

WEST CONTRA COSTA YOUTH SOCCER LEAGUE, INC.

POLICIES & PROCEDURES MANUAL

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Mission/ Vision Statement

The purpose of West Contra Costa Youth Soccer League (WCCYSL) shall be to develop, promote and administer the game of soccer among youth without regard to race, religion, color, creed, sex, national origin or playing ability. WCCYSL is committed to providing the highest quality game and playing environment at all levels. This includes providing education for the coaches, maintaining equipment/ fields and supporting all players. WCCYSL believes appropriate sideline behavior is crucial to a positive playing environment and the enjoyment of the game. Referees and field marshals play an important role in the success of the league, and are fully supported in their roles.

The guiding coaching principles are:

- To develop a love of the game in our players
- To strive to succeed on the field, with a balance between the “win” and sportsmanship
- For all players, coaches and spectators to respect the referees and the game
- To develop a sense of confidence in our players by helping them “master” the skills of the game

ARTICLE 1: PURPOSE

- A. The policies and procedures contained herein shall govern members of the WCCYSL in all cases in which they apply and are not in conflict with the bylaws, rules, or procedures of the CYSA, USYSA or CNRA.
- B. It is necessary that each member of the Board of Directors be familiar with these policies and procedures, and to make sure that this document is updated when necessary.
 - 1. Board members should receive copies of the document at their first meeting each year.
 - 2. Policies and procedures published in the league's parent handbook, in newsletters, and by representatives of WCCYSL must be consistent with those set forth herein.

ARTICLE 2: RESPONSIBILITIES

- A. It is the responsibility of each member and each player to conduct him/herself in such a manner as to comply with all the rules of USYSA, CYSA, USCS and WCCYSL. Any member or player acting in any manner on or off the playing field which brings disrepute to WCCYSL or disrupts or impairs its operation shall be subject to reprimand, suspension, or expulsion upon a recommendation of the Executive Board.
- B. WCCYSL is a not-for-profit corporation run by its members who volunteer as administrators, coaches, team coordinators, etc. Registration and participation in WCCYSL activities implies acceptance of an obligation that players' parents or guardians will be willing to offer their volunteer services or pay annual fees as established by the Board of Directors in lieu of such services.
- C. Board of Directors shall be comprised by those Directors previously outlined in the bylaws:
 - Executive Board:
 - 1. President
 - 2. Vice President
 - 3. Treasurer
 - 4. Secretary
 - 5. Director – Competitive Teams
 - 6. Director – Referees
 - General Board:
 - 7. Director - Fields
 - 8. Director – Equipment
 - 9. Assistant Director - Referees
 - 10. Director(s) – Recreational Teams (Director – Coaches)

11. Director – Scheduling
12. Director – Registration (Volunteer - If paid, Registrar is not a board position)
13. Assistant Director – Registration (Volunteer - If paid, Assistant Registrar is not a board position)
14. Director – Communications / Publicity
15. Director – Coaches/ Player Development
16. Immediate Past President

Clarification of Director – Recreational Teams above:

17. Director – U6 Teams
18. Director – U8 Teams
19. Director – Girls Teams U10 and above
20. Director – Boys Teams U10 and above

As well as the following additional Board of Directors members:

21. Director – Webmaster
22. Director – Volunteers
23. Director – Field Marshals
24. Director – Event Coordinator
25. Director – Field Maintenance & Development (Assistant Fields Director)

D. The Executive Board shall bear responsibility for assuring the league fulfills fiduciary, civil and statutory requirements incumbent on the corporation. This includes interpretation and evaluation of rules set by associated organizations (CYSA, USYSA, USCS, CNRA etc.) The Executive Board shall review such rules and regulations and develop recommendations to the Board of Directors for appropriate implementation. In addition to those responsibilities set forth in the league bylaws, executive positions include the following:

1. President shall have oversight for all league operations to ensure consistency with statute, league bylaws, policies, procedures and Board directives.
2. Vice President shall have oversight for the operation of the recreational program and play within the league.
3. Treasurer will track annual expenditures and provide an annual budgeting report to the Board.
4. Secretary will maintain transactional records of the Executive and General Board.
5. Competitive Director shall have oversight for the operation of the competitive program and play within the league.
6. Director of Referees shall have oversight for the operation of the league referee program.

