

Paradise Ridge Youth Soccer Club  
Rules & Regulations

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## 1100 GENERAL INFORMATION

1101. **PURPOSE.** This book, consisting of Paradise Ridge Youth Soccer Club Rules and Regulations, is designed to supplement the Constitution, By-Laws and Rules and Regulations of CYSA and BYSL and the By-Laws of the PRYSC.
1102. **DISTRIBUTION.** A copy of the Rules and Regulations will be issued to each member of the Board of Directors and to all committee chairmen. It shall be the responsibility of the Age Division Directors to ensure that all coaches within their division receive copies of those sections of the Rules and Regulations which are relevant to their coaching responsibilities.
1103. **MAINTENANCE.** It shall be the responsibility of each holder of a copy of the Rules and Regulations to keep the book current.
1104. **AMENDMENTS AND ADDITIONS.** In accordance with Section 1402.01, it shall be the responsibility of the Board to review periodically the Rules and Regulations and to make amendments and/or additions and deletions. All such changes will show the date of approval by the Board and a copy will be placed in each copy of the Rules and Regulations. Any changes to these Rules and Regulations must be approved by a simple majority at a regularly scheduled meeting of the Board of Directors.
1105. **FORMS, MAPS, PLANS, AND CONTRACTS.**
- 1105.01. All Club forms, plans, maps and contracts shall be assigned a number and dated.
- 1105.02. All documents will be listed in the Rules and Regulations by number along with the name and address of the officer possessing the documents. A copy of all current forms which are used in administration of the Club shall also be kept in the appropriate section of the Rules and Regulations. The Club Secretary shall retain all original copies of Club correspondence.
1106. **BOUNDARIES.** The territory of this Club shall include Paradise, Magalia, Stirling City and adjacent areas.
1107. **CLUB PURPOSE.** The purpose of the Club shall be to promote and to administer a program of youth soccer among all boys and girls from ages four through nineteen who reside within the territory of the Club and without regard to their race, creed, gender, or ability.
1108. **CLUB AUTHORITIES.** PRYSC shall be an affiliated branch of, and shall comply with, the authority of the Butte Youth Soccer League (BYSL), California Youth Soccer Association (CYSA), the United States Youth Soccer Association (USYSA), the United States Soccer Federation (USSF), and the Federation International Football Association (FIFA). All teams, their players, coaches, parents and referees shall abide by the Rules and Regulations and By-laws of the Club and all applicable rules of all authorities.

## 1200 MEMBERSHIP

1201. **ADULT MEMBERSHIP.** PRYSC membership shall consist of 1) coaches and assistant coaches; 2) referees; 3) members of the Board of Directors; and 4) parents of all registered players.
1202. **MEETING OF GENERAL MEMBERSHIP.** The general membership shall meet each year in January to elect members to the Board of Directors and at any other time 1) when a meeting is scheduled by the President of the Board of Directors or 2) when a petition requesting a meeting is submitted in accordance with Article Four of the by-laws.
- 1202.01. **ANNUAL ELECTION MEETING.** The general membership shall meet on the second Wednesday of each January to fill vacancies on the Board of Directors and to discuss any other matters desired by the membership of the organization.
1. The Secretary shall send written notification to the coaches of all teams, to referees and to members of the Board which shall include 1) a copy of the agenda; 2) a list of offices to be filled at the annual election; 3) a list of the procedures to be followed at the annual meeting; and 4) copies of any proposed changes to the by-laws.
  2. The Secretary shall also place such notification in the local newspaper and on the club website.
  3. The notice shall be mailed not less than 14 days prior to the annual meeting.
- 1202.02. **ORDER OF BUSINESS**
1. Call to Order
  2. Roll call of Board members.
  3. Introduction of all coaches, referees and other members of the organization.
  4. Acceptance of minutes of previous general meeting.
  5. Introduction of guests.
  6. Proposal for change of by-laws or Rules and Regulations.
  7. Election of officers.
  8. Good of the Game.
  9. Adjournment.
- 1202.03. **VOTING PROCEDURES AT GENERAL MEETING**
1. **GENERAL PROCEDURES.** Each general member shall be entitled to one vote on all matters that came before the general membership. The President shall vote only in the case of ties, except in the election of officers where the President shall vote in the same manner as other members.
  2. **MAJORITIES.** The following majorities are necessary for deciding issues at general meetings.
    - a) In matters involving the voting rights of an elector, a simple majority of all qualified electors who are not involved in a protest.

- b) In matters involving changes to the by-laws, a two-thirds majority of the qualified electors who cast ballots.
  - c) In all other matters to be resolved, a simple majority of the qualified electors who are present.
3. VOTING BY PROXY. Voting by proxy shall not be permitted.

## 1300 THE BOARD OF DIRECTORS

### 1301. GENERAL RESPONSIBILITIES OF THE BOARD OF DIRECTORS

1301.01. GENERAL DUTIES. The Board is responsible for the management of all property and all affairs of the Club in accordance with Article Five of the By-Laws.

1. The Board is collectively responsible for conducting all of the affairs and activities of the Club, and the individual responsibilities of each Board member shall always be exercised subject to the authority and approval of the Board as a whole.
2. The Board is responsible for establishing, interpreting and enforcing the By-Laws and Rules and Regulations of the Club and all applicable rules and regulations of the league and associations with which the Club is affiliated.
3. The Board is responsible for establishing the procedures for formation of registered teams and for insuring the proper registrations of individual players, coaches and teams with the relevant authorities. The primary goal in the formation of intra-club teams shall be to ensure the competitive balance among teams.
4. The Board is responsible for the proper accounting for all financial transactions and assuming responsibility for the handling of all revenues that are collected. The Board will retain the ultimate responsibility for the organizing and administration of all fund-raising drives and other income producing activities.
5. The Board shall sanction travel of teams to any competitions played outside the Club boundaries.
6. The Board shall have the responsibility for monitoring the performance of all coaches, referees, players and other Club officials. After an appropriate investigation and hearing as provided by these Rules and Regulations, the Board may suspend, bar, or otherwise discipline any coach, player, referee, Club official or any other person associated with the operation of the Club.
7. The Board shall appoint all team coaches, acting upon the recommendation of the Director of Coaches, the Director of Referees and the Director of the age division from which the coach is nominated.
8. The Board shall establish a common set of playing rules for Club play and shall be responsible for providing levels of competition for all players who reside within the Club boundaries.
9. The Board is responsible for ensuring that adequate insurance is provided to protect the Club, its officials and all participants from potential claims.

1301.02. ELECTION. The Board shall be elected in accordance with Article Four of the By-Laws and Section 1303 of the Rules and Regulations.

1301.03. EXPULSION OF MEMBER. The Board shall have the power to remove any Board member from office or expel any member of the Club in accordance with Article Five of the By-Laws.

