

**WEST CONTRA COSTA YOUTH SOCCER LEAGUE, INC.
POLICIES & PROCEDURES MANUAL**

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TABLE OF CONTENTS

Preamble: Mission/ Vision Statement

Article 1: Purpose

Article 2: Responsibilities

Article 3: Registration

Article 4: Fees and Refunds

Article 5: Team Formation and Playing Requirements

Article 6: Coaches – Requirements

Article 7: Modified Rules of Play

Article 8: Member Discipline

Article 9: Uniforms

Article 10: Activities

Article 11: Fundraising

Article 12: Tournaments

Article 13: Compensation – Registrar, Referees, Contactors, Field Set up

Mission/ Vision Statement

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

Our guiding principles are:

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

ARTICLE 1: PURPOSE

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

ARTICLE 2: RESPONSIBILITIES

- A. It is the responsibility of each member and each player to conduct him/herself in such a manner as to comply with all the rules of USYSA, CYSA, USCS, NCPS, USClub and WCCYSL. Any member or player acting in any manner on or off the playing field which brings disrepute to WCCYSL or disrupts or impairs its operation shall be subject to reprimand, suspension, or expulsion upon a recommendation of the Executive Board.
- B. WCCYSL is a not-for-profit corporation run by its members who volunteer as administrators, coaches, team coordinators, etc. Registration and participation in WCCYSL activities implies acceptance of an obligation for players' parents or guardians to perform their volunteer services or pay annual fees as established by the Board of Directors in lieu of such services. The WCCYSL Volunteer Program shall be reviewed and published annually.
- C. Board of Directors shall be comprised by those Directors previously outlined in the bylaws:
Executive Board:
 1. President
 2. Vice President
 3. Treasurer
 4. Secretary
 5. Director – Competitive Program
 6. Director – Referees
 7. Technical Director
General Board:
 8. Director - Fields
 9. Director – Equipment
 10. Director(s) – Recreational Teams
 11. Director – Scheduling
 12. Director(s) – Registration (If paid, Registrar is not a voting board position)
 13. Director – Communications / Publicity
 14. Immediate Past President

Clarification of Director – Recreational Teams above:

15. Director – U6 Teams
16. Director – U8 Teams
17. Director – U10 Teams
18. Director – U12 and above Teams

Additional Board of Directors positions may be approved and filled including:

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

- D. The Executive Board shall bear responsibility for assuring the league fulfills fiduciary, civil and statutory requirements incumbent on the corporation. This includes interpretation and evaluation of rules set by associated organizations (CYSA, USYSA, USCS, CNRA, USClub etc.) The Executive Board shall review such rules and regulations and develop recommendations to the Board of Directors for appropriate implementation. In addition to those responsibilities set forth in the league bylaws, executive positions include the following:
1. President shall have oversight for all league operations to ensure consistency with statute, league bylaws, policies, procedures and Board directives.
 2. Vice President shall have oversight for the operation of the recreational program and play within the league.
 3. Treasurer will track annual expenditures and provide an annual budgeting report to the Board.
 4. Secretary will maintain transactional records of the Executive and General Board.
 5. Competitive Director shall have oversight for the operation of the competitive program and play within the league.
 6. Director of Referees shall have oversight for the operation of the league referee program and provide interpretation of the Laws of the Game as they pertain to League operations.
 7. The Technical Director shall provide guidance to the other Directors regarding the game of Soccer.

ARTICLE 3: REGISTRATION

- A. All players shall be duly registered with WCCYSL before they can participate in League functions.
1. All registrants are required to submit a properly completed application form, signed by a parent or guardian; it must be accompanied by the registration fee, a current wallet-size photo, a copy of a birth certificate or passport as proof of age and a current Registration Agreement signed by a parent or guardian.
 2. Birth certificate copies will be kept by the registrar in the CYSA designated online storage and only need to be submitted by new WCCYSL registrants except in special circumstances.
 3. Falsification of any paperwork or records, or failure to provide such records shall be grounds for disbarment from further participation and/ or membership in WCCYSL subject to a recommendation from the Executive Board.