ARTICLE 3: REGISTRATION

A. All players shall be duly registered with WCCYSL before they can participate in League functions.

1. All registrants are required to submit a properly completed application form, signed by a parent or guardian; it must be accompanied by the registration fee, a current wallet-size photo, and a copy of a birth certificate or passport as proof of age.
 2. Birth certificate copies will be kept by the registrar and only need to be submitted by new WCCYSL registrants except in special circumstances.
 3. Falsification of any paperwork or records, or failure to provide such records shall be grounds for disbarment from further participation and/ or membership in WCCYSL subject to a recommendation from the Executive Board.
- B. All adult volunteers involved directly with WCCYSL youth shall be duly registered with WCCYSL prior to participating in any league function.
1. Every volunteer working directly with WCCYSL players in any capacity shall complete an approved registration and disclosure form.
 - a. Approved registration consists of a CYSA Official Disclosure Form 1628 and/or a US Club Soccer online Volunteer Application/Disclosure Statement.
 2. No individual shall be authorized to act in any official capacity for WCCYSL as a member of the Board, coach, assistant coach, team manager or trainer without a duly executed volunteer registration as described in Article 3(B)1.
- C. Open registration for the fall season will be publicized in the league newsletter, website, phone tree, flyers distributed at local schools, newspaper ads and banners.
1. The league will conduct several registration sessions during March and April for the fall season. The waiting list will start the day after the final registration.
 2. All registrants from these sessions will be placed on teams on a first come, first served basis, subject to the availability of coaches and fields. In the event that players are not placed on a team, those properly registered players shall be given priority for team placement over waiting list applicants.
 3. Parents or players may not request and should not expect to play with a specific coach or team. Parents may request that their child not be assigned to a specific coach.
 4. During the time between the last fall registration and seven calendar days prior the first scheduled game, the Vice President or his designate will maintain a waiting list of interested prospects.
 - a. Waiting list players have no guarantee that they will be placed on a team.
 - b. Waiting list players will be offered places on teams in the order in which they were placed on the list.
 - c. Coaches may not request specific players from the waiting list.

- D. For the spring season, fall players will be notified of registration dates through the newsletter, website or phone tree.
 - 1. Inclusion in spring league is subject to availability of coaches and fields.
 - 2. The board shall determine the structure of spring team formation dependent upon registration. Consideration shall be given to keeping existing fall teams intact whenever practical.
 - 3. Competitive players who register for spring play will be placed on recreational teams with the intention of balancing team playing ability throughout the flight. Competitive players from one team may or may not be placed on the same recreational team to accomplish this balance.
 - 4. New spring players in any given age group will be rostered only after all registered returning fall players have been placed on teams.
 - 5. During the time between the last spring registration and April 1, the Vice President or his designee will maintain a waiting list of interested prospects.
 - 6. Spring waiting list criteria shall be the same as the fall waiting list.

- E. All interested youth are welcome to register in WCCYSL and there shall be no discrimination based on race, religion, ethnicity, gender, school, or playing abilities.
 - 1. Children with special needs will be included with these stipulations:
 - a. At registration the parents must explain in writing the specific needs of the child;
 - b. The parents must agree to attend all practices and games if requested to do so by the coach or league officials;
 - c. The parents must acknowledge the fact that WCCYSL organizes a program which has the “team” concept as its backbone, and any child who lacks the ability to function as part of a team at any given level may be removed from the team at the recommendation of the coach or coordinator and issued a full refund.

ARTICLE 4: FEES AND REFUNDS

- A. Fees for player registration shall be set by the Board of Directors prior to the first registration for the playing season.
 - 1. Players who cannot pay the registration fee may have their parents or guardians request financial assistance. Request for assistance forms should be completed and submitted through the coach or the coach’s coordinator for the team.
 - a. The league will determine annually the maximum number of players to be funded and the per player assistance amount.
 - b. Scholarship requests shall be presented to the Executive Board for approval.
 - c. Financial assistance will be mentioned in league publicity for registration.

- B. Requests for refunds must be made in writing to the Executive Board. Email will suffice as a written request.

1. A full refund will be granted where the league is unable to place a child on a team roster in accordance with the rules for team formation.
 2. Prior to August 1st for competitive players or September 1st for recreational players, refunds will be granted routinely for cause only. If player paperwork has been submitted to District 4, a \$20 fee will be withheld. Acceptable cause is limited to:
 - a. Player injury or health reasons – doctor’s statement may be requested.
 - b. Moving out of WCCYSL service area.
 3. Prior to August 1st for competitive players or September 1st for recreational players, refunds without cause are subject to approval by a majority vote of the Board of Directors with the following limitations:
 - a. All no-cause refunds will have \$50 withheld to cover paid fees and processing.
 - b. If player paperwork is submitted to District 4, no-cause refunds to competitive players are subject to an additional \$50 processing fee.
 4. Refunds after commencement of play (August 1st or September 1st) may be obtained for extraordinary circumstances only and require approval by 2/3 majority of the Board of Directors.
 5. No refunds shall be given for spring season.
- C. The children, wards or dependents of any person who dies while an officially rostered coach, assistant coach, or team manager of any WCCYSL team, or while a board member of WCCYSL, shall receive a Memorial Scholarship for all routine fees related to any subsequent play on a WCCYSL team for the duration of their CYSA eligibility.
1. The memorial scholarship shall cover 100% of CYSA registration fees, WCCYSL registration fees and competitive fees as necessary. Individual team fees and uniforms are not covered by these scholarships.
 2. Memorial scholarships apply only to play on WCCYSL recreational or Alliance competitive teams.
 3. Registrar shall maintain a list of players eligible for Memorial Scholarships and advise the Treasurer accordingly at each registration.
 4. A Special Circumstances Scholarship serving the intent of this section may be implemented in cases of disability by a simple majority vote of the BOD.
 5. It is the intent of the Memorial Scholarship that WCCYSL honor any volunteer who dies or becomes disabled while in active service to the league by providing all subsequent league services free of charge to the family of such persons.