1. In the following limited situations, the President shall have the authority to suspend any member pending Board investigation:
  - a) Injury or imminent injury to any child, whether or not said child is a participant in the program.
  - b) Arrest and/or conviction for a crime of violence.
2. In the following situations, the Board may suspend a member pending further investigation:
  - a) Alleged financial impropriety with club and/or team funds.
  - b) Any conduct the Board deems detrimental to the image, purpose, or mission of the club.
3. The Board shall conduct its investigation as soon as possible and in accordance with Section 1512 of these Rules & Regulations.

## 1302. MEMBERS OF THE BOARD OF DIRECTORS

### 1302.01. MEMBERS

1. President
2. Vice-President
3. Secretary
4. Treasurer
5. Director of Ways & Means
6. Director of Coaches
7. Director of Referees
8. Director of Registration
9. Director of Fields and Equipment
10. Director of Publicity
11. Team Parent Coordinator
12. Under 6 Director
13. Under 8 Director
14. Under 10 Director
15. Under 12 Director
16. Under 14/16/19 Director
17. Metro Director
18. Immediate Past President
19. Youth Director

### 1302.02. TERMS

1. The President, the Treasurer, the Director of Referees, the Director of Ways & Means, the Director of Publicity, and the Team Parent Coordinator shall be elected in even years.
2. The Vice President, the Secretary, the Director of Coaches, the Director of Registration, the Director of Fields & Equipment shall be elected in odd years.

3. The Age Division Directors, Metro Director, and Youth Director shall be elected annually.

### 1303. ELECTION TO THE BOARD OF DIRECTORS

#### 1303.01. ELECTION PROCEDURES

1. The election shall be conducted by the President in odd years and the Vice President in even years, except that if both are standing for election at the same time, then the meeting shall be conducted by the Secretary or the Treasurer.
2. At the annual meeting, the presiding officer shall ask for additional nominations from the floor.
3. Any club member may be nominated for a Directorship. However, only a current Director who has served for at least one full year on the Board may be nominated for election as one of the four named Officers as denoted in Article Six of the bylaws.
4. An individual may be nominated for more than one office.
5. After all the nominations have been received, the presiding officer shall give each candidate three minutes in which to make a statement. Anyone attending the meeting may ask questions or offer comments following the statement of a candidate.
6. Following the completion of statements, the presiding officer shall ask the candidates to leave the room. Discussion may follow, then a vote will be taken.

### 1304. MEETINGS OF THE BOARD OF DIRECTORS

1304.01. OPEN MEETINGS. All meetings are open to the public except when the Board votes by majority vote to go into executive session to discuss personnel or other sensitive matters.

1304.02. VISITORS. All active members of the Club and other residents of the Club territory may participate in Board meetings. A time will be set aside at the beginning of each meeting for input from visitors.

1304.03. SPECIAL MEETING SCHEDULE. If it becomes advisable to hold meetings more often than one per month on a regular basis, the President will propose a schedule for additional meetings to be held before and during the upcoming season.

1304.04. MINUTES. The Secretary shall take minutes at all regular and special Board meetings and will distribute copies to all Board members at or before the next Board meeting.

1304.05. AGENDA. The agenda for regular meetings may include, but is not limited to, the following:

1. Call to Order
2. Roll Call
3. Introduction of guests
4. Approval of minutes
5. Correspondence
6. President's Report
7. Vice-Presidents report
8. Treasurer's report
9. Statement by visitors
10. Directors reports
11. Committee reports
12. Unfinished business
13. New business
14. Good of the game
15. Adjournment

## 1305. PRINCIPLES OF BOARD DECISION MAKING

### 1305.01. COMPENSATION OF MEMBERS

1. No member of this organization shall receive compensation for voluntary participation except as may be provided in the By-Laws or these Rules and Regulations.
2. Referees may be paid according to the schedule attached as Addendum "A".
3. Any coach in good standing is entitled to a coach's refund in an amount not to exceed the amount of one child's registration.
  - a) Any coach who is also a Board member shall be entitled to a refund not to exceed two children's registration fee.
  - b) In no event shall any coach receive as a refund more money than actually paid.
4. Out of pocket expenses incurred on behalf of the Club for approved expenditures authorized in the annual budget may be repaid under the following conditions:
  - a) Only Board members responsible for any approved budget category are authorized to make purchases on behalf of the Club and to be repaid for those expenses. All purchases must be made with Board approval.
  - b) No other member of the Board shall incur expenses or make expenditures in the name of the Club without prior approval from the Board.
5. Board approval is required to authorize all non-budgeted expenditures made by members of the Club for Club use. A two-thirds majority vote by the Board of Directors is required for approval. All requests for reimbursement will be submitted to the Treasurer or on an official voucher form with the original receipts or adequate proof of the purchase of incurred expense.

6. Each board member shall be allowed to have their children play with league and uniform fees only.

1305.02. **AVOIDANCE OF CONFLICT OF INTEREST.** It shall be the responsibility of each member to avoid all suggestion of impropriety when deciding issues presented to the Board. In all cases where a member may have, or appear to have, a vested interest in the outcome of any issue before the Board, that member shall disqualify himself from all discussion and voting on the issue.

1305.03. **AWARDING OF CONTRACTS.**

1. **GENERAL PRINCIPLES.** The Board shall not award any contract for goods and services with a total of \$1,000 without first attempting to secure bids from at least three or more independent sources.
2. **TEAM PICTURE POLICIES.**
  - a) When a photographer is awarded the bid to provide official team and individual photographs, then that photographer shall become the only photographer authorized to take for sale and distribution team and individual pictures.
  - b) Any person who violates the official photography policy shall be disqualified from bidding on team and individual pictures in the season following the violation.

1305.04. **VOTING**

1. Each duly elected member of the Board of Directors is entitled to one vote. Although it may be practical from time to time for one member to perform more than one function on the Board of Directors, he/she may still only cast one vote. The presiding officer of the meeting shall not vote except in the case of a tie. No proxies will be allowed.

1306. **DISCIPLINARY ACTION BY THE BOARD OF DIRECTORS**

1306.01. **GENERAL OBLIGATION OF MEMBERSHIP.** All Board members, coaches, referees, parents and other members of the Club are obligated to obey all By-Laws and Rules and Regulations of the organization.

1306.02. **DISCIPLINARY ACTION FOR VIOLATION.** The Board of Directors shall, after observing all requirements of due process, be empowered to enforce observance of its By-Laws and Rules and Regulations by imposing disciplinary action on offending members.

1. **SCOPE OF DISCIPLINARY ACTION.** Depending upon the severity of the infraction, and consistent with the requirements of Section 1512 of these Rules and Regulations, the Board may impose any penalty ranging in severity from a reprimand to expulsion from Club membership.
2. **OBLIGATION OF COACHES.** Coaches shall be required to ensure that all players affiliated with their team observe the requirements of Sections 1403.04 and 1507 of the Rules and Regulations.

## 1400 CLUB OFFICIALS AND COMMITTEES

### 1401. OFFICERS OF THE CLUB

1401.01. **PRESIDENT.** The President is responsible for conducting the affairs of the local Club and for executing policies by the Board of Directors.

1. The President shall appoint committees and committee chairmen with the concurrence of the Board.

1401.02. **VICE-PRESIDENT.** The Vice President shall assume all duties of the President when he or she is absent or unable to perform his or her specified duties.

