

2015
MANTECA AREA SOCCER LEAGUE, INC. - CONSTITUTION

1:01 NAME

1:01:01 This Corporation shall be known as the Manteca Area Soccer League Inc. (referred hereinafter as MASL).

1:02 BOUNDARIES AND TERRITORIES

1:02:01 The territory of the League shall be that area of the County of San Joaquin in the State of California, defined by the California Youth Soccer Association – North hereafter referred to as the CYSA-N.

1:02:02 The governing authority of this League may create geographical sub-divisions, within the territory, which shall be known as “Clubs”. At no time will there be more than one (1) club within the same geographical area, unless they are distinctly designated as outdoor and indoor clubs.

1:02:03 Club boundaries shall be fixed and/or modified, by the governing authority of this League, before but no later than, the first of February of the preceding seasonal year.

1:03 PURPOSE OF LEAGUE

1:03:01 The purpose of this League shall be to develop, promote and administer the games of outdoor and indoor soccer, among youth (boys and girls under nineteen years of age) within the geographical boundaries as defined.

1:03:02 The purpose of all League members shall be to offer regardless of race, creed and/or ability a soccer program to all youth (boys and girls under nineteen years of age) within their geographical area.

1:04 UNIFORMS/COLORS

1:04:01 The uniforms/colors for Manteca Area Soccer League are defined in section 3:06:06.

1:05 AFFILIATION

1:05:01 This League shall be an affiliated branch of and comply with the authority of the California Youth Soccer Association - North (CYSA-N).

1:06 AUTHORITIES

1:06:01 This League shall be governed by its’ Constitution and Bylaws and any Specific Rules and Procedures which are adopted by the League shall be vested with the Board of Directors of this League.

1:06:02 The governing authority of this League whose powers shall be designated in the Bylaws, shall be vested with the Board of Directors of this League.

1:06:03 The governing board, hereinafter to be known as the “Board of Directors”, shall be comprised of the Director, Assistant Director, Finance Officer, Commissioner, High Comp Commissioner, Equipment Manager, Ways and Means, Team Parent Coordinator, Publicity, Girls Coach Coordinator, Boys Coach Coordinator, Coach Coordinator – U6 Girls & Boys, Coach Coordinator – U7 and up Girls, Coach Coordinator – U7 and up Boys, Registrar, Secretary.

1:07 MEMBERSHIP

1:07:01 All league members, coaches, teams and players shall be considered members of this League and shall abide by the Constitution and Bylaws of Manteca Area Soccer League, the California Youth Soccer Association, the United States Youth Soccer Association and the United States Soccer Federation which also include all General Procedures and Specific Rules as set forth by the Board of Directors and all applicable rules and regulations of the United States Youth Soccer Association and the United States Soccer Federation.

1:08 ANNUAL MEETING

1:08:01 The MASL Director shall call an Annual General Meeting (AGM) of the members to be held no later than December 30 of the seasonal year and not less than thirty (30) or more than ninety (90) days before the meeting shall give written notice of the date, time, place and purpose of the meeting to each affiliated member and each member of the Board of Directors.

1:08:02 The order of Business at the Annual General Meeting shall be as follows:

- A. Call to Order
- B. Roll Call
- C. Credentials Report
- D. Introduction of Guests
- E. Acceptance of Minutes of the previous AGM
- F. Reports
 - 1. Director
 - 2. Finance Officer
 - 3. Registrar
 - 4. Ways and Means
 - 5. High Comp Commissioner
- G. Unfinished Business
- H. Proposals for change to Constitution, Bylaws, and/or General Procedures and Specific Rules.
- I. New Business
- J. Good of the Game
- K. Adjournment

1:08:03 The Board of Directors will annually recommend to the membership the procedures, rules and fees required for registered clubs, teams and/or registered players for ratification at the Annual General Meeting. Any changes in existing procedures, rules and/or fees being recommended by the Board of Directors shall be submitted, in writing, to the rules and revision committee prior to November 1 preceding the Annual General Meeting.

1:08:04 Each affiliated member and each member of the Board of Directors shall be entitled to one (1) vote. The Director of this League shall only cast a vote in case of a tie. Voting shall be restricted to those affiliated adult members who have been registered during the current season. Voting by proxy shall not be allowed and only those members of record, in good Standing shall be entitled to voting privileges. No person shall cast more than one (1) vote, regardless of his/her affiliations with club(s), team(s), and/or as a member of the Board of Directors. In the event a board member is acting Director they will no longer be eligible to vote unless there is a tie.

1:08:05 A quorum shall consist of any number of members present at the Annual General Meeting.

1:08:06 In the event there are two or more rule change proposals, or resolutions (standing rules of order) that are to be voted on at the AGM that conflict with each other, the rule change proposal that receives the greatest number of “yes” votes shall prevail providing that it receives a two thirds majority of those voting; in the case of resolutions that conflict, the resolution that receives the greatest number of “yes” votes shall prevail providing that it receives a majority of those voting.

1:09 CHANGES

1:09:01 Any affiliated club, team, member of the league, the Board of Directors, or any other member of the MASL Board may submit proposed changes to the existing Constitution and Bylaws and the Specific Rules and Procedures adopted by the Board of Directors, Proposed changes shall be submitted to the MASL rules and revision committee prior to November 1st, preceding the AGM.

1:09:02 Amendments to the Constitution, Bylaws, Rules and Procedures of this League shall be made at the Annual General Meeting of the membership, except in such cases specified in the Bylaws of the Manteca Area Soccer League.

1:09:03 An amendment shall be deemed adopted by an affirmative vote of two-thirds (2/3) of the members attending and voting at the Annual General Meeting.

1:09:04 Any and all amendments to the Constitution, Bylaws, General Procedures and Specific Rules of this League, adopted at the Annual General Meeting, shall become effective at the beginning of the seasonal year immediately following the Annual General Meeting. The secretary shall present the revised bylaws at the first meeting after the AGM for accuracy check and ratification by the board.

1:10 LIMITATIONS

1:10:01 No substantial part of the activities of this Corporation shall consist of the carrying on of propaganda or otherwise attempting to influence legislation, nor shall this corporation participate or intervene in any political campaign including publishing or distribution of statements on behalf of any candidate for public office.

1:10:02 The Corporation shall distribute its' income for each taxable year at such time and in such manner as not to become subject to tax on undistributed income imposed by Section 4942 of the Internal Revenue Code of 1953.

1:10:03 The Corporation shall not engage in any act of self-dealing as defined by Section 4941(d) of the Internal Revenue Code of 1954.

1:10:04 The Corporation shall not retain any excess business holdings as defined by Section 4943 of the Internal Revenue Code of 1954.

1:10:05 The Corporation shall not make any investments in such a manner as to subject it to tax under Section 4944 of the Internal Revenue Code of 1954.

1:10:06 The Corporation shall not make any taxable expenditure as defined by Section 4945(d) of the Internal Revenue Code of 1954.

1:10:07 The property of this corporation is irrevocably dedicated to charitable purposes and no part of the net income or assets of this organization shall ever inure to the benefit of any director, officer, or member thereof or to the benefit of any private person.

1:10:08 On the dissolution or winding up of the Corporation its' assets remaining after payment of, or provision for payment of, all debts and liabilities of this Corporation shall be distributed to a non-profit fund, foundation, or Corporation which is organized and operated exclusively for charitable purposes and which has established its' tax-exempt status under Internal Revenue Code Section 501 C 3.

1:10:09 If this Corporation holds any assets on trust, or the Corporation is formed for charitable superior court of the county in which the Corporation has its principal office, on petition therefore by the Attorney General or by any person concerned in the liquidation, in a proceeding to which the Attorney General is a party.

MANTECA AREA SOCCER LEAGUE, INC.
BYLAWS
(Revised January 2013)

2:01 AFFILIATIONS

2:01:01 All non-member teams or leagues, within the territorial jurisdiction of the League, shall be deemed as an "Unaffiliated Organization". Any registered team playing games or "doing business" with an unaffiliated organization without written consent of the Board of Directors shall face disciplinary action and/or suspension by the Board of Directors.

2:01:02 The Rangers United Soccer Club will be affiliated with the Manteca Area Soccer League. Rangers United will have its' own committee and standing rules of order. The Rangers United will have one person on the Board of Directors of Manteca Area Soccer League to represent the Ranger committee.

2:01:03 All players that are selected to a Division I or Division III competitive team will be registered by the Manteca Area Soccer League and will play under the MASL bylaws.

2:01:04 The Rangers United committee and standing rules of order shall be governed and approved by the MASL Board of Directors.

2:02 BOARD OF DIRECTORS (Duties and Authority)

2:02:01 The Board of Directors of this league shall hold elections in December of odd years for the positions of: Director, Girls Coach Coordinator, Coach Coordinator – U6 Girls & Boys, U7 and up Girls Coach Coordinator, Team Parent Coordinator, Ways and Means, Equipment Manager, and High Comp Commissioner and in December of even years for the positions of: Assistant Director, Finance Officer, Commissioner, Boys Coach Coordinator, U7 and up Boys Coach Coordinator, Publicity, Secretary. Each position listed above will serve for a period of two (2) years.

If any office becomes vacant during the two-year period that position will be filled by the Director with the approval of the Board of Directors for the remaining time of that elected office. Approval vote will take place at a regular MASL board meeting.

The Registrar is a two-year contract and renewal is on the odd number year. A contract year is defined as January 1st to December 31st. The Registrar is a voting position.

No position can be applied for within MASL with outstanding debts owed to the league.

If any board of directors is planning to Coach (Head Coach or Assistant Coach) a team in any league, they must request from the board of directors approval by vote (U6 age group is excluded from approval). In addition board of directors must understand that major events (Registrations, Fundraisers Money Collections, and End of Season Tournaments) with the league are a priority and must make every effort to attend. Minimal participation in these events can prevent coaching. Approval vote will take place at a regular MASL board meeting.

(Additional duties and job responsibilities can be found in the Specific Rules 4:01:01 and 4:01:02)

A. DIRECTOR

The Director shall provide the following including, but not limited to, clear and precise leadership and direction for the league; conduct all meetings of the Board of Directors and shall cast a vote only in the case of a tie. The Director shall appoint, at the beginning of each season, as appropriate and subject to the approval of the Board of Directors, the Standing Committees and/or the Committees Chairpersons. The Director shall attend all District VIII board meetings and be the voice for MASL.

B. ASSISTANT DIRECTOR

In the absence of the Director, the Assistant Director shall provide the following including, but not limited to, preside at meetings of the Board of Directors and assume the duties; assist whenever needed to do so. Shall process all accident insurance claims for MASL. Shall arrange for insurance on an as needed basis (i.e., fundraisers). Shall assist in developing the annual calendar for the League. Shall chair the Protest and Appeals Committee (except if there is a conflict of interest).

C. SECRETARY

The Secretary shall keep accurate record of all meetings, handle all correspondence, give notice of meetings and maintain the files of this League. Shall call roll establishing a quorum at each meeting and tally all votes during a Board vote. All minutes from meetings will be presented to the Board at the next regular board meeting. Shall distribute all CYSA League Bulletins to the Board at the first meeting after receipt. May use audio equipment as an aid in preparing the minutes. These tapes cannot be used to transcribe as minutes per Robert's Rules of Order (newly revised). The Secretary shall be responsible also for the preparation of the Annual General Report.

D. FINANCE OFFICER

The finance officer shall oversee the "financial" operations of the League including, but not limited to; develop a budget (with a committee) for Board approval; work with the designated treasurer in maintaining financial records; directly supervise the following positions – Ways and Means, Awards, and High Comp team parents; shall sit on all committees dealing with fundraisers; collect money from league fundraisers and registration. Collect monthly financial statements from the Rangers United teams and submit a report at the monthly MASL board meetings for the Rangers United teams; collect monthly financial statements from the Bill Meyer Winter League teams from the coach coordinator and submit a report at the monthly MASL board meetings. Both of these financial reports shall be included with the annual tax returns.