ARTICLE 5: TEAM FORMATION AND PLAYING REQUIREMENTS

A. Competitive teams shall be formed by try outs.

1. Open try out sessions will be held in the spring and will be publicized through the league website, newsletters, personal letters, and phone tree.
2. All players (i.e., WCCYSL or others) are welcome to try out.
3. All players interested in competitive team play must attend at least one open try out; players should be encouraged to attend all sessions for the most complete evaluation. This includes players who have played on a competitive team in previous years.
4. Players who willingly ignore the tryout process will be prohibited from playing on a competitive team. Players unable to attend tryouts must submit a valid written excuse to the Competitive Director within 30 days after the conclusion of tryouts. Any coaches who advise players not to attend tryouts will be subject to disciplinary action by the Board.
5. Competitive team coaches will select their players; the Competitive Director has final approval of all team rosters.
6. Timelines (dates listed are final due dates):
 - January 1st: Competitive coaches applications submitted to Competitive Director
 - Second week of February: Competitive coaches approved by board at the February board meeting
 - April 15th: Tryouts conclude
 - May 10th: List of registered rostered players to Registrar (must have minimum 13 registered players) Deadline for notification of players.
 - Week of May 15th – last day to add “registered *recreational* player” Competitive Team Formation Complete. (Deadline for submittal of player registration paperwork.) Each competitive coach will submit a list of players he/she has selected so that these can be removed from the player pool for recreational team formation.
 - June 1st: Comp (Div. 1 & Div. 3) team packets submitted to District by Registrar.
 - August 1st – Recreational (Div. 4) travelling team packets submitted to District by Registrar.
 - September 1st – Remaining Recreational team packets submitted to District by Registrar.
7. Players should play in their age group (either single-age or double year, depending on the team level), but exceptions may be made as follows:

- a. A player who wishes to try out to play up in age group must inform the Competitive Director at tryouts and submit a written statement explaining why he/she wishes to play up. Permission to try out for the older age team will be given at the Director's discretion.
 - b. If in a certain age group there is no Division 1 team, it is understood that any Division 1 player might reasonably request to try out for the older team and there would be no reason to deny the request.
 - c. No player may play up in age group without the concurrence of the player, parents, coach and Competitive Director.
8. No coach may contact a competitive rostered player and suggest that he/she leave his/her age group to play up to that coach's team; such behavior would result in disciplinary action including possible loss of coaching privilege. Any such discussions must be initiated by the Competitive Director.
9. A coach who is interested in transferring a rostered competitive player after May 15th must call the Competitive Director rather than the player, parents, or current coach. The Director will contact the player, parents and current coach, and decide on the outcome that is most favorable to the player.
10. Coaches should select only the players whom they intend to keep; removing a player from a competitive roster after the player has been notified of acceptance to a team is prohibited except for cause and must have prior approval of the Competitive Director.
11. The league will attempt to form a Division 1 team in each single age group U11-U16 and U19 (in each gender), and a Division 3 team in each age group in each gender.
 - Unless otherwise agreed upon the Division 1 team will be the one which is established first and its coach will draft players first.
 - The Division 3 team coach will draft players second, and may not attempt to entice players away from the Division 1 team; such action would jeopardize future coaching opportunities.
 - When there are two or more established Division 3 teams (i.e. existing for at least one year) rostered players from the previous year are unavailable to other teams without the prior consent of the Competitive Director. All unrostered players will be chosen through a draft. (Coaches will draft based on precedent rules.)
 - Permission to move from a Division 3 team to a Division 1 team may be given to a player upon request and is at the discretion of the Competitive Director.

- Additional Division 3 teams may be added after the first Division 3 team has a final roster and if the Competitive Director determines that there are an adequate number of qualified players.
- Because a competitive team's success depends significantly on player commitment, players may decline placement on a particular team.
 1. The player or parent must notify the Competitive Director of the decision to decline.
 2. Subsequent placement on another team is contingent upon selection by that team's coach. The Competitive Director will review and approve any such placement.

12. Coaches must apply annually by January 1st for a competitive coaching position, requesting an age, gender and playing division. Applications will be evaluated and approved by the Board.

