



**F.Y.S.A.**  
**BY-LAWS & RULES**  
**2006-2007**

# FYSA CODE OF ETHICS

## Players

- I will encourage good sportsmanship from fellow players, coaches, officials and parents at all times.
- I will remember that soccer is an opportunity to learn and have fun.
- I deserve to play in an environment that is free of drugs, tobacco, and alcohol; and expect everyone to refrain from their use at all soccer games.
- I will do the best I can each day, remembering that all players have talents and weaknesses the same as I do.
- I will treat my coaches, other players and coaches, game officials, other administrators, and fans with respect at all times; regardless of race, sex, creed, or abilities, and I will expect to be treated accordingly.
- I will concentrate on playing soccer. Always giving my best effort.
- I will play by the rules at all times.
- I will at all times control my temper, resisting the temptation of retaliation.
- I will always exercise self control.
- Conduct during competition towards play of the game and all officials shall be in accordance with appropriate behavior and in accordance with FIFA's "Laws of the Game," and in adherence to FYSA rules.
- While traveling, shall conduct themselves so as to bring credit to themselves and their team.
- Alcohol, illegal drugs and unauthorized prescription drugs shall not be possessed, consumed or distributed before, during or after any game or at any other time at the field and/or game complex.

## Coaches/Volunteers

- I will never place the value of winning before the safety and welfare of all players.
- I will always show respect for players, other coaches, and game officials.
- I will lead by example, demonstrating fair play and sportsmanship at all times.
- I will be demonstrate knowledgeable of the rules of the game, and teach these rules to my players.
- I will never use abusive or insulting language. I will treat everyone with dignity.
- I will not tolerate inappropriate behavior, regardless of the situation.
- I will not allow the use of anabolic agents or stimulants, drugs, tobacco, or alcohol by any of my players.
- I will never knowingly jeopardize the eligibility and participation of a student-athlete.
- Youth have a greater need for example than criticism. I will be the primary soccer role model.
- I will at all times conduct myself in a positive manner.
- Coaching is motivating players to produce their best effort, inspiring players to learn, and encouraging players to be winners.
- Coach's actions on sidelines during games shall be in the spirit of "good sportsmanship" at all times. Profanity, profane gestures, arguing, inciting disruptive behavior by spectators and/or

players, or any conduct not in the spirit of good sportsmanship, shall require disciplinary action from the affiliate.

- Alcohol, illegal drugs and unauthorized prescription drugs shall not be possessed, consumed or distributed before, during or after any game or at any other time at the field and/or game complex.
- I will refrain from any activity or conduct that may be detrimental or reflect adversely upon FYSA, its members or its programs.
- I will accurately and completely complete the coach/volunteer application form and by application attest to the accuracy of the information submitted.

### *Parents/Spectators*

- I will encourage good sportsmanship by demonstrating positive support for all players, coaches, game officials, and administrators at all times.
- I will place the emotional and physical well being of all players ahead of any personal desire to win.
- I will support the coaches, officials, and administrators working with my child, in order to encourage a positive and enjoyable experience for all.
- I will remember that the game is for the players, not for the adults.
- I will ask my child to treat other players, coaches, game officials, administrators, and fans with respect.
- I will always be positive.
- I will always allow the coach to be the only coach.
- I will not get into arguments with the opposing team's parents, players, or coaches.
- I will not come onto the field for any reason during the game.
- I will not criticize game officials.
- Alcohol, illegal drugs and unauthorized prescription drugs shall not be possessed, consumed or distributed before, during or after any game or at any other time at the field and/or game complex.
- I will refrain from any activity or conduct that may be detrimental or reflect adversely upon FYSA, its members or its programs.

Failure to comply may result in the suspension of your privilege to participate in FYSA sanctioned events, for the following periods:

**1<sup>st</sup> offense -- suspension for a minimum of thirty (30) days to a maximum of five (5) years.**

**2<sup>nd</sup> offense -- suspension for a minimum of one (1) year to a maximum of ten (10) years.**

**3<sup>rd</sup> offense -- suspension for a minimum of five (5) years to a maximum of fifty (50) years.**

**NOTE: Any individual charged with a violation of this Code of Ethics shall be afforded due process as defined in FYSA's Rule 600 before the implementation of any suspension.**

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# **1. ASSOCIATION IDENTIFICATION AND AFFILIATION**

## **1.1 INTRODUCTION**

The Florida Youth Soccer Association, in keeping with its goals and objectives to promote the development of a statewide education and training program for our youth in soccer, establishes the following By-laws in support of Articles of Incorporation mandate.

## **1.2 ASSOCIATION IDENTIFICATION AND AFFILIATION**

The Florida Youth Soccer Association is hereby identified as FYSA for purposes of Correspondence and in the daily conduct of its business.

## **1.3 PURPOSE**

The purpose is to develop and implement a statewide youth soccer program through education and training, to provide administration and to assist and provide oversight in the development of clubs and leagues that have affiliated with FYSA. The purpose for which the Corporation is organized are exclusively religious, charitable, literary, scientific and educational within the 501(c)(3) of the Internal Revenue Code of 1954 or the corresponding provision of any future Revenue Code of 1954 or the corresponding provision of any future United States Internal Revenue law. Notwithstanding any provision hereinafter set forth, this organization shall not carry on any other activities not permitted to be carried on by an organization exempt for Federal income tax pursuant to 501(c)(3) of the Revenue Code of 1954 or the corresponding provisions

## **1.4 COLORS**

The colors of FYSA shall be red, white and blue and they will be used in all official emblems or other insignia used to promote or identify FYSA.

## **1.5 MEMBERSHIP**

In keeping with its purpose to provide overall guidance and leadership for the advancement of youth soccer, Florida Youth Soccer Association (“FYSA”) shall offer membership to those clubs, leagues, and organizations interested in the responsibility for the administration of programs and services. Affiliates and Associate membership and registration requirements shall be enumerated within the Rules and Regulations (“Rules”).

Membership in FYSA, and its affiliate members, shall be open to soccer players, coaches, trainers, managers, administrators, and officials not subject to suspension under USSF By-law 241, Section 4 and to any amateur soccer organization in FYSA’s territory. FYSA will not discriminate against any individual on the basis of race, color, religion, age, sex, or national origin.

By registration with or application for membership with FYSA, any player, coach, administrator, affiliate, associate affiliate, or other category as may be so designated hereby agrees to comply with all FYSA by-laws, rules and policies as may now be in effect or may be instituted in the future as well as the by-laws, rules and policies of other organizations to which FYSA may be affiliated both now or in the future.

## **1.6 ADMINISTRATIVE OFFICES**

The official offices of FYSA shall be located in Central Florida as designated by the Board of Directors. The official records of FYSA shall be maintained at the State office of FYSA.

## **1.7 NATIONAL AFFILIATION**

FYSA shall be an affiliate of and comply with the authority, Rules and guidelines of the United States Soccer Federation and its Youth Division. This affiliation is predicated upon shared goals and objectives leading to the advancement of youth soccer in all its forms throughout the United States.

- 1.7.1** The Federation's articles of incorporation, by-laws, policies, and requirements shall take precedence over and supersede the governing documents and decisions of FYSA and its members to the extent applicable under Florida law. FYSA and its members will abide by those articles, by-laws, policies, and requirements.

FYSA will allow the Federation to review the documents and procedures of FYSA, upon request of the Federation, not less than once every four (4) years to determine FYSA's compliance with Federation By-laws.

- 1.7.2** FYSA will not join any organization that has requirements that conflict with the Federation's articles, by-laws, policies, and requirements.

- 1.7.3** FYSA shall register all of its players, coaches, teams, referees, and administrators with the Federation at least once each year and pay all dues and fees to the Federation in a timely manner.

- 1.8** Rules of play, except as modified herein and in the Rules and Regulations section, shall be FIFA "Laws of the Game".

Competition sanctioned by FYSA shall be in compliance with mandated rules from US Youth Soccer for any youth age group. Any recommended rules of play from US Youth Soccer would require the majority approval of FYSA affiliates and needs to be initiated by the FYSA Director of Coaching with the proper continuing educational process of the affiliates. Changes of the rules of play would go into effect for the next seasonal year or on a schedule.

Players under 12 years of age may play soccer in accordance with the rules of US Youth Soccer's Development Player Program - Modified Playing Rules for Under 12, Under 10, Under 8 and Under 6 unless these recommendations are formally adopted and agreed to by a majority of the affiliates at an AGM.

FYSA teams Under 10 or younger may not conduct games with more than 8 players on each side

- 1.9** FYSA and its members will abide by the Federation's articles, by-laws, policies, and requirements on interplay.

**1.10 PLAYER/COACH/VOLUNTEER DATA**

Player, coach and volunteer data are the property of FYSA. The sole purpose of this information is to assist FYSA in accomplishing its goals and objectives leading to the advancement of youth soccer and is not for personal gain.

FYSA shall adopt and administer policies prohibiting sexual and physical abuse that meet certain minimum criteria established by the Federation (subject to any contrary requirements contained in Florida local law applicable to FYSA).

**2. ADMINISTRATION, ORGANIZATION AND OFFICERS**

**2.1 ORGANIZATION AND ADMINISTRATION OF FYSA**

FYSA is an incorporated, non-profit association in the State of Florida and shall be governed by its Articles of Incorporation, By-laws and Rules, under the leadership of a Board of Directors and an Executive Committee, pursuant to the laws of the State of Florida and the United States.

## **2.2 ADMINISTRATIVE AUTHORITY**

The administrative authority to represent and conduct the business of FYSA is vested in the Board of Directors and/or Executive Committee. The Executive Committee is responsible for implementation of policies and procedures and shall delegate to its Officers, day to day management of the Association.

## **2.3 OFFICERS AND DIRECTORS**

The administrative organization of FYSA shall be identified as that of a Board of Directors and an Executive Committee. All Officers and Directors shall be elected at the AGM by an open and democratic election process. District Commissioners, elected at the local level by an open and democratic election process, will be ratified at the AGM. Assistant District Commissioners may be appointed by the D.C. and shall be approved by the Board of Directors.

## **2.4 ADMINISTRATIVE OFFICERS**

The Administrative Officers of FYSA are the President, Vice President of Player/Coaching Development, Secretary, and Treasurer.

## **2.5 TERM OF OFFICE (ADMINISTRATIVE OFFICERS)**

1. President: The term of office shall be two (2) years. Election will be held on the "even" year at the AGM. The President may not serve more than four (4) fully elected consecutive terms.
2. Vice President of Player/Coaching Development. The term of office shall be two (2) years. Election will be held on the "odd" year at the AGM. The Vice President of Player/Coaching Development may not serve more than four (4) fully elected consecutive terms.
3. Secretary: The term of office shall be four (4) years. Election will be held on the "odd" year at the AGM. The Secretary may not serve more than two (2) fully elected consecutive terms.
4. Treasurer: The term of office shall be four (4) years. Election will be held on the "even" year at the AGM. The Treasurer may not serve more than two (2) fully elected consecutive terms.

## **3.0 DIRECTORS, TERM OF OFFICE AND AUTHORITY**

### **3.1 BOARD OF DIRECTORS**

The Board of Directors shall be established and composed of the President, Vice President of Player/Coaching Development, Secretary, Treasurer, Registrar, Region Vice-Presidents, Vice-Presidents of Administration and Communication, Vice President of Competition, District Commissioners and Referee Liaison. The terms of office for members of the Board of Directors shall be two (2) years and staggered to assure continuity, elected at the AGM and assuming the position at the close of business. This shall be accomplished by alternating election years as within the Rules 3009.

### **3.2 EXECUTIVE COMMITTEE**

The Executive Committee shall be established as a Committee of the Board of Directors, composed of the President, Vice President of Player/Coaching Development, Secretary, Treasurer, Registrar, Region Vice-Presidents, Vice Presidents of Administration and Communication and Competition. The terms of office for members of the Executive Committee shall be two (2) years, elected at the AGM and assuming the position at the close of close of business. This shall be accomplished by alternating election years as established within the Rules 3009.

### **3.3 AUTHORITY OF ADMINISTRATIVE OFFICERS**

Of the Executive Committee, the following officers, President, Vice President of Player/Coaching Development, Secretary, and Treasurer will have sole authority for the following:

- A. Any two (2) of the above must sign any bank drafts of the Association.
- B. Any two (2) of the above are required for any binding contract upon FYSA, after approval of the Executive Committee.

### **3.4 POLICY STATEMENT ON CONFLICT OF INTEREST**

In order for Florida Youth Soccer Association (“FYSA”) to complete its mission(s) in the education, administration, and development of soccer in addition to public service with unquestionable credibility, it is mandatory that its elected and appointed officers, directors, office staff, state staff coaches, designated committee or task force chairpersons, and consultants (“Officers and Staff”) maintain the highest levels of integrity and credibility in the performance of their duties and responsibilities. Therefore, it is the purpose of this policy to ensure integrity and objectivity and to provide an understanding and awareness of conflicts of interests, whether real or perceived. The very perception of a conflict of interest may reflect adversely on FYSA, irrespective of the actual behavior of the individual. Actual or perceived conflict(s) of interest may cause FYSA Officers and Staff to lose credibility and may result in FYSA affiliate members and outside observers believing that the FYSA Officers and Staff act out of self-interest rather than for the benefit the membership of the organization as a whole.

## **4. DUTIES AND RESPONSIBILITIES OF ADMINISTRATIVE OFFICERS**

### **4.1 PRESIDENT**

The President shall:

1. Conduct all meetings of the Board of Directors and Executive Committee
2. Serve on Committees as ex-officio member.
3. Submit an Annual Report at the AGM.
4. Serve as liaison between FYSA and the Florida State Soccer Association (armatures) establishing mutual goals relative to both.
5. Represent FYSA at National Meetings when directed to do so.

NOTE: The immediate two (2) Past-Presidents shall remain ex-officio members of the Board of Directors.

### **4.2 VICE-PRESIDENT PLAYER/COACHING DEVELOPMENT**

The V.P. Player/Coaching Development shall:

1. Serve as voting member of the BOD and Executive Committee.
2. Have programmatic authority for the operation and management of all programs and services related to the development of players and coaches.
3. The term of office shall be two (2) years, elected at the AGM on the odd year.
4. Provide oversight of the Olympic Development Program, and the director of education. Provide programmatic authority over the Olympic Development program. Will be a member and can recommend to the President the chair of the Olympic Development Program Committee.
5. Provide oversight of the coaching education programs, and the director of coaching. Provide programmatic over authority of coaching developmental programs.
6. Oversee the TOP Soccer Program and serve as member of TOPs Committee, but may recommend to the President the chair of that committee.
7. The Vice President of Player/Coaching Development shall have responsibility for the recreational soccer committee and will serve on the committee, but may recommend to the President the chair of that committee.
8. Establish a budget to cover the operational costs to fulfill duties of this office, including travel expenses, supplies, telephone, postage and other necessary costs.
9. Establish a working group to assist in the organizational management polices and procedures development and other necessary tasks.

### **4.3 SECRETARY**

The Secretary shall:

1. Record, keep, maintain and report on all official actions of **FYSA**.
2. Be the recipient of such mail in voting as prescribed in the By-laws (7) and the Rules (5008).
3. Serve as Chairperson of the Personnel and Credentials Committee.

4. Shall receive all requests for intervention.
5. Receive, send and report correspondence pertaining to the business of FYSA and as directed by the Board of Directors and/or Executive Committee.

#### **4.4 TREASURER**

The Treasurer shall:

1. Maintain records and receipts on all funds received, obligated and expended or held in trust or savings deposit.
2. Report on the financial status of FYSA as specified in the Rules (700).
3. Serve as Chairperson of the Budget Committee.
4. Compile an annual proposed budget, in conjunction with the Budget Committee, for presentation at the AGM.
5. Submit financial procedures and recommend policies in accordance with the By-laws and Rules of FYSA.

#### **5. DUTIES AND RESPONSIBILITIES OF THE BOARD OF DIRECTORS AND THE EXECUTIVE COMMITTEE.**

The term of office, duties and responsibilities of the Board of Directors including the Executive Committee, are further enumerated within the Rules (3000). They shall include, but not be limited to:

1. Interpret and enforce the FYSA Articles of Incorporation, By-laws and Rules.
2. Reprimand, suspend, bar completely or otherwise discipline any player, coach, team manager, assistant, referee or any affiliated club or league for violation of the FYSA Articles of Incorporation, By-laws and Rules.
3. Approve the affiliation applications of prospective Affiliates. With the approval of the local District Commissioner and Region Vice President, the Executive committee may grant interim affiliate approval subject to ratification at the next BOD meeting.
4. Budget for and administer the funds of FYSA within the established Rules.
5. Review, approve, and require amendments to the Articles of Incorporation, By-laws and Rules to assure conformity to and with FYSA requirements.
6. Approve inter-district, region, inter-state and foreign youth games between and among member or select teams.
7. Review and sanction the formation and operation of youth tournaments or cup competitions within the jurisdiction of FYSA.
8. Create new Districts and/or Regions as deemed necessary to the continued administrative and programmatic oversight and growth of FYSA.
9. Adopt temporary Rules for circumstances not provided for by the existing Rules and to address those issues deemed necessary and desirable in serving the best interest of FYSA.
10. Employ and supervise the Executive Director, his/her function, along with other salaried persons employed by FYSA.
11. Appoint a State Youth Referee Administrator in cooperation with the State Referee Administrator.
12. Affirm nomination of State Referee Administrator (SRA).
13. Affirm FYSA's representatives on the State Referee Committee.

#### **6. ABSENCE/REMOVAL OF OFFICERS AND DIRECTORS**

##### **6.1 ABSENCE OF THE PRESIDENT**

In the event of the absence of the President as the presiding officer at any meeting, the Vice President of Player/Coaching Development shall assume the duties of the President.

In the absence of the President or Vice President of Player/Coaching Development, the Vice President of Administration and Communication, Secretary followed by the Treasurer shall conduct the business of FYSA.

## **6.2 ADVERSE CONDUCT OF OFFICERS OR DIRECTORS**

The Officers and Directors of FYSA shall adhere to the highest levels of moral and personal conduct both in the performance of their duties and/or actions which reflect upon or represent the Association. Allegations of misconduct shall be submitted to the Committee on Review and Discipline for investigation. Upon completion of the investigation, the Committee will submit its findings and recommendations to the Board of Directors for action pursuant to By-law 6.3.

## **6.3 IMPEACHMENT/RESIGNATION/EXPULSIONS (REMOVAL)**

Any officer, director or any other member of this organization may resign from their position or from this organization, upon either their own initiative or upon written request from the BOD. Any officer, director or member may be removed from office, disciplined, or expelled from this organization in the manner outlined below. In the case of an officer or director of FYSA, this shall be the only procedure permitted for removal or suspension from office, or imposition of any kind relating to their position as an officer or director, any rule conflicting with this section shall be null and void to the extent of the conflict. Nothing contained herein shall prohibit normal discipline of any officer or director in their capacity as coach, player, spectator or referee, except that any such discipline imposed in their capacity as a player, coach, spectator or referee shall not affect their ability to participate as an officer or director.

1. Three-fourths (3/4) vote of all members of the BOD.
2. At regular or special called meetings held for the express purpose of removing/expelling any Officer, Director or member for conduct unbecoming or prejudicial to the stated aims/purposes of this Corporation.
3. Notice of any Board meeting at which such an item shall be on the agenda must be sent by first class mail or priority mail, not less than fourteen (14) days prior to the date set for such meeting. Certificates of mailing shall be obtained by the person mailing such notice and made available for inspection by any member of the BOD. Said certificates shall be retained in the State office for a period of one (1) year after said meeting. The notice of the meeting shall contain all of the charges of misconduct lodged against the person charged.
4. Any Officer/Director who is impeached, resigns or otherwise becomes unable to perform his/her duties on a permanent basis shall be replaced according to this section of the By-laws and Rules Section 3011.
5. At any meeting under this section, the accused member shall be permitted to present such evidence and witnesses in defense of the charges as they deem appropriate and shall have the right to be present during any proceedings excepts the deliberations.
6. At any meeting under this section, the punishment imposed may be any sanction, up to and including removal from office.

## **6.4 UPON REMOVAL FROM OFFICE**

Any officer or director, who for sufficient cause shall be removed from office, shall immediately vacate that office. The person so removed shall have access to the process of Protest and Appeal to the BOD.

## **7. STATE, REGIONAL AND DISTRICT MEETINGS**

### **7.1 MEETINGS**

FYSA shall hold such State, Regional and District meetings as are necessary to the timely conduct of its business at all levels of Association activities in support of the advancement of soccer.

#### **7.1.1 ANNUAL GENERAL MEETING (AGM)**

FYSA shall convene an Annual General Meeting for the purpose of an annual report on the status of the activities of the Association, election of Officers and such other agenda items determined necessary to the conduct of its business and according to the following:

1. The President, with the concurrence of the Board of Directors, shall call for an Annual General Meeting to be held no later than August 31st.

2. Notification of the time and place of the meeting shall be provided to all affiliated clubs and leagues at least ninety (90) days prior to the scheduled date of the AGM.
3. Actions and policies adopted by the Board of Directors, Executive Committee, and all proposed changes in the Articles of Incorporation, By-laws, and Rules and Regulations shall be reported to its membership, or their authorized representatives, at least once each year at the AGM, with notice and agenda of the meeting at least thirty-(30) days in advance of the AGM. By-laws and Rules and shall be provided to the membership for review at least thirty (30) days prior to their consideration at the AGM.
4. Provision shall be made to assure that those Affiliates choosing to cast their votes by absentee ballot has access and instructions to a system to so cast their votes.
5. The Credentials Committee shall be the final authority on the votes that an Affiliate is eligible to cast.
6. Procedures for casting absentee votes by a designated representative or through the FYSA Secretary shall be outlined in the By-laws.
7. The order of business for the AGM shall provide for such reports and general business as determined necessary to the conduct of business.
8. FYSA shall provide to the Secretary General of the Federation an annual report on the activities of the Association and the most current annual financial statements within 90 days after the start of the Federation's seasonal year.
9. FYSA will (A) provide copies of the its constitution, by-laws, rules, and other governing documents, (B) submit changes to the above for approval not later than 90 days after adoption, to the Federation, and (C) annually make copies of those documents available to its members.

#### **7.1.2 DISTRICT AND REGIONAL MEETINGS**

District Commissioners and Regional Vice-Presidents shall provide meetings of Affiliates as defined within the position descriptions of their respective offices.

#### **7.1.3 MEETINGS OF THE BOARD OF DIRECTORS**

The Board of Directors shall meet a minimum of two (2) times a year. One of these meetings may be the AGM. Voting by proxy is permitted. Regional members of the BOD may give their proxy to a member of the BOD from their Region or to the FYSA Secretary. Non-Regional members of the BOD may give their proxy to any member of the BOD. District Commissioners may also give their proxy to one of their Assistants.

#### **7.1.4 MEETINGS OF THE EXECUTIVE COMMITTEE**

The Executive Committee shall meet a minimum of four (4) times a year. One of the four (4) meetings may be the AGM. Voting by proxy is permitted per Rule 7.1.5. Telephonic conference calls shall be considered a meeting.

#### **7.1.5 SPECIAL CALLED MEETINGS**

The President may call for special meetings of the Executive Committee or the Board of Directors at his/her discretion. Special called meetings may be convened by written request of a minimum of five (5) Board members. In the event of a special called meeting, the President may limit the agenda for the purpose of addressing specific items. Voting by proxy is permitted in accordance with By-laws 7.1.5. and 7.1.6.

#### **7.2 QUORUM**

A quorum must be present at the beginning and throughout a meeting for business to be conducted. Proxies shall be counted to constitute a quorum. As a point of order, should it be noted that a quorum no longer exists; the meeting may be recessed in order to obtain a quorum. If a quorum cannot be reestablished, the meeting shall be adjourned.

### **7.3 FYSA MEETING QUORUMS**

1. Executive Committee Meeting: shall be a minimum of seven (7) voting members present.
2. Board of Directors Meeting: shall be a minimum of eighteen (18) voting members present.
3. Annual General Meeting: shall be a minimum of twenty-five (25) affiliated members present.

## **8. VOTING PROCEDURES - AGM, BOD, ETC.**

### **8.1 OFFICERS AND DIRECTORS - ALL MEETINGS**

The Officers and Directors shall have one (1) vote except that the President may only, at his/her discretion; cast a vote to resolve a tie. Past Presidents shall be entitled to all privileges of this Association, including the right to make and second motions and excluding only the right to vote, with the exception of the immediate Past President, present at any meeting of this Association, be entitled to cast one (1) vote.

### **8.2 CLUBS - AGM**

1. Each affiliated club shall have one (1) vote for every fifteen-(15) players officially registered with FYSA. The criteria for determining the number of votes for which the club is eligible shall be that the club is in good standing and all fees paid.
2. The Registrar shall certify each club's votes as of registrations processed by July 1st of each year. With the affiliate statement of July, the number of available affiliate votes will be noted. July 1st shall be final date registrations will be considered for calculation of affiliate votes in either District elections or for the AGM. An Affiliate shall have fifteen (15) days from receipt of this statement to file any protest in writing with the registrar as to numbers of votes. The registrar shall within seven (7) days of receipt of any protest, in writing, provide a ruling as to the validity of the protest.
3. In the event that the dispute is unresolved, the club may file an appeal on the Registrar's decision to the Chairperson of the Credentials Committee. The appeal must be filed at least seven (7) days before the AGM.
4. The Credentials Committee shall render an opinion prior to the taking of any vote at the AGM. The decision of the Committee shall be based on the FYSA official club registration printout and shall be final.

### **8.3 ASSOCIATE MEMBERS - AGM**

Each affiliated Associated Member shall have one (1) vote.

### **8.4 HALL OF FAME - AGM**

Hall of Fame members shall have one (1) vote.

### **8.5 VOTING METHODS**

Affiliates should cast their votes in any one of the following methods. Votes cast by one process may not be duplicated in any other process.

1. The Affiliate may authorize their representative to be present and cast their vote at the AGM. The individual shall be required to provide evidence of the authorization to vote for an Affiliate, by original, notarized proxy.
2. The Affiliate may designate their District Commissioner or Region Vice-President to cast their ballots as directed and signed by the Agent of Record for the Affiliate.
3. The Affiliate may file their votes, with directions, with the Secretary of FYSA who shall cast the ballots as directed and signed by the Agent of Record for the Affiliate.
4. Associate Members may cast their votes in the same manner as described above.

**9. STANDING COMMITTEES**

**9.1 ESTABLISHING COMMITTEES**

The President with ratification by the Executive Committee shall establish such standing and/or special Committees deemed necessary to conduct the business of FYSA. Further, the President is authorized to select the Chairperson of Committees, with ratification by the BOD. The Chairperson of each Committee shall select the Committee members with ratification by the BOD.

**9.2 TERM**

The Standing Committee and Chairpersons shall serve for a period of one (1) year, ending at the AGM, except if the Chairperson is an elected official, who shall remain the Chairperson until their term is over. The President may re-appoint the same Chairpersons at the AGM at his/her discretion.

**9.3 DUTIES AND RESPONSIBILITIES**

The duties and responsibilities of Standing Committees shall be defined by the Executive Committee, within the Standing Committee section of the Rules, and who shall give to the Committees specific authority for the development of policies and procedures. These policies and/or procedures shall become part of the FYSA Rules, subject to ratification by the Board of Directors. Modification, changes, deletions, or additions to policies and/or procedures shall be within the authority of the Committees, requiring approval of the Executive Committee and ratification by the Board of Directors.

**9.4 AUTHORIZED STANDING COMMITTEES**

The following Committees are authorized but not limited to:

- |                          |                         |                           |
|--------------------------|-------------------------|---------------------------|
| 1. Vacant                | 7. Insurance            | 13. Registration          |
| 2. Audit                 | 8. Olympic Development  | 14. Review and Discipline |
| 3. Budget                | 9. Personnel            | 15. Rules and Revisions   |
| 4. Coaching Development  | 10. President's Cup     | 16. State Cup             |
| 5. Credentials           | 11. Protest and Appeals | 17. TOPS Soccer           |
| 6. Recreational Programs | 12. Recognition         | 18. Tournament and Travel |
|                          |                         | 19. Referee Committee     |

**10. SPECIAL PROVISIONS AND AUTHORITY**

The Executive Committee, upon approval by the BOD, has the authority to establish the necessary programs and services to provide for the purposes of this organization. Specific programs and services shall be enumerated within the Rules. They shall include but not be limited to:

- |   |                                    |
|---|------------------------------------|
| 1. Accidental Medical and Liability Insurance | 4. Age Groupings for Competition   |
| 2. Registration Procedures                    | 5. Coaching and Player Development |
| 3. Travel Authorization and Procedures        | 6. Olympic Development Programs    |

**10.1 RESERVATION OF AUTHORITY**

The authority to revise, delete or expand the Rules is within the responsibility of the Executive Committee as referred and recommended by the Rules and Revisions Committee and requiring ratification by the Board of Directors. This authority is delegated to the Executive Committee on an interim basis and as emergency needs arise. At no time may the By-laws be suspended, revised, deleted or expanded. For amending, By-laws see 13.1.

**10.2 DECLARATION OF AN EMERGENCY**

Reference anywhere in these By-laws or the Rules to actions which may be taken in an "emergency" shall only be taken by the declaration of an emergency. An emergency may be declared by the President with the concurrence of a majority of the Executive Committee, or by the Executive Committee alone by a three-fourths (3/4) majority.