The finance officer shall take any necessary legal action to collect outstanding debts owed to the League, including outstanding equipment, returned checks and cash debts. The Equipment Manger will give a list of outstanding equipment to the Finance Officer. This list and a list of all returned checks and cash debts owed to the league will be generated by the Finance Officer. Before any registration can occur, all debts must be cleared. No position can be applied for within MASL with outstanding debts owed to the league.

League will contract and pay for an outside agency for bookkeeping/accounting purposes. The financial officer will be the liaison between the League and the outside agency and shall be bonded by a reputable Bonding Agency (at Leagues expense). The agency will be certified and if an individual person, must be bonded and have a background check by the appropriate agency. The finance office shall give a receipt for all monies, which shall be deposited in a recognized bank in the name of this League. The receipt book and vouchers shall be produced when required by the Board of Directors, properly balanced according to the bankbook and statement, whichever is up to date.

E. COMMISSIONER

The Commissioner shall oversee all areas of the operational end of MASL, including but not limited to: set up play with outside leagues (not including the Rangers United teams), with Board approval; monitor all committees dealing with league operations; set up referee and coaching clinics; act as Director in the event that the Director and Assistant Director are both unable to do so, until the Board can meet and elect a new Director. Secure all fields from the City of Manteca and MUSD for practice and play. Work with the referee coordinator from Manteca Soccer Referee Association (MSRA) to ensure that all games are covered; follow up with MSRA on any referee complaints. Chair the committee to review "Special Request Forms". This committee will consist of the Director, Assistant Director, Finance Officer, Commissioner and the Coach Coordinators for that group.

F. COACH COORDINATORS

The coach coordinator shall provide the following, including but not limited to; recruit and supervise coaches and Age Group Coordinators (AGC). The coach coordinator will coordinate with the Commissioner all Coaching clinics, referee classes and soccer camps. They will also coordinate the coaches meetings, which include securing the location, dates and times. If any of the coach coordinator positions are not filled at any time, the board of directors can assign the position to an existing coach coordinator until filled.

G. TEAM PARENT COORDINATOR

The team parent coordinator shall insure each team has a team parent; shall develop and supervise the assistant team parent coordinators; shall be the spokesperson for the parents at the MASL board meetings and the middle person to bridge the gap regarding communication between the parents and the board; develop a volunteer list to help the league with fundraisers, registration, pictures, etc.; coordinate the activities of picture day including receiving bids from photography companies and securing the company, time, date, and location including make-up dates; provide possible team name list to coaches.

H. WAYS AND MEANS

The Ways and Means coordinator shall insure all areas of the League fundraisers are thoroughly handled. Shall work with a committee to select and then execute successful fundraisers for the League. Shall provide records to the board on all fundraisers. Coordinate with publicity, finance officer and team parent coordinator.

I. PUBLICITY OFFICER

The Publicity Officer shall coordinator the League's public relations (news release, website) working with the Registrar, Ways and Means and Rangers to ensure that up-to-date information is released, in a timely manner, for all activities pertaining to MASL.

J. EQUIPMENT MANAGER

The Equipment Manager is responsible for including, but not limited to the following: all equipment – inventory, distribution and collection of coaches equipment; order replacement equipment as needed; coordinate uniform committee, secure bids for uniforms, present bids to board for selection of uniforms. Provide the finance officer with list of equipment not returned in order to bill coach.

K. HIGH COMP COMMISSIONER

The High Comp Commissioner is responsible for including, but not limited to the following: oversees all aspects of the MASL high comp division, including soliciting coaches and coaches applications, coach's interviews, player and team selections; working with the Commissioner to secure fields and referees for games; provide finance officer with monthly financial reports on each Rangers United team. Shall assume the Commissioners duties if the Commissioners is unable to do so.

L. REGISTRAR

The League Registrar is a two-year contract and is renewal on the odd number year. A contract year is defined as January 1st to December 31st. The Registrar is a voting position. The Registrar's duties include, but are not limited to; coordinate all activities including registration (setting dates, locations), working with publicity to advertise and finance officer for collection of money at registrations; shall develop and sustain a waiting list for players; register all players for MASL into the computer; transfers, drops, etc.

2:02:02 Board Emergency

MASL Board shall handle all emergencies between the monthly board meetings. Any actions by the board must be ratified by all Board of Director members at the next scheduled board meeting.

2:02:03 Board Responsibilities

The MASL board shall be responsible for and have sole authority for the following:

- A. Enforcing and interpreting the Constitution, Bylaws, General Procedures and Specific Rules of this League, CYSA-North, the United States Youth Soccer, and the United States Soccer Federation.
- B. Approving registered teams, affiliated clubs, coaches/assistant coaches
- C. Approving all youth games with member teams and/or CYSA affiliated teams.
- D. Approving any inter-league, inter-district, or interstate play.
- E. Approving the formation and operation of all tournaments.
- F. Shall from time to time make temporary rules and regulations for specific cases or occasions not provided for in the Constitution, Bylaws, General Procedures or Specific Rules, but which are deemed necessary, by the Board of Directors, to carry out the objectives of this League or to comply with the rules and regulations of the California Youth Soccer Association-North, the United States Youth Soccer Association and/or the United States Soccer Federation.
- G. To review and approve League Constitution and Bylaws and ensure consistency with the CYSA-North Constitution, Bylaws and General Procedures and Specific Rules.
- H. Ensure the fair and equitable treatment of the players and teams insofar as is reasonable.
- I. Promote youth soccer – provide the opportunity for training of coaching personnel.
- J. Providing teams and coaches for any and all registered players.
- K. Affiliation with other organizations for the general welfare of the players and the League.
- L. Operating the League that will provide competitive play for all appropriate teams.
- M. Raising of funds for the League expenses.
- N. Recording, publicizing, and promoting the League activities and endeavors.
- O. Appointing the necessary staff and supervising their activities.
- P. Submitting minutes of special board meetings at the next regular scheduled board meeting.

2:02:04 Removal of Members

Board of Directors authorization regarding removal of a member is as follows:

- A. The MASL Board shall have the right and authority to suspend, bar completely or otherwise discipline any player, coach, manager, team assistant, league officer or referee from any member team, league or organization with the proper hearing.
- B. Any person who transgresses Federal, State, or other Civil laws; or acts in any other manner that causes MASL embarrassment in public view shall be dismissed.

C. Any person(s) causing disputes within MASL to the point of having ill effects on MASL may be reprimanded to a point appropriate by the Board.

D. It is not the policy of MASL to cause embarrassment to any party, or to pursue unfounded claims/rumors. All complaints requiring official MASL action are to be in written form. All material gathered in any MASL investigation is to be considered and handled as confidential information. Any board member that does not keep information confidential will be brought up on charges for violation of this Bylaw.

E. The Board of Directors shall have by two thirds (2/3) vote of the members present (once a quorum has been established) the authority to remove, with cause, any member of the Board of Directors with the proper hearing. Notice of said hearing shall be given in writing at least 14 days prior to the hearing. Cause shall be deemed as not performing one's duties as set forth by the Constitution, Bylaws, General Procedures or Standing Rules or being found guilty of conduct that is detrimental to the purpose of this Association/League.

2:02:05 Board Authority For All Operations of League

The Board shall have the authority to approve and require approval of any procedures, appointments, and interpretations of League policy made by any committee of this organization not explicitly provided for in the Bylaws and Articles of Incorporation.

2:02:06 Board Resignations and Interim Appointments

Any member of the Board of Directors may resign effective upon the date and time specified in a written notice given to the MASL Director. The Director may appoint an interim person to the vacant position for the remaining 2-year term with the approval of the Board of Directors. Vote to accept must be done at the next scheduled board meeting.

2:02:07 Vendor Gratuity or Gifts (Prohibited)

No voting member of the board shall receive, accept, or otherwise obtain any gratuity of gift from any vendor contracted by or doing business with MASL. No voting member shall accept on behalf of his or her associated team any gratuity or gift from any vendor contracted by or doing business with MASL. Team sponsorship shall not be considered a gratuity. If a board members team is sponsored by a vendor or a potential vendor, then the Board member must excuse themselves from the decision making process to include voting.

2:02:08 Board Purchases over \$5,000.00

For any purchase over \$5,000.00 the MASL Board of Directors shall require three (3) written competitive bids to be submitted for review. The vendor shall be selected based on majority vote of the Board of Directors. The bids and documentation concerning awarding of contracts or purchases shall be available for review by any member. In the event three (3) written competitive bids cannot be obtained, the Board of Directors may waive this requirement for this particular situation.

2:02:09 Competing or Non-MASL Organizations

Any person(s) holding a board position with a competing or non-MASL interest organization, must first be interviewed and approved by a 2/3rd (two-thirds) of the MASL board before being considered to run for any MASL position. This rule would not apply to any MASL member(s) that are organizing additional services on behalf of MASL and its' affiliates This rule is only intended to aid in keeping only those individuals, groups or organizations interested in servicing the best interest of MASL. The MASL board does reserve the right to decline the help, assistance and/or services of any individual, group or organization that may be considered to bring ill intent to MASL soccer program and/or any of its members, or the better interest of the League.

2:03 MEMBERSHIP AND RESPONSIBILITIES

2:03:01 Fees and Registration - Any applicant for membership in the League shall be submitted yearly with the appropriate fee(s) and a properly completed registration form prepared in accordance with the current registration instructions and procedures.

2:03:02 Fees - Annual fees for members are due and payable, unless otherwise provided for by the Board of Directors, at the time of, but no later than such players (1st) team or league practice and/or game. Players are not considered registered until all of that players fee(s) are paid. Registration for MASL will be \$95.00 with a late fee of \$15.00. MASL will have one mandatory fundraiser offered to our entire league (Recreational and Competitive). If members choose not to participate in the fundraiser a \$40.00 buyout will be paid per member per registered player. If members choose to pay for the buyout at time of registration a \$40.00 fee on top of registration will be added per player registration. **(SEE PIM 0110)**

2:03:03 Fees - All bank checks, drafts and or money orders submitted to this League shall be made payable to the Manteca Area Soccer League or to MASL.

2:03:04 Voting Rights - For the purpose of election of the Board of Directors, voting rights will be held by the parents or legal guardians of each member player. Each family will be allowed one vote regardless of the number of players registered in that one family.

2:03:05 All MASL members shall be responsible for governing those persons and their actions associated with their operations/teams. Teams shall abide by the League rules under which they are registered and in which they are playing.

2:03:06 Falsification of records shall be grounds for disbarment from future participation and/or membership in this Association.

2:03:07 A plea of ignorance to the Constitution, Bylaws, General Procedures and Specific Rules of this League, the CYSA-North, the United States Youth Soccer Association, and the United State Soccer Federation is not sufficient and violators may expect appropriate action by the Board of Directors of this Association.

2:03:08 Any person found guilty of violating the Constitution, Bylaws, General Procedures and Specific Rules of this League, the CYSA-North, the United States Youth Soccer Association, and the United State Soccer Federation may be asked to appear before the Board of Directors of this League in order to explain his/her actions.

2:04 MEETINGS

2:04:01 Regular meetings of the Board of Directors shall be held on the 4th Monday of each month or subject to change due to holidays and/or emergencies approved with the consent of the majority of the Board of Directors. The agenda for regular meetings shall be as follows:

- A. Call to Order
- B. Roll Call
- C. Introduction of Guests
- D. Acceptance of Minutes
- E. Open Forum (sign in sheet with discussion topic listed will be available at all meetings for guests wishing to speak. Guests will be called on by the Director during open forum and will have a maximum of 3 minutes to speak.
- F. Finance Officer

- G. Board and Committee Reports (written and handed out to each board member)
- H. Unfinished Business
- I. New Business
- J. Good of the Game
- K. Adjournment

2:04:02 The Board of Directors shall meet whenever the Director deems it necessary, or if he/she is instructed to do so by four (4) or more members of the Board of Directors.

2:04:03 Meeting dates - During league play (September and October) the MASL Board will meet twice a month on the 2nd Monday and the 4th Monday.

2:05 QUORUM - BOARD VOTING PROCEDURES

2:05:01 At all board meetings you must have two-thirds (2/3) of the Board of Directors present to constitute a quorum for the transaction of business.