13. Determining coach seniority (precedence):

A coach is defined as most senior within each age/gender group (for the year in which they are applying) in the following order based upon previous years standing:

- a. Coach for Div 1
- b. Coach for Div 3
- c. Coach for Div 4
- d. If all is equal, then previous year's coaching level (Division)
- e. If all else is equal, the license level
- f. If all else is equal, the years of consecutive coaching service.

The Competitive Director has the option of utilizing additional criteria in determining a coach's seniority, such as previous experience (e.g.: high school coaching) or skills or evaluations.

14. Team formation:

- a. Teams shall be defined as containing an average of 15 players (min of 13 to a max of 18), except U10 teams shall have a preferred average of 12 players (min of 10 to a max of 14).
- b. The number of teams formed shall be guided by the number of qualified players per age group/ gender at tryouts:

| Players | Approximate Number of Teams |
|---------|-----------------------------|
| 13 -25 | 1 |
| 26 - 38 | 2 |
| 39 -54 | 3 |

- c. Selection of players and preliminary team rosters shall be developed in a timely manner.
 1. The Competitive Director shall maintain a list of names and phone contacts for all players attending tryouts. A copy of the list will be given to the head coach of each team within a particular age group.

2. Prior to annual tryouts, the Competitive Director shall set a date for the team formation meeting. The meeting shall take place within seven days from conclusion of tryouts for an age group.
 3. All coaches will provide a list of their selected players to lower precedence coaches at the conclusion of tryouts.
 4. All preliminary rosters will be submitted to the Competitive Director prior to the team formation meeting.
 5. Submittal rosters shall be finalized during the team formation meeting.
 6. Any changes to rosters after the team formation meeting must initiate through the Competitive Director and may be designated as adds or transfers to be processed after June 15th.
- d. All players attending tryouts shall be notified of selection or non-selection to a competitive team.
1. Each coach is responsible for phone notification of selected players and obtaining the player's agreement to selection prior to submission of the preliminary roster.
 2. Players refusing appointment to a competitive team shall be referred to the coach next in precedence for possible selection.
 3. Players who are selected during the team formation meeting shall be notified by their new coach within 24hours after the meeting.
 4. The Competitive Director will notify all unselected players remaining in the age group immediately after the team formation meeting.
- e. Those players not selected to a competitive team shall have the option to play on a recreational team provided a recreational team can be formed.
15. The competitive division organizes U16 and U19 teams at the Division 4 recreational level.
- a. Coaches in this group are considered "recreational coaches" rather than "competitive division" coaches.
 - b. Players are assigned to these teams by geographical criteria unless there are 2 coaches from the same area, in which case an alternating blind draw will be held.

B. Recreational teams will be formed by the following procedures.

1. Timeline:
 - a. All Directors of Teams shall submit their age group team rosters to the registrar by June 20th.
 - b. A copy of the team roster and player medical releases shall be distributed by the registrar to the coaches by July 25th.

- c. Coaches must inform players of team placement by August 1st.
- d. Coaches must notify their Director of Teams which players will not be participating by August 1st.
- e. Practices may begin on but not prior to August 1st.
- f. Calling of waiting list players shall begin August 2nd.

2. U6 (CO-ED), U8 (BOYS AND GIRLS) TEAMS

- a. All teams will be formed by the respective Director of Teams and at least one other Board member. Intention is to keep teams age pure with U5 separate from U6, and U7 separate from U8 in all cases where registration numbers permit.
- b. Head Coaches can choose one (1) associated Assistant Coach and that coach's child will be pre-assigned to that team. Their children will be considered each other's buddies.
- c. The remaining players will be assigned to the teams using the following factors, in the order listed:
 1. Age
 2. Gender (except U5 and U6 which is co-ed)
 3. Returning / new players (to balance number of new players assigned per team)
 4. One buddy for U5 and U6 ONLY – this is a reciprocal buddy by prior agreement (i.e.: player A chooses player B and player B chooses player A).
 5. City (or school if designated by parent)
 6. Contiguous area (intention is to avoid placing a player on a team further than one city from residence)
 7. Registration Sequence
- d. Parents who volunteer as unassociated Assistant Coaches will be assigned to teams without an assistant coach. Assignments will be made according to the terms listed above.
- e. No player trades are allowed. No other pre-assignment of players will occur.
- f. U6 teams have minimum 8 players and maximum 12 players on a roster with the intent that every player present plays at least half the minutes of each game.
- g. U8 teams have minimum 10 players and maximum 14 players on a roster with the intent that every player present plays at least half the minutes of each game.