### **10.3 EMERGENCY RISK MANAGEMENT AUTHORITY**

Upon the recommendation of the Risk Management Committee, the Executive Committee of FYSA may temporarily remove the privilege of any player, coach, volunteer or referee to participate in FYSA sanctioned events for a period not to exceed ninety (90) days.

## **11. PROTESTS, HEARINGS, APPEALS AND DISCIPLINE**

### **11.1 AUTHORITY**

The BOD, in keeping with the Rules and Regulations of USSF, US Youth Soccer and FYSA, has the responsibility of establishing such rules as deemed necessary to assure that all members, affiliates, teams, clubs and leagues shall have access to a process of Protest and Appeal concerning actions determined to be contrary to the Rules of USSF, US Youth Soccer and FYSA.

### **11.2 INTENT**

The intent of this policy is to insure that any athlete, coach, trainer, manager, administrator, or official affiliated with FYSA shall have the opportunity to protest actions and appeal decisions affecting their status or ability to participate and compete in soccer. Further, it is the intent of FYSA to insure that any person affiliated with FYSA shall have a hearing prior to any decision affecting their status or ability to participate or compete in soccer. FYSA shall not institute any policy or rule which would preclude any member from appealing any decision relating to their right to participate and compete in activities sponsored by the Federation to the Federation's Appeals Committee that shall have jurisdiction to approve, modify or reverse a decision. Red Card offenses with minimum disciplines and referee judgment calls shall not be cause for protest and/or appeal.

### **11.3 SCOPE**

FYSA shall make provisions for hearing appeals concerning decisions of lower reviewing authorities only in those cases where the issue pertains to the application and/or interpretation of the Rules. The appeal must be based upon the failure of the lower reviewing authority to adhere to proper policies and procedures as prescribed in the Rules of FYSA. It is necessary to insure that Rules and procedures for protest, hearings, findings and discipline are strictly followed at the entry level of the protest procedure.

### **11.4 RESPONSIBILITY OF AFFILIATE MEMBERS**

1. Provide procedures for fair and impartial hearings on any charges prior to imposing discipline or sanctions. Further, their protest and appeal procedures must be in conformity with those of FYSA. Acknowledgment of this responsibility shall be part of the requirements for affiliate membership.
2. Affiliates have authority to discipline its members for misconduct and/or conduct contrary to the Rules of their organization. To that end, all affiliates members shall provide for the timely hearing of all protest and appeals prior to rendering a decision and/or imposing discipline or sanctions. The affiliate shall be responsible for documenting its actions and for advising all participants of their right to appeal to a higher level and the correct process for doing so. A copy of the hearing record and final decision shall be sent to FYSA if the sanction extends beyond the jurisdiction and authority of the affiliate. For any sanction to extend beyond the authority and jurisdiction of the affiliate, all FYSA and USSF requirements as to due process must be met.

### **11.5 FYSA AUTHORITY TO DISCIPLINE**

FYSA reserves the right to review administrative and programmatic organization and the performance of its Affiliates to assure compliance with the Articles of Incorporation, By-laws and Rules. When the Affiliate is found to be in violation of such, FYSA shall have authority to require appropriate corrective action, discipline and/or sanctions. Specific procedures for intervention, review, investigation and disposition as well as disciplinary actions, penalties, fines and restrictions shall be established within the Rules.

## **11.6 LEVELS OF PROTEST AND APPEALS**

In order to expedite resolution of issues which may impact upon the standing of an Affiliate individual, team, club or league, matters of concern may be raised. Specific procedures for these actions shall be enumerated within the Rules and will be the basis for any formal submission and processing of the levels of protest and appeal. Matters of concern may be raised using any of the following methods:

A. Protest      B. Appeal      C. Request for Intervention      D. FYSA Intervention

## **11.7 RESOLUTION AND TIMELY DISPOSITION**

FYSA shall establish entry levels for resolution and timely disposition of protest and appeals beginning at the club/league level. Entry level reviewing authorities shall resolve issues in a fair, timely and impartial manner. FYSA Officers and Directors, when necessary in accordance with the Rules, shall expeditiously address and attempt to resolve all protest and appeals as part of the primary responsibility of their office.

## **12. AUTHORITY FOR PUBLICATION OF INFORMATION FOR THE ADVANCEMENT OF SOCCER**

### **12.1 AUTHORITY**

By direction of the Board of Directors, FYSA shall establish systems for the publication of educational and informational material deemed necessary for the advancement of soccer, and delegate to the Executive Committee guidance and oversight of materials, publications and editorial policy in keeping with the goals and objectives of FYSA. FYSA may publish a regular periodical or magazine on subjects pertaining to FYSA, Affiliates, general education, training and information.

### **12.2 BUDGET AND FEES**

The Board shall establish a budget and retain authority for such publications, their content and distribution. The Executive Committee shall establish advertising fees and other fees necessary to cost effective operation and management of such publications.

## **13. AMENDMENTS**

### **13.1 BY-LAWS**

May be amended annually at the AGM by a two-thirds (2/3)-majority vote of the members present, including proxies and verified by the Credentials Committee.

### **13.2 RULES AND REGULATIONS**

May be amended annually at the AGM by a majority vote of the members present as verified by the Credentials Committee. Also, during any regular or special meeting of the BOD, then ratified by the membership at the AGM, and on an interim, emergency basis by the Executive Committee to be ratified by the BOD.

## **14. FEES AND FINES**

This Association shall have the authority to establish necessary fees in order to properly finance its programs and conduct business. Fees shall be established by the BOD but may not be implemented without the approval of the membership at the AGM. Fines may be established by the Executive Committee as deemed necessary.

## **15. VIOLATIONS OF BY-LAWS/RULES AND REGULATIONS**

All By-laws and Rules as published in this text, regardless of how sectioned, formatted or titled shall be considered the Rules of this organization and shall be binding on all Officers, Board Members Affiliate members and anyone involved with the affiliate organization. A plea of ignorance to these Rules and the requirements herein is not sufficient excuse to avoid fees, fines and/or discipline. Violators shall expect immediate and appropriate action in such cases as cited by the Association's BOD.

**16. FISCAL/SEASONAL YEAR**

The fiscal and seasonal years are concurrent. The fiscal year is September 1 through August 31, as is the seasonal year.

**17.0 REGIONAL ROTATION OF FYSA FUNCTIONS**

**17.1 STATE CUP AND PRESIDENT’S CUP**

Each Region (A, B, C, D,) shall host, on a rotation basis, FYSA’s State Cup and President's Cup; rotation shall continue in the same order beyond the dates listed below.

If the assigned Region is unable to submit a bid/location for hosting the event it is schedule to host, affiliates that would like to host from other Regions will be given the opportunity to submit a bid to host without affecting the scheduled rotation of hosting in future years, prior to FYSA seeking outside contracts.

The rotation shall continue in the same order beyond the dates listed below.

	<u>STATE CUP</u>	<u>PRESIDENT'S CUP</u>
2007	C	D
2008	D	A
2009	A	B
2010	B	C

**17.2 ANNUAL GENERAL MEETING**

FYSA’s Annual General Meeting shall be located in the Central Florida area within sixty (60) miles of FYSA’s State Office.

- A. The regional rotation will continue in that a region shall be designated as host.
- B. The host region will have the opportunity to bring six (6) 6 volunteers named by VP Of host region to augment the State Office Staff. The AGM budget will pay all reasonable cost of these volunteers.
- C. The designated hosting Region’s VP shall name that year’s “friends of soccer” and the reasonable costs for their presence at the AGM shall be paid out of FYSA’s AGM Budget.

**18. PROVISIONS NOT COVERED**

Where provisions are not covered by this text, the policies and procedures of USSF and US Youth Soccer, shall apply. The Executive Committee shall have the authority to act in matters not covered within the By-laws or Rules on an emergency basis in order to maintain the purpose and objectives of this organization.

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## **100. AFFILIATION**

### **101. AUTHORITY AND RESPONSIBILITY**

- 101.1** Authority to establish policies and procedures by FYSA, for its affiliate members to insure their proper organization and administration as requirements for membership shall be herein established. Affiliates have the responsibility to exercise administrative and programmatic oversight in the conduct of their business.
- 101.2** Rules and Regulations of FYSA shall take precedence over the rules and procedures of Affiliates when there is conflict within their rules or in the absence of such rules.
- 101.3** More stringent rules may be enacted by an Affiliate, but in no instance may they be less stringent. Rules not in compliance with FYSA must be submitted for review. No entity within FYSA can impose rules on an Affiliate or its members contrary to FYSA, USYS or USSF By-laws, policies or rules.
- 101.4** Governance and administration of their organization is the responsibility of the Affiliate including the actions and personal conduct of all those associated with their organization. This includes team managers, coaches, assistant coaches, trainers, parents and spectators. The Affiliates shall ensure that the conduct of its members on and off the field does not bring discredit to the Affiliate or FYSA.
- 101.5** It is recommended that each Affiliate develops and adopts their own Constitution, By-laws and/or Rules in order to properly administer and govern their organization.
- 101.6** Elected or appointed representatives of the Affiliate must be on file with FYSA. Affiliates may appoint up to three (3) persons to act as their legal representatives with FYSA as supported by an official action of their organization. Lacking an affiliate designation FYSA shall appoint the Agent of Record, the Registrar and the first assistant registrar as agents for the affiliate. Should the names that appear on the Affiliation form change during the seasonal year, those changes must be submitted to FYSA as soon as possible.
- Within 15 business days of the receipt of a properly submitted change in Affiliate status, FYSA will recognize the new officer's as the official representatives of that Affiliate. FYSA will notify the Affiliate that it has received and updated the change in Affiliate status. FYSA will update any applicable contact information for that Affiliate on the FYSA website and on any internal documents within that 15-business day window.
- 101.7.** Affiliate responsibility in appointing all team staff shall be to screen and approve the selection of persons with influence over players, establishing criteria to assure the highest principles and adherence to the Rules.
- 101.8** The state office of FYSA shall provide to all affiliates a complete list of all players, coaches, and volunteers each seasonal year upon request. These lists will include the complete name, DOB (for players), pass number.
- 101.9** Referees and/or game officials for any FYSA sanctioned games must be assigned by currently certified referee assignors as defined by USSF.
- 101.10** Organizations may apply to FYSA for affiliation as either an affiliate or an associate affiliate.
1. An Affiliate is defined as an organization that can register players and coaches with FYSA. An Affiliate may sanction an intra-club (in-house) league only.

2. An Associate Affiliate is any other soccer organization requesting membership with FYSA that does not register players or coaches with FYSA. Organizations seeking Associate Affiliate status shall include, but not be limited to, leagues (inter-club), tournament hosting organizations or other organizations as deemed appropriate by the BOD.

## **102. AFFILIATION PROCEDURES**

**102.1** Affiliate Membership requires application be submitted by every Affiliate or organization annually for review and approval. Affiliates shall be held responsible for the actions of its members. Failure to exercise supervisory control and oversight may be grounds for denial of affiliation at annual review and approval. Approval of the Affiliate may be denied by the BOD if (a) the Affiliate is or has been "not in good standing" during the previous year or (b) the Affiliate has proven to be in violation of FYSA, US YOUTH SOCCER or the Affiliate's By-laws and/or Rules. The application must include:

1. Completed affiliation form.
2. By application for affiliation with FYSA each applicant hereby agrees by application:
  - a. The affiliate will maintain a Board of Directors, or governing authority, that is independent from any other sports organization
  - b. The affiliate will maintain its own checking, bank account, or has direct control over its finances. Except were evidence is provided that the sponsoring entity by ordinance, statute, charter, or policy prohibits the applicant from having direct control over its finances (i.e. governmental sponsored organizations). The applicant shall attach to the application evidence in support to support the request for waiver of this requirement.
  - c. It is the intent of the organization by application that if granted affiliation, the member will register 100% of all players, coaches, administrators and volunteers (who will have direct interface with its players) each year with FYSA.
3. Maybe each Affiliate with its annual application ought to attach a copy of its By-laws and Rules.
4. Affiliate fee. See fees (301.3 and 302.)
5. All affiliates must affiliate in the district in which the majority of its players resided.
6. District Commissioners and Regional Vice Presidents shall report in writing excessive affiliate complaints to the Board of Directors for consideration as to renewal of affiliation.
7. Additional Requirements:
  - a. Playing field availability;
  - b. Names of leagues affiliate shall participate in;
  - c. Name of current club assignor;

### **102.2** In addition, first-time affiliates must include:

1. If first time affiliates, written proof of playing field availability or a letter from a league in which your club will be scheduled.
2. If first time affiliates, letter from the local District Referee Administrator indicating FSR's capability to serve your club.
3. To be approved, Affiliation must be for the good of soccer in the District, Region and State of Florida.
4. New affiliates will pay an affiliation fee for the first two (2) years in the amount of 1500.00/year to be utilized as follows: Affiliation fee of 135.00, prepaid registration fees in the amount of 1365.00 (Any unused registration fees not utilized in the first two years will be carried forward to the third year affiliation. At the end of the third year all unused registration fees will revert to FYSA's general fund.)
5. Any new affiliate must sponsor an entry level (grade 8) referee course within 24 month of affiliation.
6. Upon approval the President, or designee, shall contact within thirty days (30) the President or Agent of Record and review the affiliation and registration requirements of membership with FYSA

**102.3** A new affiliate, once approved, will be placed on three-year probation. At the end of the three years, the affiliated must submit a letter with their affiliation form requesting full membership. The request for full membership is neither automatic nor guaranteed.

**102.4** A waiver to 102.2 (the additional 1365.00/yr.) may be granted if it is in the best interest of FYSA. A written request for waiver must be submitted with the application for affiliation. This request for waiver must be approved of the local District Commissioner, the Regional Vice President, and the BOD of FYSA. The decision of the BOD is final, binding and not appeal able by any of the parties.

**102.5** All affiliates must affiliate within the district where the physically reside, in the district in which the majority of its players resided or physically play the majority of their home games. Any dispute as to in what district an affiliate will affiliate shall be decided by the Regional Vice President whose decision shall be binding upon all parties.

**102.6 CHALLENGE PROCEDURES: AFFILIATIONS**

The only entity within FYSA that can rule on affiliations and re-affiliations is the full Board of Directors (“BOD”) of FYSA.

In order to contest a re-affiliation, it is necessary that all parties be afforded due process prior to a decision being rendered by the BOD.

The entry point for the filing of charges or grievances for consideration by the BOD is with the local District Commissioner (“DC”) or Regional Vice President (“RVP”).

1. Charges or grievances must be filed in writing with all supporting documentation attached.
2. Charges must include specific violations of either USSF, US Youth Soccer or FYSA rules.
3. All charges and documentation must be received by the DC/RVP not less than thirty (30) days prior to a scheduled BOD meeting.
4. The DC/RVP shall forward the document(s) to the Secretary of FYSA, c/o FYSA’s State Office.
5. Upon receipt of the charging documents, the Secretary shall inform the charged affiliate, in writing, that there is a filed challenge to its re-affiliation to be heard by the BOD at the next regularly scheduled BOD meeting, providing the date and time of that meeting.
6. The Secretary shall notify the President of the challenge /grievance for inclusion on the agenda of the next BOD meeting.
7. The Secretary shall forward to the charged affiliate a copy of the charge/grievance with all supporting documentation attached.
8. The charged affiliate shall then have ten (10) days to respond to the Secretary with a written rebuttal to the charge/grievance and to supply any and all documents that the affiliate desires the BOD to consider.
9. Upon receipt of this rebuttal, if any, the Secretary shall have send copies of all documents to all the members of the BOD at least Seven (7) days prior to the BOD meeting in order to afford the BOD time to study the documents.
10. Both parties will be afforded the opportunity to address the BOD, subject to an equally imposed time limit for each side, if either party so desires to exercise this right.
11. The BOD then will adjourn to an “executive session” for discussion and the rendering of a decision in the matter.
12. The Secretary shall then provide a written opinion of the BOD’s decision to each party within ten (10) days.

**102.7** An affiliate who fails to affiliate for a seasonal year must reapply as a first-time affiliate and meet all requirements as set forth under Rule 102.2.

Any affiliate who in the preceding seasonal year fails to register fifty (50) players shall submit with the renewal application a detailed explanation as to justification for re-affiliation and/or a plan to increase membership in the following seasonal year. Any affiliate who fails to register 50 players in two consecutive seasonal years must submit to the BOD a petition listing the reason (s) the application should

be approved. This petition will be presented by their District Commissioner. The application for renewal may be denied by the BOD. This rule shall be effect with the 2005-2006 seasonal year.

### **103. ASSOCIATE MEMBERSHIP**

**103.1** Associate Membership in FYSA may be granted to any soccer-related organization whose intent is to develop and/or implement soccer programs within the State of Florida. Organizations seeking Associate Membership shall include but not be limited to leagues, tournament hosting organizations or other organizations as deemed appropriate by the BOD.

#### **103.2** Procedure for requesting Associate Membership

1. Application must be submitted utilizing FYSA's affiliation form being designated as an application for Associate Membership.
2. Application shall be submitted annually to the local DC.
3. Review and approval shall be vested to the BOD of FYSA. Renewal is neither automatic nor guaranteed.
4. Any league by application agrees that 100% of all teams participating in a FYSA sanction league shall be properly registered with FYSA or US Youth.
5. The decision of the BOD is final and binding upon all parties.
6. Application fee as defined in Section 303 must be attached.

**103.3** Under no circumstances shall any Associate Member be permitted to register any player or coach.

**103.4** Voting rights of an Associate Member shall be only at the AGM with each Associate organization having one (1) vote. No Associate Member by vote in any district or regional election.

**103.5** All Associate Members shall be bound by all By-laws, Rules and Regulations of FYSA, rules and by-laws of US Youth Soccer and USSF as may be appropriate.

### **105. RISK MANAGEMENT**

#### **105.1 RISK MANAGEMENT POLICY STATEMENT**

The Risk Management Program shall govern the administration and implementation of FYSA's risk management program to be consistent with USSF By-law 213(1)(a)(2) and comply with US Youth Soccer By-law 501 Section (1)(13).

USSF By-law 213(1)(a)(2) provide as follows:

#### **By-law 213. STATE ASSOCIATION RESPONSIBILITIES**

Section l(a)(2). The State Association will not discriminate against any individual on the basis of race, color, religion, age, sex or national origin (effective 10-8-00).

US Youth Soccer and each National State Association is responsible for establishing and monitoring a Risk Management Program within its assigned territory, at a minimum this program must include:

- (1) Use of an employment/volunteer disclosure statement for all volunteers, employees, coaches and program administrators who are involved with any sanctioned or sponsored program of the affiliated organization; and
- (2) Identification of a State Risk Management Coordinator (SRMC) and an alternate for the position.

Section 2. Guidelines for implementation of a risk management program are outlined in the US Youth Soccer Kid's Safe: A Risk Management Program.

Pursuant to the authority granted in 1.1 above, FYSA has adopted the US Youth Soccer Kid's Safe Program and has developed a program to disseminate health, safety and financial guidelines, which are appropriate to the game of soccer.

#### **105.2 RISK MANAGEMENT COMMITTEE**

The overall responsibility for the administration of the FYSA Risk Management Program shall rest with the President who, with the Vice President of Administration and Communication, shall chair the Risk Management Committee ("RMC"). The RMC shall be appointed by the FYSA Board of Directors and shall serve in accordance with FYSA rules governing committee members. The RMC consists of the President, Vice President of Administration and Communications and a person from each region within FYSA.

#### **105.3 KID'S SAFE PROGRAM OVERVIEW**

**105.3.1** FYSA has adopted USSF By-law 213 and the US Youth Soccer Kid's Safe Program and it is the intent of FYSA to exclude from participation, at a minimum, all persons who engage in discriminatory conduct, have been convicted of or adjudicated guilty of crimes of violence, crimes against persons, crimes against property or felonies. FYSA will comply with all USSF and US Youth Soccer guidelines and procedures.

**105.3.2** US Youth Soccer and FYSA have placed as a condition of registration the requirement for all coaches/volunteers to complete an application form. Only persons who comply with this condition shall be registered as a coach/volunteer by FYSA.

**105.3.3** Coaches/volunteers are defined as: members of the FYSA Board of Directors; education staff; ODP coaches and scouts; district, league and club officers; and program directors, team managers, team or individual trainers, coaches, assistant coaches and substitute coaches, and anyone else who may have interaction or who at any time could be expected in the performance of their duties to be alone with any registered youth player/referee under the umbrella of FYSA

**105.3.4** Referees, assistant referees and fourth officials shall be governed by the rulings of the SRA/SYRA, USSF and FYSA.

**105.3.5** It is the policy of FYSA that every reasonable effort will be taken under the Kid's Safe Program to exclude from program responsibilities (not to be confused with parental responsibilities affecting their own children) any adult or minor with a documented history of child molestation (e.g., a criminal record) that would bring any unnecessary risk to the health and safety of FYSA's soccer program participants.

**105.3.6** Coaches/volunteers shall, by application, agree to be subject to a legally sensitive criminal history check (which may require fingerprinting) before or during their participation in the FYSA soccer program, by use of but not limited to Social Security Number to allow State and Federal agency background checks.

#### **105.4 PROGRAM ADMINISTRATION**

This program shall be administered by the SRMC and overseen by the President (Chairman) and Vice President of Administration and Communication (Vice Chairman) of the Committee. All members of the committee shall have criminal history checks completed prior to assuming office. FYSA's Executive Director shall assist the Committee and be responsible for maintaining the Disclosure Forms in secure storage to ensure confidentiality.

**105.4.1** The authority to deny acceptance or suspend from any official capacity any coaches/volunteers for risk management concerns as established by the FYSA Board of Directors rests with the Chairman and Vice Chairman of the RMC and is subject to Executive Committee review and approval. In the event the Chairman and Vice Chairman disagree, the matter shall be adjudicated by the RMC. The decision of the RMC may be presented to the Executive Committee for resolution. The Chairman and Vice Chairman have the authority to summarily deny or summarily suspend any applicant's privileges pursuant to FYSA Rule 2.4.2.

**105.4.2** The FYSA Executive Director, under the direction of the Chairman and Vice Chairman, shall serve as the chief record custodian and be responsible for secure storage of all Disclosure Forms and criminal history reports.

**105.4.3** The RMC shall be responsible for monitoring compliance of the Kid's Safe Program that includes, but is not limited to:

- Ensuring and documenting league/club compliance;
- Review of Disclosure Forms;
- Coordination of criminal history checks (as necessary);
- Administrative notification of exclusion to those applicants (whether new applicants or returning members) who fail to meet the standards of the program as defined by FYSA; and
- With specific FYSA Executive Committee approval, require submission of fingerprints and order a criminal history check on an individual, group, or random sample of coaches/volunteers.

**105.4.4** Registration for coaches/volunteers shall be conducted on a year round basis. Registration procedures shall be completed and coaches/volunteers cards shall be issued within twenty (20) working days following completion of the registration process by the applicant.

## **105.5 DENIAL, SUSPENSION AND REVOCATION OF ADMINISTRATOR PRIVILEGES**

**105.5.1** The Chairman, Vice Chairman and RMC, with specific Executive Committee approval, have the authority to deny, suspend, or revoke any applicant's privileges as a coach/volunteer for risk management concerns as established by the FYSA Board of Directors. Once the Board of Directors has approved the authority of the Chairman, Vice Chairman and RMC to deny, suspend or revoke a Program Administrator's privileges, the decision may not be overruled except as set forth in the appeals process in Rule 2.6.

**105.5.2** The Chairman, Vice Chairman and RMC have the authority to summarily deny or summarily suspend any applicant's privileges of serving as a coach/volunteer for risk management concerns, provided the denial or summary suspension is submitted to the Executive Committee within sixty (60) days of the date of the denial or summary suspension.

**105.5.3** An affiliate of FYSA may, upon written request, petition FYSA to deny, suspend or revoke the privileges of a coach/volunteer or applicant for risk management concerns. The written request shall be submitted to the FYSA Executive Director for the RMC and the Chairman/Vice Chairman in care of the FYSA State Office. The Chairman/Vice Chairman shall investigate the request and reply in writing to the affiliate within thirty (30) days of the receipt of the request.

**105.5.4** FYSA has adopted the following grounds for exclusion from serving as a coach/volunteer:

- Any conviction or adjudication of guilt (misdemeanor or felony) for a crime of violence, a crime against a person, or a criminal history that is determined to be detrimental to the welfare of FYSA's players, subject to mitigation.
- Any report of child abuse appearing on the Child Abuse Index, subject to mitigation.

- Any record of sexual offense and/or sexual misconduct (felony or misdemeanor), subject to mitigation.
- Admitted use of/ or conviction for use of illegal drugs, within the last ten years, subject to mitigation.
- Documented history of repeated alcohol abuse (e.g., more than two (2) DUI's within the last ten (10) years, subject to mitigation.
- Submitting incomplete or inaccurate information, on the Coach/Volunteer Application Card. Additional charges may be filed under FYSA's Code of Ethics, FYSA Rule 505.4 and or FYSA Rule 501.13. The above guidelines do not relieve the applicant's obligation to disclose convictions to FYSA that may fall out outside of the aforementioned parameters.
- Refusal to fully complete the Risk Management Disclosure Form.
- Refusal to submit fingerprints when required to under this program.
- Any conduct that discriminates against any individual on the basis of race, color, ancestry, national origin, religion, age, marital status, sex, and sexual orientation. This may also include sexual harassment, which may consist of a request for sexual favors; unwanted sexual advances or propositions; verbal, physical and visual harassment; stalking; and unwanted sexual contact.
- Any other information that casts serious doubt on the applicant's ability to be entrusted with the supervision, guidance and care of minors. (Note: Misdemeanor convictions in the past seven years that "may indicate a lack of integrity or character" may be grounds for disqualification.)

**105.5.5** Any person participating in a sanctioned or sponsored program of FYSA who becomes involved as a defendant in litigation detrimental to the welfare of youth players, or litigation based on activities detrimental to the welfare of youth players, shall be suspended by the RMC or Chairman/Vice Chairman from all soccer-related activities until completion of the litigation. Upon written request of the suspended person, the status of such person shall be reviewed by the RMC at the completion of the litigation. Matters detrimental to the welfare of youth players shall include, but not be limited to, crimes of moral turpitude and felonies. The person has a right to appeal whether the matter that is the substance of the accusation, if true, is detrimental to the welfare of youth players. Privileges may be reinstated at the conclusion of the litigation process by the RMC.

**105.5.6** Any action pursuant to Rule 105.5 is subject to the appeal procedures set forth in Rule 105.7.

**105.6 PROVISIONAL AND CONDITIONAL ADMINISTRATOR PRIVILEGES**

The Chairman/Vice Chairman and RMC may jointly approve issuance of provisional privileges for a period not to exceed ninety (90) days. Such provisional privileges shall expire upon the ninetieth day of issuance.

**105.7 APPEAL PROCEDURES**

**105.7.1** The FYSA Executive Committee shall appoint a Risk Management Appeal Board consisting of three persons to hear appeals arising from risk management denials, suspensions or revocations by the RMC. Persons involved in the decision to deny, suspend or revoke shall not sit on the three-person appeal board. The decisions of this Appeal Board may be appealed to the FYSA Executive Committee and then to USSF pursuant to USSF Rule 705. The RMC, Chairman or Vice Chairman shall serve as the presenter of the case to the Executive Committee. All appeals shall be subject to FYSA's normal appeal fees as defined under FYSA Rule 300.

**105.7.2** Upon receipt of the notice of denial, suspension or revocation, the applicant has fifteen (15) business days to notify the FYSA Executive Director of their intention to appeal such action. This notification shall be in writing and sent to the RMC in care of the State Office. A person (appellant) suspended

pursuant to Rule 105.5.5 may seek reinstatement any time following the conclusion of the litigation process.

**105.7.3** The appellant will be notified, in writing, of the time, date and place of the appeal hearing. Such notification shall be sent by both regular and certified mail, e-mail or via facsimile transmission.

**105.7.4** At the time of the hearing, all evidence on behalf of the RMC shall be presented to the appeal board by the RMC, Chairman or Vice Chairman. The appellant may present any supporting documentation for the appeal.

## **105.8 NOTIFICATION PROCEDURES**

Notification of risk management actions shall be communicated to the principle parties at the same time and method and shall be accomplished by one of the following:

- Certified mail,
- Regular or express mail,
- Facsimile,
- Personally upon the witness or complaining party, and
- In the case of a minor, the minor's parent, guardian or other responsible party for the minor.

## **200. REGISTRATION**

### **201. GENERAL PROVISIONS/DEFINITIONS**

A competitive player is obligated to his/her competitive team for the seasonal year from the time he/she signs a contract or is rostered to a team until the end of the current seasonal year. A recreational player is obligated from the time he/she signs a contract or is registered to the affiliate until the end of the current seasonal year.

**201.1** Registration of players and coaching staff is required for competition on the Club, League, State, National and International level for any FYSA sanctioned or sponsored events. Jurisdiction shall be with FYSA over all players/coaches registered with this organization. All registered players/coaches must comply with applicable rules, policies and procedures and remain "in good standing" to be eligible to compete.

**201.2** Proof of registration in the form of either laminated current pass (permanent, or Florida,) with picture attached, or an official FYSA generated roster, or current player registration information from the secure section of the FYSA website, shall be required for any FYSA sanctioned out of region play, tournament (competitive) or Cup play. This shall include all non-league games (including scrimmages) that involve teams from other regions as well as tournaments (competitive) sanctioned within the State. State Cup, President's Cup and Regional Cup competitions reserve the right to limit the use of rosters. Teams participating in a league (recreational or competitive) shall be bound by the rules and requirements of said league

**201.3** Administration and oversight of registration is the duty of the Registrar and Registration Committee. Affiliates must submit all registration documents to FYSA for verification/approval. **Registrations must be submitted to FYSA within thirty (30) days from the date the Affiliate accepts the player registration or prior to the first competition, (if less than 30 days)** This thirty (30) day requirement for submission shall in no way be construed as an extension to/or waiver of any date requirement for submission of any documents as may be required by the rules of specific competitions (i.e. roster freeze dates).

