

CAPITOL AREA YOUTH SOCCER ASSOCIATION

Administrative Handbook



Constitution

Last Amended: August 27, 2002

ByLaws

Last Amended: August 27, 2002

Rules & Procedures

Last Amended: August 27, 2002

Discipline, Protest, & Grievance Procedures

Last Amended: July 25, 2002

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SECTION 1

CAYSA CONSTITUTION

CAYSA CONSTITUTION

Originally Approved: July 23, 1986

Last Amended: August 27, 2002

ARTICLE I. NAME

- 1.1 The name of this organization shall be the **Capitol Area Youth Soccer Association**, a Texas non-profit corporation, hereinafter referred to as "CAYSA".

ARTICLE II. PURPOSE

- 1.2 The purpose of CAYSA is to provide the opportunity for all who wish to participate in youth soccer activities within CAYSA's territory. CAYSA shall teach good sportsmanship, educate youth participants and adult sponsors in the fundamentals of the game of soccer, promote the game of soccer through sponsorship of regularly scheduled soccer competition, and conduct such other educational activities as shall be deemed appropriate to the promotion of youth soccer.

ARTICLE III. AFFILIATION

- 1.3 CAYSA and its member organizations shall affiliate and comply with the authority of the South Texas Youth Soccer Association, hereinafter referred to as "STYSA" and the United States Youth Soccer, hereinafter referred to as "USYS".

ARTICLE IV. SEASONAL AND FISCAL YEAR

- 1.4 The "Seasonal Year" of CAYSA shall be the same as STYSA. The "Fiscal Year" of CAYSA shall be September 1 through August 31.

ARTICLE V. TERRITORY

- 1.5 CAYSA shall have jurisdiction over all members that reside within the Capitol area, as specified by STYSA. This includes the following Texas counties: Travis, Williamson, Bastrop, Bell, Blanco, Burnet, Caldwell, Coryell, Hays, Lampasas, and Lee.

ARTICLE VI. MEMBERSHIP

- 1.6 Membership in CAYSA shall consist of properly constituted and approved youth soccer associations, clubs and leagues, hereafter known as "member organizations" and their duly registered players, the players' parents and/or guardians, coaches, board members and supporters within CAYSA's defined territory. Each member association, club or league shall retain its own autonomy; however, each will adhere to the Constitution and Bylaws of CAYSA pertaining to all matters within CAYSA's jurisdiction. CAYSA with the approval of its member organizations shall admit as members, applicant organizations, associations, clubs or leagues within its jurisdiction and provide such applicants with management assistance when requested. However, any applicant with less than (6) member teams shall not be granted separate membership but may become a non-voting, CAYSA associate member whose representatives may participate in all discussions.
- 1.7 **Application for Membership.** An organization seeking membership in CAYSA must file a written application requesting membership which must be accompanied by a current copy of the applicant's Constitution, Bylaws and Rules (if there are any Rules). Each applying association, club or league shall be furnished a copy of the Constitution, Bylaws and Rules of CAYSA and a copy of the Constitution and Bylaws of the STYSA. Application for membership to CAYSA must be accompanied by the current annual fees which shall be returned if the applicant is denied membership. The completed application will be referred to the CAYSA Executive Committee to determine the need for an association in the area to be serviced. Once the

determination has been made the request will be presented at a Governing Board meeting along with the recommendation of the Executive Committee. The application will be discussed at the Governing Board meeting. Each member association can request a copy of the application and accompanying documentation. The application will be voted on at the next Governing Board meeting. With the notice of the meeting in which membership is to be considered, the CAYSA Secretary or his/her designate shall include in the agenda the name of the Club requesting membership.

- 1.8 **Complaint against a Member.** Any member organization or member may file a written complaint against a member organization or member. Complaints should be directed to the CAYSA office, Attn: Executive VP, requesting an investigation, review, and/or disciplinary action or other action by the CAYSA Executive Committee for any violation of the CAYSA Constitution, Bylaws or Rules. The CAYSA Executive Committee may refer the matter to the Discipline and Protest Committee for review and action.
- 1.9 **Resignation.** Any member organization may resign by filing a written resignation with the Secretary, but such resignation shall not relieve the member organization of the obligation of paying any and all dues, fees, assessments or other charges due and unpaid.
- 1.10 **Reinstatement.** Upon written request submitted by an organization that has fallen out of good standing, been removed, or resigned, with up-to-date copies of its Constitution, Bylaws and Rules (if there are any Rules) and filed with the Secretary or his/her designate, the Governing Board may, by a simple majority vote of the members in attendance at a duly constituted meeting, reinstate such former member to the membership on such terms as the Governing Board may deem appropriate.
- 1.11 **Transfer of Membership.** Membership in CAYSA shall not be transferable or assignable.

ARTICLE VII. GOVERNING BOARD

- 1.12 CAYSA shall be governed by its Governing Board composed of one representative and an alternate designated in writing to the CAYSA Secretary by each member organization. The duties and responsibilities of the Board shall be to:
 - 1.12.1 interpret and enforce the CAYSA Constitution, Bylaws, Rules and decisions of the Governing Board;
 - 1.12.2 establish all CAYSA fees and charges;
 - 1.12.3 establish and administer all CAYSA Rules;
 - 1.12.4 resolve all disputes, protests and appeals there from, except as provided otherwise in these Bylaws or in the CAYSA Constitution or Rules or when CAYSA's authority to do so is superseded by STYSA or USYS;
 - 1.12.5 establish and coordinate or approve all inter-association play and tournaments;
 - 1.12.6 adopt a budget and approve all expenditures not budgeted; and
 - 1.12.7 carry out all other duties and responsibilities as specified in this Constitution, the Bylaws and Rules of CAYSA.

ARTICLE VIII. OFFICERS

1.13 **Positions.** The members of the Governing Board shall elect the following officers of CAYSA:

- 1.13.1 President **
- 1.13.2 Executive Vice-President
- 1.13.3 Secretary
- 1.13.4 Treasurer **
- 1.13.5 Registrar
- 1.13.6 Facilities Commissioner
- 1.13.7 Vice-President of Division I and Super II Girls
- 1.13.8 Vice-President of Division II Girls **
- 1.13.9 Vice-President of Division III and IV Girls **
- 1.13.10 Vice-President of Division I Boys **
- 1.13.11 Vice-President of Super II and Division II Senior Boys (U-15 thru U-19)
- 1.13.12 Vice-President of Super II and Division II Junior Boys (U-11 thru U-14) **
- 1.13.13 Vice-President of Division III Boys
- 1.13.14 Vice-President of Division IV Boys **

The above officers shall constitute the CAYSA Executive Committee.

1.14 **Qualifications & Term.** The officers shall be elected for a two year term beginning July 1 and ending June 30 two years later. They may succeed themselves in office. The ** officers shall be elected during even numbered years and the remaining officers shall be elected in odd numbered years.

1.15 **Attendance.** Any CAYSA officer who is absent two (2) consecutive Governing Board meetings without reasonable excuse may have his/her position declared vacant by the Governing Board with a simple majority vote. Declaring an officer's position vacant shall not be considered as "Removal" under this Constitution or the CAYSA Bylaws.

1.16 **Vacancy.** In the event any office becomes vacant, a successor shall be elected by a simple majority vote of the Governing Board in attendance at any duly constituted meeting.

1.17 **Removal.** Except for a vacancy for non-attendance, a two thirds (2/3) majority vote of the Governing Board in attendance at any duly constituted meeting shall be required to remove any officer.

ARTICLE IX. MEETINGS

1.18 **Regular Meetings.** The regular meetings of CAYSA shall be held approximately within two (2) weeks after regular STYSA meetings. The following regular meetings are required each year unless waived by the Governing Board.

- 1.18.1 January - Plan for Spring Tournament
- 1.18.2 March - Set Budget and Elect Officers
- 1.18.3 May/June - Plan for Fall Season and August Tournament
- 1.18.4 July/August - Plan for the Fall CAYSA Championships and Install Officers
- 1.18.5 September - Plan for the Spring Season and President's Annual Report
- 1.18.6 October/November - General Business meeting and Preliminary Budget

1.19 **Special Meetings.** Special meetings may be called by written request to the CAYSA Secretary **or his/her designee** by the President or one third (1/3) [rounded upward] of the Governing Board.

1.20 **Place of Meetings.** The CAYSA President may designate any place within the boundaries of CAYSA, as the place for any regular or special meeting.

- 1.21 **Order of Business.** The order of business shall be as follows:
- 1.21.1 Roll call and vote accreditation.
 - 1.21.2 Requests for Reinstatement
 - 1.21.3 Reading of minutes of last meeting.
 - 1.21.4 Unfinished business.
 - 1.21.5 Reports, if any, of chairpersons of standing committees.
 - 1.21.6 Report of officers.
 - 1.21.7 Election of officers (**March meeting**).
 - 1.21.8 Amendments, if any, of Constitution, By-Laws or Rules.
 - 1.21.9 Removals
 - 1.21.10 New business
 - 1.21.11 For the good of the game
 - 1.21.12 Adjournment
- 1.22 **Modification.** The President may modify the order of presentation of any meeting's business to accommodate guests, Governing Board members or to bring about the efficient handling of matters to be presented. All meetings of CAYSA shall be conducted in accordance with *Robert's Rules of Order*, latest edition.
- 1.23 **Attendance.** Any member organization which is absent two (2) Governing Board meetings, in a season, without reasonable excuse may have its representative's and alternate's positions declared vacant by the Governing Board with a simple majority vote of those in attendance at any duly constituted meeting. Declaring a member organization's position vacant shall not be considered as "Removal" under this Constitution or the CAYSA Bylaws. A member organization that has had their representative and alternate removed is not eligible to represent CAYSA in any championship tournaments.
- 1.24 **Quorum.** A majority of the total membership in good standing which comprises a board, committee or other group as of the date of any meeting (Governing Board, committee or otherwise) shall constitute a quorum at all meetings.
- 1.25 **Good Standing.** A member shall be considered in good standing if it:
- 1.25.1 has registered at least six teams by the initial fall registration date
 - 1.25.2 is current in payment of fees or fines
 - 1.25.3 meets the attendance requirements of Article IX, Section 1.23 of the CAYSA Constitution and
 - 1.25.4 complies with the authority of CAYSA
- Failure to meet any of the above shall cause automatic suspension of voting rights. No club, team or individual registered with a member not in good standing for failure to comply with 1.26.2, 1.26.3 or 1.26.4 may participate in any CAYSA sponsored competition. Any member found not in Good Standing may request reinstatement with proof of compliance. Reinstatement shall be the second agenda item of any duly called meeting.
- 1.26 **Removal.** Any member may be removed by a two-thirds (2/3) majority vote of those in attendance at a duly called meeting if they meet any of the following criteria:
- 1.26.1 fails to register any players and teams by the initial Fall registration date
 - 1.26.2 remains not in good standing for twelve months
 - 1.26.3 no longer meets the articles of their Constitution and /or Bylaws
 - 1.26.4 announced publicly that it has merged into another member organization
 - 1.26.5 fails to comply with the authority of CAYSA
- The registration club code(s) of any member so removed shall be immediately invalid and remain so until reinstatement. Any member so removed may request reinstatement with proof of compliance. Reinstatements shall be the second agenda item of any duly constituted meeting.

ARTICLE X. AMENDMENTS

- 1.27 Any proposals or motions to amend this Constitution must be made in writing to the Secretary or his/her designate for distribution to CAYSA Governing Board members. Notice shall be thirty (30) days prior to the meeting to amend this Constitution and include proposed amendments along with time, date and place of meeting. Amendments to this Constitution may be approved at any duly constituted meeting by a two-thirds (2/3) majority vote of Governing Board members in good standing in attendance.

ARTICLE XI. NOTICE

- 1.28 Notice in this Constitution shall have been accomplished when the CAYSA Secretary or his/her designate notifies the Governing Board members. Notice, unless specifically stated otherwise, shall be required ten (10) days prior to all meetings and thirty (30) days prior to a meeting to amend this Constitution. Said notification may be by U.S. Postal Service, facsimile transmission, electronic mail, courier service, or other commonly accepted means.

ARTICLE XII. DISSOLUTION

- 1.29 In the event that CAYSA ceases to function or dissolves and after paying or making the provision for payment of all just liabilities, the Governing Board shall transfer all of the net assets to any successor organization which has similar purposes as specified in this Constitution; provided however, such successor organization qualifies under Section 501 (c)(3) of the Internal Revenue Code (or any corresponding provision). Should no successor organization exist, then the net assets shall be distributed to STYSA, provided STYSA qualifies under Section 501 (c)(3). If STYSA does not exist or does not qualify, then the Governing Board may distribute the net assets to any youth organization it designates so long as the organization qualifies under Section 501 (c)(3).