3. U10 RECREATIONAL TEAMS (BOYS AND GIRLS)

- a. All coaches and assistant coaches shall be identified prior to team formation.
- b. Head coaches can choose one (1) associated Assistant Coach and that coach's child will be pre-assigned to that coach. No other pre-assignment will occur.
- c. All teams will be formed by the Director of Teams and at least one other board member using the team formation factors listed below.
- d. The team formation factors in setting up teams will be considered in the following order:
 1. Age
 2. Gender
 3. Returning / new players (to balance number of new players assigned per team)
 4. City (or school if designated by parent)
 5. Contiguous area (intention is to avoid placing a player on a team further than one city from residence)
 6. Registration Sequence
- f. No player trades are allowed.
- g. U10 teams have minimum 11 players and maximum 14 players on a roster with the intent that every player present plays at least half the minutes of each game.

4. U12 & U14 TEAM FORMATION

- a. All coaches and assistant coaches shall be identified prior to team formation.
- b. For U12 and U14 age groups only, all returning players to these groups may during registration select the option to return to "same team" or be placed in an open draw using the team formation factors. It is understood U10 players moving into U12 shall be placed in the open draw using the team formation factors.
- c. A roster of the previous fall season U12 or U14 team shall be marked to indicate player's choice (return or go into draw).
- d. Requests are not a guarantee of team placement since other considerations may occur. (eg. The previous year's coach moving up to the next age division while the requesting player does not.) In such cases, rules for younger players playing up shall govern.
- e. After teams have been formed, coaches who are concerned that they do not have enough players can report that concern to the Director of Teams.
 - i. Players may not be placed from the waiting list until August. During August, the Director of Teams will assign players from the waiting list.
 - ii. Players will be assigned to teams by the Director of Teams according to the factors above.
 - iii. New teams shall not be formed from the waiting list.

- f. U12 and U14 teams have minimum 13 players and maximum 16 players on a roster with the intent that every player present plays at least half the minutes of each game.

C. PLAYING AGE GROUP

Players in the recreational division will play in their age group, with the following exceptions:

- a. A qualified coaching parent may choose to move one child up to the older child's team (of which he/she is coach);
- b. A parent requesting that a child play in a different age group must show justification for the exception:
 - i. Present written documentation of developmental delays, disability, etc. (For requests to play down.)
 - ii. Demonstrate skill differential sufficient to warrant play outside normal age group. (For requests to play up.)
- c. The Director of Teams will review the information and present a recommendation to the Executive Board.
- d. All exceptions must be approved by a majority vote of the Board.

D. TEAM RULES

Coaches are allowed to develop and enforce individual team rules regarding behavior and discipline at practices and games provided any such rules have been reviewed and approved by the appropriate WCCYSL Program Director prior to announcement or enforcement.

ARTICLE 6: COACHES – REQUIREMENTS

- A. All coaches serve at the pleasure of the WCCYSL membership as represented by the Board of Directors.
 1. All coaches shall abide by the philosophy and the bylaws, rules, and procedures of the USYSA, CYSA, USCS, GSSL and WCCYSL.
 - a. Failure to do so may result in removal from the coaching position, or disbarment from future participation as a coach.
 - i. Revocation of coaching privileges under Article 2(A) is by recommendation of the Executive Board and may be effective immediately.
 - ii. Formal probation, disbarment or suspension under all other rules shall require a majority vote of the Board of Directors in accordance with Article 8 herein.
 2. All prospective coaches will complete a “coaching application form” and submit it to the appropriate Director of teams.
 3. Criminal screening may be done on all coach's applications.
 4. Each Director of Teams shall provide the Board a list of volunteer coach names. All coaching volunteers shall be approved by the Board of Directors prior to being assigned to a WCCYSL team.

- B. All coaches shall be at least 18 years of age. Youths under 18 years of age may participate as trainers for teams but must always be accompanied by a rostered adult team official. The youth shall be rostered on the team as a trainer.
- C. A coach may head coach only one team (competitive and/ or recreational); he/she may serve as an assistant coach for the second team.
- D. Coaches are required to attend meetings and clinics.
 - 1. If unable to attend a meeting, a coach should send another representative from the team.
The league will pay registration fees for coaches to attend CYSA or national coaching clinics. To be eligible for national clinic fees, the coach shall have had one year of coaching service to WCCYSL and make a commitment of at least one additional year of service post clinic.
 - 2. The Director of Player/ Coach Development will organize workshops and clinics for the coaches.
 - 3. Coaches are encouraged to attend at least 1 clinic per year. Coaches who do not attend a clinic risk losing the team to a more qualified person at the discretion of the Board of Directors.
- E. Competitive division coaches shall be of the highest level of coaching and playing experience as possible, and must have a history of coaching in a developmental and sportsmanlike manner.
 - 1. All competitive coaching positions are open to new applicants each year.
 - 2. Entry-level coaches may be assigned to coach competitive division teams, but priority shall be given to the more experienced coaches.
 - 3. Competitive division coaches must hold an “E” license.
 - 4. Competitive division coaches shall demonstrate their eagerness to improve their coaching skills by attending workshops and clinics; failure to do so will jeopardize their future coaching opportunities.
 - 5. The Competitive Director will present a list of all coach applicants and his/her recommendations to the Board of Directors. Each coach shall require a majority vote of the Board for approval before try outs each year.