2:05:02 Once the above quorum has been established, for any vote to carry, a simple majority of voting board members present must vote in favor of the motion, including disbursements of money over the amount of \$200.00 AND any motions requiring board approval.

2:06 FINANCIAL RESPONSIBILITY

2:06:01 In the everyday operation of the League, any non-budgeted disbursement of monies in the \$50.00 to \$200.00 range shall require the approval of a minimum of three voting Board members other than the person requiring the funds. E-mail documentation would suffice this requirement showing approval by 3 board members. **(SEE PIM 0109)**

2:06:02 This League shall not assume, nor be liable for debts and/or the financial responsibility either implied or incurred of any player, coach, manager, team assistant, league official, or referee from any member team, league or organization.

2:06:03 Signature Authority – There shall be a double signature on all league checks. These shall be signed by two of the following:

- A. Finance Officer AND one of the following, either the Director or the Assistant Director
- B. At no time shall any related parties be the two (2) signatures on a check, regardless of who the check is made payable to.

2:06:04 The League will contract and pay for an outside agency for bookkeeping purposes/accounting purposes. The financial officer will be the liaison between the League and the outside agency. The agency will be certified and if an individual person, must be bonded and have a background check by the appropriate agency.

The contracted agency shall be responsible for preparing any and all papers pursuant to the Articles of Incorporation and Tax Exemption status of this League. The contracted agency shall produce a complete summary of financial status of this League to the financial officer of this League before each monthly board meeting including, but not limited to, bank balance, a complete list of incurred expenses, and a complete list of income by source.

2:07 DISCIPLINE AND APPEALS

2:07:01 This committee should be chaired by the MASL Assistant Director and shall be known as the PAD committee for MASL. It should include the MASL Commissioner, at least one coach, at least one non-coach and a referee (if it is pertaining to a red card). The committee shall act for the League in all disciplinary matters and shall have the discretionary powers in interpreting the degree of punishment applied to member players and team personnel. In cases of repetition (i.e., if the same player during the same season is reported for other offenses, even if the infraction is not of the same nature) more severe action must be taken. All cases of violence must be severely punished.

2:07:02 Appeal Process Refer to section 3:09 under General Procedures

2:07:03 Appeals to MASL Board Adverse decisions by the PAD committee may be further appealed to the MASL Board. Appeals must be submitted to the Assistant Director within 72 hours after official notification of judgment and shall be accompanied by a non-refundable fee of \$100.00 made payable to MASL (cashier's check or money order only).

2:07:04 Appeals to District Appeals denied by the MASL Board may be further appealed to the District VIII Commissioner per CYSA Bylaw 4:09 Protest and Appeals.

2:08 AWARDS (Soccer-ship and Player Grants)

2:08:01

- A. The purpose of Soccerships is to give children who come from financially disadvantaged families the opportunity to play soccer by helping to pay League registration fees. Player grants are financial awards given to players to help pay for costs to participate in training clinics, Olympic Development tournaments and other advanced soccer events.
- B. The John Miles/Lisa Faulkner Fund is the account for monies set aside for soccerships and grants. The fund accepts contributions from organizations, businesses and individuals. The League may donate to the fund each year. The amount donated by the League shall not be less than 2% of the profit from the previous years major fund raiser and must be approved by the Board of Directors each year prior to league registration.
- C. All applications will go to the Soccership committee for consideration of approval. The committee will be chosen by the Director and will consist of at least 3 current board members. A majority vote by the committee is required for approval. The committee will present its findings at the next scheduled board meeting.

2:08:02

- A. Soccership Requirements
 - 1. Applications to be submitted by registration deadline, no late soccerships will be accepted.
 - 2. One application required per player
 - 3. Proof of need must be supplied
 - 4. Player awards limited to the League registration fee amount, maximum of \$100.00 per family
- B. Player Grant Requirements
 - 1. Applications to be submitted to the League Director at least two weeks prior to the next scheduled board meeting.
 - 2. Player must be currently registered and active with the league

3. Player must supply all documentation to prove acceptance in a legitimate or sanctioned CYSA/USYS event
4. Awards to be limited to one grant per player per calendar year

2:09 LIABILITY PROTECTION

2:09:01 All officers of this League and officials of member teams and clubs shall be covered against personal liability claims by the California Youth Soccer Association for performing acts and duties directly related to the work of this League.

2:10 RULES OF ORDER

2:10:01 The rules contained in Robert's Rules of Order shall govern this League in all cases in which they do not conflict with the Constitution, Bylaws, General Procedures and Specific Rules of this League, the CYSA-N, the United States Youth Soccer Association and the United States Soccer Federation.

MANTECA AREA SOCCER LEAGUE, INC.
GENERAL PROCEDURES
(Revised January 2013)

3:01 AUTHORITIES & RESPONSIBILITIES

3:01:01 The rules contained herein shall govern members of this League in all cases to which they are applicable, and in which they are not inconsistent with the Constitution and Bylaws of this League, the CYSA-North, the United States Soccer Association, and the United States Soccer Federation. All competition shall be governed by the rules stated herein unless the rule of a specific competition determine otherwise.

3:01:02 Clubs may deem fit to include rules and regulations more stringent than those included herein, but in no case may rules and regulations be less stringent. Clubs must submit their rules and regulations for review and approval by the Board of Directors of this League.

3:01:03 Each team shall be responsible for the conduct of its players, coach, manager, team assistants and parents and it is the responsibility of each team to insure that its actions on or off of the field do not bring disrespect upon this League. Each club shall be responsible for the conduct of those persons associated with its operations and it is the responsibility of each league to ensure that its actions do not bring disrespect upon this League.

3:02 INSURANCE

3:02:01 All injuries to be claimed against the medical insurance program shall be completely reported on the proper insurance claim form. This form shall be obtainable through the CYSA office or through the CYSA website.

3:02:02 All completed reports on injuries shall be submitted to this League within 24 hours of injury.

3:02:03 The League shall upon written request provide member clubs with a copy of the liability and medical insurance policies covering players, coaches, managers and league board members.

3:02:04 No player shall play/practice with a team other than their own team except Association Cup, Bill Meyer Winter League and Jim Frazier League teams.

3:02:05 CYSA, District VIII Commissioner and MASL expect coaches (all divisions) to apply the “common sense” rule when having different age/gender teams play each other, especially in regards to physical make-up of the teams. It will be the responsibility of the coaches to control the intensity of any such games. Any game played without prior notification to the league (MASL commissioner or High Comp. Commissioner respectively) will be deemed as an unsanctioned game without medical liability insurance in effect. The coach will bear the responsibility of any medical liability action occurring from such a game.

3:02:06 Any High Comp scrimmage games with teams outside of our League or District must notify the High Comp Commissioner prior to the scrimmage game taking place. The High Comp Commissioner must then notify the league in writing (e-mail) of such event, as well as, the appropriate District official.

3:03 REGISTRATION PROCEDURES

3:03:01 All players are required to submit a properly completed USYSA membership form. Players registration for outdoor and indoor soccer are required to submit separate USYSA membership forms for outdoor and indoor soccer respectively.

3:03:02 All teams are required to possess a CYSA team registration form. The submittal of the team registration form with proper approvals, binds the player to that team for the seasonal year unless that player is granted a transfer.

A. The minimum and maximum roster sizes are listed below.

1. U6-U11 are minimum 8 players and maximum 13 players
2. U12-U15 are minimum 11 players and maximum 18 players
3. U16-U19 are minimum 11 players and maximum 22 players – However only 18 players can be fielded at any given game.

B. Improper registration – any team playing a player who is under or over-age that is not eligible for guest playing shall forfeit the game(s) in which that player takes part.

3:03:03 Any teams that have the same name must be identified by a numerical prefix or a different name. The same team name shall not be used for more than one team in the same age group and gender division unless there is a distinction of some sort (e.g. gold, silver, bronze, etc.).

3:03:04 This League shall have first call on all players registered with this Association.

3:03:05 Each team official (i.e. coach, assistant coach) shall be registered with the League and have a proper USYSA coach pass. All managers of a team shall be registered with the League. No pass is necessary unless the manger has the required coaches credentials per District VIII requirements.

3:03:06 No adult can have contact (coaching, training, etc.) with any team without a 1628 form on file with the League.

3:03:07 Any player may register with any affiliated League in any District within this Association without restriction by the CYSA Board of Directors, its members, its program administrators, its Districts, or its affiliated leagues. This section does not change the right and authority of leagues to, among other things, establish the rules governing the players, team officials, and teams registered with the League, including the right and authority of Leagues not to accept any person as a team official or any player the League chooses not to accept.

3:03:08 Late registration Policy – After all registration has been completed, children registering late will be placed on a waiting list by age group. This list is first come, first serve and there is no guarantee of placement on a team. Waiting lists will be maintained throughout the summer until league play begins. A late fee of \$15.00 applies.

3:03:09 Refund Policy

- A. All registration fees paid to MASL are non-refundable with the following exceptions:
1. The player's family is moving out of the area. Refund check will be mailed to the new address.
 2. The player in question has a medical condition which prevents him/her from participating. A doctor's note is required.
 3. There is no team available in the player's age group.
- B. If the criteria listed in 3:09:09A are met, full refunds (minus a \$25.00 handling fee) will be given through May 31st. After June 1st no refunds will be given. Players with no team available to play on shall receive a full refund.
- C. Refunds from Teams – Any payments or initial deposits made to any teams (Recreational or Competitive) within MASL from a parent or sponsor is nonrefundable. Written notification will be given at registration.

3:03:10 Non-Payment Policy

The Manteca Area Soccer League (MASL) shall permit individuals to use personal checks for the transaction of business with MASL. If such checks are returned for any reason by their bank and not paid, the following shall apply:

1. A service fee of \$25.00 will be assessed to each individual who writes a check not honored by their bank.
2. After two (2) checks that have been returned from their bank for non-payment from an individual, MASL will require cash payment from that individual until approved by MASL Finance.

3:04 AGE LIMIT DEFINITION

3:04:01 The term “youth” as applied to the Constitution, Bylaws, General Procedures and Specific Rules of this League, CYSA, the United State Youth Soccer Association, and the United State Soccer Federation shall mean youth players who have not reached the age of nineteen (19) years prior to August 1st immediately preceding the start of any seasonal year in which they apply for registration.

3:04:02 Players attaining the limiting age for any age group on or after August 1st immediately preceding the start of the seasonal year, will be eligible to play for the remainder of the seasonal year.

3:04:03 All clubs, unless otherwise sanctioned by the Board of Directors of this League, shall divide the play among teams of equal age groupings as follows, an all competitions will adhere to these age classifications:

U-19 Player has not reached 19th birthday before August 1st immediately preceding the start of the seasonal year

U-16 Player has not reached 16th birthday before August 1st immediately preceding the start of the seasonal year

U-14 Player has not reached 14th birthday before August 1st immediately preceding the start of the seasonal year

U-12 Player has not reached 12th birthday before August 1st immediately preceding the start of the seasonal year

U-10 Player has not reached 10th birthday before August 1st immediately preceding the start of the seasonal year

U-8 Player has not reached 8th birthday before August 1st immediately preceding the start of the seasonal year

U-6 Player has not reached 6th birthday before August 1st immediately preceding the start of the seasonal year

3:04:04 SPECIAL REQUESTS – Special Request Forms are to be filled out and turned in each season for any item being requested. These forms are to be completed and turned in at registration time. MASL will provide forms at registration. After teams are selected, no special requests will be accepted. There will be no requests taken due to a player having an inconvenient practice location. No telephone requests are to be taken. The only specific requests taken are:

A. Siblings in same age group and gender

B. Request to not play for a specific coach because of prior documented problems
The MASL Commissioner will chair a committee to review special request forms. The committee will be chosen by the Commissioner and will consist of at least 3 current board members and the Coach Coordinator assigned to that player.

3:05 PROOF OF AGE

3:05:01 Proof of age shall consist of a birth certificate, birth registration issued by an appropriate government agency, Board of Health records, passport, alien registration card issued by the United States Government, a certificate issued by Immigration and Naturalization Service attesting to age, or a certification of an American citizen born abroad issued by the appropriate government agency. Hospital, baptism, or religious certificates will not be accepted.