SECTION 2

CAYSA BYLAWS

CAYSA BYLAWS

Last Amended: August 27, 2002

ARTICLE I. OFFICES

- 2.1 **Principal Office.** The principal office of CAYSA shall be in the State of Texas and within the boundaries of CAYSA. The CAYSA President may designate other offices as may be required from time to time.
- 2.2 **Registered Office.** CAYSA shall have and continuously maintain in the State of Texas a registered office, and a registered agent whose office is identical with such registered office, as required by the Texas Non-Profit Corporation Act. The registered office may be, but need not be, identical with the principal office, and the address of the registered office may be changed from time to time. The registered agent shall be the CAYSA President unless the President appoints a designate to be registered agent in his/her place.

ARTICLE II. MEMBERSHIP

- 2.3 All criteria for membership in CAYSA is defined in the CAYSA constitution.

ARTICLE III. VOTING

- 2.4 **Voting.** Except for discipline, appeal and Executive Committee meetings where each member organization or member, in the case of the Executive Committee, shall have one vote, each organization shall have voting powers according to the number of paid registrations as provided by the Registrar to the Secretary from the Fall registration according to the final CAYSA registration deadline as established by the Executive Committee, as follows:

200	or	less	registrations	1 vote
201	to	400	registrations	2 votes
401	to	600	registrations	3 votes
601	to	800	registrations	4 votes
801	to	1000	registrations	5 votes
1001	to	1200	registrations	6 votes
1201	to	1400	registrations	7 votes
1401	and	above	registrations	8 votes

- 2.4.1 Voting powers shall remain the same until the final Spring registration date regardless of whether or not registration changes or the member organization does not have a Spring soccer season. The representative or alternate shall cast all votes for the member organization, unless there is a valid proxy. A simple majority of the votes on any issue at any meeting shall decide all questions, except those involving amendments to the Constitution or Bylaws or to remove an officer or a member organization. No officer of CAYSA shall cast votes for a member organization, unless such officer is the valid proxy of such organization.
- 2.5 **Good Standing.** To vote, a member must be in good standing.
- 2.6 **Proxy.** To be valid, a proxy must be in writing, signed and dated by the chief executive officer and one additional officer of the member organization. It must be presented to the CAYSA Secretary prior to the meeting at which it will be utilized. The proxy must designate the individual appointed to vote for the organization and must designate the powers of the proxy holder. It shall be viable only for the meeting immediately after the date of the proxy. A proxy may not be cast by nor for a member organization which is not in good standing. Votes cast by proxy do not fulfill the requirements for attendance by a member organization as required in the CAYSA Constitution.

ARTICLE IV. OFFICERS

- 2.7 **General Provisions.** All officers of CAYSA shall carry out the decisions of the Governing Board and shall uphold and enforce the provisions of the CAYSA Constitution, Bylaws and Rules.
- 2.8 **President.** The President shall be the Chief Executive Officer of CAYSA and shall have the following duties and responsibilities:
- 2.8.1 shall preside at CAYSA regular and special Governing Board and Executive Committee meetings;
 - 2.8.2 may appoint committees; to include a referee education coordinator and coaching technical advisor;
 - 2.8.3 shall cast the deciding vote in the event of a tie at any meetings at which he/she presides or waive the right to do so;
 - 2.8.4 may appoint delegates to any member organization meeting;
 - 2.8.5 shall submit a written, annual report, which shall become a part of the minutes, to all Governing Board members at the **September regular meeting**;
 - 2.8.6 prior to the last meeting of each fiscal year, shall appoint an auditing committee to inspect the Treasurer's books to certify their accuracy;
 - 2.8.7 with the Treasurer shall prepare and oversee all CAYSA budgets and financial reports;
 - 2.8.8 shall handle all public relations in the best interest of CAYSA;
 - 2.8.9 shall have responsibility for new area development;
 - 2.8.10 shall represent CAYSA at all STYSA meetings and shall include in the budget reasonable expenses to attend such meetings;
 - 2.8.11 shall have the right to designate individual(s) to carry out any of his/her listed duties and responsibilities; and
 - 2.8.12 shall manage the day to day operations of CAYSA.
- 2.9 **Executive Vice President.** The Executive Vice-President shall succeed to the powers of the President in his/her absence and in addition have the following duties and responsibilities:
- 2.9.1 shall assume responsibility for all insurance matters, including but not limited to informing the Governing Board members about insurance coverage, handling claims (including follow-up) and dealing with any insurance problems that might arise;
 - 2.9.2 shall be the chairperson of the Discipline and Protest Committee, and shall appoint members to serve on the D&P Committee prior to the start of each season;
 - 2.9.3 shall promote activities for the development of CAYSA players, coaches and referees, i.e. organizing the CAYSA Convention, coaching clinics, etc.;
 - 2.9.4 shall serve on the Transfer Committee;
 - 2.9.5 shall be the chairperson for all CAYSA tournaments; will set up committees to handle the tasks involved in running the tournament;
 - 2.9.6 may appoint other individuals or committees to assist in carrying out their duties and responsibilities.
- 2.10 **Secretary.** The Secretary shall have the following duties and responsibilities:
- 2.10.1 shall record the minutes of all meetings, attend to all correspondence, and keep the records of CAYSA;
 - 2.10.2 shall provide minutes of CAYSA meetings to all members of the Governing Board within two weeks subsequent to the meeting;
 - 2.10.3 shall provide notice of all meetings as required in the CAYSA Constitution, Bylaws and Rules of all meetings;
 - 2.10.4 shall receive and record the designated representative and alternate of each member organization;
 - 2.10.5 shall obtain from the Registrar paid registration statistics according to the first Fall registration date for the purpose of calculating each member organization's voting power throughout the seasonal year;
 - 2.10.6 may appoint other individuals or committees to assist in carrying out his/her duties and responsibilities;
 - 2.10.7 shall maintain the current CAYSA Constitution, By-Laws, Rules, and Procedures;
 - 2.10.8 shall send an information packet to each member organization prior to the beginning of the fall season each year including the STYSA and the CAYSA Administrative Handbooks.

- 2.11 **Treasurer.** The Treasurer shall have the following duties and responsibilities:
- 2.11.1 shall collect all dues and fees owed to CAYSA; control all monies of CAYSA; and maintain detailed records of CAYSA's income and expenditures;
 - 2.11.2 shall prepare and submit a financial report of income, expenditures, current assets and liabilities to the Governing Board at each regular meeting;
 - 2.11.3 shall pay all CAYSA bills properly passed upon and approved by the President;
 - 2.11.4 shall assist the President in the preparation of the yearly CAYSA budget;
 - 2.11.5 may appoint other individuals or committees to assist in carrying out his/her duties and responsibilities.
- 2.12 **Registrar.** The Registrar shall have the following duties and responsibilities:
- 2.12.1 shall supply members with proper registration information and materials;
 - 2.12.2 shall coordinate member organization's registrars in registering all CAYSA players with CAYSA, STYSA and USYS;
 - 2.12.3 shall insure that all STYSA and USYS registration forms are timely filed with the proper authorities;
 - 2.12.4 shall maintain and prepare registration statistics of each season and present a report of such statistics to the Governing Board at the next regular meeting after registration;
 - 2.12.5 shall provide paid registration statistics of each member organization to the Secretary five (5) days before the October/November CAYSA meeting so that the Secretary can determine member organization's voting power for the seasonal year;
 - 2.12.6 shall act as Chairperson for the player transfer committee;
 - 2.12.7 may appoint other individuals or committees to assist in carrying out his/her duties and responsibilities.
- 2.13 **Facilities Commissioner.** The Facilities Commissioner shall have the following duties and responsibilities:
- 2.13.1 shall coordinate and administer all improvements to the CAYSA Complex;
 - 2.13.2 shall appoint a Scheduler for the CAYSA fields;
 - 2.13.3 shall act as the Chairperson of the facilities committee;
 - 2.13.4 may appoint other individuals or committees to assist in carrying out his/her duties and responsibilities;
 - 2.13.5 shall receive, review, and approve all games scheduled at the facility.
- 2.14 **Vice President of Division I and Super II Girls.** The Vice President of Division I and Super II Girls shall have the following duties and responsibilities:
- 2.14.1 shall coordinate and administer all Inter-Association girls Division I & Super II team activities;
 - 2.14.2 shall appoint a Scheduler and a Scorer (may be the same person) for each girls Division I & Super II Inter-Association division or subdivision;
 - 2.14.3 shall coordinate all CAYSA girls Division I & Super II tournaments with the Executive Vice President;
 - 2.14.4 shall function as the CAYSA coordinator for all STYSA girls Division I & Super II activities and tournament play;
 - 2.14.5 may appoint other individuals or committees to assist in carrying out his/her duties and responsibilities;
 - 2.14.6 shall receive, review, and approve in advance all play between teams of member associations;
 - 2.14.7 shall maintain current records of individual penalty points.
- 2.15 **Vice President of Division II Girls.** The Vice President of Division II Girls shall have the following duties and responsibilities:
- 2.15.1 shall coordinate and administer all Inter-Association girls Division II activities;
 - 2.15.2 shall appoint a Scheduler and a Scorer (may be the same person) for each girls Division II Inter-Association division or subdivision;
 - 2.15.3 shall coordinate all CAYSA girls Division II tournaments with the Executive Vice President;
 - 2.15.4 shall function as the CAYSA coordinator for all STYSA girls Division II tournament play;
 - 2.15.5 shall be responsible for declaring whether or not a Division II girls game is a forfeit or whether the game will be replayed or omitted from the schedule in the event a game is canceled because of the playability of the field or for any other reason;
 - 2.15.6 may record a forfeit if, the winning team or the home team in case of a tie, game cards are not forwarded within seventy-two (72) hours of the game to the individual designated by the Vice President;
 - 2.15.7 may appoint other individuals or committees to assist in carrying out his/her duties and responsibilities;
 - 2.15.8 shall maintain current records of individual penalty points.

- 2.16 **Vice President of Division III and IV Girls.** The Vice President of Division III and IV girls shall have the following duties and responsibilities:
- 2.16.1 shall coordinate and administer all girls Inter-Association recreational team activities;
 - 2.16.2 shall appoint a Scheduler and a Scorer (may be the same person) for each girls recreational Inter-Association division or subdivision;
 - 2.16.3 shall coordinate all CAYSA girls recreational tournaments with the Executive Vice President;
 - 2.16.4 shall function as the CAYSA coordinator for all girls recreational league and tournament play;
 - 2.16.5 shall be responsible for declaring whether or not a Recreational girls game is a forfeit or whether the game will be replayed or omitted from the schedule in the event a game is canceled because of the playability of the field or for any other reason;
 - 2.16.6 may record a forfeit if, the winning team or the home team in case of a tie, game cards are not forwarded within seventy-two (72) hours of the game to the individual designated by the Vice President;
 - 2.16.7 may appoint other individuals or committees to assist in carrying out his/her duties and responsibilities;
 - 2.16.8 shall receive, review, and approve in advance all play between teams of member associations;
 - 2.16.9 shall maintain current records of individual penalty points.
- 2.17 **Vice President of Division I Boys** The Vice President of Division I Boys shall have the following duties and responsibilities:
- 2.17.1 shall coordinate and administer all Inter-Association, boys Division I team activities;
 - 2.17.2 shall appoint a Scheduler and a Scorer (may be the same person) for each boys Division I Inter-Association division or subdivision;
 - 2.17.3 shall coordinate all CAYSA boys Division I tournaments with the Executive Vice President;
 - 2.17.4 shall function as the CAYSA coordinator and contact point for all STYSA/USYS boys Division I activities and tournament play;
 - 2.17.5 may appoint other individuals or committees to assist in carrying out his/her duties and responsibilities;
 - 2.17.6 shall receive, review, and approve in advance all play between teams of member associations;
 - 2.17.7 shall maintain current records of individual penalty points.
- 2.18 **Vice President of Super II and Division II Senior Boys.** The Vice President of Super II and Division II Senior Boys shall have the following duties and responsibilities:
- 2.18.1 shall coordinate and administer all Inter-Association, boys select team activities for boys play in U-15 through U-19;
 - 2.18.2 shall appoint a Scheduler and a Scorer (may be the same person) for each boys Division II Inter-Association division or subdivision;
 - 2.18.3 shall coordinate all CAYSA boys Super II and Division II tournaments with the Executive Vice President;
 - 2.18.4 shall be responsible for declaring whether or not a boys Division II game is a forfeit, or whether the game will be replayed or omitted from the schedule in the event a game is canceled because of the playability of the field or for any other reason;
 - 2.18.5 may record a forfeit if, the winning team or the home team in case of a tie, game cards are not forwarded within seventy-two (72) hours of the game to the individual designated by the Vice President;
 - 2.18.6 may appoint other individuals or committees to assist in carrying out his/her duties and responsibilities;
 - 2.18.7 shall receive, review, and approve in advance all play between teams of member associations;
 - 2.18.8 shall maintain current records of individual penalty points.