ARTICLE 7: MODIFIED RULES OF PLAY

- A. General Principles
 - a. FIFA rules are modified for house soccer and the rules change with each age group
 - b. Coaches control the sidelines
 - c. All spectators must stay along the touchline (sidelines) within the technical area if so marked. (NO ONE is allowed behind the goal line)
 - d. All spectators must stay 3 feet back from touchline (sideline)
 - e. Recreational teams sportsmanship rule: If ahead by 5 goals, leading coach must adjust to limit goal disparity (pull players, change positions, etc.)

- f. Parents should cheer and encourage the players, but not instruct players. (Let the coaches coach)
- g. Players - no jewelry or hard casts are permitted; shin guards must be covered; shoes may not have toe cleats

B. The U5 & U6 Game

- a. 8 min quarters(2 min substitution breaks & 4 min halftime)
- b. No throw-ins (kick-ins replace throw-ins), No direct kicks, No penalty kicks, No offsides will be called
- c. 3 players on field (roster size min 8, max 10 players)
- d. No designated goalkeeper
- e. Coaches (1 per team) may be on field for instruction only (do not handle ball or direct players)
- f. Size 3 ball
- g. Substitutions
 - i. At quarters and halftimes
 - ii. Or at the following times:
 1. Prior to a kick-in in your favor
 2. Prior to a goal kick (either team)
 3. After a goal (either team)
 4. After play stopped due to injury (either team)
- h. Kickoff
 - i. Kicker may NOT touch ball twice
 - ii. Goal may not be scored from a kickoff.
- i. Indirect Free Kick
 - i. Blatant handball
 - ii. A goal may not be scored unless touched by another player

C. The U7&8 Game

- a. 10 min quarters (2 min substitution breaks and 4 min halftime)
- b. Offsides apply – only blatant offenses will be called.
- c. No direct kicks, No penalty kicks
- d. 7 players on field – includes designated goalkeeper
- e. Size 3 ball
- f. Substitutions
 - i. At quarters and halftimes
 - ii. Or with the REFEREE'S permission:
 1. Prior to a throw-in in your favor
 2. Prior to a goal kick (either team)
 3. After a goal (either team)
 4. After play stopped due to injury (either team)
 5. After play stopped to caution (cautioned player only)
- g. Kickoff
 - i. Kicker may NOT touch ball twice
 - ii. Goal may be scored from a kickoff (if touched by another player)
- h. Indirect Free Kick

- i. Dangerous play; Obstructs an opponent; One player touches ball twice on a free kick; Charging the goalkeeper
 - ii. A goal may not be scored unless touched by another player
- i. Throw-Ins
 - i. Both feet must be on or behind the sideline with BOTH feet touching the ground and the ball thrown with both hands over the head
 - ii. One retry given with instruction.
- j. Offsides
 - i. Player is closer to goal line than ball w/out 2 defenders between him & goal & is involved in play
 - ii. No offsides when received from a throw-in, corner kick or goal kick
 - iii. Player must be in an obvious offside position at time of kick.
- k. Referees
 - i. Center Referee only – no Assistant Referees.

D. The U9 & U10 Game

- a. 12 min qtrs (2 min substitution breaks and 4 min halftime)
- b. Offsides apply
- c. No direct kicks, No penalty kicks
- d. 8 players on field – includes designated goalkeeper
- e. Size 4 ball
- f. Substitutions
 - i. At quarters and halftimes
 - ii. Or with the REFEREE'S permission:
 - 1. Prior to a throw-in in your favor
 - 2. Prior to a goal kick (either team)
 - 3. After a goal (either team)
 - 4. After play stopped due to injury (either team)
 - 5. After play stopped to caution (cautioned player only)
- g. Kickoff
 - i. Kicker may NOT touch ball twice
 - ii. Goal may be scored from a kickoff
- h. Indirect Free Kick
 - i. Dangerous play; Obstructs an opponent; One player touches ball twice on a free kick; Charging the goalkeeper; Goalkeeper controls the ball for more than 6 seconds
 - ii. A goal may not be scored unless touched by another player
- i. Throw-Ins
 - i. Both feet must be on or behind the sideline with BOTH feet touching the ground when the ball is released and the ball thrown with both hands over the head
- j. Offsides
 - i. Player is closer to goal line than ball w/out 2 defenders between him and goal and is involved in play
 - ii. No offsides when received from a throw-in, corner kick or goal kick