3:06 RULES OF PLAY

3:06:01 Rules of play, except as provided by USYSA and its affiliates, the FIFA “Laws of the Game” shall apply to any and all competitions sponsored by the League. The rules are to be closely adhered to and balanced with the “spirit of the game”. Players under ten years of age may play soccer under the auspices of this League in accordance with the rules of this League’s development player program; modified playing rules for Under-6, Under-8, and U-10 as published by this League.

3:06:02 Specific rules pertaining to outdoor or indoor soccer only are so marked.

3:06:03 Players wearing orthopedic casts, air splints or mental splints shall not be eligible to participate in any game or practice.

3:06:04 Charging the goalkeeper shall not be permitted at any time, when he/she is within his/her own goal area or has possession of the ball in the penalty area.

3:06:05 Coaching from sidelines – giving direction to one’s own team on point of strategy and position is permitted provided:

- A. No mechanical devices are used.
- B. The tone of voice is informative and not a harangue.
- C. No coach, substitute or player is to be anywhere but at his/her bench area during the game. A team’s bench area shall be that area one yard from the touchline and extending to ten yards both ways from the half line to a maximum of twenty yards. If both teams locate their bench on the same side of the field, due to existing adverse conditions, then the bench area shall be limited to that area one yard from the touchline and extending ten yards, one way, from the half line ONLY.
- D. No coach, substitute or player is to make derogatory remarks or gestures to the referees, other players, substitutes or spectators.
- E. No coach, substitute or player is to use profanity.
- F. No coach, substitute or player is to incite, in any manner, disruptive behavior of any kind.
- G. The penalty for all of the above shall be ejection from the game and disciplinary action will be taken by the Discipline Committee.

3:06:06 Where colors of uniforms are similar the home team must effect a change of colors that are distinct from those of the opponent. In MASL recreational play, the home team is listed first on the schedule. MASL uniform colors are to be determined each year by the MASL Board. The successful bid will take into consideration the cost per uniform.

- A. Recreation (Division 4) – uniform colors can be various colors due to cost efficiency. Jim Frazier League play also falls under Division 4.
- B. Bill Meyer Winter League uniforms will all be the same color and style. Determination as to the color and style will be made by the current board each November keeping in mind the monetary restrictions placed on the Bill Meyer Winter League by MASL. All uniforms will be purchased from the same vendor that was used for the recreational fall league. Ordering of uniforms and equipment will be placed by the MASL equipment manager.
- C. Division III and Division I – Rangers United will handle their own uniform determination according to their operational procedures. Ranger United colors consists of any of the following: gold, blue, red, white, and black.
- D. Spring League – Players will be provided a colored t-shirt and socks. Players will provide black shorts.

3:06:07 It will be the responsibility of the both teams to have a game ball and make sure that their teams behave in a proper and respectful manner.

3:06:08 Players may be substituted at the following times:

- A. Prior to a throw-in, in your favor
- B. Prior to a goal kick, by either team
- C. After a goal, by either team
- D. After an injury, when the referee stops play by either team
- E. At half time
- F. When the referee stops play to caution a player, only the caution player may be substituted, prior to the re-start of the game.
- G. The number of substitutes shall be unlimited, unless a competition superseding the jurisdiction of this League determines otherwise.
- H. No substitute shall enter the field of play until he/she has been given a signal to do so by the referee.

3:06:09 PLAYING TIME

A. In MASL recreational play each player present and able to play must play $\frac{1}{2}$ of the game for the time the player is present. Players arriving late for games are entitled to play $\frac{1}{2}$ of the time present. Players leaving early are not entitled to $\frac{1}{2}$ game privileges. **Failure to abide by this rule will effect a forfeit.** The only exception is for disciplinary or health limitations upon notification of and approval from the Age Group Coordinator and player's parents.

B. In the MASL Rangers High Comp program each player is guaranteed a minimum playing time of one-quarter ($\frac{1}{4}$) of each game or one-half ($\frac{1}{2}$) of two consecutive games during league play. Exceptions to this rule are injuries, discipline problems and tournament play. These exceptions are made at the coach's discretion. If a problem arises because of this policy, a player or parent should resolve the problem as follows: team parent, coach, competitive commissioner and finally the MASL board.

3:06:10 Once a player is listed on a CYSA team registration form, that player is bound to that team for the entire seasonal year.

3:06:11 Each team is responsible for the publicity sheet to be turned in immediately following the game (or within a reasonable time during the weekend).

3:06:12 The Referee shall require that both teams enter all appropriate information on a CYSA referee report form prior to the start of the game.

A. The referee shall verify the identity of each player and coaches prior to the start of the game. The referee must not allow any player into the game whose name does not appear on the referee report form. The referee shall also require that the coach or manager of each team sign the referee report form verifying that the information entered on the form is correct.

B. Prior to the game, the referee shall make sure that each player's equipment is in proper order.

C. A referee report form must be filed out for every game played. Upon completion of the game, the referee shall send his/her report to the proper League authority within forty-eight (48) hours.

D. In the event of a forfeit the referee must note on the referee report "forfeit" and what team has won by the forfeit. A 1-0 score will prevail for the winning team. The referee will submit the referee report form to the proper League authority within forty-eight (48) hours.

E. If a red card is issued during a game the referee shall send his/her report to the proper authority within forty-eight (48) hours along with the players pass. He should also notify the Referee Coordinator of the League.

3:06:13 Any team delaying the start of a schedule game more than fifteen (15) minutes without the sanction of the proper league authority shall forfeit the game to the opponent by a score of 1-0.

3:06:14 In the event both teams do not show up for a schedule game, and the referee rules the ground playable, both teams shall be assessed with a loss.

3:06:15 Referees responsible for a late start of a game (without just cause) may be disciplined by the proper league authority. Referees may at times be called upon by the proper league authority to explain their reports.

3:06:16 Any player, substitute or coach who refuses the referee's request for their name or gives a false name while the referee is gathering data to report an infringement of the "Laws of the Game" involving them shall have one game added to the suspension, in addition to the penalty already assessed by the Disciplinary Committee.

3:06:17 Continuous Dissent Toward Referee

A referee can file a complaint against a parent or coach, which will be investigated by the MASL commissioner. If the complaint is found to be valid the individual will be sent to the League Disciplinary Committee. Any complaint shall be investigated within twenty-four hours (24) of receipt and a recommendation made to the League Assistant Director within seventy-two (72) hours after the complaint. This complaint shall be in writing, giving the specifics of the alleged charge. The age group coordinator will inform the referee association of the results of the referee's complaint.

3:06:18 The referee's judgment with regard to the physical condition of the field and its acceptance for play, to the actual happenings and occurrences related to the conduct of the game and those prerogatives granted to him/her by the "Laws of the Game" for outdoor soccer and the "Official Indoor Soccer Rules" for indoor soccer, shall not be challenged.

3:07 GAME TIMES AND BALL SPECIFICATIONS (Outdoor only)

3:07:01 Length of games, overtime periods, ball specifications, except provided by USYSA and its affiliates, the length of games, ball size, ball weight, ball dimensions, and tie-breaking rules for each age group shall be as follows:

Age Group Game Length Overtime Ball Size Circumference Ball Weight

U-19 2-45 min. halves 2-15 min. halves #5 27" – 28" 14 – 16 oz.

U-16 2-40 min. halves 2-15 min. halves #5 27" – 28" 14 – 16 oz.

U-14 2-35 min. halves 2-10 min. halves #5 27" – 28" 14 – 16 oz.

U-12 2-30 min. halves 2-10 min. halves #4 25" – 26" 11 – 13 oz.

U-10 2-25 min. halves none #4 25" – 26" 11 – 13 oz.

U-8 2-20 min. halves none #3 23" – 24" 11 – 12 oz.

U-6 2-20 min. halves none #3 23" – 24" 11 – 12 oz.

3:08 SEND OFF PROCEDURE (Formerly Ejection)

3:08:01 If a player/coach is ejected for misconduct, the referee will notify the league (in case of league games) or proper authority, making sure that his/her game report and the player/coach pass is delivered to the Assistant Director. That player/coach is ineligible until the player/coach is reinstated by the Disciplinary Committee.

A. Player – a one game automatic suspension will be given for any red card. Once the Disciplinary Committee has met more games may be added depending on the severity of the offense. A one game suspension cannot be appealed.

B. Coach – two additional games will be added to any coach being sent off of the field (Determined suspension plus two additional games).

C. Any spectator responsible for a coach receiving a red card shall be suspended, along with the coach, from attending a minimum of one game. If it happens again with the same spectator that spectator will be brought up on disciplinary charges by the league and subject to more severe discipline.

3:08:02 The Disciplinary Committee shall consist of the chairperson (Assistant Director), one (1) referee, Coach Coordinator (which ever applies) the Commissioner. The chairperson will vote in the event of a tie.

3:08:03 The Disciplinary Committee will meet within 7 days of any problem with any coach, player or parent. Players and coaches are the only ones that can receive a red card, however, parents may be also be disciplined by the board for actions that are not considered appropriate. All players and coaches can be red carded before, during or after a game for their inappropriate behavior and actions. The same would apply for parents/spectators.

3:08:04 The Disciplinary Committee shall act on all disciplinary matters and shall have discretionary powers in interpreting the degree of penalties applied to team personnel and players. Section 4:08 of the CYSA team manual will be used as a guideline for discipline. Only penalties above the recommended CYSA minimums may be appealed. After a decision has been made the chairperson will notify the player, coach, or parent of the penalty verbally and by email (providing the party has an e-mail) immediately and will follow up in writing within 7 days. The chairperson will also report any disciplinary actions taken by the committee to the MASL board at their next regular scheduled meeting.

3:09 COACH AND SPECTATOR FIELD BEHAVIOR AND DISCIPLINE

3:09:01 *The following CYSA rules apply to all coaches and spectators in this League:*

CYSA 2:01:03 The Board of Directors shall have the right and authority to suspend, bar completely or otherwise discipline any player, coach, manager, team assistant, league officer or referee from any member team, league or organization with the proper hearing.

CYSA 3:01:03 Each team shall be responsible for the conduct of its players, coach, manager, team assistants and parents and it is the responsibility of each team to ensure that its actions, on or off the field, do not bring disrespect upon this Association. Each League shall be responsible for the conduct of those persons associated with its operations and it is the responsibility of each League to ensure that its actions do not bring disrespect upon this Association.

3:09:02 *Coach Control of Spectators*

A. As stated in CYSA rules, the coach is responsible for the behavior of their spectators. The coach is to be aware of the actions of their spectators and stop any negative behavior directed toward referees or the opposing team. If a coach cannot control a spectator they need to make that fact known to the referee and later to the age group coordinator. A coach can be ejected from the game, due to dissent from their sideline. It is the coach's responsibility to control their spectators, not the referee. If a referee asks for the name of a dissentient spectator, the coach must give it to the referee. It has been previously ruled that a coach may be suspended for refusing to provide the name of a spectator, when asked by a referee.

3:09:03 *Fighting/Inciting to Fight*

MASL will not tolerate any person to be on its' fields that engage in fighting, or who would seek to entice a party into fighting. The penalty for any such action will be a minimum one-year ban from any MASL activity/position, and mandatory one-year probation upon return.

3:09:04 League Documentation on Disciplinary Matters

Any party that is referred to the League for disciplinary actions will have documentation placed onto the League archives. This documentation will have an effect upon the party seeking to attain any future League positions, or to maintain an existing position. Disciplinary action against any party will be reviewed during the selection of any party to a League position. Disciplinary documents shall be kept for a two-year period and then discarded. This League reserves the right to bar any person from League activities that shows a disregard/disrespect for the youth around them, players or referees, or the rules of this organization.

3:10 PROTEST AND APPEAL PROCEDURE

3:10:01 Only violations of the Constitution, Bylaws, General Procedures and Specific Rules of this League, the CYSA-N, the United State Youth Soccer Association, and the United States Soccer Federation, misapplication of the “Laws of the Game” for outdoor soccer and the “official indoor soccer rules” for indoor soccer, or violations of league rules and regulations, provided the latter are within the framework of the Constitution, Bylaws, General Procedures, and Specific Rules of this League, the CYSA-N, the United States Soccer Association, and the United States Soccer Federation, shall be proper subjects to be considered for action.