1. The Vice President shall be in charge of special projects as the President or Board of Directors directs.
2. The Vice President shall represent the Club at BYSL meetings.
3. The Vice President shall review annually the By-Laws and Rules and Regulations and make a schedule of the functions to be performed by each officer at each meeting during the subsequent year. Schedule should be distributed annually at the December meeting as a reminder to Club officers of their various responsibilities and deadlines. Schedule should be in a calendar form and should include regular meeting dates.
4. Schedule all games to be played by Club teams in Paradise. This schedule shall be submitted to the Board for its approval no later than the first Board meeting in August.
5. Coordinate and assist with all off-season activities, including all clinics, meetings, and the annual Opening Day Jamboree.

1401.03. **SECRETARY.** The Secretary, in addition to their duties outlined in the By-Laws, shall perform the following duties.

1. Prepare correspondence at the direction of the President.
2. Keep attendance at all Board meetings and notify members who have missed two consecutive meetings.

1401.04. **TREASURER.** The Treasurer shall perform the following duties:

1. Record all assets, liabilities, receipts, disbursements, capital and income receipts in accordance with the Generally Accepted Accounting Procedures (GAAP).
2. Serve as the Chair of the Budget Committee, which shall prepare the Club's annual budget, which shall be submitted to the Board at or before the March meeting. It shall include recommendations concerning the following:
  - a) The amount of registration fee to be assessed.
  - b) The major fund-raising drives to be undertaken during the season with projections of estimated income.
  - c) The projection of income from sponsor fees.
  - d) The projection of income from sales of uniforms and equipment.
3. Report at each meeting of the Board on the balance of the Club's accounts.

- 1401.05. **DIRECTOR OF COACHES.** The Director of Coaches shall perform the following duties.
1. To recruit coaches for each of the Club's teams, seeking the assistance of Age Division Directors where necessary.
  2. To establish a schedule for meetings of the coaches and submit to the Board no later than the first Board meeting in June.
  3. Work with the Age Division Directors to assess the performance of coaches during the season.
  4. Work with the Age Division Directors to handle problems involving individual coaches during the season.
  5. Develop a program of clinics and other training sessions for coaches and players and submit to the Board at or before the first meeting of the Board in April, with Board approval.
  6. Ensure that notice of any CYSA sponsored clinics in the area is given to each registered coach and player in the program.
  7. Make signups for coaches and coaching clinics available at each registration date.
- 1401.06. **DIRECTOR OF REFEREES.** The Director of Referees is responsible for recruiting, training, scheduling and assessing the performance of the Club referees. He or she shall perform the following duties:
1. Submit a list of certified referees to the Board of Directors prior to the first meeting of the Board of Directors in August.
  2. Arrange for training seminars for referees in the summer prior to each fall season. The seminars will be designed to qualify new referees for service during the subsequent season.
  3. Make arrangements for the Age Division Directors to observe individual referees, if he or she deems it appropriate.
  4. Serve as a member of the Protest, Appeals, and Discipline (PAD) Committee.
  5. Establish a schedule of mandatory meetings for referees before and during the season.
  6. Schedule joint meetings between referees and coaches as required.
- 1401.07. **DIRECTOR OF WAYS & MEANS.** The Director of Ways & Means is responsible for all revenue raising which is conducted to support the operation of the Club and shall perform the following duties:
1. Serve as a member of Budget Committee
  2. Report at each Board meeting on the profit and loss experience of current fund raising activities.
  3. Organize and administer all fund raising drives. In this regard the Director of Ways & Means shall:
    - a) Meet with the Budget Committee to receive presentations from outside vendors and representatives and make recommendations

for the Board concerning which programs should be adopted for the following year.

- b) Develop the program by which maximum sales will be realized from each program, including a proposal for selling dates, methods and places.
- c) Develop the necessary forms and procedures by which accountability will be assured for all sale products and the receipts from sale of those products.
- d) Supervise the program by which individual team sponsors, Club sponsors and major contributors are procured for the subsequent season.

1401.08. **DIRECTOR OF REGISTRATION.** The Director of Registration shall perform the following duties:

- 1. Propose the times and places for sign ups for the subsequent season no later than the first regularly scheduled meeting in February.
- 2. Work with the Director of Publicity to prepare announcements to the sign ups and distribute it to all local schools.
- 3. Organize sign ups in accordance with Section 1601.01.
- 4. Serve as Chair of the Player Distribution Committee.
- 5. Submit all necessary individual and team registration forms to the BYSL and CYSA in order to obtain official playing cards and to effect insurance coverage.
- 6. Prepare a list of team rosters with names of all coaches and team parents and distribute a copy to all Board members.
- 7. Ensure that all necessary insurance forms are filed with the BYSL and CYSA.
- 8. Prepare an explanation of the Club's insurance program and distribute all copies to parents at the time of sign ups.
- 9. Receive insurance claims, which are filed during the season and forward them to the appropriate agency.
- 10. Maintain a waiting list of players not assigned to teams and fill roster vacancies as they occur.

1401.09. **DIRECTOR OF FIELDS & EQUIPMENT.** The Director of Fields & Equipment shall have the following duties:

- 1. Act as a liaison with the Paradise Recreation and Park District, the Paradise Unified School District, and any other appropriate entity to schedule fields for Club play. He or she shall fill out and submit applications to the school and recreation district for use of facilities no later than July 1<sup>st</sup> of each year.
- 2. Ensure that the goals for all fields are in suitable and safe condition for each week's play.
- 3. Ensure that all of the fields are properly marked for each week's play.
- 4. Make recommendations each year for the purchase of balls, nets, equipment and other supplies.

5. Place orders for all equipment after receiving Board approval.
6. Ensure that all equipment is properly cleaned, repaired and inventoried for the following season. Store equipment between seasons.
7. Distribute equipment to the Age Division Directors who will give it to the individual team coaches.
8. Ensure that all equipment is collected from teams no later than the post-season awards ceremony.

1401.10. **DIRECTOR OF PUBLICITY.** The Director of Publicity shall be responsible to the Board of Directors for the preparation of stories for local newspapers and other media, which are designed to promote the Club. He or she shall be responsible for the following:

1. Distributing press releases to local newspapers publicizing the need for coach and player sign ups consistent with the guidelines in Section 1601.01.
2. Preparing press releases, as necessary, to support the fund raising drives before and during the season.
3. Organizing a system by which coverage of each game is provided to local newspapers.
4. Compiling the results of each game, computing Club standings and reporting them to the media each week.
5. Preparing feature stories, as necessary, publicizing sponsors and other volunteers who are supporting the Club.
6. Develop story ideas and suggest them to local news and sports reporters and columnists.
7. Cover any post-season tournaments involving local teams.
8. Cover the post-season awards ceremony.
9. Keep copies of all stories in the Club scrapbook as a guide to his or her successor.
10. Prepare advertisements for local newspapers.