**201.4** Specific procedures are enumerated within the policies and procedures of FYSA which shall be published and revised as necessary and shall be posted on the website. It shall include the procedures for registration, directions for proper completion of forms, the current fee schedule, time requirements and any other directions necessary for implementing the registration process.

When any procedure is modified, it shall be posted on the website and distributed to the affiliates within 30 days.

For any conflict between the Policies and Procedures and the Rules, By-laws of FYSA, the By-laws and Rules of FYSA shall take precedent. Rules of specific competitions sanctioned by FYSA may be more stringent than these rules.

**201.5** Registration fees must be submitted in order to complete the registration process. Said fees are due as follows:

- A. Payment to be submitted with all the registration transactions at the time of submission. (Note that at the time of the electronic registration, a report is generated estimating the charges that will be incurred by the affiliate.)
- B. On all other transactions, payments must be submitted within fifteen (15) days from receiving the invoice from FYSA. Failure to do so will place the club "Not in Good Standing." Further registration(s), or other registration related transactions, may not be processed until all required payments have been rendered.

For fee/fine structure, refer to FYSA Rule 303

**201.6** Affiliates in good standing may begin to register players for the up-coming seasonal year after August 1st, with the approval of the District Commissioner.

- A. Affiliation requirements must be fully met in order for affiliates to register players.
- B. Failure to comply will be grounds for the FYSA's BOD to review affiliation with FYSA.

**201.7** Any submission of altered or false birth documents shall be subject to sanctions as described under FYSA Rules 505.4.

**201.8** Players or teams who participate with unregistered players or engage in unsanctioned play shall have NO benefits of membership with FYSA including, but not limited to, risk management, disciplinary or insurance protection while playing with unregistered players or in unsanctioned play. This shall in no way be construed as a denial of the right to participate only to clarify that protections under FYSA may not be extended to the participants or to the event.

## **201.9 PLAYER CLASSES**

**201.9.1** Competitive Player: Shall be defined as a player who has been selected, registered and rostered to a competitive team, and will receive a USYS pass

**201.9.2** Recreational Player: Shall be defined as a player who is registered and rostered to a recreation team as defined by US Youth Soccer. These players may be unverified. They will NOT receive a US Youth Soccer pass. All recreational players will be entitled to a club registrar printed online Florida Pass indicating their status (age, club, verified or unverified).

**201.9.3** Player With Special Needs:

- A. FYSA will sanction and register those players in the TOP Soccer Program, Challenge Program or other programs of this nature. Players will be registered with FYSA at no charge to TOPS programs.
- B. No player shall be allowed to "play down" (play below the player's age group) except as outlined below.
  - 1. Participation in a designated TOP Soccer Program, Challenge Program or other programs of this nature
  - 2. Players with Downs Syndrome must submit a letter from a Doctor for Negative x-ray for Atlanto-Axial with first time registration. If a player is under the age of 13, they must have a second x-ray when they reach the age of 13.

- C. Players qualified under the Americans with Disability Act ("ADA") and meet all the requirements for consideration and possible accommodations under the ADA may be permitted to play down from their normal age group provided that all of the following conditions are met.
1. For participation ONLY in an intra-club (within the same club) program approval can be granted by the Affiliate's Board of Directors. Requests must be submitted to the Affiliate's Board of Directors in writing by the legal parent or guardian of the player.
  2. Participation in any inter-club (between more than one club) program shall require all of the following stipulations to be met:
    - a. No permission shall be granted for "playing down" more than one (1) age grouping.
    - b. A written request must be approved by the registering affiliate's Board of Directors and the FYSA registrar.
    - c. FYSA's registrar shall designate a special team code to indicate that the player is "playing down."
    - d. Prior to participation in any event, written permission must be supplied to the registering FYSA DC from the event's sponsoring entity (club and/or league) and other participating clubs granting permission.
    - e. A valid medical reason must be presented signed by a board certified physician.

## 201.10 DEFINITIONS

**Dual Rostering:** Shall be defined as the action of being rostered to more than one team simultaneously.

**Guest Playing:** Shall be defined as the act of participating in an FYSA sanctioned event, a player who appears on the Official Roster of another team.

**Registration:** Shall be defined as the act of registering a player/coach with FYSA.

### **Release:**

**A. Voluntary release** shall be defined as the process of removing a player/coach from a team's roster at the written request of the player/coach.

**B. Involuntary release** shall be defined as the process of removing a player/coach without written permission of the player/coach.

**Rostering:** Shall be defined as the act of placing a registered player/coach on a team roster as may be defined by the rules of competition for a FYSA sanctioned competition or event

**Transfer:** Shall be defined as the action of removal of a player/coach from an affiliate and /or a team's official roster with the intention of being added to another affiliate and/or the roster of another team. This action shall include and imply a voluntary release from the original team upon acceptance of the request by FYSA

## 202. PLAYER REGISTRATION PROCEDURES

**202.1** A player is considered registered when the registration is received by or electronically filed with FYSA's office, subject to all provisions of FYSA Rule 201.

1. Player contracts or registrations for returning players may be effected on or after July 1<sup>st</sup>; contracts or registrations for all others shall have an effective date of August 1<sup>st</sup>.
2. A contract or registration for a non-returning player may be revoked prior to August 1<sup>st</sup> by notification in writing to the affiliate. Any matter as to the refund of registration fees paid shall be governed under the terms and conditions of the contract for registration.

**202.2** All players must be rostered to a team in order to compete in any FYSA sanctioned event. Any player competing in any competition shall be considered immediately rostered to said team. Note: Rostered

players may guest play with proper permission in any FYSA sanctioned event, if allowed by the rules of competition, and not affect their original rostered status.

**202.3** A player must have attained his/her fourth (4th) birthday prior to Aug. 1st, or attain his/her 4th birthday prior to participation in a sanctioned program, to be eligible to register.

**202.4** Players must register in the state in which he or she resides with his or her parent(s) or guardian(s), or in the case of a student in residence at a boarding school, college or university, the player may register in the state in which the boarding school, college, or division of the college or university is located. Any other question of residency may be determined by the state in which the player registered to vote or holds a current driver's license.

**202.5** Any Youth player wishing to play on a team of a member of a State Association other than the State Association where the player is registered, must receive written permission from-

- A. The State Association where the player is registered;
- B. The State Association of the team on which the player wishes to play;
- C. Permission must be obtained each seasonal year.

**202.6** First time player registration may include authentic verification of date and place of birth. Interrupted registrants may reinstate using their original verified registration. (verified status)

A. Authentic verification shall be defined as copy of a "State Certification of Live Birth" with affixed State Seal or certification. FYSA has the authority to require submission of the original document if necessary.

B. Secondary verification of birth may be submitted in the absence of a "State Certification of Live Birth." Secondary verification is defined as a copy (or original, if necessary) of:

- Department of Defense uniform services identification and privilege card (DD Form 1173) issued by the uniformed services of the United States.
- Birth registration issued by the appropriate government agency.
- Board of health record
- Passport issued by a governmental agency
- Drivers license
- Alien registration card issued by the United States government
- Certificate issued by Immigration and Naturalization Service attesting to age
- Certificate of an American citizen born abroad issued by the appropriate government agency.

C. Foreign passports/birth certificates are acceptable if accompanied by a certified translation. Proof of USA residency must be included that shows that the player was a resident of the United States prior to the age of 12, or proper ITC paperwork must be attached. See Rule 202.8.

D. Hospital, baptismal or religious certificates will not be accepted.

E. A player that registers without submitting to the FYSA office proper birth documentation will be registered as "unverified." Any player who registers as unverified over the age of twelve (12) must comply with FYSA Rule 202.8 (Foreign and out-of-state players) in order to change this status to verified if applicable.

## **202.7 FOREIGN AND OUT-OF-STATE PLAYERS**

A player twelve (12) years or older registering with FYSA for the first time must comply with one of the following.

All players coming from another (current year transfer) Youth or Adult State Association or foreign country must have clearance papers or a release signed by the official registration chairman or secretary of the foreign association, out of state association, or inter-state release before they are allowed to register with FYSA. Players born or residing in a foreign country must comply with USSF Policy 601.6.

#### A. USSF Application for an International Transfer Certificate

An International Transfer Certificate is required if any of the following conditions apply:

1. For a player who comes to the United States on or after the player is seventeen (17) years of age; the player must request an international clearance from the United States Soccer Federation.
2. Any player (professional or amateur) who was not born in the United States, IS NOT a U.S. citizen, and entered the U.S. after his/her twelfth (12) birthday must have an international transfer certificate from the foreign country the player is coming from.
3. Any player (professional or amateur) who was not born in the United States, IS a U.S. citizen, and entered the U.S. after his/her twelfth (12) birthday must have an international transfer certificate from the foreign country the player is coming from.
4. Any player (professional or amateur) who listed that the last club they participated with belonged to a foreign national association.
5. Any player (professional or amateur) who was issued an international transfer certificate by the USSF and has not had it returned.
6. Any player that provides to FYSA evidence of residence in the United States prior to his/her twelfth birthdays shall be exempted for this requirement.

To obtain clearance, the player must complete the USSF International Clearance Request Form and return it to FYSA for processing with the Registrar of USSF.

If clearance by USSF is not granted after a period of thirty (30) days from the date of the original request being sent to the foreign national association, a provisional certificate will be issued to the player enabling him/her to play in this country. The provisional certificate shall become permanent one year after the date on which the original request for clearance was issued. However, should the foreign association contact USSF during the one-year period with a valid reason as to why the clearance was not issued, the provisional certificate shall be withdrawn immediately.

NOTE: A player shall not, under any circumstance, be authorized to play in official matches for FYSA during the 30-day period mentioned above."

#### B. International Waiver Request:

1. An International Clearance is not required of a player who is 12, 13, 14, 15, or 16 years of age if the player and the player's parents sign a waiver form, as provided by USSF.
2. All International Clearance Waiver Forms will require the submission of a fee in the amount of \$10.00 payable to USSF. The form and fee must be submitted to the FYSA office for processing

### **203. COACH REGISTRATION**

All coaches are obligated to the registering affiliate for the complete seasonal year defined as September 1 through August 31. Agreement by contract between the parties may shorten or lengthen this period.

**203.1** Coaches can be rostered to an unlimited number of teams (within the same affiliate) at no additional charge. However, the coach will only receive one pass identifying him as a coach registered with the affiliate.

**203.2** Initial coach's registration must be submitted properly and accurately on an FYSA Coach/Volunteer Application Form and MUST contain the following information:

- A. Identification information including Social Security Number if available.
- B. Date of birth is required for registration (mandatory)
- C. Dated signatures of coach, and authorized Affiliate signature
- D. FYSA will not accept Coaches/Volunteer Registration Cards that are incomplete, or unsigned.
- E. A valid Social Security Number may be required in the event the applicant cannot be identified based on the information submitted in order to complete a criminal background check.
- F. Affiliate will certify that they have verified the identity of the coach/volunteer

G. Subsequent registrations may be processed electronically.

**203.3** All Coaches and/or volunteers registering with FYSA will be subject to a background check through any organization that FYSA may be deemed appropriate. Any individual who has been charged and found guilty of violating any provision of Florida Statutes Section 435.04 may be denied participation in FYSA sanctioned events

**203.4** Coaches are responsible for notifying FYSA of any event that may affect their risk management status. Failure to notify FYSA may result in the revocation of the individual's privilege to participate in FYSA sanctioned events.

## **204. ELIGIBILITY**

**204.1** Player Eligibility to compete shall be determined as follows:

- A. Registration with FYSA has been completed and is accurate
- B. Proper birth documentation has been provided, for players registered as verified.
- C. Player is properly rostered (as per the rules of competition) to the team with which he/she intends to compete
- D. Affiliate requirements for registration have been met.
- E. Status is "in Good standing" with the Affiliate and FYSA.
- F. Remains on team, or with the affiliate, to which he/she is registered/rostered for the seasonal year unless properly released or transferred (Sept 1st through Aug 31st).

**204.2** Team eligibility to compete is determined by the following:

- A. All players properly registered to FYSA
- B. All Players are properly rostered to the team as may be defined by the rules of competition.
- C. Coaches properly registered to FYSA and rostered to the team as may be defined by the rules of competition
- D. Associated with an affiliate, and must continue that association for the seasonal year, including that no team in its entirety or majority may move to another Affiliate during the seasonal year.
- E. Adhere to proper age grouping
- F. Improper registration of any team member shall result in the team forfeiting all games the improperly registered player(s) took part in. An improperly registered player is a player who is over-age, not registered to FYSA and/or improperly entered on the team's roster.

## **205 AGE**

**205.1** Age groupings shall be established by FYSA for all levels of play and shall be defined within the Technical Assistance area of the FYSA website.

**205.2** Playing UP (above a player's normal age group):

It is FYSA's policy that all players compete at a level they are capable of both physically and developmentally. For a player to move up more than one normal age grouping will require approval from the affiliate's director of coaching or agent of record, and FYSA Director of Coaching.

**205.3** Playing down (below a player's normal age group):

In order for any player to "play down" requirements as outline under FYSA Rule 201.8.3 must be met prior to any participation.

## **206 PLAYER/COACH PASSES**

**206.1** Property of player/coach passes remains that of FYSA and/or USYS. No affiliate, coach, assistant coach or team staff can refuse to relinquish the pass to USYS or FYSA, immediately upon request. Failure to do so may subject the party to sanctions as described under FYSA Rule 505.2.

## **206.2 PASS CLASSIFICATION**

### **A. US Youth Soccer Pass (Permanent Pass)**

The pass as being issued by the State Office with the US Youth Soccer Logo and shall require the following:

1. Signatures of player/coach, exactly how it appears on front.
2. Signature of the issuing registrar.
3. A Current photo taken within six months affixed to the pass.
4. Pass will be laminated with a clear plastic material permanently affixing player's picture to the pass.
5. Pass is valid for all FYSA and US Youth Soccer sanctioned events.

### **B. Florida Temporary Pass: (Florida Pass)**

A Florida Pass shall be available on line for all players/coaches registered with FYSA.

1. Signatures of player/coach, exactly how it appears on front.
2. Signature of the issuing registrar.
3. A Current photo taken within six months affixed to the pass.
4. Pass will be laminated with a clear plastic material permanently affixing player's picture to the pass.
5. Is considered valid if properly executed and may be used anywhere within the State until a permanent is issued, except for State Cup or any specific competition not permitting its use.
6. Must be relinquished to the affiliate in order to obtain the USYS pass.
7. IS NOT VALID FOR ANY OUT OF STATE TRAVEL.

## **207. ROSTERING**

**207.1** An official FYSA roster is the roster generated by the State Office in computer printout form for a specific league or competition. A player is rostered to a team when the registration process is completed, and the player is rostered to a team, or as defined under FYSA Rule 202.2. All matters of dispute shall be governed by the official state roster. A copy of the official roster is valid for all events requiring a roster.

**207.2** Leagues and tournaments may create internal pass and or event roster forms allowing properly FYSA registered players to participate within their rules of competition without changing the Official FYSA Roster. These event rosters must list the players full name, pass number, rostered team, DOB and birth verification status.

**207.3** Dual Rostering is permitted and a player may be rostered to multiple teams at one time during a seasonal year. Regulations concerning dual Rostering are as follows:

- A. Player's Cup eligibility is the player's primary team. No player is eligible to compete in FYSA Cup play with a secondary team, unless permitted under the rules of competition. A player's primary team shall be the first team to which the player is rostered.
- B. The player's primary team will be the first team listed on a pass, and the secondary team is the second team listed on the pass
- C. Release from the primary team in no way transfers primary status to the secondary team. To transfer primary status requires a completed transfer, and may under the rules of competition be considered a transfer and/or movement.
- D. Primary team schedules will take precedence in all issues or conflicts. If player is registered to two (2) affiliates, all matters regarding registration will be decided by the primary team's affiliate.

**207.4** Regional Cup rosters for all competitions leading to the determination of President's Cup participants shall be the official roster as generated by the FYSA State Office.

**207.5** State Cup and Regional/America's Cup rostering simultaneously is not permitted.

## **208. TRANSFERS/RELEASES**

- 208.1** Players are entitled to a release from the affiliate at any time; however, they are not guaranteed the right to transfer.
- 208.2** An affiliate will immediately upon request release a player/coach subject to any term(s) as may be contained within the player/coach contract. The affiliate will provide a copy of the completed release form (online confirmation) to the requesting party.
- 208.3** Releases shall not be granted if the player/coach is:
- Rostered to a team currently subject to roster freeze,
  - Is serving a suspension (red card)
  - Has a financial obligation to the Affiliate.
- 208.4** Failure to provide a completed Release Form within forty eight (48) hours of the request, notwithstanding the above listed exceptions, may result in disciplinary action against the offending party. Failure to do so may subject the party to sanctions as described under FYSA Rule 505.2.
- 208.5** There shall be no limit to the number of removals per team unless prohibited by special rules of competition (i.e., State Cup).
- 208.6** Released players **ARE NOT ELIGIBLE** to compete or participate in any FYSA sanctioned or sponsored event.

**NOTE: IN NO CASE IS A RELEASED PLAYER ENTITLED TO A PASS. NO RELEASED PLAYER SHALL HAVE IN HIS/HER POSSESSION ANY FYSA/USYS PASS.**

- 208.7** Players will be released into either FYSA unconditional (S1 FYS 998 FYS) or conditional (S1 FYS 999 FYS) pool of players.
- A. Voluntarily release (S1 FYS 998 FYS) is the removal from a roster and/or affiliate with parental and affiliate written permission.
- A player who is released to the unconditional drop pool (S1 FYS 998 FYS) may be transferred to any affiliate for the remainder of the seasonal year, without notice to the original affiliate. Transfers within an affiliate (intra-club transfer) will only require approval of the affiliate
- Any player who requests a voluntary release and then attempts to transfer to another affiliate shall first be reactivated to the original affiliate, who shall have the opportunity to object to the transfer in writing to the Registration Committee.
- B. Players released to the conditional drop pool, (S1 FYS 999 FYS), a written request for the purpose of being able to transfer to another affiliate must be filed with the FYSA office. Upon receipt of the written request for transfer, the FYSA office shall forward a copy of the request to the player's previous affiliate for a written response.
1. Any objections to the transfer shall be raised at this time. Objections must be in writing and filed with FYSA within three (3) business days. If no objection is submitted the player will be transferred.
  2. Upon receipt of an objection, the Registration Committee shall rule on the request based on the submitted statements. The transfer shall not be affected until the Registration Committee has ruled. The Registration Committee shall have seven (7) business days to render its decision in writing. Any appeal of this decision shall be made in accordance with FYSA Rule 600.
  3. Affiliates have the right to deny any transfer request if the transfer is to a team:

- The player has guest played with during the current seasonal year (FYSA Rule 210)
- The coach or team staff member is the player's ODP coach. (FYSA Rule 209)

**208.8** A player may be removed from an affiliate involuntarily for the following reasons only:

- A. The player has violated the rules of USSF, FYSA or USYS and is currently under suspension (non red-card or game related suspensions.) All rights to due process must have been complied with as defined under FYSA Rule 600.
- B. The player has moved beyond a reasonable travel distance. Determination of what constitutes a reasonable travel distance shall be solely determined by the FYSA Registration Committee.
- C. A player is injured in such a manner that the player will not be able to participate for the remainder of the seasonal year. If the player recovers and is able to participate prior to the end of the seasonal year, the player will be activated back to his/her last team's roster.
- D. Players released involuntarily shall be released to the unconditional player pool. (S1 FYS 998 FYS).
- E. A player who later contests the action of involuntary release shall be re-activated to the last team's roster. This action may over-roster the team resulting in sanctions based on the rules of the particular competition.

**209. OLYMPIC DEVELOPMENT PROGRAM ("ODP")**

Players who have registered in the current seasonal year and have participated in the ODP may not transfer or be added to any team that their ODP coach or assistant coach participated with for the remainder of the current seasonal year and all of the following seasonal year. [Intra-club (within the club) may be exempted from this exclusion]

**210. GUEST PLAYING**

Players shall be allowed to guest play with proper permission. Permission of the player's current primary affiliate must be granted in writing by use of the FYSA guest player form.

- A. Permission to guest play may be denied by the affiliate at its discretion.
- B. Coaches desiring a player to guest play must obtain permission from the registering affiliate's agent of record, or designee, prior to contacting the player. Failure to obtain permission prior to contact shall be evidence of poaching as defined under 401.5.
- C. The guest player request form shall specify the dates and competition to which permission is granted. If the request is intra-club no special permission is required.
- D. Players who guest play shall not be allowed to transfer to the team or affiliate with whom he/she has been a guest player for the remainder of the seasonal year unless written permission is granted by the original affiliate. (Intra-club transfers are exempted with permission of the affiliate.)
- E. Playing a "guest player" without proper permission may result in a charge of playing an ineligible player under rule 401.3 and/or falsification of a roster as defined under rule 505.4.

**211. SPECIAL COMPETITION REGISTRATION**

STATE CUP (US Youth Soccer's National Championship Competitions) A player must register in the state in which he or she resides with his or her parents(s), or guardian(s) or in the case of a student in residence at any academically accredited boarding school or college or university, the player may register in the state in which the boarding school, college, or division of the college or university is located. Any other question of residency may be determined by the Florida State Cup Committee.

**211.1 YOUTH PLAYERS PLAYING AMATEUR**

For youth teams and or youth players competing with or against amateur (senior teams, all requirements of Section 211.1 must be completed prior to the competition. Applications must be submitted for each seasonal year.

A registered youth player, sixteen (16) years or older, will be permitted to play an unlimited number of amateur games without losing his or her youth eligibility provided:

1. The youth player must obtain written permission from his or her parent and his/her youth coach or other authorized affiliate official. The youth coach or other authorized team official shall, in writing or by form, request eligibility clearance from FYSA.
2. When the above clearance and permissions have been granted, the State Amateur Association has sole discretion in permitting a youth player to play amateur games and will be responsible for establishing the procedures under which this will be implemented.
3. In the event of a conflict between an amateur game and a youth game, the youth game shall take precedence.
4. A youth player who is required to sign an amateur form shall retain youth eligibility, providing the above has been completed prior to signing the amateur form. Failure to comply with the above will result in the player forfeiting his/her youth eligibility to compete in FYSA sanctioned events for the remainder of the current seasonal year or a period of not less than thirty (30) day subject to: Any period longer than thirty (30) days shall require a hearing as defined under FSYA Rules Section 600 for determination as to length of the waiting period.
5. A player who desires to reinstate his/her youth eligibility for the current seasonal year and is sixteen (16) years of age or older, may apply for the reinstatement by properly completing FYSA form 204F and submitting the form to his/her District Commissioner along with a written request for reinstatement. The date of receipt of the form and request by the player's DC shall be the sole determination as to the starting date for sanctions as described in (4). The DC will forward the documentation to FYSA's State Office and inform the player requesting reinstatement the exact date that his/her reinstatement will be effective.
6. Any player who participated in any an amateur level game prior to his/her sixteenth birthday is not eligible to apply for reinstatement.
7. During this waiting period players will not be able to compete in FYSA sanctioned events, but may participate in try-outs and/or team practices.
8. A player's youth eligibility shall automatically be restored at the end of the current seasonal year.

**211.2** Youth teams will be permitted to compete against non-affiliated teams with the permission of the local DC. (i.e., college teams) provided:

1. A request must be submitted to the DC in writing and be accompanied with an official FYSA roster listing all players that will compete. Permission must be requested for each event.
2. The DC will grant permission in writing, upon verification of the roster and as to proof of the proper assignment of game officials (game officials will be assigned by the highest level team competing).
3. The team requesting permission to play a non-affiliated team must provided written verification to the DC prior to the DC granting approval that the non-affiliated team has permission to play and is covered by insurance from the non-affiliate's sanctioning body.
4. All paper work must be to the DC not less than seven (7) days prior to the match or the DC may deny permission.
5. Failure to obtain permission may result in the team's administrative staff (Coach, team manager, etc.) being suspended from all FYSA sanctioned events for at least thirty (30) days.

**212. AGE GROUP FORMATS**

For all competition sanctioned by FYSA:

- U7 & U8 -- 4 v 4 with no goalkeeper.
- U9 & U10 -- 6 v 6 including a goalkeeper.
- U11 & U 12 -- 8 v 8 including a goalkeeper
- U13 and above -- 11 v 11 including a goalkeeper.
- Playing formats: A festival format shall be used for players U8 and below.
- A festival format is recommended for players for U10 players.
- Follow US Youth Soccer requirements for field size, ball size, etc.

**300. FEES**

## **301. GENERAL PROVISIONS**

**301.1** Fees shall be established by FYSA to provide sufficient income to support its programs and services to players, coaches, clubs, and leagues and to support the administration of its organization. Fines and penalties may also be levied.

**301.2** Registration fees shall be required for every player/coach that registers to participate in any FYSA sanctioned event or competition. Registration fees shall be divided into two portions:

- A. Fixed cost shall include player insurance; US Youth Soccer player/coach fee; USSF player/coach fee.
- B. Administrative costs.

Fixed Cost shall be set annually by the Board of Director not later than May 1<sup>st</sup> of each year to be effective with the next seasonal year.

Administrative costs shall be set annually at the AGM. A proposed increase in administrative cost requires that it not become effective for the seasonally year immediately following the AGM but for the year after

**301.3** Insurance fees shall be determined by the cost of the policy as required by the carrier. The fee for insurance shall be included in the registration fee and may not be paid separately.

**301.4** Payment of registration and affiliation fees are due at the time of submitting anything that requires a fee as specified by FYSA and shall be by bank check, certified check or a money order. No cash payments can be accepted. Fees shall be made payable to FYSA or Florida Youth Soccer Association and submitted to the District Commissioner.

**301.5** Monthly statements shall be sent to affiliates and their D.C.'s from the State Office.

**301.5.1** Fees and registration forms must be submitted within thirty (30) days from when the Affiliate accepts registration or prior to first competition, to their District Commissioner, in order for the player's insurance coverage to become effective. (See Rules 201.7.)

**301.5.2** All other fees will be submitted as directed (i.e., Protest and Appeal fees and entry fees for State Cup, President's Cup, ODP, etc.)

**301.5.3** Fines and penalties are due within thirty (30) days of notification.

**302.** All Fees due to FYSA shall be considered delinquent if not paid, in cleared funds, within 30 days. Affiliates may be placed "in bad standing" when fees are not timely paid. The Treasurer will recommend to the Executive Committee and/or BOD for approval to place an affiliate "in bad standing." Governmental run programs which require an invoice will be granted a time extension to comply with 301.5.2 if necessary of up to thirty (30) days after receiving an invoice from FYSA's local district commissioner.

**302.1** Suspension from all *FYSA SANCTIONED* events for all member of the affiliate shall occur if an affiliate is placed in "bad standing." Participation cannot resume until all fees are paid in full.

**302.2** All Affiliate voting rights may be suspended by the BOD when an affiliate's account is in arrears by two hundred dollars (\$200.) or five percent (5%) of their amount due for the seasonal year, whichever is greater. Upon payment of the Delinquency amounts all voting rights will be restored.

**302.3** Players/coaches may be placed in “Not in Good Standing” with written notification to FYSA for unpaid financial or other obligations to the affiliate. It shall be the affiliate’s responsibility to notify FYSA of any change in status of the player/coach.

A debt between a player/coach and an affiliate is a civil matter between the parties. FYSA upon notification by an affiliate that documented diligent actions have failed to resolve the matter shall then place the player/coach “Not in Good Standing,” until such time as the debt is resolved. Resolution shall be by payment in cleared funds or mutual written agreement.

Unless otherwise provided by contact, all costs related to the resolution of the debt shall be borne by the non-prevailing party.

**302.4** A schedule of fees shall be provided herein for all fees, costs for services, fines, penalties, and dates for submission. This schedule shall be updated annually by the Budget Committee and approved by the Affiliates at the AGM.

**303. FEE / FINE STRUCTURE**

<b>Fee Required For:</b>	<b>Amount</b>	<b>Date Due</b>
Affiliation	\$135.00	September 1
First-time affiliation see Rule 102.2	\$1500.00	September 1
Affiliation Surcharge (except new)	\$5.00	Per./mo. after 10/1
Associate Membership	\$135.00	Application
Coaching Youth Modules	\$20.00	Application
Hosting Affiliate Deposit	\$200.00	Application
Coaching Course "E", registered	\$50.00	Application
Hosting Affiliate Deposit	\$300.00	Application
Coaching Course "D", registered	\$100.00	Application
Hosting Affiliate Deposit	\$2000.00	Application
Convention / AGM	Set annually	Application
Cup, President's	Set annually	Entry
Cup, Regional	Set by Region	Entry
Cup, State	Set annually	Entry
Insurance Certificate	\$12.00	When Requested
Pass Reprint, player	\$25.00	When Requested
Pass Reprint, team	\$100.00	When Requested
Protest / Appeals		
from C/L to Protest/Appeals	\$400.00	Submission
from SQL/SC game to Protest/Appeals	\$400.00	Submission
Registration, Coach, Assist. etc	\$10.00	Returning Coach
Registration, Coach, Assist. etc.	\$20.00	First Year Coach

**Player Registration Fees Seasonal Year 2003-2004**

**Players properly coded and registered to Recreational Teams**

Recreation electronic registered	<b>\$9.00</b>	<b>When Registered</b>
Recreation Manual/pass generated	<b>\$12.00</b>	<b>When Registered</b>

**All Competitive players (players not meeting the definition of a recreational player)**

All Age Groups	<b>\$20.00</b>	<b>When Registered</b>
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**CHANGE OF STATUS FORMS:**

REC TEAMS

COMP TEAMS

RELEASES	\$10.00	\$25.00
BIRTH VERIFICATION	\$10.00	\$25.00
REPLACEMENT PASS	\$10.00	\$25.00
TEAM REPRINT	\$100.00	\$100.00
DUAL REGISTRATION	\$10.00	\$25.00
TRANSFER	\$10.00	\$25.00
ERRORS	\$10.00	\$25.00 (Not office errors)

**Note---In order to qualify for the recreational rates, the team must meet all requirements of a recreational team as defined by US Youth Soccer.**

**Tournament and Travel fees are defined in Section 905**

**Referee Registration fees as set by FYSA and FSR**

**ALL FEES, OTHER THAN REGISTRATION FEES, ARE SUBJECT TO FINAL REVIEW AT THE SEPTMEMBER BOARD OF DIRECTORS MEETING**

**303.2** A late fee in the maximum amount permitted under Florida Statutes (currently 1 1/2% per month (18% annual APR)) will be added to any balance due if more that thirty (30) days delinquent.

