



**MORRIS
COUNTY YOUTH
SOCCER
ASSOCIATION**

**LEAGUE
HANDBOOK**

FALL 2012

Revised May 2012

TABLE OF CONTENT

DOCUMENT HISTORY	5
PREFACE.....	5
QUESTIONS, COMMENTS, INQUIRIES.....	5
THE KIDS.....	6
JUST A LITTLE BOY	9
SAGE – Set A Good Example.....	9
SPECIAL LEAGUE PROGRAMS	9
SELECT.....	9
LEAGUE CUP.....	9
ODP.....	10
JUNIOR SHOWCASE.....	10
COLLEGE SCHOLARSHIPS	10
LEAGUE WIDE OPERATING RULES	
THE LEAGUE	11
Rule 1.1 - Morris County Youth Soccer Association.....	11
Rule 1.2 - League Affiliation	11
LEAGUE STRUCTURE.....	11
Rule 1.3.1 - Board of Directors & Roles and Responsibilities.....	11
Rule 1.3.2 - Other League Officials	12
Rule 1.3.3 - Committees.....	12
Rule 1.3.4 - Governance.....	12
LEAGUE OPERATIONS	13
Rule 1.4. - The Soccer Year	13
Rule 1.5 - Preparing for the Season.....	13
Rule 1.6 - During the Season	15
Rule 1.7 - League Meetings	16
Rule 1.8 - Membership and Responsibilities.....	17
Rule 1.9 - Joining MCYSA	19
Rule 1.10 - Registration of Clubs.....	20
Rule 1.11 - Registration of Teams	22
Rule 1.12 - Dropping a Registered Team	23
Rule 1.13 - Carding a Team	23
Rule 1.14 - Regulations Governing Players and Coaches.....	25
Rule 1.15 - Player/Team Commitment - Releases and Transfers.....	28
Rule 1.16 - Game Officials and Assignmments	29
GAME DAY RULES	30
Rule 1.1 - Playing Rules Game	30
Rule 1.2 - The Week of the Game	30
Rule 1.3 – No Show	31
Rule 1.4 – Forfeits.....	31
Rule 1.5 – Referee Fees, Ball Size and Game Duration.....	31
Rule 1.6 - Condition of the Field of Play	31
Rule 1.7 - Game Time Conditions and Game Duration	32
Rule 1.8 - Minimum Standards for Clubs	32
Rule 1.9 - Minimum Standards for Teams	32
Rule 1.10 Game Cards	33
Rule 1.11 – Coach Passess	33
Rule 1.12 - Player Passes	33
Rule 1.13 – Number of Players	34

Rule 1.14 – Special Rules for Division U8, U9 and U10.....	34
Rule 1.15 - Attire	35
Rule 1.16 - Captains	36
Rule 1.17 – Assistant Referee and Linesperson	36
Rule 1.18 - Positioning on the Sides of the Field	36
Rule 1.19 - Coach and Spectator Conduct	36
Rule 1.20 - Approaching Game Officials.....	36
Rule 1.21 - Post Game Procedures.....	37
Rule 1.22 - Incomplete Game	37
Rule 1.23 - Game Delays	37
Rule 1.24 – Payment of Match Officials.....	38
Rule 1.25 – No Referee.....	38
Rule 1.26 – Referee’s Authority	38
 DISCIPLINARY REGULATIONS.....	 38
Rule 1.1 - General	38
Rule 1.2 – Board of Directors Discretionary Power on Suspensions	38
Rule 1.3 – Discipline Committee	39
Rule 1.4 – Club Conduct and Discipline	39
Rule 1.5 – Team Conduct and Discipline.....	39
Rule 1.6 – Commencement of Suspensions	39
Rule 1.7 – Notifications of Discipline Decisions	39
Rule 1.8 - Passes	40
Rule 1.9 – Procedures for Appeal of Disciplinary Action.....	40
Rule 1.10 - Cautions (Yellow Cards)	40
Rule 1.11 – Send-Offs (Red Cards)	41
Rule 1.12 – Referee Assaults	42
Rule 1.13 – Accumulation of Points	42
Rule 1.14 – Suspensions	42
Rule 1.15 - Probation	43
Rule 1.16 – Scandalous Conduct	43
Rule 1.17 – Moral Turpitude.....	43
Rule 1.18 – Vandalism/Destruction of Property	43
Rule 1.19 – Other Misconduct	43
 PROTESTS.....	 45
 APPEALING DECISIONS OF BOARD OF DIRECTORS	 46
 INSURANCE	 47

Blank Page

DOCUMENT HISTORY

Revision	Date	Reason For Change
2012	2012/05/08	Complete restructure and rewrite of MCYSA Handbook

PREFACE

This handbook is provided to help everyone better enjoy the competitions provided by the Morris County Youth Soccer Association by setting forth procedures, operations, attitudes and courtesies to be observed. It is our goal to promote good sportsmanship among our players, coaches, and spectators.

This handbook is not a definition of rights to be applied advantageously. It is a guide for people who are willing to cooperate with each other within the structure of league administration.

Morris County Youth Soccer Association (MCYSA) shall be the sole interpreter of the provisions of this Handbook.

This handbook applies to play in all Divisions within MCYSA. Some procedures for Divisions V and VI have been modified. A summary of those modifications is included throughout this handbook.

References to the male gender in this document in respect to players, coaches, referees, assistant referees, and other Team, Club, and League officials are for simplification and apply to both males and females.

QUESTIONS, COMMENTS, INQUIRIES

All questions, comments and inquiries must be addressed to the League through your club's League Contact or President. It is not possible for the Board of Directors and other Officials to answer questions and field inquiries from over 70 clubs, 800 teams, 12,000 players, 2000 coaches and 24,000 parents, etc. Everyone's cooperation in this regard will be most appreciated.

THE KIDS:

To understand the contents of this handbook, you should always be aware of our motto:

-“Kids come First”-

We want you to support this theme by recognizing the value of developing youngsters in:

- Ability
- Learning the Game
- Becoming Sports Participants
- Gaining Personal Confidence and Pride
- Acquiring Team Spirit
- Setting Objectives and Striving Toward Them
- Building Character

These ambitions are attainable only through fun. It is the League’s desire to promote fun and it is everyone’s job to attain this goal. The winning of games is really only the focus of the play. It should not be allowed to become the measure of success.

Coaches should read the material contained in this handbook before the season starts. Experience has shown that clarification of several points about soccer will go a long way toward making the sport more enjoyable for fans and players. You should discuss these principles with your players’ parents before the first game.

Soccer is now over 140 years old. Most likely, the Laws of the Game will remain almost the same in the next 140 years. Finding fault with the laws or procedures is counterproductive.

Soccer is a game involving great freedom for the players. Attempts to control the action on the field from the touch lines are the opposite of what is intended by the sport. Coaches or parents should not belly-up to the line or run up and down the field along with the play. While a coachable moment may be used to instruct players, the players will benefit most from appreciative fans and coaches who can wait until practice time to teach.

Soccer is a game of physical contact and one where fouls are sometimes overlooked. There are times when a player of low skill but good strength will prevail against a skilled opponent by strength alone. When a player is fouled and his or her team still has the ball in an advantageous position, the referee has the option of not stopping the play to permit that the team to maintain its advantage. These are concepts for the new spectator to grasp.

In the game of soccer, the referee is given control. This control applies before, during and after the game and includes both players and adults. Most calls made by the referee have to do with the ball going off the field. This is done with the help of a linesperson.

League Soccer is a contest of teams, not an extension of practice time. There are no time outs, no bending of the laws to help a badly losing team, no punishing to fit the crime, no covering up for bad behavior by apologizing to the referee.

Player attitude is a direct reflection of adult leadership. Players, who are a credit to their Club, are made that way. While the arousal of players is valued in boxing, American football and rugby, it is detrimental in sports like soccer where skill and judgment are paramount.

THE SPIRIT OF THE GAME

Soccer is more than a simple game. It is an emotional experience.

The mechanics of play amount to the movement of a ball, about the size of a man's head, between two targets set some distance apart. But, during the course of just one game, the whole range of human emotions from the depths of despair to utter joy can be touched in the hearts of those who play or watch. Somewhere in these emotions lies the key to the Spirit of the Game, a term often mentioned but seldom defined. Merely to talk about fouls, violations and the application of laws, without considering the spirit in which they are intended to be applied would be a grave omission. The spirit behind the application of the Laws is what is important. This spirit --The spirit of the Game -- is defined by but not limited to three important considerations.

First:

All players must have an equal opportunity to demonstrate individual skills without undue interference from opponents. Physical size is not an essential requirement for success. A player of small stature can contribute as much by quick reactions and great maneuverability as one whose assets include height and strength. Many players of small physique have achieved world wide fame by demonstrating their outstanding skills.

Second:

Much stress is laid on the safety of players in normal match play. In specifying the size of the playing area, the components used and the equipment of players care is taken to eliminate anything which may prove dangerous.

Third:

The Laws are specific on punishments for infringements and misconduct. It is clearly implied that the game is intended to be played within a code of conduct based on accepted principles of mutual respect between people from all walks of life. Only by observing these principles can the game be played with maximum enjoyment.

Fourth:

Winning is without value if victory has been achieved unfairly or dishonestly. Cheating is easy, but brings no pleasure. Playing fair requires courage and character. It is also more satisfying. Fair Play always has its reward, even when the game is lost. Playing fair earns you respect, while cheaters are detested. Remember: It's only a game. Games are pointless unless played fairly.

Fifth:

Fair Play means respect. Without opponents there can be no game. They have the same rights as you have, including the right to be respected. Your teammates are your colleagues. You form a team in which all members are equal. Referees are there to maintain discipline and Fair Play. Always accept their decisions without arguing and help them to help you enjoy the game more. Officials are also part of the game and must be respected accordingly. Spectators give the game atmosphere. They want to see the game played fairly but must also behave fairly themselves.

Sixth:

Accept Defeat with Dignity. Nobody wins all the time. You win some, you lose some. Learn to lose graciously. Don't seek excuses for defeat. Genuine reasons will always be self-evident. Congratulate the winners with good grace. Don't blame the referee or anyone else. Determine to do better next time. Good losers earn more respect than bad winners.

Seventh:

Soccer as we know it today has been played for well over 100 years. The International Board (FIFA) has always been careful not to confuse players and spectators by continually making changes to the 17 Laws.

This is why it is possible to play matches between teams from different continents of the world without any real difficulties about the way the game should be played. Most soccer players and spectators have a general grasp of the basic laws, but the more they are understood the more pleasure people will get from the game. Players who do not understand the laws may feel unfairly treated by the referee.

Eighth:

A greater understanding of the interpretation of the laws contributed towards the high standard of discipline and behavior of players seen during the World Cup matches and added to the pleasure of the millions who saw the series. A referee must have a complete knowledge of all laws and the many official decisions relating to them, as well as a true understanding of the spirit of the game.

Ninth:

It cannot be expected that players and spectators should have such expert knowledge. Those who have studied the Laws are often surprised to see an apparent offense ignored by the referee. Much is left to the opinion of the referee especially when he has to decide between what is intentional and what is accidental; his nearness to the incident helps him to form a better judgment. He may also see an offense but think it is of more advantage to let play continue than to stop and give the offended team a free kick. The referee is human and therefore makes mistakes - but he makes fewer than is generally supposed.

Tenth:

Summarizing then, the main features of the Spirit of the Game are simply **EQUALITY, SAFETY AND ENJOYMENT.**

Just a little boy

He stands on the playing field with his heart pounding fast;
The game is on the line; the die has been cast.
Mom and Dad cannot help him, he stands alone.
A score at this moment would send the team home.
The ball nears his foot, he kicks and he misses;
There is a groan from the crowd with boos and hisses.
A thoughtless voice cries,
"You missed the goal - you cost us the game !!!"
Tears filled his eyes; the game is no longer fun.
Remember, he is just a little boy who stands alone.
So open your heart and give him a break,
for it is moments like this, a man you can make.
Keep this in mind when you hear someone forget.
He is just a little boy, and not a man yet.

