

MANSFIELD SOCCER ASSOCIATION



COACHES HANDBOOK

Revised – July 2007

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Section I

BYLAWS

MANSFIELD SOCCER
ASSOCIATION, INC.

(Revised – June, 2002)

MANSFIELD SOCCER ASSOCIATION, INC.

Bylaws

These are the Bylaws of the Mansfield Soccer Association, Inc. (the "Association") duly adopted on *June 29, 2002*, at an organizational meeting of the Board of Directors named in the Articles of Incorporation of the Association.

ARTICLE I – OFFICES

The principal office of the Association in the State of Texas shall be located in the City of Mansfield, County of Tarrant, and the State of Texas. The Association may have such other offices, either within or without the State of Texas, as the Board of Directors may determine or as the affairs of the Association may require from time to time.

Registered Office and Registered Agent

The Association shall have and continuously maintain in the State of Texas a registered office, and a registered agent whose office is identical with such registered office, as required by the Texas Non-Profit Corporation Act. The registered office may be, but need not be, identical with the principal office of the Association, and the Board of directors may change the address of the registered office from time to time.

ARTICLE II – MEMBERSHIP IN ASSOCIATION

This Association shall be comprised of youth and adults who have become members of the Association by application to and approval of the Board of Directors and who also adhere to the Bylaws and Rules and Regulations of the Association. Any player may become a member of the Association upon submission to and approval by the Registrar of the Association of a properly executed Application/Release form, birth certificate and payment of all fees. Any adult who agrees to abide by the Constitution, Bylaws, Rules and Regulations of the Association may become a coach upon the signing of a Coach's Agreement and the approval of the Board of Directors and continue coaching, subject to removal for cause by the Association.

Members shall include those persons holding office in the association, even though they have no children playing. These positions could include members of the Board of Directors, Commissioners, parents, players, and any other volunteers, such as referees and coaches (hereafter "Members")

Any member of the Association (or coach, team or official) may be expelled and his or her membership canceled, forfeited or suspended unilaterally by the Association's Board of Directors or through its consideration of a recommendation of the Appeals and Disciplinary Committee or he or she may be censured by the Appeals and Disciplinary Committee and/or by the Association's Board of Directors for a violation of the Association's Bylaws, Rules and Regulations or for conduct prejudicial to the interests of the Association. A red card shall not in itself be considered an expulsion for these purposes.

The Association will honor all orders of suspension of players; coaches or referees issued by this Association or any other North Texas State Soccer Association Member or United States Soccer Federation Member Organization.

An annual membership is established as being from September 1 through August 31 of the following calendar year.

ARTICLE III – GOVERNMENT OF ASSOCIATION

Government of Association

This Association shall be governed by its members, which shall consist of the Board of Directors and the recognized delegates from each registered team in good standing, each of whom shall be entitled to one vote. No delegate shall be entitled to more than one vote. Only the designated delegates may introduce anyone to speak provided they have the permission of the chair. The designated delegate shall be the coach of the team unless otherwise specified in writing. There shall be no vote by proxy.

Affiliation with the North Texas State Soccer Association

This Association shall be directly affiliated with and comply with the authority of, the North Texas State Soccer Association and shall represent all its members and respective interests in and before the North Texas State Soccer Association.

Superseding Authority of the North Texas State Soccer Association Rules

The Association recognizes the superseding authority of the rules of the North Texas State Soccer Association.

Territory of the Association

The territory under jurisdiction of this Association is defined as being the part of Texas that is within the boundaries of The Mansfield Independent School District. A map reflecting the territory under the jurisdiction of the Association shall be on file with the North Texas State Soccer Association.

Jurisdiction

This Association shall have jurisdiction over all members, administrators, referees, coaches, assistant coaches, managers, registered players, teams, parents, and other persons affiliated with such teams. Each member will adhere to these Bylaws and Rules and Regulations and will comply with the authority of the Association. If the Association is presented with substantiated evidence that a Member is not adhering to these Bylaws and Rules and Regulation, the Association will ask the Appeals and Disciplinary Committee to investigate the allegations and take necessary action.

Fiscal Year

The fiscal year of the Association shall be from September 1 to August 31 of the following year.

