



## **D'Iberville Youth Soccer Organization Policies and Procedures 2013**

All policies and procedures may be revised at any official board meeting by a 2/3 majority vote of members present. New policies and procedures may be added by the same process.

These policies and procedures shall govern team operations, coaches, game play, personnel conduct, and registration.

### **Article I: Board Operations**

- A. An Executive board vote can only be invoked during regularly scheduled meetings when a quorum is not present and only to maintain the normal operation of the league.
- B. Fees to be paid to referees shall be in the concession stand before the beginning of each game. At no time will concession or any other money be used to pay referee fees.
- C. It is the responsibility of the Treasurer to have all necessary funds available before the start of game play or any other scheduled event or activity.
- D. The Registrar must follow MSA guidelines as outlined in policy #102.
- E. Executive board members must have a child or close relative (i.e. nephew, niece, grandchild) playing in the league the year before and during the year of being on the board. A board member cannot take an executive member position until serving on the board a complete physical year.
- F. The Concessionaire shall provide biweekly reports to the board during the season regarding the following information:
  - 1. Sales
  - 2. Expenses
  - 3. Net Profit

This information needs to be directly communicated to the Treasurer after every event. If possible, funds should be verified by a second board member at the conclusion of every event and matched to a reading from the cash register, if one is used.

- G. The board is responsible for setting prices on, and approving items for sale in the concession stand.
- H. The board shall determine the start and end dates of the season on a yearly basis.
- I. Board members shall receive free registration for their children, so long as they fulfill the duties assigned to their position for the seasonal year.

- J. Committee meetings are called by the chairperson for the committee. At their discretion, they may advertise the committee meeting to whoever wishes to attend and give input. Only the committee members may vote on decisions and are required to attend, following standard quorum rules. Committees are to give a report at the next board meeting.
- K. Only committee chairs, or, in their absence, the President or Vice President, may submit information to the Media Relations Liaison for league-wide distribution.
- L. The Concessionaire, Treasurer, and Fundraising/Sponsorship Coordinator are the only members of the Board allowed to collect monies from league fundraisers. Receipts shall be given to all persons turning in money from fundraising for a permanent record.

## **Article II: Sponsorships**

- A. A team sponsorship shall be assigned where applicable and available. Sponsorships shall first be given to a team based on the sponsor having a child playing on the team, or a particular player the sponsor wishes to sponsor.
- B. Fees for sponsors shall be collected prior to the beginning of the season.
- C. Fees for sponsorships are as follows:
  - 1. Sign sponsorship (sign provided to league by sponsor): \$75
  - 2. Sign sponsorship (sign provided by league): \$150
  - 3. Returning sponsor: \$200
  - 4. New team sponsor: \$250
  - 5. Division sponsor: \$500
  - 6. League sponsor: \$2500
- D. Any parent who secures for the league a team sponsorship or higher shall receive a refund of registration fees for their first child registered.

## **Article III: Registration - Refer to MSA policy #102**

- A. All team members, hereafter referred to as players, must be registered before playing or practicing with a DYSO team.
- B. Registration shall be under the direction of the Registrar.
- C. Registration shall be accomplished using a Board-approved registration form.
- D. All players who are not residents of the City of D'Iberville will have releases/transfers from the associated club on file through MSA.
- E. All players must present a birth certificate and proof of residency when registering. A parent or legal guardian shall be present and sign the application at the time of registration.
- F. Youth without the resources to pay registration fees shall not be excluded from participation. Said parties will be asked to complete a written request for waiver of registration fees, and shall provide proof of financial status (unless said party's financial status is common knowledge). The waiver shall be reviewed and approved by the Board of Directors.

- G. Registration and team selection of coaches/players shall be in accordance with MSA policy. Teams will be selected randomly by computer with the following exceptions:
  - 1. Division II teams, which will be selected by tryouts, or other means as determined by the Division II coordinator
  - 2. Division III players whose parents elect to coach his/her child's team
- H. Players shall be assigned to an age group based on their age as of July 31 of the current year.
- I. Requests to play in a higher age division must be approved by the Board.
  - 1. When considering such a request, the Board shall take into account the skill level of the player relative to the higher age group, as well as any family ties to the higher age group. The primary consideration shall be the benefit or lack thereof to the player.
  - 2. The issue of loss of skills to the lower age group team shall not constitute a reason for denying the request, and the existence of family ties to the higher age group team shall not constitute a reason for automatic approval.
- J. Registration will be closed two weeks prior to MSA deadlines.
- K. Late registration shall be charged to players who register after the official registration closing date with the understanding that they player shall only be placed on a team if an opening in his/her age group occurs.
- L. The Board shall determine normal and late registration fees on a yearly basis.
- M. In the event that the league allows a secondary spring registration period to fill spots vacated by players, the fee shall remain the same as if the newly registered player registered in the fall.
- N. Registration fees shall only be refunded after approval of the board, which shall be reviewed on a case-by-case basis. Refunds must be passed by a 2/3 majority vote of the Board.
- O. Registration fees shall not be refunded after issuance of the uniform, except in cases where the child moves out of reasonable driving distance to and from the playing fields, a minimum of 30 miles. The refund will be for the registration fees minus uniform cost and MSA fees paid.
- P. A player may register for two teams only when in compliance with MSA rules and regulations.