- B. All adult volunteers involved directly with WCCYSL youth shall be duly registered with WCCYSL prior to participating in any league function.
 - 1. Every volunteer working directly with WCCYSL players in any capacity shall complete an approved registration and disclosure form.
 - a. Approved registration consists of a CYSA Official Disclosure Form 1628 and/or a US Club Soccer online Volunteer Application/Disclosure Statement, finger printing is required.
 - 2. No individual shall be authorized to act in any official capacity for WCCYSL as a member of the Board, coach, assistant coach, team manager or trainer without a duly executed volunteer registration as described in Article 3(B)1.
- C. Open registration for the fall season will be publicized in the league website and via phone tree, flyers distributed at local schools, newspaper ads and banners and other appropriate means approved by the Board.
 - 1. The league will conduct several registration sessions for the fall season. The waiting list will start the day after the final registration for each season.
 - 2. All registrants from these sessions will be placed on teams per Article 5, subject to the availability of qualified coaches and fields. In the event that players are not placed on a team, those properly registered players shall be given priority for team placement over waiting list applicants.
 - 3. Coaches may not request specific players to be placed on his/her team other than his/her own children.
 - 4. Parents or players may not request and should not expect to play with a specific coach or team. Parents may request that their child not be assigned to a specific coach. The request is to be directed to the appropriate Director of Teams and is to include valid reason of the request. Parents are allowed to request that a child be placed on the same team along with a designated "buddy." Players may only be linked to one buddy. Following the last registration the Director of Team will maintain a waiting list of interested prospects.
 - a. Waiting list players have no guarantee that they will be placed on a team.
 - b. Waiting list players will be offered places on teams in the order in which they were placed on the list.
 - c. Coaches may not request specific players from the waiting list.
- D. For the spring season, fall players will be notified of registration dates through the newsletter, website or phone tree.
 - 1. Inclusion in spring league is subject to availability of qualified coaches and fields.
 - 2. The board shall determine the structure of spring team formation dependent upon registration and consistent with Article 8.
 - 3. Competitive players who register for spring play will be placed on recreational teams with the intention of balancing team playing ability throughout the flight. Competitive players from one team may or may not be placed on the same recreational team to accomplish this balance.
 - 4. Following the last registration the Director of Team will maintain a waiting list of interested prospects.
 - 5. Spring waiting list criteria shall be the same as the fall waiting list.
- E. All interested youth are welcome to register in WCCYSL and there shall be no discrimination based on race, religion, ethnicity, gender, school, or playing abilities.
 - A. Children with special needs will be included with these stipulations: ??
 - a. At registration the parents must explain in writing the specific needs of the child;

- b. The parents must agree to attend all practices and games if requested to do so by the coach or league officials;
 - c. The parents must acknowledge the fact that WCCYSL organizes a program which has the "team" concept as its backbone, and any child who lacks the ability to function as part of a team at any given level may be removed from the team at the recommendation of the coach or coordinator and issued a full refund.
 - d. Although every consideration will be made to allow special needs players to participate there may be instances where the players need's may prohibit participation. The board should review each player by case-by-case basis.
- F. Registration for competitive level teams will be conducted under the direction of the DOC in accordance with USClub and CYSA guidelines and timetable

ARTICLE 4: FEES AND REFUNDS

- A. Fees for player registration shall be set by the Board of Directors as part of the budgeting process in January of each new year.
- 1. Players who cannot pay the registration fee may have their parents or guardians request financial assistance.
 - a. The Board will determine annually the maximum amount of financial assistance available as well as the Financial Assistance Process.
 - b. In addition to completion of the financial assistance package the parent or guardian is to be signed up on the league volunteer list.
 - c. Treasurer will provide the available financial assistance amount to the board for approval as part of the annual budgeting process.
 - d. The Financial Assistance procedures and application are to be made available on the WCCYSL website.
- B. Requests for refunds must be made in writing to the Director of Teams then reviewed for approval by the Executive Board. Email will suffice as a written request. All refunds require proof of payment presented by the parent.
- 1. A full refund will be granted where the league is unable to place a child on a team roster in accordance with the rules for team formation, Article 5.
 - 2. Prior to August 1st for all players, refunds will be granted routinely for cause only, minus a \$20 processing fee.
 - Acceptable cause is limited to:
 - a. Player injury or health reasons – doctor's statement may be requested.
 - b. Moving out of WCCYSL service area- proof of new residence may be requested.
 - c. For Fall Season, prior to August 1st for all players, refunds without cause will have 50% withheld to cover all league registration fees.
 - 3. Refunds after August 1st, may be obtained for extraordinary circumstances only. Approval and amount determined requires 2/3 majority of the Board of Directors at a regularly scheduled board meeting.
 - 4. No refunds shall be given for spring season after the first weekend of matched played.
- C. The children, wards or dependents of any person who dies while an officially rostered coach, assistant coach, or team manager of any WCCYSL team, or while a board member of WCCYSL, shall receive a Memorial Scholarship for all routine fees related to any subsequent play on a WCCYSL team for the duration of their CYSA or US Club eligibility.