- 2.19 **Vice President of Super II and Division II Junior Boys.** The Vice President of Super II and Division II Senior Boys shall have the following duties and responsibilities:
- 2.19.1 shall coordinate and administer all Inter-Association, boys select team activities for boys play in U-11 through U-14;
 - 2.19.2 shall appoint a Scheduler and a Scorer (may be the same person) for each boys Division II Inter-Association division or subdivision;
 - 2.19.3 shall coordinate all CAYSA boys Super II and Division II tournaments with the Executive Vice President;
 - 2.19.4 shall be responsible for declaring whether or not a boys Division II game is a forfeit, or whether the game will be replayed or omitted from the schedule in the event a game is canceled because of the playability of the field or for any other reason;
 - 2.19.5 may record a forfeit if, the winning team or the home team in case of a tie, game cards are not forwarded within seventy-two (72) hours of the game to the individual designated by the Vice President;
 - 2.19.6 may appoint other individuals or committees to assist in carrying out his/her duties and responsibilities;
 - 2.19.7 shall receive, review, and approve in advance all play between teams of member associations;
 - 2.19.8 shall maintain current records of individual penalty points.
- 2.20 **Vice President of Division III Boys.** The Vice President of Division III Boys shall have the following duties and responsibilities:
- 2.20.1 shall coordinate and administer all boys Inter-Association Division III team activities ;
 - 2.20.2 shall appoint a Scheduler and a Scorer (may be the same person) for each boys Division III Inter-Association division or subdivision;
 - 2.20.3 shall coordinate all CAYSA boys Division III tournaments with the Executive Vice President;
 - 2.20.4 shall function as the CAYSA coordinator for all STYSA boys Division III league and tournament play;
 - 2.20.5 shall be responsible for declaring whether or not a Division III Boys game is a forfeit, or whether the game will be replayed or omitted from the schedule in the event a game is canceled because of the playability of the field or for any other reason ;
 - 2.20.6 may record a forfeit if, the winning team or the home team in case of a tie, game cards are not forwarded within seventy-two (72) hours of the game to the individual designated by the Vice President;
 - 2.20.7 may appoint other individuals or committees to assist in carrying out his/her duties and responsibilities;
 - 2.20.8 shall receive, review, and approve in advance all play between teams of member associations;
 - 2.20.9 shall maintain current records of individual penalty points.
- 2.21 **Vice President of Division IV Boys.** The Vice President of Division IV boys shall have the following duties and responsibilities:
- 2.21.1 shall coordinate and administer all boys Inter-Association Division IV team activities;
 - 2.21.2 shall appoint a Scheduler and a Scorer (may be the same person) for each boys Division IV Inter-Association division;
 - 2.21.3 shall coordinate all CAYSA boys' Division IV tournaments with the Executive Vice President;
 - 2.21.4 shall be responsible for declaring whether or not a Division IV Boys game is a forfeit, or whether the game will be replayed or omitted from the schedule in the event a game is canceled because of the playability of the field or for any other reason;
 - 2.21.5 may record a forfeit if, the winning team or the home team in case of a tie, game cards are not forwarded within seventy-two (72) hours of the game to the individual designated by the Vice President;
 - 2.21.6 may appoint other individuals or committees to assist in carrying out his/her duties and responsibilities;
 - 2.21.7 shall receive, review, and approve in advance all play between teams of member associations;
 - 2.21.8 shall promote and supervise all Top Soccer, Soccer Start, and new area development programs;
 - 2.21.9 shall maintain current records of individual penalty points.

ARTICLE V. EXECUTIVE COMMITTEE

- 2.22 The President, Executive Vice-President, Secretary, Treasurer, Registrar, Facilities Commissioner, Vice President of Division I and Super II Girls, Vice-President of Division II Girls, Vice-President of Division III and IV Girls, Vice-President of Division I Boys, Vice-President of Super II and Division II Senior Boys, Vice-President of Super II and Division II Junior Boys, Vice-President of Division III Boys, and Vice President of Division IV Boys shall constitute the Executive Committee for matters demanding immediate attention where it is impractical or impossible to call a Governing Board Meeting. The President or any three (3) CAYSA officers may call an Executive Committee meeting with two (2) days notice to the Executive Committee members. The President shall designate the location, date and time of any Executive Committee meeting.

ARTICLE VI. NOTICE

- 2.23 Notice shall have been accomplished when the CAYSA Secretary or his/her designate notifies the persons designated in these Bylaws to receive notice. Said notification may be by U.S. Postal Service, facsimile transmission, electronic mail, courier service, or other commonly accepted means.

ARTICLE VII. AMENDMENTS

- 2.24 Any proposals or motion to amend these Bylaws must be made in writing to the Secretary or his/her designate for distribution to the Governing Board members. Notice shall be thirty (30) days prior to the meeting to amend these Bylaws and shall include proposed amendments, time, date and place of meeting. Amendments to these Bylaws may be approved at any duly constituted meeting by a two-thirds (2/3) majority vote of Governing Board members in good standing in attendance.

ARTICLE VIII. RULES AND PROCEDURES

- 2.25 Any proposals or motions to amend Rules or Procedures must be made in writing to the Secretary or his/her designate for distribution to CAYSA Governing Board members. Notice shall be ten (10) days prior to the meeting to amend Rules or Procedures and include proposed amendments along with time, date and place of meeting. Amendments to Rules or Procedures may be approved at any duly constituted meeting by a simple majority vote of Governing Board members in good standing in attendance.

SECTION 3

CAYSA RULES & PROCEDURES

CAYSA RULES & PROCEDURES

Last Amended: August 27, 2002

GENERAL

- 3.0 **Exceptions to FIFA Laws.** Except as otherwise noted in these rules, FIFA Laws shall govern the play of any games between member organizations, provided, however, that teams, players, and coaches competing in STYSA and/or USYS competitions shall be governed by STYSA and/or USYS respectively.
- 3.1 **Definitions.**
- 3.1.1 **Season:** The period of play including any and all post-season play. Currently there are two seasons: Fall- September through December and Spring- February through May.
- 3.1.2 **Seasonal Year:** As defined by STYSA, one calendar year comprised of one Fall and the following Spring season.
- 3.1.3 **Registration Period:** The time in which players and coaches may register for the Seasonal Year as defined by STYSA.
- 3.1.4 **Playing Age:** The age obtained by a registrant as of midnight July 31st.of the previous registration period.
- 3.1.5 **Registration:** The completion of all STYSA approved forms and the payment of fees. Registration shall include, but not limited to, all adults associated with the team including coaches, assistant coaches, managers, trainers and administrators.
- 3.1.6 **Association/Club/Organization:** A group sponsoring and/or administering a team or group of teams.
- 3.1.7 **Team:** A group of registered soccer players playing on the same side in soccer games.
- 3.1.8 **Rostering:** The assignment of properly registered players to a team.
- 3.1.9 **League:** A structured group of four (4) or more teams joined for the purpose of inter-association or intra-association play under a common set of administrative and competition rules.
- 3.1.10 **League Team:** A team that participates in regularly scheduled league play.
- 3.1.11 **Recreational Plus League:** A league formed for inter-association or intra-association play that consist of teams participating in club sponsored paid training which otherwise meet the formation requirements of recreational play.
- 3.1.12 **Levels of Play:** The competition leagues in each age group as defined or administered.
- 3.1.13 **Age Group:** The upper limit of playing age for team formation.
- 3.1.14 **Game:** A competition between two teams with an official.

PLAYERS and COACHES

3.2 Age Groups.

3.2.1 The age groups are as follows:

U19 = under 19 years of age			
U18 = under 18	"	"	"
U17 = under 17	"	"	"
U16 = under 16	"	"	"
U15 = under 15	"	"	"
U14 = under 14	"	"	"
U13 = under 13	"	"	"
U12 = under 12	"	"	"
U11 = under 11	"	"	"
U10 = under 10	"	"	"
U09 = under 09	"	"	"
U08 = under 08	"	"	"
U07 = under 07	"	"	"
U06 = under 06	"	"	"
U05 = under 05	"	"	"

3.2.1.1 Unless specifically indicated otherwise in the Handbook, all rules for each odd-numbered age group are the same as for the even-numbered age group just above it. For example, playing rules for U07 are the same as for U08.

3.2.1.2 Age-pure recreational teams are optional. Member organizations can choose to form recreational teams under the proper even-numbered age group. For example, all U11 and U12 players can be mixed together onto teams coded as U12 rather than forming separate U11 and U12 teams, even if that club forms separate U09 and U10 teams.

3.2.1.3 Any reference in this Handbook to “age divisions” means “age groups”.

3.2.2 Age groups for each seasonal year, for players born August 1 through July 31, shall be determined by the player's age as of midnight, July 31, of the previous seasonal year.

3.2.3 A player in U11 through U18, with his/her parents', coach's, and CAYSA Member Association's written consent, may play up one or two age groups (for example a player designated by birthdate to be a U13 age group player could be allowed to play in the U-15 age group). Requests to play up more than two age groups must be approved by the CAYSA Exceptions Committee. With the approval of the appropriate CAYSA VP, a player can play up three age groups on a Division III team.

3.2.4 Players in U09 or younger age groups (based on birthdate) may only play in Division IV. No more than four (4) U10 players shall be allowed on a U11 or U12 recreational team, or on a U11 Division I, Super II, or Division II team. No U10 player shall be allowed on any U13 or older recreational team, or U12 or older Division I, Super II or Division II team.

3.2.5 No player will be allowed to play in a younger age group

3.2.6 All requests for exceptions in 3.2.3 and 3.2.4 must contain:

- (a) the Parents Request in writing
- (b) the Coach's request in writing
- (c) the Club request in writing
- (d) \$100.00 Exceptions fee for each player. This fee will be refunded if there is no other team in the Club for the child.

3.3 Registration, Fees and Proof of Age.

- 3.3.1 Division III & IV players shall be considered registered on the date that their own association, club or league has in its possession a registration form of the type normally utilized by such association, club or league and it is within a season. Division I, Super II and Division II players shall be considered registered on the date that their own association, club or league has in its possession a registration form of the type normally utilized by such association, club or league and it is after September 1 for the Fall season and March 1 for the Spring season.
- 3.3.2 New players must be registered and have participated in at least two (2) league games with his/her respective team prior to taking part in any CAYSA/STYSA post season competition, excluding invitational tournaments.
- 3.3.3 The Governing Board shall establish the player fee no later than the August meeting of each year. The Executive Committee shall establish the due date of fees.
- 3.3.4 Proof of age shall consist of a certified or verified birth certificate, A Uniformed Services Identification and Privilege Card (DD Form 1173 or DD Form 2765) issued by the uniformed services of the United States, a birth registration issued by an appropriate government agency or board of health records, a passport, an alien registration card issued by the United States Government, a certificate issued by the Immigration and Naturalization Service attesting to age, a current Driver's License, an unexpired federal, state, or local government identification card (if documentation of birth is required), or a certification of a United States Citizen born abroad issued by the appropriate Government agency. Hospital, baptismal, or religious certificates will not be accepted.
- 3.3.5 A complete registration of players and adults with all fees must be submitted by date established by the Executive Committee. Members who fail to meet deadline shall be fined \$100.00 per week plus any additional cost due to late submission. A delinquent member will automatically be not in good standing.
- 3.3.6 All coaches whose teams compete in inter-association play between clubs/associations within CAYSA except Divisions III and IV, inter-association play between associations outside of CAYSA, Post Season Competition, or Invitational Tournaments shall verify the eligibility of all players to compete on the team and assume the responsibility for both the eligibility and conduct of the players. These coaches shall be required to sign a Coach's Acknowledgment of Responsibility Form which outlines the steps to be taken to verify the eligibility of the players. The Coach's Acknowledgment of Responsibility Form shall be approved by the Governing Board and included in the Rules as Appendix A. The Coach's Acknowledgment of Responsibility Form shall be presented to the club/association Registrar prior to the start of seasonal play. This form, along with accompanying documentation showing proof of age, residency status, or legal guardianship papers as required, will be maintained in the registrar's files during the seasonal year. A copy of the Coach's Acknowledgment of Responsibility Form will be presented to the CAYSA Registrar with any request for a certified roster.
- 3.3.7 Any coach, trainer, assistant coach, or manager must be registered to all the team(s) that they coach, train, or manage.

3.4 Player or Team Transfer and Release.

- 3.4.1 **Players.** This section applies solely to transfers in Division I, Super II, and Division II, and transfers in Divisions III & IV if the teams are involved in inter-association play. A player may play for only one primary team registered with CAYSA during each season, and any player registered to a team is bound to that team for the entire seasonal year, unless there is a case of extreme hardship (An example of hardship would be a player moving to another location). A player will be considered rostered to a team, if registered with a club/association, assigned to a team, and there are less than 30 days prior to the start of seasonal match competition or at the time he/she competes in a pre-season tournament with his/her rostered team. If the team is disbanded by its club/association prior to the start of seasonal play, the players may be released or reassigned without requesting a transfer.