3:10:02 In all League matters, the league management within each district shall provide procedures for protests and the hearing of an appeal. Within those procedures all parties to the appeal shall be given written notification at least seven (7) days prior to the hearing and not until that procedure has been completed and an adverse decision rendered on the matter in question can it be appealed to the next highest level. On red cards only penalties above the recommended CYSA minimums may be appealed.

3:10:03 Should any person desire to appeal any PAD decision, communication shall be from the assessed party to the Assistant Director of MASL.

3:10:04 Should any hearing body choose not to hear a protest or appeal, that body may refer the matter directly to the next highest authority.

3:10:05 Upon receipt of any adverse decision the assessed party has the right to appeal to the next highest authority. Decisions rendered by protest and appeals committees shall stand, and be complied with, until such a time as a higher authority overturns them.

3:10:06 Procedure

- A. Protest and Appeals are to be in writing and describe in detail the grounds for the appeal. Protest and appeals will be sent to the Assistant Director of MASL and shall be postmarked within seventy-two (72) hours (Sunday and holidays excluded) following receipt of league disciplinary decisions being protested or appealed. The proper fee must be enclosed.
- B. Once the protest/appeal has been received by the Assistant Director it will be given to the MASL Board of Directors for processing. The protest/appeal will be heard by five members of the Board of Directors, which will be chaired by the MASL Commissioner. Excluded from this hearing will be the Assistant Director and either coach coordinator (depending on the gender group) because they sat on the original hearing and were instrumental in deciding the discipline that the party is protesting and/or appealing. The appeal shall include all supporting documentation. Documentation must include copies of all previous decisions on the matter.
- C. The protest and appeal fee shall be established at \$100.00, which is non-refundable and must accompany the protest/appeal in the form of a cashier’s check or money order payable to MASL.

3:10:07 The Chairman of the Protest and Appeals Committee shall set a date for the hearing of the appeal. Such a date shall be within thirty (30) days of receipt of said appeal. All parties to the appeal shall be given written notification at least 14 days prior to the hearing.

3:10:08 The Protest and Appeals Committee, which shall consist five members of the MASL Board of Directors, shall consider all pertinent information arising out of an appeal of a league or club disciplinary action. The parties involved shall have the opportunity to present their case. The decision of the Protest and Appeal Committee of this League shall be conveyed, in writing, to the party initiating the appeal within seven (7) days of the decision.

3:10:09 No person(s) associated with the operation of this Association at any level (team, league, district, state) may invoke the aid of any lawyer or the courts of any State or of the United States without first exhausting all available remedies with MASL/CYSA/USYSA/USSF.

3:10:10 For violation of 3:10:09 the offending part(ies) shall be subject to the sanctions of suspension and fines and shall be liable for all expenses incurred by MASL/CYSA/USYSA/USSF.

3:10:11 In specific situations, the Disciplinary Committee may place an individual on probation, in addition to the suspension for a period of time. The probationary period is to be served immediately following the suspension period and is intended to monitor an individual's degree. Should an individual on probation be sent off the field of play and shown the red card during the probationary period, the original suspension and probation shall be reapplied and no appeal will be heard.

3:10:12 Coaches and assistant coaches sent off of the field of play for infringement of the "Laws of the Game" shall have two (2) games added to the suspension.

3:10:13 Each parent shall receive the Parents Code of Conduct and suggested penalties. The Discipline Committee will handle the penalty for infraction of the Parent Code of Conduct.

3:11 SENIOR TRIAL GAMES

3:11:01 A youth player will be permitted to play an unlimited number of senior (adult) games without losing his/her youth eligibility. Prior to participating in any senior (adult) matches, the youth player must first obtain permission from his/her youth coach or authorized team official. The senior team coach or authorized team official must, in writing, by form request eligibility clearance from this Association. The youth coach or other authorized team official must, in writing, by form, request permission from the adult amateur soccer organization with which the player wishes to register. When the above clearance and permissions have been granted, the adult amateur soccer organization as indicated on the Youth to Provisional Senior Form (form 1612) has sole discretion in permitting a youth player to play senior games within the jurisdiction of said adult amateur soccer organization and will be responsible for establishing the procedure under which this will be implemented. The Youth to Provisional Senior Player (CYSA form 1612) shall be used to request and grant the required permissions.

3:11:02 Any youth playing for a senior club without the prior approval of the CYSA Board of Directors shall be declared ineligible for youth games. Any youth team using such ineligible player shall forfeit all games in which that player took part by a score of 1-0.

3:12 PLAYING WITH PROFESSIONAL PLAYERS

3:12:01 Any player signing a "letter of intent", a professional contract or playing with a professional team, without the permission of the Board of Directors of this League and the Board of Directors of CYSA-N shall be declared a professional player and shall lose all privileges of youth amateur status.

3:13 ALCOHOLIC BEVERAGE PROHIBITION

3:13:01 The use and/or consumption of any alcoholic beverages or controlled substances, immediately before, during or immediately after the playing of any youth soccer game, or while functioning as an operative of MASL is extremely prohibited.

3:13:02 Any player, team official, or any other member of this League who violates this prohibition, shall be subject to disciplinary action or suspension by the Board of Directors of this League.

3:14 TOBACCO USAGE POLICY

A. MASL and CYSA prohibit tobacco use within 25 yards of any CYSA affiliated activity involving youth players. Each team shall be responsible for ensuring that their parents are aware of this rule.

3:15 ANIMALS ON SCHOOL GROUNDS AND CITY PROPERTY

- A. Per our school permit conditions, no animals are allowed on MUSD property
- B. Per our City of Manteca Permit, no animals are allowed on City property, in and around where children's playgrounds are.
- C. Any person violating A and/or B above will be ejected from the premises. If a party states that they cannot leave, due to a child playing in a game, that child shall be pulled from the game, so that the party may leave. The child may return to the game, if the party returns without the animal.
- D. If on City property and not in and around children's playgrounds, all dogs will be on a leash and under the owners control at all times.
- E. Per CYSA and MASL rules no animals allowed on or near soccer fields during league events, games, practices, etc.
- F. Any person violating E will be asked to remove the animal. If the animal is not removed immediately the coach will be approached and asked to remove the related child of the violator from the game until the animal is removed from the premises.

3:16 VEHICLES ON SCHOOL GROUNDS AND CITY PROPERTY

3:16:01 Per our agreement with MUSD and the City of Manteca, no vehicles are to be driven onto school property or City property as follows: Any vehicle driving on school grounds or City property in unauthorized areas, with the exception of delivery or picking up of goals, will be reported to the Manteca Police Department for issuance of a citation. Any vehicle found parked in unauthorized areas will be subject to towing and storage, at the owners' expense.

MANTECA AREA SOCCER LEAGUE, INC.
SPECIFIC RULES
(Revised January 2013)

4:01 Duties

In the following you will find additional duties and job responsibilities of all officers of MASL and staff members.

4:01:01 Board Officials - voting

A. Director – voting – only in a tie

1. Shall provide leadership and direction for the league.
2. Develop staff positions and call for committees to ease in running the league.
3. Shall be the voice of the League for all outside agencies and shall be the voice of the League at all District 8 meetings.
4. Shall preside over the board meetings. Shall not however make motions or vote, but rather entertain motions and act if needed to resolve the votes.
5. Supervise board officers to insure smooth operations exist.
6. Shall attend staff meetings and committee meetings as needed.
7. Shall appoint person to be in charge of fingerprinting of all coaches.

B. Assistant Director – voting

1. Shall assume the duties of the Director whenever needed to do.
2. Shall assist in carrying out duties of the Director whenever asked to do so.
3. Shall chair or assign a chairperson to all standing committees, except for the Protest Committee, which only deals with protests arising out of any scheduled league games.
4. Shall chair the discipline committee except in conflict of interest with prior notification to the Director and/or Commissioner.
5. Shall insure a printed or typed report is submitted from every committee.
6. Shall be the person to process all accident insurance claims for MASL.
7. Shall arrange for insurance on an as needed basis (i.e. fund raiser, dinner dance).
8. Shall in committee develop annual calendar for the League.

C. Secretary – voting

1. Shall handle all league correspondence.
2. Shall call roll and tally votes during the Board vote.
3. Shall take minutes at the Board meetings and present said minutes at the following board meeting.
4. Get board meeting agenda from the Director and have ready for the board meeting.
5. May use audio equipment as an aid in preparing the minutes. These tapes cannot be transcribed to be used as minutes per Robert's Rules of Order (newly revised).

D. Finance Officer – voting

1. Shall oversee the “financial” and the “organizational” operations of the League.
2. Shall in committee develop a budget for board approval,
3. Shall work with outside bookkeeping/accounting firm as the liaison between the League and firm.
4. Shall directly supervise the following staff and voting positions: Ways and Means, Awards, and High Comp. Team Parents.
5. Shall sit on all committees that deal with fundraising.

6. Shall oversee matters of collections of money of any fundraisers.
7. Shall coordinate with the Registrar the collection of funds at registration.
8. Shall coordinate with Team Parent Coordinator to provide ample volunteers for fundraisers and registration.
9. Shall handle other organizational tasks as directed by the Board.
10. Shall take necessary legal action to collect outstanding debts to the League. The Equipment Manager will give a list of outstanding equipment and all returned checks and cash debts owed to the League will be compiled in a list by the finance officer.
11. Ranger United will submit monthly financial statements to the MASL finance officer.
12. Shall keep track of competitive financial reports.
13. Shall submit a monthly report to the MASL Board regarding financial reports received from Rangers United and the Coach Coordinator for the Bill Meyer Winter League. These financial reports shall be included with the annual tax returns.
14. Shall act as the accounts receivable clerk for the league.
15. Shall collect from the bookkeeper a monthly financial report to present at the monthly board meetings for the League account and for all Rangers United teams (D-1 and D-3).

E. Ways and Means - voting

1. Shall insure all area of League fundraisers are taken care of (set up, running, collection, closing).
2. Shall call committee meeting as needed to work on fundraisers.
3. Shall work with Finance Office and Team Parent Coordinator to get volunteers for fundraisers.
4. Shall provide reports on all fundraisers.
5. Shall coordinate with Publicity Officer to provide media coverage at prize give away.

F. Team Parent Coordinator - voting

1. Shall insure each team has a Team Parent
2. Shall develop and supervise the Assistant Team Parent Coordinators
3. Shall be the spokesperson to the Board for parents
4. Shall provide a channel by which communications are transmitted from the Board to the parents and visa a versa.
5. Shall develop a volunteer list to equally provide assistance for major League functions (fundraisers, registration, pictures).
6. Shall coordinate the activities of picture day.
7. Shall provide the possible Team Name list to coaches.

G. Publicity Officer – voting

1. Shall coordinate the League's public relations (news release, city mail).
2. Shall work with the Registrar and Ways and Means person to publicize the League activities.
3. Shall facilitate the MASL web site, including Ranger information.
4. Shall work with Finance Officer regarding funds for P.R. work.
5. Shall report to Board on committee activities where you worked to advertise MASL.

H. Commissioner – voting

1. Shall oversee all areas of operation end of MASL.
2. Shall act as an ambassador in setting up play with outside Leagues, with Board approval.
3. Shall monitor all committee dealing with League operations.
4. Shall insure that training is provided for all operational personnel (coaches, referees, etc.).
5. Shall set up special committees as needed to oversee problems that develop through the course of the year.
6. Shall act as the Director, in the event that the Director and Assistant Director are both not able to do so, until the Board can meet and elect a new Director.

7. Shall coordinate with Director and Assistant Director as well as the City of Manteca and MUSD (if needed) to ensure we have fields for practice and play.
8. Investigate and report to the Assistant Director on any referee complaint if there has been a report from the Referee coordinator within 72 hours of the complaint.
9. Shall chair a committee to review Special Request Forms. The committee will consist of the Director, Assistant Director, Finance Officer, and Coach Coordinator – assigned to that player.