Books and Records

The Corporation shall keep correct and complete books and records of account and shall keep minutes of all meetings at its principal office.

Resignation

Any director, committee member, officer or agent may resign by giving written notice to the President. The resignation shall take effect at the time specified therein, or immediately if no such time is specified. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

Amendments to Bylaws

These Bylaws may be altered, amended or repealed, or new Bylaws may be adopted, at any meeting of the Association by a two-thirds (2/3) vote of the total present membership, provided, however, that all members have been given ten (10) days notice, including a written copy of the proposed changes or proposed changes posted on the Association's web site. Amendments to the Bylaws may be made from the floor at the Annual Meeting without advance notice.

ARTICLE IV – MEETINGS OF THE ASSOCIATION

Place of Meeting

All meetings of the Association shall be held at such place as shall be designated by the President. All meetings of the Association will be open to the members and the general public. Executive sessions may be called by a two-thirds (2/3) approval of the Board of Directors or a Committee to discuss personnel or legal matters.

Annual Meeting

An Annual Meeting of the Association shall be held each year on a day to be selected by the President during the month of June, at which they shall elect officers in accordance with Article VII hereof, and transact such other business as may be properly brought before the meeting. A quorum is not required for this meeting as long as notices of such meetings were properly given. The order of business for such meeting shall be:

- Roll Call and Vote Accreditation
- Approval of Minutes of Last Meeting
- Communications
- Unfinished Business
- Reports of Chairman of Standing Committees
- Reports of Officers
- New Business
- Good of the Game
- Adjournment

General Membership Meetings

This Association will hold general membership meetings in conjunction with the Annual Meeting in June. This meeting shall be at a reasonable location designated by the President. A quorum is not required for this meeting as long as notices of such meeting were properly given. The order of business shall be:

Roll Call and Vote Accreditation
Approval of Minutes of Last Meeting
Communications
Unfinished Business
Reports of Officers and Committees
New Business
Good of the Game
Adjournment

Special Meeting

Special meetings of the Association for any purpose or purposes, unless otherwise prescribed by statute or by the Articles of Incorporation or by these Bylaws, may be called by the President or by a petition of 20% of the designated delegates from registered teams in good standing. Business transacted at all special meetings shall be confined to the purpose stated in the notice of the meeting. A quorum is not required for this meeting so long as notices of such meeting were properly given.

Board of Directors Meetings

The meetings of the Board of Directors shall be held on the third Monday of each month unless rescheduled by the Executive Committee. A quorum of 50% is required for this meeting. If the meeting is changed, then notice must be given.

Once a quorum is established, all actions taking place at the meeting shall be legal regardless of the number present at the time of a vote, providing the meeting had not been previously legally adjourned.

Emergency Actions

Any three (3) voting members of the Board of Directors (which may include the President) may take emergency action on matters demanding immediate attention when it is impractical or impossible to call a meeting and shall report their actions to all Board of Director members in writing within three (3) days.

Notice of Meetings

Written, printed or electronic notice stating the place, day and hour, of a meeting, and the purpose or purposes for which the meeting was called, shall be delivered not less than ten (10) nor more than fifty (50) days before the meetings, either personally, or by mail, by or at the direction of the President, to each delegate or Board Member of record entitled to vote at the meeting unless otherwise provided in these Bylaws. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail addressed to the delegate or Board Member at their address as it appears on the records of the Association, with postage thereon prepaid.

Proxy

There shall be no vote by proxy for any meeting.

ARTICLE V – NOTICE

Manner of Giving Notice

Whenever, under the provisions of applicable statutes, the Articles of Incorporation or these Bylaws, notice is required to be given to any delegate or Board Member of the Association and no provisions are made as to how such notice shall be given, it shall be construed to mean personal notice, shall be given in writing, by mail or electronic mail, postage paid, addressed to such delegate or Board Member at the address or electronic address appearing on the records of the Association. Any notice required or permitted to be given by mail shall be deemed given at the time when the same is thus deposited in the United States mail as aforesaid.