1. The memorial scholarship shall cover 100% of CYSA registration fees, WCCYSL registration fees and competitive fees as necessary. Individual team fees and uniforms are not covered by these scholarships.
2. Memorial scholarships apply only to play on WCCYSL recreational or competitive teams.
3. Registrar shall maintain a list of players eligible for Memorial Scholarships and advise the Treasurer accordingly at each registration.
4. A Special Circumstances Scholarship serving the intent of this section may be implemented in cases of disability by a simple majority vote of the BOD.
5. It is the intent of the Memorial Scholarship that WCCYSL honor any volunteer who dies or becomes disabled while in active service to the league by providing all subsequent league services free of charge to the immediate family of such persons.

ARTICLE 5: TEAM FORMATION AND PLAYING REQUIREMENTS

- A. Competitive teams shall be formed annually by a tryout process.
 1. Open tryout sessions will be held in the spring and will be publicized through the league website, newsletters, personal letters, and email.
 2. All players (i.e., WCCYSL or others) are welcome to try out.
 3. All players interested in competitive team play must attend at least two open try out; players should be encouraged to attend all sessions for the most complete evaluation. This includes current players and players who have played on a competitive team in previous years.
 4. Players who willingly ignore the tryout process will be prohibited from playing on a competitive team. Players unable to attend tryouts must submit a valid written excuse to the Competitive Director within 30 days after the conclusion of tryouts. Any coaches/members found who advises players not to attend tryouts will be subject to disciplinary action by the Board.
 5. Competitive team players will be selected based on the tryout evaluation by team's coach, Competitive Director and Technical Director; the Competitive Director has final approval of all team rosters.
 6. Team formation results will be presented to the board for approval by the Competitive Director
 7. Players should play in their age group (either single-age or double year, depending on the team level), but exceptions may be made as follows:
 - a. A player who wishes to tryout to play up must try out in his/her own age group first. The player must inform the Competitive Director at tryouts and submit a written statement explaining why he/she wishes to play up. Permission to try out for the older age group will be given at the Director's discretion. The player must then attend the older age group try out in which he/she intends to petition to be allowed to play.
 - b. No player may play up in age group without the concurrence of the player, parents, coach, Competitive Director and Technical Director.
 8. No coach may contact a competitive rostered player and suggest that he/she leave his/her age group to play up to that coach's team; such behavior would result in disciplinary action including possible loss of coaching privilege. Any such discussions must be initiated by the Competitive Director.
 9. A coach/player who is interested in transferring from a rostered competitive team after team formation must contact the Competitive Director rather than the player, parents, or current coach. The Director will contact the player, parents and current coach on the outcome that is most favorable to the program and player.

10. Coaches should be selective on the players whom they intend to compete with; removing a player from a competitive roster after the player has been notified of acceptance to a team is prohibited except for cause and must have prior approval of the Competitive Director.
11. The league will attempt to form the most competitive team possible in each single age group U9-U19 (in each gender), and other less-competitive teams in each age group and gender.
 - A. Permission to move from a team to another may be given to a player upon request and is at the discretion of the Competitive Director and Technical Director.
 - a. The player or parent must notify the Competitive Director of the decision to decline.
 - b. Subsequent placement on another team is contingent upon the review and approval of the Competitive Director and Technical director.
12. Coaches must apply annually by January 1st for U9-U12 and February 1st for older age group for a competitive coaching position, requesting an age, gender and playing division. Applications will be evaluated and candidates will be nominated by Competitive Director for endorsement by the board.
13. Determining coach precedence:
A coach is defined as most qualified within each age/gender group (for the year in which they are applying) in the following order based upon previous years of service:
 - a. Coach for most competitive team (If all else is equal, the license level)
 - b. Coach for less-competitive team (If all is equal, then previous year's coaching level)
 - c. Coach for REC (If all else is equal, the years of consecutive coaching service)
 - d. The Competitive Director has the option of utilizing additional criteria in determining a coach's precedence.
14. Team formation:
 - a. Teams shall be defined as containing an average of 15 players (min of 13 to a max of 18), except U10 teams shall have a preferred average of 12 players (min of 10 to a max of 14).
 - b. The number of teams formed shall be guided by the number of qualified players per age group/gender at tryouts:

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

- c. Selection of players and preliminary team rosters shall be developed in a timely manner.
 1. The Competitive Director shall maintain a list of names and phone contacts for all players attending tryouts. A copy of the list will be given to the head coach of each team within a particular age group.
 2. Prior to annual tryouts, the Competitive Director shall set a date for the team formation meeting. The meeting shall take place within the conclusion of tryouts for an age group.
 3. All coaches will provide a list of their selected players to lower precedence coaches at the conclusion of tryouts.
 4. All preliminary player selection will be submitted to the Competitive Director prior to the team formation meeting.
 5. Preliminary rosters shall be finalized during the team formation meeting.

6. Any changes to rosters after the team formation meeting must initiate through the Competitive Director and may be designated as adds or transfers to be processed after June 15th.
 - d. All players attending tryouts shall be notified of selection or non-selection to a competitive team.
 1. Each coach is responsible for notification of selected players and obtaining the player's agreement to selection prior to submission of the preliminary roster.
 2. Players refusing appointment to a competitive team shall be referred to Competitive Director for subsequent placement on another team, contingent upon the review and approval of the Competitive Director and Technical director. the coach next in precedence for possible selection.
 3. Players who are selected during the team formation meeting shall be notified by their new coach within 72 hours after the meeting.
 4. The Competitive Director will notify all unselected players remaining in the age group.
 - e. Those players not selected to a competitive team shall have the option to play on a recreational team provided a recreational team can be formed.
15. Teams at U16 and above level playing in recreational division at the discretion of the Board may be under the direction of the competitive program and it's Director.
- a. Coaches in this group are considered "recreational coaches" rather than "competitive division" coaches.
 - b. Players are assigned to these teams by geographical criteria unless there are 2 coaches from the same area, in which case an alternating blind draw will be held.

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

1. Timeline:
 - a. All Directors of Teams shall submit their age group team rosters to the registrar by date establish by the board on its annual calendar.
 - b. A copy of the team roster and player medical releases shall be distributed by the Director of Teams to the coaches at least a week prior to August 1st.
 - c. Coaches must inform players of team placement by August 1st.
 - d. Coaches must notify their Director of Teams which players will not be participating by August 2nd.
 - e. Practices may begin on but not prior to August 1st due to CYSA insurance regulations.
 - f. Calling of waiting list players shall begin August 2nd.
2. U6 (CO-ED), U8 (BOYS AND GIRLS) TEAMS
 - a. All teams will be formed by the respective Director of Teams and at least one other Board member. Intention is to keep teams age pure with U5 separate from U6, and U7 separate from U8 in all cases where registration numbers permit.
 - b. Head Coaches can choose one (1) associated Assistant Coach and that coach's child will be pre-assigned to that team. Their children will be considered each other's buddies (per section 2 c. 1)
 - c. The remaining players will be assigned to the teams using the following factors, in the order listed:
 1. Age
 2. Gender (except U5 and U6 which is co-ed)
 3. Skill level of the player
 4. Returning / new players (to balance number of new players assigned per team)