- 3.4.2 **Teams.** A team which registers with a club/association is bound to that club/association for that entire seasonal year. A team which wishes to transfer to another club/association must complete a Team Transfer Form and submit it to both the losing and receiving club/association for approval. If as many as seven players from an U11 and older team, six players from an U10 team, or five players from an U08 or younger, team from one club/association wish to join another club as a team they must complete a Team Transfer Form. If the losing club does not offer the level of competition requested by the team which requests a transfer, the request may be approved without their consent if approved by the receiving club and the transfer committee. If a club does not offer any competition during a particular season, a temporary one playing season transfer, may be approved by the receiving club without submission to the transfer committee.
- 3.4.3 **Transfer Approval.** All requests for transfers shall be submitted to the CAYSA Registrar in writing, stating the reason for the request to transfer. If the Committee approves the transfer, the information is to be forwarded to the affected organizations and person(s). The player is not to play a game with the transferred-to team until after the transfer has been approved and the player has registered with the transferred-to team. A transferring team may not play a game with the receiving club/association until the transfer has been approved. A transfer committee of three including the Registrar (Committee Chairperson), Executive Vice President and one other member of the Executive Committee will be called to decide questions on contested transfer requests.

TEAMS

- 3.5 **Team Size.** The following are restrictions relating to team size:
- 3.5.1 For U11 through U19 Age Groups (or any Division of a member organization playing eleven (11) players on the field per side), no team shall be allowed more than eighteen (18) nor less than seven (7) registered players.
- 3.5.2 For the U10 Age Group (or any Division of a member organization playing eight (8) players on the field per side), a maximum of twelve (12) and a minimum of six (6) registered players.
- 3.5.3 For the U08 Age Group (or any Division of a member organization playing seven (7) players on a field per side), a maximum of twelve (12) and a minimum of five (5) registered players.
- 3.5.4 For the U06 Age Group (or any Division of any member organization playing five (5) players on a field per side), a maximum of ten (10) and a minimum of three (3) registered players.
- 3.6 **Playing Ineligible Player.** Any team playing a player who is ineligible shall forfeit the game(s) in which that player has played.
- 3.7 **Team Rostering.** This Rule shall apply to teams participating in CAYSA or STYSA sanctioned inter-association/club competitions. Team rostering shall be done according to the rules of the member association/club; however, for teams to participate in CAYSA or STYSA sanctioned inter-association/club competitions those rules must comply with the following restrictions according to playing levels:
- 3.8 **Recreational Teams.** The system of rostering players in a recreational league or for recreational play shall be employed for the purpose of creating fair and balanced distribution of playing talent among all teams participating in a league from a single club or local association. To foster this purpose, the following rules shall apply for all teams formed for recreational play, which is hereby defined for these purposes as Division III and IV:
- 3.8.1 Invitations, recruiting or any process to roster players selectively to any team on the basis of talent or ability are prohibited, unless conducted for the purpose of assisting in a fair and balanced distribution of playing talent to teams in a league. For example, the use of a demonstration "try out" for the coaches to evaluate the playing ability of all children in an age bracket is permitted, so long as all coaches and teams within the club have equal access to these players for rostering purposes.

- 3.8.2 The club rostering a team may use any fair and reasonable means to roster the team, providing such team has been formed in full accordance with the above. As a means of assisting in the rostering of teams, the following shall be deemed to be among those team formation processes that are in compliance with these rules stated in (a) above:
- a. draft in which all players within a club are available to be and are drafted on teams in a manner reasonably established to permit a fair and balanced distribution of players to all teams in the league.
 - b. neighborhood system wherein all players from a neighborhood within the club's general area are rostered to a team, but only where such system will result in a fair and balanced distribution of players within the league. This method shall not be utilized whenever it will permit a select team or a team which is much better than the other teams in the same age bracket to form on this basis
 - c. core system in which players rostered to a team in a previous season are returned to the same team may be utilized, provided that no activity prohibited above has been violated and that the competition between teams within the club in the age group in question is reasonably fair and even. Reasonably fair and even envisions that some teams may be better than others; however, if one or more teams consistently win or are capable of winning a large majority of its games in a lopsided manner in the same age group within the league they are participating, this team shall not be permitted to return intact in the next seasonal year as a core team in recreational play.
 - d. If any team is rostered and any of the above requirements have been violated in the formation of a team in Division III or IV (whether in this or any previous season), such team shall not be eligible for play with any team outside the club under which the team was rostered, unless such play is with a Division I, Super II, or Division II team or if play is within a tournament and such team registers and plays in a Division I, Super II, or Division II (competitive/ select) bracket. For the purposes of this rule, a team shall be considered to be the same team as a prior season if seven (7) players remain on the team from the roster in effect at the time the violation occurred.
 - e. Any violation of the rule above, shall subject the coach of the team, as well as any club officials involved in said rostering to possible disciplinary action and shall cause all games played by the team in violation outside the club which rostered the team to be forfeited. Further, if a violation is found, all Division III or IV teams formed by the club rostering the team shall be reviewed by the CAYSA D&P Committee for violations of this rule.

3.9 **Division I, Super II, and Division II.** Teams may be rostered to participate in an inter-association league in which:

- 3.9.1 the use of tryouts, invitations, recruiting, or any like process to roster players to any team on the basis of talent or ability is permitted; and
- 3.9.2 players are primarily selected from within CAYSA, provided they comply with applicable transfer rules;
- 3.9.3 the team must comply with the requirements for qualification for select play.

Requirements for Participation in Inter-Association Play.

3.10 **CAYSA Members.** Any member organization team may participate in Inter-Association play as long as that team is within the same age division, and provided further that the CAYSA rules regarding Inter-Association play are strictly followed.

- 3.10.1 Any member organization who enters a team of a particular age group and level of play in CAYSA Inter-Association play must enter all of that member organization's teams which could participate in the same league unless allowed to do otherwise by the appropriate CAYSA VP..

- 3.10.2 One mandatory preseason meeting with the respective vice presidents will be held in advance of each season. This meeting will be held at the discretion of each CAYSA Vice President, who will contact each member association's CAYSA Governing Board Representative and the member association's designated contact for the respective CAYSA Vice President's competition. Any association wishing to play Inter-Association must be present at the meeting(s) and must provide the following information:
 - 3.10.3 One field availability time for every two (2) teams or portion thereof in each age division;
 - 3.10.4 Map with clear directions to home field(s);
 - 3.10.5 For each team submitted, the representative must submit the appropriate, properly completed team information sheet by the deadline established by the Executive Committee.
- 3.11 **Non-CAYSA Members.** Any non-member organization team who is a STYSA registered team may, with the approval of the CAYSA Executive Committee, participate in CAYSA Inter-association play so long as that team fulfills the following requirements and restrictions:
- 3.11.1 while participating in CAYSA Inter-association competition the team will be subject to CAYSA Rules
 - 3.11.2 the team must submit an original team roster, signed by the team's STYSA association registrar, and such roster must be received by the CAYSA Registrar two weeks prior to the first game of the season
 - 3.11.3 the team must deposit a performance bond, in the form of a certified check or money order payable to CAYSA, in the amount of \$150, which must be received by the CAYSA Registrar two weeks prior to the first game of the season
 - 3.11.4 each team will be charged an administrative fee per season by CAYSA, with the amount to be determined each year by the CAYSA Executive Board
 - 3.11.5 any forfeit caused by either the CAYSA member team or the non-CAYSA team, or both, will result in a fine of \$50 for the first offense and \$100 for the second offense
 - 3.11.6 fines charged for forfeits will be charged to the CAYSA team's member association (such fine must be paid within seven days) , or will deducted from the non-CAYSA team's performance bond
 - 3.11.7 any remaining balance of a non-CAYSA team's performance bond will be refunded to that team within 30 days after the end of each season
 - 3.11.8 if a non-CAYSA team forfeits two games it will be disqualified from further CAYSA competition
 - 3.11.9 with the approval of the CAYSA Executive Board, STYSA Eastern District teams will be allowed to participate in CAYSA Inter-association play during the spring season only
 - 3.11.10 One mandatory preseason meeting with the respective vice presidents will be held in advance of each season. This meeting will be held at the discretion of each CAYSA Vice President, who will contact each member association's CAYSA Governing Board Representative and the member association's designated contact for the respective CAYSA Vice President's competition. Any association wishing to play Inter-Association must be present at the meeting(s) and must provide the following information:
 - 3.11.11 One field availability time for every two (2) teams or portion thereof in each age division;
 - 3.11.12 Map with clear directions to home field(s);
 - 3.11.13 For each team submitted, the representative must submit the appropriate, properly completed team information sheet by the deadline established by the Executive Committee.

- 3.12 **Placement system for Divisions I through III:**
- 3.12.1 The following procedures will be effective for placement of CAYSA's teams in Division I through Division III
 - 3.12.2 The CAYSA Competition Committee shall consist of all Vice Presidents Divisions I through II and the CAYSA Executive Vice President. The CAYSA Executive Vice President will be designated as the chair of the CAYSA Competition Committee.
 - 3.12.3 The CAYSA Divisions I through II will be categorized as "age pure" classifications (U11, U12, U13, etc.,).
 - 3.12.4 All CAYSA member clubs that were previously restricted to Division I only shall henceforth be allowed to form teams in all Division I through II age groups.
- 3.13 **Division I Placement.** The criteria for Division I placement will be determined by Western District.
- 3.14 **Super II and Division II Placement.** Division I teams and Super II teams finishing above next to last among the CAYSA teams in an age group during the fall season, but not qualifying for Division I the next fall, will automatically be eligible for Super II the next fall. The last two Super II and the top two Division II teams in an age group are eligible to compete for two positions in Super II. If the four play each other in President's Cup the next spring, the standings from President's Cup will be used for Super II qualification. Otherwise, if more than two of the four desire to play Super II, those wishing to play will be seeded in the following order for consideration of a one-game qualifying match: the Top Division II Team, the second place Division II team, the next to last Super II team, and the last place Super II team. If all four wish to play, the top seed will play the last seed, and the middle seeds will play each other, with the two winners qualifying for Super II. If only three of the four desire to play, the highest seeded team of the three will qualify for Super II, and the other two will play a one game qualifying match. The CAYSA Competition Committee will determine the time and location of all qualifying matches. The CAYSA Competition Committee reserves the right to consider other factors, newly formed teams, and other formats as needed, as the Committee has the ultimate responsibility for assigning each team to an appropriate competition level.
- 3.15 **Under 11 Team Qualification** Newly formed Under 11 teams will be permitted to choose the Division 1, Super II or Division II competition level at which they will compete for the Under 11 fall season. Each CAYSA Club is limited to one newly formed U11 team for Division 1 and Super II competitions. There is no limitation for Division II teams.
- 3.16 **Division III Team Promotion**
- 3.16.1 No Division III team (U11 through U19) may participate in any future Division III Fall Championships if that team wins a Fall Championship and at least seven (7) players from the original roster are registered together as a Division III team. If the team registers as a Division II team the next year and no Division II league is available within a one hundred (100) mile radius, the team may play a regular season with the Division III league but will only be eligible for Division II playoffs.
 - 3.16.2 A Division III team which wins STYSA Western District Tournament and has seven returning players rostered to a U11 or older team must be promoted to the lowest CAYSA Division II competition level the seasonal year, unless that team is assigned to a higher competition level by the CAYSA Competition Committee.
- 3.17 **Post-Season Competition.** Post-Season Fall Tournaments for the various age divisions shall be approved by the Governing Board.
- 3.18 **CAYSA Fees Must be Paid.** All member organizations must be registered with and all fees paid to CAYSA prior to any of their teams being eligible to compete in CAYSA or STYSA tournament competition.

3.19 **Procedure.**

- 3.19.1 If there is only one CAYSA league in an age group, then the final standings as a result of league play shall determine which teams shall advance to the STYSA tournaments.
- 3.19.2 If there is more than one CAYSA league participating in an age group, a CAYSA Tournament will be held. The CAYSA Tournament format (round robin, single or double elimination) will be determined each season by the CAYSA Governing Board. If a Round Robin format is approved, the final tournament standings will be determined by the point system described below:
- 3.19.3 All CAYSA Tournament standings shall be determined by points: 6 points for a win, 3 points for a tie, and 0 points for a loss. A point will be awarded for each goal up to 3 goals. A point will also be awarded for a shut out. A win by forfeit results in 10 points for the winning team (scored 3-0). If the rankings are tied at the end of the season play, the following hierarchy will be used to determine final tournament standings:
- (a) winner in head-to-head competition; then,
 - (b) highest goal difference (goals scored minus goals against) with a maximum difference of three goals difference per game counted both for and against. For example, if the score is 8-3, the calculation would be +3 goals for the winning team, -3 goals for the losing team. If the score is 6 - 4, the calculation would be +2 for the winning team and -2 for losing team.)
 - (c) if two teams enter this sequence level, and using this level, they remain tied, go to level (e) below
 - (d) If three or more teams enter this sequence level, and one team is eliminated at this level, then go back to level (a) above which is head to head competition.
 - (e) total Goals allowed (Team with fewest goals allowed shall advance); then,
 - (f) the team with the least penalty points advances; then,
 - (g) the FIFA method of taking penalty kicks for determining the winner in Knock-Out Competition.
- 3.20 **Awards.** First and second place awards shall be awarded by CAYSA to teams that advance to Western District Tournaments or CAYSA leagues (where there is only one CAYSA league in an age group). Awards for third and fourth place may be given at the discretion of the appropriate CAYSA VP.
- 3.21 **Player Eligibility.** If a player has a valid ID card and is listed on the home association roster then the player will be allowed to compete in all games. If the player is not listed on the CAYSA roster then the hosting association will automatically file a cost free protest of all games in which the player participates.
- 3.22 **Penalties.** A team which accepts an assignment to participate in a post season competition must complete all eligible games in that competition. If the team abandons any or all of the games the team will be subject to a fine of \$100.00 per game (3 game maximum). The teams home association will be responsible for paying the fine. Executive Board shall be empowered to waive such fines at their discretion in case of extenuating circumstances.