Waiver of Notice

Whenever any notice is required to be given to any delegates or Board Members of the Association under the provisions of applicable statutes, the Articles of Incorporation or these Bylaws, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated in such notice, shall be deemed equivalent to the giving of such notice. Attendance at a meeting shall constitute a waiver of notice of such meeting, except where a person attends for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called or convened.

ARTICLE VI – BOARD OF DIRECTORS

Board of Directors

The business and affairs of the Association shall be managed by its Board of Directors, which shall consist of the Directors of this Association, each of whom will be entitled to one vote. The Board of Directors shall transact all business of the Association and shall have the power to enforce the Laws of the Games, Rules of the North Texas Association, the United States Soccer Federation and its respective members, and the Bylaws and Rules and Regulations of this Association. The Board of Directors shall also hear appeals of decisions of the Appeals and Disciplinary Committee.

Election of Board of Directors

The Board of Directors shall consist of five (5) elected officers by the delegates and the Board of Directors for a term of 2 years and as many commissioners and directors, be deemed by the Board of Directors as appropriate and necessary to conduct the business of the association. Any board member that desires to seek election of another office must first resign the Office he or she is holding, prior to the election. Elections shall be held at the Annual Meeting with one-half of the Board of Directors being elected each year in the following manner:

Elected Executive Board of Directors:

President	<i>(Elected even years)</i>
1 st Vice President	<i>(Elected even years)</i>
2 nd Vice President	<i>(Elected odd years)</i>
Treasurer	<i>(Elected odd years)</i>
Secretary	<i>(Elected even years)</i>

Board of Directors (Director):

Director's position shall be created and abolished by the Board of Directors based on simple majority of quorum (2/3 of the Board of Directors). The President shall appoint Directors in an "acting" capacity until the next scheduled monthly meeting is held and the appointment is confirmed by a simple majority of the existing Board of Directors.

Director of Referees	<i>(Appointed by President, ratified by the Board of Directors)</i>
Director of Field and Games	<i>(Appointed by President, ratified by the Board of Directors)</i>
Director of Coaches	<i>(Appointed by President, ratified by the Board of Directors)</i>

Board of Directors (Commissioner)

Commissioner's position shall be created and abolished by the Board of Directors based on simple majority of quorum (2/3 of the Board of Directors). The President shall appoint Commissioners in an "acting" capacity until the next scheduled monthly meeting is held and the appointment is confirmed by a simple majority of the existing Board of Directors.

U11 & Up Boys Commissioner	<i>(Appointed by President, ratified by the Board of Directors)</i>
U11 & Up Girls Commissioner	<i>(Appointed by President, ratified by the Board of Directors)</i>
U10 Boys Commissioner	<i>(Appointed by President, ratified by the Board of Directors)</i>
U10 Girls Commissioner	<i>(Appointed by President, ratified by the Board of Directors)</i>
U9 Boys Commissioner	<i>(Appointed by President, ratified by the Board of Directors)</i>
U9 Girls Commissioner	<i>(Appointed by President, ratified by the Board of Directors)</i>
U8 Boys Commissioner	<i>(Appointed by President, ratified by the Board of Directors)</i>
U8 Girls Commissioner	<i>(Appointed by President, ratified by the Board of Directors)</i>
U7 Boys Commissioner	<i>(Appointed by President, ratified by the Board of Directors)</i>
U7 Girls Commissioner	<i>(Appointed by President, ratified by the Board of Directors)</i>
U6 Boys Commissioner	<i>(Appointed by President, ratified by the Board of Directors)</i>
U6 Girls Commissioner	<i>(Appointed by President, ratified by the Board of Directors)</i>
U5 Boys Commissioner	<i>(Appointed by President, ratified by the Board of Directors)</i>
U5 Girls Commissioner	<i>(Appointed by President, ratified by the Board of Directors)</i>

Coaches

The head coach of each team shall have voting rights at all Board of Directors meetings, provided they are in good standing.

Removal

Any member of the Board of Directors shall be required to resign following a vote of no confidence in his or her ability to remain in office. 20% of Association Members may petition for such vote. The petition must be submitted in writing to the Board of Directors, which in turn, will review the petition within fifteen (15) days of receipt of such petition. The vote of no confidence must be passed by a two-thirds (2/3) majority of all the Board of Directors. If an officer receives this vote of no confidence, they are automatically suspended from the board.