SAGE – Set A Good Example

An overall lack of civility and decorum has crept into youth sports in this country. Youth soccer is not immune to increasing questionable behavior of players, coaches and fans. Because we believe that enjoyment of the game is among our primary purposes, MCYSA follows the *Set A Good Example* (SAGE) Program. SAGE is MCYSA's program to instill good sporting behavior in all who participate in MCYSA soccer activities.

The SAGE program requires parents, coaches, and players to sign pledges committing to display proper conduct to *Set A Good Example* for all our participants. All coaches, parents and players must sign the SAGE pledge in order for coaches and players to be carded. Additionally, teams registered to play in MCYSA will appoint SAGE representatives who will be a physical presence as a reminder of proper behavior at games. MCYSA expects the clubs to train their SAGE representatives and may conduct orientation sessions. SAGE also provides that teams hold meetings to show a league approved video.

SPECIAL LEAGUE PROGRAMS

SELECT

The league offers an extensive Select program for especially talented and dedicated players. This program is a demanding experience for both players and families. These teams compete in tournaments against other leagues and travel throughout New Jersey and other nearby states. In some years these teams may travel to Canada or Europe. This program is for players in the league who wish to play a more competitive level of soccer during the summer. Tryouts are held in the spring. Teams are formed in all ages where there is sufficient quality and interest. In order to be eligible to play in the summer select program, a player must be primarily carded to and playing on a team participating in the league in the fall and/or spring season. <http://www.mcyasa.org/select/select.htm>

LEAGUE CUP

The League offers a League Cup program for U11, U12, U13,U14 D1 and D2 boys and girls teams. The Board of Directors will determine which age groups will play in which seasons.

- The format will be very similar to the FA cup format in England.
- Non seeded blind draw
- First draw home - second draw away

- Single elimination
- Awards for winners and finalists
- Single site finals
- No guest players
- No secondary card players except for D1 and D2
- With the Exception of D1 and D2, having secondary carded players does not exclude you from entering but those players will not be eligible for these matches
- Player suspensions from MCYSA league games WILL affect your ability to play in these matches
- Infractions committed in these games WILL NOT carry over to league games but may still result in discipline within the League Cup following MCYSA standards.

The entry fee and referee fee will be determined annually by the Board of Directors. The referee fees are per team-per match and are paid to the referee at the field.

Entries will be accepted on a first come first in basis based on entry fee receipt. Each group will be capped at 32 teams.

Entry deadline and draw dates will be determined by the Board of Directors each season.

Failure for teams to agree on a match date and time and play the game by the deadline will result in a double forfeit.

Additional guidelines will be developed as needed.

Olympic Development Program

The NJYSA supervises and administers the Olympic Development Program (ODP) which selects teams composed of highly skilled players for the New Jersey State ODP team. This is the pathway for the aspiring soccer player who hopes to be selected to the regional team and eventually to the United States National team. Tryout schedules are available on the New Jersey Youth Soccer website. <http://www.njyouthsoccer.com/>

Junior Showcase

Each spring the League conducts a showcase for players ending their junior year of high school. This program allows League players to be seen by some of the top college coaches in the United States in a 7 v 7 format. The success of this program can be gauged by the number of players who have received significant financial assistance for their college studies. <http://www.mcysa.org/showcase/showcase.com>

College Scholarships

Each year the League awards up to four \$1,500 scholarships, up to two boys (the Bob and Matt Keegan Scholarship) and up to two to a girl (the Robbin Rinier Scholarship) who have demonstrated their commitment to the Morris County Youth Soccer Association and to their communities and who have exemplified the high ideals and dedication to duty shown by Bob and Matt Keegan and Robbin Rinier. <http://www.mcysa.org/scholarship.htm>

LEAGUE WIDE OPERATING RULES

Rule 1.1 Morris County Youth Soccer Association

The Morris County Youth Soccer Association (MCYSA or League) is a soccer league incorporated to develop, promote, govern and provide competition for male, female or combined male/female youth teams ages U08 to U 19. The League is an organization of member clubs. These clubs have voting power to elect League officers and to amend the constitution and by-laws. Each club selects a League Contact who is the club's liaison to the League. The MCYSA and its members will not discriminate against any individual on the basis of race, color, religion, age, sex or national origin. All members shall abide by the KidSafe program which meets the USSF's minimum criteria regarding policies prohibiting sexual and physical abuse. The League shall not hire or otherwise engage any employees. Only independent contractors shall be utilized as required.

Rule 1.2 League Affiliation

The MCYSA is an affiliate of and complies with the authority of the United States Soccer Federation (USSF), the United States Youth Soccer Association (USYSA) and the New Jersey Youth Soccer Association (NJYSA).

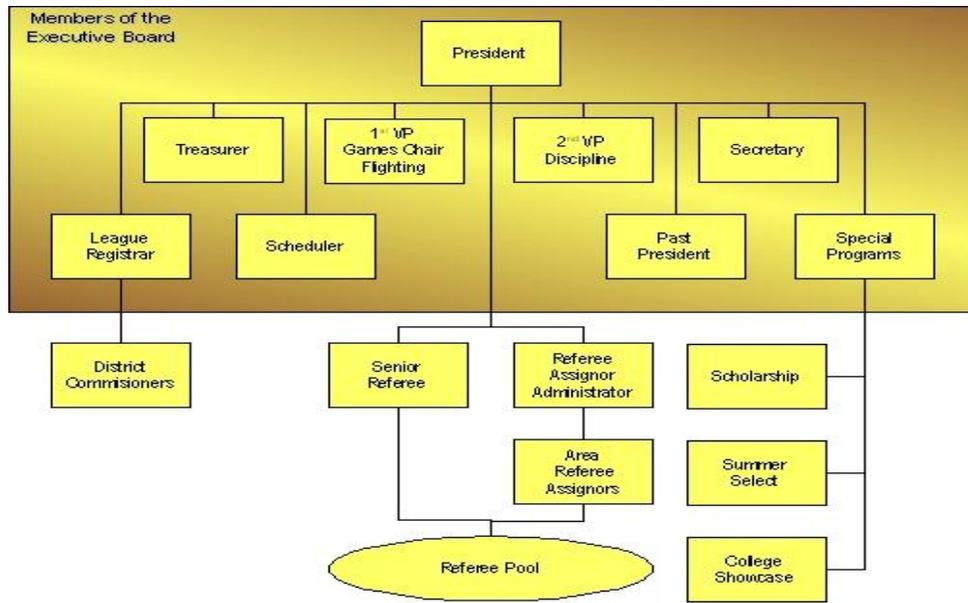
- A. A requirement for membership in these organizations (USSF, USYSA, NJYSA) is that every player of a member club must be affiliated. This includes not only those players on teams playing in MCYSA but also includes those players in a recreation or in-house program that the club may also sponsor.
- B. Members of teams playing in MCYSA pay their affiliation fees as part of their player pass packet cost.
- C. Recreation teams affiliate directly with NJYSA and pay their affiliation fees as part of their club's affiliation packet.
- D. Clubs that do not affiliate all their players may be put in the category of "Not in Good Standing" by NJYSA. Teams from clubs in this category are not eligible to play in MCYSA.

Rule 1.3 League Structure

Rule 1.3.1 Board of Directors and Roles and Responsibilities

The Board of Directors, is responsible for the day to day operation of the league and, in accordance with the by-laws, is elected by the member clubs of the league. The following individuals shall comprise the Board of Directors:

- A. President will serve as the Chief Executive Officer, with the responsibility for overall operation of the Morris County Youth Soccer Association and will have direct supervisory control of all League Officers and other League Officials.
- B. 1st Vice President who will serve as the Games Chair and Flighting Committee Chair.
- C. 2nd Vice President who will serve as the Chair of the Discipline Committee.
- D. Treasurer will oversee the financial activities of the League.
- E. Secretary is responsible to maintain accurate records of all meetings.
- F. Registrar will be responsible to maintain accurate records of all clubs/teams registered with the League and to oversee the District Commissioners.
- G. Special Programs Chair who will supervise the Select Program, the League Cup, the College Showcase and the Scholarship Committee, together with such other programs as the league may authorize in the future
- H. Scheduling and Website Chair who shall create a league schedule, supervise game scheduling and administer the league website.
- I. Past President who shall be the Chair of the Scholarship Committee and who shall assist the President as may be mutually agreed.
- J. The following provides a view of the organizational structure of the League:.



Rule 1.3.2 Other League Officials

- A. The Senior Referee is responsible for referee education referee discipline and shall provide advice to the Board on issues that relate to the Laws of the Game. He shall serve as the league's representative to the referee pool and shall report the concerns of the referees to the Board of Directors.
- B. Referee Assignor Administrator is responsible to provide assistance to Area Referee Assignors and coordinate the activities of the assignors as needed in order to assign referees to games.
- C. Area Referee Assignors are responsible for the assignment of referees to games in their area.
- D. District Commissioners are responsible for the registration of teams, players and coaches.
- E. Weekend Emergency Referee Assignor is the contact person to be called if an instance arises that a referee is not present for an assigned game.

Rule 1.3.3 Committees

The following are the Committees of the League:

- A. Discipline Committee
- B. Fighting Committee
- C. League Cup Committee
- D. Scholarship Programs
- E. College Showcase
- F. Nominating Committee as provided by the by-laws.
- G. Such other committees as the President may determine are necessary for the good and welfare of the league.

Rule 1.3.4 Governance

All competition in the League is governed by regulations approved by the Membership . This Handbook shall be approved by a majority vote of the membership present when voted upon and shall become effective immediately thereafter. Any matters not specifically covered in this Handbook shall be decided by the Board of Directors.

Home Field Schedule to the Scheduler, who will then distribute it to the President, the Games Chair, the Area Referee Assignors, the Referee Assignor Administrator, the Discipline Chair and the Senior Referee.

- C. If the Field Scheduler knows the field location, that information must be provided. However, the League recognizes that some municipalities do not let clubs know what fields will be available at the start of the season. In this case, the field location of the game shall be provided to the Scheduler no later than the Wednesday two (2) weeks before the game is to be played.
- D. A fine in the amount of \$50 will be assessed for those clubs which do not submit their complete schedules within the ten (10) day period mentioned above. For each subsequent week in which a complete schedule is not received, an additional \$50 fine will be assessed. No changes in the schedule will be allowed except for those reasons set forth elsewhere in this Handbook.
- E. Any game can be played on any date earlier than the scheduled date by mutual consent of the clubs (not coaches) provided ten (10) days notice is given to the Scheduler and the 1st Vice President (Games Chair) by the League Contacts of both clubs. Such a change in the Home Field Schedule is not considered a postponement. If, in doing so, a time gap is created in a Home Field Schedule, the League reserves the right to change the times of other games to better utilize the referees. Such changes are not subject to protest. Therefore, clubs should make sure before they change games to an earlier date that everyone else who may be affected has been included in the discussions.
- F. The League also reserves the right, when games are postponed due to State Cup play, to move the times of other games. Therefore, clubs must schedule a State Cup game as the first game of the day. This will prevent gapping in the event of a postponement.
- G. In formulating home field schedules, clubs must schedule older age groups earlier in the afternoon. If necessary, the League reserves the right to change the times of the games to better utilize the referees. Such changes are not subject to protest.
- H. Clubs that attempt to change previously scheduled dates, times or venues of a game will be fined an amount to be determined by the Board of Directors; minimum \$50 for each attempt.
- I. No league game may be scheduled to start before 1:00pm unless both coaches agree.
- J. In the Spring season, some clubs are not able to use their home field before April 1st or such other time as their town will allow. When this occurs, the affected teams are required to swap home and away games if the away team has a field available. That is, play the first game between the two teams at the away field and the second game (scheduled for later in the season) at the home field. If neither team has a field available, the game must be rescheduled within two (2) weeks after the first scheduled date.
- K. If the Club Field Scheduler intends to swap the dates of the two games the Field Scheduler must:
 - a. Notify the Games Chair and Scheduler by use of the Schedule Change Form located on the league Web www.MCYSA.org (see online forms). Submit a form for both games indicating the New Game Date for each game.
 - b. Use the correct Game Card.

