re-draft are evenly distributed by age.
- E. The President, Vice President, and Secretary will oversee the draft and record all draft results to make sure the above guidelines have been followed.

## Section 4:

The Board will give and vote upon special consideration requested for team assignment(s) due to claimed hardships. A simple majority of a quorum of the Board will be needed to approve the requested special consideration.

## Section 5:

- A. Players may be held back to play in a younger league/age group due to physical size and overall development. A parent must initiate this request in writing to outline their justification for holding back his/her child. The matter will then be discussed between the coach's committee chair and the player's previous coach. If the Coach's Committee Chair supports the decision a presentation will be

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made to the Executive Board. Upon completion of the presentation the Executive Board will vote on the matter. Simple majority vote will decide the outcome in these matters. If a player is new to our organization, then this exception does not apply.

- B. Players may play up one league/age group due to physical size and overall development. A parent must initiate this request in writing to outline their justification for advancing his/her child. The matter will then be discussed between the coach's committee chair and the player's previous coach. If the Coach's Committee Chair supports the decision a presentation will be made to the Executive Board. Upon completion of the presentation the Executive Board will vote on the matter. Simple majority vote will decide the outcome in these matters. If a player is new to our organization, then this exception does not apply.
- C. Players may play up one league/age group if his/her sibling is at the next higher age level. To be consistent with Section 3 of the "Team Draft" the Board may allow siblings to play up one age group should an evaluation by the Coaches Committee Chair determine such a move is warranted. This evaluation must occur at or prior to the soccer camp in July. These warrants will be determined by evaluating the sibling's skill and safety with the next level age group during the draft. The player's parent must request this exception at time of registration for the Board to consider this exception. No exceptions will be considered for siblings that involve moves that are two or more age groups higher due to safety considerations. Appeals to the Coaches Committee Chair decision on skill assessment may be made to the Board in writing within 30 days of notification. If it is determined by the Coaches Committee Chair that the player has the ability to play at a higher level but presents some level of risk to the players safety no appeal may be filed.

## Section 6:

The Board Committee will assign new residents and late registrants on a stand-by basis to the team with the least number of players on its roster by the draft order. If all teams have an equal number of players, assignment will be by alphabetical order of team names. If all teams in an age group have equal amounts of players and the Committee votes that all teams are full, then no players will be assigned for the current year's teams.

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## 16. TEAMS

### Section 1:

All teams shall consist of boys and girls at a number deemed appropriate by the number of registrations in an age group. Generally, the DMPSA's aim will be to form teams of no less than 12 players and no more than 16 players (except in the case of the younger leagues, such as U6 and U8). When all teams in an age group have a sufficient number of players on the roster, the DMPSA may elect to form new teams to reduce the number of players on each team, thereby giving each player more playing time while keeping each team at a reasonable number of players. The creation of new teams must be coordinated with SASY to keep the number of teams playing in each age group equal. All teams will have fire-related names (i.e. Flames, Firestorm) in accordance with the DMPSA's unique logo.

### Section 2:

The DMPSA will maintain a "no cut" policy. Everyone who is properly registered will play. Also every registered player who is present at a game **MUST** play at least half of the game, unless:

- The player is injured;
- The player becomes injured;
- The player is issued a RED card during the game;
- The player had been issued a RED card from the previous game;
- The player had not participated in at least one practice per week; or
- For disciplinary actions within the team (the President must be notified and approve of this action).

### Section 3:

The DMPSA will recognize only one head coach for each team. However, the DMPSA does encourage as many assistants as are willing to volunteer to help the team. The DMPSA also recommends that each team ask for volunteers to serve as Team Parents to help with the paperwork and other activities involved with fund-raisers, parties, snacks during games, enlisting parental snack bar duties, etc.

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## Section 4:

A player, coach or referee who is bleeding or who has blood on his/her uniform shall be prohibited from participating further in the game until appropriate treatment can be administered. If medical care or treatment is administered in a reasonable length of time, the individual will not have to leave the game. The length of time that is considered reasonable will be left to the referee's judgment. Uniform rule violations will not be enforced if a uniform change is required. The referee shall:

- A. Stop the game and immediately call a coach, or other authorized person to the injured player and allow treatment.
- B. Apply the rules of the game regarding substitution if necessary.

**17. PROHIBITED BEHAVIOR:** As one of the stated objectives of the DMPSA is the promotion of the concepts of good sportsmanship and fair play, any behavior of players, parents, and coaches that is counter to those concepts will not be tolerated. Examples of prohibited behavior include, but are not limited to: persistent heckling of referees and opposing teams, terroristic threats, and violent actions intended to hurt another player.

Referees are in charge of the sanctioned games and their decisions are final. The referees will report any misbehavior on the part of players, parents and coaches to the Referee Committee Chair or the President of the DMPSA in the absence of the Referee Committee Chair. The Referee Committee Chair notifies the President who convenes the Executive Board in the most serious cases.

The Executive Board will review charges of misconduct by players and coaches and determine appropriate sanctions. The Executive Board may require the coach of a team and any available witnesses to the misconduct to appear before the Executive Board and give testimony.

**18. AMENDMENTS:** These By-Laws of the DMPSA may be amended by a simple majority vote of the Dauphin Athletic Association Board of Directors, provided written notice of the proposed change is forwarded to the Soccer President by the DAA Board. The DMPSA may amend these by-laws upon 30 day written notice to the DAA Board and with the approval of the DAA Board.