**400. PLAYERS, COACHES, TEAM STAFF, PARENTS, SPECTATORS CONDUCT AND RESPONSIBILITIES**

**401. COACHES/TEAM STAFF CONDUCT/RESPONSIBILITIES**

**401.1.** Registration of all coaches, assistant coaches, team managers, trainers etc. shall be mandatory with FYSA and shall be consistent with these Rules and completed on a Coach/Volunteer Registration form. Providing inaccurate information may result in disciplines/sanctions under Rule 505.4.

**401.2.** Adherence to the Rules shall be the responsibility of all team staff and ignorance of the Rules shall not relieve them of this responsibility.

Any member found guilty shall be suspended for the remainder of the current seasonal year, plus the next seasonal year.

**401.3** Coach's responsibility for player's registration shall include proper and complete registering, rostering and age verification for any players, guest players or transfers to their team.

Any member found guilty shall be suspended for the remainder of the current seasonal year, plus the next seasonal year.

**401.4** A team who registers, rosters or plays an overage player shall have its privileges to participate in FYSA sanction games or events suspended for the remainder of the seasonal year.

**401.5 POACHING**

There is to be NO improper contact between the prospective team and the player/parents of currently registered and/or rostered players. Any coach or member of a team having contact with a player after a player is registered and/or rostered, without first obtaining written permission from that player's coach, will be construed as having had improper contact with a player, and such action can result in a charge of poaching.

1. Improper contact is defined as any communication with a player other than the most casual, cordial communication necessary such as congratulations at the end of a match or similar such conversations.

This contact specifically includes, but is not limited to, players participating in practices, training sessions, scrimmages or other soccer-related functions.

2. Improper contact shall also include, but is not limited to, meetings with players/parents, attendance at team social functions when the player is not registered to that team, etc.
  3. Any such improper contact, no matter how generated, is prohibited without prior written notification and written consent of the player's current head coach, the club director of coaching and/or players, or the Agent of Record of the club to which the player is currently registered and/or rostered. A coach/volunteer or member of a team having contact with a player is charged with the knowledge of that player's registration and/or roster status and shall be held accountable for any unauthorized contact with any player currently not rostered to his team, regardless of how that contact is initiated or by whom.
- A. No coach, assistant coach, trainer, team representative, registered player, parent or advertisement may offer any kind of inducement to recruit a player and/or to transfer from his/her respective team, during the seasonal year as defined September 1 through August 31.

Inducing a player includes, but is not limited solicitation to leave the current affiliate, offering a currently rostered player a roster spot on an existing team, or a roster spot for the next seasonal year.

Coaches are responsible for the actions of the all of the above listed participants of their team.

B. Players:

All currently registered players shall become free agents at the completion of FYSA's State Cup Final Four or elimination from National Championship Competitions (whichever is later).

At this time, all restrictions as to guest playing and contact between parties shall be lifted until such time as the player (and parent) executes a contract or registration for the next seasonal year.

1. Player contracts or registrations for returning players may be effected on or after July 1<sup>st</sup>, contracts or registrations for all others shall have an effective date of August 1<sup>st</sup>.
2. A contract or registration for a non-returning player may be revoked prior to August 1<sup>st</sup> by notification in writing to the affiliate. Any matter as to the refund of registration fees paid shall be governed under the terms and conditions of the contract or registration

C. Coach:

All coaches are obligated to the registering affiliate for the complete seasonal year defined as September 1 through August 31. Agreement by contract between the parties may shorten or lengthen this period.

1. A coach who resigns a position shall be bound by the following conditions.
2. Any coach who during a seasonal year attempts to register with a new affiliate shall be first reactivated back to the registering affiliate who may then object to the "transfer" to the registration committee.
3. For an affiliate to recruit the services of a registered coach, the requesting affiliate must first notify in writing the agent of record of the coach's current club. There shall be no contact with any registered coach prior to May 1<sup>st</sup>, unless permission is granted in writing by the affiliate's agent of record, or designee.
4. A currently registered coach may not contact a prospective club prior to May 1<sup>st</sup>, without written permission of their currently registered affiliate's agent of record, or designee. After May 1<sup>st</sup> contact may be affected with written notification to the current affiliate.
5. A currently registered coach who decide during a seasonal year to change clubs shall not solicit, entice or induce in any manner players they are currently coaching to move to his/her new club until after the completion of State Cup Final Four or further National Championship competitions.
6. Violation of any of the above standards is tantamount to poaching.

#### D. Disciplinary Sanctions

Minimum disciplinary actions/sanctions to be taken against any coach or member of a team found guilty of the violation of any of the above conditions shall be:

- 1st Offense -- Six (6) months suspension; club to be fined \$100.00 plus any costs associated with the holding of the hearing including copying charges, postage, etc.
- 2nd Offense -- Minimum three (3) year suspension; club to be fined \$500.00 plus any costs associated with the holding of the hearing including copying charges, postage, etc.
- Conviction of a poaching charge by any member of a team may cause the team to which that player/coach is registered to forfeit its privilege to participate in any and all FYSA-sponsored events (i.e., State Cup, President's Cup, etc.) for the remainder of the seasonal year. The team sanctioning will apply only to the team that is involved in the poaching incident, not multiple teams if the player/coach or team member is registered to more than one team.
- The Regional Vice President, upon receipt of notification of a conviction for poaching, shall empanel a committee of not less than three (3) neutral members that shall request from the convicted party(s) and the affected affiliate a brief in mitigation as to:
  1. Should the team be permitted to continue to compete in FYSA sponsored events for the remainder of the seasonal year.
  2. And/or should the player(s) subject of the charges be permitted to participate in FYSA sponsored events with said team for the remainder of the seasonal year.
  3. The committee's decision in this matter shall be final and binding.

#### 401.6 TRY-OUTS

No club or organization affiliated with FYSA may hold any try-out or any other activity, related to the formation of teams for the next seasonal year involving players **IN ANY AGE GROUP** until:

- a. For State Cup Age Groups until completion of State Cup Final Four.
- b. All other age group until completion of President's Cup.
- c. Later dates may be set by FYSA's Board of Directors or regionally as approved by the Affiliates in that region

Violation may result in the Club's affiliation with FYSA being reviewed and it may be denied by the Board of Directors.

#### 402. PLAYER CONDUCT AND RESPONSIBILITIES

**402.1** Player's conduct, in keeping with the belief that they are the primary representatives of their team, club, league and FYSA, shall be exemplary of "good sportsmanship", character, and adherence to the Rules, bringing positive attention to themselves and their team. They shall also comply with the following:

1. Verification of age and date of birth shall be true and correct as submitted by themselves or their parent or guardian
2. Falsification of birth documentation shall result in suspension subject to the provisions under Rule 505.4
3. Time requirements shall be met in the proper registration, payments of fees and accurate filing of all forms and applications.
4. Failure of parent/guardian to assist the player in their administrative, programmatic and financial obligations, shall not be grounds for waiving or failing to comply with the rules.

**402.2** Player equipment shall be in accordance with the requirements of the Affiliate, FYSA and FIFA rules. Additionally:

- a.) Screw in cleats is permitted; however, judgment as to their safety is at the discretion of the referee.
- b.) Orthopedic casts are not permitted; however, soft braces can be worn with *written* approval from a doctor, and judgment as to safety is at the discretion of the referee.
- c.) Shin guards must comply with FIFA Law 4:
  - 1) Shin guards are covered entirely by the stockings.
  - 2) Shin guards are made of a suitable material (rubber, plastic, or similar substances).
  - 3) Shin guards must PROVIDE A REASONABLE DEGREE OF PROTECTION.
  - 4) Shin guards are required for any FYSA event for the Safety of the players.

### **402.3 JEWELRY**

It is the policy of FYSA that no player be allowed to wear ANY jewelry while participating in any FYSA sanctioned match. The only exception that may be allowed is a medical alert bracelet or necklace when taped to the body. The referee shall make the decision as to the safety of the player and the referee's decision is final. (The taping of any earring shall not be permitted under any circumstances.) If the referee notices a player wearing jewelry while the match is under way at the next stoppage of play, the referee will instruct the player to remove the item. If the referee deems the jewelry to be dangerous to any player, he must stop the match to correct the situation

**402.4** In any FYSA sanctioned match a break will be given at the midpoint of each half of regulation time and at the end of each overtime period (if played) for player hydration. This break will be given at a normal stoppage of play and it is mandatory for any FYSA sanctioned match during which the air temperature is or is expected to reach eighty-five (85) degrees.

Violation may result in charges under FYSA's Code of Ethics.

### **403. PARENT/SPECTATORS CONDUCT AND RESPONSIBILITY**

**403.1** Parent responsibility shall include meeting the required administrative and programmatic rules, if in some cases it is not within the player's ability to do so. This shall include providing correct and completed registration, necessary applications and/or entry forms and applicable fees.

**403.2** Falsification of documentation may result in the suspension and/or sanction of the player whose documents are altered by their parent as described under Rule 505.4.

**403.3** Parent/Spectator conduct during games is the responsibility of the coach who may be disciplined for such conduct. The Affiliate is ultimately responsible for misconduct of the parent/spectator and shall take disciplinary action to maintain control and orderly completion of games against the parent/spectator, coach, coaching staff or the team.

Any other individuals who may be reasonable construed as being associated with a team such as relatives and spectators shall also be subject to the jurisdiction and authority of this Association. Any coach or team official shall be held responsible for the actions of any individual(s) at any match that, in the opinion of the referee, is a supporter of that team.

**403.4** Entering the playing field during the game is not permitted for any reason other than to assist in an injury and only then if requested to do so. Entering the playing field can result in the Site Director requiring the offender to leave the soccer site and/or further disciplinary action.

### **404. REFEREE REGISTRATION**

**404.1** Effective January 1, 2003 any referee officiating any FYSA sanctioned match must be registered with FYSA. This is in addition to and not a replacement for referee registration and or re-certification with

USSF through Florida State Referees (“FSR”). FYSA shall establish procedures and policies as to registration of referees who desire to officiate FYSA sanctioned matches

Guest referees, out of state or international, traveling with proper permission, may be granted a limited exemption. This limited exemption shall be approved by FYSA in writing and will only be granted for a specific event, such as a tournament. The tournament may request exemption for guest referee(s) by application to FYSA’s Referee Committee not less than thirty (30) days prior to the event. This exemption is not intended for league play and shall be for a limited term.

All Assignors who assign any FYSA sanctioned match shall be registered with FYSA by completing a coach/volunteer card. If the assignor is also a registered referee and currently registered with FYSA and FSR they shall so indicate on the application.

**404.2** It shall be the responsibility of every referee to insure that he/she is currently registered with FYSA prior to accepting any game assignment for any match under the sanction of FYSA.

**404.3** FYSA will conduct background checks through the Florida Department or Law Enforcement, or any other agency it deems appropriate, for any registering referee eighteen (18) years of age or older. This background check shall be repeated every three (3) years or earlier if deemed appropriate by FYSA.

**404.4** Registrations shall be for calendar years (January 1 through December 31). The fee for registration shall be set by FYSA’s BOD at its annual meeting, subject to approval of the affiliates. The registration fee, if changed, will be effective upon approval but may not be retroactively applied to previous registrations. FYSA will begin to accept registration for the following calendar year beginning August 1st.

**404.5** Upon registration the referee will be issued an FYSA Referee Pass. The referee must attach a current picture and laminate this pass in order for the registration to be complete.

**404.6** The referee must upon request of any team or administrator present this pass in order to officiate any FYSA sanctioned match beginning on or after January 1, 2003. The referee must also upon request furnish evidence of current referee certification with USSF by presenting either current year’s badge, registration card, or other evidence from FSR or USSF as to current registration.

**404.7** Any referee/administrator employed by an FYSA affiliate agrees to be bound by the FYSA Code of Ethics as well as and in addition to the Code of Ethics of FSR and USSF. Failure to comply may result in the revocation, subject to due process of FYSA and USSF, of the referee/administrator’s privilege to referee or administered FYSA sanctioned event/matches.

**404.8** A referee shall NOT be permitted to officiate any FYSA sanctioned match during the term of any suspension imposed by FYSA. This shall included but not be limited to “red card suspensions.”

**404.9 REFEREE CODE OF ETHICS**

- I will at all time conduct myself in a professional manner.
- I will never by my actions bring discredit to either FYSA, The Game of Soccer, or myself
- I will keep myself physically fit to the level of the match for which I accept assignment.
- I will disclose any potential “conflict of interest” prior to the commencement of any match to both teams, and the administrator in charge.
- I will maintain current certification with FSR and USSF and registration with FYSA.
- I will officiate to the best of my ability and enforce the “Laws of the Game” in a fair and impartial manner
- I will abide by all sections of FYSA’s Code of Ethics in addition to the above

**404.10** Failure to comply with any portion of this section may result in the revocation of the referee’s ability to

officiate in any FYSA sanctioned event.

## **500. DISCIPLINES AND SANCTIONS**

### **501. GENERAL PROVISIONS**

- 501.1** Discipline and sanctions may be imposed by FYSA and its Affiliates upon anyone for either misconduct during FYSA activities (games, practices, etc.) or infraction of administrative rules.
- 501.2** Discipline during games refers to both players and non-players and shall include pre-game, game and post-game misconduct. Such disciplines may be imposed as a result of a referee caution, ejection/sendoff or post game report or site directors or other administrator reports.
- 501.3** Administrative disciplines and/or sanctions refer to infractions of FYSA and/or Affiliate rules and guidelines.
- 501.4** Players are those youth registered to FYSA, who may be assigned to a team and are involved in the pre-game, game, and post-game activities (on or off the field, in or out of uniform).
- 501.5** Non-players shall include coaches, assistant coaches, other team staff and spectators involved in the pre-game, game, or post-game activities (on or off the field).
- 501.6** In the event civil or criminal charges are brought against registered FYSA player or not-player as a result of personal misconduct for which a disciplinary action has been taken against said player or non-player, and sanctions and/or disciplines so imposed will remain in effect until resolution of the charges and evidence of such has been supplied to the disciplining body.

FYSA sanctioning Affiliates for infractions of the Rules and /or noncompliance with sanctions reserves the right to deny their participation in soccer. Should an infraction involve nonpayment of registration fees, FYSA shall, upon official notification, place the Affiliate "not in good standing."

- 501.7** Due process shall be guaranteed to any individual or group disciplined or sanctioned by any body within the jurisdiction of FYSA. Failure to provide due process shall result in the suspension of the discipline imposed and sanction against the body failing to provide due process. Upon determining due process has not been provided, the disciplining body may or may not be required by FYSA to re-institute proceedings according to the Rules
- 501.8** Individual rights to a hearing before the imposition of any discipline or sanction more severe than the minimums required shall be guaranteed by the Affiliate to any individuals involved in their organization.
- 501.9** Severity of discipline and/or sanctions shall be consistent with the severity of misconduct and/or infraction as defined in Sections 502, 503, and 400 of the FYSA administrative rulebook.
- 501.10** Affiliate rights to a hearing on any issue determined to impact their ability participate in soccer competition, shall be guaranteed by the Rules of FYSA. Hearings shall be conducted in a fair, timely and impartial manner.
- 501.11** Eligibility to participate remains terminated until any discipline, suspension, or sanction has been completed, or a decision has been rendered on an appeal. If a timely hearing is not provided, the person may participate after the minimum sanctions have been fulfilled
- 501.12** Any individual whose privilege to participate in FYSA sanctioned events as a coach/volunteer is removed as a result of any background check shall not participate in any referee program sanctioned by FYSA.

This shall include, but not be limited to, acting as a referee, assignor, assessor or instructor at or during any FYSA sanctioned event. Such restriction shall remain in effect until said coach/volunteer is reinstated by FYSA.

**501.13** Anyone who obstructs an investigation of a rule violation may be charged under FYSA Rules 503, 505 and/or FYSA's Code of Ethics. Obstruction of an investigation may be defined, but is not limited to, failure to provide State, League, Club or game official's information about an incident or person involved that they should reasonably be able to provide, failing to give accurate information on any form, or interfering with any disciplinary proceeding. This shall include but not be limited to threatening or intimidating witnesses, or requesting potential witness to give inaccurate information. The charge filed must define the infraction being investigated and the clearly define the how the investigation was obstructed

## **502. DISCIPLINE - GAME CONDUCT**

When Discipline/Sanctions are imposed, they must meet the required minimums as specified by FYSA and/or USSF. The Disciplining body must evaluate the incident as to intent, severity and past misconduct to determine the appropriate disciplines/sanctions. More severe disciplines/sanctions shall be imposed for multiple red cards during a season and for misconduct directed towards officials or administrators

### **502.1 One Game Suspension:**

1. Resulting from a second caution; (i.e., persistent infringement or dissent by word or action);
2. Denies the opposing team a goal or an obvious goal scoring opportunity by deliberately handling the ball (this does not apply to a goalkeeper within his own penalty area).
3. Denies an obvious goal-scoring opportunity to an opponent moving toward the player's goal by an offense punishable by a free kick or a penalty kick
4. Serious Foul Play is defined as using disproportionate and unnecessary strength in a manner likely to hurt or injure an opponent; any tackle from behind which endangers the safety of an opponent;

### **502.2 Offensive or insulting or abusive language:**

1. 1 (one) game suspension -- Offensive or insulting or abusive language and/or gestures not directed.
2. 3 (three) game suspension -- Offensive or insulting or abusive language and/or gestures directed toward a player, referee, assistant referee, administrator, spectator or game and /or tournament official.
3. 6 (six) game suspension -- Adult directed to a youth referee.

### **502.3 Violent Conduct:**

1. 1 (one) game suspension (minor infractions) -- dead-ball foul that is neither violent or with intent to harm or injure; attempting to strike, hit or punch.
2. 4 (four) game suspension (major infractions) -- is defined as the aggression of a player towards an opponent with clearly no intent to play or fight for the ball; threatening gestures; fighting, hitting, or punching; all gestures with any part of the body which implies visual profanity; any exposure of the anatomy considered lewd and lascivious;
3. 6 (six) game suspension (major infraction) -- Entering a fight in progress or action resulting in law enforcement being called; Entering the field of play and committing any additional offense. (e.g. violent conduct, foul or abusive language—this will be in addition to the sanction for the subsequent violation.)

### **502.4 Spitting - 4 (four) game suspension:**

Spitting is defined as spitting on or at an opponent or another person.

**502.5** Any player or coach who receives a second red card/ejection during a seasonal year or a third within two seasonal years for either violent conduct (major infraction with a 4 or 6 game suspension), foul and/or abusive language directed, spitting, or referee abuse, will be immediately suspended for the remainder of

the seasonal year. The player/coach may then petition to the Regional Vice President in writing for reinstatement. The Region Vice President will rule on the petition. The fee for this will be \$100.00. Multiple offenses relating to the same red card/ejection will qualify under this rule.

## **502.6 GAME OFFICIALS**

Misconduct toward a referee may include, but it not limited to, all registered referees, assistant referees, forth officials or other duly appointed to assist. It also includes any not licensed, nor register person serving in an emergency capacity as a referee under 3040 and any club assistant referees.

Any act committed before, during, or after a match, even at later times, if it is match related, such as at work or at home may constitute misconduct toward game officials.

### **502.6.1 REFEREE ABUSE**

Referee abuse is a verbal statement or physical act not resulting in bodily contact which implies or threatens physical harm to a referee or the referee's property or equipment.

Abuse includes, but is not limited to, the following acts committed upon a referee; using foul or abusive language toward a referee (must imply a threat of physical harm) , spewing any beverage on a referee's personal property; spitting at (but not on) the referee; verbally threatening a referee with remarks that carry imply or direct threats of physical harm

Verbal threats are remarks that carry the implied or direct threat of physical harm. Such remarks as "I'll get you after the game" or "You won't get out of here in one piece" shall be deemed referee abuse.

Discipline: Minimum sanctions

- a. Six (6) games suspension except;
- b. Spitting at a referee or game official, six (6) games.
- c. An adult upon a youth referee (six month suspension)

### **502.6.2 REFEREE ASSAULT**

Referee assault is an intentional act of physical violence at or upon a referee committed before during, or after a match, even later times if it is match related such as at work or at home. "For the purpose of this rule, "intentional act" shall mean an act intended to bring about a result which will invade the interests of another in a way that is socially unacceptable. Unintended consequences of the are irrelevant." Assault includes, but is not limited to, the following act committed upon a referee: hitting, kicking, punching, choking, spitting on, grabbing or bodily running into a referee; the act of kicking or throwing any object at a referee that could inflict injury; damaging the referee's uniform or personal property (i.e., car, equipment, etc.).

The player, manager, or official committing the referee assault is automatically suspended as follows:

- a. for a minor or slight touching of the referee or the referee's uniform or personal property, at least three (3) months from the time of the assault;
- b. Except as provided in above, for any other assault, at least sic (6) months from the time of the assault;
- c. For an assault committed by an adult and the referee is seventeen (17) years of age or younger, at least three (3) years; or
- d. For an assault when serious injuries are inflicted, at least five (5) years.

### **502.6.3. REFEREE/LINESMAN MISCONDUCT**

**502.6.3.1** Misconduct, charges or allegations shall be filed immediately with the Site Director or Official in charge of the competition. The complaint shall also be filed in writing to the Local Referee Administrator with copies addressed to the Referee Liaison and State Referee Administrator

within forty-eight (48) hours of identifying the offense. Hearings may be held as specified by the State Referee Administrator or his/her designees.

**502.6.3.2** Failure to act by any Local, Regional or State Referee organization gives jurisdiction to FYSA to conduct hearings, discipline and/or sanction any Referee found to be in violation of FYSA Rules or for any misconduct at any FYSA sanctioned event..

## **502.7 PROCEDURES FOR REPORTING REFEREE ABUSE AND ASSAULT**

### **Section 1: *Procedures to be followed for any alleged incident of referee assault or abuse for any FYSA sanction club/league/Cup event.***

The referee, or a member of the referee crew (should the referee be incapacitated), will report any incident of alleged referee assault/abuse to Florida Youth Soccer Association (FYSA), or its designee, (i.e., District Commissioner; Regional Vice President) within forty eight (48) hours of the incident. The written report submitted must be postmarked with forty eight (48) hours of the incident (excluding legal holidays) and must include the official game report, supplemental referee report, any other information the referee wants to submit, and the FYSA/US Youth Soccer pass of the player/coach/manager or the name of the non-player under investigation (if known). The FYSA Representative must, in turn, forward the report to the FYSA office at 8034 Sunport Drive, Suite 404, Orlando, FL 32809. FYSA will in turn notify the SYRA (State Youth Referee Administrator), within 48 hours of receipt of the report.

Upon receipt at the FYSA office, a file will be opened to contain a copy of the initial report and the player/coach's pass, if applicable. The original report will then be immediately forwarded to FYSA's Review and Discipline Committee. The Review and Discipline Committee will make a determination within seven (7) days of receipt of the report as to one of the following: (i) possible referee assault did occur; (ii) possible referee abuse did occur; or (iii) documentation provided did not warrant a determination of either assault or abuse. (FYSA will inform the SYRA as to the determination of the Review and Discipline Committee.)

In the event the Review and Discipline Committee determines a possible referee assault case exists, the Committee will forward its findings to the FYSA office. ***Upon verification of an allegation of assault by FYSA, the person is automatically suspended until the hearing is held on the assault.*** FYSA will immediately notify the applicable Regional Vice President with the direction to hold a hearing on the matter within thirty (30) days. ***Failure to hold the initial hearing shall not rescind the automatic suspension.***

At the completion of the hearing, the Regional Vice President will forward a copy of the findings to the FYSA office and will notify the accused in writing of the findings of the hearing panel. (FYSA will inform the SYRA of the results of the hearing.) FYSA's State Office upon verification that all requirements of Section 600 have been complied with will send a copy of the decision to the FYSA Review & Discipline Committee in order that its file may be also closed

If the accused is found guilty of assault, notification will include information as to the next level of appeal, as per Rule 2104 of USSF, which is directly to the Appeals Committee of the United States Soccer Federation.

In the event the Review and Discipline Committee determines a case of referee abuse exists, the Committee will forward its findings to the FYSA office. FYSA will immediately forward the report along with the player/coach pass, if applicable, to the appropriate Regional Vice President who will, based on the report, immediately impose sanctions of not less than a six (6) game suspension. The Regional Vice President may impose greater sanctions for repeat offenders or if the situations warrants; however, sanctions of more than **six (6)** games will require that a hearing be held, unless waived by the accused.

When sanctions are imposed, the Regional Vice President will, within seven (7) days, notify the accused and the appropriate District Commissioner in writing of said sanctions and the right of appeal of this decision to FYSA's Protest and Appeal Committee as per FYSA Rule 604, inclusive. The player/coach pass will be forwarded to the appropriate District Commissioner to hold until proper notification of games served is presented. Proper notification is accomplished by way of game reports indicating that a red card/sanction is being served. When such notification is presented, the pass will be immediately returned to the player/coach/manager.

In the event that the Review and Discipline Committee determines that neither referee assault nor abuse occurred, the Committee will notify the FYSA office of such. FYSA will immediately forward the player/coach/manager's pass to the appropriate District Commissioner who will return the pass to the appropriate club/league. If sanctions are required as a result of actions not determined to be that of referee assault or abuse, the club/league will handle these separately and according to FYSA, and/or club/league rules.

If an allegation of referee assault/abuse occurs during a tournament under sanction of FYSA the followings actions are to be completed:

***Section 2: Procedures to be followed for any alleged incident of referee assault or abuse for any FYSA Event/Tournament, not covered above***

**A. For players/coaches not registered to FYSA:**

In the event an assault on or abuse of a referee occurs in an tournament/event outside the alleged offender's home state, or from a soccer organization not under the authority of FYSA, the referee shall (A) immediately notify the Event/Tournament Chairman, and (B) forward a copy of the game report, supplemental referee report, and his/her comments on the incident to the Event/Tournament Chairman.

The Event/Tournament Chairmen shall have the right to immediately convene a hearing at the site of the Event/Tournament, at which the alleged offender, the coach of the alleged offender when the offender is a player, and the game official should be present. Information presented at this hearing shall promptly be relayed to the alleged offender's National State Association by the Event/Tournament Chairman, both orally and in writing; however failure to provide written information shall not restrict the offender's home National State Association from taking action with regard to any referee abuse or assault. The Event/Tournament Chairman shall also, within 48 hours of the incident, notify FYSA in writing, by fax, of the incident with copies of all game reports, supplemental reports, and findings as to any hearing held at the Event/Tournament. *(FYSA will copy the SYRA on all reports concerning this incident)*

**B. For players/coaches registered to FYSA:**

For players/coaches under FYSA's jurisdiction, the Event/Tournament will retain the player/coach pass to be forwarded to the FYSA State Office, along with copies of all game reports, supplemental reports, and any other information concerning this incident, within 24 hours of the completion of the Tournament/Event. The review process of the incident will then follow the procedures as outline in Section 1 above.

**502.8 ABUSE AND/OR ASSAULT UPON NON-GAME OFFICIALS**

Abuse and/or assault upon league, tournament, or state officials or any other person acting in an official capacity at any FYSA sanctioned event.

**Abuse shall be defined as under section 502.8.1**

**Assault shall be defined as under section 502.8.2**

## **PROCEDURES FOR REPORTING ABUSE AND ASSAULT**

### **Section 1: *Procedures to be followed for any alleged incident of assault or abuse for any FYSA sanction club/league/Cup event.***

The official, or event director, will report any incident of alleged assault/abuse to Florida Youth Soccer Association (FYSA), or its designee, (i.e., District Commissioner; Regional Vice President) within seventy-two (72) hours of the incident. The written report submitted must be postmarked with seventy-two (72) hours of the incident (excluding legal holidays) and must include the official game report, supplemental reports, any other information the parties want to submit, and the FYSA/US Youth Soccer pass of the player/coach/manager or the name of the non-player under investigation (if known). The FYSA Representative must, in turn, forward the report to the FYSA office at 8034 Sunport Drive Suite 404, Orlando, FL 32809.

Upon receipt at the FYSA office, a file will be opened to contain a copy of the initial report and the player/coach's pass, if applicable. The original report will then be immediately forwarded to FYSA's Review and Discipline Committee. The Review and Discipline Committee will make a determination within seven (7) days of receipt of the report as to one of the following: (i) possible assault did occur; (ii) possible abuse did occur; or (iii) documentation provided did not warrant a determination of either assault or abuse.