Rule 1.5.2 Scheduling Changes

- A) Clubs should determine as soon as their teams are registered with the League if there are any major conflicts that affect the whole team, such as:
 - State Cup games
 - School trips
 - Scout Camps
 - Weddings
 - Mid-season tournaments
 - Proms
 - Religious occasions
- B) If a conflict exists in which there will not be sufficient players to field a team for any of the regularly scheduled game dates, the Games Chair and the SC must be notified by using the online Conflict Notification at the League website www.MCYSA.org. Mothers' Day and Fathers' Day are not reasons for submitting a conflict notification.
- C) Once the Master Game Schedule is set, the other club affected by the approved request must also be notified. A rescheduling will be granted in accordance with the procedures set forth in for all approved conflicts.

must be moved to the visiting team's field, if such a field is available. In such cases, the Games Chair must be notified immediately. Please refer to the section on early spring season unavailability set forth above. If a referee had already been assigned to the game at your site and has contacted you, it is the responsibility of the home team's coach to let the referee know you will not be playing the game at your site.

Rule 1.6.5 Withdrawal of a Team or Club

- A. In the event a club withdraws from the league without finishing its scheduled games the following regulations will take effect:
 - a. If at least half of the full schedule of games has been played, all resulting scores stand as validated by the Games Chair. Any unscheduled remaining games will be recorded as a forfeit victory for the opponents.
 - b. If less than one-half of the full schedule of games has been played, these completed games will be deleted from the standings.
- B. In the event a single team from within a club withdraws from the League without finishing its scheduled games, all of the above shall apply.

Rule 1.6.6 Fines

Fines will be assessed for violation of League Rules as set forth in this Handbook.

Rule 1.6.7 Payment of Fines

Payment will be made by check. The check will be mailed to the following address for:

- A) Fines levied by the Board of Directors, send payment to the League Treasurer
- B) Fines levied by the Discipline Committee, send payment the Discipline Chair
- C) Fines levied by the Games Chair, send payment to the Games Chair

Rule 1.6.8 Outstanding Fines

Clubs that have outstanding fines unpaid prior to the start of a season will not receive game cards for their teams at the mandatory coaches' meetings and will not be eligible to participate in League play until such time as the fines are paid.

Rule 1.7 League Meetings

Rule 1.7.1 Rules of Order

Robert's Rules of Order, except as otherwise provided by the League regulations, will govern the parliamentary procedures at all meetings.

Rule 1.7.2 League Contact Meetings

The following table provides the schedule of the League Contact Meetings.

MONTH	SCHEDULED MEETING
January	None
February	First Monday
March	Last Monday
April	None
May	First Monday
June	First or 2 nd Monday

July	None
August	None
September	Tuesday after Labor Day
October	First Monday
November	None
December	First Monday

Rule 1.7.3 Mandatory Coaches' Meetings

- A. The MCYSA will conduct mandatory meetings for coaches immediately prior to the start of both the fall and the spring season.
- B. Each coach must sign an attendance sheet to receive credit for being at the meeting.
- C. Game cards and team schedules will be distributed at these meetings and will not be given to anyone other than the team coach or assistant coach. In the event the team's coach or assistant coach does not attend the meeting, arrangements must be made to pick up the game cards and schedule by a Club officer from the 1st Vice President.
- D. Packets will only be released to clubs in good standing with MCYSA and NJYSA.
- E. Prior to the start of the fall season, there will be meetings for small sided team coaches and another meeting for full sided coaches.
- F. Prior to the start of the spring season, there will be a coaches meeting for any team that did not play in the MCYSA in the previous Fall season.

Rule 1.7.4 Mandatory Referee Meetings

- A. The MCYSA will conduct mandatory preseason meetings for all referees at the start of the fall and spring seasons.
- B. Each referee must sign an attendance sheet to receive credit for being at the meeting.
- C. If a referee fails to attend the preseason meetings, they will not receive assignments during the season.
- D. The purpose of these meetings is to familiarize the referees with MCYSA modifications to the Laws of the Game and with the league's administrative requirements for referees.

Rule 1.7.5 Mandatory Club Registrar/Primary Carding Contact Meeting

- A) The MCYSA will conduct a mandatory preseason meeting in July for all club registrars and primary carding contacts at which time packets will be distributed.
- B) Each club must sign an attendance sheet in order to obtain their packets.
- C) Clubs failing to attend will receive their packets from the league registrar at his home.
- D) Clubs which have not paid their registration fees will not receive their packets.

Rule 1.8 Membership and Responsibilities

Rule 1.8.1 Types of Membership

- A. Full Membership – Has voting rights
- B. Associate Membership – New clubs wishing to become Full Members
- C. Affiliated Membership – Those clubs wishing only to play Elite Flight games

Rule 1.8.2 Rights of Membership

- A. Full Member clubs in good standing have voting rights to elect League officers and amend the constitution and bylaws of the MCYSA.

- B. Each club, subject to these League Rules, the rules of the USSF, USYSA, and the NJYSA, shall have control over its own affairs.

Rule 1.8.3 Club Responsibilities

- A. Each club is required to select a League Contact who is the club's liaison to the League.
- B. It is the policy of the MCYSA that League officers and representatives, including the Area Referee Assignors and Referee Assignor Administrator will only communicate with a Club's League Contact, Field Scheduler, Primary Carding Contact and as necessary with the Club President.

Rule 1.8.4 League Contact Responsibilities

- A. Attendance at League meetings
- B. Acting as the Club's representative to the MCYSA
- C. Bringing MCYSA, NJYSA and USSF information back to the club
- D. Communicating with other League Contacts
- E. Acting as the first line of dispute resolution between clubs
- F. Checking the web site on a regular basis to review postings regarding game locations, game times, scores and unplayed/unreported games
- G. Performing such other functions as may be necessary.

Rule 1.8.5 Failure to Attend League Contact Meetings

Any club which fails to send their representative to two consecutive League Contact meetings will be fined \$100. They will then be fined \$150 for each meeting missed thereafter. Such repetitive actions will also result in the club being placed on probation. Failure to attend league meetings does not excuse a club from knowledge of league policies and procedures.

Rule 1.8.6 Field Schedulers

- A) Before the season begins, it is the clubs responsibility to insure that the fields are in good condition and ready for play.
- B) The MCYSA will not permit league games to be played on fields found to be unsafe or unplayable. Referees and coaches must report unsafe conditions to the Games Chair who will investigate such reports. The League reserves the right to prohibit league games from being played on fields which it has determined to be unsafe.
- C) Field dimensions are contained in the Laws of the Game except as modified in the Handbook for U8 to U10 teams.
- D) Clubs should have maps or written directions to their fields from major roads directions. Maps and/or directions should be sent to all opponents and the Web Manager. Clubs must post field directions on the League's Web site, www.MCYSA.org.

Rule 1.8.7 Primary and Alternate Carding Contacts

- A. Each club is required to select one Primary Carding Contact (PCC) and an Alternate Carding Contact (ACC) who will be responsible for reviewing packets and all other carding paperwork before it is submitted to a league official. The names, street addresses, email addresses and phone numbers of both the PCC and the ACC must be submitted during the club registration process and must be updated if changed during the year.
- B. The ACC is an emergency backup. 99% of carding transactions should be handled by the PCC.
- C. The PCC will be the only persons in the club who communicates with the club's District Commissioner (DC) or the League Registrar (LR).
- D. All communication of the PCC with the club DC and the LR must be by email only. No phone calls are allowed. Proper team planning in advance eliminates emergencies.
- E. DCs and the LR will not deal with coaches, parents, team managers, etc. Clubs will notify their members that if there is a question concerning carding, the PCC is the individual to be contacted.

- F. DCs and the LR have a responsibility to train the PCCs, representing the 70+ clubs, so that they are knowledgeable about the carding process. However, PCCs should always take the initiative and attempt to find answers in the handbooks referenced below before emailing their DC or the LR. If the answer can't be located in either of the handbooks, the DC and the LR will be happy to help.
- G. The PCC is the person who will be contacted when paperwork is completed and ready for pickup or with information indicating that mistakes have been made that must be corrected.
- H. All PCCs and ACCs must read the MCYSA handbook located at www.mcysa.org/HandBook/HB.htm and the State handbook located at www.njyouthsoccer.com/regforms/CoachesHandbook.PDF. All coaches and team managers are encouraged to read these documents. Almost all questions can be answered by reading the above documents.

Rule 1.8.8 Compliance Form

Each club upon entry into the League or upon any major revision to this Handbook, the By-Laws or the Constitution shall execute an acknowledgement of notice of same and shall agree to be bound by the provisions therein contained.

Rule 1.8.9 Conditions for Termination of a Club

Club affiliation and membership may be terminated due to violation of performance bond conditions set forth herein.

Rule 1.8.10 Conditions for Termination of a Team

Team membership may be terminated by demonstrating a recurring pattern of any or a combination of the following:

- A. Failure to meet the requirements of the S.A.G.E. program
- B. Failure of the coaching staff to control their players
- C. Failure of the coaching staff to comply with the Laws of the Game by either word or action
- D. Failure of the coaching staff to control their fans

Rule 1.9 Joining the MCYSA

Rule 1.9.1 Minimum Requirements for Joining the MCYSA

The following requirements must be met by any Club wishing to join the Morris County Youth Soccer Association:

- A. Membership is open to any youth soccer organization which agrees to abide by the League Rules, Constitution and By-Laws and which has registered with the NJYSA and obtained a club number therefrom. The youth soccer organization must be a club, i.e., a formal organization with at least two officers and a written constitution and/or bylaws with proof of the same.
- B. A prospective club must submit a written request to join the League to the MCYSA President by November 15th for play in the spring season or by May 15th for play in the fall season. If a club submits an application beyond the deadlines stated it will not be admitted to the league.
- C. The request must contain the following information:
 - a. Names, addresses and telephone numbers of the club's officers and League Contact.
 - b. An indication of the number of teams (minimum of two) which the club proposes to enter, together with their age groups;
 - c. A list of soccer fields for its home games and their directions. If the club does not own fields, the club must have the necessary field use permits and proof of the same. These fields must meet the requirements for a soccer field as specified in the Laws of the Game.
 - d. A list of certified referees available to officiate games.
- D. At the next regularly scheduled League Contact meeting, if the prospective club is accepted as a member by a majority vote of the member clubs present, it shall be granted the status of Associate Member. Notice of clubs seeking such membership shall be communicated to the member clubs in

advance of the meeting at which voting is to take place.

Rule 1.9.2 Associate Members

- A. Upon acceptance as an Associate Member, a club will post a \$250 bond.
- B. Associate Members must be in good standing with the NJYSA. The club must agree to be governed by the MCYSA Constitution and all MCYSA administrative and playing rules, as well as actions of the MCYSA Board of Directors, with respect to the teams stipulated. However, an Associate Member club is not a voting member of the League.
- C. As Associate Members, teams are in all other ways equal in terms of being eligible to win League championships, place players on League select teams, lodge protests or otherwise avail themselves of the League Constitution and playing rules.
- D. Upon the successful completion of two full seasons as an Associate Member, as determined by the Board of Directors, their clubs shall be promoted to Full Members of the League.