1401.11. **AGE DIVISION DIRECTORS.** Age Division Directors are responsible for supervising the operation of all teams in their division, including the following:

1. Observing games played in the Director's Division and evaluating the performance of coaches and players.
2. Assisting the Director of Coaches in communication between the Board of Directors and the coaches. This will include soliciting coaches' opinions on matters before the Board and disseminating to the coaches policies established by the Board.
3. Working with the Director of Coaches to recruit coaches for the teams in his or her division.
4. Working with the Director of Fields & Equipment in distributing and retrieving equipment from coaches.
5. Acting as the on the field liaison between the Board and parents of players in his or her division.

6. Providing the Board with reports on any incidents involving referees, coaches, players, and/or parents in his or her division.
7. Working with the Player Distribution Committee to ensure that balanced teams are formed in his or her division.
8. Investigating and monitoring any situations that require disciplinary action.
9. Ensuring that coaches are observing the 50 percent playing time requirement and other PRYSC Rules and Regulations.
10. Ensuring that game reports are properly completed by parents, and adding comments on report form as appropriate.
11. Investigating any injuries that occur during games in his or her division.
12. Ensuring that field set up and take down is completed as provided in Section 1503.01.
13. Attend a three hour clinic taught by the Director of Referees or his designate that will survey the laws of soccer.

1401.12. **TEAM PARENT COORDINATOR.** The Team Parent Coordinator shall perform the following duties:

1. To act as a liaison between team parents and coaches and the club.
2. Set up vendor presentations for team and player photos, uniforms, and soccer camp vendors in their designated renewal years.
3. Order team uniforms, including arranging for numbering of jerseys and having team sponsors' names printed on jerseys.
4. Assign team names.
5. Set up photo dates with photo vendor.
6. Conduct team parent meetings.
7. Assist coaches in recruiting team parents.
8. Distribute team uniforms to team parents/coaches.
9. Distribute to team photos to team parents/coaches.
10. Assist with any fund-raising activities.

## 1402. COMMITTEES

1402.01. **RULES AND REVISIONS.** The President shall appoint a committee no later than the February meeting to review the Club's By-Laws and Rules and Regulations and to make recommendations for any changes that seem advisable.

1. The Committee shall meet during February, draft any necessary changes and submit them at the regular meeting in March.
2. Any individual involved in the Club may submit recommended changes to the committee.

1402.02. **PROTESTS, APPEALS & DISCIPLINE (PAD).** The President shall appoint a PAD committee no later than the August meeting to hear any protests or appeals filed during the upcoming season under Section 1511 and to administer any club level discipline as necessary.

1. The committee shall decide all protests and appeals in accordance with CYSA and BYSL policy and in accordance with the Laws of the Game.
  - a) The committee shall conduct all of its inquiries in a matter designed to give all interested parties an opportunity to present facts or statements in support of their contentions.
2. The committee shall additionally handle all club-level ejections whenever a send-off report is provided to the committee chair. If no send-off report is provided to the committee within a timely fashion, the suspension will conform to the then-current CYSA recommendations. Additionally, the PAD committee shall convene if a game report indicating misconduct is received from the center official, the fourth official, the Director of Referees, Director of Coaches, or the appropriate Age Division Director, even if the alleged misconduct did not result in an ejection (sending off).
  - a) Suspensions or other discipline in excess of the CYSA recommendations, if given, may be appealed to the full Board of Directors within 10 days of the decision.
3. In the event that one or more members of the standing PAD committee have a potential or actual conflict of interest in the matter at hand, the President may appoint an ad hoc member or members to the committee.

1402.02. **PLAYER DISTRIBUTION.** The President shall appoint a Player Distribution Committee no later than the March meeting to form teams in accordance with the policies approved by CYSA, BYSL, and these Rules and Regulations.

1. The committee's primary goal shall be to divide talent equally among teams in order to foster the highest possible degree of competitive balance.
2. The committee shall distribute players in accordance with the general policy stated in sections 1603-1606 inclusive.

1402.03. **GRIEVANCES.** Upon receipt of a formal grievance, the President shall appoint a committee which shall hear all grievances presented by players, coaches, referees, parents, officers, and Board members.

1. The committee shall conduct its inquiries in the form of public hearings at which all interested parties will be given an opportunity to present a full and complete expression of the views.
2. The committee shall conduct its inquiries in accordance with the provisions of Section 1512.

1402.05. **BUDGET AND FINANCE.** The President shall appoint a committee at or before the February meeting to formulate the Club's budget for the forthcoming season.

1. The Treasurer shall serve as the Chair of this committee.
2. The committee shall review the income projections of the Treasurer and then shall make recommendations concerned the following:
  - a) The registration fee to be assessed players.
  - b) The major fund drives to be undertaken during the subsequent season, after hearing presentations from vendors and representatives of various fund raising organizations.

- c) The sponsor fee to be levied.
  - d) The amount to be charged for sales of equipment and uniforms.
3. The committee shall meet as necessary during February and shall submit at the March meeting a proposed budget which shall include the following:
- a) The amount to be budgeted for each operating item.
  - b) The amounts to be budgeted for any large equipment for special projects such as field acquisition and for any accumulation funds.

#### 1403. TEAM COACHES

1403.01. APPOINTMENT. The Director of Coaches, with the assistance of each Age Division Director, shall be responsible for nominating a coach for each team in each division.

1. Coaches shall be required to submit applications to the Board and have completed the then-applicable volunteer screening process prior to receiving his/her roster. Any prospective coach may be invited to attend a meeting of the Board of Directors to answer questions about his/her application.
2. The Director of Coaches and the Director of Referees, with the concurrence of the Age Division Director, shall nominate a slate of coaches at the July meeting, and the Board of Directors shall vote on these nominations. In the event that a nominee fails to receive a majority of the vote cast, the Director of Coaches shall nominate another coach for that team.
  - a) Prior to Board action, any member of the Board of Directors may request that a coach's name be removed from the slate for individual discussion and action.
  - b) The remaining candidates shall then be approved or denied by the Board.
  - c) The Board will then discuss and take action on any individual coach in a closed session of the Board.
3. The Board may attach conditions to the approval of any coach, and the Age Division Director shall prepare a letter to such a coach which informs him or her of the conditions to which is appointment is subject.

1403.02. ELIGIBILITY. All adults associated with the Club who are 18 years of age or older are eligible for appointment as a coach, except that an Age Division Director in a division in which team standings are kept shall not be eligible to coach within that division. A coach in bad standing shall not be eligible to coach.

1. The Board may find a coach to be in bad standing under any of the following circumstances:
  - a) The coach owes any affiliated entity money.
  - b) The coach has been sanctioned by a club, league, or district committee.
  - c) The coach acts or has acted in a matter detrimental to a child.