In the event the Review and Discipline Committee determines a possible assault case exists, the Committee will forward its findings to the FYSA office. ***Upon verification of an allegation of assault by FYSA, the person is automatically suspended until the hearing is held on the assault.*** FYSA will immediately notify the applicable Regional Vice President with the direction to hold a hearing on the matter within thirty (30) days. ***Failure to hold the initial hearing shall not rescind the automatic suspension.***

At the completion of the hearing, the Regional Vice President will forward a copy of the findings to the FYSA office and will notify the accused in writing of the findings of the hearing panel.

In the event the Review and Discipline Committee determines a case of official abuse exists, the Committee will forward its findings to the FYSA office. FYSA will immediately forward the report along with the player/coach pass, if applicable, to the appropriate Regional Vice President who will, based on the report, immediately impose sanctions of not less than a **six (6)** game suspension. The Regional Vice President may impose greater sanctions for repeat offenders or if the situations warrants; however, sanctions of more than **six (6)** games will require that a hearing be held, unless waived by the accused. When sanctions are imposed, the Regional Vice President will, within seven (7) days, notify the accused and the appropriate District Commissioner in writing of said sanctions and the right of appeal of this decision to FYSA's Protest and Appeal Committee as per FYSA Rule 604, inclusive. The player/coach pass will be forwarded to the appropriate District Commissioner to hold until proper notification of games served is presented. Proper notification is accomplished by way of game reports indicating that a red card/sanction is being served. When such notification is presented, the pass will be immediately returned to the player/coach/manager.

In the event that the Review and Discipline Committee determines that neither official assault nor abuse occurred, the Committee will notify the FYSA office of such. FYSA will immediately forward the player/coach/manager's pass to the appropriate District Commissioner who will return the pass to the appropriate club/league. If sanctions are required as a result of actions not determined to be that of official assault or abuse, the club/league will handle these separately and according to FYSA, and/or club/league rules.

If an allegation of official assault/abuse occurs during a tournament under sanction of FYSA the followings actions are to be completed:

***Section 2: Procedures to be followed for any alleged incident of official assault or abuse for any FYSA Event/Tournament, not covered above***

**A. For players/coaches not registered to FYSA:**

In the event an assault on or abuse of a official occurs in an tournament/event outside the alleged offender's home state, or from a soccer organization not under the authority of FYSA, the official shall (A) immediately notify the Event/Tournament Chairman, and (B) forward a copy of the game report, supplemental reports, and his/her comments on the incident to the Event/Tournament Chairman.

The Event/Tournament Chairmen shall have the right to immediately convene a hearing at the site of the Event/Tournament, at which the alleged offender, the coach of the alleged offender when the offender is a player, and the game official should be present. Information presented at this hearing shall promptly be relayed to the alleged offender's National State Association by the Event/Tournament Chairman, both orally and in writing; however failure to provide written information shall not restrict the offender's home National State Association from taking action with regard to any official abuse or assault. The Event/Tournament Chairman shall also, within 48 hours of the incident, notify FYSA in writing, by fax, of the incident with copies of all game reports, supplemental reports, and findings as to any hearing held at the Event/Tournament.

**B. For players/coaches registered to FYSA:**

For players/coaches under FYSA's jurisdiction, the Event/Tournament will retain the player/coach pass to be forwarded to the FYSA State Office, along with copies of all game reports, supplemental reports, and any other information concerning this incident, within 24 hours of the completion of the Tournament/Event. The review process of the incident will then follow the procedures as outline in Section 1 above.

**503. ADMINISTRATIVE GAME CONDUCT**

**503.1** Coach /Manager who sends a player onto the playing field with the intent to participate in the game, any youth who is not registered, is suspended, is overage, or is not a rostered member of the teams playing. Coach/Manager who sends a coach/volunteer onto the playing field with the intent to participate in the match, any coach/volunteer who is not registered, is suspended, has no social security number, or is not a rostered member of the teams playing.

**DISCIPLINE:** Suspended remainder of the seasonal year PLUS one (1) year

**503.2** Player who knowingly enters a game that is not registered/rostered to either of the teams.

**DISCIPLINE:** Suspended the remainder of the seasonal year.

**503.3** Coach or player who participates in a game before completion of suspension.

**DISCIPLINE:** Original suspension is renewed.

**503.4** A coach/manager who removes his/her team from the field during play may be subject to discipline by the sanctioning body of the match. Any coach who removes his/her team from the field of play must within forty-eight (48) hours, file a written report with the sanctioning body as to justification for his/her actions. Failure to do so may result in sanctions against the coach.

**503.5 INJURED PLAYERS**

When an injured player is attended to on the field of play, the player must leave the field of play for treatment and evaluation. A substitution may be made for the injured player. If the team plays short, the injured player will not be allowed back onto the field of play without the permission of the referee. The injured player may re-enter the field from any point on the boundary lines if the ball is out of play; if the ball is in play the player may re-enter only from the touch line. The trainer or coach shall not enter the field of play without the approval of the referee. (Note: If by removing the player from the field will cause the number of player on the field to fall below the minimum required, the referee will allow a reasonable time for the injured player to be treated before allowing the match to continue.)

## **504. COMPLETING GAME SUSPENSIONS**

**504.1** Red card suspension or send off suspensions can only be served with the team with which the suspension was earned in games played by their team. Until the suspension is served the player/coach is suspended from any other team(s) to which the player/coach may be registered. Games may not be scheduled to "work off" suspension. Players may not serve suspensions as "guest players" nor may they "guest play" with any other team(s) until such time as the original suspension is served.

1. Issued during league game must be worked off during next scheduled league, Cup or tournament game(s).
2. Issued during (American) District, Regional or President's Cup, they must be worked off during remainder of the competition. If no competition remains, suspension must be worked off in next scheduled league and/or tournament game(s).
3. Issued during Tournament Play: Tournament Red Card Report filed along with game reports as required by Post-Tournament rules. FYSA Office to send copy of Red Card Report and appropriate game reports to the DC in the next immediate mail out. DC to notify club of a discipline/sanctions remaining.
4. Issued during "friendly games" must be worked off during the next scheduled league, Cup or tournament game(s). "Friendly games" may not be scheduled to work off game suspensions nor if previously scheduled, used to work off suspension given during league, cup or tournament games.
5. Issued during the US Youth National Championship (State Cup), at any level, shall not be allowed to participate in the next immediately following National Championship (State Cup) game played by the player's team. A player may receive more than one (1) game suspension. Local club/league may issue additional discipline to be served in other than National Championship (State Cup) games.
6. A red card suspension issued during a small sided tournament which can not be served during the event shall be served during the player/coach's next scheduled club, league or cup game(s). For a suspension issued during a normal league/cup game, the player must sit out the first game of any small sided tournament previously entered. The player shall then be able to compete in the remainder of the tournament. The player shall not receive credit for the small sided game(s) against the original suspension.

**504.2** Red card suspensions received as a "guest player" may only be served with the player's primary team. If the player's primary team is not active in competition, with the permission of the DC, the player may serve the suspension with a secondary team if dual rostered. Suspension received as a guest player may carry forward to the player's primary team during the next seasonal year the player is registered.

**504.3** Red cards issued due to Referee Assault shall require:

1. Player pass, game report and other documents sent to State Office within forty-eight (48) hours. Referee will send report to SRA for determination of assault. Decision will be sent to the State Office and forwarded to appropriate D.C.
2. Disciplinary hearing held within thirty (30) days of the incident.
3. Player/coach suspended immediately.

## **505. DISCIPLINE - ADMINISTRATIVE CONDUCT**

- 505.1** Offenses related to Administrative misconduct are as follows:
- A. Affiliation failure to comply with Affiliation procedures per Rule 102
  - B. Registration: failure to register players/coaches per Rule Section 200 and 400
  - C. Fees: failure to pay required fees or fines according to Rule Section 300
  - D. Discipline and Sanctions: failure to comply with or administer Rule Section 500
  - E. Protest and Appeals failure to provide due process according to Rule Section 600
  - F. Mis-Feasance: Failure to perform duties and responsibilities according to the Rules
    - Mal-Feasance: Failure to perform duties and responsibilities intending to circumvent the Rules
    - Non-Feasance: Failure to perform duties and responsibilities.
  - G. Unauthorized Disclosure Failure to protect personal data

**505.2** Discipline for any of the previous offenses shall be as herein described and levied against an Affiliate, Player or FYSA Official:

<u>Offense</u>	<u>Charged</u>	<u>Discipline</u>
A. Affiliation	Affiliate	Warning; affiliation withheld
B. Registration	Affiliate	Game Forfeit; suspension
	Player	One (1) year for each year played under infraction
	FYSA Official	Per Review/Discipline Recommendations
C. Fees	Affiliate	Placed Not in Good Standing
	Player	Registration Withheld
D. Discipline/Sanction	Affiliate	Sanction
	FYSA Official	Per Review /Discipline Recommendations
E. Protest and Appeal	Affiliate	Sanction
	FYSA Official	Per Review/Discipline Recommendations
F. Mis/Mal/Non/Feasance	Affiliate	Sanction
	FYSA Official	Per Review/Discipline Recommendations
G. Unauthorized Disclosure	Affiliate	Sanction
	FYSA Official (includes ADC)	Per Review/Discipline

**505.3** Violation of any provision of FYSA Rules Section 505.2 shall carry a sanction of suspension for not less than 30 days to a maximum of five (5) years

**505.4** Falsification of documentation is defined as the submission to any authority a document(s) that have been altered or are deceptive. This shall include but not be limited to player registration cards, birth certificates, rosters and player passes. Violation shall result in suspension of not less than three (3) years to a maximum of fifty (50) years

**600. CHARGES, PROTEST, APPEALS, INTERVENTION, GRIEVANCES, and HEARING REQUIREMENTS**

**601. DEFINITIONS**

**601.1** Due Process shall be defined as the procedures contained within this section and shall guarantee any individual, affiliate, player, coach, official or administrator of FYSA or any affiliate the right to exercise

these procedures. Due process includes the right to know what charges have been made against a person and the right to a hearing before the imposition of any sanction whatsoever, including suspension, for any period of time. Exceptions to the hearing requirement are:

1. Assault on a referee for which a suspension may be imposed immediately until a hearing can be held;
2. Arrest or charges for any felony or any other crime involving moral turpitude for which a suspension may be imposed until resolution of all criminal charges; and
3. Red Card suspension which is no greater than the minimum required under USSF and FYSA Rules.

**601.2** Informal Hearing is defined as a process with less notification procedures and less strict procedural rules that may be held in cases involving minor infractions in which the penalty imposed shall not exceed five (5) games. Notifications may be done by telephone or in person and conduct of the hearing shall be informal so long as the interested parties are notified and have the opportunity to present evidence before a decision is made.

**601.3** Formal Hearing is defined as any other hearing that must be held. The procedures for holding a formal hearing are set forth in FYSA Rule 610.2.

**601.4** Protest is defined as a formal method that challenges the results of an event. It may be filed by any individual, club, league, officer, administrator, or affiliate whose interest is affected by the ruling or decision being protested.

**601.5** Appeal is defined as a formal method of requesting a reversal of a decision or ruling made by an authority within FYSA. It may be filed by any individual, club, league, officer, administrator, or affiliate who has been directly affected by that ruling and which person affected believes is contrary to the Constitution, By-laws or Rules of FYSA, US Youth Soccer, USSF or FIFA. Appeals must be filed by the person against whom a decision has been made.

**601.6** Charges is defined as a formal method of filing charges against an individual, affiliate, or BOD member of FYSA regarding the violation of any FYSA, US Youth Soccer or USSF by-law, rule or policy.

**601.7** Grievances among affiliated members of FYSA is defined as a complaint by one Affiliate against another Affiliate that alleges that the affiliate has failed to comply with its membership requirements or with its membership requirements with FYSA.

**602. GENERAL PROVISIONS: PROTEST, APPEALS, REQUEST FOR INTERVENTION, GRIEVANCE AMONG MEMBERS**

**602.1** Objectives for FYSA establishing these guidelines are to provide for fair, equitable, timely and uniformly applied procedures for reviewing the conduct of FYSA Affiliates, supporting their rights, insuring adherence to the Rules and applying discipline based on a system of protest and appeal.

**602.2** Due process shall be guaranteed to any individual or group disciplined or sanctioned by any body within the jurisdiction of FYSA. Failure to provide due process shall result in the suspension of the discipline imposed and sanction against the body failing to provide due process. Upon determining due process has not been provided, the disciplining body may or may not be required by FYSA to re-institute proceedings according to the Rules.

**602.3** Uniform rules shall be established and consistently applied to ensure that Affiliates have every opportunity to file protests and appeal decisions that affect their participation in soccer.

**602.4** These rules shall apply to all individuals, affiliates, players, coaches, officials and administrators of any Affiliate. Discipline of any officer or director shall only be in accordance with By-laws 6.2 and 6.3.

- 602.5** Protest, appeals, request for intervention and intervention policies shall be as set forth in these rules and in such policies as may be established by the Review and Discipline Committee and the Protest and Appeals Committee, as approved by the Board of Directors and must be in keeping with the policies of USSF and US Youth Soccer.
- 602.6.** Methods for informal requests for rule clarification that affect the Affiliates' administrative, programmatic and procedural relationship with FYSA shall be established.
- 602.7.** Compliance with FYSA Rules and By-laws is required when an Affiliate constructs their own guidelines for protest and appeal procedures. They must ensure the right to a fair, impartial and timely hearing, protest or appeal process.
- 602.8.** Entry levels for protesting any discipline or sanction shall herein be defined and the ability to appeal the action of the entry-level body can only be based on the failure at the entry level of not following proper procedures.

### **603. FILING OF CHARGES**

- 603.1.** An individual, affiliate, or BOD member of FYSA may be charged with the violation of any FYSA, US Youth Soccer or USSF rule, policy or by-law. All charges filed that are outside the authority and jurisdiction of the affiliate shall be initially filed with FYSA's Review and Discipline Committee. The initial charging letter describing the offense, with specific reference to the Rule that has been violated, copies of confirming documentation, and accompanied by a filing fee of \$100.00 (unless filed by an FYSA official or FYSA committee) shall be filed with FYSA's Review and Discipline Committee within ninety (90) days of discovery of the infraction (with the exception of a charge of referee abuse or assault that must follow the guidelines stated in FYSA Rule 502.9). The Review and Discipline Committee shall have sole authority to determine if there is sufficient evidence to warrant a hearing in the matter. If it is so determined, a hearing must be held by the lowest authority possible within thirty days (30) of notification by the Review and Discipline Committee. Once the hearing has been held, the hearing panel must send a copy of the hearing record and decision letter to the FYSA office and a copy of the decision letter to the Review and Discipline Committee. The hearing rules and procedures will follow FYSA Rule 610.
- 603.2** Failure of any elected FYSA officer or member of the Board of Directors to comply with or properly administer the by-laws and rules of FYSA, US Youth Soccer, or USSF may result in charges of misfeasance, malfeasance, or nonfeasance as outlined in FYSA Rule Section 505 (Discipline - Administrative Conduct). All charges shall be filed pursuant to the provisions laid out in FYSA Rule 603.1. Upon determination by the FYSA Review and Discipline Committee that sufficient evidence exists to proceed with a formal hearing, the FYSA President shall empanel a hearing panel of not less than three (3) non-Board members with the President being the facilitator of the hearing. In the event that charges are brought against the President of FYSA, the FYSA Secretary shall empanel the hearing panel and will serve as facilitator of the hearing. Any decision resulting from the hearing may be appealed to the FYSA Protest and Appeals Committee
- 603.3** Filing a charge(s) guarantees any Affiliate or its members the right to a hearing, subject to Review and Discipline's determination.

### **604. PROTEST**

- 604.1** Filing a protest guarantees any Affiliate or its members the right to a hearing. The Affiliate must follow the entry levels described, beginning at the lowest appropriate level. No level can be skipped if the Affiliate wishes to continue the protest process.
- 604.2** Entry levels for filing a protest (In all levels, the individual shall follow the procedures below.):

1. Team/individual to the Affiliated Club.
2. Team/Club to the Affiliated League, if applicable.
- 3.. Team/Club/League to Protest and Appeals.

**604.3** Procedures for filing a protest:

1. Entry level of protest as listed above must be followed.
2. Basis for the protest must be clear, specifically described and include all pertinent information.
3. Violated rules must be specifically referenced in writing.
4. Persons involved must be identified along with their address and phone number, including those with information but who may not be directly involved.
5. Documentation that should be submitted includes, but is not limited to, signed and certified statements, game reports, rosters, and/or other pertinent information.
6. Fees, as set by FYSA, shall be included. (See Fee Structure - Rule 303)
7. The time requirements for filing a protest must be within seven (7) days of the occurrence, and the protest must be submitted in writing.
8. The Protest and Appeals Committee may prescribe standard forms for use in filing all protest and appeals within the state.

**604.4** For failure to meet requirements for filing a protest, the reviewing authority may:

1. Refuse to hear protest and return it to the person(s) filing protest.
2. Return protest to the appropriate entry level for review and reconsideration.
3. Deny protest as not having been correctly filed and/or submitted.

**604.5** Tracking a Protest (These are guidelines and reasonable variations for legitimate reasons will not invalidate the appeal.):

- |   |         |
|---|---------|
| 1. Appellant to Protest and Appeals Committee | 7 days  |
| 2. P/A to Affiliate/Member                    | 21 days |

When a decision about a protest is made, the lower authority that initially made the allegations against any FYSA member, player and/or coach shall be notified within the time lines as specified above.

**605. APPEALS**

**605.1** Filing an appeal guarantees any Affiliate or its members the right to appeal any decision impacting their ability to participate in soccer or deemed to be contrary to FYSA Rules or the rules of the Affiliate organization. (NOTE: No decision of a lower hearing authority that arises out of the application of the rules of the competition that is made in the course of the competition, and has no consequence beyond the competition may be appealed.)

**605.2** Levels of Appeals are:

1. To the Protest and Appeals Committee of a decision reached at a lower authority.
2. As defined under FYSA Rule 606.

**605.3** Procedures for filing an Appeal:

1. Level of appeal as listed previously has been followed.
2. Documentation and all pertinent information is submitted in writing including, but not limited to, the original decision of the lower authority.
3. The appellant shall furnish to all previous parties to the decision, by certified mail or other means where delivery can be verified, a copy of the appeal and all attachments referenced in the appeal.
4. Upon receipt of an appeal, the hearing body shall notify all parties to the action of the pending appeal and timelines for submission of arguments and rebuttals. This notice shall be by means where notification can be verified.
5. Time requirements are met following the protest decision.

6. Fees, as set by FYSA, shall be included. (See Fee Structure - Rule 303)

**605.4** Criteria for filing an Appeal are:

1. Basis for the appeal is clear evidence that the lower authority failed to follow established procedures during original review.
2. Excessive disciplines and/or sanctions were imposed by the lower authority than is customarily required for the offense.
3. Authority not within the Rules of FYSA for the alleged offense.
4. Time requirements were not met by the lower level authority.

**605.5** Denial of an Appeal shall be based on:

1. Basis of the appeal is not the failure of the lower level of authority to meet the rules.
2. Member filing appeal is not the person(s) or body that originally filed the protest.
3. The status of the person(s) filing the appeal is "Not in Good Standing."
4. Different basis or intent, in part or wholly, of the original appeal.
5. Established rules have not been followed.

**605.6** Tracking of an Appeal (These are guidelines and reasonable variations for legitimate reasons will not invalidate the appeal.):

- |                                     |         |
|-------------------------------------|---------|
| 1. Individual/Team/affiliate/league | 7 days  |
| Back to Appellant                   | 10 days |
| 2. Protest and Appeals Committee    | 10 days |
| Back to Appellant                   | 21 days |

When a decision is made about an appeal, the lower authority that initially made the allegations against any FYSA member, player and/or coach, shall be notified within the time lines as specified above.

**605.7** Access to pertinent information in order for a party to file an appeal cannot be denied. Neither an Affiliate nor FYSA shall deny access to any information that could apply to the appeal.

**606. APPEAL BEYOND FYSA**

1. If jurisdiction does not vest with USSF, a decision rendered by FYSA's Protest and Appeals Committee may be appealed to FYSA's BOD. All conditions as contained under FYSA Rule 605.3 must be followed for an appeal to the BOD. A fee for this appeal may be set by FYSA's BOD.
2. Appeal of a conviction of referee assault shall vest immediately with the USSF Appeal Committee.
3. As otherwise described in USSF By-laws 702 and/or 703.

**607 LITIGATION**

**607.1** Seeking the aid of the courts may not be pursued before exhausting all available remedies within the established channels of organized soccer including but not limited to FYSA and US Youth Soccer, or USSF as may be applicable.

**607.2** Should an Affiliate or a member of an Affiliate cause FYSA to become involved in litigation as a defendant, either by the Affiliate or its members invoking the court action against FYSA or by rendering a decision contrary to the FYSA Rules that then causes FYSA to be also named in a suit, or any court action causing FYSA to act contrary to its' Articles of Incorporation, By-laws, Rules and Regulations, shall result in the Affiliate/member being subject to suspension and fines.

**607.2.1** The Affiliate/member shall be liable for any and all costs to FYSA to include, but not be limited to, the following:

- a. Court costs and attorney fees.

- b. Reasonable compensation for time spent by FYSA officials and/or employees in responding to and defending against allegations in the action including response to discovery and court appearances.
- c. Travel, per diem expenses, and expenses for copying, reproducing or meeting requirements for the submission of documents.
- d. Preparation expenses for calling meetings of the Board of Directors, Executive Committee and/or Committees if necessitated by the action.
- e. Any and all other expenses incurred by FYSA as a result of such action.

**607.2.2** Invoking the use of the court system prior to the exhaustion of all appeals within FYSA and/or USSF shall result in immediate suspension from all FYSA sanctioned events for the party invoking legal action and shall result in any appeal process(s) remaining within FYSA being halted, until such time as the litigation is resolved.

## **608 REQUEST FOR INTERVENTION**

**608.1** Request for intervention may come from any Affiliate or Affiliate member in good standing and must follow the criteria established for this process. The Executive Committee shall exercise the right and authority to cause review and response to any request for intervention.

**608.2** Procedures for Requesting Intervention are:

1. Basis for requesting intervention shall be upon documentation that a person(s) has been denied due process; a timely, fair or impartial hearing; has been denied the opportunity to respond to charges; or involves the action or failure to act by FYSA or the Affiliate.
2. Filing a request shall be directly to the Secretary of FYSA who shall present the request to the Executive Committee for direction.
3. Circumvention of the protest and appeal process cannot be the object of requesting intervention.

**608.3** Executive Committee options are:

1. Refer to the Review and Discipline Committee if the Executive Committee feels that a valid and documented issue has been raised. The Review and Discipline Committee findings shall be submitted in writing to the persons(s) requesting intervention.
2. Deny request and take no action if the Committee determines a valid issue has not been raised or properly documented.
3. Refer to Protest and/or Appeal level deemed more appropriate to the issue.

**608.4** Any expense incurred by FYSA will be assessed to the requesting party. FYSA may require a bond be posted equal to the estimated cost.

## **609 INTERVENTION**

**609.1** Intervention, upon request of an Officer of FYSA, into an Affiliate's organization, administration, or actions pertaining to protest, appeals and/or discipline is within FYSA's authority and right to intervene.

**609.2** Procedures for Intervention are:

1. Review and Discipline Committee shall, upon notification by an Officer, review the rule infraction(s), determine if an infraction exists, and shall set discipline if determined infraction has occurred.
2. Regional Vice President shall take appropriate action as determined by the Review and Discipline Committee, providing due process has not been circumvented or denied.

## **610. GRIEVANCE BY AN AFFILIATE MEMBER OF FYSA**

1. A written charging letter must be submitted by, signed or endorsed by the agent of record of the charging affiliate. This charging document shall be filed with the Secretary of FYSA. A copy of the

complaint must also be sent, by registered, return receipt mail or some other service where service can be verified, to the charged affiliate. The complaint must contain the following:

- a. the names and addresses of the parties involved,
  - b. the alleged grounds or rules that have been violated,
  - c. all supporting evidence or documents forming the basis of the complaint, and
  - d. the relief sought.
2. The complaint must be accompanied by the required fee as may be set by FYSA's BOD.
  3. An answer to the complaint shall be filed by the charged affiliate with the Secretary of FYSA, with a copy to the all parties, by certified mail or other means where service can be verified, within thirty (30) days after receipt of the complaint. Failure to file a response within the requisite time period shall serve as a default, except upon showing of good cause.
  4. The complaint and answer shall be referred to the Executive Committee of FYSA for a hearing on the merits of the complaint. This hearing shall be held at the direction of the President of FYSA within sixty (60) days of the filing of the complaint. If the President believes it will best serve the interest of expeditious consideration of the complaint, the President may, with approval of the EC, appoint a panel of not less than three (3) members of the EC to hear evidence on the complaint. This panel will then submit its recommendations to the full EC for approval.
  5. Based on the nature of the complaint, the EC may adjust the above time lines.
  6. Any required hearing shall comply with Rule Section 611.
  7. There shall be no right of appeal to any other FYSA body from a determination of the Executive Committee under this procedure.

## **611. HEARING PROCEDURES**

**611.1** Hearings shall be held at the lowest or entry level when the disciplining body wants to levy more than the minimum discipline, when there is confusion as to who participated and/or to what degree in a serious incident, to determine responsibility for Administrative misconduct, or otherwise required for protest and/or appeal. Refer to FYSA Rule 508 for the proper procedure on conducting a hearing. Incorrect hearing procedures shall be cause for protest or appeal

**611.2** Informal hearings shall be held in cases of minor infractions that may involve one or only a few individuals. These hearings must be held at the entry level as described under Rule Section 604. However, notification, documentation and submission of evidence to the FYSA State Office as described under Formal Hearings (see next section) should be followed as closely as reasonably possible. (NOTE: Referee judgment calls are not subject to appeal.)

**611.3** Formal Hearings shall be held in cases of major infractions and/or when it is not clear who is liable for discipline/suspension/sanction unless witness testimony is taken. The procedure is as follows:

1. Identify persons involved and witnesses. Also must give written notice (charging document) to the accused of the specific charges or alleged violations and the possible consequences if the charges are found to be true.
2. **It shall be the sole responsibility of the requesting party to notify all persons who are requested to give testimony by first class or priority mail, Federal Express, UPS, fax with confirmation of receipt, or e-mail with confirmation of receipt. Such notice shall be retained as part of the record of the hearing.**
3. Notice shall be sent at least seven (7) days in advance of the hearing as to date, time and place of the hearing to both the prosecution and defense.
4. Schedule the hearing as conveniently as possible to all participants.
5. The accused shall have the right to be assisted in the presentation of his/her case at the hearing.
6. The accused shall have the right to call witnesses and present oral and written evidence and arguments in support of his/her defense.
7. The accused shall have the right to confront witnesses, including the right to be provided with the identity of witnesses in advance of the hearing.

8. Select a hearing board of not less than three (3) pertinent representatives who are not familiar with the incident being heard. (NOTE: In the case of referee assault, the hearing panel shall be comprised of not less than five (5) members.)
9. The accused shall have the right, at his expense, to have a record of the proceedings made.
10. Document the proceedings and obtain copies of all documents supplied by anyone requested to be present or generated at the time the incident occurred.
11. Provide equal time for all sides and sufficient time to hear all sides.
12. Deliberate in private after the hearing. Reach a decision solely on the evidence of record (the evidence and testimony introduced at the hearing). A written decision letter must then be produced to include the reasons for the decision, the specific findings of the panel, a description of the charges, the factual conclusions made by the panel that led to its decision, the specific discipline imposed (if any), and the scope of any discipline.
13. Notify those being disciplined and/or recommended for further action of the decision by certified mail, return receipt requested, within ten (10) days of reaching the decision.
14. Include in the decision letter the next level of appeal, the procedure for filing that appeal, and costs associated with the appeal.
15. Provide a copy of the decision and all hearing documentation to the FYSA State Office.
16. Referee judgment or discretion calls cannot be heard by any disciplinary body.

**611.4** It is the responsibility of the highest (last) hearing authority to notify the FYSA State Office in writing of any person(s) affiliated with FYSA who is suspended from participating in any FYSA activities for more than sixty (60) days or six (6) games.

## **700. BUDGET AND EXPENSES**

### **701. GENERAL PROVISIONS**

**701.1** Budgets and expenses shall be established annually for Officers, Directors and Committees, as necessary for the operation of their offices.

**701.2** An annual review by a certified public accountant shall be authorized by the Budget Committee of all FYSA funds, which may be a full audit or some lesser accounting procedure.

**701.3** Accountability and fiscal responsibility shall be demonstrated by FYSA in the use of all funds under its authority and to assure that adequate resources are available to attain its goals to promote, support and educate for the advancement of youth soccer. All persons with budgetary authority shall be accountable for the expenditures of funds budgeted to their office or program.

**701.4** Levels of Funding shall include but not be limited to:

1. Conduct of Business:
  - a). Telephone
  - b). Office supplies
  - c). Postage
  - d). Copying
  - e). Fax services
2. Travel:
  - a). In District or Region
  - b). Out of District or Region
  - c). Out of State
3. Per Diem:
  - a). In District or Region
  - b). Out of District or Region
  - c). Out of State
4. Travel Outside of the Continental United States as per review and recommendation of the Budget Committee and approval of the Executive Committee.