**Article IV: Programs/Rules of Play – Refer to MSA policy #103**

- A. Each division will set rules of play in accordance with FIFA rules as set by MSA. Each commissioner shall be required to maintain rules of play appropriate for his/her age group at all times.
- B. The length of games shall be in accordance with MSA rules and regulations.
- C. Substitutions of players during game play shall be in accordance with MSA rules and regulations.

- D. Play with unaffiliated teams is not allowed unless specifically approved by the Board of Directors.
- E. No alcoholic beverages will be allowed at any game site.
- F. All coaches/players/parents shall be notified that DYSO Policies, By-Laws, and MSA Code of Ethics are posted on the DYSO website.
- G. All tournament participation not sponsored by DYSO shall require authorization by the Board.
- H. All DYSO tournament participation shall be governed by MSA and tournament rules set forth by the sponsoring organization.
- I. Small side game rules governing league play may be found in MSA policy #103, Section 17-23.
- J. All protests and complaints should be in writing to the Disciplinary Committee.
- K. All games shall be played as scheduled unless a change is agreed upon by the coaches of each team, the Head Referee, the Scheduler, and the Age Group Commissioner. Changes must be approved at least 48 hours prior to the scheduled game.
  - 1. If the above conditions are not met, the team failing to appear for the scheduled game shall forfeit the game.
  - 2. If both teams fail to have the minimum number of players a double forfeit shall be recorded.
  - 3. A 48-hour notice is required for rescheduled games. The Scheduler shall be responsible for notifying the Age Group Commissioner who shall contact the affected coach(es) in their age division. The Head Referee shall contact the game referees.
  - 4. Games shall begin within 5 minutes of the designated time unless delayed by circumstances beyond the control of either team. Any team unable to comply shall forfeit the game.
  - 5. Inclement weather and/or field conditions constitute an exception to the above and shall be decided by the Head Referee and/or league President.
  - 6. All teams must show up at the scheduled time for games unless contacted by a member of the Board of Directors. Cancellation of a game by the coach is not allowed.
    - a. If a coach cancels a game, that coach is responsible for referee fees associated with that game and must pay these fees at the Concession Stand prior to the next scheduled game. The coach will be given a warning and upon further cancellation of two or more games, will be brought before the Disciplinary Committee for removal from the coaching position.
    - b. The team that shows for the game does not pay any fees.
- L. A spectator restraining line shall be marked two yards back from and parallel to each sideline. No spectators are allowed behind the end lines or goals. Coaches and players shall remain within fifteen yards of either side of the center line. Spectators are not allowed on the team side of the sidelines except for U4/6 teams.

- M. Coaching from the sidelines, that is, giving direction to one's own team on points of strategy and position shall be allowed under the following conditions:
1. Mechanical devices shall not be used.
  2. The tone of voice shall be informative and the instructions positive.
  3. Negative coaching, such as the following, shall not be allowed:
    - a. Berating players
    - b. Degrading remarks
    - c. Blatant criticism
- N. A coach, substitute, or player shall not incite, in any manner, disruptive behavior.
- O. A coach, substitute, player or spectator shall not use profane language.
- P. Failure to comply with 4(N) or 4(O) above, may require the referee to caution/expel (card not shown) the offending coach and/or spectator(s).
1. If the game was stopped to award the caution or expel and individual, the game will be restarted with an indirect free kick taken by the opposing side at the point where the ball was when play was halted.
  2. Misconduct/interference after receipt of a caution may be dealt with by ejection of the offending coach and/or spectator. A referee is not required to caution/warn a coach/spectator prior to ejection. The referee may stop, suspend, or terminate a match because of interference of any kind. If a match is terminated, a forfeit shall be recorded for the offending team.
  3. Should the above occur, the referee shall report in writing the incident and circumstances to the Board of Directors through the Head Referee.
- Q. A coach shall be responsible for the actions of his/her players and spectators and shall be responsible for taking all necessary precautions to prevent players and/or spectators from threatening or assaulting officials and/or players before, during, and after the game.
1. A violation of this rule shall result in the suspension or termination of the game by the referee.
  2. Should the above occur, the referee shall report in writing the incident and circumstances to the Board of Directors through the Head Referee.
- R. If a player is sent off the field of play by the referee (red card or ejected), that player will not play in the balance of the game in progress, and must sit out the entire next game his/her team actually plays. This punishment will automatically follow the first and second ejections. If a player incurs a third ejection in the same season, that player, his/her coach, and the player's parents must appear before the DYSO Discipline Committee before the player will be allowed to play in any further competitions. The decision to allow further play will be made by the Discipline Committee. Referees shall report all ejections to the Head Referee. The Head Referee will notify the Discipline Committee when a player receives his third ejection.
- S. Any player, coach, or spectator who physically assaults a referee will be suspended from participation in any DYSO activities for a minimum of one calendar year from the date of the assault with the possibility of permanent