GAMES

3.23 Field Size.

3.23.1 For small sided teams, U06, U08, & U10 Age Groups shall have a rectangular field with the following dimensions:

Age	Field (in yards)	Goals (in feet)
U-6	20-30 long x 15-20 wide	4 x 6
U-8	60-80 long x 40-60 wide	6 x 18
U-10	60-80 long x 40-60 wide	7 x 21

3.23.2 For Under-6:

- (a) Goal Area: None. Recommended that an arc of 3 yards in radius be marked, centered on the goal.
- (b) Penalty Area: None
- (c) Center Circle: 3 yds. in radius

3.23.3 For Under-8 or Under-10:

- (a) Goal Area: 6 x 19 yds.
- (b) Penalty Area: 14 x 35 yds.
- (c) Center Circle: 8 yds. in radius
- (d) U10 ONLY, Penalty Spot: 9 yds. and perpendicular from the mid-point of the goal line.
- (e) U10 ONLY, Penalty Arc: 8 yds. radius from penalty spot.

3.23.4 The U11 through U19 Age Groups shall have a rectangular field whose width is between 50 and 100 yards and whose length is between 100 and 130 yards. All other dimensions shall be governed by FIFA.

3.24 Duration of Games. The following times cover regular playing season times only:

The U06 Age Group shall play four equal quarters of eight (8) minutes.

The U08 and U10 Age Groups shall play two 25-minute halves.

The U11 and U12 Age Groups shall play two 30-minute halves.

The U13 and U14 Age Groups shall play two 35-minute halves.

The U15 and U16 Age Groups shall play two 40-minute halves.

The U17, U18, & U19 Age Groups shall play two 45-minute halves.

3.24.1 At the discretion of the Referee time may be added for injuries, substitutions and other delays of the game.

3.24.2 There shall be no overtime or shootouts during the regular season play, and if the score is tied at the end of regulation play, the game shall be scored as a tie game. Tournament play shall be governed by tournament rules provided by the tournament sponsor.

3.25 Size of Ball. The size of ball utilized shall be as follows:

U06 and U08 Age Groups = size 3 ball.

U10, U11 and U12 Age Groups = size 4 ball.

All other Age Groups = size 5 ball.

3.26 Players on Field. If small sided teams are played, then during a game there shall be no more than the following number of players on the field for each team:

U11-U19 Age Groups = Eleven (11) with minimum of Seven (7)

U10 Age Group = Eight (8) with minimum of Six (6)

U08 Age Group = Seven (7) with minimum of Five (5)

U06 Age Group = Five (5) with a minimum of Three (3)

- 3.27 **Forfeit for too few Players.** If either team has less than the requisite number of players on the field ready to play, within 15 minutes after the game was scheduled to start, then the referee shall note it on the game card and give it to the coach or manager of the home team. The requisite number of players are the minimum number of players stated for each Age Group. The game card shall be forwarded to the appropriate Vice-President for determination of the status of the game. No winners shall be declared or forfeits given for U08 and U06 games.
- 3.28 **Playing Time & Substitutions.**
- 3.28.1 In Divisions III & IV play, each coach must make every effort to play each registered player that is present at least one-half of the game and in each half of each game unless unable to do so because of discipline, illness or injury. In Super II and Division II play, each coach must make every effort to play each registered player that is present at least one-half of each game unless unable to do so because of discipline, illness or injury. In the event that a player is present but will not be playing, in Divisions Super II, II, III & IV the coach must inform the referee and the opposing coach as to the reason that a player will not participate.
- 3.28.2 Prior permission of the referee is required in order to make any substitution at any time, except at the resumption of play after the half-time break:
- ** On a throw-in (by the team in possession)
 - ** On a goal kick (by either team)
 - ** After any goal (by either team)
 - ** After any stoppage of play for an injury (by either team)
 - ** At half time (by either team)
 - ** After a caution (the player receiving the caution)
- 3.29 **Charging the Goalkeeper.** The FIFA rules with respect to charging of the goalkeeper shall not apply. "Charging" shall be defined as intentional, non-violent, shoulder to shoulder contact while the ball is within playing distance. In all age divisions there shall be no charging or intentional or reckless contact with the goalkeeper in any manner whatsoever. Any such act will be considered at least as "dangerous play" and punished accordingly.
- 3.30 **No Goalkeeper for U06 Age Group.** There will be no goalkeeper in the Under-6 Age Group.
- 3.31 **Special Rules for U06 & U08.** The following applies only to U06 and U08 Divisions:
- 3.32 **Fouls & Penalties**
- 3.32.1 There shall be no penalty shots for fouls within the penalty area.
- 3.32.2 All fouls shall be penalized with indirect kicks.
- 3.32.3 From the point of taking of an indirect kick or corner kick, opponents shall not be any closer than six (6) yards (for U08 games), or three (3) yards (for U06 games).
- 3.33 **Offside.** In U08 games, the Offside rule shall be interpreted liberally; however, no player may play in an obvious offside position, in front of the goal, such as a "designated scorer". In U06 games there will be no Offside rule enforcement.
- 3.34 **Throw-ins.** If there is an infraction of the FIFA throw-in Rules, the player throwing the ball in shall receive one additional throw-in after a correcting instruction from the Referee. If the player violates the FIFA throw-in rule on his/her second throw-in, then the opposing team shall be awarded the throw-in. For U06 games, member associations have the option of playing without throw-ins. In such cases the ball will be returned to play by an indirect kick taken from where the ball exited the field of play.

3.35 **USYS Identification Cards.** Players and coaches shall provide to the referee prior to the beginning of each game properly completed and laminated USYS Identification Cards. The cards must contain the following information:

Player's Cards	Coaches' Cards
Player's Name	Coaches' Name
Player's Date of Birth	Team ID Number
Player's ID number	Team Name
Team name	Age Group
Age Group	Coach's Photo
Player's Photo	Coach's Signature
Player's Signature	Registrar's Signature
Registrar's Signature	
Team ID number	

3.35.1 Players and/or coaches without proper USYS identification cards are ineligible to play or coach at any inter-association game.

3.36 **Player Equipment**

3.36.1 The basic compulsory equipment shall consist of a jersey or shirt, shorts, stockings, shin guards and footwear.

3.36.2 The coach has the responsibility for insuring that all his/her players wear shin guards which are commercially produced and specifically designed to provide protection to the shins at all games and at all practices.

3.36.3 Before the beginning of each game the referee will check all players for shin guards. Players not wearing shin guards (this means the shin guards will be inside the sock with the socks pulled up) will not be allowed to enter the field to play in the game until they are properly wearing shin guards.

3.36.4 No player will be allowed to play with a hard cast, padded or otherwise. Nor will any player be allowed to play with any brace (knee or otherwise) that contains exposed metal or hard plastics, unless it is wrapped with a minimum of ½ inch high-density foam wrapping or the manufacturer's recommended protective coating.

3.36.5 Bandannas of any style may not be worn during any game. Players may not wear a bandanna on any part of their anatomy or uniform. Exceptions may be made for medical reasons.

3.36.6 Players may wear sliding, bike, cyclist or tight fitting pants which do not protrude below the top of the knee and are the same color as the shorts. This does not prohibit players from wearing loose fitting, long-legged sweat pants or tights when it is cold or goalkeepers from wearing goalkeeper pants which may be tight and have padding.

3.36.7 A player shall not wear anything which is dangerous to another player.

3.37 **Home Team.**

3.37.1 **Ball.** The home team shall furnish an appropriate size game ball acceptable to the referee.

3.37.2 **Referees.** The home team is responsible for furnishing referees.

3.37.3 **Uniforms.** The home team shall change uniforms if the colors of both teams are so close as to create confusion in the opinion of the referee. Failure to change uniforms upon the referee's request will be a forfeit by the home team.

- 3.37.4 **Corner Flags.** In all Division I, Super II, Division II and III games, it is the home association's responsibility to furnish corner flags which meet FIFA standards for the fields.
- 3.38 **Scheduler and Scorer.** The respective Vice President for each age division may appoint two positions, that of Scheduler and that of Scorer, whose functions and duties are as follows:
- 3.38.1 **Duties of the Scheduler**--It shall be the duty of the scheduler to coordinate the establishment of Inter-Association league schedules and to furnish the participating coaches with a schedule of games, names, and telephone numbers of coaches, maps to fields, and team uniform colors. In scheduling the Inter-Association play, the scheduler should use one of the following methods of scheduling:
- (a) A complete double round robin where each team plays every other team in its division twice, on a home and away basis. This will be the preferred method if the number of teams allows for a reasonable number of games with time left for end-of-season tournament play.
 - (b) A complete single round robin where each team plays every other team in its division once. In this case, the scheduler must attempt to have each team play an equal number of home and away games.
 - (c) The Scheduler should make every effort to schedule each team as many games as mathematically possible. This may result in a team playing more than one game per week.
- 3.38.2 **Duties of the Scorer**--It shall be the duty of Scorer to keep league standings which shall include wins, losses, ties, points, goals for, goals against, goal difference (up to a maximum of +3/-3 per game) and penalty points. The standings shall be distributed to the participating coaches at regular intervals during the season.
- 3.38.3 **Appeals of Scheduler's/Scorer's Decision**--In the event that anyone disagrees with a Scheduler's or Scorer's decision, the decision can be appealed to the CAYSA Discipline and Protest Committee. The appeal shall be accompanied by the standard Protest Fee and a brief statement in writing of the decision which is in dispute. The matter shall be resolved by the Committee using the same procedures as a protest.
- 3.39 **Game Cards for Inter-Association Play**--Each respective Vice President may record a forfeit by the winning team or the home team in case of a tie when game cards are not forwarded within seventy-two (72) hours of the game to the individual designated by the Vice President.
- 3.40 **Cancellations and Games Replayed**-- Each respective Vice President shall be responsible for declaring whether or not a game is a forfeit, or whether a game shall be replayed or omitted from a schedule for any reason including playability of the field. If a game is abandoned for any reason the respective Vice-President shall decide if the game should be replayed.
- 3.40.1 Teams must appear at the playing site ready to play unless otherwise notified by the opposing coach or other responsible party.
- 3.40.2 In many instances, the referee will make the decision as to the playability of the field based on the condition of the field at the start of the match.
- 3.40.3 If a match is suspended, because of foul weather, before the second half has started, it shall be replayed in its entirety.
- 3.40.4 If a match is suspended after the second half has started, it shall be considered to be a completed match.
- 3.40.5 Any team playing CAYSA inter-association play will be allowed to participate in tournament play when it conflicts with regularly scheduled games provided the "offended" or opposing coach is properly notified seven (7) days in advance of game date. The "offended" coach can then re-schedule the game. If there is a conflict in re-scheduling the game, the appropriate Vice-President will be responsible for re-scheduling the game.

- 3.40.6 All games canceled for any reason must be rescheduled within seven (7) days of the original playing date by the "offended" or opposing coach. In the case of a rain out or other cancellation not involving an "offended" coach, the coach of the home team is responsible for rescheduling the game. If the coaches are unable to agree on a new playing date within the seven day time limit, the appropriate Vice President must be contacted to settle the dispute. The Vice President may elect to set a time and place for the game to be played.
- 3.40.7 CAYSA will levy a fine of \$100.00 for each game forfeited. The fine will be levied against the team forfeiting the game. The home association is responsible for insuring that the fine is paid. Any team that forfeits two (2) games in a season shall be brought before the STYSA D&P Committee for possible disciplinary action.