Rule 1.9.3 Affiliated Members

- A. For purposes of playing in Elite Flights, clubs which are not Full Members or Associate Members may apply to join the MCYSA as Affiliated Members.
- B. Affiliated Members must be in good standing with the NJYSA. The club must agree to be governed by the MCYSA Constitution and all MCYSA administrative and playing rules, as well as actions of the MCYSA Board of Directors, with respect to the team or teams stipulated. However, an affiliate member club is not and will not become a voting member of the League.
- C. As Affiliated Members, teams are in all other ways equal in terms of being eligible to win League championships, place players on League select teams, lodge protests or otherwise avail themselves of the League Constitution and playing rules.
- D. Upon acceptance as an Affiliated Member, a club will post a \$250 bond.
- E. Affiliated Members are not required to attend League Contact meetings.
- F. Referees for home games of Affiliated Members will not be assigned by the MCYSA Area Referee Assignors. Instead, they will be assigned by currently certified assignors of the primary league of the Affiliated Member clubs. It is the responsibility of the Affiliate Member clubs to secure referees for their home games in accordance with the above and report the names and contact information of the assigned referees to the MCYSA Referee Assignor Administrator prior to each game. The assigned referee is required to follow all MCYSA game rules and regulations as provided in the MCYSA Referee Handbook available on the MCYSA website.
- G. Affiliated Members will purchase their player packets from the MCYSA and will be carded by the League Registrar or their designated District Commissioner.
- H. Affiliated Members may enter only one team and will not be required to play their games away.
- I. Elite Flights are organized by the teams themselves and are designed to give elite teams an opportunity to play other teams of similar strength.

Rule 1.10 Registration of Clubs

Rule 1.10.1 Required Online Club Registration Method

Clubs must register with the MCYSA and with GotSoccer each season. All registrations will be submitted online at the MCYSA website, www.mcyasa.org using the modules provided by the league.

Rule 1.10.2 Registration Dates

The registration dates for each season are as follows:

SEASON	FILING DATE
Fall - U08 – U14 Fall – U15 – U17	On or before July 15th On or before September 1st
Spring	On or before January 15 th

Rule 1.10.3 Late Registration

Submissions received after the cutoff date will, if accepted, be subject to a late fee based on the degree of lateness. The Board of Directors will determine the amount of the late fee, which is set at a minimum of \$50..

Rule 1.10.4 Required Information for Club Registration

Go to the League website at www.mcysa.org and enter the following information:

- A. Club number as provided by the NJYSA
 - B. Club name
 - C. Mailing address
 - D. Phone number
 - E. E-mail address
 - F. Club website URL (if available)
 - G. Colors for regular jersey and shorts
 - H. Colors for alternate jersey and shorts
 - I. Number of teams entered and whether the teams are full-sided or small-sided¹
 - J. Clubs must have a MINIMUM AVERAGE of two (2) teams registered and participating during the seasonal year. Minimum requirements could be two teams each season, one (1) team one season and three (3) teams the other season, or four (4) teams one season and none the other. Clubs failing to meet these requirements will lose their membership privileges and must reapply for membership in the League.
 - K. Number of full-sided fields and small sided fields
 - L. Date the fields are available
 - M. List of currently certified referees, including names, addresses, phone numbers and E-mail addresses
 - N. Each club should identify one full time USSF certified referee for every four teams that are registered in a season with a minimum of one referee being identified (A full time referee is a referee who will referee MCYSA games for at least 5 weeks out of the ten week season.)
 - O. In addition to the above requirement, MCYSA requests that each club attempt to identify two part-time referees for every four teams that are registered (A part time referee is an adult (may be a coach) or a youth (may be a player) who is available to officiate after their games.)
 - P. Before submitting a referee's name to the MCYSA, you should contact the referee and verify that they:
 - a) are currently certified
 - b) agree to have their name submitted by your club
 - c) are willing to referee the MCYSA games
 - d) are willing to referee under the terms set forth by the MCYSA
 - Q. Names, addresses, phone numbers, fax numbers and email addresses of the:
-

- A. During a normal week the deadline for carding a player for Sunday is 9:00pm on Thursday evening. There are no exceptions. It is strongly suggested that the PCC send your DC or the LR an email advising that paperwork is coming.
- B. The final date for paperwork to be in the hands of the club's DC for the start of the season is ten (10) days before the start date. Since DCs operate on a strict first come, first served basis, it is highly recommended that paperwork be in their hands well before that date. All paperwork for Labor Day tournaments must be in the hands of the DC by ten (10) days before tournament registration.
- C. Do not wait to card a team because players or coaches are on vacation. Card the team early and add players later using a player/coach status forms.

Rule 1.13.2

Carding Process

- A. Following NJYS rules all rostering is done on GotSoccer. After the player passes are printed and properly filled out they are brought to your assigned District Commissioner (DC)
- B. The District Commissioners (DC) and the League Registrar (LR) do not care who physically delivers and picks up the paperwork. However, no one should ever ring the doorbell to let the DC or the LR know that something is being dropped off or for any other reason unless the DC or LR specifically instructs the PCC to do so.
- C. Paperwork can be mailed to the DC or LR. However, never use a method which requires a signature. If you want the paperwork mailed back, always include a self addressed stamped envelope and never use a method that requires a DC or the LR to drop an envelope any place other than a normal mailbox.
- D. Directions to DC and LR – get the address from the league web page and use a search engine for directions. No one should ask a DC or the LR for directions to their house, even via email.
- E. Whoever drops off paperwork should place it in an envelope in the location the DC or the LR has designated and which the PCC has conveyed to them. If it's raining or if rain is in the forecast, put the paperwork in a waterproof bag. The DC or LR will email the PCC when the paperwork can be picked up. The email address of the PCC must be printed on envelopes used to drop off paperwork. DCs and the LR do not have time to look up those email addresses. Do not ask the DC or LR to contact the coach when the paperwork is ready for pickup.
- F. The MCYSA is league 12. Although the new player status form asks for league number or name, always write "12", not MCYSA. Paperwork without the number 12 will not be processed.
- G. The PCC should make it his/her business to find out their club's number which has been assigned by the NJYS office.
- H. Club initials cannot be used. There are many clubs in the state with the same initials. The full club name must be used. In the past, teams have had to redo all their player and coach passes due to this error. It is a very expensive mistake.
- I. Every team must have a unique name. Examples of invalid names are "North Hatfield 86/87" or "North Hatfield U09." Age and/or birth year cannot be part of the team name. Teams must have 'real' names that uniquely identify them. Examples of valid names are "North Hatfield Cougars" or "North Hatfield Wild Tigers." If your club has a policy that all teams must be called "Cougars" that is fine but then each team must have an additional real name after "Cougars." Examples would be "North Hatfield Cougars Stars" or "North Hatfield Cougars Pumas."
- J. Never, ever use staples.
- K. All submitted paperwork must be sorted by type. That is to say - all the player passes in one group; all the medical release forms in one group; all the membership forms in one group; etc. Each set of papers must be in the same order that the players are listed in on the team roster. There are no exceptions to this. The birthday on the birth certificate must be highlighted with a yellow highlighter. Medical release forms must be notarized. You must use a coach's membership form for a coach, not a player membership form. You must also submit a copy of the coach's license which the DC will keep. Do not use old forms. Download the latest forms from the NJYS website at <http://www.njyouthsoccer.com/regforms/regmain.htm>. Packets and paperwork not properly submitted, even if there are no other errors, will not be processed.
- L. There can be absolutely no overwrites, cross outs or whiteouts on player passes. This is not negotiable. It is one of the most common mistakes that cause a pass to be rejected. There are absolutely no exceptions.

- M. Player passes must be signed by the player. Printing is not allowed. An eight year old can sign his/her name and your DC will expect you to make sure that they use their best efforts to sign, not print, their first and last names.
- N. The player must always be listed by the exact name on his/her birth certificate. The name on both the player pass and the team roster, as well as the signature, must exactly match that name. However, Chris is acceptable for Christopher as it is a shortened form of the name but Jackie is not acceptable for Jacqueline as the letters are changed. Initials are never allowed. Nicknames cannot be used. If a player goes by his/her middle name, the paperwork must nevertheless use their first name. Players who refuse to abide by these rules will not be carded.
- O. Paste the photo over the words "Attach photo here." DCs will not glue photos to passes.
- P. You cannot use polaroids or photos from old player passes. Digital photos are allowed as long as they are printed on premium photo stock paper. No other paper is allowed.
- Q. DCs and the LR do not correct carding paperwork mistakes, errors or omissions. They will email the PCC to pick up the paperwork so the team can correct the mistake. That is why it is to everyone's advantage for the club's PCC to check every team's paperwork in detail before it is dropped off. This is also true for ads/drops to the roster, including secondary paperwork, later in the season. All too often, PCCs think their teams have learned to do this simple paperwork yet it winds up with the DC or the LR in need of correction. Please do not waste everyone's time with incorrect and incomplete paperwork.
- R. It is the responsibility of every team to check that the DC has dated, signed and stamped the passes before they are laminated.

Rule 1.13.3 Specific Carding Rules and Miscellaneous Information

- A. Separate forms must be used for ads and releases. Forms are available at the NJYS website at www.njyouthsoccer.com. Users will make an original and three copies and obtain the necessary signatures. They will present the four documents to their DC for approval. The DC will send the original to the state office and distribute the three copies to the club, the league and him/herself. DCs do not make copies. A player cannot be dropped from one team and then added to a different team on the same form, even if the transfer is within the same club. The reason is that each team involved needs its own copy of the paperwork for its records, especially for tournaments.
- B. Player releases must be signed by the player being released. Generally, a team cannot drop a player without his/her consent.
- C. The age of a team is the age of the oldest player on the team. A team with one U12 player is a U12 team and must be carded as such.
- D. In the spring, teams will often play up. A team on which the oldest player is a U17 will often play in a U19 flight. The team must still be carded as a U17 team. Teams cannot play up in state cup.
- E. DCs do not have extra coach or player passes. The LR does. The cost is \$10. The PCC should email him if you need them.
- F. If the LR is unavailable for an extended period of time, the league president will sign as the secondary league official.
- G. Only the DC who originally carded a team can add or drop players on that team. PCCs cannot ask another DC to do them a favor. If the DC who has carded your club will be away on vacation or otherwise unavailable for an extended period, he/she will have let the LR know. Email the LR who will handle the transaction.
- H. Hardship teams are permitted by the state when teams do not have enough players to continue in the spring season. Generally this involves combining two teams from within the same club. Once a PCC has read the applicable provisions in the State Handbook, he/she should email the LR for directions. At the time of this edition of the Handbook, the MCYSA league registrar is also the North Area Travel Commissioner. That may not always be the case. The approval of the North Area Travel Commissioner as well as that of the MCYSA president is required for the creation of hardship teams.
- I. Out of state players will be carded by the team's DC and not by the state office as has been the practice in the past. The DC will need to make sure that the out of state player has a signed player pass from their home state and has completed the NJYS ad form to add the player to the roster. The player will also need to execute a medical release form, a SAGE form and a NJYS membership form.

Rule 1.14 Regulations Governing Players and Coaches

- B. U17 – U19 teams may have a maximum of twenty-two (22) active players on its roster but may dress only eighteen (18) for a match.
- C. U11 – U16 teams may have a maximum of eighteen (18) active players on its roster
- D. U08 – U10 teams may have a maximum of fourteen (14) active players on its roster.
- E. Transferred players and secondary players count as active players on a team's roster.
- F. All teams, once they have reached their maximum number of active roster players, may add up to three (3) additional players to their roster during the seasonal year provided that for each player they add, they release a player.
- G. A team may roster no more than three transfer players.
- H. A U11 to U19 team must have at least eleven (11) primary carded players in order to be rostered. The rest can be secondary players.
- I. A U08 to U10 team must have at least eight (8) carded players in order to be rostered. There are no secondary players.
- J. A player can only play for a team to which he/she is rostered. Teams that violate this rule will forfeit any game where an unrostered player plays. The player, coach, and club are subject to further disciplinary action by MCYSA in addition to any action taken by NJYSA. MCYSA action may include, but will not be limited to, immediate indefinite suspension of the coach and or assistant coaches involved, the imposition of a fine to the coach involved, and an appearance of the Club officers and coach and or assistant coaches involved at a Board of Directors hearing.