suspension. This is to include all DYSO tournaments and exhibition games in which any DYSO team or individual player participates. The decision of the Discipline committee may be forwarded to the City of D'Iberville Parks and Recreation Department.

- T. No one shall enter the field of play without the express permission of the referee. The only exception to this rule is in the U4/6 age division as per that division's modified rules.

#### **Article V: Team Operations**

- A. Teams shall be grouped by age in accordance with current MSA policy.
- B. A player may transfer from one team to another only when all of the following stipulations are met:
  - 1. Approval of the parent and player
  - 2. Approval of the respective coaches
  - 3. Approval of the Registrar and applicable Age Group Commissioner
  - 4. 50% of the scheduled games have not been played.
- C. In the event of a team disbanding, the above criteria do not apply.
- D. Each player will be issued a numbered jersey. The issuance of shorts and socks will be at the discretion of the Board of Directors after yearly budget requirements and registration fees are set. Each player will be responsible for his or her individual shoes and shin guards. Shin guards are mandatory.
- E. The league shall order two extra uniforms per team, up to the maximum number of players per team.
- F. Shoes must be worn in all competition. Soles of shoes may be smooth, have bars or studs, or a combination of both. Molded studs or bars shall be composed of rubber, plastic, or similar soft material, and shall conform to FIFA rules. Footwear will be examined closely by the referee prior to play to ensure that it is safe repair.
- G. Goalkeepers may wear long trousers on the field; other players must obtain permission from the referee.
- H. Teams shall practice no more than three times per week.
- I. All players in attendance at Recreational or Intermediate Division games must participate unless under disciplinary action.
  - 1. Such participation is to be assured by the coach.
  - 2. Each player must play the equivalent of one-half of the game time. This will include tournament play.
- J. A player with an unexcused absence from practice or games, a player who disrupts practices by not complying with the instructions of the coach, or a player who otherwise disrupts the normal performance of the coach may be disciplined by reduction in the required playing time at the next game. The coach must inform the player's parents and Age Group Commissioner of any disciplinary action at least twelve hours before the game.

- K. A parent/guardian may leave a player at games/practices only with the knowledge and consent of the coach.
- L. Each team coach will be notified that the DYSO Bylaws is posted on the DYSO website.
- M. Teams shall not be allowed to borrow a player from another team while participating in a sanctioned game.
- N. Any team playing an ineligible player will forfeit that game.
- O. Upon dissolution of a team, the result will be a 1-0 loss for the games played and any remaining games.
- P. All DYSO tournament participation shall be governed by FIFA and tournament rules set forth by the sponsoring organization.

## **Article VI: Personnel**

### **A. Coaches**

1. The Head Coach of U10 and older teams must be at least eighteen (18) years of age. The Head Coach of U4-U8 teams must be at least sixteen (16) years of age.
2. A coach shall attend all practices and games.
3. A coach or team parent shall inform players and parents/guardians of their rights and responsibilities as stated in the Bylaws.
4. A coach shall transfer a player only as stated in Article 5(b) of these policies.
5. Coaches shall be responsible for teaching and enforcing the rules and regulations of DYSO and of the game, and encourage respect and sportsmanship from all players. At no time shall a coach be allowed to berate or belittle any player, parent, or referee. Any conduct of this type shall not be tolerated by DYSO.
6. A coach shall, under no circumstance, use alcohol or tobacco in any form during games or practices.
7. All coaches must be certified: see MSA ruling
8. Coaches who are certified, or who take an MSA-approved coaching course during the season for certification shall receive a refund of the registration fee for one child at the end of the season.
9. All coaches must comply with the KidSafe requirements before being allowed to contact players.
10. A coach playing or practicing a non-registered player shall be held liable for any and all injuries.
11. Coaches cannot cancel games within or outside the league. Games may only be cancelled by the President, Vice President, or Head Referee.
12. Coaches shall not be responsible at any time for collecting money. The Concession Stand shall be the central location for turn in of all money collected from fundraisers.