**701.5** Request for funding shall be submitted to the Budget Committee for review, modification, and approval or denial. The Committee will develop the budget in each category and submit it to the Executive Committee for review, comment, adjustment, modification, increase, reduction or denial of the request in whole or part. The request shall be returned to the Budget Committee for incorporation into the annual budget.

- 701.6 Final approval of requests for funding shall lie with the Board of Directors subject to their review and action, except as overruled by the Affiliate membership at the AGM by a two-thirds (2/3)-majority vote.
- 701.7 Adjustments, amendments, reductions, additions and/or deletions shall be submitted to the Budget Committee for review and recommendation and forwarded to the Executive Committee for action. Upon approval by the Executive Committee, the Budget Committee shall revise the annual budget and submit to the Board of Directors.
- 701.8 Special modifications may be made to identified budget items in the amount of Five Hundred Dollars (\$500.00) or five (5) percent, whichever is less, either by the President or Chairman of the Budget Committee. Such modifications shall be submitted to the Executive Committee as part of the Treasurer's Report at their next meeting.
- 701.9 Review or expenditures as budgeted by Officers, Directors, Staff, etc. is within the authority of the Budget Committee. It is the responsibility of the Officers, Directors, Staff, etc., to maintain full documentation of their expenditures. Failure to provide the documentation will constitute grounds for disciplinary action by the Executive Committee or Board of Directors.
- 701.10 Yearly documented reports shall be submitted by anyone required to submit a budget on expenditures, prior to the end of the budget year, a date as set by the Treasurer, to the Budget Committee. Unobligated funds shall be returned to the General Fund in such form as directed by the Treasurer.

**702. BUDGET PROCEDURES**

- 702.1 Submitting a budget shall be required of all Officers, Directors, Administrative Staff, Committee Chairpersons, consultants and any other persons directed by FYSA to perform duties that may require expenditures for the performance of those duties.
- 702.2 President, Secretary, Treasurer shall submit request for funding for cost that may be incurred in the performance of their duties to the Budget Committee, annually.
- 702.3 Registrar, Region Vice-Presidents, Vice-President of Recreation and Competition shall submit request for funding for costs that may be incurred in the performance of their duties for approval by the Executive Committee prior to submission to the Budget Committee.
- 702.4 District Commissioners shall submit requests for funding for costs that may be incurred in the performance of their duties to their Region V.P., for review and comment prior to submission to the Budget Committee.
- 702.5 Administrative Staff shall submit an annual budget request separate and apart from any budget requested for the day-to-day operation of the Administrative Office to the Budget Committee.
- 702.6 Standing Committee Chairperson shall submit request for costs that may be incurred in the performance of their Committee to the Budget Committee.
- 702.7 Special Committees, Consultants and Special Project Coordinators shall request funding from the Budget Committee as deemed necessary. Initial authorization by the Executive Committee shall not exceed one thousand (\$1000.00) dollars. If additional funds are needed the Budget Committee must review and submit for approval by the Executive Committee.

**800. ACCIDENTAL MEDICAL AND LIABILITY INSURANCE**

## **801. ACCIDENTAL MEDICAL COVERAGE**

- 801.1** Excess Participant Accident coverage is maintained by FYSA; offering coverage to include affiliates, registered players, registered coaches/volunteers, participating in FYSA sanctioned activities at the team, club, league and State levels including FYSA sanctioned tournaments and Cups.
- 801.2** Coverage is available to all affiliated members who have been properly registered as per Rules and Regulations. For youth players who also participate in the Florida State Soccer Association, players are not covered during FSSA competitions and/or activities.
- 801.3** Policy term shall be June 1 through May 31 annually.
- 801.4** Notice of claim and initial treatment shall be given by claimant within ninety (90) days of the injury.

## **802. LIABILITY COVERAGE**

- 802.1** Comprehensive general liability coverage both for the State Association and Affiliates, shall be maintained.
- 802.2** The named insured for the State Association coverage shall include its representatives, Officers, Directors, volunteers and staff as established by the Board of Directors.
- 802.3** Affiliate coverage includes Affiliate Officers, Directors, volunteers, players, coaches, assistant coaches, referees and spectators.
- 802.4** Policy term shall be from September 1 through August 31, annually unless changed by FYSA's BOD. The policy may have a deductible for claims arising from spectators and for property damage.  
Note: Such provisions are subject to change on notice of the carrier.
- 802.5** Directors and Officers Liability  
A separate Directors and officers liability policy, including Employment Practices Liability shall be maintained for FSYA Board of Directors and its Affiliates.
- 802.6** Claim Procedures (Liability)  
Affiliates are to immediately notify the President of FYSA of any claims alleging Negligent actions resulting in Bodily Injury or Property Damage.

## **803. GENERAL PROVISIONS**

- 803.1** Public liability or the medical insurance contract shall not be amended or otherwise altered by the overall direction and information contained here in. The wording of the policy constitutes the only agreement and provision of coverage between the insured and the insurance companies.
- 803.2** Out of State travel requires approved State travel permits and roster on file at the State Office for the insurance to be valid outside of the State.
- 803.3** Additional Insured coverage can be supplied to owners or operators of game and practice facilities if they require proof of insurance or additional named insured certificates. This service shall be provided for a fee in the amount listed in Fees/Fines Structure (302).

## **804. CLAIM PROCEDURE (Participant Accident)**

- 804.1 Initial contact to report an injury and to obtain the necessary notification and claim forms shall be with the local District Commissioner. Accidental claim forms must be obtained and completed. Claimant shall follow instructions for correctly completing the form.
- 804.2 Claims may be denied if the below listed procedures are not followed and in no case shall a claim be paid if the participant is not properly affiliated or registered to FYSA.
- 804.3 Accidental claim forms must be obtained and completed. Claimant shall follow instructions for correctly completing the form.
- 804.4 Primary carrier benefits must be depleted before FYSA coverage can be paid through these policies. Claimant shall be advised and notified that the coverage is secondary and subject to a deductible chosen by the FYSA BOD if the claimant has no other insurance. This shall be acknowledged on the FYSA forms.
- 804.5 Processing of claims must be through the State Office.

**900. TOURNAMENT AND TRAVEL**

**901. GENERAL PROVISIONS**

*Tournament oversight shall be within the authority of FYSA and the Tournament and Travel Committee.*

Initial approvals shall be with the Tournament and Travel Committee. FYSA's Tournament and Travel Committee reserves the right of final approval over all tournament and travel applications. State approved applications requiring additional approvals shall be submitted to US Youth Soccer and/or USSF for final approval. Denial by either organization shall negate State approval.

**902. TOURNAMENT REQUIREMENTS**

A sanctioned tournament is any tournament having official approval from FYSA, US Youth Soccer, USSF and/or FIFA (international federation).

**902.1** Application to host a tournament is required if the Affiliate invites teams from outside their region. Applications must be submitted including the following:

- o US Youth Soccer Application to Host form, properly completed and signed by the affiliates agent of record.
- o US Youth Soccer Tournament Hosting Agreement, properly completed
- o Appropriate fees. See Fees/Fines Structure (302).
- o All required tournament fees and late charges shall be non-refundable.
- o FYSA club responsibility form
- o If foreign teams are invited or accepted, all requirements of 904.4 must additionally be complied with.
- o A copy of the rules for the Tournament
- o Affiliates or associated affiliates who have previously held within the last twelve (12) months a tournament without sanctions or fines shall have the bond requirement waived until such time as a sanction or fine is imposed. The bond requirement shall then be reinstated.
- o Failure to comply may subject the affiliate to fines as outlined under section 905

**902.2** Tournament Hosting Application Deadlines are:

1. Within Region: received thirty (30) days prior to tournament by the State Office.
2. Within State: received sixty (60) days prior to tournament by the State Office.
3. Outside the State: received ninety (90) days prior to tournament by the State Office
4. Any request for modifications to approved tournament rules less than thirty (30) prior to the event will require an additional fee of 250.00.
5. Late fees may be assessed to cover additional cost to FYSA. The minimum late fee shall be 100.00.

- 902.3** The State Office shall process the application to the required State, Regional or National authority. Tournament acceptances and/or invitations may not be issued until all official approvals have been granted and notification of such has been received by the hosting affiliate. The State office shall notify the DC of the hosting affiliate as to the receipt and final approval of the application.
- 902.4** All FYSA Sanctioned Tournaments will have a currently certified referee assignor, responsible for all referee assignments. This will include but not limited to the following: Sanctioned Tournaments; Any and all State Cup Games; All Levels of Regional Cup Games; Presidents Cup; DC Cup; American Cup; and ODP games.
- 902.5** All tournaments must have a referee meeting with an instructor assigned by the Regional Director of Instruction.
- 902.6** All Tournaments are encourages to have a coaches' meeting prior to the beginning of competition to discuss schedule changes and local tournament rules.
- 902.7** International teams attending tournaments must supply, at credentials check-in, their National Federation permission to attend the tournament and/or other tournaments within the U.S. and proof of medical insurance coverage (refer to manual for procedures concerning medical coverage or the lack thereof). Passports are acceptable proof of age since most National Federations do not issue permanent player passes.
- 902.8** **It shall be the policy of FYSA that any tournament must disclose with the application and invitation any and all requirements that must be met upon acceptance of the team by the tournament:**

This will include will but not be limited to the following:

- 1 Any Player fees not included in the application fee
- 2 Any requirements as to mandatory travel arrangements that must be arranged through the tournament
- 3 Any requirements as to mandatory hotels in which teams must arrange lodging, and.
- 4 Any other requirements, such as parking fees, etc. That the hosting organization plans to impose at the tournament.

**Violation of the above may result in the revocation of the approval by FYSA of the Tournament.**

- 902.9** No Tournament shall advertise in any fashion its tournament as approved, prior to receiving final approvals from FYSA, Regional, and National authorities as may be required, unless the wording "Pending Approval" is included. (Note---This wording must be of the same type and size as the predominate type in the advertisement.)
- 902.10** **Any team that will not permitted to play in the contracted age group shall have the option to withdraw and receive a full refund of all entry fees. All tournaments shall notify any participant not less than fifteen (15) days prior to the beginning of the tournament if any age group advertised will not be offered.**
- 902.11** **TOURNAMENT REFUND POLICY**  
Any tournament that fails to return an entry fee within five (5) days after notification that the team is not accepted by their application or with ten (10) days of withdrawal request of the application by a team prior to acceptance of that application by the tournament will be subject to an assessment fine not to exceed ten (10) times the original entry fee. Any report of violation of the above will be referred to the Tournament and Travel Committee for action. Failure to pay the assessed fine could result in the hosting affiliate club/league being placed in "bad standing" with FYSA. Approval of future requests to host tournaments by the club/league could also be denied.

**902.12** The Hosting Affiliate is responsible to ensure that all required post tournament reports are timely and properly filed. All Reports must be typed or computer generated. (No handwritten reports will be accepted)

1. Tournament red card summary report must be faxed or e-mailed to the FYSA State Office within seventy two (72) hours after completion of the event.
2. Written Red Card report, with attached game and supplemental reports must be mailed to the FYSA Office not later than seven (7) after completion on the event.
3. Post tournament report must be filed within fifteen (15) of completion of the event.
4. All other game reports and team rosters must be maintained by the hosting organization for a period of not less than **ninety** (90) days.

**902.13** All fees and approved by the BOD are defined in FYSA Rules Section 905

### **903. TRAVEL REQUIREMENTS**

**903.1** Travel requirements shall be established for affiliated teams that wish to compete in tournaments or other competitions outside their club/league, within their FYSA region, within the State of Florida, within USYS Region III ("Region III"), outside of Region III but within the United States, or outside the United States (foreign travel). The necessary forms may be obtained from FYSA and must be returned to FYSA upon completion. Permission to travel shall be granted by FYSA for only those events sanctioned by USYS or other National State Associations as defined by USSF.

**903.2** Travel within the team's region of the State of Florida requires no special application or approval.

**903.3** Travel within the State (outside of the team's home region) requires carrying FYSA player passes and an official FYSA computer-generated roster **with properly executed guest form(s) attached.**

**903.4** Travel outside the State of Florida but within Region III shall require the following:

1. Notification of FYSA by either fax or e-mail providing the date(s) and purpose of the travel. Excepting normal league play notification must be sent for each event. Upon receipt of notification, FYSA shall notify the appropriate DC.
2. Teams must carry their USYS player passes.
3. Teams must carry an FYSA computer generated roster **with properly executed guest form(s) attached.**

**903.5** Travel outside of Region III but within the U.S. shall require the following submitted to FYSA:

1. US Youth Soccer Application to Travel form, properly completed and signed by the affiliate's agent of record.
2. Copy of approved tournament application.
3. FYSA computer-generated roster **with properly executed guest form(s) attached.**
4. Affiliate letter signed by the "agent of record" granting permission for travel and accepting responsibility for the team's conduct while traveling.
5. Appropriate fees, as required.

**903.6** Travel to foreign countries shall require the following submitted to FYSA:

1. For travel outside the United States, approval may be required by and therefore must be obtained from USSF. Denial by USSF shall negate State approval. Approval shall be granted only for properly sanctioned events.
2. US Youth Soccer Application to Travel and USSF travel forms properly completed and signed by the affiliate's agent of record.
3. Copy of approved documentation from the hosting National Federation and pertinent information regarding the proposed matches.
4. FYSA computer-generated roster **with properly executed guest form(s) attached.**

5. Appropriate fees. See Fees/Fines Structure.
6. Notice of approval from USSF will be sent to the National Federation of the Country to which the team is traveling, to FYSA and to the traveling team.

**903.7** While traveling outside of the State of Florida either nationally or internationally, all teams or players must carry with them the following:

1. US Youth Soccer Player Passes.
2. US Youth Soccer Application to Travel, officially approved if applicable.
3. FYSA computer-generated roster **with properly executed guest form(s) attached.**
4. Notarized medical releases forms, signed by parent/guardian authorizing emergency medical care (for all players under the age of 18).

**903.8** Travel Application deadlines are:

1. Outside State and within Region III: Not less than 24 hours.
2. Outside Region III but within the United States: Thirty (30) days prior to tournament or match. Fifteen (15) to twenty (20) days, a late fee shall be assessed. Less than fifteen (15) days, travel may be denied and application not accepted by the Tournament and Travel Committee.
3. Internationally: Ninety (90) days prior to tournament or match. Forty (40) to eighty-nine (89) days, a late fee shall be assessed. Less than forty (40) days, travel may be denied and application not accepted by the Tournament and Travel Committee.

#### **904. HOSTING TEAMS FOR EXHIBITION GAMES**

**904.1** Hosting teams either from outside the Region, outside the State, foreign, Senior, amateur or professional, for exhibition or games, may only be done following special guidelines as required by FYSA and USSF.

**904.2** Hosting Teams:

1. Hosting teams from within Florida but outside the team's home region shall require notification of the hosting team's DC not less than 24 hours prior to the match.
2. Hosting teams from outside the State shall require using USYS player passes and a roster verified by the National State Association of the traveling team being submitted to the D.C.
3. Hosting teams from outside Florida but within Region III shall require notification of FYSA by fax or e-mail not less than 24 hours prior to the match. FYSA shall notify the appropriate DC. It shall be the responsibility of the hosting affiliate to ensure that the proper level of referees is assigned to the match.
4. Hosting teams from outside Region III (within the United States) shall require the following:
  - a. US Youth Soccer Application to Host form properly completed and signed by the hosting affiliate's agent of record.
  - b. Approval by FYSA and payment of the appropriate fee.
  - c. Club responsibility form on file with FYSA.
  - d. A copy of the Tournament Rules.
  - e. Appropriate fees as may be required.
  - f. The hosting affiliate must notify the Area Director of Assignors to ensure that the proper level of game officials is assigned to any match.
5. Hosting foreign teams shall require the hosting team to use a FYSA verified rosters or computer generated roster, an FYSA or USYS player pass and passports for visiting teams, and submitting the following to FYSA. (Note--Once Passports are verified a temporary roster may be generated)
  - a. US Youth Soccer Application to Host a tournament or games form properly completed and signed by affiliate's agent of record approved by FYSA.
  - b. USSF application to host foreign teams properly completed and approved by USSF.
  - c. USSF hosting agreement properly completed and signed by the affiliate's agent of record approved by FYSA and USSF.
  - d. Club responsibility form on file with FYSA.

- e. Copy of the rules of the competition for any variation from FIFA School Boy Rules.
- f. Signed copy of Ted Stevens Olympic and Amateur Sports Act.
- g. Appropriate fees as may be required.

**904.3** International teams invited to play exhibition games must supply, before the games are played, to the DC, Federation documentation permitting the teams to travel within the U.S. and proof of medical insurance.

**904.4** Hosting team's application deadlines are:

1. Within Region III shall require notification of not less than 24 hours.
2. Outside State but within U.S. - thirty (30) days prior to match. Fifteen (15) to twenty-nine (29) days prior to match, a late fee shall be assessed. Less than fifteen (15) days, hosting may be denied and application not accepted by FYSA.
3. Internationally - ninety (90) days prior to match. Twenty (20) to eighty-nine (89) days prior to match, late fees shall be assessed. Less than twenty (20) days, hosting will be denied and application not accepted by the DC or FYSA.

**905. TOURNAMENT AND TRAVEL FEE SECTION**

**Tournament hosting Application Fee**

Within home region	\$50.00
Within the State of Florida	\$150.00
Within the United States	\$150.00
Any Foreign Teams	\$250.00
Tournament Bond as may be required	\$2,500.00

**Tournament Hosting late fees (Teams outside of Florida)**

90-150 days	\$100.00
60-90 days	\$200.00
30-60 days	\$500.00
less than 30	\$1,000.00

Teams only from Florida less than 30 days \$100.00

**Amendments to Applications:**

Tournament	\$100.00
Less than thirty (30) days before the event	\$250.00
Enhanced Web Site post of link and advertisement	\$ 75.00
Additional listing done at same time	\$ 25.00/Listing
Changes web site postings	\$ 25.00

**Application to travel:**

Out of State within the United States other than Region 3	
More than 30 days	\$10.00
15-29 days	\$35.00
Less than 15 days	\$100.00
Within Region III less than 30 Days	\$20.00

**Foreign Travel**

More than 60 days	\$75.00
59-30 days	\$150.00
less than 30 days	\$250.00

**Game Hosting Fees/game**

(Fees listed are per game involving the visiting team)

Teams, registered with USYS, from within USYS Region III,  
there shall be no fee with proper notification.

Teams, registered with USYS, from within the U.S. but outside Region III:

30 or more days prior to event	\$10.00/game
Less than 30 days prior to event	\$25.00/game

Foreign Teams:

More than 90 days prior to event	\$50.00/game
89-30 days prior to event	\$100.00/game
Less than 30 days prior to event	\$125.00/game

**Tournament and Travel fines:**

Failure to timely file or file red card reports	\$250.00
Failure to timely file or file post tournament reports	\$500.00
Failure to follow FYSA min red card sanctions	\$1000.00
Failure to follow posted tournament rules	\$1000.00
Failure to follow refund policy	10 times entry fee
Failure to maintain games report/rosters for 90 days	\$1000.00

**Hosting a tournament without proper permission:**

Teams from within Florida	\$500.00
Teams from outside Florida within the USA	\$1500.00
Any Foreign Teams	\$2500.00

**Hosting or playing against teams without permission**

Failure to properly notify FYSA for teams within Region III	\$100.00
Out of Florida within United States	\$1500.00
Any Foreign Team	\$2500.00

**Traveling without Permission**

Out of Region within State of Florida	\$500.00
Out of Florida Within the United States	\$1500.00
Foreign Travel	\$2500.00

**1000. OLYMPIC DEVELOPMENT PROGRAM****1001. GENERAL PROVISIONS**

**1001.1** The Olympic Development Program has been established to provide a vehicle which will allow talented youth players within specific age groups the opportunity to further develop themselves with similarly talented players and as a support for the National Program which may select players for:

National Team	US Olympic Team	Pan Am Team	U/17 National Team
CONCACAF Team	U/20 National Team	U/16 National Team	

**1001.2** Technical assistance in the form of a manual shall be published and provided within the Technical Assistance Manuals of these Rules. The manual shall provide the procedures for participating in the Olympic Development Program, current fee schedule, time requirements, and any other directions necessary for participation in the program. This manual shall be part of the Rules and binding on all participants.

**1001.3** The Director of Coaches and Education, in coordination with the Olympic Development Program

Committee shall have oversight of the program and be responsible for developing the format, holding the trials and selecting the coaches for the program.

**1001.3.1** An active club/league coach shall not coach, assist and/or advise in ODP in the same age group and gender in which they currently coach.

**1001.4** Fees shall be required in order to finance the program which shall be in addition to the required registration fees for FYSA. Selected player may also be responsible for travel fees to trials, matches, and tournament, and for room and board while traveling. It may also be necessary to pay uniform fees if not sponsored.

**1001.5** Trialist and selected player conduct shall be in keeping with the principles of good sportsmanship, and players committing no acts which may discredit themselves or FYSA.

**1001.6** The program format requires the following:

1. Boundaries shall be by Districts as established by FYSA for regular competitions.
2. Try-outs shall be in the District in which the player competes with his team, or in which the player resides who has not competed on a team.
3. Number selected at the District level shall be unlimited however, the State pool shall consist of eighteen (18) players and eight (8) alternates, totaling twenty-six (26). Except for U/14 and younger girls and U/13 1/2 and younger boys, an additional number of players shall be selected.
4. Registration with FYSA is required.
5. Pre-Registration for a trial is required.
6. Advancing to State trials requires selection from the District and/or Regional trials unless granted exception from the Olympic Development Program Committee Chairman. See Rule 1001.7.
7. Required forms to the State Office must be submitted to advance to State level.
8. Expenses for travel, room, and food shall be incurred by the selected player unless specifically provided for by FYSA.
9. Citizenship is not a requirement at State level.

**1001.7** Exceptions to District trial participation shall be made for justifiable cause such as illness or other extenuating circumstances. The player shall, in writing, submit a request to attend Regional Trials and receive a recommendation, in writing, from a registered **FYSA** coach.

**1001.8** Age groups are determined by the International age cutoff dates which change periodically and may not coincide with the US Youth Soccer cutoff dates. It is recommended that players enter in their age group and not in a higher group.

## **2000. COACHING DEVELOPMENT**

### **2001. GENERAL PROVISIONS**

**2001.1** State level coaching development is designed to provide instruction in soccer coaching for any individual regardless of coaching or playing background. The philosophy is to expose the beginner or novice to coaching and teaching methods which are economical and efficient. This is achieved by the development of State level coaching courses.

**2001.2** Technical assistance in the form of a manual shall be published and provided within the Technical Assistance Manuals of these Rules. The manual shall provide the procedures for scheduling courses, course containment, current fee schedule, time requirements and any other directions necessary for obtaining a State level-coaching license. This manual shall be part of the Rules and binding on all Affiliates and/or participants.

- 2001.3** Program administration shall be overseen by the Coaching Committee Chairperson. The Director of Coaches and Education will be responsible for all correspondence between the Affiliate requesting the course and the State Office. He/she will assign Staff Coaches, insure proper forms are completed and submit necessary documents for coach's fees to be paid.
- 2001.4** State Coaching license and course levels have been developed along those of the National levels, A, B, C. State levels are D and E and F. The content is arranged progressively with a follow-up into the next level.
- 2001.5** The instructional staff shall be certified and administered by the Director of Coaches and Education. The staff shall be drawn from those coaches holding a National A, B, or C license, National Youth License Certification as instructor is dependent upon the instructor's attending staff training sessions and demonstrating an ability to teach.
- 2001.6** National licensed coaches may instruct State levels as follows, however, exceptions may be made by permission of the Director of Coaches and Education:
- |                           |                |
|---------------------------|----------------|
| 1. A -                    | D or E Courses |
| 2. B -                    | D or E Courses |
| 3. C -                    | E Course       |
| 4. National Youth License | F Course       |
- 2001.7** Residential courses shall be arranged through the State Office and are scheduled during Christmas, Easter and summer months.
- 2001.8** Mini clinics are three (3) hours in duration and cover twenty-seven (27) specific soccer topics (refer to the manual). The mini-clinic is conducted by a State staff coach at a total cost of \$75.00 to the Affiliate and shall be open to as many coaches as the Affiliate chooses to invite.
- 2001.9** Fees shall be charged for all four levels of licenses as specified in the Coaching Manual to support the program and are due and payable upon application. The fee charged each participant for any particular course shall be the same throughout the State, thus, people in outlying Districts are not penalized with extra travel expenses for the instructor.

**3000. OFFICERS, DIRECTORS, STAFF**

**3001. OFFICERS**

1. President
2. Vice President of Player/Coaching Development
3. Secretary
4. Treasurer

**3002. DIRECTORS**

1. Registrar
2. Region Vice-Presidents (4)
3. Vice President of Administration and Communication
4. Vice President of Competition
5. District Commissioners

**3003. EXECUTIVE COMMITTEE**

1. President
2. Vice President of Player/Coaching Development
3. Secretary
4. Treasurer
5. Registrar

6. Region Vice-Presidents (4)
7. Vice President of Administration and Communication
8. Vice President of Competition

**3004. BOARD OF DIRECTORS**

1. President
2. Vice President of Player/Coaching Development
3. Secretary
4. Treasurer
5. Registrar
6. Regional Vice Presidents (4)
7. Vice President of Administration and Communication
8. Vice President of Competition
9. District Commissioners (20)
10. Referee Liaison
11. Ex Officio Member(s)

**3005. ADMINISTRATIVE EMPLOYEES**

**3006. STAFF**

**3006.1** Administrative employees and office staff shall be determined by the BOD as to number of positions needed for the adequate performance of the State Office. Hiring and firing shall be recommended by the Personnel Committee and approved by the Executive Committee.

**3006.2** A personnel manual shall be established by the Executive Committee in conjunction with the Personnel Committee describing administrative employees and office staff positions, including job description, pay scale, vacations, hiring/firing procedures and all other policies related to employment. This manual shall be kept in the State Office. Copies shall be given to the Executive Committee.

**3007. DUTIES/RESPONSIBILITIES OF OFFICERS/ DIRECTORS**

**3007.1 ADMINISTRATIVE OFFICERS:**

The duties and responsibilities of the Administrative Officers, President, Vice President of Player/Coaching Development, Secretary and Treasurer, are enumerated within the By-laws (4.1, 4.2, 4.3, and 4.4).

**3007.2 REGISTRAR**

The Registrar shall:

1. Serve as voting member of the BOD and Executive Committee.
2. Implement all programs and services related to the registration transfer, and tracking of all players and affiliate members
3. Provide technical assistance related to inquires regarding all aspects of registration.
4. Work with the Secretary and Credentials Committee in determining votes available to Affiliates at the AGM.
5. Shall be an ad-hoc member (non-voting) of the State Cup and President's Committee
6. Term of office shall be two (2) years, elected at the AGM on the odd year.
7. Chair the Registration Committee.
8. Perform specific duties as prescribed in the FYSA Rules.

**3007.3 VICE PRESIDENT OF ADMINISTRATION AND COMMUNICATION**

The Vice President of Administration and Communication shall:

1. Serve as voting member of the BOD and Executive Committee.

2. The term of office shall be two (2) years, elected at the AGM on the even year
3. The Vice President of Administration shall have programmatic authority for the operation and management of the FYSA Web Site.
4. The Vice President of Administration and Communication shall have responsibility for the Tournament and Travel Committee and will serve on the committee, but may recommend to the President the chair of that committee.
5. The Vice President of Administration and Communication shall have programmatic authority for the operation and management of the Touchline Magazine, or any other publication of FYSA. Will serve on the Touchline committee but may recommend to the President the chair of that committee.
6. The Vice President of Administration and Communication will review the recommendations of the Tournament and Travel Committee and forward its recommendations to the Executive Committee for affirmation.

#### **3007.4 VICE PRESIDENT OF COMPETITION**

The Vice President of Competition shall:

1. Serve as voting member of the BOD and Executive Committee.
2. Provide overall supervision of all programs and services for the development and implementation of policy and procedures for competitive soccer.
3. The term of office shall be two (2) years, elected at the AGM, on the "odd" year.
4. The Vice President shall have programmatic authority for the operation and management of the FYSA State Cup Program. May serve as the chair or can recommend to the President the chair of the of the state cup committee.
5. The Vice President of shall have programmatic authority for the operation and management of the Presidents Cup Program. Will be a member and can recommend to the President the chair of the president's cup committee.
6. The Vice President of Competition will be a permanent member of the Referee Committee
7. Provide technical assistance to assure uniform application and implementation of FYSA Rules applicable to competitive programs.–
8. Establish a budget to cover the operational costs to fulfill the duties of this office, including travel expenses, supplies, telephone, postage and other necessary costs.
9. Establish a working group to assist in the organization, management, policy and procedures development and other tasks.
10. Provide administrative oversight in cooperation with the Region VPs for the Premier League (Statewide competitive teams).
12. Delegate such duties as necessary to timely completion of all tasks.

#### **3007.5 REFEREE LIAISON**

The Referee Liaison shall:

1. Serve as a voting member of the BOD.
2. Serve as liaison between FYSA and the Florida State Referee Association (FSR). Attend meetings of FSR where matters of mutual interest are to be discussed. Overseeing all matters pertaining to FYSA and Referees.
3. Assist in the development of a reciprocal agreements between the two bodies.
4. The term of office shall be two (2) years, elected at the AGM, on the odd year.
5. Encourage and assist Affiliates in offering referee courses and re-certification.
6. Shall conduct or participate in hearings in conjunction with the FSR in cases of referee assault, referee misconduct, etc. in cases where such matters reach the State entry level.
7. Shall conduct hearings as per Rules 507 in such cases where the Referee association fails to act and then sanction or discipline if deemed necessary as per Rules 506.
8. Shall report all sanction/discipline action taken (including that of FSR) to the BOD, the State office and referee assignors to assure that such action is carried out.
9. Shall report all action of the State/National Referee Associations affecting FYSA, to the BOD and to any committee (Tournament, Rules, etc.) as necessary.