Rule 1.14.6 Team Rostering Specifics

- A. U11 teams must have a majority of U11 players at all times during the season year.
- B. U07 players and younger may not play travel soccer.
- C. U08 and U9 players may only play on small sided teams They can play up to U10 but no older.
- D. U 10 players may play up to U11 but no older.
- E. Division One (U17 – U19) teams may card twenty-two (22) players but may dress only eighteen (18) for a match.

Rule 1.14.7 Secondary Player Passes

- A. The MCYSA has adopted a policy of multiple rostering through the use of Secondary Player passes. In the case of scheduling/game/practice conflicts, the player is obligated to play and practice with their primary team unless the primary team permits otherwise.
- B. Secondary passes are filled out on GotSoccer similarly to the Primary Passes. Once the paperwork has been downloaded and completed, it is dropped off to the LR who will sign the front of the pass and the form. Only the LR can sign the front of the pass and the form. The form and the pass then goes to the club's DC who will stamp the back of the pass and finalize the paperwork. You will need to present a copy of the primary pass to the LR so he can process the paperwork. You will need to present a copy of the primary pass, a new medical release and a SAGE form (unless the primary team is also an MCYSA team) to the DC so he/she can process the paperwork. Secondary pass paperwork is treated like all other paperwork – it must be reviewed by the Primary Carding Contact before being dropped off. All too often coaches have given parents the responsibility to handle secondary paperwork and it has wound up not being correct. This can no longer be the case.
- C. Secondary passes are not permitted for U8,U9 and U10 players.

Rule 1.14.8 Volunteer Coach Registration and Licensing

- A. Volunteer coaches receive a NJYSA Coach's identification pass.
- B. The passes will be validated by the District Commissioner.
- C. Coaches must submit a copy of their coaching license to the District Commissioner when registering. The copy will be retained by the DC. They must also submit a NJYSA Coach membership form and a SAGE form.
- D. A team roster submitted to a District Commissioner will not be validated unless the named coach

possesses an NJYSA issued coach's license.

- a. MCYSA and NJYSA require each coach to have a valid coaching license: an F-License or higher.
 - b. To meet the requirements of the New Jersey law concerning Civil Liability Immunity, every coach must attend a training course. The F-license course taken any year after 1991 meets this requirement. International badges, out of state coaching licenses and NSCAA diplomas are not acceptable since they do not meet this requirement. A list of currently available courses is available by contacting NJYSA. MCYSA and NJYSA may sponsor the necessary training courses or you may attend the course when sponsored by another organization.
- E. Refer to the "New Jersey Youth Soccer Handbook," which can be found online at the NJYSA website. for all pertinent instructions regarding completion of the required documents and to the relevant sections of this Handbook.

Rule 1.14.9 Non-Volunteer Coach Registration and Licensing

A non-volunteer pass is issued by the NJYSA office. At the end of the process, the non-volunteer coach will have a laminated pass.

Rule 1.15 Player/Team Commitment – Releases and Transfers

Rule 1.15.1 Seasonal Year Commitment

Any player rostered to a team is bound to that team or club for the entire seasonal year unless the player is released or transferred.

Rule 1.15.2 Reasons for Player Release

A player may be released if he/she has violated NJYSA, USYSA or USSF rules, moves to a new address far from his/her original team, is injured to the extent that he/she can no longer play, or requests to be released. Clubs may not release players without the player's consent except for the above reasons.

Rule 1.15.3 Release Request Procedure

Players who request a release for the purpose of transferring to another team or who does not intend to play soccer during the seasonal year shall make application to the District Commissioner who originally issued his/her player pass, submit his/her existing player pass and follow the directions on the form provided for this purpose on the NJYS website

Rule 1.15.4 Penalty for Transfer

- A. All transferred players, U11 and older, will sit three league games, This is a NJYS requirement unless:
 - a. the transfer is within the same club, or
 - b. the player's family moves 35 miles as proven to the NJYS state office, or
 - c. a club ceases to provide a team in a player's age group in the spring season, or
 - d. in cases of serious problems between a player and their coach which has resulted in charges being investigated by the league.
- B. Authority to approve waivers based on either c. or d. above resides solely with the league's board of directors. There is no automatic approval in these situations. Requests for waivers are considered by the President and the League Registrar. They report the waivers to the board of directors at regularly scheduled Board of Directors meetings.
- C. This three (3) game waiting period begins when the player is rostered to the new team.

1.15.5 Hardship Teams

Normally, teams are limited to adding a maximum of three (3) players who have already rostered on another team(s). Hardship exemptions may be granted to teams which violate the previously stated provisions upon approval of the Travel Area Commissioner and the League President. They generally involve the merging of

two teams within a club when neither has enough to play in the spring season due to players leaving to play other sports. The existing teams are dissolved and a new team is formed. Such teams may be formed for League play only and are not permitted to play in tournaments outside of the Travel Commissioner's area.

1.15.6 Poaching

Poaching is an action by a team or club to induce or attempt to induce a rostered player of any other team to leave the player's present team and play for the team or club during the current seasonal year. Poaching does not apply to inducing players to play for a team in the following seasonal year. All claims of poaching will be heard by the NJYSA Appeals Committee. Penalties for poaching may include suspensions and fines.

Rule 1.16 Game Officials and Assignments

Rule 1.16.1 Assignment of Match Officials

- A. The league does not provide referees. It is the responsibility of clubs to list referees on their club registrations and to make sure that the referees listed attend one of the mandatory preseason referee meetings. If the referees listed on the club registrations do not attend one of the mandatory referee preseason meetings, those clubs will not have sufficient referees to cover their games.
- B. Listed referees are expected to officiate at least five (5) weeks of the season, which will be monitored.
- C. Clubs whose listed referees do not referee the required number of games will see a drop-off in the games that are covered.
- D. MCYSA approved referees are those who have attended one of the mandatory referee meetings and who are approved by the Senior Referee. The Senior Referee will send the Referee Assignor Administrator the list of approved referees. He will send the list on to the Area Referee Assignors. Assignors will only use that list in assigning games. All referees will be assigned using a grading system administered by the Senior Referee. That system will be used by the Area Referee Assignors in assigning referees to games. This will insure that referees are appropriate for the division and flight in which they are working.
- E. By Thursday of each week, the Area Referee Assignors will forward a copy of the home field schedule for their respective areas to which they have added the list of referees assigned for that weekend to the Referee Assignor Administrator, Senior Referee, Discipline Chair, Scheduler-Web Manager, and President.
- F. The League requires that only MCYSA Area Referee Assignors assign MCYSA registered referees to MCYSA sanctioned games. A fine totaling twice the referee fee in effect will be imposed against Clubs found to have used a referee in a game where the Club or its coach contacted a referee directly.
- G. The assigning areas will be determined by the Referee Assignor Administrator, with the approval of the League President.
- H. MCYSA Area Referee Assignors will generally work with other leagues to assign member club's home games. Therefore, a Field Scheduler can request referees from the Morris County Area Referee Assignors for home games for teams placed in other leagues.
- I. Referee assignments will posted on the MCYSA website. This posting will be for informational purposes only and will not replace any part of the referee assignment process. The purpose of this posting is to let the Field Schedulers know whether a referee has been assigned to their games.

Rule 1.16.2 Referee's Relatives

No referee may officiate a game in which an immediate relative is participating. An immediate relative for this purpose is a son/daughter or brother/sister. The Area Referee Assignors will try to avoid such circumstances. If an Area Referee Assignor does not realize or is not made aware that such a relationship exists, the referee being assigned should refuse the game. If for some reason no other referee is available, the Area Referee Assignor will bring the situation to the attention of the League Contacts who can choose to accept the referee or follow the normal procedures used when a referee does not show up for a game.

Rule 1.16.3 Referee's Area / Club

It is expected that the referees that are provided by the clubs and listed in their club registration schedule will not generally officiate games involving their clubs. This may be perceived by some as a conflict of interest. The League also realizes that it may not always be possible to avoid such assignments and still cover all scheduled games. Therefore, this is intended as a statement of desirability to the Area Referee Assignors. Furthermore, no changes will be made to an assignment just to avoid this situation if the assignment provides the proper level of coverage. No penalties will be invoked should such assignments occur.

Rule 1.16.4 Role of the Field Scheduler

At the start of the season the Field Scheduler is responsible to fill out the Home Game Schedule

- a. A couple of weeks after Final Flighting is posted, club Field Schedulers will receive their Home Game Schedules. Their responsibility is to add in the time and field information for their games and make any adjustments that have been agreed upon.
- b. During the season, the Field Scheduler is a club official that submits Schedule Change Requests

Rule 1.16.5 Referee Responsibility

- A. Once a referee has been assigned games by an Area Referee Assignor and accepted the assignment, the referee must contact the home team's Field Scheduler a minimum of thirty-six (36) hours prior to the scheduled game via email.
- B. The referee must:
 - a. Advise the Field Scheduler of their name,
 - b. Provide phone numbers, both home and cell,
 - c. Inform the Field Scheduler of the games that will be covered, and,
 - d. Finally, verify the field assignment and directions on the MCYSA website are correct.
- C. The Field Scheduler's email addresses are available on the MCYSA website as part of the Referee Room.

GAME DAY RULES

Rule 1.1 Playing Rules

All games shall be played in accordance with the "Laws of the Game" as published by FIFA and the USSF, and as modified for youth play by the USYSA and modified and clarified by the League in the this Handbook. Modifications and Clarifications shall also be published as an addendum to the MCYSA Referee Handbook which may be found online at the MCYSA website, www.mcyasa.org. The referee handbook shall be updated periodically as this Handbook is updated. In the event of a conflict between this Handbook and the Referee Handbook, this Handbook shall control

Rule 1.2 The Week of the Game

At a minimum, the home team coach or manager must call the opposing coach or manager no later than Wednesday of the week of a scheduled game to convey information on the location of the game. The time of the game will have already been established in the Home Field Schedule. If you have problems making these arrangements contact your Club President or League Contact first. As a last resort you should contact the 1st Vice President.

Rule 1.3

No Show

- A) A no-show occurs when a club willfully does not show up at a game and there has been no League approval for a change to the scheduled game. Penalties for no-shows are as follows:
- 1) A forfeit to the no-show team A forfeit will result in a 1-0 win to the team not at fault.
 - 2) The club will be fined in the amount of \$100 per infraction plus the applicable referee fee for all referees assigned to the match.
 - 3) The Board of Directors will have the discretion to remove any team from competition for not complying with the League schedule.
- B) A team unable to attend a scheduled game because of an accident, weather, or Act of God should immediately notify the opponent and the Area Referee Assignor, Games Chair and the assigned referee. Each situation will be reviewed by the Games Chair which shall render a decision.
- C) If the visiting or home team is a no-show, MCYSA will pay the referee and collect the fee from the offending club.