Attendance at Meetings

A Board of Director member not attending three (3) consecutive meetings, including regular meetings, of this Association or Board of Directors meetings, will have their office

declared vacant unless the Board of Directors excuses such absences. Their office shall be filled in accordance with procedures under Special Election.

Vacancies

The nominating Committee will find a candidate and present this person to the Board of Directors for a majority Board approval.

Compensation

The Board of Directors shall serve without salary for their services. Any Board of Director member may be reimbursed for expenses approved by the budget and/or the Board of Directors.

Reports

With the exception of the President, all Board of Directors of this Association shall report the functions of their office, orally or in writing, at each regular meeting of the Association.

Parliamentarian

The First Vice President shall act as Parliamentarian, using "Roberts Rules of Order, Newly Revised" as a guide.

Minutes

The Board of Directors shall keep regular minutes of its proceedings. The minutes shall be placed in the minute book of the Association. Minutes shall be approved at the next Board Meeting.

Grievance Involving Board of Directors Members

A member of the Board of Directors can be a member or official of a team, or club. In the event of any grievance involving such organization, he or she may not act in its behalf nor be entitled to vote on the grievance.

ARTICLE VII – OFFICERS, EMPLOYEES AND AGENTS: Powers and Duties

President

The President of the Association shall preside at all Association meetings. They shall appoint all Service committees and be an ex-officio voting member of such committees. They shall cast the deciding vote in the event of a tie at any meeting, or may waive the right to do so. They may appoint delegates to any meetings of the members. They shall submit an annual report orally or in writing at the Annual Meeting and said report shall become part of the minutes of such meeting. They shall be responsible for insuring that all the members with check signing authority are bonded. They are empowered to take prudent and reasonable action in cases not covered in these Bylaws, and such authority is implicit in the office.

1st Vice President

The 1st Vice President shall succeed to the office of President in the event that office becomes vacant. They shall serve in that office until the next regularly scheduled Board of Directors meeting, at which time the Board of Directors will appoint a President to serve until an election can be held at the next Annual General Meeting. The 1st Vice President shall succeed to the powers of President in their absence. They shall be responsible for seeing that the administrative policies and operations of the Association are carried out. They shall chair the Appeals and Discipline Committee and shall report the activities of this Committee, orally or in writing, at each regular meeting of this Association. The 1st Vice President shall be Co-Chairman of the Rules and Regulations and Bylaw Committee.

2nd Vice President

The 2nd Vice President shall succeed to the powers of President and 1st Vice Presidents in their absence. They shall be responsible for seeing that the administrative policies and operations of the Association are carried out. The 2nd Vice President shall be in charge of Team photographs, Trophies and Patches, publicity for the association, and Field Marshall assignments. The 2nd Vice President shall be Co-Chairman of the Rules and Regulations and Bylaw Committee.

Secretary

The Secretary shall keep minutes of all Board of Directors meetings and Membership meetings. The Board of Directors will approve their minutes and the Members will approve Membership meeting minutes. The Secretary will keep all approved minutes in a book and have this book available for review by all Board of Directors and Association members, see that all notices are duly given in the accordance with the provisions of these Bylaws, be custodian of the minutes, keep a register of the address of each director which shall be furnished to the Secretary by such director, handle all correspondence assigned by the President. Additionally, the Secretary shall issue written minutes of all monthly meetings, which shall be made available prior to the commencement of the next monthly meeting.

Treasurer

The Treasurer shall serve as the financial officer of the Association and shall be responsible for coordinating budget appropriations, complete financial reconciliation and report in writing, prior to each scheduled Board of Directors meeting, a balance sheet and income statement. The reporting will be itemized by category and listed in the following manner: Activity during the month, Accumulative to date; Approved budget; Difference (plus or minus). They shall chair the Budget and Finance Committee and shall review and initial all contracts by this Association. They shall require all checks for an amount over \$2000.00 to have two (2) authorized signatures and shall be bonded. The person or persons receiving the check may not be either of the authorized signatures on the check. All financial records are available for review by any Member.