E. The U11 & U12 Game

- a. 30 min halves with 5 min halftime –no quarters.
- b. Offsides apply
- c. Direct kicks & Penalty kicks apply
- d. 11 players on field – includes designated goalkeeper
- e. Size 4 ball
- f. Substitutions
 - i. At quarters and halftimes
 - ii. Or with the REFEREE'S permission:
 - 1. Prior to a throw-in in your favor
 - 2. Prior to a goal kick (either team)
 - 3. After a goal (either team)
 - 4. After play stopped due to injury (either team)
 - 5. After play stopped to caution (cautioned player only)
- g. Kickoff
 - i. Kicker may NOT touch ball twice
 - ii. Goal may be scored from a kickoff
- h. Indirect Free Kick
 - i. Dangerous play; Obstructs an opponent; One player touches ball twice on a free kick; Charging the goalkeeper; Goalkeeper controls the ball for more than 6 seconds
 - ii. A goal may not be scored unless touched by another player
- i. Throw-Ins
 - i. Both feet must be on or behind the sideline with BOTH feet touching the ground when the ball is released and the ball thrown with both hands over the head
- j. Offsides
 - i. Player is closer to goal line than ball w/out 2 defenders between him and goal and is involved in play

F. The U14 Game

- a. 35 min halves with 5 min halftime
- b. Offsides apply
- c. Direct kicks & Penalty kicks apply
- d. 11 players on field – includes designated goalkeeper
- e. Size 5 ball
- f. Substitutions
 - i. At quarters and halftimes
 - ii. Or with the REFEREE'S permission:
 - 1. Prior to a throw-in in your favor
 - 2. Prior to a goal kick (either team)
 - 3. After a goal (either team)
 - 4. After play stopped due to injury (either team)
 - 5. After play stopped to caution (cautioned player only)
- g. Kickoff
 - i. Kicker may NOT touch ball twice
 - ii. Goal may be scored from a kickoff

- h. Indirect Free Kick
 - i. Dangerous play; Obstructs an opponent; One player touches ball twice on a free kick; Charging the goalkeeper; Goalkeeper controls the ball for more than 6 seconds
 - ii. A goal may not be scored unless touched by another player
- i. Throw-Ins
 - i. Both feet must be on or behind the sideline with BOTH feet touching the ground when the ball is released and the ball thrown with both hands over the head
- j. Offsides
 - i. Player is closer to goal line than ball w/out 2 defenders between him and goal and is involved in play

ARTICLE 8: MEMBER DISCIPLINE – TEAMS/SPECTATORS

- A. All complaints or concerns regarding coaches (i.e., their behavior, experience, soccer knowledge, etc.) received by, or observed by any members of the Board of Directors must be investigated by a committee designated by the Executive Board.
- B. All complaints or concerns regarding players, including send off reports shall be evaluated by a committee designated by the Executive Board. Consequences may include but are not limited to suspension from games or playing season.
- C. All complaints or concerns regarding league members or spectators, including ejections shall be evaluated by a committee designated by the Executive Board. Consequences may include but are not limited to suspension from participation in league activities.
- D. Disciplinary committee shall be formed by the Past President or Vice President at the request of the Executive Board.
 - a. Disciplinary Committee members shall be past Board members or any league members with experience and understanding of all applicable rules.
 - b. Sitting Board members other than the Past President or Vice President may not participate on a Disciplinary Committee.
 - c. Disciplinary Committee shall consist of at least three and no more than seven persons.
 - 1. The committee may recommend any action that is consistent with CYSA, GSSL or USCS rules and that could result in a probation or suspension period, or even total expulsion from the league. Any action will have time parameters, location, and any expectations as to how the behavior could be eliminated in the future.
 - 2. Prior to the next Board of Directors meeting the committee shall submit a written recommendation; at the meeting, five minute presentations may be made by those parties involved in any action.
 - 3. Decisions will be made by a majority vote of the Board of Directors in closed session.

- E. Revocation of WCCYSL coaching privileges under Article 2 is subject to the discretion of the Executive Board under Article 6 herein. No other approval is required.

ARTICLE 9: UNIFORMS

- A. All U10 and under recreational teams will wear the reversible blue and white jersey with black shorts and team socks. U12 and up recreational teams will wear the standard WCCYSL approved blue uniform.
- B. All competitive teams will wear the currently approved competitive uniform(s).
 - 1. The intent of this policy is to present the united league image, to keep costs down for parents and players, and to simplify team administration.
 - 2. The Competitive Director, along with other interested parties, will update the competitive uniform choice(s) as necessary.

ARTICLE 10: ACTIVITIES

- A. The league will conduct soccer training each year, the purpose of which is to encourage players to play and to learn. Costs will be set at break-even rates and included in annual registration fees.