Rule 1.4

Forfeits

- A) If one team fails to show up for the game within the allotted grace period, that team forfeits the match.
- B) Only the games chair can declare a forfeit.
- C) A team must submit a game report if the other team fails to appear.. A referee must verify that one team failed to appear by submitting the Referee Online Game Report and a Referee Supplementary Report.
- D) To verify a forfeit of a game where there was no assigned referee present, the clubs League Contact of the team which appeared for the match will send the game card to the Games Chair for verification of the forfeit.
- E) Any team that forfeits a match will be fined \$100 plus the referee fee if a referee had been assigned.
- F) Any club that has multiple forfeits in a single season will be placed on probation by the Board of Directors. If a club has a subsequent forfeit during the probation period, that club will jeopardize its membership in the League.
- G) If the visiting or home team forfeits the match, MCYSA will pay the referee and collect the amount paid, together with the appropriate fine from the offending club..
- H) In addition to the fines, any team that forfeits a match during the season is not eligible to become the flight champion in that season. A team that has a victory because another team forfeited a match is still in contention as a possible flight winner.

Rule 1.5

Referee Fees, Ball Sizes and Game Duration

A summary of the referee fees, ball sizes and game duration is provided below.

DIVISION	DSC (3 Referees)			1 REF	2 Referees			Ball Size	Game Duration
	Total	CR	per AR		Total	CR	AR		
1 - (U19-U17)	\$150	\$70	\$40	\$70	\$110	\$70	\$40	5	90
2 - (U16, U15)	\$150	\$70	\$40	\$70	\$110	\$70	\$40	5	90
3 - (U14, U13)	\$120	\$60	\$30	\$60	\$90	\$60	\$30	5	80
4 - (U12, U11)	\$102	\$50	\$26	\$50	\$76	\$50	\$26	4	70
5 - (U10, U9)	X	X	x	\$50	X	x	x	4	60
6 - (U8)	X	X	x	\$40	X	x	x	3	50

Rule 1.6

Condition of the Field of Play

The home team must check the condition of the field early on game day. If it is unplayable, the following must be notified: opposing team, Area Referee Assignor; assigned referee. This must be done no later than two (2) hours before the scheduled start of the game. Otherwise, the home team and the visiting team are required to appear as scheduled. The referee will then decide whether field conditions are such as to play or abandon the game. If the referee is not notified of a game postponement at least two (2) hours before the scheduled start of the game, the referee must be paid.

Rule 1.7 Game Time Conditions and Game Duration

A) The referee is the final authority on field conditions, markings, nets, corner flags, ball, weather, players and game duration. The referee inspection of the field must include examination of all markings and dimensions. Nets must be in place and tied down and the goals must be properly anchored to the ground. Goals on artificial surface fields must be anchored with sand bags as to render the goals secure; no other goals may be anchored in this manner. If goals are not properly anchored to the ground, no game can take place on that field. Corner flags should be checked for proper height and location. For corner flags used on artificial surface fields, verify that the flags are properly weighted and will not be blown over by the wind. If they are not sufficiently weighted, they can present a hazard to the players. If this condition is found, it must be included in the referee Game Report. Every attempt should be made to allow the game to proceed, but major deficiencies such as broken or dangerous goals, no visible lines, and obvious dangerous objects are not permitted. The field must be safe to the referee's satisfaction. The referee will allow thirty (30) minutes to repair nets, goals or remedy other deficiencies found that may affect the game. If at the end of that time, the referee believes that the field conditions are not safe, the game will not be started. Referees shall report any major deficiency to their referee assignor and the MCYSA Games Chairperson and enter this information on the game report submitted to the League.

B) Under normal circumstances MCYSA games will be played for the durations specified in the table listed in section 8.2 above. However, in the event of a late start or limited day light, it is preferred that referees reduce the periods to two (2) equal halves with the agreement of both coaches. Note that if a game must be shortened, it must be decided prior to its start and noted in your game report.

C) All MCYSA games must at least have a five (5) minute halftime break

D) Allowance is made in either period for all time lost through substitutions; assessment of injury to players; removal of injured players from the field of play for treatment; wasting time; or, any other cause. The allowance for time lost is at the discretion of the referee." This means that the referee is required to add additional time. However, the referee may add one-second or one-minute or whatever time is deemed appropriate due to the particular circumstances. The referee should also consider the time of day, schedule of games that follow, weather and/or field conditions in determining how much, if any time is to be added.

E) If a referee will be adding time to either period, the referee should notify both coaches how much time is being added.

Rule 1.8 Minimum Standards for Clubs

Following are the minimum standards for clubs on game day.

- A) The field(s) is properly lined as provided in the Laws of the Game.
- B) Goal posts are anchored to the ground or weighted for artificial turf fields.
- C) Nets are in good condition.
- D) Nets are properly secured to the goal.

Rule 1.9 Minimum Standards for Teams

Following are the minimum standards for teams on game day:

- A) The corner flags are provided
- B) The home club should provide at least two good game balls that are properly inflated and roundness, with no rough edges or loose panels. It is a good idea to have the additional game ball ready for use in the event the game ball in play is driven far out of bounds
- C) The player and coach passes are in order and laminated
- D) The Game Card properly completed

Rule 1.13

Number of Players

AGE GROUPS	NUMBER OF FIELD PLAYERS	
	Minimum*	Maximum*
Divisions 1- 4 (U19-U13)	7	11
Divisions 5 & 6 (U10-U8)	6	8
* - One of the players MUST be a goalkeeper		

Rule 1.14

Special Rules for Divisions U8, U9 and U10

- A. The field size may be from 60 Yards Long x 40 Yards Wide to a maximum of 70 Yards Long x 50 Yards Wide. The Goal may be from 6 Feet High x 18 Feet Wide to a maximum of 7 Feet High x 21 Feet Wide.
- B. The Penalty Area is 14 Yards from the goal posts to the edge of the Penalty Area and is 14 Yards from the Goal Line to the “top” of the Penalty Area. However, penalty kicks are taken from 12 yards in all age groups.
- C. The Center Circle has an 8 Yard radius.
- D. Substitutions for U9 and U10 – same as in all older age groups
 - a. Substitutes will enter the field of play at the halfway line only after receiving permission from the referee and only after the players they are replacing have left the field. Coaches must have their substitutions well organized in advance at the halfway line and should make every effort to make the substitutions promptly. Do not allow coaches to engage in delaying tactics! Substitutions are unlimited except as noted below, but may be made only with the referee’s permission under the following circumstances:
 - i. By the team taking a throw-in, **or**
 - ii. By either team after a goal, **or**
 - iii. By either team at the end of a half, **or**
 - iv. By either team at a goal kick, **or**
 - v. If play is stopped for an injury, a substitution may be made for the injured player(s); at this time the opposing team may also substitute an equal number of players. (Note that if the coach is called on to the field for an injured player, the player must leave the field. The exception to this is a goalkeeper who is not required to leave the field. Therefore, under this condition the opposing team may not make a substitution.), **or**
 - vi. If a substitution opportunity exists during the stoppage of play when a caution (yellow card) is issued to a player on the field; at this time the opposing team may also substitute on a one-for-one basis.
- E. Substitution for U8
 - a. Substitutions will be unlimited by either team at any stoppage in which normal player substitution would be allowed, but only with the referee's permission.
- F. Offside – U8
 - a. There is no offside in U8. However, coaches are to refrain from deliberately playing or placing players in an offside position in order to attempt to gain an advantage. If, in the judgment of the referee, such an attempt takes place, first address the coach and if it persists the referee may call offside and caution the coach.
- G. Pass Back to and Timewasting by the Goalkeeper – U8, U9 and U10
 - a. Pass Back to Goalkeeper – Due to the age and skill level of the players, the rule against passing the ball back to the goalkeeper will not be enforced.
 - b. Time Wasting by Goalkeeper – Due to the age and skill level of the players, the rule against time wasting by the goalkeeper will not be enforced.
 - c. **Coaches are to refrain from deliberately using the ‘pass back to goalkeeper’ or ‘time wasting by goalkeeper’ to gain an advantage. If, in the judgment of the referee, such attempts take place, the referee will address it with the coach and if it persists the referee may stop play and caution the coach.**

- H. FREE KICKS U8, U9 and U10
 - a. The encroachment distance will be 8 yards.
- I. Throw-Ins – U8, U9, U10
 - a. When a player's commits a foul throw, the player will be told the correct procedure by the referee and allowed to take it over. Should the second attempt also be in violation then the ball will revert to the other team. This will be done for all flights, no matter what the coach's preference is.
- J. Goal Kicks – U8
 - a. Goal kicks may be taken by means of a free kick or a punt. If a punt is taken, it must be taken from within the Goal Area. The punt may be taken by any player on the field; goalkeeper or field player.
- K. Corner Kicks – U8, U9 and U10
 - a. The encroachment distance will be 8 yards.

Rule 1.15

Attire

- A) Every Club is expected to establish a primary color for its uniform shirts and shorts and provide this information to MCYSA. This information will be published online by the league. All teams in the club must wear these club colors as their primary uniform. A club has the right to change its club colors. However, all teams should make the change as quickly as possible.
- B) Clubs should have an alternate color shirt in case of conflict with a visiting team. The home team shall change colors if this happens. If a home team is unable to change colors, the visiting team shall change colors if its players have alternate jerseys. In the unlikely event neither club has an alternate jersey, pinnies may be used as a last resort. All shirts and/or pinnies shall bear a player number.
- C) It is the responsibility of all teams to favorably represent their Clubs by being presentably attired at the games. This envisions a team with identical shirts bearing individual player numbers on the back, shorts, and over-the-calf socks.
- D) As required by FIFA, players are expected to have their shirts tucked in, socks pulled up and shoes tied. The referee has been instructed to enforce all provisions of this section.
- E) Goalkeepers will wear a color to distinguish themselves from the other players, the referee and the assistant referees. They need not wear a numbered jersey. They may wear long pants, gloves, pads, or soft billed cap. Goalkeepers may wear "soft billed" caps with the permission of the referee.
- F) Shoes must be of the soccer type. Baseball cleats are not allowed.
- G) To protect players, and as required by FIFA, shin guards are mandatory for MCYSA competitions. Shin guards must be of proper size – no more than 2" above the ankle and no more than 3" below the knee to be considered age appropriate.
- H) The referee will insure that all players are safely attired as part of the inspection of player equipment before the start of the match.
- I) No player shall be permitted to play while wearing jewelry of any type, except religious items and medical alert devices, all of which shall be taped to the body.
- J) In cold weather, players may wear warm garments under their shirts. Division IV, V. and VI players may wear sweat pants under the shorts. Matching colors are recommended.
- K) Players may wear gloves or knee pads with the permission of the referee. Cut-off sweat pants and such worn beneath the shorts must not extend below the shorts. Slide pants (Spandex) worn under player shorts may extend below the shorts but must match the color of the player's shorts.
- L) Sweat bands, hair ties and such may be worn when the referee determines that they are property secured and do not pose a distraction to others or give an advantage to the wearer.
- M) Medical items such as knee braces may be permitted when no metal is exposed and the referee feels they meet safety requirements. No casts are of any type are allowed, padded or not.
- N) Eyeglasses should be suitable for soccer and must be secured to the players head so as to not present a safety factor to the player or other players on the field. Be sure to ask if they are made of a safety material.
- O) Players may wear headgear made of soft and yielding material. The referees' judgment will determine if the headgear presents a safety factor to the player or others on the field in determining if the headgear may be worn.

P) In cold weather, players may wear warm garments under their shirts. Division 4 (U12-U11), Division 5 (U10-U9) and Division 6 (U8) players may wear sweat pants under their shorts. Matching colors are recommended.

Q) Clear plastic face masks designed to protect the area around the eyes and/or nose are be allowed on the field of play as they present a safety factor to other players.

Rule 1.16 Captains

The coach should assign captains prior to the referee calling for captains to represent their team and participate in the tossing of the coin to determine kickoff/field half. They must understand that their role is to control their team and not represent the team in objecting to referee calls. There is no such thing as a speaking captain.