10. Develop a budget to cover the projected cost to fulfill the duties of this office.
11. Shall serve as a member of the referee committee and act as its chair.
12. Shall make such annual reports and/or interim reports as may be required by the BOD.

### **3007.6 REGION VICE PRESIDENT**

The Region Vice President shall:

1. Serve as a voting member of the BOD and Executive Committee.
2. Provide oversight and supervision within a geographic area, supervise the Region's D.C.'s and be primarily responsible for State level Cups or tournaments conducted within their Region, as a member of the FYSA Cup Committee.
3. Regional Vice Presidents must permanently reside within the Region to which they represent. In the event the Regional Vice president moves or fails to live and resided in the Region the Executive Committee shall immediately appoint a replacement to serve until the next AGM where a new election will occur.
4. Instruct, train and oversee D.C.'s to assure their understanding application of all FYSA Rules.
5. The term of office shall be two (2) years, elected at the AGM, elected at the Regional level. Regional elections will be staggered as per FYSA Rules.
6. Establish a budget to cover the operational costs to fulfill duties of this office, including travel expenses, supplies, telephone, postage and other necessary costs.
7. Perform specific duties enumerated within the Rules of FYSA.

### **3007.7 DISTRICT COMMISSIONER**

The District Commissioner shall:

1. Serve as a voting member of the BOD.
2. Provide direct representation of FYSA at the local Affiliate level.
3. District Commissioners must permanently reside within the district to which they represent. In the event the DC moves or fails to live and resided in the district the Regional Vice president shall immediately convene a new election to replace the District Commissioner.
4. Provide technical assistance, administrative guidance and oversight within the District. Insure that Club Representatives (registrars) are properly trained in the registration process.
5. The term of office shall be two (2) years, elected at the District level. District elections will be staggered as per FYSA Rules.
6. Establish a budget to cover the operational costs to fulfill the duties of this office, including travel expenses, supplies, telephone, postage and other necessary costs.
7. Perform specific duties enumerated within the FYSA Rules.
8. Appoint Assistant District Commissioners.
9. The DC shall provide to all affiliates within its district the duties and responsibilities of each ADC, as well as a written plan for the implementation of FYSA rules and procedures within the district not later than Sept 15, of each year. Copy to Region Vice President, Vice President Administration, and State Office and to be posed on the FYSA web site.

### **3007.8 ASSISTANT DISTRICT COMMISSIONER**

The Assistant D.C. shall:

1. Assist the District Commissioner with specific assignments in support of the D.C. and FYSA policies.
2. Assume office immediately upon appointment by the D.C.
3. The term of office shall be for one (1) year, ending at the AGM.

### **3008. BOD MEMBERS HOLDING OFFICE IN AFFILIATE ORGANIZATIONS**

- 3008.1** BOD members cannot serve as an officer, director, or hold any office, except coach, with any soccer Affiliate.

**3008.2** (1) BOD members may serve in office until next annual meeting of the Club/League. At that time, BOD member must step down or relinquish BOD position. In the interim, they shall not participate in any level of discipline, protest and appeal or other action involving that Affiliate.

(2) Any FYSA BOD member who is elected to any position with any FYSA affiliate shall resign their BOD position within fourteen (14) days of election.

**3008.3** Business relationships should not exist between this Association and its Directors, the officers of the Board, its staff or members of immediate families of any foregoing. In the instances where a business relationship exists between any of the foregoing, (a.) the facts and circumstances of each business relationship shall be disclosed annually to the Board: (b) the affected Director or Officer shall remove himself from any vote or use of his authority as a Director that could further any such business relationship.

**3009. TERMS OF OFFICE**

**3009.1 OFFICERS**

	<b>TERM</b>	<b>ELECTED</b>
1. President (Not serving more than four (4) consecutive terms)	Two (2) years	Even Years
2. Vice President of Player/Coach Development (Not serving more than four (4) consecutive terms)	Two (2) years	Odd Years
3. Secretary (Not serving more than four (4) consecutive terms)	Two (2) years	Odd Years
4. Treasurer (Not serving more than four (4) consecutive terms)	Two (2) years	Even Years

**3009.2 DIRECTORS**

	<b>TERM</b>	<b>ELECTED</b>
1. Registrar	Two (2) years	Odd Years
2. VP Admin/Communication	Two (2) years	Even Years
3. V.P. Comp.	Two (2) years	Odd Years
4. V.P. Region		
A, C	Two (2) years	Odd Years
B, D	Two (2) years	Even Years
5. D. C. 1, 3, 5, 7	Two (2) years	Odd Years
2, 4, 6, 8	Two (2) years	Even Years
6. Referee Liaison	Two (2) years	Odd Years

**3010. REMOVAL FROM OFFICE**

**3010.1** Cause for removal from office of any Officer, Director, Staff Member, Administrator, Committee Member, or any person delegated to represent FYSA in any capacity shall include but not be limited to the following:

1. Actions contrary to the Articles of Incorporation and By-laws of FYSA.
2. Infractions as enumerated in Rule 505.
3. Unauthorized expenditure of funds. Authorized expenditures include only those that were approved by the BOD as part of the annual budget or approved by special request of the Executive Committee.
4. Unauthorized travel to any meeting or functions not previously approved by the BOD as part of the annual budget or by request to and approval from the Executive Committee, for which the traveler expects expense reimbursement in part or full. All parties traveling to the same meeting or function other than a Committee meeting must have prior approval to attend and be reimbursed for or otherwise have their expenses paid by FYSA.
5. Any unauthorized disclosure of registration information is in direct violation of FYSA By-laws.

**3010.2** Unexcused absence at meetings which are continued and excessive shall be cause for removal from office according to the following requirements and procedures

**3010.3** Administrative Officers, Vice Presidents or Registrar:

1. Two (2) consecutive BOD meetings.
2. Two (2) consecutive Executive Committee meetings.
3. By three-fourths (3/4) vote of the BOD.
4. Published agenda item fourteen (14) days in advance of the meeting at which removal will be considered.

**3010.4** Referee Liaison, Administrative Staff:

1. Two (2) consecutive BOD meetings.
2. By three-fourths (3/4) vote of the BOD.
3. Published agenda item fourteen (14) days in advance of the meeting at which removal will be considered.

**3010.5** Region Vice Presidents, District Commissioners:

1. Two (2) consecutive BOD meetings.
2. Two (2) consecutive Executive Meetings. (Does not include D.C.'s)
3. Letter sent to Region Affiliates recommending they remove according to procedure and elect a replacement.

### **3011. REPLACEMENT OF OFFICERS, ETC.**

**3011.1** Due to resignation, removal, death, injury, etc., any Officer, Director, Staff Member, Administrator, Committee Members, or any person delegated to represent FYSA in any capacity shall be replaced as soon as possible and according to the following requirements and procedures.

**3011.2** President, Secretary, Treasurer shall be replaced by the appointment of the Executive Committee, within thirty (30) days of the vacancy. Appointee shall serve until the next AGM, when an election will take place for the remainder/new term.

**3011.3** Replacing remaining positions of BOD, except Region V.P.s and D.C.'s as listed in Rules 3011.1, shall be replaced by the Executive Committee within thirty (30) days. The replacement shall serve for the remainder of the un-expired term or the AGM, whichever is earlier.

**3011.4** Replacing Region V.P.s and D.C.'s, the replacement must be elected by the Region or District where the vacancy occurs. The election must be held within thirty (30) days from the date the vacancy occurs. If a Region Vice-President is being replaced, the President shall appoint any member of the Executive Committee to preside at a Regional meeting for the purpose of such a vote. If a District Commissioner is being replaced, the Region Vice-President shall preside at a District meeting for the purpose of such a vote.

### **3012. ADMINISTRATIVE EMPLOYEES (STAFF)**

**3012.1** Office Staff shall be determined as to positions, by the Executive Committee ratified by the BOD. They shall also be responsible for assignment of tasks and direction. No other Officer, Director or Affiliate shall assign tasks to the Office Staff. The Staff shall not accept or respond to special requests without prior approval of the Executive Committee. Specific job description shall be included in the Personnel Manual.

**3012.2** Expenditure of funds is authorized by the Executive Committee to the Administrative Staff, including

special expenses and limited contract/service agreements, supply purchases, equipment and travel expenses and day-to-day operation of the Administrative Office. These items shall be budgeted for in the annual budget. Expenditures over the budget require approval of the Budget Committee in concurrence with the Executive Committee.

#### **4000. AMENDING THE ARTICLES OF INCORPORATION, BY-LAWS, RULES AND REGULATIONS**

##### **4001. ARTICLES OF INCORPORATION, BY-LAWS AMENDMENTS**

Articles of Incorporation and By-laws amendments may be submitted and changed in the same manner and procedures as the Rules and Regulations with the following exceptions:

1. Two thirds (2/3) majority vote of the general membership present at the AGM, required for passage.
2. Final decision on the acceptance or rejection of proposed amendments shall be that of the general membership present at the AGM.

##### **4002. RULES AND REGULATIONS**

**4002.1** Rules and Regulations amendments may be submitted and changed in the same manner and procedures as the Articles of Incorporation and By-laws with the following exceptions:

1. Majority vote of the general membership present at the AGM for passage.
2. Suspended or amended Rules between AGMs by the Board of Directors, or Executive Committee ratified by the Board of Directors must be ratified by the general membership at the following AGM.
3. Notification of suspension or amendment must be sent to all Affiliates when ratified by the Board of Directors within fifteen (15) days of the action having been taken.

**4002.2** Establishing a new policy shall follow the above requirements in order to enact between AGMs.

**4002.3** Protest and appeal procedures may be invoked by any Affiliate as described in Rule 600 based on the opinion that it should only be acted upon at the AGM.

##### **4003. SUBMISSION OF AMENDMENTS**

**4003.1** Submitting amendments to the Articles of Incorporation, By-laws and/or Rules and Regulations shall be in writing to the Secretary of FYSA, by any Affiliate or its members. The document for which change is suggested shall be noted along with the article, section or sub-section and the proposed change. Proposed changes may be submitted anytime during the year but no later than sixty (60) days prior to the AGM.

**4003.2** Review by the Rules and Revision Committee shall be the next step in the process. The Secretary shall turn over to the Committee all proposed changes once the proposals have been dated received. The Committee upon review may request clarification, intent and/or purpose of the change. Reviewed changes must be submitted to the Affiliates thirty (30) days prior to the AGM and all proposed changes must be presented to the membership at the AGM.

**4003.3** Upon acceptance of all proposed changes by the Rules and Revisions Committee and after review, the Committee will formally draft the change to assure its proper sequence, language and compatibility with other related sections. They shall then submit a formal draft to the AGM with comments of Executive Committee attached.

**4003.4** Modifications to a proposed change may be drafted by the Committee if original proposal has merit but may conflict or be at variance with other sections of the Rules. The modifications, if acceptable to the author, shall be developed as in Rule 4003.3, above.

**4003.5** Filing late, after the sixty-(60) day deadline, the proposal may then be referred to the Rules and

Revision Committee for consideration at their next regularly scheduled meeting except if called up by the Board of Directors by a two-thirds (2/3)-majority vote.

## **5000. MEETINGS AND ELECTIONS**

### **5001. GENERAL PROVISIONS**

**5001.1** "Robert's Rules of Order" shall be the procedure for conducting all official meetings of **FYSA** with the exception of the rules for meetings contained herein. Any rules not covered herein shall be governed by Robert's Rules.

**5001.2** Rules for the conduct of meetings shall only govern the method in which meetings are held and shall in no way govern, apply to or affect the established rules and regulations contained within the previous sections of the Rules of FYSA.

**5001.3** Meeting preliminaries, which are the necessary preparations that must be accomplished prior to conducting a meeting, for the AGM, BOD and Executive Committee shall include the following:

1. Notice
2. Agenda
3. Quorum
4. Credentials

**5001.4** Conducted by Chair, who is usually the President. The President may relinquish the chair to a specific person. Should the President be unable to attend the meeting, he/she shall appoint the Vice President of Player and Coaching Development to conduct the meeting in his/her absence.

**5001.5** The agenda shall be followed in order unless the body agrees to suspend or postpone an agenda item by majority vote.

**5001.6** Motions must be properly made, clearly stated, accurately recorded, seconded, debated and voted upon according to "Robert's Rules", as shall amending, tabling, etc. The chair may not make or second a motion and can only vote on a motion in order to break a tie.

**5001.7** Debating motions at regular meetings can be restricted as for the AGM (see next section); however, informal debate shall be appropriate, depending on the issue and the motion.

**5001.8** Debating motions at the AGM, in the interest of time and fairness, the chair may set a time limit for each speaker in advance of discussion on a particular agenda item.

**5001.9** Voting on motions shall be conducted by the chair (except items 4 and 5 below) and by using one (1) or more of the following methods:

1. General acclamation.
2. Voice vote by "aye" and "nay".
3. Show of Hands.
4. Roll Call.
5. Secret Ballot.

**5001.10** Calling meetings shall be the responsibility of the President, however, special called meetings may also be called in the following manner:

1. BOD - request in writing to the Secretary, by at least five (5) members of the Board.
2. Executive Committee - request in writing to the Secretary, by at least three (3) members of the Committee.
3. General Meetings of the Affiliates, request in writing to the Secretary, by at least twenty-five (25) Affiliate members.

**5001.11** All other meetings called by V.P.s, Districts, Committees, etc., may be held on an informal basis with a

report on the meeting presented at the next scheduled regular meeting.

**5001.12** Proper conduct shall be expected of each member attending and each meeting shall be conducted properly without intent to circumvent the Rules.

**5002. NOTICE OF MEETINGS**

**5002.1** Notice of regular meetings of the BOD and Executive Committee shall be in writing, fax or e-mail thirty (30) days in advance of the meeting date set. Written notice can include an annual calendar previously established, approved and published by the BOD. All members must always be notified.

**5002.2** Notice of special called meetings of the BOD and Executive Committee shall be in writing, fax or e-mail fifteen (15) days in advance of the meeting date set. All members must always be notified and the purpose of the meeting must be stated in the notice.

**5002.3** General Membership special called meetings shall be noticed in writing forty-five (45) days in advance of the meeting date set. All Affiliates must be notified.

**5002.4** Telephonic meetings (conference calls) of the Executive Committee need not be noticed in writing, however, seven (7) days notice, if a regular meeting, shall be given by fax, phone or e-mail and all members must be contacted. Emergency conference calls need not be noticed seven (7) days in advance as long as all members are contacted and a quorum can be present.

**5002.5** Notice of the AGM shall be in writing to all Affiliates ninety (90) days prior to the meeting date set with information as to time, place, agenda, etc. included with notice. Proposed rule changes, however shall be in writing to all Affiliates thirty-(30) days prior to the AGM.

**5003. AGENDAS**

**5003.1** A regular meeting proposed agenda shall be mailed to BOD members at least ten (10) days prior to the meeting date set, whether the meeting was scheduled in an annual calendar or called with thirty (30) day notice.

**5003.2** A special called meeting agenda shall include only the issue(s) for which the meeting is being called may not be amended.

**5003.3** Amending a proposed agenda of a regular meeting shall be at the beginning of the meeting by a majority vote of the membership and shall then become the final agenda.

**5003.4** Adoption of the final agenda shall take place at the beginning of the meeting by a majority vote of the members present. Upon adoption of the final agenda it may not be amended; however, items may be suspended or postponed for consideration at another time during the meeting or at another meeting. See Agenda format, Rule 5003.6.

**5003.5** Agenda items to be presented as motions, whenever possible, should include the text of the motion. Members should not be confronted with unexpected decisions or be unprepared on important matters.

**5003.6** Agenda format for BOD regular meetings shall be as follows:

- |                  |                        |                             |
|------------------|------------------------|-----------------------------|
| A. Call to Order | H. Committee Reports   | J. New Business             |
| B. Roll Call     | 1. V.P. of Competition | 1. etc.                     |
| C. Adopt Agenda  | 2. V.P. of Recreation  | K. For the Good of the Game |
| D. Guests        | 3. - 6 Region V.P.s    | L. Adjournment              |

- |                                       |                              |
|---------------------------------------|------------------------------|
| E. Approve Previous Minutes           | 7. -etc. Standing Committees |
| F. Correspondence                     | I. Old Business              |
| G. Treasurer's Report<br>and Approval | 1. etc.                      |

**5003.7** Agenda format for Executive Committee regular meetings shall be determined by the Committee at the beginning of the meeting. However, the agenda shall always include:

- |                  |                 |
|------------------|-----------------|
| 1. Call to Order | 3. Adopt Agenda |
| 2. Roll Call     | 4. Adjournment  |

**5003.8** Agenda format for the AGM shall be as follows:

- |   |                |
|---|----------------|
| 1. Registration _____ to _____                  | (dates, times) |
| 2. Vendors _____ to _____                       | (dates, times) |
| 3. Workshops _____ to _____                     | (dates, times) |
| 4. BOD and/or Executive Meetings _____ to _____ |                |
| 5. Banquet _____ to _____                       | (date, time)   |
| 6. General Session _____ to _____               | (dates, time)  |
- |                                    |                          |
|------------------------------------|--------------------------|
| A. Call to Order                   | I. Old Business          |
| B. Credentials Report              | 1. etc.                  |
| C. Guests                          | J. New Business          |
| D. Approve Previous Minutes        | 1. etc.                  |
| E. Correspondence                  | K. Elections             |
| F. President's Report              | L. Proposed Rule Changes |
| G. Treasurer's report and Approval | M. Proposed Fee Changes  |
| H. Committee Reports:              |                          |
| 1. V.P. of Competition             |                          |
| 2. V.P. of Recreation              |                          |
| 3. - 6. Region V.P.s               |                          |
| 7. - etc. Standing Committees      |                          |
- |                             |
|-----------------------------|
| 7. For the Good of the Game |
| 8. Adjournment              |

**5003.9 RULES COMMITTEE CONDUCT AT THE AGM**

The rules committee spokesperson conducting the Rules and By-laws changes at the AGM will conduct him/herself during the proposed new or changed rule or by-law as follows:

- 1) Read the proposed new or changed rule or By-law.
- 2) Give the members of the AGM the opinion/or position of the rules committee.
- 3) Request the author of the proposed new or changed rules or By-laws to speak on behalf of their proposal.
- 4) Prior to the beginning of the rules changes presentation (time limits may be imposed equally for all submitted rules changes).
- 5) If in the absence of the author, a designate by the author may speak for the author.
- 6) The committee spokesperson conducting the rules and By-laws changes will then ask for anyone who wants to speak for or against the proposed new or changed rules or By-laws to come forward and so speak. Debate shall be in the order of "against" and "for" until such time as there is no opposition to the last speaker. At this time the speaker shall allow one additional speaker speaking the position as the last. After this the question shall be "called."
- 7) Under no circumstances shall the committee spokesperson conducting the meeting speak for or against any proposed new or changed rules or By-laws after the general members have spoken and prior to the vote on such proposed new or changed rules or By-laws.
- 8) The rules committee spokesperson shall not have the right to speak as a general member for or against a proposed new or changed rule or By-law, unless he relinquishes the chair during debate on this question. Once relinquished the chair shall not assume the chair until such time as the matter at hand

has been resolved. If applicable the rules committee spokesperson may vote on any such proposed changes.

#### **5004. QUORUM**

**5004.1** Determining and maintaining a quorum shall be defined in the By-laws 7.2 and 7.3.

**5004.2** Notice of intention to attend a meeting shall be given the State Office Staff. The Staff shall then give the list of those who have given such notice to the Secretary who shall determine if the quorum requirements have been met. If a quorum will not be met, the Executive Committee shall cancel the meeting and notify the membership. The meeting may or may not be rescheduled.

#### **5005. CREDENTIALS**

**5005.1** The Credentials Committee shall be responsible for verifying credentials and maintaining all records of verification as established either by Roll Call or the Credentials Report. The Secretary shall report to the body the members present and eligible to vote. Only Affiliates "in good standing" shall be able to participate in all matters considered at the AGM.

**5005.2** Voting on motions and elections as prescribed in the By-law 8., Rule 5007. and Standing Committees C-40, when requiring a Roll Call vote or Credentials Report shall be conducted by the Committee. The Secretary shall report the results to the body and the Committee shall record and maintain the results.

#### **5006. MINUTES OF MEETINGS**

**5006.1** Minutes shall be taken of every regular or special called meetings of the BOD, Executive Committee and AGM, by the Secretary or his/her designee. The minutes can be taken electronically, by hand or by shorthand at the convenience of the Secretary.

**5006.2** Minutes shall be sent, typewritten, by the Secretary to the Affiliates for all AGM, BOD and Executive Committee meetings within thirty (30) days following the meeting. The Secretary shall sign all minutes. If someone other than the Secretary recorded the meeting, that person must be noted in the minutes.

**5006.3** Minutes shall contain, adhering to the order of the agenda, the following:

1. Date, time and place of meeting.
2. Names of members present (except for the AGM, which shall instead include the Credentials Report).
3. Names of members absent (except for the AGM, which shall instead include the Credentials Report).
4. Names of guests and brief synopsis if they made presentation before the body.
5. Approval/disapproval/corrections of previous minutes.
6. Attach correspondence.
7. Treasurer's Report.
8. Committees reporting and not reporting with a brief synopsis of the report, and attaching any written material the Committee may have submitted.
9. Old Business in order as numbered on the agenda. If motions were made, see Rule 5007.
10. New Business in order as numbered on the agenda. If motions were made, see Rule 5007.
11. For the Good of the Game, briefly describing the items discussed.
12. Adjournment motion stating persons making and seconding, and the time of adjournment.

#### **5007. RECORDING MOTIONS**

All motions must be recorded even if the motion died for lack of second or if the motion was tabled. Beside the text, being clearly and accurately stated, each recording of a motion must also contain:

1. Names of persons making and seconding the each motion.
2. Method of voting on the motion such as by acclamation, voice vote, show of hands, etc.

3. Outcome of motion, whether it was carried, defeated, tabled or died from a lack of a second.
4. BOD Roll Call or ballot votes shall include number of votes for, against and abstentions.
5. AGM ballot votes, as determined by the Credentials Committee shall include the number of voting for, against and number not voting.
6. Discussion pro and con can be briefly recorded.
7. Separate copies of items such as reports, forms, schedules, etc. having been acted upon, shall be attached and noted as attached.

## **5008. ELECTIONS**

- 5008.1** Annual elections shall be held to fill positions in accordance with By-laws 2.5, 3.1 and 8., also, in accordance with Rule 3008.
- 5008.2** District Commissioner elections shall be held within the District, supervised by the Region V.P. or his/her designee, and prior to the AGM. The Affiliates and/or Region V.P. shall at the date, time and place for the election with such notice given to the Affiliates eligible to vote. Eligibility requires “in good standing” status. Nominations shall be accepted from the floor even if a slate has been presented by a Nominating Committee.
- 5008.3** Regional V.P. elections shall be held at the AGM after all other elections have been conducted. The Credentials Committee shall conduct the election. Only those Affiliates within the Region who have been verified and are “in good standing” shall be eligible to vote for their Regional candidates. If a candidate is unopposed, voting need not be by secret ballot. Nominations shall be accepted from the floor.
- 5008.4** Eligibility shall include “in good standing” status. Eligibility shall be verified by the Credentials Committee as to status and number of available votes.
- 5008.5** Proxies shall be counted if they have been verified by the Credentials Committee prior to the deadline set to register proxies. All proxies must be an original copy, signed by the “agent of record” for the Affiliate and notarized. If specifically directed to vote for a person for a particular position, that is how the vote must be cast, otherwise, the person holding the proxy may vote as they choose
- 5008.6** A nominating committee, having been previously approved by the BOD as recommended by the Executive Committee, shall present a slate of candidates to the Affiliates at registration. The President shall not select the nominating committee. The candidates must be nominated in the same manner from the floor.
- 5008.7** Nominations from the floor shall be accepted prior to the close of nominations. The maker of the nomination may speak for one (1) minute and the nomination must be seconded. The person seconding the nomination shall not speak. The person nominated can refuse the nomination. Nominations for that position shall then be closed by the Secretary hearing no further nominations.
- 5008.8** Candidates shall have five (5) minutes to speak on their behalf or have someone speak for them. The candidates shall speak in order, alphabetically by last name.
- 5008.9** Conducting elections shall be the responsibility of the Credentials Committee as chaired by the Secretary. Should the Secretary position be on the ballot, the Secretary shall temporarily step aside for that position election. The Committee shall choose a temporary chair and so notify the body.
- 5008.10** Method of voting shall be secret ballot with Credentials Committee supervising that eligible votes are being and have been cast.

- 5008.11** Ballots can be destroyed only after having been held by the Credentials Committee for a period of thirty (30) days. The Committee shall also keep the tallying receipts for the same period.
- 5008.12** Contesting an election of a particular position can be done by any one (1) of the opposing candidates who may then ask for a recount. An election need not be contested before close of business at the AGM, however, it must be contested in writing to the Secretary within the thirty (30) days the Credentials Committee is required to hold the ballots.
- 5008.13** An invalid election shall be re-held, if so determined by the Executive Committee after a recount by the Credentials Committee. If found to be invalid during the AGM, the election shall be re-held immediately. If found to be invalid after close of business at the AGM, a ballot containing the slate of candidates, as approved on the floor during the meeting, shall be sent to all Affiliates. The Affiliate shall vote, sign and have the ballot notarized and returned to the Secretary. All rules for a normal election concerning quorum, eligibility, verification, etc., shall then apply. The results shall be published to all Affiliates.
- 5008.14** A motion for election by acclamation may only be made if a candidate is unopposed. A motion may then be made to destroy the ballot, at the meeting, for the unopposed candidate only.

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## **C. STANDING COMMITTEES**

### **C1. GENERAL PROVISIONS**

- C1.1** Standing Committees shall be as established and defined in the By-law 9. The Committee sections beginning on page III herein shall address each Standing Committee's objectives, structure, duties/responsibilities.
- C1.2** Selecting Committee members shall be the responsibility of the Committee Chairperson as ratified by the BOD. The Committee Chair shall choose members volunteering or being recommended by BOD/Affiliate members. All volunteers and recommendations must be considered. The President shall designate the Chairperson of the Committee as ratified by the BOD. The Committee must be structured as defined within this section of the Rules.
- C1.3** Selecting a different Chairperson, shall be within the authority of the Committee should the approved Chair be unable to serve or not be performing his/her duties, except for those Committees chaired by elected officials. A different Chairperson cannot be selected until the Committee has met at least once. The new Chairperson shall be ratified by the Executive Committee.
- C1.4** President is an ex-officio member of all Committees but shall not vote on committee matters. However, the President shall supply committees with data and documentation as needed and shall monitor committees assuring they are performing their duties as required. In the event the Chairman resigns, the President, with the approval of the Executive Committee, shall appoint a new Chairperson. This appointment to be ratified at the next Board of Directors meeting.
- C1.5** Budget approval by the BOD for the Committee to meet and expend funds necessary for the performance of the Committee is required. Funds and meeting request beyond the approved budget cannot be expended until special requests have been submitted in to in writing and approved by the executive Committee.
- C1.6** Scheduling approved meetings shall be verified with the State Office in order to make proper arrangements, to avoid conflicts with other business being conducted at the same time, in the same place and possibly coincide with other meetings. The State Office need not be notified if the meeting does not require arrangements by the Office.
- C1.7** Authorized to institute policy once a full written report is submitted to and approved by the BOD and/or Executive Committee. Committees shall render opinions when asked to do so. Policy recommendations shall be presented as follows:
1. Majority opinion shall be represented by the Chair on decisions, proposed policies and/or opinions decided by a majority vote of the Committee. A majority opinion shall be presented before any other opinion and shall be identified as the majority opinion and/or recommendation of the Committee.
  2. Minority opinion shall be presented by the Chair if requested to do so by the portion of the Committee having an opinion or recommendation different from the majority vote. A minority opinion and/or recommendation may only be presented after the majority opinion and shall be identified as the minority opinion.
- C1.8** Removing and/or replacing Committee members is within the authority of the Executive Committee. Any or all members may be removed and replaced if it is evidenced they are failing to perform or improperly performing their duties and responsibilities.
- C1.9** Special (ad hoc) Committees can be established by the BOD, President and/or the Executive Committee for a single-issue purpose. A definite period of time must be established, when the Committee is established, for the completion of its task. A full written report must be issued by the ad-hoc Committee.

**C1.10** The conduct of meetings by Committees may be on an informal basis. Parliamentary procedures need not be observed. Minutes need not be taken, however, full detailed reports shall be compiled in accordance with the rules in this section.

## **C20. AUDIT**

### **C20.1 OBJECTIVES**

The Audit Committee is responsible for assisting the Board of Directors to fulfill its responsibilities of ensuring that financial reporting and internal controls are adequate and undertaken efficiently. Likewise the Audit Committee acts as the communication channel for the outside auditors to the Board as a whole.

### **C20.2 STRUCTURE**

1. Chair is appointed annually and should have some background in accounting and financial matters.
2. Shall serve for one (1) year until close of business at AGM.
3. Shall be comprised of not less than five (5) members, with at least one (1) member from each Region and including the chair. Regional members should have some background in accounting and financial matters.