2. Any finding by the Board that a coach is in bad standing is subject to appeal pursuant to Section 1512 of these Rules and Regulations.
- 1403.03. TRAINING. All coaches shall be encouraged to attend an “F” license clinic prior to the beginning of their second season of coaching.
- 1403.04. DEPARTMENT OF PARTICIPANTS. All coaches are expected to conform to the highest standards of conduct during practice or games.
1. The use of tobacco, alcoholic beverages or abusive language is prohibited in the vicinity of the practice or game field.
  2. All members of a team’s coaching staff are expected to conduct themselves in a sporting manner at all times.
  3. The coach will maintain control of the parents and spectators at all times.
    - a) No coach, substitute player or spectator is to make derogatory remarks or gestures to the referees, other players or spectators.
    - b) No coach, substitute player or spectator is to use profanity.
    - c) No coach, substitute player or spectator is to incite disruptive behavior of any type.
    - d) No coach, substitute player or spectator shall stand behind the goal line.
  4. Violation of any of provisions of these Rules and regulations shall be grounds for ejections from the game by the referee and, after a report from the referee or Age Division Director, disciplinary action. Disciplinary action may range in severity from a reprimand to suspension or expulsion from the Club.
- 1403.05. COACHES’ RESPONSIBILITIES. It shall be the responsibility of the coach to do all of the following:
1. Appoint a team parent.
  2. Appoint assistant coaches with approval of the Board.
  3. Arrange times and places for practices.
  4. Inform the Director of Registration of any roster vacancies.
  5. Communicate to players and parents all information disseminated by the Club.
  6. Attend or send a representative to all coach and/or team meetings called by the Director of Coaches and/or the Age Division Director.
  7. Arrange for team members to attend all scheduled Club activities.
  8. Report to the Age Division Director any injuries or unusual occurrences.
  9. Pass out and collect equipment.
  10. Attend a clinic taught by the Director of Referees or his or her designate that will survey the laws of soccer.
- 1403.06. EVALUATION. All coaches may be routinely critiqued by the Age Division Director and the Director of Coaches with regard to his or her (1) general ability to handle the team in games and practices; (b) responsiveness to Club policy; (c)

general knowledge of the game; and (d) conformance to the standards of behavior contained in Section 1403.04.

#### 1404. REFEREES.

1404.01. APPOINTMENT. All referees shall be recruited by the Director of Referees and approved by the Board of Directors.

1. The Director of Referees shall solicit applications from referees prior to the first meeting of the Board of Directors in August and shall submit a list of proposed referees for the upcoming season at that meeting.

1404.02. TRAINING. All referees will attend training sessions as required by the Director of Referees.

1. All referees must attend and pass a USSF certification clinic to officiate in Under 12 and above.

1404.03. EVALUATION. The Director of Referees, with the assistance of the Age Division Directors if he desires, shall evaluate the performance of referees in order to make recommendations concerning their deployment in the following season. The evaluation may include: (a) general knowledge of the game; (b) ability to play; and (c) general accuracy of calls.

1404.04. DEPARTMENT. All referees will conform to the uniform code established by USSF. The use of tobacco, alcoholic beverages and abusive language is prohibited on or in the vicinity of the playing field.

#### 1405. TEAM PARENTS.

1405.01. RESPONSIBILITY TO TEAM. The team parent shall:

1. Assist the coach in contacting players, communicating with parents, distributing equipment, organizing players before and during games and at special events and, in general, providing support in whatever ways seem appropriate.
2. Keep a roster of all players with names and phone numbers and contact them regarding games, practices and special events.
3. Contact parents to provide half-time snacks (orange slices, raisins, seedless grapes, etc.).
4. Organize team parties with coach's approval.

1405.02. RESPONSIBILITY TO CLUB. The team parent shall:

1. Be responsible for the participation of her team's players in all fund raising drives and special events.
2. Be responsible for the distribution of sale products and collection of all proceeds from those sales.
3. Report to the Team Parent Coordinator.

1406. **PLAYER'S PARENTS.** The PRYSC has adopted the following policy goals regarding participation of parents in the Club program.

1406.01. **PARENT RESPONSIBILITY.** Parents must accept the fact that they are responsible for taking an active role in supporting the local program. Youth soccer is not a club in which membership implies babysitting benefits and entertainment privileges for the parents.

1406.02. **VOLUNTEER PROGRAM.** Paradise youth soccer is an adult, volunteer work project, which is created, supervised and assisted by parents who desire to make its benefits extend to all interested children in the community. Each parent should join in the total effort. There is a job for everyone to do.

1500 CLUB ORGANIZATION AND SPECIAL PLAYING RULES

1501. CLUB ORGANIZATION

1501.01. CLUB DIVISIONS. The PRYSC shall consist of the following age divisions: Under 6, Under 8, Under 10, Under 12, Under 14, Under 16 and Under 19. Separate divisions may be formed for boys and girls in any age group which sign-ups warrant.

1. Following registration in May, the Board of Directors will review the number of players at its May meeting and will discuss the number of teams to be formed in each division.
2. The Board, with the advice of the Player Formation Committee, will form teams based on the number of players projected to play in the fall and the availability of fields.

1501.02. TEAM SIZES. The Board of Directors will review the sizes of team rosters at the July meeting, but, in general, teams will be formed as follows:

Division	Players on Field	Ideal Roster Size	Min Roster Size	Max Roster Size
Under 6	5	8	8	9
Under 8	7	10	9	11
Under 10	9	12	11	13
Under 12	11	15	13	15
Under 15/19	11	15	13	18

1501.03. LENGTH OF SEASON. The Vice President will propose a general schedule for the upcoming season at the July meeting and a specific game schedule at the August meeting.

1. The fall season shall consist of eleven (11) consecutive play dates beginning on the second Saturday of September and ending on the third Saturday of November.

1502. STANDARDS OF PLAY. All contests sanctioned by this Club shall be played in accordance with the Laws of the Game as published by FIFA, the Rules and Regulations of the CYSA as amended each year, the Rules and Regulations of the BYSL and these Rules and Regulations.

1502.01. SPECIAL RULES

1. The Board of Directors may promulgate Special Rules if and as necessary to accommodate different field sizes, roster sizes, or other unusual developments. Any such rules shall be distributed to the coaches of the affected teams and to the referees in writing prior to the start of the season.
2. ALL DIVISIONS
  - a) No slide tackles will be permitted for Under 12 division or younger. The referee shall award an indirect free kick to the opposing team.

- b) In situations where a team has a four goal lead the coach shall be required to take action to prevent running up the score, including any or all of the following steps.
  - 1) Rotate players so offensive players are on defense and not in a position to score.
  - 2) Rest strong offensive players, and play all of the team's weaker players.
  - 3) Let weaker players take all penalty kicks.
  - 4) In extreme cases, play with fewer players than the opponent.
  - 5) Failure to follow this rule is a cautionable offense to the coach and may result in additional discipline regardless of action or inaction by the center official.
- c) If, at the beginning of the game, one team has fewer players than the opponent, the opponent shall be required to play the same number of players in Under 12 and below. However, no team shall be required to play more than two players short, regardless of the number of players played by the opponent.
- d) In BYSL games, teams will comply with the BYSL specific rule regarding playing down.
- e) No player shall be allowed to play as a goalie more than 50% of the game in the Under 8, Under 10 and Under 12 age divisions.