Rule 1.17 Assistant Referees and Linespersons

If no Assistant Referees have been assigned by the area assignor, each team shall supply one adult as a club linesperson. If only one Assistant Referee is available, a club linesman must be used. In this situation, the Assistant Referee and the club linesman must remain on the same side of the field. Prior to the start of the game, the referee shall meet the club linesmen, express appreciation for their service, emphasize the importance of their jobs and ask them to do their best to keep up with play. Explain out of bounds and tell them that their duty is only to signal that the ball has gone into touch (completely out), but not the direction of the throw-in. Tell them that you will call direction, offside and, of course, all fouls. Also, tell them not to be offended if you overrule any decision they may make. Lastly, be sure to remind them that they are only to act as linesmen and that they must not coach the players.

Rule 1.18 Positioning on the Sides of the Field

- A) The home team will choose which side of the field that both teams and their coaches will occupy as well as which end of the field (on which side of midfield) their players and coaches will be located.
- B) Coaches must remain within the technical area that will be marked near the halfway line or a designated area established by the referee.
- C) The parents and spectators of both teams will occupy the opposite side of the field.

Rule 1.19 Coach and Spectator Conduct

- A) Coaching is to be done within the area as prescribed by the *MCYSA –this Handbook*. This means that coaches must remain in the technical area and may convey tactical instructions to players during the game. Leaving or running the length of the touchline will not be permitted. Encouraging and complimenting players is definitely permissible.
- B) Good sportsmanship is a major objective both on and off the field. MCYSA will take disciplinary action against coaches and clubs who have fan behavior problems. The players, spectators, referee, or assistant referees must not be subjected to poor behavior from the sidelines. If the referee does not get the cooperation of those at the game to conduct themselves in a sporting manner, the referee may terminate the match. The circumstances will be reported to the 1st Vice President, 2nd Vice President and the Senior Referee.
- C) Spectators should stand back from the touchline at least five (5) yards.
- D) No alcoholic beverages of any kind are permitted at League games.

Rule 1.20 Approaching Game Officials

- A) Coaches, assistant coaches, other club personnel and spectators are not be permitted to enter the playing field to approach the game officials before, during, at halftime or at the conclusion of any MCYSA game. Game officials will report such behavior, which will be subject to League disciplinary action.
- B) Club staff or spectators shall not confront game officials in the parking area or any area surrounding the field/complex. Game officials will report such behavior, which will be subject to League disciplinary

action.

Rule 1.21 Post Game Procedures

- A) Handshake
 - 1) The post-game hand shake at the halfway line between opposing teams and coaches is a soccer tradition. It will be observed in MCYSA.
- B) Reporting the Score
 - 1) At the end of the game make sure that the Referee has the correct score recorded on both game cards. Each coach must sign both cards to confirm the game result.
 - 2) The Referee is responsible for mailing the Discipline Report to the Discipline Chair immediately after the game.
 - 3) Referees are to submit the game report section to the Games Chair using the online MCYSA REFEREE GAME REPORT form on the MCYSA website.
 - 4) Be sure to obtain your player passes and coach's passes from the referee.
 - 5) In the event a team does not arrive to play the game, the referee will mail the game report to the Games Chair, or, in the event there was no referee, the coach of the team which was present will mail his/her game report to the Games Chair.
 - 6) Both coaches must report the game results the evening of the game date via the online Score Report and Referee Evaluation on the MCYSA website. (Game Score report and Referee Evaluation are included in the Score Report & Referee Evaluation submission form.) Games not reported within two (2) weeks of the game date will be recorded as unplayed and listed as a Double Forfeit.
 - 7) If a game has not been played, the home team shall contact the Games Chair and will state the reason why the game was not played.
 - 8) If there is no official referee, both coaches must sign and mail their respective game reports. The results listed on the game reports are the official result of the game. Your signature is your acceptance of the score as reported on the game card.
- C) Referee Evaluation Form
 - 1) At check in, the referee shall detach a Referee Evaluation Form from the game card and return it to each coach, having filled in his or her name on the form. If the referee does not do so, ask for it. Coaches are to submit this information online after each game using the Coaches Game Score and Referee Evaluation form. Your comments will be reviewed by the MCYSA Senior Referee.
 - 2) Coaches shall submit the Referee Evaluation to the Senior Referee via the online Score Report and Referee Evaluation form on the MCYSA website. (Game Score report and Referee Evaluation are included in the Score Report & Referee Evaluation submission form.)

Rule 1.22 Incomplete Game

In the event that a game is terminated or abandoned, a decision as to the next course of action will be made by the proper authority. Decision of the proper authorities will be based on the Referee Supplementary Report as submitted by the Center Referee.

Rule 1.23 Game Delays

- A. A grace period grants a delay of fifteen (15) minutes for the home team and thirty (30) minutes for the visiting team in case of late arriving players. However, the game will start as soon as the minimum number of required players has arrived
- B. In some cases where games are played at neutral sites, both teams will in fact be visiting teams.
- C. When a team is traveling, it is expected that everyone knows where the field is and how long it will take to get there.
- D. Everyone should be at the field at least 30 minutes before kick-off to warm up and check-in with the referee.
- E. At the expiration of the grace period and any agreed upon extensions, the referee shall complete the game card indicating that one of the teams did not appear and forward the game card information to the 1st Vice President using the online MCYSA REFEREE GAME REPORT form on the MCYSA website and submit a Referee Supplementary Report.

- F. No game should be started without waiting 30 minutes for the referee.
- G. No game may be abandoned without waiting 30 minutes for the referee.
- H. It should be remembered that the intent of the League is to have the outcome of matches decided on the field of play and not by the capricious application of any part of this rule. On the other hand all teams have a duty to arrive at the field at the appointed time. Delays will cause problems with later games.

Rule 1.24 Payment of Match Officials

- A) Payment of the referee(s) is to be made prior to the start of the game.
- B) Referee fees are split between the two teams for all games.
- C) Each team is responsible for having sufficient funds available for each game.
- D) Coaches are to bring the correct amount. Referees should not be expected to make change.

Rule 1.25 No Referee

- A) U11 to U19 games must be officiated by a currently certified and assigned Grade Eight (8) or better referee. This is why there is an Emergency Assignor.
- B) For U08 to U10 games if the assigned referee does not show within 30 minutes of the scheduled kick-off time or if no referee has been assigned, the opposing coaches must agree to an alternate referee who need not be certified or assigned. If the coaches cannot agree, each coach must officiate for one half of the game. The home coach will officiate the first half and the visiting coach will officiate the second half.

Rule 1.26 Referee's Authority

- A) The referee's authority begins upon arrival at the area of the field of play and continues until he or she has left the area of the field after the game has been completed.
- B) The referee's authority extends to time when the ball is not in play, to temporary suspensions, to the half-time break, and to additional periods of play or kicks from the penalty mark required by the rules of the competition.

DISCIPLINARY REGULATIONS

Rule 1.1 - General

- A) The Board of Directors is authorized to suspend, fine, bar completely, disqualify, or otherwise discipline any player, coach, manager, team assistant, or officer or other official from any competing member team or club for violating League rules or for any action or conduct not in the best interest of soccer or the League.
- B) Based on the recommendations of the Discipline Committee, the Board of Directors has the authority to act on behalf of the League regarding any breach of regulations or rules, or it may refer discussion on any breach of the rules to the Discipline Committee of the NJYSA for review.

Rule 1.2 - Board of Directors Discretionary Power on Suspensions

- A) The Board of Directors may, at its discretion, rule that a specific game shall not count toward the completion of a suspension, if satisfied that the game has been purposely arranged by the club with a view toward enabling the player in question to complete his suspension at a specific time in order to qualify him to play in another specific game.

Rule 1.3 - The Discipline Committee

- A) The MCYSA Discipline Committee consists of up to five (5) individuals. The Committee will be chaired by the 2nd Vice President. The 1st Vice President and Senior Referee will also be members of the Committee. The remaining individuals will be appointed by the League President upon recommendation of the 2nd Vice President. The committee will report to the Board of Directors.
- B) The purpose of the Discipline Committee is to review all submitted referee game reports and to administer disciplinary actions as required. This includes the entire seasonal year and any sanctioned tournaments. If a tournament report is sent to the League concerning a player, coach, manager, team assistant, or club officer, the MCYSA may enforce its discipline policy in League games as a result of the information contained in the report submitted by tournament officials.
- C) The Discipline Committee will provide a report on a weekly basis to the Senior Referee, Area Referee Assignors, and the Referee Assignor Administrator on any suspended players or coaches to insure proper coverage of games.
- D) **The Discipline Committee reserves the right to amend any disciplinary actions as mandated by the League Discipline guidelines if the Committee feels there were extenuating circumstances that led up to the incident and may have contributed to the incident.**

Rule 1.4 - Club Conduct & Discipline

- A) Each club and its officials shall have overall responsibility for conduct of coaches, non-volunteers, managers, assistants, supporters/spectators, etc. and players during the League season.

Rule 1.5 - Team Conduct & Discipline

- A) Each coach is specifically responsible for his own conduct and that of his Assistant Coaches, players and supporters/spectators, on and off the field, before, during and after the game. Failure to exercise this responsibility will result in disciplinary action to the Club, its officials and the coach, which may include expulsion from the League or lesser penalties as determined by the Discipline Committee.

Rule 1.6 - Commencement of Suspensions

- A) All suspensions will commence with the next regularly scheduled game upon being advised by the League Contact.
- B) The League Contact must:
 - 1) Advise the team and or coach of the assessed discipline.
 - 2) Instruct the coaching staff of their responsibility in administering the assessed discipline.
 - 3) Ensure that the assessed discipline is carried out properly.
- C) No player or coach may participate with another team within the League until the suspension has been served with said team.
- D) **All fines must be paid in full before the suspended coach or player may participate in a game. (Exception: if a club is appealing a suspension and the Discipline Committee has not yet made a decision on the appeal.)**
- E)

Rule 1.7 - Notification of Discipline Decision

- A) All information about suspensions and other disciplinary actions affecting clubs, players, coaches and other staff will originate from the Discipline Chair .
- B) The Club's League Contact and President will be notified by phone and email.
- C) The Senior Referee, Area Referee Assignors and the Referee Assignor Administrator will also be notified of any disciplinary issues so the assigned referee(s) may be made aware of the situation and that a referee with the proper experience will be assigned to future games as needed.
- D) All inquiries and communications with the Discipline Chair will be maintained only through the League Contact or if necessary the Club President.
- E) After disciplinary action has been assessed to the club and/or team:
 - 1) For the minimum assessed discipline, the League has the right to advise the Club up to and no later than Saturday 10:00 AM prior to the next scheduled League game. The League expects that the

assessed discipline will then be carried out.

- 2) For extended assessed discipline, the League will give the Club ample time to appeal the assessed discipline.
- 3) After being advised by the League Contact, the coach must comply immediately with the assessed discipline. If this is not done, the suspension will not count and further disciplinary action will be assessed by the League.

Rule 1.8 - Passes

- A) A game in which a player is sent off or a coach is dismissed, that individual's pass will not be returned to the team after the game.
- B) The referee will send the pass to the Discipline Chair.
- C) The Discipline committee will consider possible further action at their weekly meeting based on the Referee Supplementary Report.
- D) Only the League Contact or Club President will be able to retrieve the pass from the Discipline Chair.²

Rule 1.9 - Procedures for Appeal of Disciplinary Action

- A) Please note that all disciplinary actions will go into affect immediately upon notification from the Board of Directors or Discipline Committee with the approval of the Board of Directors. Clubs may only appeal the decision of the Disciplinary Committee if the disciplinary action administered is in excess of the minimum set forth in the handbook, i.e., if the handbook calls for a two game suspension and \$200 fine and the Disciplinary Committee administers a three (3) game suspension and \$400 fine. Only the additional game and \$200 fine can be appealed.
 - 1) Appeals must be made in writing from the Club President or Club League Contact.
 - 2) Appeals shall be mailed to the League President and must be postmarked within three (3) calendar days of notification by the Discipline Committee. **A notification of the intent to appeal may be sent to the Discipline Chair by email in case the mailed appeal is late in arriving.**
 - 3) The appeal must include all information on which the appeal of the decision of the Discipline Committee is based. Failure to supply additional pertinent information will result in the appeal being denied.
 - 4) An appeal fee of \$100 plus any assessed fines must accompany the appeal. The appeal fee and the assessed fine over the minimum will be returned if the appeal is upheld.
- B) Upon receipt of the appeal and \$100 fee, the League President will convene a hearing of the members of the Board of Directors. The Discipline Chair will present all information to the Board of Directors that will be used in making their decision along with any additional information provided as the basis for the appeal by the club. The Board of Directors at that time will decide to convene a formal hearing with the club and affected parties or render a decision at that time based on the information provided.
- C) Any appeal will be handled by the Board of Directors whose decision will be the final authority for the MCYSA.