Director of Referees

The President shall appoint the Director of Referees for such term as prescribed by the Board of Directors. The Director of Referees shall be a registered USSF Referee and shall

be the Chairman of the Referee Committee and shall report the activities of this Committee, orally or in writing, at each regular meeting of this Association.

Director of Fields and Games

The President shall appoint the Chairman of Fields and Games for such term as prescribed by the Board of Directors. The Director of Field and Games shall be Chairman of the Fields and Games Committee and shall report the activities of this Committee, orally or in writing, at each regular meeting of this Association. The Director of Fields and Games will be responsible for field maintenance and approval of league game schedules submitted by each age group commissioner.

Director of Coaches

The President shall appoint the Director of Coaches for such term as prescribed by the Board of Directors. The Director of Coaches shall be the Chairman of the Coaches Committee and shall report the activities of this Committee, orally or in writing, at each regular meeting of this Association. The Director of Coaches shall be responsible for holding coaches meeting prior to the start of each soccer season, for coordinating and recording coaches' certification through NTSSA.

Commissioners

All Commissioners shall be responsible for team formation within the jurisdiction of the Association for their age group and shall appoint such Assistant Commissioners, as they deem necessary to carry out this function, after approval of the Board of Directors. They shall be members of the Rules and Regulations and Bylaw Committee and be advisor to the Coaches Committee. They shall be responsible for arbitration of issues/infractions involving coaches, assistant coaches, managers, registered players, team representatives and/or teams within their jurisdiction. Problems of a more serious nature shall be reported to the Appeals and Disciplinary Committee.

Registrar

The President shall appoint the Registrar for such term as prescribed by the Board of Directors. The Registrar shall maintain a record of all players, handle registration with NTSSA and shall keep a record of voting members. In general, the Registrar shall perform all the duties incident to the office of Registrar and the Board of Directors may assign such other duties as from time to time.

Referee Assignor

The President shall appoint the Referee Assignor and the Director of Referees for such term as prescribed by the Board of Directors. The Referee Assignor shall maintain a record of all referees; handle all league game and MSA sponsored tournaments referees' assignments.

ARTICLE VIII – STANDING COMMITTEES

The following Standing Committees shall be appointed by the appropriate Chairman and approved by a 2/3-majority vote of the Board of Directors at the first Board of Directors Meeting following the Annual General Meeting of each year. Vacancies on

such committees shall be filled by appointment, within thirty-days (30) of occurrence of such vacancy. In case of emergency, the Committee Chairman shall have the authority to fill vacancies of their Committee by appointment until such vacancy can be filled in accordance with normal procedures. All committee meetings/hearings are open to the membership.

Appeals and Disciplinary Committee

It shall be composed of the 1st Vice President (Chairman) and three members, who shall constitute a quorum. The Chairman shall notify those parties involved in an Appeals and Disciplinary hearing within three (3) days, in writing, of the rulings of this Committee. The Board of Directors shall appoint a referee who will serve as an advisor to the Appeals and Disciplinary Committee. Normally, all reports shall be heard in a timely manner by the Committee and should be held within fourteen (14) days of receiving a report.

Budget and Finance Committee

It shall be composed of the Treasurer as Chairman and two (2) members. It shall submit a proposed budget for the Association for the upcoming fiscal year to the Board of Directors two (2) months prior to the Annual General Meeting. It shall report the status of the budget to the Members at the General Membership Meetings. An annual examination shall be conducted by an agency appointed by the Board of Directors. The agency shall be instructed to make any recommendations to improve the Association record keeping processes. The Budget and Finance Committee shall not include a salaried employee of the Association.

Rules and Regulation and Bylaw Committee

It shall be composed of the 1st Vice President and 2nd Vice President as Co-Chairman, with the Director of Referees, the Director of Coaches, the Director of Field and Games, and four (4) Commissioners as members. It shall be responsible for annually reviewing the Association's Rules and Regulations and Bylaws and proposing changes as required to such at the meeting immediately preceding the Annual General Meeting of this Association. All proposed changes shall be presented to the membership for approval.

The members at the Annual General Meeting will vote the proposed changes on each year. The Committee shall maintain a list of rules and regulations enacted by the North Texas State Soccer Association and shall provide all coaches and team administrators with a copy of the Association's Rules and Regulations and Bylaws.