- 5. One buddy for U5 and U6 ONLY – this is a reciprocal buddy by prior agreement (i.e.: player A chooses player B and player B chooses player A).
 - d. Parents who volunteer as unassociated Assistant Coaches will be assigned to teams without an assistant coach. Assignments will be made according to the terms listed above.
 - e. No player trades are allowed. No other pre-assignment of players will occur.
 - f. U6 teams have minimum 8 players and maximum 12 players on a roster with the intent that every player present plays at least half the minutes of each game.
 - g. U8 teams have minimum 10 players and maximum 14 players on a roster with the intent that every player present plays at least half the minutes of each game.
 - h. It is WCCYSL policy that each player plays at least half the minutes of each game.
3. U10 RECREATIONAL TEAMS (BOYS AND GIRLS)
- All coaches and assistant coaches shall be approved by the board, prior to team formation with input from the coordinators and direction from the Vice President. In the interest of fair play the Vice President reserves the right to reassign players in order to balance the teams.
- a. Head coaches can choose one (1) associated Assistant Coach and that coach's child will be pre-assigned to that coach. No other preassignment will occur.
 - b. All teams will be formed by the Director of Teams and at least one other board member using the team formation factors listed below.
 - c. The team formation factors in setting up teams will be considered in the following order:
 - 1. Age
 - 2. Gender
 - 3. Skill level of the player
 - 4. Returning / new players (to balance number of new players assigned per team)
 - g. No player trades are allowed.
 - h. U10 teams have minimum 11 players and maximum 14 players on a roster with the intent that every player present plays at least half the minutes of each game.
 - i. It is WCCYSL policy that each player plays at least half the minutes of each game.
4. U12 & U14 TEAM FORMATION
- All coaches and assistant coaches shall be approved by the board, prior to team formation with input from the coordinators and direction from the Vice President. In the interest of fair play the Vice President reserves the right to re-assign players in order to balance the teams.
- a. For U12 and U14 age groups only, all returning players to these groups will be placed in an open draw using the team formation factors. It is understood U10 players moving into U12 shall be placed in the open draw using the team formation factors.
 - b. Requests are not a guarantee of team placement since other considerations may occur. (eg. The previous year's coach moving up to the next age division while the requesting player does not.) In such cases, rules for younger players playing up shall govern.
 - c. After teams have been formed, coaches who are concerned that they do not have enough players can report that concern to the Director of Teams.
 - i. Players may not be placed from the waiting list until August. During August, the Director of Teams will assign players from the waiting list.
 - ii. Players will be assigned to teams by the Director of Teams according to the factors above.
 - iii. New teams shall not be formed from the waiting list.

- d. U12 and U14 teams have minimum 13 players and maximum 16 players on a roster with the intent that every player present plays at least half the minutes of each game.
- C. PLAYING AGE GROUP
- Players in the recreational division will play in their age group, with the following exceptions:
- a. A qualified coaching parent may request to move one child up to the older child's team (of which he/she is coach); subject to Director of Team.
 - b. A parent requesting that a child play in a different age group must show justification for the exception:
 - i. Present written documentation of developmental delays, disability, etc. (For requests to play down.)
 - ii. Demonstrate skill differential sufficient to warrant play outside normal age group. (For requests to play up.)
 - c. The Director of Teams will review the information and present a recommendation to the Executive Board.
 - d. All exceptions must be approved by a majority vote of the Board.

D. TEAM RULES

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

ARTICLE 6: COACHES – REQUIREMENTS

- A. All coaches serve at the pleasure of the WCCYSL membership as represented by the Board of Directors.
 - 1. All coaches shall abide by the philosophy and the bylaws, rules, and procedures of the WCCYSL/FCA, USYSA, USCS, CYSA/CalNorth, and NorCal Premier
 - a. Failure to do so may result in removal from the coaching position, or disbarment from future participation as a coach.
 - i. Revocation of coaching privileges under Article 2(A) is by recommendation of the Executive Board and may be effective immediately.
 - ii. Formal probation, disbarment or suspension under all other rules shall require a majority vote of the Board of Directors in accordance with Article 8 herein.
 - 2. All prospective coaches will complete a “coaching application form” and submit it to the appropriate Director of Teams.
 - 3. Criminal screening will be done on all coach's applications and required finger printing.
 - 4. Each Director of Teams shall provide the Board a list of volunteer coach names. All coaching volunteers shall be approved by the Board of Directors prior to being assigned to a WCCYSL team.
- B. All coaches shall be at least 18 years of age. Youths under 18 years of age may participate as trainers for teams but must always be accompanied by a rostered adult team official. The youth shall be rostered on the team as a trainer.
- C. Recreation coaches must hold a minimum “F” national license or equivalent licenses.
- D. A coach may head coach only one team (competitive and/ or recreational); he/she may serve as an assistant coach for the second team.
- E. Coaches are required to attend WCCYSL sponsored meetings and clinics.
 - 1. If unable to attend a meeting, a coach should send another representative from the team. The league will pay registration fees for coaches to attend any approved/certify coaching clinics. To be eligible for national clinic fees, the coach shall have had one year of coaching