ARTICLE 11: FUNDRAISING

- A. Competitive teams may do fundraising.
 - 1. Fundraising activities must be approved by the WCCYSL Executive Board.
 - 2. Funds must be kept in a bank account. The bank account must have 2 WCCYSL Executive Board members who are not affiliated with the team on the signature cards. The checking account statement must be given to the treasurer monthly, along with any tax statements.
 - 3. All donations or sponsorships shall be made directly to WCCYSL, but can be designated for the benefit of a particular competitive team. (ie “FBO Chivas”)
 - 4. Annually, each competitive team must submit to the treasurer an income and expense summary.
- C. Advertisements for Fundraising
 - 1. Advertisements for fundraising will be permitted in the league newsletter or on the league website provided there is available space and the timing of the advertisement allows for Board approval at the next scheduled Board of Directors meeting. Advertisements will be permitted for the following:
 - a. The League itself or groups within the league
 - b. Organizations that support soccer within WCCYSL boundaries
 - c. Organizations that support an entire sports program at a public school.
 - 1. The organizations must provide a soccer program.

2. A portion of the money raised must benefit that organizations soccer program.
 3. The organization must be within WCCYSL boundaries.
- d. Advertisement supporting municipal recreational events within WCCYSL playing area.

ARTICLE 12: TOURNAMENTS

- A. For competitive level teams (Division 1 & 3), WCCYSL will fund 2 tournament applications at a maximum amount to be determined by the Board annually. Additionally, WCCYSL will fund applications to State Cup (Div.1) or Association Cup (Div. 3).
1. Due to the specific needs of the different divisions, it is the intention of the league and the requirement of District 4 and Golden State Soccer League for each competitive team to provide three licensed referees per home game. In order to fulfill this need, each competitive team shall provide three licensed referees (including at least one adult) able and under obligation to referee 5 games each in their home league (Center or AR) so as to replace the home club's referee resources utilized during the team's home games.
 - a. If a team fails to meet the requirements of paragraph A1, WCCYSL shall withdraw from the team funding and other league support for the team's participation in post-season tournament or cup play.
 - b. Teams that fail to referee the required cumulative 15 games but have, in the opinions of the Director of Referees and the Competitive Director, made sincere and reasonable efforts to meet the requirement may be deemed to have fulfilled their obligations under paragraph A1.
- B. For Div. 4 recreational teams, the league will fund one tournament application plus the District Cup Tournament, at a maximum amount to be determined by the Board annually.

ARTICLE 13: COMPENSATION: REGISTRAR, REFEREES, FIELD SET UP

- A. All fees shall be reviewed annually and presented to the Board of Directors for approval.
- B. The Registrar may be compensated for the duties of registration according to the terms of an annual registrar's compensation contract approved by the Board of Directors and signed by the President. Such compensation shall include fall and spring seasons and any additional fees for adds, transfers, drops etc. A paid registrar may not be a board member. An unpaid registrar may be an elected board member.
- C. Consultants or contractors shall have contracts presented to the Executive Board for approval. Terms of contracts must include duration, services, insurance coverage

and an “out clause”. All contract funds must be authorized by the Board of Directors during the annual budgeting process or by special vote.

D. Referees:

1. Referees and Mentors shall be compensated for all duly assigned and worked WCCYSL games as set forth in the WCCYSL Referee Compensation Schedule in force upon the date of each game refereed.
 - a. The WCCYSL Referee Compensation Schedule shall be reviewed annually and adjusted as necessary by the Director of Referees, and approved by the Board of Directors prior to commencement of game play for the calendar year.
 - b. Other referee compensation in the form of reimbursed license fees, game bonuses and official clothing or equipment may be rewarded in accordance with terms set forth in the approved Compensation Schedule.
 - c. Newly licensed WCCYSL referees shall purchase approved uniform kits through the league. Such costs may be reimbursed by WCCYSL in accordance with terms set forth in the approved Compensation Schedule.
2. Referee Training:
 - a. Referees trainees shall attend entry level clinics hosted by WCCYSL and operated by CNRA. Trainees must successfully complete the clinic and licensing test to be approved as a WCCYSL referee.
 - b. WCCYSL will pay for clinics and materials as required by CNRA. Such fees may be passed on to clinic attendees and later reimbursed by WCCYSL as stipulated in the approved Referee Compensation Schedule.
 - c. In-Service clinics are sponsored by the District and hosted by the league. All in-service clinics are free to licensed WCCYSL referees.

E. Field Set Up

- a. Field layout fees are \$100 for initial lining.
- b. Field set up fees for small sided games (U6) are \$35 per field (not per site or set of fields) per weekend.
- c. Field set up fees for U8 and older are \$50 per weekend.
- d. There is additional compensation of \$25 per weekend for a total of \$75 per weekend for fields that are used both Sat and Sun – field is set up for Sat and taken down on Sunday (except corner flags that do need to be picked up on Sat and replaced Sun).
- e. Field set up fee for weeks where there are no games but the field must be lined to prevent the lines from disappearing is \$25 for lining only.