### **C20.3 DUTIES AND RESPONSIBILITIES**

1. Assess the quality of accounting polices, the financial reporting process and internal controls.
2. Assess the effectiveness and evaluate the independence of the external auditors.
3. Assess the control environment, identify comprehensive risk, make sure polices and procedures to manage significant risk are carried out timely, monitor activities to assess controls over time and assess communications throughout the Association.
4. Establish the annual audit plan and approve requests for special projects or amendments to the audit plan and develop a budget to cover the projected costs for the completion of its task.
5. Review operational areas for their stewardship of resources and compliance with policies and procedures.
6. Investigate reported occurrences of financial irregularities and recommend controls to detect and prevent such occurrences
7. Review the external auditors management report issues and managements responses and make recommendations for necessary actions or policy modifications
8. Work in conjunction with the Budget Committee in developing the proposed budget for the AGM
9. Report to the Board of Directors on its activities and recommendations annually or as may be required by the Board of Directors

## **C30. BUDGET**

### **C30.1 OBJECTIVES**

The Budget Committee is charged with the development of an annual long range budget, financial and investment planning, application for grants and funds and the modification, adjustment and review of the current budget. The Committee shall assure that all local, state and federal rules and regulations are met. As per Rule 701.2, an Annual Review by a CPA shall be authorized by the Budget Committee of all FYSA funds, which may be a full audit or some lesser accounting procedure.

### **C30.2 STRUCTURE**

1. Chair shall be the Treasurer of FYSA.
2. Except for the Chair, shall serve for one (1) year until the close of business at the AGM.
3. Shall be comprised of not less than five (5) members, one member selected from each region, and including the Chair.

### **C30.3 DUTIES AND RESPONSIBILITIES**

1. Shall receive and review all budget requests and submit to the Executive Committee for review.
2. Shall compile reviewed requests into an overall budget to be submitted by the Committee for membership approval at the AGM.
3. The Chair is authorized to receive requests for budget adjustments during the seasonal year. Such request, not to exceed five hundred (\$500.) dollars or five percent (5%), may be approved by the Committee, ratified by the Executive Committee and reported to the BOD.
4. Shall submit the audit to the Executive Committee and reporting to the membership at the AGM.
5. Shall assist committees in projecting costs when developing new programs or procedures in order to develop their operational budget as per Rule 702.6.
6. Shall meet on an "as needed" basis with at least one (1) meeting in conjunction with the BOD.
7. Develop a budget to cover the projected costs for completion of its task for the seasonal year.
8. Besides the annual budget, shall make such interim reports as required by the BOD.

## **C40. COACHING DEVELOPMENT**

### **C40.1 OBJECTIVES**

The Coaching Development Committee is charged with developing and implementing a program for the education, training and advancement of Affiliate coaches for FYSA, serving in cooperation with the Vice President of Player and Coaching Development.

### **C40.2 STRUCTURE**

1. Shall serve for one (1) year until close of business at AGM.
2. Shall be comprised of not less than five (5) members, with at least one (1) member from each Region, and including the Chair.
3. Chair shall be recommended to the Executive Committee by the Vice President of Player and Coaching Development, which recommendation may or may not be appointed.

### **C40.3 DUTIES AND RESPONSIBILITIES**

1. Shall, in support of the Vice President of Player and Coaching Development, develop and implement a comprehensive program of education, training and advancement of coaches and supervise such program.
2. Shall, in support of the Director of Coaches and Education, develop such training aids and acquire such publications audiovisual materials deemed beneficial to assisting in its objectives.
3. Shall work in close cooperation with the V.P.s of Recreation and Competition, to assist in determining and aiding their needs.
4. Shall meet on an "as needed" basis, but at least once early (recommended AGM) to establish its seasonal objectives.
5. Develop a budget to cover the projected costs for the completion of its tasks for the seasonal year.
6. Shall make such annual and/or interim reports as may be required by the BOD.

## **C50. CREDENTIALS**

### **C50.1 OBJECTIVES**

The Credentials Committee is charged with determining the correct number of votes to which Affiliates, Officers, Directors and other such members are entitled to cast in accordance with FYSA Rules. They shall verify that all votes cast are by the rightful holder as an individual, valid assigned proxy, legally assigned representative or directed vote to the Secretary of FYSA.

### **C50.2 STRUCTURE**

1. The Chair shall be the Secretary, with the Registrar as advisor to the Committee.
2. Except for the Chair, shall serve for one (1) year, until the close of business at the AGM.
3. Shall be comprised of not less than four (4) members.

### **C50.3 DUTIES AND RESPONSIBILITIES**

1. Shall review current computerized listings of Affiliates' registered players, verifying correctness in order to establish their eligible votes. Confirmation must be supplied to the Affiliates at least ninety (90) days in advance of the AGM as per By-law 8.2.
2. Shall hear and rule on disputed votes as per By-law 8.2. In all matters of dispute, the verified computer listings shall be the Committee's determining factor and shall be final.
3. Shall determine at the AGM, and other meetings if necessary, based on the verified membership in attendance, what constitutes a quorum, majority, two thirds (2/3) majority, etc., in order to conduct voting by membership legally and correctly.
4. Shall conduct elections and shall conduct other such voting procedures requiring ballot voting.
5. Shall work in cooperation with the State Office in establishing and maintaining Affiliate lists of legal representative (agents of record), Officers, Directors, Referee Assignors and coaches.
6. Shall work in cooperation with the Review and Discipline Committee in maintaining record of sanction and discipline.
7. Shall meet on an "as needed" basis, except that at least one (1) meeting is to be held annually in preparation for the AGM.
8. Develop a budget to cover the projected costs for completion of its tasks for the seasonal year.
9. Shall make such annual and/or interim reports as may be required by the BOD.

## **C60. RECREATIONAL SOCCER PROGRAMS**

### **C60.1 OBJECTIVES**

### **C60.2 STRUCTURE**

### **C60.3 DUTIES AND RESPONSIBILITIES**

- 1.
- 2.
- 3.
- 4.
- 5.
- 6.
7. Shall meet on an "as needed" basis, except that at least one (1) meeting is to be held annually in preparation for the AGM.
8. Develop a budget to cover the projected costs for completion of its tasks for the seasonal year.
9. Shall make such annual and/or interim reports as may be required by the BOD.

## **C70. INSURANCE**

### **C70.1 OBJECTIVES**

The Insurance Committee is charged with soliciting bids from agencies that can provide accidental medical and liability coverage for members and participants of FYSA. They must determine FYSA's insurance needs and recommend agent and policy to BOD.

### **C70.2 STRUCTURE**

1. Shall serve for one (1) year until close of business at AGM.
2. Shall be comprised of not less than four (4) members.

### **C70.3 DUTIES AND RESPONSIBILITIES**

1. Shall establish a bid procedure, coordinate the receiving and dissemination of a minimum of two (2) bids annually and after thorough investigation of those bids, make a recommendation to the BOD.
2. Shall assure all policies include accidental medical and liability coverage for FYSA officers, BOD, players, team staff, affiliates' members, spectators, etc.
3. Shall obtain loss ratios and other pertinent statistics, including a record of claims from the carrier. This information along with submitted bids shall be sent to the BOD by June 1, annually.
4. Shall work in close cooperation with the Budget Committee in selecting policy choice.
5. Shall meet on an "as needed" basis, except that at least one (1) meeting shall be in conjunction with the BOD.
6. Develop a budget to cover the projected costs for completion of its task for the seasonal year.
7. Shall make such annual and/or interim reports as may be required by the BOD.

## **C80. OLYMPIC DEVELOPMENT PROGRAM**

### **C80.1 OBJECTIVES**

The Olympic Development Committee is charge with developing and revising programs for the select player developmental trials, supervising the select player trials and selecting the coaching staff for the trials, working in cooperation with the Director of Coaches and Education.

### **C80.2 STRUCTURE**

1. Chair shall be the Vice-President of Player/Coaching Development or may recommend a suitable designee to the E.C.
2. Shall serve for one (1) year until close of business at AGM, except chair.
3. Shall be comprised of not less than five (5) members, with at least one (1) member from each region, and including the Chair.

### **C80.3 DUTIES AND RESPONSIBILITIES**

1. Shall aid the Director of Coaches and Education in developing programs, competition, etc., for the Olympic Development Trialist.
2. Shall supervise and assist, in conjunction with the Director of Coaches and Education, the Olympic Development trials.
3. Shall aid the Director of Coaches and Education in the selection and scheduling of the coaching staff for the Olympic Development trials, as per Rule 1001.3.
4. Shall meet on an "as needed" basis, but at least once yearly to establish the select player trial schedule for each region.
5. Develop a budget to cover the projected costs for the completion of its tasks for the seasonal year.
6. Shall make such annual and/or interim reports as may be required by the BOD.

## **C90. PERSONNEL COMMITTEE**

### **C90.1 OBJECTIVES**

The Personnel Committee is charged with developing and implementing personnel policies and procedures for all FYSA employees. It shall provide overall guidance of those policies and assure that procedures for staff evaluation, performance standards, promotions and guidance are followed.

### **C90.2 STRUCTURE**

1. The Chair shall be the Secretary of FYSA.
2. Shall serve for one (1) year until close of business at AGM (except Chair).
3. Shall be comprised of not less than four (4) members. It is recommended that at least one (1) member resides in the area of the State Office. The Treasurer shall be a member of this Committee.

### **C90.3 DUTIES AND RESPONSIBILITIES**

1. Shall publish and/or revise and maintain personnel manual to be kept in the State Office.
2. Shall establish policies and procedures for hiring and supervising the necessary staff for maintaining the State Office and **FYSA** programs and services.
3. Shall hire and/or fire staff below the position of Office Manager, as long as the position has been budgeted for.
4. Shall recommend to the BOD, hiring/firing the positions of Office Manager level and above and such office expenses, policy and other matters necessary for maintaining office staff.
5. Shall meet on an "as needed" basis except that at least one (1) meeting yearly shall be in conjunction with the BOD.
6. Shall establish a budget, in conjunction with the Budget Committee, for all office operating costs.
7. Develop a budget to cover projected costs for completion of its task for the seasonal year.
8. Shall make such annual and/or interim reports as may be required by the BOD.

## **C100. PRESIDENT'S CUP**

### **C100.1 OBJECTIVES**

The President's Cup Committee is charged with establishing and implementing requirements for the annual President's Cup competition. The Committee shall direct and supervise the competition.

### **C100.2 STRUCTURE**

1. The Committee shall be the responsibility of the Vice President of Competition of FYSA.
2. The Committee shall have at least one member from each Region.
3. The Committee shall solicit the assistance of the Regional V.P. of the Host Region to serve on the committee.

### **C100.3 DUTIES AND RESPONSIBILITIES**

1. Shall establish necessary rules and procedures for the tournament being certain to comply with the Rules section on Tournament and Travel.
2. Recommend to BOD, tournament site upon receiving and investigating all hosting requests from host region.
3. Shall be tournament organizers and directors.
4. Shall make all necessary post-tournament reports as required by Rules section on Tournaments and Travel.
5. Shall determine and recommend to the BOD entry fees to insure financial stability of the Cup, working in cooperation with the Budget Committee.
6. Shall work in close cooperation with the Tournaments and Travel and Registration Committees, and the State Office.
7. Shall meet on an "as needed" basis being certain to comply with BOD established deadlines and date requirements.
8. Develop a budget to cover the projected costs for completion of its tasks for the seasonal year.
9. Shall make such annual and/or interim reports as may be required by the BOD.

## **C110. PROTEST AND APPEALS**

### **C110.1 OBJECTIVES**

The Protest and Appeals Committee is charged with hearing protests and appeals pertaining to FYSA By-laws and Rules, and other rules, regulations and policies of affiliated organizations. All avenues of protests and appeals must be exhausted at all levels below this body before the Committee will consider hearing a protest or appeal.

### **C110.2 STRUCTURE**

1. Shall serve for one (1) year until close of business at AGM. NOTE: Except when a member(s) is involved in a protest or appeal which has not been resolved.
2. Shall be comprised of a minimum of eight (8) members, two (2) from each region, approved by the BOD. An appointed member may be temporarily reordered by the Chair should they be in any way involved in the protest or appeal being heard.

### **C110. DUTIES AND RESPONSIBILITIES**

1. Shall keep current with policies/procedures USSF, US Youth Soccer and submitting such changes to the Rules Committee for correction to the FYSA Rules.
2. Shall provide the State Office the necessary reports to assure that imposed sanction/discipline is accurate, the offender is properly and clearly defined, and that records are up-dated or expunged if found in error or changed in appeal.
3. Shall meet to hear a protest or appeal which has been submitted to them or the Secretary. Also, on an "as needed" basis for conducting business of the Committee.
4. Provide an annual review to the Budget Committee related to costs for filing protests and appeals, suggesting maintaining or revising fees to compensate for the costs of hearing protests/appeals.
5. Shall meet to hear protest or appeal being certain to comply with time limits as required in Rules 603.5 and 604.6.
6. Develop a budget to cover the projected costs for completion of its tasks for the seasonal year.
7. Shall make annual and/or interim reports as may be required by the BOD.

## **C120. RECOGNITION**

### **C120.1 OBJECTIVES**

The Recognition Committee is charged with selection recommendations, in recognition of those individuals who by their dedication and contributions to youth soccer, are nominated for the Hall of Fame, Friends of Soccer and Pioneer Awards and any grants as may be established by FYSA. They shall solicit nominations for these awards, submit such recommendations for approval to the EC and present the awards at the AGM.

### **C120.2 STRUCTURE**

1. Shall serve for one (1) year until close of business at the AGM.
2. Shall be comprised of not less than four (4) members.
3. Shall include the FYSA Director of Coaching.

### **C120.3 DUTIES AND RESPONSIBILITIES**

1. Shall develop and up-date the selection criteria for the Hall of Fame, Friends of Soccer and Pioneer Awards and grants.
2. Shall select eligible and qualified persons for these awards as nominated by Affiliates and submit their choices to the BOD for approval.
3. Shall select not more than eight (8) persons for Friends of Soccer working in conjunction with the AGM host region submitting the nominations.
4. Shall aid the AGM Committee in planning the presentations and present the awards at the annual dinner/event scheduled to include the awards.
5. Shall work with the State Office in maintaining and up-dating all records of nominees and inductees so a permanent history of the awards is kept.
6. Shall meet on an "as needed" basis, except that at least one (1) meeting shall be in conjunction with the BOD.
7. Develop a budget to cover the projected costs for completion of its tasks for the seasonal year.
8. Shall make such annual and/or interim reports as may be required by the BOD.

## **C.130 REFEREE COMMITTEE**

### **C130.1 OBJECTIVES:**

The referee committee is charged with establishing and implementing the policies and procedures necessary for the assigning of referees and assessors for FYSA Sponsored Events to include, but not limited to the following: FYSA State Cup, FYSA Presidents Cup, and other functions as may be designated by the Executive Committee.

### **C.130.2 STRUCTURE:**

1. The Chair of the Committee shall be the Referee Liaison.
2. The Vice President of Competition shall be a permanent member of this committee.
3. Except for the Chair and the VP of Competition, the committee shall serve for one (1) year until close of business at the AGM.
4. The regional Vice President of the hosting region for President's and State Cup will also be a member of this committee.
5. Shall be comprised of not less than Three (3) other members to be selected by the Chair of the Committee

### **C130.3 DUTIES AND RESPONSIBILITIES**

1. The referee committee is charged with the responsibility of co-ordination with Florida State Referees (FSR) for supplying referees and assessors for the designated functions.
2. The Committee is charged with the assigning a State Youth Referee Assignor for the assignment of referees/assessors at the designated functions. Develop a budget to cover the projected expenses for completion of its tasks for the seasonal year.
3. Shall be responsible the disciplinary actions against all assignors involved in the assigning of game officials for youth matches under the sanction of FYSA. Shall be the entry point for the filing of any charge of misconduct against an assignor for actions involving FYSA sanctioned matches.

## **C140. REGISTRATION**

### **C140.1 OBJECTIVES**

The Registration Committee is charged with establishing and implementing the policies and procedures necessary for the proper registration of all players and coaches wishing to participate in FYSA. It shall also supervise the proper affiliation of all members.

### **C140.2 STRUCTURE**

1. The Chair shall be the Registrar of FYSA.
2. Except for the chair, the Committee shall serve for one (1) year until close of business at the AGM.
3. Shall be comprised of not less than five-(5) members, with one (1) member selected from each region, and including the Chair.

### **C140.3 DUTIES AND RESPONSIBILITIES**

1. Shall establish all policies and procedures for registration of players and coaches, continuously updating.
2. Shall publish and update a registration manual for Affiliates and District Commissioners describing registration procedures and shall publish/up-date required registration forms.
3. Shall recommend a necessary fee structure designed to maintain the financial needs of FYSA. Such fees to be approved, after review by the BOD, by the membership at the AGM as per Rule 301.2.
4. Shall work in close cooperation with the Rules Committee for proper up-dating of the Rules and with the Budget Committee in establishing fees.
5. Shall meet on an "as needed" basis, except that at least one (1) meeting annually shall be in conjunction with BOD.
6. Develop a budget to cover the projected costs for completion of its tasks for the seasonal year.
7. Shall make such annual and/or interim reports as may be required by the BOD.

## **C150. REVIEW AND DISCIPLINE**

### **C150.1 OBJECTIVES**

The Review and Discipline Committee is charged with reviewing the actions of Affiliates and imposing or removing discipline if the review so determines.

### **C150.2 STRUCTURE**

1. Shall serve for one (1) year until the close of business at the AGM.
2. Shall be comprised of a minimum of three (3) members. Member(s) may be recalled by the Chair, should a conflict of interest arise. Members must be approved by the BOD.

### **C150.3 DUTIES AND RESPONSIBILITIES**

1. It is the entry level for request, through the FYSA Secretary for Intervention by either Affiliate of an Officer of FYSA.
2. Advise the proper Region V.P. of their findings and discipline so that he/she may carry out and monitor the sanction/discipline the sanction/discipline imposed by the Committee.
3. Shall review game reports for ejections/sendoffs in Invitational Tournaments. May recommend additional sanctions by notifying appropriate District Commissioner.
4. Shall provide the State Office the necessary reports to assure that imposed sanction/discipline is accurate, the offender is properly and clearly defined, and that records are up-dated or expunged if found in error or changed on appeal.
5. Shall work in close cooperation with Rules and Revisions Committee.
6. Shall meet on an "as needed" basis to conduct its business.
7. Develop a budget to cover the projected costs for completion of its task for the seasonal year.
8. Shall make such annual and/or interim reports as may be required by the BOD.

## **C160. RULES AND REVISIONS**

### **C160.1 OBJECTIVES**

The Rules and Revision Committee is charged with the development and revision of the rules of the Association. The Committee is charged with the responsibility of receiving recommendations pertaining to the change, modification, updating, deletion and correction of the Articles of Incorporation, By-laws and Rules. The Committee will receive, initiate request and recommend proposals to the Executive Committee and the Board of Directors for their action on all proposed amendments. The Committee shall render opinions concerning the interpretation of the By-laws and Rules of FYSA, as directed to do so by the BOD.

### **C160.2 STRUCTURE**

1. Shall serve for one (1) year until close of business at the AGM.
2. Shall be comprised of not less than four-(4) members.

### **C160.3 DUTIES AND RESPONSIBILITIES**

1. Coordinate the receiving and dissemination of information on all existing rules, proposed changes and required update from USSF and US Youth Soccer.
2. Shall render opinions, verbally or written, at all meetings, or whenever requested by any Affiliate and/or Affiliate member, after contacting appropriate BOD members.
3. Shall meet on an "as needed" basis or as necessitated by the submission of proposed or requested amendments and at the direction of the BOD.
4. Develop a budget to cover the projected costs for completion of its task for the seasonal year.
5. Shall make such annual and/or interim reports as may be required by the BOD.

## **C170. STATE CUP**

### **C170.1 OBJECTIVES**

The State Cup Committee is charged with establishing and implementing requirements for the annual State Cup competition. It shall direct and supervise the competition.

### **C170.2 STRUCTURE**

1. Committee is selected according to the elections of Affiliate membership.
2. The Chair shall be the Vice-President of Competition or may recommend a suitable designee to the E.C.
3. Shall be comprised of not less than eight (8) members, four (4) being the Region VPs, and four (4) at large members, one from each region. Members will be recommended to the Chair of the Committee by the Regional VPs or from other interested parties. The Committee Chair may recommend additional members as deemed necessary. Each appointment shall be for one (1) seasonal year.
4. Shall serve on a continuous basis and as the elections of new Region V.P.s occur, Committee members shall be replaced.

### **C170.3 DUTIES AND RESPONSIBILITIES**

1. Shall establish necessary rules and procedures for the tournament, being certain to comply with National Championship rules as required by US Youth Soccer.
2. Recommend to the BOD, tournament site upon receiving and investigating all hosting requests from the host region.
3. Shall be the tournament organizers and directors.
4. Shall make all necessary post-tournament reports as required by Rule 900., on Tournament and Travel.
5. Shall determine and recommend to the BOD entry fees to insure financial stability of the Cup, working in cooperation with the Budget Committee.
6. Shall work in close cooperation with the Tournaments and Travel and Registration Committees, and the State Office.
7. Shall meet on an "as needed" basis being certain to comply with BOD established deadlines and date requirements.
8. Develop a budget to cover the projected costs for completion of its tasks for the seasonal year.
9. Shall make such annual and/or interim reports as may be required by the BOD.

## **C180. TOURNAMENT AND TRAVEL**

### **C180.1 OBJECTIVES**

The Tournament and Travel Committee is charged with establishing policies and procedures for Affiliates wishing to host tournaments and teams wishing to travel outside their region. To insure that FYSA is in compliance with the US Youth Soccer Tournament and Travel Manual.

### **C180.2 STRUCTURE**

1. Shall serve for one (1) year until the close of business at the AGM.
2. Shall be comprised of not less than four (4) members.

### **C180.3 DUTIES AND RESPONSIBILITIES**

1. Shall assist District Commissioner and/or Club/team, if needed in their processing of the Tournament and travel application. Shall receive appeals from teams/clubs for applications rejected by the District Commissioner.
2. Shall up-date tournament and travel rules and procedures and establish timely response deadlines for approval.
3. The Tournament and Travel Committee will report any violation of either FYSA, US Youth Soccer, or USSF tournament and/or travel rules and will recommend fines and/or sanctions to the Vice President of Administration and Communication. Fines will be in accordance with the established schedule as passed by either the Board of Directors or the Executive Committee now in effect or as approved at a later date.
4. Shall work in close cooperation with the Olympic Development and Coaching Committees, District Commissioners, Region V.P.s and V.P.s of Recreation and Competition.
5. Shall meet on an "as needed" basis, except that at least one (1) meeting yearly shall be in conjunction with the BOD.
6. Develop a budget to cover the projected costs for completion of its tasks for the seasonal year.
7. Shall make such annual and/or interim reports as may be required by the BOD.

## **C190. RISK MANAGEMENT COMMITTEE**

### **C190.1 OBJECTIVES**

The Risk Management Committee (“RMC”) is charged with the governance, administration, and implementation of FYSA’s risk management program as defined under FYSA Rules Section 105

### **C190.2 STRUCTURE**

1. The overall responsibility for the RMC shall vest with FYSA’s President.
2. The President of FYSA with the Vice President of Administration and Communication shall serve as co-chairs of FYSA’s RMC.
3. FYSA’s Executive Committee shall appoint not less than three (3) members to serve as an appeals panel for decisions rendered by the President and Vice President of Administration. These members shall serve a term of one (1) year until the close of business at the AGM.

### **C190.3 DUTIES AND RESPONSIBILITIES**

1. Shall be responsible for the administration and implementation of FYSA’s Risk Management Program.
2. Shall be responsible to review criminal background checks for all applicants to be a coach/volunteer with FYSA.
3. Shall meet on an "as needed" basis.
4. Develop a budget to cover the projected costs for completion of its tasks for the seasonal year.
5. Shall make such annual and/or interim reports as may be required by the BOD.

## GLOSSARY

<b><u>Add</u></b>	The addition of a player to a team's roster.
<b><u>Administrative Officers</u></b>	The President, Vice President Player/Coach Development, the Secretary, and the Treasurer.
<b><u>Appeal</u></b>	A formal method of requesting a reversal of any decision or ruling made by an authority within FYSA (602.2).
<b><u>Classic League</u></b>	An inter-club league in which the use of try-outs, invitations, recruiting or any like process to roster players selectively to any team on the basis of talent or ability is permitted; one or more league rules restrict the manner in which players may be rostered to participating teams.
<b><u>Club</u></b>	An organization, affiliated (directly or indirectly) with FYSA which has an identifiable membership of youth soccer players on whose behalf the organization conducts or engages in youth soccer activities. A club (sometimes referred to a "league" or "local association" is the basic administrative unit of US Soccer.
<b><u>Dissent</u></b>	Verbiage or actions objecting strenuously with decisions or actions of an official; criticism or insult.
<b><u>District</u></b>	A geographical sub-division of the territory of a National State Association (FYSA).
<b><u>District Commissioner</u></b>	A member of the Board of Directors. Provides direct representation at the Affiliate level; provides technical assistance; processes registration of players/coaches.
<b><u>FIFA</u></b>	Federation International de Football Association-world wide governing body of the sport of soccer.
<b><u>Foul Language</u></b>	Any and all profanity, swearing, derogatory remark (in any language). Becomes abusive when directed.
<b><u>FYSA Official</u></b>	Officers, Directors, Vice-Presidents, Registrar, District Commissioners, Administrators, Committee Members or anyone authorized to represent FYSA in any capacity.
<b><u>Guest Player</u></b>	A registered player participating in a competition for a team to which the player is not rostered.
<b><u>Frozen Roster</u></b>	Any roster that is frozen mandates that there can be no movements either off of or onto until either the team is eliminated from the specific competition or the completion of the competition under which the roster is frozen. Season ending injuries cannot be replaced once the roster is frozen. Any changes to the roster will result in the team being disqualified from the specific competition.
<b><u>Ineligible Player</u></b>	Any youth who is unregistered, suspended, overage, or not a rostered member of the teams competing.

<b><u>Involuntary Release</u></b>	The removal of a player from a team's roster at the request of team authorities.
<b><u>League</u></b>	A structured group of four (4) or more teams joined for the purposes of inter-team play under a common set of administrative and competitive rules.
<b><u>National State Association</u></b>	An affiliated member of the United State Soccer Federation representing all leagues, clubs, teams and players within the territory assigned to the National State Association by the US Soccer National Council (Florida Youth Soccer is a National State Association).
<b><u>Non-Player</u></b>	Coach, Assistant Coach, Manager, or any other person assisting the team; spectator.
<b><u>Not In Good Standing</u></b>	All rights and privileges of FYSA are removed.
<b><u>Obscene Gesture</u></b>	Any and all gestures made with any part of the body which implies visual profanity; any exposure of the anatomy considered lewd and lascivious.
<b><u>Player</u></b>	A youth properly registered in accordance with the rules of USSF, US Youth Soccer the National State Association rules.
<b><u>Premier League</u></b>	An inter-club league in which no rule restricts the manner in which players may be rostered to participating teams, except for rules which define and prohibit unethical recruiting behavior limit the participation of players previously rostered to another team.
<b><u>Protest</u></b>	A formal method to question and request reversal of an event.
<b><u>Recreational League or Teams</u></b>	An intra-club league in which use of try-outs, invitations, recruiting or any like process to roster players selectively to any team on the basis of talent or ability is prohibited. Accepts any and all youths (subject to reasonable of registration); system of rostering players is employed for the purpose of creating a fair or balanced distribution of playing teams.
<b><u>Recreational-Plus League</u></b>	An intra-club or inter-club league in which the use of try-outs, invitations, recruiting or any like process to roster players selectively to any team on the basis of talent or ability is prohibited; league accepts as participants any and all eligible youth (subject to reasonable terms of registration); league does not otherwise meet the definition of a Recreational League.
<b><u>Referee</u></b>	All currently registered USSF referees, linemen, 4th official or others duly appointed to assist in officiating in a match. Also, any non-registered person serving in an emergency capacity as a referee, a club linesman.
<b><u>Region</u></b>	One of the four (4) geographically sub-divisions of the National State Association.
<b><u>Registration</u></b>	The signing of an intent to play the sport of soccer and the paying of fees to become a member of US Youth Soccer and the national State Association.
<b><u>Rostering</u></b>	The assignment of a registered player to a team.
<b><u>Team Roster</u></b>	A list of registered players eligible to play for a team.

<b><u>Game Roster</u></b>	A list of players who will participate in a particular competition.
<b><u>Serious Foul Play</u></b>	When a player infringes the Laws of the Game (Law 12) and uses intentional violence when challenging for the ball against an opponent as defined under FYSA Rule 502.3
<b><u>Spectator</u></b>	Any individual observing a game.
<b><u>Suspension</u></b>	The temporary withdrawal of rights and privileges such as, but not limited to: the right to play, coach, referee, or otherwise administer or participate (directly or indirectly) in the game of affiliated soccer. Any person or group (team, club, league, board, etc.) that has been suspended with all rights and privileges withdrawn unless specifically stated otherwise by the suspending authority.
<b><u>Team</u></b>	A recognized entity organized for the purpose of playing the sport of soccer.
<b><u>Transfer</u></b>	The removal of a player/coach from one team's roster and the addition of the player to another team's roster.
<b><u>Verified</u></b>	Proper birth documentation has been submitted.
<b><u>Violent Conduct</u></b>	Aggression towards an opponent even when not challenging for the ball. The ball may be in or out of play. As defined by FYSA Rule 502.5
<b><u>Voluntary Release</u></b>	The removal of a player from a team's roster at the request of the player.