## 1503 FIELDS AND EQUIPMENT

### 1503.01. FIELD SET UP

- 1. The preparation of fields shall include the following:
  - a) Setting up nets and corner flags.
  - b) Properly marking the fields.
  - c) Ensuring that the field is free of any obstacles to play.
- 2. The Age Division Director shall ensure that the equipment box is on hand prior to the first game and that it contains the following:
  - a) Two game balls and inflation equipment.
  - b) First aid supplies.

## 1504. RESERVED

## 1505. POSTPONEMENTS, CANCELLATIONS AND FORFEITS

1505.01. **PLAYING OF SCHEDULES GAMES.** All games will be played as scheduled unless they are rained out or unless a school event prevents a team from fielding a team and the coach notifies the Age Division Director 24 hours prior to game time.

- 1. On game days, threatened by bad weather, the Director of Referees and the President will determine whether games will take place taking into consideration the following criteria:

- a) Safety of the participants.
  - b) Potential damage to fields.
2. After a game has begun, the referee shall be the sole judge with regard to the physical condition of the field and its acceptability for play. However, the President and the Director of Referees may decide to suspend general play at any time.
  3. In the event of cancellation of the day's schedule, the President will immediately contact the Age Division Directors who will inform coaches in their respective divisions.

1505.02. RAINED OUT GAMES

1. In any division in which team standings are kept, all games which are rained out shall be replayed.
2. If, however, the number of postponed games shall be too great to permit their re-scheduling prior to the end of the season, then the Board of Directors shall devise an equitable means by which a Club champion can be determined. In the event of a vote, the Board shall disqualify any member who (1) is a coach in that division; (2) has a child in that division; or (3) has another conflict of interest.

1505.03. RE-SCHEDULING GAMES

1. Rained out games, postponed games or games that are to be replayed because of a successful protest may be rescheduled by the Age Division Director and the Vice President at a time and place which is agreeable to both teams.
2. All rained out games must be made up before the end of the regular season, except that games rained out on the final day of the season shall not be made up unless their outcome could possibly affect the decision of first place in that division.

1506. REFEREE'S ROLE IN GAMES

1506.01. OFFICIAL GAME CARD. In league/inter-club play, the referee shall require that both teams enter all appropriate information on an official game card prior to the start of a game.

1506.02. EQUIPMENT CHECK. Prior to the game, the referee shall make sure that each player's equipment is in order. The referee shall also check balls, goals, flags and other equipment to ensure they are in compliance with applicable rules and regulations.

1506.03. REFEREE'S AUTHORITY. The referee shall not be challenged with respect to any aspect of the game insofar as it is an area granted to the referee under the "Laws of the Game" as published by FIFA.

1506.04. POST-GAME REPORT. Upon completion of the game, the referee shall file an official game report form for any game in which any individual was sent off (ejections), any game in which there was a serious injury, any game from which the referee received a report of Undetected Foul Play or Off-Field Misconduct (see below), and for any other game in which there were events worthy of note by the Board of Directors.

1. Undetected Foul Play / Off Field Misconduct

- a) When an act of foul play occurs on or off the field but is undetected by the Referee or his/her Assistant Referees, it is the responsibility of any witness(es) to report it to the Referee as soon as practical after the incident. A Referee who receives such a report shall file a written report of the alleged incident within 24 hours regardless of whether there was any other disciplinary action in the match.
- b) If it is not practical to report the incident to the Referee, it is the responsibility of the witness(es) to send a written report of the alleged act of foul play to the club Director of Referees, the appropriate Age Division Director, or the club President.
- c) Likewise, off field behavior that is detrimental to the image of the team, club, league, or the game of soccer as a whole should be reported to the appropriate club official in the same timely manner.
- d) In order to prevent unverified reports and to preserve the integrity of the disciplinary process, anonymous and/or third-party reports will not be accepted.

1506.05. DISQUALIFICATIONS. A referee shall not officiate any game in a competitive division (i.e. a division in which team standings are kept) in which he/she has a conflict. In non-competitive divisions, the referee shall not officiate a game in which he/she has a conflict unless both coaches agree in advance. Once consent is obtained from both coaches, neither the Board nor any of its committees will entertain any grievance or protest that involves any consideration of the fact that one of the officials had a conflict of interest.

1507. PLAYING TIME REQUIREMENT AND SUBSTITUTION RULES

1507.01. PLAYING TIME REQUIREMENT. Each player on a team's roster shall participate in at least 50 percent of each game unless the player is injured.

1. Failure to observe the 50 percent playing requirement shall be grounds for disciplinary action against the coach in accordance with Section 1403.04.

1508. PLAYER DISCIPLINE

1508.01. BY COACH. A player may be disciplined by his coach for failure to attend practices, for violation of any Club rules or regulations, general insubordination or misconduct. The coach must report this action to the appropriate Age Division Director or the Director of Coaches.

1508.02. BY REFEREE. If a player is ejected for misconduct, the referee shall make appropriate notes on the game report form, which shall describe with particularity the reason for the ejections. The referee shall file a 24-hour report.

#### 1509. TEAM STANDING AND COMPETITION

1509.01. TEAM STANDINGS. Standings shall not be kept except in age Under 12 and above. Standings shall be posted on the web site by the Director of Publicity as soon as practicable.

1509.02. NON-COMPETITIVE DIVISIONS. While competition is expected and encouraged in the older age divisions, the emphasis in Under 6, Under 8, and Under 10 play shall be strictly recreational. Accordingly, no team standings shall be kept and no awards and trophies shall be given that tend to single out individual players and teams.

#### 1510. INJURIES AND INSURANCE CLAIMS

1510.01. INJURY REPORTS. The referee and the Age Division Director will describe any injuries sustained by players, coaches, referees or spectators in their post-game report.

##### 1510.02. INSURANCE CLAIMS

1. All injuries for which a claim is to be made against the CYSA insurance policy shall be reported on the proper claim form submitted to the Director of Registration.
2. All completed claim forms shall be submitted to the Director of Registration who will forward them to the CYSA office within 30 days after the injury is sustained.

#### 1511. PROTESTS AND APPEALS

1511.01. SUBJECTS OF PROTESTS. With respect to the outcome of any game, only violations of the Constitution, By Laws, Rules and Regulations and/or gross misapplication of the "Laws of the Game" shall be proper subjects for protests and appeals. Only the team coach may register a protest or appeal.

1511.02. NOTIFICATION TO REFEREE. The referee must be notified of the protest at the conclusion of the game by the coach making the protest, and the referee shall make appropriate notations on the official game card.

1511.03. WRITTEN PROTEST. Protests or appeals are to be in writing and delivered to the President or Secretary of the Club within 48 hours after the action being protested or appealed.

1. The fee of \$10 must accompany the protest or appeal but this will be refunded if the committee votes to uphold the protest or appeal.
2. Upon receipt of a protest or appeal, the Club Secretary shall notify the President of the Club, and the President will direct the Protest and Appeals Committee to meet and render a decision within five business days after the protest was received.
3. All parties involved in the protest or appeal shall be given an opportunity to present their case during the committee's meeting.
4. The parties shall be advised in writing of the committee's decision.