3.41 **Inter-Association League Standings Determination.**

- 3.41.1 **Scoring.** All CAYSA Inter-Association league standings shall be determined by points: 3 points for a win, 1 point for a tie, and 0 points for a loss. A win by forfeit results in 3 points for the winning team, and the match will be scored 1 to 0.
- 3.41.2 **Tie Breakers.** In the event ties exist in the standings at the end of competition or a stage of competition, the following progressive sequence shall be used to determine standings:
- a. highest number of points (still using the 3-1-0 scoring system) earned in matches among/between the tied teams; then,
 - b. highest total goal difference (see definition below) in matches between/among the tied teams; then,
 - c. least total goals allowed in matches between/among the tied teams; then,
 - d. highest total goal difference (see definition below) in all matches; then,
 - e. least total goals allowed in all matches; then,
 - f. least number of team penalty points in all matches; then,
 - g. only if the tie must be broken to determine (1) advancement to CAYSA or Western District playoffs or (2) distribution of awards, the winner of a FIFA Shootout (See 3.41.3.). Otherwise, the tie will stand.

Progress through the tie-breaking sequence only as long as all teams entering the sequence remain tied. Once the result at any step of the sequence is different for at least one team, standings shall be assigned, using the results from that step. Should any teams remain tied within the assigned standings, repeat the progressive sequence at step (a), with only the tied teams.

Goal difference shall be calculated by subtracting the goals allowed in a match from the goals scored in that match, with a maximum difference of 3 goals per match counted both for and against. For example, if the score were 7 to 2, the calculation would result in +3 goals for the winning team and -3 goals for the losing team. Total goal difference shall be the sum of the goal differences from each match involved.

- 3.41.3 **FIFA Shootout.** If a FIFA Shootout is required, as specified in 3.41.2, the competition's Vice President shall determine the time and site. The procedure shall be the FIFA method of taking kicks from the penalty mark. All rostered players are eligible to participate, regardless of their penalty point status.

3.42 **Referees.**

- 3.42.1 **Number of Referees.** Division I, Super II and Division II Inter-Association play requires one USSF currently certified referee and two USSF currently certified assistant referee; this may be relaxed with the mutual consent of both coaches. This requirement may be relaxed for Inter-Association Recreational Division III and IV play to one USSF currently certified referee and club linesmen. Center referees must be two years older than the teams involved and assistant referees should be a minimum of one year older than the teams involved.

- 3.42.2 **Match Officials.** Match officials shall be assigned to officiate games by the home team referee assignor. No assignment of an individual who has a direct relationship with the team shall be made. A direct relationship would include but not be limited to, an immediate family member, including parent, sibling, grandparent, aunt, uncle, niece, and/or nephew (biological, adoptive, half and/or step), or any member of the team's coaching staff.
- (a) The home team and visiting team may agree to play a scheduled game officiated by a crew that is not in compliance with this section. If there is an agreement to play the game officiated by a referee crew that is not in compliance with this section, then it must be noted on the game card and a protest for that reason will not be allowed. If the game must be rescheduled at the visiting team field the home team remains responsible for the referee fees.
- 3.42.3 **Game Cards.** A game card shall be completed by the referee for all Inter-Association play.
- (a) At the completion of the match, the referee shall have each coach sign the game report and submit the game report to the representative or coach of the winning team or the home team in case of a tie.
- (b) This card will, at a minimum, contain the following:
- (c) league, age group, division game
- (d) location, date, game time
- (e) team names and final score
- (f) cautions (yellow cards) or send offs (red cards) issued, by team with player/coach's name and reason for punishment
- (g) protest noted and brief basis for the protest
- (h) the legible names of the referee and assistant referees or club lines persons
- (i) Also, if the referee rules that the field is not playable or that the uniforms are inappropriate, this should be noted on the game report and each coach should sign it.
- (j) The game cards are to be retained through the end of the seasonal year, including post season play (including CAYSA, STYSA, or USYSA).
- (k) For play within a member organization these cards are to be retained by the member organization. For CAYSA Inter-Association play, the game cards are to be forwarded to the respective Vice President within 72 hours of the game.
- (l) All cards must be available to the CAYSA Discipline and Protest Committee or other valid CAYSA committee or Governing Board when requested.

AMENDMENTS.

- 3.43 Any proposals or motions to amend Rules or Procedures must be made in writing to the Secretary or his/her designate for distribution to CAYSA Governing Board members. Notice shall be ten (10) days prior to the meeting to amend Rules or Procedures and include proposed amendments along with time, date and place of meeting. Amendments to Rules or Procedures may be approved at any duly constituted meeting by a simple majority vote of Governing Board members in good standing in attendance.

EXCEPTIONS.

- 3.44 The CAYSA Executive Committee may serve as an Exceptions Committee to approve temporary exceptions to these Rules where special circumstances warrant a variance from strict enforcement of the Rules. Requests for exceptions to these Rules must be submitted in writing to the CAYSA Secretary along with a \$100.00 fee (cash or certified funds) (non-refundable). Such requests may be considered at any duly called Executive Committee meeting or may be considered in an open hearing where required, so long as all CAYSA member clubs are advised, in writing, of the exception to be considered no less than ten days in advance of the Exceptions Committee meeting. All actions taken as a result of an Exceptions Committee hearing will be reported to the Governing Board at the next meeting of the Governing Board.

SECTION 4

DISCIPLINE, PROTEST & GRIEVANCE PROCEDURES

DISCIPLINE, PROTEST & GRIEVANCE PROCEDURES

Last Amended:

- 4.1 **Purpose.** The purpose of the CAYSA Discipline, Protest, And Grievance Procedures is to promote and ensure uniformity and consistency in the application of the rules and procedures of CAYSA., including its Member Associations and Clubs, STYSA, USYS, USSF, and FIFA. In addition, it is the purpose of these rules to attempt to regulate and control unacceptable, unsportsmanlike, and unfair behavior on the part of players, coaches, managers, administrators, fans, and supporters, in order to promote the sport of youth soccer.
- 4.2 **Definitions**
- 4.2.1 **Appeals** may be submitted following a decision from a protest hearing, administrative action, disciplinary hearing, or lower level appeal. Only those parties to the original action shall be allowed to appeal.
- 4.2.2 **Assault** is an intentional act of physical violence. Assault includes, but is not limited to the following acts: hitting, kicking, punching, slapping, choking, spitting at or on; grabbing or bodily running into; the act of kicking or throwing any object at another that could inflict injury; damaging a uniform or personal property; i.e. car, equipment (cards, whistle, notebook, etc) or knocking equipment or other objects out of the hand.
- 4.2.3 **Abuse** is a verbal statement or physical act which implies or threatens physical harm to an individual. It also includes verbal abuse which is threatening, cursing, or demeaning to a person or any member of his or her family.
- 4.2.4 **Automatic Suspension** shall mean that a coach, assistant coach, player, or spectator shall not participate in any CAYSA, STYSA, USYS, or USSF sanctioned activity, including but not limited to games, practices, practice games, tournament play, or friendly games. The Member Association or Club shall confiscate, and forward to CAYSA, all player ID cards of the team members or player(s) suspended, until such person petitions the STYSA D&P Committee for a hearing and the committee reinstates. An automatic suspension may only be imposed for allegations of referee assault as per USSF Policy 531-9 or accumulation of excessive penalty points as per STYSA Rule 4.9.
- 4.2.5 **Disciplinary Hearings.** CAYSA and its Member Associations or Clubs may call disciplinary hearings to investigate allegations of misconduct. Allegations of misconduct constitute violations of published rules, regulations / procedures, or match-related violent behavior and misconduct.
- 4.2.6 **Disciplinary Action** may be rendered by CAYSA, Member Associations, or Clubs following the completion of a proper hearing. This action may include, but is not limited to; censure, fines as adopted by CAYSA, Member Associations, or Clubs , suspensions, institution of probation stipulations, prohibition of participation in specific CAYSA and STYSA sanctioned activities, and removal from office or official position. it shall not include the issuance of penalty points beyond that which is prescribed in the CAYSA and STYSA Progressive Discipline System.

- 4.2.7 **Forms of Play.** CAYSA recognizes the following forms of play:
- (a) **Practices.** Practices are any event by a team or part of a team for the purpose of instruction, drills, or performance preparation.
 - (b) **Practice Games / Scrimmages.** Practice / scrimmage games are any play between two teams that are not season games or tournament play.
 - (c) **Season Games.** Season games are those matches scheduled by Member Associations, clubs or Inter- Association leagues for play during the Fall or Spring seasons.
 - (d) **Tournament Play.** Tournament play is any contest involving teams competing in a series of games. Invitational tournaments are those to which teams apply, and a spoken or written request is provided requesting a team's participation. Post-seasonal tournaments are those in which teams earn the right to participate following seasonal games.
 - (e) **Friendly Games.** Games played between teams in a tournament format here awards are not presented and standings are not noted.
- 4.2.8 **Grievance** is any complaint that is not a protest or an appeal, but in the opinion of the complainant is a violation of CAYSA, STYSA, USYS, or USSF Constitution, By-Laws or Rules and Procedures or involves the members of two different CAYSA Member Associations or Clubs. A grievance shall not encompass allegations of violations of FIFA Laws of the Game or matters of referee judgment.
- 4.2.9 **Protest** is related to a specific game and is filed by one of the involved team officials. Only those teams involved are permitted to protest a game result. Protests of a specific game, cannot be filed by third parties such as coaches of other teams or league / state administrator(s). A protest may not be based on the judgment call of a referee.
- 4.2.10 **Referee** includes the following:
- (a) All currently registered USSF referees, assistant referees, 4th officials or duly appointed to assist in officiating in a match;
 - (b) Any non-licensed, non registered person serving as a referee;
 - (c) Any club linesman.
- 4.2.11 **Season.** The CAYSA Fall season shall begin on September 1st and end on December 31st of each seasonal year. The CAYSA Spring / Summer season shall begin on January 1st and end on July 15th of each seasonal year.
- 4.2.12 **Standing.** In matters relating to grievances, protests, or appeals, only the following will have standing before the CAYSA D&P Committee:
- (a) currently registered players [and their legal guardian(s)];
 - (b) CAYSA coaches;
 - (c) an elected / appointed CAYSA administrator or committee member;
 - (d) any administrator / governing board member appointed or elected by a Member Association or Club in good standing.
- 4.2.13 **Suspension.** Defined as follows:
- (a) **For penalty point accumulation of nine (9) points:**
 - (1) A coach shall not attend or observe the next league or play-off match played by that team. The coach shall not participate in warm-up or half-time activities of the match.
 - (2) A player may attend the next league or play-off match played by the team yet shall not dress in uniform or participate in the next league or play-off match played by the team.
 - (3) The suspension shall be served at the next match actually played by the team. Suspensions shall not be considered served if the team's next match is a forfeit in which no play has occurred.

- (b) **For penalty point accumulation of eighteen (18) points:**
 - (1) A coach shall not attend or observe the next two (2) league or play-off matches played by that team. The coach shall not participate in warm-up or half-time activities of the next two matches.
 - (2) A player may attend the next two (2) league or play-off matches played but the team yet shall not dress in uniform or participate in the next two (2) league or play-off matches played by the team.
 - (3) The suspension shall be served at the next two matches actually played by the team. Suspensions shall not be considered served if either of the team's next two matches is a forfeit in which no play has occurred.
- (c) **Individual.** Any other suspension of a person under these procedures is defined as:
 - (1) The person shall not attend or observe any USSF, CAYSA, or STYSA sponsored event including practices, games, tournaments or any other event for the term of the suspension.
 - (2) Suspension may also include removal and prohibition from maintaining any position within a Club, League, Member Association or STYSA.
- (d) **Team.** Team suspension shall be defined as:
 - (1) The team shall not compete in any CAYSA, STYSA or USSF sponsored activity including practices, season games, friendly games, or tournament play.
 - (2) No travel permits may be approved.
 - (3) No more than five (5) players from the suspended team may transfer to or play on any one team.
 - (4) The coach of the suspended team may not coach any of the players of the suspended team during the suspension with the exception of his / her child.
- (e) **Association, Club or League.** The suspension of an association, club or league means the loss or rights and privileges including any one or all of the following:
 - (1) loss of right to participate in Fall Championship play-offs, including District and State Tournaments.
 - (2) loss of right to participate in Snickers□/US Youth Soccer National Championship play;
 - (3) fines;
 - (4) loss of voting privileges;
 - (5) loss of any other right or privilege provided by CAYSA, STYSA, USYS, USSF and / or FIFA.
- (f) **Reciprocity of Suspension.** CAYSA, STYSA and its Member Associations will reciprocally recognize the suspension of a player, coach, administrator, fan or team imposed by its Member Associations, Texas State Soccer Association South or any other USYSA National State Association.

4.2.14 **Coach** is an individual who coaches, trains or manages a team either permanently or temporarily. This includes assistant coaches, trainers and managers.

4.3 **DISCIPLINE & PROTEST COMMITTEE**

4.3.1 **Functions of the D&P Committee.** The CAYSA D&P Committee will hold hearings and exercise and administer powers granted to it in these and other CAYSA, STYSA, USYSA, USSF and FIFA rules and regulations.