I. High Comp Commissioner – voting

1. Shall oversee all areas of MASL’s High Comp division.
2. Shall select new High Comp coaches per MASL Rangers United Competitive Division Standing Rules of Order 3:02 “Selection of Coaches and Assistant Coaches”.
3. Shall chair discipline committee in matters dealing with High Comp. MASL Commissioner shall monitor High Comp discipline committee.
4. Shall schedule fields for in town games minimum of 5 working days in advance with the MASL Commissioner, if different from the field use calendar with the City of Manteca Parks and Recreational Dept.
5. Shall get MASL Commissioner approval prior to offering MASL fields for play.
6. Shall oversee High Comp. Player selection.
7. Shall represent MASL to District 8 in matters of High Comp.
8. Shall work with MASL Finance Officer to insure funds for High Comp.
9. Shall assume the Commissioners duties if the Commissioner is unable to do so.
10. Shall appoint a Secretary and Finance Officer for High Comp.
11. Shall submit a financial report to the MASL Finance Officer 2 days prior to the regular MASL board meeting for the Ranger United teams.

J. Equipment Manager – voting

1. Shall be responsible for all equipment issuance to coaches.
2. Shall maintain an inventory of equipment on hand and that issued to coaches.
3. Shall have coach’s sign for all equipment issued by the League and keep those lists and forms on file.
4. Shall collect equipment from coaches at the end of the season and record it on previously signed forms. Shall inventory each bag as it is turned in against coaches signed equipment form.
5. Shall issue an end-of-season list for all coaches that have not returned equipment to the League. Such list shall be forwarded to the MASL Finance Officer.
6. Shall ensure that all equipment (balls, goals, nets, flags, bags, boxes, etc.) will be returned to the storage area at the end of each season (Fall, All-stars, Senior, High Comp).
7. Shall inspect returned equipment for wear or need for replacement and will submit written request with specifications to the Board.
8. Shall ensure that all teams are issued the same amount of equipment as follows:
 - (a) Three balls
 - (b) One Goalie Shirt
 - (c) One equipment bag or net
 - (d) Flat cones

This shall be the standard for all MASL teams, without exception.

9. Shall allow no party to have access to the equipment storage area. The equipment manager shall be the sole party to issue equipment. If the equipment manager is unavailable the MASL Commissioner is to issue any needed items and document it for the Equipment Manager.
10. Shall report directly to the MASL Commissioner for all duty functions.
11. Shall take bids for uniforms and coordinate the uniform committee.

K. Coach Coordinators (3 votes–1 U6 CC, 1 U7 & up boys CC, 1 U7 & up girls CC) –voting position

1. Shall supervise the coaches and Age Group Coordinators (AGC).
2. Shall recruit persons as coaches, with assistance ACG's.
3. Coordinate with Commissioner training for those who wish to upgrade. This shall include Referee classes and coaches clinics.
4. Shall schedule coaches meetings on a monthly basis for fall and All-star seasons. This includes securing the meeting place.
5. Shall conduct coaches meetings per parliamentary policies.
6. Shall ensure that all coaches have completed coach registration/responsibility form, fingerprinting, reserve form, and coaches' ethics forms prior to start of the season. This shall include all assistant coaches.
7. Shall be responsible for all communication regarding complaints from/against coaches, with the exception of player problems.
8. Shall be responsible for all communications of all clinic information to league coaches.
9. Shall be responsible for direction of All-star season, which is to include finding a pickup/drop-off point for goals used during the season.
10. In committee shall select coaches for all teams. Committee shall include the Director, Assistant Director, Commissioner, and AGC's from each age group. This shall include the fall, Senior, and All-star seasons. Will ensure that any member of the committee having a conflict of interest (i.e., they have applied to coach a particular age group) shall not take part in any discussion of coaches for that age group or vote. This committee meeting shall be held in a neutral spot (i.e., Manteca Library or similar location where privacy is maintained).
11. Shall ensure that all information regarding team/coaching issues/problems are kept confidential.
12. Shall file a written report and forward it to the Commissioner within 48 hours of notification of any serious problem (the determination of whether a report is needed will be made by the Commissioner). The report is to include their investigation results and a recommendation for any action. The Commissioner is to respond within 24 hours of receiving the report.
13. Shall receive complaints regarding referees and other coach/team related problems in regards to game conditions/spectators.
14. Shall ensure that coaches are aware of and follow MASL policy, City of Manteca, and Manteca Unified School District of the "no smoking" and the "no animal" policy. Each coach is responsible for the enforcement of this with his/her parents.
15. Shall issue player reserve forms to returning coaches. After the forms are returned they are to be turned over to AGC's for verification of player interest.
16. Shall verify that previous first year coaches without a license, who are returning, will sign up and complete an "F" license coaching course. Verify that coach provides a written verification of completion (i.e., card, certificate, etc).
17. Shall order CYSA Team Manuals for each coach, official assistant coach and board member.
18. Shall submit financial reports from all Bill Meyer Winter League teams to the Finance Officer upon completion of the league.

L. Registrar – voting - Contracted Employee

1. Duties and Responsibilities
 - A. Coordinate all activities around registration (i.e., setting dates, locations and notifying public).
 - B. Work with the Finance Officer to insure funds for registration.
 - C. Develop and sustain a waiting list of late player registrations.
2. Terms and Conditions
 - A. Registrar will serve as an independent contractor.
 - B. Registrar must abstain from voting on his/her contract or any matters relating to monetary issues concerning the Registrar.

- C. The Registrar will be paid according to a signed contract with MASL that is an amount agreed upon per player for regular season play (including player registration, player passes, and team roster), and for post season play (e.g., mini season, Association Cup).
- D. The Registrar will also be paid the same contracted amount for inter-league transfers, player drops, player transfers, and inter-district transfers.
- E. The Registrar will attend board meetings and submit reports on registration activities as required by the Board.
- F. The Registrar will be reimbursed for administrative expenses such as postage, envelopes, bookkeeping supplies, labels, etc., as required by the Board.
- G. Maintenance of MASL computer equipment will be handled by the League at no cost to the Registrar.
- H. MASL agrees to lease their computer equipment and database to the Registrar for \$1.00 per year.
- I. MASL agrees to have a separate phone line dedicated to registration and pay for the use of that phone on a monthly basis for the Registrar.
- J. MASL agrees to reimburse the Registrar for Internet connection on a monthly basis.
- K. Any unusual activity not named above will be subject to mutual agreement between the MASL Board and the Registrar.
- L. The Registrar will be paid quarterly or by mutual agreement between MASL and the Registrar.

4:01:02 Staff Members - non-voting

A. Field Marshal – Staff non-voting

- 1. Shall be present for out-of-town teams to act as a host/hostess for MASL.
- 2. Shall provide maps and/or locations for restrooms or restaurants.
- 3. Shall be on field during season as a contact person for which parents could easily get answers or directions to ease the communication gap.
- 4. Shall be the eyes and ears of the Board and relay concerns to the Board as soon as possible.
- 5. Shall gather volunteers to help as field marshals during the season.
- 6. Shall make schedule whereas each field during the season has at least one field marshal present.
- 7. Shall place an order with the Equipment Manager for vests or shirts to identify field marshals.

B. City Liaison – Staff non-voting

- 1. Shall attend City council meetings, when necessary, to represent MASL.
- 2. Shall attend City Planning Commission meetings, when necessary, to represent MASL.
- 3. Shall attend City Recreation Commission meetings, when necessary to represent MASL.

C. Awards – Staff non-voting

- 1. Determine a suitable set of awards to be given to MASL players. Work out price range with Finance Officer.
- 2. Order, through Finance Officer, the awards in sufficient enough time to insure availability by season's end.
- 3. At season's end, shall inventory all award materials and package it for storage. Give inventory list to Finance Officer.

D. Assistant Team Parent Coordinator – Staff non-voting

- 1. Shall help the Team Parent Coordinator with the teams especially communicating information to the Team parent from MASL.

E. Team Parent - Staff non-voting

1. Shall perform all non-coaching duties (i.e., passing out paperwork, collecting money, calling players, etc.).
2. Shall provide a system for water and/or snacks for players at games.
3. Shall be the first and most vital link for communication to the parents.
4. Shall forward concerns to the Assistant Team Parent Coordinator.
5. Shall develop a volunteer list among other parents to help support League activities.
6. Call players if changes are needed in practice (place or time), or other League activities that need to be communicated.
7. Support the coach as needed.

F. Age Group Coordinators – Staff non-voting

There shall be at least one AGC for each of the following age groups:

U6 Boys and Girls
U8 Boys and Girls
U10 Boys and Girls
U12 Boys and Girls
U14-U19 Boys and Girls

1. Shall represent the Age Group assigned.
2. Shall set up and chair Team Selection Committee for their age group. Committee members should include the Assistant Director, the Commissioner, the Coach Coordinator for that gender, and a maximum of three other members of the League.
3. Shall oversee their fields and insure area and equipment are safe. This shall include ensuring that all teams are picking their trash up after each game.
4. In case of teams being established without a coach, or as coach vacancy, the AGC shall assist the Coach Coordinators in filling the vacancy.
5. Shall present any coach agenda items to the coach coordinators for presentation to coaches at schedule meetings.
6. Shall insure that coaches are following insurance/safety policies for all league players.
7. Shall work with the equipment manager to arrange pickup/drop-off points for goals during season play. Will be in charge of goal allocation during the season.
8. Shall meet as a beginning/end of season committee to help equipment manager handout/collect league equipment.
9. Shall ensure that all information regarding team/player issues or problems are kept confidential.
10. Shall receive player reserve form from age group coaches and shall contact each reserve player to verify their willingness to be a reserved player. Reserve forms are to be returned to the Coach Coordinators within ten (10) days.
11. Shall ensure that coaches are following MASL policy, as well as Manteca Unified School District and the City of Manteca on “no smoking” and “no animal” issues.
12. Will have the authority to eject any party from any MASL sidelines during a game who are committing any of the following acts:
 - (a) Using profanity
 - (b) Continue referee dissent
 - (c) Smoking on school grounds or within 25 yards of youth players
 - (d) Verbal abuse toward the opposing team
 - (e) Refusing to remove animals
13. Shall collect game cards and keep statistics for the season. Shall make available statistics regularly, except in U-6, U-7, and U-8. No statistics of any type shall be kept for these 3 age groups.

G. Coach – Staff non-voting

1. To teach the players the laws of the game, rules of play and soccer skills to the best of his/her ability.
2. To teach sportsmanship and gamesmanship.
3. To enlist volunteers from among his/her parents as needed
4. To support the League and its officials and referees.
5. To help parents understand the general rules and procedures in soccer so they may enjoy the game more.
6. Shall conduct themselves in accordance with CYSA Codes of Conduct and Coach's Code.
7. To seek the highest level of coach training and to pass it onto the players.
8. Attend mandatory coaches meeting or assign team official to attend in your place. (Note: Coaches meetings are mandatory, if team official does not attend coach could have a possible suspension, if numerous meetings are missed further action could be taken.)
9. Shall ensure that spectators follow CYSA rules at all games (i.e., no profanity, no referee dissent, etc.).
10. Must fill out and sign CYSA Coach Registration form (1628) and MASL Responsibility form.
11. Must be fingerprinted with MASL before receiving roster.
12. Must fill out an equipment form in order to receive equipment.
13. Shall enforce MASL non-smoking policy and no animal policy.
14. Only the head coach of a team will receive the roster, 1601 forms, and player passes, if applicable.

H. Official Assistant Coach – Staff non-voting

1. Shall handle all assigned tasks to aid the coach in his/her duties.
2. Shall act as coach if coach is unable to perform his/her duties.
3. Must fill out CYSA Coach Registration form (1628) and MASL Responsibility Form.
4. Must be fingerprinted with MASL.
5. Must be selected by the Coach.

I. Special Children Coordinator – Staff non-voting

1. Shall oversee and conduct all needs and activities of special needs players.
2. Chairman of the TOP Soccer program for MASL.

J. Scheduling – Staff non-voting

To be chaired by one person appointed by the Board and consisting of no less than 3 members if needed. Scheduling is done by electronic scheduling system unless unavailable.