1511.04. **APPEAL OF DECISION.** Any decision rendered by the Protest and Appeals Committee may be appealed to the full Board of Directors and, if necessary, to the BYSL Protest and Appeals Committee in accordance with the BYSL and CYSA Constitution, By Laws and Rules and Regulations.

1. In the event of an appeal, the Secretary shall compile a copy of the evidence, findings and decisions for forwarding to the BYSL.
2. Any party appealing a matter to the BYSL must do so within 72 hours after receiving an adverse decision from the PRYSC Board of Directors and must accompany the protest with a check for the then-current fee.
3. In the matter of protests and appeals, no person associated with the operation of the Club shall invoke the aid of the courts of any State or of the United States without first exhausting all available remedies within the soccer organization, including a final appeal to the annual general meeting of the USYSA.

1511.05. **TOURNAMENT PROTESTS.** No protests of any type will be considered for any tournament hosted by the PRYSC.

## 1512. GRIEVANCE PROCEDURE

1512.01. **INITIATION OF GRIEVANCE.** All complaints and grievances regarding the operation of the Club shall be presented in writing to the Grievance Committee Chairman prior to being considered by the committee or the Board.

1512.02. **RESPONSE TO FILING OF GRIEVANCE**

1. Upon receipt of a written complaint, the Grievance Committee shall notify the person who is the object of the complaint and shall inform him of his right to respond prior to a hearing by the Grievance Committee.
2. A person who wishes to respond shall receive a copy of the written grievance and shall have 10 days in which to respond.

1512.03. **JURISDICTIONAL HEARING**

1. After a response to the complaint has been received, or if no response has been received within 10 days after filing of the grievance, then the Grievance Committee shall meet to determine if it has jurisdiction over the

complaint and if the complaint has sufficient merit to justify a formal hearing.

- a) The Grievance Committee will not rule on the merits of the grievance(s) at this time, but will determine first if the matter lies within the jurisdiction of the committee. (i.e. does the subject of the complaint involve a violation of the By Laws or the Rules and Regulations of the organization?)
- b) If the matter is found to lie within the Grievance Committee's jurisdiction, then the committee will determine whether there is sufficient merit to hold a formal hearing.

2. NOTIFICATION OF THE PARTIES

- a) If the Grievance Committee decides that the matter should not be pursued, then the parties shall be notified of the fact with an explanation for this decision.
- b) If the Grievance Committee decides that the matter justifies a hearing, then the parties shall be notified of the time, date and location of the hearing and shall be instructed to bring with them all necessary documents and witnesses.

3. PERMANENT RECORD. The Grievance Committee shall make arrangements for minutes to be taken or for a tape recording of the proceedings.

4. FORMAT OF HEARING

- a) Call to order and introduction of parties and panel members.
- b) Obtain permission to take minutes or record.
- c) Statements of complainant with any supporting witnesses, followed by questions by panel.
- d) Statements of respondent with any supporting witnesses followed by questions by panel.

5. DETERMINATION BY PANEL. After closing statements by the parties, the Grievance Committee shall close the public hearing and then shall evaluate the evidence and render a decision which shall be submitted in writing to the parties.

1512.04. APPEAL OF DECISION. The Grievance Committee shall attempt to resolve satisfactorily all matters presented to it without involving the Board of Directors. However, in all cases the committee or a complainant may appeal to the Board on any matter which is not resolved satisfactorily.

## 1600 PLAYER REGISTRATION, DISTRIBUTION AND TRANSFER

### 1601. REGISTRATION OF PLAYERS, COACHES AND TEAMS

1601.01. GENERAL SCHEDULE. The Director of Registration shall schedule sign-ups or a minimum of two Saturdays and two week nights between April 20 and May 20.

1. The sign up dates will be broadly publicized, including via the following means:
  - a) Submission of items to be included in the school bulletins at the various public and private schools in Paradise in the two-week period prior to sign-ups.
  - b) Submission of at least two news releases by the Director of Publicity to local newspapers during the two-week period prior to sign-ups.
  - c) Preparation of a leaflet to be distributed to each student at the town's elementary, intermediate and private schools.
  - d) Posters at the Recreation Center and request for listing on the Recreation Center's Skyway billboard.
  - e) Posted on the website.
2. The following will be required at sign-ups:
  - a) Completion of the standard CYSA application form, waiver of liability, and medical release for each player.
  - b) Passport-sized photograph.
  - c) Payment of fees or request for assistance grant.
  - d) Confirmation of birth dates by birth certificate or acceptable substitute. Birth certificate is not required for participants who played in PRYSC the previous season and who have already had their age verified.
  - e) Distribution of a leaflet which describes specifically the club's insurance program.
  - f) A form on which players and parents may request the following special assignments.
    - 1) Brother-sister combinations.
    - 2) Coach-child combinations.
    - 3) Request for release from current team.
    - 4) Request for "playing up".
    - 5) Request for "playing down".
    - 6) Request for pairing with another player for assignment to same team. (Extenuating circumstances only.)

1601.02. REGISTRATION OF COACHES. Each team official (coach, assistant coach, team manager) is required to submit a properly completed CYSA registration form to the Director of Registration.

1601.03. REGISTRATION OF TEAMS. The Director of Registration shall have the responsibility of submitting the official CYSA team registration form which lists the team roster and all coaches.

1601.04. ELIGIBILITY TO PARTICIPATE. Before participating in a practice or game, a player shall submit a copy of the CYSA application, present proof of date of birth, and pay all fees. A player is ineligible to play in the PRYSC if he is playing on an adult soccer team.

## 1602. AGE DETERMINATION

1602.01. LEAGUE AGE. Each player will be assigned to an age group based on his official league age.

1602.02. "YOUTH". The term "youth" applies to any resident of the community who has not attained his or her 19<sup>th</sup> birthday.

1. A parent may request a player to "play down" only if the child has a mental and/or physical disability. Such request shall be made in writing by June 1 and is subject to Board approval. (This applies only to children in the Under 6, Under 8, Under 10 and Under 12 divisions.)

1602.03. PROOF OF AGE. Any of the following will be acceptable to establish a player's age. A United States birth certificate, a certified notification of birth, or a certification of naturalization issued by the Immigration and Naturalization Service.

## 1603. PLAYER DISTRIBUTION

1603.01. GOALS OF PROGRAM. The player distribution program shall have the following primary goals:

1. To ensure that teams are balanced as far as talent is concerned.
2. To ensure that new teams are given sufficient talent to enable them to compete with established teams.
3. To ensure that each team will have a balance of older and younger players (so that it will always have a reasonable number of veteran players eligible to return in the following season).
4. To ensure that each team has an adequate number of adult participants willing to run the team (i.e. a coach, assistant coach candidates and a team parent).

1603.02. ROSTER PREPARATION. The Director of Registration shall serve as the Chairman of the Player Distribution Committee which shall assign players to teams in accordance with Section 1604.

## 1604. ASSIGNMENT OF PLAYERS

### 1604.01. FORMATION OF TEAMS

1. EQUALITY OF DISTRIBUTION. The Player Distribution Committee will attempt to distribute players as follows:
  - a) In the Under 6 division, an equal ratio of players of each gender.
  - b) In conformity with the goals of Section 1603.01.