- service to WCCYSL and make a commitment of at least one additional year of service post clinic.
2. The Director of Player/ Coach Development (Technical Director) will organize workshops and clinics for the coaches.
 3. Coaches are required to attend at least one clinic per season and are incentivized to attend additional clinics. Coaches who do not attend a clinic risk losing the team to a more qualified person at the discretion of the Board of Directors.
- F. Competitive division coaches shall be of the highest level of coaching and playing experience as possible, and must have a history of coaching in a developmental and sportsmanlike manner.
1. All competitive coaching positions are open to new applicants each year.
 2. Entry-level coaches may be assigned to coach competitive division teams, but priority shall be given to the more experienced coaches.
 3. Competitive division coaches must hold a minimum "E" national license or equivalent licenses.
 4. Competitive division coaches shall demonstrate their eagerness to improve their coaching skills by attending workshops and clinics; failure to do so will jeopardize their future coaching opportunities.
 5. The Competitive Director will present a list of all coach applicants and his/her recommendations to the Board of Directors. Each coach shall require a majority vote of the Board for approval before assigned to a team.

ARTICLE 7: MODIFIED RULES OF PLAY for Recreational Teams

- A. General Principles
- a. FIFA rules are modified for house soccer and the rules change with each age group
 - b. Coaches are to control the sidelines
 - c. All spectators must stay along the touchline (sidelines) within the technical area if so marked. (NO ONE is allowed behind the goal line)
 - d. All spectators must stay 4 feet back from touchline (sideline)
 - e. Recreational teams sportsmanship rule: If ahead by 4 goals, leading coach must adjust to limit goal disparity (pull players, change positions, etc.)
 - f. Parents should cheer and encourage the players, but not instruct players. (Let the coaches coach)
 - g. Players - no jewelry or hard casts are permitted; shin guards must be covered by socks; shoes may not have toe cleats. Any item deemed by the assigned referee to pose a danger to the player or other players is not permitted.
- B. The U5 & U6 Game
- a. 8 min quarters (2 min substitution breaks & 4 min halftime)
 - b. No throw-ins (kick-ins replace throw-ins), No direct kicks, No penalty kicks, No offsides will be called
 - c. 3 players on field (roster size min 8, max 10 players)
 - d. No designated goalkeeper
 - e. Coaches (1 per team) may be on field for instruction only (do not handle ball or direct players)
 - f. Size 3 ball
 - g. Substitutions should be control by the coach
 - h. Kickoff
 - i. Kicker may NOT touch ball twice
 - ii. Goal may not be scored from a kickoff.

- i. Indirect Free Kick
 - i. Blatant handball
 - ii. A goal may not be scored unless touched by another player

C. The U7&8 Game

- a. 10 min quarters (2 min substitution breaks and 4 min halftime)
- b. Offside apply – only blatant offenses will be called.
- c. No direct kicks. No penalty kicks.
- d. 7 players on field – includes designated goalkeeper.
- e. Size 3 ball
- f. Substitutions
 - i. At quarters and halftimes
 - ii. With the REFEREE'S permission prior to a throw-in (either team) or a goal kick
 - iii. With the REFEREE'S permission after a goal, stoppage of play due to injury or stoppage of play to caution (cautioned player only).
- g. Kickoff
 - i. Kicker may NOT touch ball twice
 - ii. Goal may be scored from a kickoff only if touched by another player first
- h. Indirect Free Kick
 - i. Dangerous play; Obstructs an opponent; One player touches ball twice on a free kick; Charging the goalkeeper
 - ii. A goal may not be scored unless touched by another player
- i. Throw-Ins
 - i. Both feet must be on or behind the sideline with BOTH feet touching the ground and the ball thrown with both hands over the head
 - ii. One retry given with instruction.
- j. Offside
 - i. Player is closer to goal line than ball w/out 2 defenders between him & goal & is involved in play
 - ii. No offside when received from a throw-in, corner kick or goal kick
 - iii. Player must be in an obvious offside position at time of kick.
- k. Referees – Only a Center Referee is required

D. The U9 & U10 Game

- a. 25 min halves with 5 min halftime –no quarters
- b. Offside apply
- c. No direct kicks, No penalty kicks
- d. 8 players on field – includes designated goalkeeper
- e. Size 4 ball
- f. Substitutions
 - i. At halftimes
 - ii. With the REFEREE'S permission prior to a throw-in (either team) or a goal kick
 - iii. With the REFEREE'S permission after a goal, stoppage of play due to injury or stoppage of play to caution (cautioned player only).
- g. Kickoff
 - i. Kicker may NOT touch ball twice
 - ii. Goal may be scored from a kickoff