13. Coaches shall attempt to avoid transporting players to games/practices. If transport cannot be avoided, then one or more of the following conditions must be met:
  - a. Another adult must be present in the vehicle.
  - b. A family member of the coach must be in the vehicle.
  - c. Two (2) or more players must be transported.

#### B. Referees

1. A referee shall enforce the laws of the game.
2. A referee shall conduct himself/herself in a manner that reflects good sportsmanship and fair play.
3. A referee shall be a current USSF certified referee and wear the official uniform.
4. A referee shall appear for a scheduled game to which he/she is assigned at least 15 minutes prior to game time.
  - a. If a scheduled referee fails to appear by the scheduled game time, a referee shall be appointed by agreement between teams. The referee must be a DYSO-approved referee, when available.
  - b. Upon arrival at the field of play of an approved referee (in the event a substitute referee is not an approved referee), the game shall be halted at the next stoppage of play, at which time the approved referee, or a person mutually agreed upon by both teams, shall assume control of the game.
  - c. Should the referee become incapacitated during a game for any cause, he/she shall turn over control of the game to any other approved referee or a person mutually agreed upon by both team.
5. A referee shall officiate all games in accordance with FIFA and MSA rules except where amended by DYSO by-laws or modified rules.
6. Referees will be paid by game and duty per the schedule below.
  - a. If a game is scheduled with three referees and one or more of the referees does not show, a league parent will be recruited as AR.
  - b. If a game is scheduled short of referees, those referees are paid their portion of the game only.
  - c. The Treasurer has sole discretion on the manner of payment for the referee fees.
  - d. Pay Schedule
    - 1) U8: CO - \$14, AR – N/A
    - 2) U10: CO - \$20, AR - \$12, AR - \$12
    - 3) U12: CO - \$25, AR - \$15, AR - \$15
    - 4) U14: CO - \$35, AR - \$25, AR - \$25
    - 5) U16: CO - \$40, AR - \$30, AR - \$30
    - 6) U19: CO - \$45, AR - \$35, AR - \$35



- e. Assigning fee: \$5/game
- C. Linesmen
  - 1. When only one referee is available, each team shall provide one linesman per game.
  - 2. Linesmen shall be responsible to the referee. The referee shall make the final decisions.

#### **Article VII: League Standings**

- A. Regular Sessions
  - 1. League standings will be determined by awarding three (3) points for a win, one (1) point for a tie, and zero (0) points for a loss.
  - 2. If teams finish the regular season with the same number of points, the following tiebreakers shall be used in order until the tie is broken:
    - a. Head to head records (used only when comparing two teams)
    - b. Season goal differential. Goal differential (GD) is determined by subtracting goals 'for' from goals 'against'. The maximum per game GD is plus or minus eight (8). Teams winning by more than 8 goals shall have their GD reduced by 1 point for every GD greater than 8. Example: A team winning a game 12-2 would receive a +6 GD. The losing team would still receive a -8.
    - c. Coin toss.
    - d. Regular season standings shall be used to determine the team that DYSO sends to the District Tournament.

#### **Article VIII: Tournament Play**

- A. DYSO shall fund the entry fee for the 1<sup>st</sup> place team in each gender/age group in U8 and above to attend the District Tournaments and subsequent State Tournaments required by MSA. If this team does not wish to participate, then the next team in the standings shall be given the option.
- B. All other teams wishing to attend the tournaments must fund the fees themselves.
- C. If no teams in an age/gender want to attend the District Tournament, then the Board may use those funds to fund an additional team in another age/gender.
- D. Alternate uniforms for tournaments shall be funded by the teams themselves.
- E. Coaches and assistant coaches must be certified in the appropriate age group by the time team registration occurs or the team will forfeit the opportunity to participate in the tournament.
- F. DYSO may hold various tournaments at its discretion and shall abide by all tournament rules as stated by MSA. These rules may be adjusted and such adjustments must be communicated to all entrants prior to the beginning of said tournament. DYSO teams may or may not have to pay entry fees to these

tournaments. This shall be communicated to all teams prior to the beginning of registration of these tournaments.