## 1605. METHOD OF DRAWING

1605.01. RANDOM DRAWING. All players will be assigned to teams in a blind draw. The Director of Registration will ensure that a card is provided for each player which lists his age group, sex and whether his parent is a possible coach or team parent.

- 1605.02. REPLACEMENT OF NAMES IN POOL. Once drawn, a name will not be returned to the pool except under the following circumstances:
1. If it would result in a team having an imbalance of any category described in Section 1603.
  2. If the player or his parents have specifically requested that the player not be assigned to a particular coach. A player may exclude only one coach.

## 1606. SPECIAL ASSIGNMENT REQUESTS

- 1606.01. COACH-CHILD REQUEST. A coach who wishes to have his son or daughter assigned to his team should notify the Director of Registration by June 1.
1. Only two coaches on a team may exercise coach-child selections. If a third coach affiliated with the team wished to select his child, the team must receive approval to do so from the Board of Directors. Such requests will be routinely honored unless assignment of all three or more players to one team would result in a team having an imbalance in any category described in Section 1603.
  2. The Age Division Director shall monitor all coach-child selections to ensure that the parent is a bona fide coach on the team. Abuse of this selection option may result in restriction or disqualification of the parent, coach or team from exercising future coach-child selections.
- 1606.02. BROTHER-SISTER REQUESTS. Brothers and sisters eligible to play in the same age division will routinely be assigned to the same team. To ensure that the siblings are, in fact, placed on the same team, the parents should formally request the special assignment at the time of sign-ups.
- 1606.03. TEAM CHANGE INITIATED BY PLAYER. A player who wishes to leave the team to which he is assigned must do so in writing prior to August 31.

1. The Director of Registration will investigate the reason for the player's request and will submit his or her findings at an executive session of the Board of Directors.

1606.04. **AVOID TEAM OR COACH ASSIGNMENT.** A graduating or a new player may, for whatever reason, single out a coach for which he does not wish to play. A player must signify this preference to the Director of Registration prior to August 1.

1606.05. **"PLAYING UP"**. A player may submit a request to play in a higher age division than the one to which he would ordinarily be assigned. Additionally, the Player Distribution Committee may recommend that an unusually talented player consider "playing up" to an older age division.

1. Requests for "playing up" will generally be approved only when the player possesses unusual talent or in the case of extenuating circumstances.
2. All requests will be received by the Director of Registration and presented to the Player Distribution Committee for evaluation.
  - a) Requests based on the player's skill level will be approved if discussions with the Age Division Director, previous coaches, and the player's parents indicate that the assignment is appropriate.
  - b) All other requests will be approved only if placement of the player in the older age division will not create a hardship for the coach of the team to which the player would be assigned.
3. All requests for "playing up" must be approved by the Board of Directors.

1606.06. **OTHER SPECIAL REQUESTS**

1. **PAIRING OF PLAYERS.** A parent may request that his or her child be placed on the same team as another player in a case of extenuating circumstances. The Board of Directors cannot guarantee that such requests will be honored, but the Player Distribution Committee will pair players together when it appears that it is essential to the child's participation in the program.
2. **PRACTICE CONFLICTS.** If a player has a conflict which prevents him from attending practices of his assigned team, he may seek a transfer to a team with different practice days. The Director of Registration will ensure that any change of teams, whether by trade with another player or by filling a vacancy on another team's roster, does not create an imbalance under Section 1603.

1607. **FILLING ROSTER VACANCIES**

1607.01. **NOTIFICATION.** When a vacancy occurs on a roster during the season, the coach shall notify the Age Division Director or the Director of Registration.

- 1607.02. **WAITING LIST.** The Director of Registration will maintain a waiting list of applicants in each age division which is based on the time at which the player signed up. In filling roster vacancies, the Director of Registration will select the name at the top of the waiting list unless assignment of that player would create or contribute to an imbalance under the criteria established in Section 1603. In such a case, the Director of Registration will select the next name on the list which will not create or contribute to an imbalance. The Director of Registration will ordinarily not replace a player if more than half the season is completed. Such replacement will be made only if there is evidence that the team will be unable to field a sufficient number of players during its remaining games.
- 1607.03. **PERMANENT ASSIGNMENT.** Any player named to fill a roster vacancy will become a permanent member of the new team.
- 1607.04. **REPORT TO BOARD.** The Director of Registration will report all roster changes which occur after the beginning of the season to the Board of Directors.

#### 1608. TEAM CHANGE INITIATED BY COACH

- 1608.01. The coach must not propose he change to the player or his parents but must submit a request in writing with his reasons to the Director of Registration.
- 1608.02. **FAILURE TO ATTEND PRACTICES AND/OR GAMES.** A coach may request the release of a player who misses two consecutive games or three consecutive practices without notifying the coach. The coach must first contact the Age Division Director and the Director of Coaches.

#### 1609. DIVISION 3/"METRO" RULES

- 1609.01. In general, it will be Club policy to approve no more than one (1) team in any age group and gender and approval of any Metro team shall require Board determination that said team will not be detrimental to Division 4 play in that age group and gender.
1. The Metro team/tryout form shall be turned in to the Club Metro Director on or before February 1<sup>st</sup>.
  2. The Board shall review and approve/disapprove all Metro team applications no later than the February Board meeting.
  3. Any incomplete application may not be approved by the Board, but may be provisionally approved pending completion.
  4. The Board may reject a Metro application for any of the following reasons:
    - a) Incomplete application, including insufficient licensing for proposed coaches.
    - b) Too many teams in applicant's age group and/or gender.
    - c) Insufficient coaching experience.
    - d) Consistent poor performance in prior years' Metro play.

- e) Approval of team will otherwise adversely affect Division 4 play.
- 1609.02. Club Metro tryouts will conform to District, League, and these Club policies.
- 1. Tryouts shall be held in coordination with the corresponding BYSL Division 1 tryouts.
  - 2. All tryouts must be posted in the local newspaper and on the Club website at least fourteen (14) days prior to the first tryout date.
  - 3. The Club Metro Director may create and require such forms as he/she feels are necessary to keep tryouts fair and organized. Such forms shall be presented to the Board for their review no later than the February meeting.
  - 4. Division 3 tryouts and selection shall be based on the following criteria and shall be objectively measured by at least two unaffiliated raters:
    - a) Speed
    - b) Ball control
    - c) Headers
    - d) Shooting
    - e) Field vision
    - f) Endurance
    - g) Passing
    - h) Receiving
    - i) Knowledge of the game (e.g. offside, free kicks, etc.)
  - 5. Although unaffiliated raters are required for the tryout process, the Coach and his/her assistants(s) shall make the final decision as to the composition of the team.
  - 6. Any tryout forms required by the Club Metro Director shall be turned in within (5) days following the last tryout date.
- 1609.03. The Club Metro Director shall report to the Board as to the performance of each Metro team during and immediately after the season. Such report shall include any disciplinary issues by the coaches, spectators, and players of the teams.