4.3.2 **Committee Structure**

- (a) The CAYSA D&P Committee shall consist of a chairperson and additional appointed members. An assistant chairperson may be appointed to handle D&P matters under these rules in any district or location other than the district of the chairperson.
- (b) The chairperson will be the Executive Vice President in accordance with the CAYSA By-Laws. The assistant chairperson will be appointed by the Executive Vice President.
- (c) The additional members will be appointed by and serve at the discretion of the chairperson.
- (d) The chairperson and assistant chairperson, subject to the approval of the CAYSA President, may appoint person to conduct the business of the Committee temporarily in his / her absence or inability.

4.4 LINE OF JURISDICTION

- 4.4.1 The line of jurisdiction on protests, appeals and grievances, except as indicated below, shall be as follows:
- (a) One CAYSA Member Association discipline and protest body, then
 - (b) STYSA D&P Committee, then
 - (c) STYSA Executive Committee only in disputes between member associations or their member clubs, then
 - (d) USSF National Appeals Committee.
- 4.4.2 **Assault of Referee.** In the instance of assault of a referee, the line of jurisdiction shall be as follows:
- (a) STYSA D&P Committee, then
 - (b) USSF National Appeals Committee.
- 4.4.3 **Abuse of Referee.** In the instance of abuse of a referee, the line of jurisdiction shall be as follows:
- (a) CAYSA or STYSA D&P; then
 - (b) STYSA D&P Committee, then
 - (c) USSF National Appeals Committee.
- 4.4.4 **Request for Reinstatement.** Following an Automatic Suspension of a Player for acquisition of excessive penalty points. The line of jurisdiction shall be as follows:
- (a) STYSA D&P Committee, unless referred to the Member Association by the Committee; then
 - (b) USSF National Appeals Committee.
- 4.4.5 **Protest of League Play.**
- (a) As per CAYSA rules; then
 - (b) STYSA D&P Committee; then
 - (c) No appeals allowed.
- 4.4.6 **Protest of Fall Championship Play-Off Competition.**
- (a) In accordance with Play-Off Rules Section V and handled by the CAYSA D&P Committee or its appointed representative(s);
 - (b) No appeals allowed.
- 4.4.7 **Protest of Fall District and State Play-Off Competition.**
- (a) The STYSA D&P Committee or their designates will render all decisions.
 - (b) No appeals allowed.
- 4.4.8 **Protest of Snickers / US Youth Soccer National Championship Play, STYSA President's Cup Play and South Texas Cup Play (prior to State Play-offs).**
- (a) As per CAYSA playing association rules,
 - (b) STYSA D&P Committee
 - (c) No appeals allowed.
- 4.4.9 **Protest of Snickers / US Youth Soccer National Championships, STYSA President's Cup Playoffs and South Texas Cup State Playoffs.**
- (a) STYSA D&P Committee or their designates will render all decisions on protests.
 - (b) No appeals allowed.

- 4.4.10 **Protest of a Yellow or Red Card Booking.**
(a) The STYSA D&P Committee shall render all decisions.
(b) No appeals allowed.
- 4.4.11 **Misconduct related to State Team Development or Olympic Development.**
(a) STYSA State Team / Olympic Development Committee, then on appeal to;
(b) STYSA D&P Committee, then on appeal as per 4.4.1.
- 4.4.12 **Invitational Tournaments.** The Tournament Rules shall provide whether protests will be allowed and the requisite procedures for such. No appeals shall be allowed.
- 4.4.13 **Decision Shall Stand Until Overturned.** All decisions at all levels of appeal / protest procedures shall stand and be in full force and effect until changes by a higher authority and communicated to all of the affected parties in writing.
- 4.4.14 **Exhaust Lower Levels First.** All lower levels of protest / appeal must be exhausted at all lower levels before STYSA D&P Executive Committee will hear an appeal.
- 4.4.15 **Appeal to Higher Level.** At all levels of the appeal / protest process, if a decision is not reached within 45 days of receipt of the written appeal / protest, the party filing the appeal / protest may submit the appeal / protest to the next higher level with no additional fee.
- 4.4.16 **Cannot Invoke Aid of Courts.** No official, club, league, association, team coach, referee, fan, supporter or player or their representative may invoke the aid of the courts of any State or of the United States without first exhausting all available remedies within the appropriate soccer organizations as set forth under the lines of authority herein.
- 4.4.17 **Penalty for Failure to Exhaust Administrative Remedies.** Any person(s) or group(s) bringing action through the court system without exhausting the administrative remedies listed herein or in the USYSA / USSF rules is subject to the following:
(a) **Automatic Suspension.** The person(s) or group(s) is / are automatically suspended from all soccer activities and forfeit any appeal / protest rights. The party may petition the STYSA Executive Committee for reinstatement upon conclusion of the action.
(b) **Liability for all Costs.** The person(s) or group(s) is / are liable to CAYSA or STYSA for all expenses incurred by CAYSA or STYSA, its Member Association and / or officers, directors or administrators in defending the action, including, but not limited to:
(1) court costs;
(2) attorney's fees;
(3) cost of litigation, including depositions, expert witness fees, etc;
(4) reasonable compensation for time spent by CAYSA and Member Association administrators and employees in responding to and defending against allegations in the action, including responses to discovery and court appearances;
(5) travel expenses; and
(6) expenses for holding special CAYSA or Member Association meetings necessitated by the court action.

4.5 FEES FOR HEARING AND APPEALS

- 4.5.1 The appeal / protest fee to the STYSA D&P Committee shall be \$175.00
- 4.5.2 The appeal fee to the STYSA Executive Committee shall be \$200.00
- 4.5.3 All fees will be submitted in the form of cash, STYSA Member Association check, money order, certified or cashier's checks made payable to STYSA.
- 4.5.4 If an appeal and / protest / grievance is successful, then all fees submitted will be returned only after the time for additional appeals has passed.
- 4.5.5 When any hearing is requested for automatic and / or indefinite suspensions or for any other matter not specified here, a not-refundable fee of \$35.00 shall be paid to STYSA and provided to the STYSA D&P Chairperson or the STYSA State Office.
- 4.5.6 The grievance fee to the STYSA D&P Committee shall be \$50.00

4.6 HEARING PROCEDURES

- 4.6.1 **Original Hearing.** The original hearing of any protest or allegation of misconduct must occur in an open hearing. Subsequent appeal(s) may be heard in either open or closed hearings.
 - (a) **No Conflict of Interest.** Members of any committee hearing a protest, appeal, disciplinary hearing or grievance shall be composed of persons having no conflict of interest in the matters being heard, and having no association with the principal parties in the matters. No person may adjudicate a matter at more than one level.
 - (b) **Secretary of the Hearing.** The chairperson of the committee shall appoint one committee member to make a written record (minutes) of the proceedings.
 - (c) **Types of Hearings**
 - (1) **Open Hearings.** shall be held with the principal parties, witnesses for both sides, and all necessary evidence, actually appearing before the members or the Hearing Committee. Testimony from witnesses need not be taken in the presence of other witnesses, but the principal parties shall be present for all proceedings except the deliberations of the Hearing Committee.
 - (2) **Closed Hearings.** require that all testimony and evidence (including the rules) be submitted in writing. Testimony and evidence may be considered by the committee members on an individual basis, with a decision by mail or conference call.
 - (d) **Notification of a Hearing.** Proper notification of a hearing will be submitted whenever an open hearing is scheduled.
 - (1) Notification must be received by all parties no later than three (3) days prior to the hearing. Individuals may waive their rights to the three (3) day notice, if done so in writing prior to the start of any hearing.
 - (2) Proper notification will occur in writing and will be considered received if sent under the following procedures (in descending order of preference): certified mail, return receipt requested at the address of record, express mail with receipt of acceptance, hand delivery with written acceptance or hand delivery without written acceptance but witnessed by two individuals, fax with confirmation or receipt.
 - (3) Hearing notification letters will contain the following information:
 - a. Date of letter
 - b. Mode of delivery
 - c. Reason for the hearing and case number
 - d. Role of the individual being requested to appear at the hearing (i.e., accused, witness, respondent)
 - e. Date, time, location (with map) of the hearing
 - f. A brief description of the procedures of the hearing.
 - (e) **Agenda for Open Hearing.** All parties, including witnesses, will be brought into the hearing chamber. The following items will be described by the chairperson.
 - (1) Names of the parties involved (including team, league, club, association, etc.0

- (2) Specific event involved (game, tournament, etc.)
 - (3) Date of occurrence
 - (4) Rule numbers and description of rules allegedly violated.
- (f) **Procedures of Hearing**
- (1) The parties shall be allowed to remain in the hearing chamber. All witnesses are to wait outside of the hearing chamber.
 - (2) All written evidence should have been presented in advance for distribution and inclusion in the evidence packet.
 - (3) All written evidence presented at the hearing will be passed to the chairperson. The committee will vote on the Chairperson. The committee will vote on its acceptance as proper evidence.
 - (4) All questions / statements from involved parties will be addressed to the Chairperson who will ask the appropriate individual for an answer / rebuttal if he / she deems it pertinent.
 - (5) Witnesses may be recalled after initial testimony for further testimony and / or clarification.
 - (6) All witnesses will then be excused to outer chamber, then:
 - a. Movant / Appellant will present case.
 - b. Witnesses for Movant / Appellant will be called individually.
 - c. Committee members may question parties and witnesses as deemed necessary.
 - (7) Respondent / Appellee will present case.
 - (8) Witness for Respondent / Appellee will be called individually.
 - (9) Committee members may question parties and witnesses as deemed necessary.
 - (10) Any witnesses may be recalled as necessary.
 - (11) Movant / Appellant will make a closing statement.
 - (12) Respondent / Appellee will make a closing statement.
 - (13) Open hearing adjourned. The parties are excused and the committee shall deliberate.
 - (14) Participants may have legal counsel present during their involvement in any hearing. Legal counsel shall not have the privilege of addressing the Committee or other parties but may privately advise their clients.
- (g) **Evidence and Testimony**
- (1) All evidence, such as identification cards, team rosters, referee game reports, letters, proof of age documents and other sources of written or printed information shall be original or official only. No copies shall be accepted unless the committee is convinced that the original document has been lost or destroyed.
 - (2) All testimony shall be limited to the principal parties, eye-witnesses, and the recognized authorities on the subject (such as the registrar on registration matters)
 - (3) If a witness cannot appear at an open hearing, written testimony will be accepted. Notarization may be required at the option of the hearing authority.
 - (4) Character witnesses and other third party (non eye-witnesses) shall not be allowed.
 - (5) The committee may limit the number of witnesses if the testimony is repetitive and in the interest of time.
- (h) **Document Directory**
- (1) A document directory shall be created by the committee and maintained at each level thereafter. It is strongly recommended that a document directory be developed on the local and/or Member Association level.
 - (2) All documentary evidence received shall be listed on the directory. The minutes and decision shall be added to the directory as the last documents.
- (i) **Decision**
- (1) The decision of the committee shall respond only to the specific issues and allegations contained in the complaint or appeal.
 - (2) Any other issue and/or rule violation, which may become known or apparent during the hearing, shall be referred to either the convening authority or a lower level authority, except for physical violence or assault on a referee which shall go immediately to the STYSA D&P Committee. This referral may be accompanied by a recommendation for appropriate action.

(j) **Notification of Decision - Hearing or Appeal**

- (1) The parties may obtain an oral decision within 72 hours of the decision by contacting the CAYSA Office. The parties shall also be notified in writing within ten (10) business days of the hearing by one of the following methods (in order of preference):
 - a. Certified mail, return receipt requested;
 - b. Hand delivery;
 - c. Telecopy (FAX) with verbal confirmation;
 - d. Mailgram; or
 - e. Telegram with confirming copy.
- (2) Written notification shall contain:
 - a. Date of the hearing;
 - b. Decision including any disciplinary action and the effective dates;
 - c. The right methods and requirements or appeal;
 - d. In cases where the next level of appeal is the STYSA D&P Committee, the following phrase will be included in the addition to a copy of Form 1: "This decision may be appealed to the STYSA D&P Committee, c/o STYSA State Office, P.O. Box 1370 Georgetown, Texas 78627. Any appeal must be submitted in writing (with four copies) and sent by certified, return receipt within seven (7) days of the receipt of this decision. The appeal must be accompanied by a \$175.00 filing fee and the enclosed appeal form. A copy of the appeal must be submitted to the opposing party and the Member Association President/D&P Chairman at the time of the original filing".

4.6.2 **Statute of Limitations.** Disciplinary hearings must be conducted as soon as is reasonable, but no later than 6 months after the alleged misconduct in all instances except referee abuse or assault. In referee abuse/assault cases, hearings must be conducted in accordance with USSF Rule 3041.