- h. Indirect Free Kick
 - i. Dangerous play; Obstructs an opponent; One player touches ball twice on a free kick; Charging the goalkeeper; Goalkeeper controls the ball for more than 6 seconds
 - ii. A goal may not be scored unless touched by another player
- i. Throw-Ins
 - i. Both feet must be on or behind the sideline with BOTH feet touching the ground when the ball is released and the ball thrown with both hands over the head
- j. Offside
 - i. Player is closer to goal line than ball w/out 2 defenders between him and goal and is involved in play
 - ii. No offside when received from a throw-in, corner kick or goal kick
- k. Referees – A center referee and one assistant referee should officiate each match

E. The U11 & U12 Game

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

F. The U14 Game

- a. 35 min halves with 5 min halftime
- b. Offside apply
- c. Direct kicks & Penalty kicks apply
- d. 11 players on field – includes designated goalkeeper

- e. Size 5 ball
- f. Substitutions
 - i. At halftimes
 - ii. With the REFEREE'S permission prior to a throw-in (either team) or a goal kick and after a goal, stoppage of play due to injury or stoppage of play to caution (cautioned player only).
- g. Kickoff
 - i. Kicker may NOT touch ball twice
 - ii. Goal may be scored from a kickoff
- h. Indirect Free Kick
 - i. Dangerous play; Obstructs an opponent; One player touches ball twice on a free kick; Charging the goalkeeper; Goalkeeper controls the ball for more than 6 seconds
 - ii. A goal may not be scored unless touched by another player
- i. Throw-Ins
 - i. Both feet must be on or behind the sideline with BOTH feet touching the ground when the ball is released and the ball thrown with both hands over the head
- j. Offside
 - i. Player is closer to goal line than ball w/out 2 defenders between him and goal and is involved in play

ARTICLE 8: MEMBER DISCIPLINE – TEAMS/SPECTATORS

- A. All complaints involving coaches, other team officials, players, trainers, league members or spectators (i.e., violation of league Policies and Procedures through behavior, actions or words) received by or observed by any members of the Board of Directors must be investigated by the Disciplinary Committee.
- B. All concerns regarding coaches, other team officials, trainers or WCCYSL referees regarding their knowledge of soccer shall be evaluated by either the Director of Competitive Program, the Vice-President or Director of Referees respectively.
- C. All complaints or concerns must be acknowledged within 10 days of receipt/observation and addressed no later than the second regularly-scheduled Board meeting. For all complaints/concerns submitted, the Committee must report its findings at the board meeting for vote by the Board. Any disciplinary action shall be enforced under the direction of the appropriate Director.
- D. Disciplinary Action recommended by the Committee may range from written reprimand to suspension from participation in league activities or expulsion from the league for the accused. Disciplinary Action should mirror that imposed by NorCal PAD or CYSA Disciplinary Committee for similar transgressions and circumstances.
- E. Disciplinary Committee consists of the Vice President, Director of Competitive Program and the Director of Referees. Other committee members may be appointed on as case-by-case basis as deemed necessary and approved by the President. Committee members are to be excused in situations where a conflict of interest is apparent.
- F. League members may request a review of any ruling or action taken against them by the Disciplinary Committee by submitting a request in writing to the President. Such requests will be reviewed and resolved within 30 days of the receipt of the request by a Review and Appeals Committee

- a. Review and Appeals Committee members shall be current or past Board members or any league members with experience and understanding of all applicable Policies & Procedures and applicable, modified Laws of the Game.
 - b. The Committee will be selected by the President. Vice President, DOC and Referee Director may not participate on the Review and Appeals Committee.
 - c. Review and Appeals Committee shall consist of at least three and no more than five members.
 - d. Prior to the next Board of Directors meeting, the Review and Appeals Committee shall review the appeal and submit a written recommendation. At the meeting, five minute presentations may be made by those parties involved in any action.
 - e. Decisions will be made by a majority vote of the Board of Directors in closed session.
- G. Revocation of WCCYSL coaching privileges under Article 2 is subject to the discretion of the Executive Board under Article 6 herein. No other approval is required.

ARTICLE 9: UNIFORMS

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

ARTICLE 10: TRAINING ACTIVITIES

The league will conduct soccer training each year, the purpose of which is to encourage players to play and to learn. Costs will be set at break-even rates and included in annual registration fees. League training will be organized and directed by the Technical Director. Technical Director has the authority to conduct other training related events such as clinic, camps, jamboree not included on the cost of registration.