1. Determine with the direction of the League Registrar an estimate of the expected number of MASL teams in each age group.
2. Shall give complete schedule for entire season (excluding end of the year tournament) to the Boys and Girls Coach Coordinators and the rest of the MASL Board.
3. If possible, when rainouts occur reschedule games on the next available weekend, if time allows.
4. Notify the field-lining contractor if games are cancelled as soon as possible.
5. Schedule teams in different time slots throughout the season making sure that they do not have to play at the same time every week.

K. Referee Coordinator – Staff non-voting

1. Shall report to MASL results of MSRA monthly meetings.
2. MSRA shall provide a referee phone list to the MASL Coach Coordinators.
3. Shall insure that all referees must check goals and fields. No MASL games will start until these are checked prior to each game beginning. Goals must be anchored properly to the ground. Fields must be in good condition.
4. Will investigate and report on all complaints of referees. Will provide a written response within 72 hours to MASL Commissioner.

4:02 Independent Contractors

A. Registrar (see sections 2:02:01K and 4:01:01L)

B. Referee Assignor

1. Duties and Responsibilities

- a. Referee Assignor will serve as an independent contractor and not as a voting officer on the Board of Directors. Any and all MASL games are to be the Referee Assignors first priority.
- b. The Referee Assignor will be paid according to a signed contract with MASL which an amount is agreed upon per game that is scheduled and completed with licensed referees.
- c. Contract is renewable each year and must be present to the MASL Board no later than the March board meeting.
- d. Prior to the start of the each season, shall compile a list of currently licensed referees for the upcoming season.
- e. Shall report to the League the status of the active licensed referee pool and make a determination as to which age groups will have referee coverage.
- f. Shall be given MASL, Bill Meyer, Jim Frazier League and Dennis Olsen League and Kaercher League schedules along with a list of coaches and their team names from the Commissioner for all MASL games and from the High Comp Commissioner for the Dennis Olsen and Kaercher games, at least two weeks prior to start of league play.
- g. Given proper information listed in C, shall assign each week competent licensed referees and assistant referees according to the needs of the age groups.
- h. Shall ensure the schedule is mailed out to referees in a timely manner to allow for proper review and re-assignment if necessary.
- i. Shall compile each week the payment vouchers and verify completed assignments.
- j. Shall document payments to be made as assignments are verified.
- k. Shall provide to the League a detailed invoice of referee payment due on a monthly basis.
- l. The detailed invoice shall include number of games per age group, cost per game (Recreational, Dennis Olsen and Kaercher Leagues, Tournaments, Bill Meyer Winter League and Jim Frazier Spring League).
- m. Shall provide a Saturday/Sunday access phone number to 3 Board members.
- n. When games have been scheduled and the referee has taken the
- o. assignment, if a game(s) have been cancelled due to no fault of the referees, Referee Assignor will note why the game(s) were cancelled on the invoice and the referees will be paid as if the game(s) had been played.

C. Field Lining

1. Duties and Responsibilities

- a. Line/paint all lines on fields on a weekly basis for all games being played during the season (MASL, Bill Meyer Winter League, Jim Frazier League, Dennis Olsen and Kaercher Leagues). If high comp wishes to do the Division 1 and Division 3 playing fields they must present a contract to the MASL Board for approval, no later than the June board meeting of each year, otherwise those fields will be given to the successful primary field lining contractor who is doing the rest of the field lining for the League for that year.
- b. MASL will supply all materials necessary to line the fields properly (field liners, paint, measuring equipment, string, stakes, etc).
- c. The contract amount will be determined according to the approved contract for that year.
- d. Contract is on a yearly basis. New contract must be presented to the MASL Board for approval no later than March of each year.

- e. Compensation will be paid on a monthly basis by invoice provided by the Contractor.
- f. Contractor will report any fields that are not in good condition to the Commissioner as soon as possible in order to rectify any problems before games are played.
- g. Secure accurate dimensions of all fields to be used by MASL.
- h. Have knowledge of rescheduled games. (Person who is doing the scheduling is to contact you when games are being cancelled or rescheduled)

4:03 Coach Selection Criteria

4:03:01 A committee shall be established to determine coach selection for the season (Fall/Spring). The committee shall be comprised of the Assistant Director, Commissioner, Coach Coordinator, Registrar, and Age Group Coordinators.

- A. All returning coaches from the previous Fall Season must provide a copy of a minimum of an "F" license to be entitled to the privileges of a returning coach.
- B. A non-returning coach is defined as one who has coached at least one (1) year; takes time off and does not coach the next season and then returns to coach a team after taking time off. Since there was a break in coaching the coach would be categorized as a new coach.
- C. Any coach who does not receive his/her "F" license prior to team selection of the following year may coach, but shall be considered a new coach and will not be entitled to the privileges of a returning coach. Such privileges shall include player reserves, priority in team name and team color choices, and coaching in the Bill Meyer Winter League. The Coach Coordinators shall mail a letter to each unlicensed coach after the November tournament.

4:03:02 In the event that there are more coaches than teams, the following priority will be adhered to:

1. Returning coach. A returning coach is defined as a coach who is returning to the same age group, which he or she coached the previous season. If there are two coaches in the same age group (i.e., returning vs. returning) the following criteria will be used:
 - a) discipline action
 - b) license level
 - c) referee license
 - d) number of years experience
 - e) flip a coin

Note: Disciplinary action taken against a coach will be considered in all cases.

2. Coach Moving Up. A coach moving up is defined as one who coached one (1) age group lower the prior year. If the coach moving up has a higher license than the returning coach (item 1) the returning coach has the opportunity to take the higher license clinic. Otherwise the coach moving up takes precedence over the returning coach in that age group.
3. New Coaches. A new coach is defined as a first year coach, a descending coach, or a coach who did not coach the previous season. New coaches with a child in that age group will take precedence over a coach without a child in that age group. A new coach may choose to coach a child that is not his/hers if he/she does not have a child in that age group. (Example: Niece, nephew, cousin, friend, grandson, or granddaughter) Though a coach with a child in that age group will have priority if there are too many coaches in that age group.

4:03:03 Once a head coach has been selected, he/she will then select his or her own assistant coach. Once the assistant coach is selected he/she must be registered with MASL registrar and be listed on the roster as such. The assistant coach must have his coaches forms filled out and turned in along with the head coach before team selection in order to have your child placed on that team. The coaching forms, reserve forms must be turned in to the Coaching Coordinator. The coaching staff will comprise of one head coach and one assistant coach. There will only be two coaches on the side line per team. All coaches will be or have been finger printed by MASL prior to being placed on a roster.

4:04 Medical Releases

4:04:01 All coaches shall have medical releases for all players at all MASL functions. If a coach does not have medical releases for his team at a game/practice that game/practice will not take place.

4:05 Team Selection Criteria All head coaches must have their assistant coach in place prior to going into team selections in order for the assistant coaches' child to be placed on his/her team. Coaches are allowed to add new assistants yearly and their child who will count as one of their reserves as long as the assistant coach has their 1628 form and fingerprinting completed and submitted to the Coach Coordinator prior to team selections. (Note: As long as the head coach has a minimum F license the assistant coaches child from the previous fall season can remain on the team and count as a reserve.)

4:05:01 Player Reserves – Reserves are defined as a player who played for the same team the prior year. A coaches' child and the assistant coaches child count as two (2) selections. Twins would be considered 2 individual players. *All head coaches must have their assistant coaches in place by team selection (when teams are rostered on paper rosters at team selections).* If a head coach does not have an assistant coach prior to team selection the only option available to the head coach at that time, for an assistant coach, will be to choose an assistant from the parents listed on the roster that the head coach receives. No adding of players or assistant coaches will be allowed after team selection. No trading of players will be allowed. The number of reserve players are as follows:

- U-8 and below – no reserves
- U-10 teams may reserve 3 players
- U-12 and above teams may reserve 4 players

4:05:02 Popcorn via computer generated program will be the primary means of selecting U6 to U14 boys and girls teams. In the event of unavailability of the computer generated program, popcorn will be the primary means of selecting all teams. Siblings in the same age groups will be manually placed on teams with coordination of the Team Selection Committee. U15 and above boys and girls will be drafted based on number of players signed up. All players must register by the registration deadline to be included in the draft. Any players signed up after the draft is completed will be popcorned onto teams based on roster count. (Note: This is to keep rosters equal in number.)

4:05:03 Coaches with no reserves shall receive players to make his/her team comparable in player numbers to the other coaches with reserves during popcorn or draft.

4:05:04 All MASL Recreational teams are selected via computer generated, popcorn, or draft. MASL will not use height, weight, race, or division as a form of selection. All Division I and III players returning to recreational play will be popcorned if done prior to team selections. If team selections are complete, the player will go the team with the lowest amount of players on their roster. All drops must be completely processed by the league registrar showing a true roster count in order to make your roster eligible for any player adds.

4:05:05 Those remaining players in the pool shall be separated by age and years of experience.

4:05:06 Teams shall not be selected by geographical areas alone.

4:05:07 Any coach or team representative attempting to discourage a registered player from trying out for a team (thus preventing the player from obtaining their highest potential) shall be deemed to have committed an offense for poaching and shall be dealt with by the Disciplinary Committee.

4:06 Coaching Multiple Teams

4:06:01 No coach shall be the head coach of more than one team within the same seasonal year, except as follows:

- 1) A head coach of a fall season recreational (Division 4) team may be the head coach of a Jim Frazier or a Bill Meyer team.
- 2) A head coach at any level within MASL may also serve at the same time as a head coach of an Under 6 team.

4:07 Six (6) Goal Rule for Division IV Play

4:07:01

- A. No coach shall be able to run the score up on another team during recreational (Division IV) play during the season, which includes the year-end tournament. Running the score up constitutes a 6-goal advantage meaning that a team cannot be more than 6 goals ahead of their opponent. (examples would be 7-0, 8-2)
- B. If this happens the referee will stop the game immediately.
- C. The coach will be disciplined by sitting out the next game and cannot coach his/her team.

4:08 Recreational Players Requesting to Play Up an Age Group

4:08:01 In order for a player to play in an age group older than their assigned age group they must have the approval of the MASL Board.

4:08:02 Requests for players to play up in an older age group must be submitted in writing by the players parent or legal guardian to the MASL Board of Directors at a monthly board meeting.

4:08:03 A request to move a player up is limited to one playing year. A player is not considered grandfathered on a team or in an age group because the player played a previous year on that team or in that age group.

4:08:04 Players must first be considered for play within their own age group.

4:08:05 A player can only be considered for playing up if the players' coach and AGC approve of the move.

4:08:06 Guidelines for moving players up:

1. Skill of the player and recommendation of the player's previous coach should be considered.
2. Availability of teams to play on within the player's own age group should be considered.
3. Transportation reasons or sibling players in other age groups should not be the primary consideration for moving a player up.

4:09 Division III Players Requesting to Play Up an Age Group

4:09:01 Division III players desiring to move up an age group within Division III shall be encouraged to instead tryout for a Division I team. Division III players shall only be considered for moving up an age group if there is not a Division I team available for them to move onto.

4:10 Division I Players Requesting to Play Up an Age Group

4:10:01 In order for a player in Division I to play in an older age group the player must first attend the tryouts for the age appropriate team. The family of the player shall then request that the coach of the age appropriate team release the player to the older team. The player must also tryout for the older age group team and be accepted by that coach.