4.7 APPELLATE REVIEW

4.7.1 Appeal Procedure

- (a) **Documentation.** An appeal, with the appropriate fee, must be in writing and consist of the "Notice of Appeal - Form 1" which shall be mailed to the STYSA State Office, all opposing parties and the appeals committee or other body whose decision is being appealed.
- (b) **Time for Filing.** The appeal must be filed within twelve (12) days from the receipt of the decision of the lower authority.
- (c) **Respondent Reply.** The lower authority whose decision is being appealed shall, within seven (7) days of the date of the notice of appeal, forward to the STYSA D&P Committee the official record utilized by it in making its decision. Parties shall not resubmit documents contained in the official record. The official record shall be limited to all of the material considered at the Member Association level.
- (d) Within ten (10) days of the date of the notice of appeal, the appealing party shall submit to the STYSA D&P Committee any argument it wishes to make in support of the appeal and shall furnish copies of the argument to all opposing parties and to the original hearing committee.
- (e) Within twenty (20) days of the date of the notice of appeal, all opposing parties shall submit to the STYSA D&P Committee any argument they wish to make in opposition to the to the appeal.
- (f) **Information Access.** Parties filing a protest / appeal / grievance shall have access to all pertinent information regarding their protest / appeal / grievance. Member Associations shall not deny access to any information that could apply to the protest / appeal / grievance.
- (g) **Modification of Time Requirements.** Notwithstanding the above, the STYSA D&P Chairperson and/or the President of STYSA, shall, in their sole discretion, have the authority to amend and / or adjust the notification requirement in the event of extenuating circumstances.

(h) **Information to be Submitted by Appellant**

- (1) Date of the occurrence in question
- (2) List of all persons involved including their names, addresses and telephone numbers and other identification. Persons shall include:
 - a. Both coaches;
 - b. Assistant coaches;
 - c. Referees and linespersons;
 - d. Any players involved in the matter protested;
 - e. Any witnesses.
- (3) A short plain statement of the matter appealed setting forth the specific law or rule involved in the appeal.
- (4) The lower authority decision which is being appealed.
- (5) Action that Appellant desires STYSA to take.
- (6) Copies of any applicable rules, regulations, Constitutional or By-Law provisions.

(i) **Information to be Submitted by Respondent**

- (1) A copy of the original documents submitted during the initial hearing.
- (2) A copy of the original decision rendered.
- (3) A short plain statement of the matters setting forth the specific facts involved.
- (4) Copies of any applicable rules, regulations, Constitutional or By-Law provisions.
- (5) If there is no response filed, the Committee shall proceed to hear the case without further notice. However, the burden is still on the Appellant to show that he / she / they are entitled to the relief which is sought.

4.7.2 **Review of Appeal.** The D&P Chairperson / STYSA President shall review the appeal or protest and rule as to whether the proper procedures have been followed. If not, the Chairperson / President shall notify the requesting party that their appeal or protest is being denied without a hearing, the reason for the denial, and the fact that no further action will be taken. If the protest or appeal merits a hearing the D&P Chairperson / President shall call the D&P Committee / Executive Committee together in person or by telephone conference call and render a decision on the appeal in the manner in which the committee deems appropriate.

4.8 **GRIEVANCES**

4.8.1 **Notification.** Grievances should be directed to the CAYSA Office (Attention CAYSA D&P). The CAYSA office shall notify the D&P Chairperson and the CAYSA President of any grievances received.

4.8.2 **Grievance Fee.** A \$50.00 grievance fee is required.

4.8.3 **STYSA Action.** The D&P Chairperson will review all grievance letters and in his / her sole discretion take whatever action is deemed appropriate. At a minimum all such letters will be acknowledged. Such additional action may include:

- (a) No action required.
- (b) Request that the CAYSA Executive Committee approve a formal investigation;
- (c) Refer to member association D&P Committee with request to notify D&P Chairperson on what action was / is to be taken if any; or
- (d) Any other action the CAYSA D&P Chairperson deems appropriate considering the circumstances.

4.9 **PROGRESSIVE DISCIPLINE SYSTEM**

4.9.1 **Purpose.** Misconduct of players, coaches and fans continues to be a problem in soccer. More emphasis is needed to promote proper conduct and good sportsmanship, especially in our youth competition. The following system is an effort to discourage violent play and misconduct.

4.9.2 **Responsibilities of Coaches, Players and Associations**

- (a) **Maintain Control of Fans and Sideline.** Coaches are required to maintain control of their players and the team's fans on the sideline. A coach or assistant coach may be cautioned and / or ejected by a referee for the misconduct of a fan of the team which he / she coaches.
- (b) **Penalty Points.** Coaches are responsible for maintaining their individual penalty points and the individual penalty points of their players. Players are also responsible for maintaining their individual penalty points. Member Associations will promptly submit to the STYSA State Office a copy of the suspension letter sent to individuals who have exceeded their maximum allowable penalty points. Member Associations will provide the following information in the suspension letters:

“You have exceeded your maximum allowable individual penalty point total, and have been suspended. This means that you may not participate in any STYSA or USYSA sanctioned or approved activity, including season games, tournament games, friendly games or practices. Your ID card must be immediately surrendered to your Association Registrar. You may request a review and reinstatement hearing with the STYSA D&P Discipline & Protest Committee by submitting your written request by certified mail return receipt requested. This request must be accompanied by a \$35.00 non-refundable fee and a copy of all game cards for the present season. You must submit this to: STYSA D&P Committee, STYSA State Office P.O. Box 1370 Georgetown, Texas 78627.

- 4.9.3 **Misconduct by Fan / Supporter.** The parents, fans or supporters of any CAYSA team by attending a STYSA sponsored event subject themselves to the jurisdiction of the member association and its affiliates, the STYSA Appeals Committee, Executive Committee and the STYSA Governing Board. As such, misconduct by a parent, fan or supporter can be investigated and disciplinary action can be taken by any of the various levels which have jurisdiction over the team involved. If action is not taken on a local level, the CAYSA D&P Committee may investigate the matter and hold a hearing to determine what discipline, if any, should be provided. Such discipline can include, but shall not be limited to, prohibiting the parent, fan or supporter from attending any STYSA sponsored event, including games, practices and tournaments for a period of time or indefinitely. The failure to comply with the discipline shall be cause for CAYSA D&P to discipline the player related to the parent, fan or supporter; the team which the parent, fan or supporter supports; and or the coach of such team.

- 4.9.4 **Penalty Points Awarded.** Penalty points shall be awarded to all individual players and coaches only as follows:

- (a) Recorded cautions - 3 points per caution to the individual
- (b) Recorded ejections - 9 points per ejection to the individual

- 4.9.5 **Disciplinary Action for Penalty Point Accumulation.** An accumulation of penalty points shall result in the following disciplinary actions:

- (a) Individual Penalty Points - An individual player or coach shall be suspended as follows:
 - (1) Nine (9) penalty points - Suspension for the next game.
 - (2) Eighteen (18) penalty points - Suspension for the next two (2) additional games.
 - (3) Twenty-one (21) penalty points - Suspension pending a review and reinstatement hearing by the STYSA D&P Committee
 - (4) Suspensions for one (1) or (2) games cannot be appealed.
 - (5) Maximum accumulation of penalty points in one game by a coach or player shall be nine (9) points.
 - (6) Coaches will acquire penalty points cumulatively as a single entity, person or individual regardless of the number of individual teams he / she coaches or trains. i.e., Example: A coach with three (3) teams who accumulates three (3) points in a game with each team has a total of nine (9) points.

- (7) **Penalty Point Carryover**
 - a. **Post-season Game Play.** Individual penalty point accumulations received during season games' play shall be extended in the respective post-season tournament play (i.e., Western / Eastern District tournament play, STYSA Fall tournament play, STYSA President's Cup tournament play, South Texas Cup tournament play and STYSA USYSNC tournament play). Individual penalty point accumulations shall not be continued into USYSNC Regional and National tournament play. Each member association shall be responsible for reporting such point accumulations for each player and coach within the association who will participate in the tournament(s) to the respective tournament coordinators.
 - b. **Next season.** Penalty points obtained by individuals during specific season's games, including post-season tournament play, shall not be carried over into the next season's games.
 - c. **Invitational Tournament.** Unless an individual is under suspension / probation or other disciplinary action, penalty points for cautions and ejections obtained during invitational and / or commercially sponsored tournaments shall not count in the STYSA Discipline, Protest and Grievance Procedures, Progressive Discipline System; however, disciplinary action for improper conduct at such events may be taken.
- (8) **Suspension Carryover.** Suspension shall carryover into the next season. If a player, coach or assistant coach is suspended during one season, but because of the number of games remaining in that season, does not serve the full suspension, then the number of games suspended but not served shall be served in the first and, if required, the second game of STYSA tournament play or the next season, if the person does not participate in STYSA tournament play.

(9) **Player Transfers.** If a player transfers to another team, he/she shall retain his/her individual penalty points.

- (b) **Penalty Point Challenge.** Any challenge to penalty points must be by protest at the game in which the points are accumulated. A protest must be filed before or just after the end of the game. The protest must be made known to the opposing coach and the referee. Furthermore, the protest may not be based upon a judgment call of the referee. Within forty-eight (48) hours of the game, a written protest must be placed in the mail to the STYSA State Office which will forward it to the D&P Chairperson for investigation and a hearing. The STYSA D&P Chairperson or his/her designee may refer the matter to a Member Association or Local Association/Club for the hearing. No appeal shall be allowed from the decision of the committee hearing the matter.

- 4.9.6 **Revocations of Cautions, Ejections and Penalty Points.** Cautions, ejections and penalty points may only be revoked by the STYSA D&P Committee.
- 4.9.7 **Forfeits.** Any team which forfeits two games in a a season shall be brought before the STYSA D&P Committee for possible disciplinary action.
- 4.9.8 **Ineligible Player.** Any coach of assistant coach who is responsible for knowingly playing an ineligible player will be subject to suspension from participation in any STYSA sanctioned program.
- 4.10 **REFEREE INVOLVEMENT.** The minimum suspension period for referee abuse shall be at least three (3) scheduled matches within the rules of the competition. Longer periods of suspension may be provided when circumstances warrant.

4.11 **MEMBER ASSOCIATION RECORDKEEPING AND REPORTING**

4.11.1 **Implementation.** Each CAYSA Member Association must appoint or employ a person responsible for implementing a workable procedure for frequently and regularly recording, maintaining, and reporting cautions and ejections for coaches, assistant coaches and players. The person's name, address, and telephone number are to be provided to the CAYSA Office each seasonal year. Additionally, these organizations are responsible for reporting to Texas State Soccer South any misconduct on the part of the referee.

4.11.2 **Report all Automatic and Indefinite Suspensions.** Each Member Association must report any violation which requires or results in any automatic and indefinite suspension to the respective CAYSA Vice-President, CAYSA Office and the CAYSA D&P Chairperson within thirty (30) days of the infraction which required suspension. Such notification may be orally; however, copies of all documentation concerning the incident and/or the suspension should be forwarded to these persons, as well.

4.12 **FINES FOR FAILURE TO COMPLY.** The CAYSA Executive Committee is hereby authorized to levy fines against any Member Association which does not comply with these rules and procedures or any decision(s) of the CAYSA Executive Committee or CAYSA D&P Committee.

APPENDIX A

**CAPITOL AREA YOUTH SOCCER ASSOCIATION
COACH'S ACKNOWLEDGMENT OF RESPONSIBILITY FORM**

I, _____ (type or print name) as coach of the team registered with name of _____ (name of team) through _____ (club name) and assigned the team code of _____ (team code) do hereby certify to and accept the responsibility for the eligibility of my players to compete in the competition in which we are entered or will participate in during the current seasonal year.

I have examined the proof of age documents (birth certificate, passport, alien registration card issued by the United States Government or certification by school registrar) for each of the players rostered to my team and am satisfied that each is eligible to compete in the age group for which the team is registered. Each of the players lives with a parent or legal guardian within the boundaries of the South Texas Youth Soccer Association (STYSA) and has submitted a registration form signed by the player's parent or legal guardian. If the registration form is signed by a legal guardian I have verified the documents issued by the courts which appoint the individual as guardian. If a player on this team is not a minor and has signed his own registration form I have verified that his residence is within STYSA Boundaries.

Signature of coach

Date

APPENDIX B

CAYSA Rule Change Form

CAPITAL AREA YOUTH SOCCER ASSOCIATION

Rule Change #: ___

Proposed Constitution, By-Laws, or Rules Change

Date: _____

Section 1. Proposed Rule Addition, Deletion, or Change

Is there currently a rule that applies? (Check one) Yes No

If YES, list the section(s) applicable in the CAYSA Constitution, By-Laws, or Rules

If NO, list the section(s) where the proposed change should be placed:

Primary Page Number(s): _____ Secondary Page Number(s): _____

Rule Location(i.e. Constitution, By-Laws, etc...): _____

Title of Section to be changed, deleted or added:

Section 2. Rule as it presently reads (Underline the section of the rule which will be changed)

Section 3. Proposed Addition, Deletion and/or Change to Read (Delete the underlined text above and substitute in its place the following):

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