Coaches Committee

It shall be composed of the Director of Coaches as Chairman and two (2) members. Its purpose shall be to implement and administer the coaching system of the North Texas State Soccer Association throughout the territory under the jurisdiction of this Association, in compliance with the United States Soccer Federation coaching system.

Referee Committee

It shall consist of the Director of Referees as Chairman and a minimum of two (2) USSF registered referees from the Association.

The Referee Committee shall organize the programs for instruction, registration and administration of all USSF referees within the Association in compliance with the programs and policies of the NTSSA and USSF National Referee Committees.

Field and Games Committee

It shall be composed of the Director of Fields and Games as Chairman and two (2) members. Its purpose shall be to acquire and maintain the facilities and equipment utilized by this Association.

Nominating Committee

It shall be appointed by the President and will consist of three (3) Association members with no Board of Directors on the Committee. It shall present a slate of candidates, in writing, ten (10) days prior to the Annual General Meeting.

ARTICLE IX - PROCEDURE FOR APPEALS

In no event shall any person or persons or organization under the jurisdiction of this Association resort to the Courts until all appeal procedures have been exhausted. For violations of this rule, the offending party shall be subject to the sanctions of suspension and fines set forth by the United States Soccer Federation, and shall be liable for all expenses incurred by the Association and its officers and members in defending each court action, including but not limited to court costs, attorney fees, reasonable compensation for time spent by the Association officers and members in responding to and defending against allegations in the actions, including responses to discovery and court appearances, travel expenses, and the expenses for holding special meetings necessitated by the Court action.

Procedure for Filing Appeals: Procedure for filing appeals shall be as follows:

1. All appeals to the Appeals and Disciplinary Committee must be submitted in writing and received within five (5) days of the appealed decision. A \$50.00 fee (cash or cashier's check) shall accompany all appeals. If the Committee upholds the appeal, the fee will be returned. If it is denied, the fee will be forfeited to the treasury of this Association.
2. This Committee, at its discretion, may, when requested in writing to do so, waive the time limit for filing appeals but in no case shall an extension of more than ten (10) days be granted.
3. All appeals to this Committee must be made in writing to the Chairman of the Committee. In cases of controversy as to timely receipt of appeals, the postmark date (postage meter not acceptable) will govern.
4. Upon receipt of appeal, properly submitted, the Chairman of the Committee shall set a time and place for the hearing and will serve notice to all appropriate parties. Such hearing settings are solely the responsibility of the Committee, but all such hearings should be scheduled within ten (10) days of receipt of the appeal and the appealing party is bound to present all information and evidence relative to the appeal at the hearing.
5. Decisions of the Appeals and Disciplinary Committee may be appealed to the Board of Directors of this Association. Procedures for filing appeals with the Board of Directors shall be exactly (including time limit and filing fee) as for filing with the Appeals and Disciplinary Committee except that all

material shall be submitted to the President, who shall serve notice to all concerned parties of the receipt and the time and place for the hearings.

6. Any decision of a Board Member or Standing Committee may be appealed to the Appeals and Disciplinary Committee.

7. Decisions of the Board of Directors may be appealed to the North Texas State Soccer Association. Appeals must be submitted, in writing, to the North Texas State Soccer Association within five (5) days of the Board of Directors decision and accompanied by the fees set forth in the Bylaws of the North Texas State Soccer Association.

8. All decisions at all levels of the appeal process shall stand and be in full force and effect until changed by a higher authority.

ARTICLE X - RULES AND REGULATIONS

Except as otherwise specified under the Rules and Regulations of this Association herein, Rules of Play of the United States Soccer Federation and its National Associations of which North Texas State Soccer Association and this Association is a member, will apply in all competitions.

ARTICLE XI – PLAYER REGISTRATION

Registration with MSA

All players shall register with MSA on or before the registration deadline. The Board of Directors shall publish the registration dates no less than two (2) weeks prior to the beginning of registration.