4:10:02 In the event the coach is willing to release the player the player must:

- 1) receive written permission from the age appropriate coach to move up in age group
- 2) must request and receive a written acceptance onto the team from the coach of the older age group team

4:10:03 In the event the coach is not willing to release the player:

- 1) the family of the player may appeal to the High Comp Commissioner
- 2) Upon such request, the High Comp Commissioner shall adhere to the following procedures:
 - a. He/she shall convene a committee of two (2) or three (3) impartial evaluators to take a look at the player.
 - b. Such evaluators are to be experienced High comp coaches with no apparent conflicts of interest.
 - c. In the event that such evaluators cannot be assembled, coaches with at least a "D" or higher license can be used.
 - d. The family of the player shall pay in advance a non-refundable fee of \$25.00 to \$100.00/evaluator, to a maximum of \$300.00, to compensate the evaluators for their time and effort. The High Comp Commissioner will make every effort to keep the fees as low as possible. The final evaluator cost cannot be appealed and must be paid before the player is evaluated.
- 3) The evaluators must go to the tryout or practice where the player is present and shall provide an evaluation, either as a committee or as individuals if not in agreement, to the High Comp Commissioner as to whether or not the player should be allowed to play in an older age group.
- 4) If the recommendation of the evaluators is that the player should move up, then the High Comp Commissioner shall make the request to the MASL Board.
- 5) If the evaluators recommend that the player NOT be moved up then the High Comp Commissioner shall so inform the family.
- 6) If the family of the player wishes to appeal the findings of the evaluators they may do so by following section 3:10 Protest and Appeals in the General Procedures for MASL.

4:11 Approval to Play Up an Age Group

4:11:01 The MASL Board reserves the right of approval for any and all movement of players (playing up an age group, transfers, releases), for whatever reason. As such, all movement of players must be approved by the MASL Board prior to becoming effective. Such approval shall generally be discussed and voted upon at the regularly scheduled Board meetings.

4:12 Goals and Equipment

4:12:01 All MASL Equipment will be used for the registered players of MASL only. Any use of MASL equipment for non-MASL purposes will be considered as an illegal appropriation of league equipment. This use will not be covered by league insurance.

4:12:02 All MASL equipment will be returned to the Equipment Manager at the end of each season for inventory purposes.

4:12:03 During the Fall season, each AGC will make arrangements for coaches to pick goals up at selected drop points. During Senior Season, the U-14-U-19 AGC will make arrangements for goal pick up/drop off points. For the all-star season, the Coach Coordinators will be responsible for goal pickup/drop off points.

4:13 Practice Time

4:13:01 – Recreational Teams

Manteca Area Soccer League coaches shall not exceed one (1) hour of practice time for U-7 and U-8 players and one and one-half (1-1/2) hours for all other age groups, limited to two (2) practices per week. This shall include all levels of recreational (Division 4) teams.

4:13:02 – High Comp Teams

Ranger United players and coaches shall not exceed three (3) practices per week with a maximum of three (3) hours per practice during the recognized Manteca Unified School District school year. (exception will be allowed for State Cup play). All practices outside the school year are at the coach's discretion.

4:14 Bill Meyer Winter League

4:14:01 The only players eligible for all stars are those who have played on MASL recreational teams (Division 4) during the current year. Bill Meyer Winter League is an extension of recreational play and was created to allow the better players in a league the ability to experience what the Division I and Division III teams are about. (Travel, playing better teams in surrounding cities (leagues), etc. This league was set up with "all-star" teams in mind, which would indicate that because of the tryouts the better players will be chosen for one team in each age group. If there is enough talent to make two all-star teams in an age group that would be determined at tryouts by qualified Division I and Division III coaches.

4:14:02 No player may move up into an upper age group if there is an all-star team established in their current age group.

4:14:03 Exception to 4:13:02 is - Coach's child can be moved up with approval of the MASL Board.

4:14:04 All players must tryout. Tryouts will be organized and run by the Division I and Division III coaches under the direction of the High Competitive Commissioner.

4:14:05 Cost to these players will be kept at a minimum. Uniforms will be ordered by the MASL equipment manager. Teams are allowed to purchase new uniforms, sweats, and bags, provided that all parents on the team have given their consent to do so and the cost per players is no more than \$100.00 per player. If the coach does not have the consent of all of the parents on their team for additional items (sweats and bag) the uniform will be the only item they can purchase. Cost should stay under \$45.00 for the uniform.

4:14:06 If a player has been rostered to a competitive team during the current seasonal year, (Division I or III) even if the player has not played any games and returns to the recreational league (Division 4) for the current seasonal year, that player is ineligible to participate in the Bill Meyer Winter League or Jim Frazier Spring League. (This is a District VIII policy).

4:15 Guest Teams and Costs

4:15:01 Each team playing in the fall league with MASL teams agrees to share in the full costs associated with their teams. This shall include referee fees and awards/trophy costs. If a league desires to purchase their own awards/trophies, they must contact the MASL Commissioner, prior to the first day of the season. By default, as of opening day, all cities will participate/share costs of awards/trophies. If a league desires to share the costs, they are to be included on the award/trophy committee held by the Finance Officer. Each league shall declare, prior to season opening day, their desire to play/not play in the end of season tournament. This is necessary for estimation of tournament costs, and budget allocation purposes. All costs are to be considered as administrative fee for playing in the league and will cover actual costs incurred by non-MASL teams.

4:15:02 Host Team – Refer to PIM 83-2 from CYSA Team Manual.

4:15:03 Uniforms – All teams shall coordinate their uniform colors to eliminate duplicate colors. This shall be decided prior to May 1.

4:15:04 Team Rosters – The MASL Coach Coordinators shall be presented with team rosters from the current year for all guest teams.

4:16 Tournament

4:16:01 A tournament committee should be appointed by the Director to arrange all the details for the MASL Recreational Cup at the end of the season.

4:16:02 The tournament rules are as follows:

- 1) The tournament seeding shall be seeded electronically through a computer generated system.
- 2) Preliminary Games: U-10 are to be 20 minute halves
U-12 are to be 25 minute halves
U-14 are to be 30 minute halves
- 3) Ties: Ties stand in preliminary games
- 4) Point System: If teams are tied in the preliminary rounds the standard point system as described in the CYSA Team Manual will be used.
- 5) All final game will be regulation length.
- 6) Ties in Championship and Consolation games will consist of two 10 minute overtime periods, followed by a penalty kick shoot-out. In a penalty shootout, only players on the field at the end of overtime are allowed to take kicks on the mark.
- 7) Ejections: All players sent offs will be given an automatic one (1) game suspension. Any player sent off during the championship rounds will serve the one (1) game at their next scheduled game (Intercity, Founders, Bill Meyer, Frazier, Spring or Fall whichever comes first). Coaches will receive disciplinary action as per District VIII and CYSA guidelines.

4:17 Team Finances

4:17:01 Bill Meyer Winter League Teams are “paper teams” and are considered disbanded upon completion of the season. All funds remaining from Bill Meyer League teams shall be turned over to MASL and placed into the soccer fund.

1. All Bill Meyer Winter League teams shall submit a financial report to the MASL coach coordinators upon completion of the season. Reports shall include all itemized income and expenses.
2. MASL coach coordinator shall submit the Bill Meyer Winter League financial reports to the MASL Finance Officer.

4:17:02 Division I and Division III Team Finances Only legitimate expenditures required and necessary for Division I and Division III teams will be considered for payment provided the team has funds available. The request for payment must be accompanied with proper documentation. Proper documentation shall consist of a completed tournament application, purchase order, or original, signed store receipt. When possible checks should be made out to the tournaments and suppliers and not as reimbursements to the coach or parent.

Items covered shall include:

- 1) Tournaments
- 2) Team Training or soccer camp registration fees for entire team
- 3) Direct player expenses:
 - a) uniform (2 shirts, 1 short, 2 pair socks)
 - b) Warm ups
 - c) Tank tops/t shirts
 - d) Goal keeper equipment may be purchased with team funds 1 time per year
- 4) Team Equipment
 - a) First aid kits
 - b) balls

5) Indirect player expenses can be considered only with the written approval of the Coach and team finance manager. Said written approval shall consist, at a minimum a signature on the receipt and preferably of a purchase order in advance so that checks can be cut to the supplier.

- a) Player gifts for the entire team
- b) Coach's gift from the entire team
- c) Team Party (not to exceed \$500.00)
- d) Hotel room for 1 night for the entire team (paid to the hotel) provided the tournament is more than 70 miles from Manteca, one way.

6) Coaches with no child on the team may be reimbursed from team funds for reasonable hotel (not to exceed \$90.00 per night) and meal expenses (\$8.00/breakfast, \$15.00/lunch, \$22.00/dinner with receipts – no liquor) and mileage at the going IRS rate up to 100 miles 1 way for tournaments, provided the entire team agrees ahead of time.

7) No personal expenses for players, coaches or parents other than those listed will be covered (i.e., individual player hotel rooms, cleats, telephone, movies, alcohol, etc.).

8) Out of state tournament shall be considered separately.

4:18 Player Selection – Division I and Division III Players

4:18:01

A. There will be a “traveling team” tryout attended by the Division I coaches. All players trying out for teams other than Division IV must attend these tryouts. Prospective Division III coaches may also attend these tryouts and watch. Every reasonable effort will be made to notify all eligible MASL players of upcoming tryouts. It is recommended that all players trying out for Division I or Division III teams attend at least two (2) tryouts in order for the player to be properly evaluated.

B. Division I will select players first. Each player selected will be given notice within one week of the final tryout. The player and parent (or legal guardian) must respond to the notice within 1 week of being notified. If the player declines they must indicate so in the agreement form.

C. The Division I coaches will submit their rosters of at least 8 players for U9-U11 and 11 players for U12-U19 players to the League Registrar by April 24th of each year.

D. The Division III coaches select a team of players remaining from the “traveling team” tryouts after the Division I roster is submitted to the League. There can be another tryout of those players for Division III, however no new players will be introduced to the pool except players new to MASL. New players are defined as players who move into the MASL jurisdiction. These new players may tryout for the “traveling teams” provided that both the Division I and the Division III coaches are notified and are present at the tryouts. Division I will have the first selection privilege.

E. Players selected for the Division III team will be given notice within one week of the final tryout. The player and parent (or legal guardian) must respond to the notice by signing an agreement to play on the Division III team within one week of being notified. If the player declines they must indicate so on the agreement form.

F. The Division III coaches will submit their rosters of at least 8 players for U9-U11 and 11 players for U12-U19 players to the League Registrar by June 1st of each year.

G. Players not selected for the Division III teams must be notified prior to June 1st.

H. A player will have first rights of refusal. If a player is chosen to play on a Division I team and elects not to play in that division of play they will be eligible to tryout and play in Division III. If a player is chosen to play on a Division III team and elects not to play in that division of play the players' option is to then drop down and play in Division IV (recreational).

I. Once a player signs the agreement to play for a specific “traveling team” their only option is to drop back into the Division IV play or request to be transferred to another team. When that happens the coach has the right to not approve the transfer.

J. A Division I team can transfer a player from a Division III team only under the same stipulations stated in the Rangers Standing Rules of Order 3:03.

K. A Division III team can transfer a player from a Class IV team only under the same stipulations stated in the Ranger Standing Rules of Order 3:03.

MANTECA AREA SOCCER LEAGUE, INC.
POLICY INTERPRETATION MEMORANDA (PIM)
(Revised January 2013)

PIM 0109 – FINANCIAL RESPONSIBILITY

SECTION 2:06:01 is intended for emergency use only. It is for items that are needed to run the day to day operations of the league that were overlooked in the budget for the year. Before any non-budgeted items are purchased the Director of the League must be contacted. The Director will deem whether the expenditure is an emergency and necessary for the League. After discussion with the Director an e-mail can be sent out to at least 3 (three) other board members for approval. Any expenditures in this fashion will be reported to the full board of directors at the next regular scheduled board meeting.

PIM 0110 - 2:03 MEMBERSHIP AND RESPONSIBILITIES

SECTION 2:03:02 Fees - Annual fees for members are due and payable, unless otherwise provided for by the Board of Directors, at the time of, but no later than such players (1st) team or league practice and/or game. Players are not considered registered until all of that players fee(s) are paid. Registration for MASL will be \$95.00 with a late fee of \$15.00. MASL will have one mandatory fundraiser offered to our entire league (Recreational and Competitive). If members choose not to participate in the fundraiser a \$40.00 buyout will be paid per member per registered player. If members choose to pay for the buyout at time of registration a \$40.00 fee on top of registration will be added per player registration. Members will be given 2 weeks, at minimum, to sell and/or buy-out for the required league fundraiser. In the event that a member registers their child(ren) 2 weeks after the fundraiser begins, they will be required to buy-out of the fundraiser due to fundraising time limits.