ARTICLE 11: FUNDRAISING

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

- b. Organizations that support soccer within WCCYSL boundaries
- c. Organizations that support an entire sports program at a public school.
 - i. The organizations must provide a soccer program.
 - ii. A portion of the money raised must benefit that organizations soccer program.
 - iii. The organization must be within WCCYSL boundaries.
- d. Advertisement supporting municipal recreational events within WCCYSL playing area.

ARTICLE 12: TOURNAMENTS

- A. For competitive level teams that meet the referee requirements, WCCYSL will provide funds to each team to be used for tournament or State Cup. The amount is to be determined by the Board as part of the annual budgeting process.
 - 1. It is the league requirement for each competitive team to provide licensed referees per home game. In order to fulfill this need, each competitive team shall provide a minimum of three licensed referees (including at least one adult) able and under obligation to referee the required number of games in their home league (either Center or AR). The required number of games is equal to the number of all home matches played in a season times 3. (Ex. 10 home matches played would require the team to officiate 30 match assignments.
 - a. If a team fails to meet the requirements of paragraph A1, WCCYSL shall not provide funds team funding.
 - b. Teams that fail to referee the required games but have, in the opinions of the Director of Referees and the Competitive Director, made sincere and reasonable efforts to meet the requirement may be deemed to have fulfilled their obligations under paragraph A1.
 - c. Teams that fail to referee the required games in the prior season must provide sufficient evidence to the Directors of Complete Program and Referees that they will meet the requirement in the current season.
- C. For U14 recreational teams, the league may provide funding for tournament application plus the District Cup Tournament, at a maximum amount to be determined by the Board annually.

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

- A. All fees shall be reviewed annually and presented to the Board of Directors for approval.
- B. The Registrar(s) may be compensated for the duties of registration according to the terms of an annual registrar's compensation contract approved by the Board of Directors and signed by the President. Such compensation shall include fall and spring seasons and any additional fees for adds, transfers, drops etc. A paid registrar may not be a voting board member. An unpaid registrar may be an elected board member.
- C. Consultants or contractors shall have contracts presented to the Executive Board for approval and signature by the President. Terms of contracts must comply with all applicable laws and ordinances and shall include duration, services, insurance coverage and an "out clause". All contract funds must be authorized by the Board of Directors during the annual budgeting process or by special vote.

D. Referees:

1. Referees and Mentors shall be compensated for all duly assigned and officiated WCCYSL games as set forth in the WCCYSL Referee Compensation Schedule in force on the date of each game refereed.
 - a. The WCCYSL Referee Compensation Schedule shall be reviewed annually and adjusted as necessary by the Director of Referees and approved by the Board of Directors during the annual budgeting process but no later than the commencement of game play for the calendar year.
 - b. Other referee compensation in the form of reimbursed license fees, game bonuses and official clothing or equipment may be rewarded in accordance with terms set forth in the approved Compensation Schedule.
 - c. Newly licensed WCCYSL referees shall purchase approved uniform kits through the league. Such costs may be reimbursed by WCCYSL in accordance with terms set forth in the approved Compensation Schedule.
2. Referee Training:
 - a. Referee trainees shall attend entry-level clinics hosted by WCCYSL and operated by CNRA. Trainees must successfully complete the clinic and licensing test to be approved as a referee for WCCYSL matches.
 - b. WCCYSL will pay for clinics and materials as required by CNRA. Such fees may be passed on to clinic attendees and later reimbursed by WCCYSL as stipulated in the approved Referee Compensation Schedule.
 - c. In-Service clinics are sponsored by the District and hosted by the league. All in-service clinics are free to licensed WCCYSL referees.

E. Field Set Up

- a. Fees for field maintenance will be set by the board as part of the annual budgeting process.
- b. Fees will be paid for the following
 - a. Field layout fees for initial lining.
 - b. Field set up fees for small sided games (U6)
 - c. Field set up fees for U8 and older.
 - d. There is additional compensation for fields that are used both Sat and Sun – field is set up for Sat and taken down on Sunday (except corner flags that do need to be picked up on Sat and replaced Sun).
 - e. Field set up fee for weeks were there are no games but the field must be lined to prevent the lines from disappearing.