Rule 1.10 - Cautions (Yellow Cards)

- A) The following table details the points awarded to players and/or coaches receiving a caution.
- B) In all cases where two yellow cards are issued within the same game, regardless of the infraction, will result in an ejection from the game. The player's and/or coaches pass will be sent by the referee to the Discipline Chair along with the Referee Supplementary Report for review by the Discipline Committee for possible further action.

² The League Contact, or if necessary, the Club President may petition the Discipline Chair for the early release of a player's or coach's pass who was sent off for the sole purpose of participation in a USYSA sanctioned tournament.

- C) The points will be doubled for coaches receiving a caution when the center referee is eighteen (18) years of age or younger.

COD E	DESCRIPTION	POINT S	TEAM POINTS	ADDITIONAL POINTS for players, coaches, or teams on Probation	SUSPENS I ON	FINE
UB	Unsporting Behavior	3	—	1	—	—
DT	Dissent by Word or Action	3	—	1	—	—
PI	Persistent Infringement	2	—	—	—	—
DR	Delays Restart	1	—	—	—	—
FRD	Fails to Respect the Required Distance	1	—	—	—	—
E	Re-enters Field Without Permission	2	—	—	—	—
L	Leaves Field Without Permission	1	—	—	—	—

Rule 1.11 - Send-Offs (Red Cards)

- A) The following table details the points awarded to players and/or coaches who has been sent off.
- B) In all cases where a red card is issued, the player's and/or coaches pass will be sent by the referee to the Discipline Chair along with the Referee Supplementary Report for review by the Discipline Committee for possible further action. The exception to this is when a player denies an obvious goal scoring opportunity by handling the ball. In this circumstance, the pass will be returned to the coach.
- C) The points and fines will be doubled for coaches sent off when the center referee is eighteen (18) years of age or younger.

COD E	DESCRIPTION	POINT S	TEAM POINTS	ADDITIONAL POINTS for players or teams on Probation	SUSPENS I ON	FINE
SFP	Serious Foul Play	5	5	1	3 games	\$300
VC	Violent Conduct	7	7	1	4 games	\$500
S	Spitting	5	5	1	2 games	\$200
DGH	Denies the opposing team a goal scoring opportunity by handling the ball	2	2	—	1 game	\$75
DGF	Denies the opposing team a goal scoring opportunity by a direct free kick foul	4	4	—	1 game	\$100
AL	Offensive or abusive language	4	4	—	1 game	\$100
2CT	Subsequent caution	5	5	—	1 game	\$100

Rule 1.12 - Referee Assaults

- A) The following table details the points awarded to anyone involved with an incident involving any game official.
- B) The NJYSA will be notified of any type of Referee Assault. NJYSA will determine what actions will be taken which will be in addition to MCYSA actions.
- C) If these actions occur and involve an official that is eighteen-years of age or younger, the fines and penalties will be doubled.
- D) A report detailing the circumstances will be forwarded to the New Jersey State Disciplinary Committee.

DESCRIPTION	POINTS	TEAM POINTS	ADDITIONAL POINTS for players or teams on Probation	SUSPENSION	FINE
Threatens the referee in any manner	10	5	5	2 games (minimum)	\$300
Assaults the Referee or Assistant Referees in any manner	16	8	8	Season	\$500

Rule 1.13 - Accumulation of Points

- A) The fines and suspensions listed in the following table are in addition to those previously stated.

DESCRIPTION	POINTS	TEAM POINTS	SUSPENSION	FINE
A player or coach accumulating	10 or more	—	Suspended for one (1) game	\$50
A player or coach accumulating	13 or more	—	Suspended for two (2) games and placed on probation.	\$75
A player or coach accumulating	18 or more	—	Suspended for remainder of season.	\$100
A team accumulating	—	15 or more	—	\$100
A team accumulating	—	25 or more	Team placed on probation.	\$200
A team accumulating	—	40 or more	Team suspended for season.	\$400

NOTE – players, staff members or teams on probation need approval from the Board of Directors to return to League play. Players, staff members or teams are only removed from probation when they complete a season without fines or suspensions.

Rule 1.14 - Suspensions

- A) The penalties set forth shall apply to all cards awarded to a player/coach in any League match. For the purposes of determining accumulations and game suspensions, any games that count as part of a

team's official League schedule shall be utilized.

- 1) Final Regular Season Game Send-off – Any player/coach sent off in a final regular season match will serve the suspension during the first League game(s) of the following season regardless of the team on which the player is registered **within MCYSA.**
 - 2) Guidelines for Send-off (current match) – **Players sent off during a match may remain on the bench and will be supervised by a member of the coaching staff until the conclusion of the match**
Coaches sent off from the field are not permitted to watch the game. They must remain outside of the facility premises. Additionally, coaches are not permitted to communicate in any manner with their team, staff, or players during the remainder of the game. Players or coaches returning to the field of play during or directly following the match are subject to additional sanctions.
 - 3) Coaching Staff Suspension Parameters and Restrictions – Any manager, coach, assistant coach, non-volunteer, trainer, or other official bench personnel is prohibited from assuming any official duty at or near the team bench while serving a suspension. Any infringement of this rule may result in the forfeiture of the game and will include discipline for each infraction. Suspended coaches are prohibited from attending any (MCYSA) game for the length of the suspension.
 - 4) Extending a Suspension – In any case the Board of Directors reserves the right to impose suspensions beyond any of these parameters for offenses deemed to be particularly violent and against the spirit of the game.
- B) If a player or any carded staff member is involved in starting an altercation for the second time in a season, they will be suspended for the remainder of the season as a minimum punishment and the fine will be doubled.
- C) If a coach or other staff member is suspended for a second time in a season, that person will be suspended for the remainder of the season.

Rule 1.15 - Probation

- A) Clubs, players, managers, coaches, team assistants, or officers from any member team or club may be placed on probation by the Board of Directors, or the Discipline Committee with approval of the Board of Directors.
- B) Individuals or Clubs placed on probation will be subject to the terms and conditions of continued participation in League as determined by the Board of Directors, or the Discipline Committee with approval of the Board of Directors.
- C) The length of the probation shall also be determined and specified by the Board of Directors, or the Discipline Committee with approval of the Board of Directors.

Rule 1.16 - Scandalous Conduct

- A) The Board of Directors may suspend for an indefinite period and/or impose a fine on any officer, manager, coach, or player of a member club guilty of gross misbehavior in public, including intoxication, drug use, fighting, quarreling, indecency, or other scandalous conduct whether on or off the playing field when such conduct is, in the Board of Directors's opinion, prejudicial to the best interests of the sport of soccer or the League.

Rule 1.17 - Moral Turpitude

- A) Any player or official of any member club or the League who shall be convicted of a felony or who shall have been found by the League to have conducted themselves in a manner detrimental to the best interests of soccer or the League may be declared by the Board of Directors to be suspended for such period of time as the League shall deem to be appropriate.

Rule 1.18 - Vandalism / Destruction of Property

- A) No player, manager, officer, or representative of a club shall intentionally damage or destroy the physical property of another club.

Rule 1.19 - Other Misconduct

- A) Nothing contained in this rule will be construed as exclusively defining or otherwise limiting conduct,

acts, transactions, or practices that are not in the best interests of the sport of soccer or of the League. Any and all other conducts, acts, transactions, or practices which are not in the best interests of soccer or the League are prohibited and will be subject to such penalties imposed by the Board of Directors such as permanent ineligibility, ineligibility for a period of time, suspension of voting rights, suspension from playing, or suspension of an individual from sitting on a committee or governing body, as the facts in the particular case may warrant.

- B) Removing a team from the field after a game has started without the permission of the referee is a most serious offense. The penalty for such action will be to suspend the coach for the balance of the season with a minimum of five games and a minimum fine of \$250 to the club.

PROTESTS

Protesting a Game

If a team feels that there has been some action that affects the game result, they may protest this action to the League.

- A) Where the protest concerns a game that was played, as opposed to a forfeit, it is important this be noted in the game report for the protest to be upheld.
- B) If a coach plans on protesting a game, the referee must be notified at the end of the game. The referee will note this on his Game Report and file a Supplementary Report, which is sent to the League Senior Referee.
- C) Protests should be discussed at the Club level and with your Club Officers.
- D) All protests must be filed by the Club through its President or League Contact and not the coach of the team or any other team member.
- E) Grounds for a protest are varied but do not include judgment decisions of a referee. However, a mis-application of the Laws is valid grounds for a protest. If a mis-application of the Laws results in the replaying of a game, the League will pay the referee fee for the replayed game.
- F) All protests will be handled by the Board of Directors whose decision will be the final.
- G) There will be no protests of Division 6 (U08) or Division 5 (U09 and U10) games.
- H) If a club decides to file a protest:
 - 1) The protest must be emailed to the League's 1st Vice President and the Senior Referee within three (3) calendar days of the game.
 - 2) The protest fee of \$100 mailed to the Games Chair) and must be post marked no later than three (3) calendar days of the game.
 - 3) A copy of the protest must also be submitted to the League President for presentation to the Board of Directors.
 - 4) If upheld, the protest fee will be returned.
 - 5) If the protest is not properly submitted, it will not be considered by MCYSA and the fee returned.
 - (
 - a)
 - b)
 - c)
 - d)
 - 6) If the Board of Directors does not uphold the protest, the protest fee of \$100 will not be returned.

APPEALING DECISIONS OF THE BOARD OF DIRECTORS

All adverse decisions by the Board of Directors are subject to appeal to a higher authority. However, the MCYSA decision will stand unless a higher authority reverses the MCYSA action. If you wish to appeal a MCYSA decision, the North Area Commissioner must be contacted.

USYSA Rules

You should be aware that USYSA rules provide that:

- A) No official, club, league, team, coach, referee, player, or their representative may invoke the aid of the Courts of any State or the United States without first exhausting all available remedies within the appropriate soccer organizations.
- B) Any party who seeks the aid of the courts shall be subject to the sanctions of suspension and fines, and shall be liable to the MCYSA for all expenses incurred by the MCYSA and its officers in defending each court action, including but not limited to the following:
 - 1) Court Costs
 - 2) Attorney's fees
 - 3) Reasonable compensation for the time spent by MCYSA officers in responding to and defending against allegations in the action, including responses to discovery and court appearance.
 - 4) Appeals must be made in writing and you must send a copy of your appeal to MCYSA.

INSURANCE

Coverage

- A) All member clubs (Full, Associated or Affiliated) are covered for liability and medical insurance for each of its teams. Coverage is provided by the New Jersey State Youth Soccer Association (NJYSA). The liability policy is a \$2 million liability insurance policy that protects players, coaches, clubs and other officials. The medical policy limits are \$100,000 per accident with a \$500 deductible. There is also a \$2,000 dental benefit. The coverage is secondary to the injured person's own medical insurance. The player pass packet fee includes the cost of this insurance. A medical claim form is included in each player pass packet.