Age Division

Players will be allowed to “play up” in a higher age division in accordance with NTSSA Bylaws. Under certain circumstances, a player may be allowed to “play down” with approval of the Board of Directors and NTSSA. (A parent request, doctor note and letter from MSA approving the request must sent to NTSSA for approval)

Missed Season

Each season players will return to the team on which they were rostered the previous season. Players who elect to sit out one (1) season will be returned to their teams only if roster space is available. The number of players registered for that age division would determine roster space availability. Age division Commissioners will ensure, as much as possible, numerical equalization among teams.

Team Practices

A team may not practice until rostered. MSA strongly recommends that no team shall have more than three events or activities per week. This rule will be suspended during preparation for tournament play.

ARTICLE XII – LEAGUE SEASON

Schedules

The Board of Directors or their delegates shall determine the starting date, number of league games, and scheduling.

Postponed Games

Any regular season game that shall be called off due to adverse weather conditions shall be classified as "postponed". The appropriate age division Commissioner(s) shall be responsible for the rescheduling of the postponed games. The affected teams shall be notified of the postponement no less than one (1) hour before game time, if possible.

Forfeited Games

In the event of forfeiture by any team, that team shall be liable to the association for any official expenses incurred by the association as a direct result of the forfeiture.

Rescheduled Games

Prior to the beginning of each soccer season and the establishment of that season league schedule, all coaches must notify, in writing, their Age Division Commissioners of dates that may conflict with the game schedule (including Tournament dates). No more than three (3) dates will be accepted. The Age Division Commissioners will make every effort to honor these requests but cannot guarantee the requests will be met. Any other request after the league schedules have been established will be honored with a written request to the Age Division Commissioner and approval from the Director of Fields and Games. An absent star player(s) or conflict with another sport association is not sufficient reason to cause a game to be rescheduled.

ARTICLE XIII – MISCELLANEOUS

Amendments

The Board of Directors shall have power to make, amend or repeal the Bylaws by 2/3-majority vote of all directors at any annual or special meeting. Intention to make such changes at said meeting shall have previously been given to each director, and may be made without such notice by unanimous vote of all directors.

Adherence to NTSSA Bylaws

MSA agrees to abide by and adhere to the NTSSA Bylaws. MSA does, however, reserve the right to adopt additional Bylaws, rules, regulations, policies and procedures.

Section II

PLAYING RULES
AND
REGULATIONS

MANSFIELD SOCCER
ASSOCIATION, INC.

(Revised – July, 2007)

MANSFIELD SOCCER ASSOCIATION, INC.

Playing Rules and Regulations

Rule I Registered Players

- 1.1 Only registered properly rostered players shall be permitted to play in competition under the auspices of this association. A coach must sign and turn in a copy of their roster at the beginning of the season. By doing so they are acknowledging and accepting the responsibility of coaching that team for that season, and they are also certifying that their players are properly registered to their team. If there are any questions concerning a player's placement on a team that coach must bring it up to the age appropriate commissioner prior to signing and turning in the roster. However, if a coach does not bring the matter to the age appropriate commissioner prior to playing the first game, then the coach by his actions has acknowledge that all of the players listed are properly rostered. A team, which uses unregistered player or improperly rostered player (s), shall automatically forfeit all games in which said player(s) participated. A Coach, Assistant Coach, or Administrator found to have knowingly allowed the use of an unregistered player(s) or a player (s) not properly rostered to their team shall be suspended from all soccer activities for a minimum of one (1) year.

Rule II Suspensions

- 2.1 The MSA shall honor any and all orders of suspension of players, coaches, and referees issued by NTSSA or its affiliates. A team, which uses individuals under suspension, shall automatically forfeit all games in which the individuals participated.

Rule III Referees and the Referee System

- 3.1 In compliance with USSF Rules, all referees serving MSA shall be registered with the USSF and NTSSA in accordance with current rules and regulations of the USSF National Referee Committee and the State Referee Committee.
- 3.1.1 The use of unregistered referees is approved only in emergency situations: then, the captains or coaches of the two competing teams may decide on someone agreeable to both of them to officiate. In these circumstances, the decisions of that person, serving as an emergency referee are just as binding as if he were a registered referee.
- 3.2 The only approved referee system for all MSA and NTSSA competitions shall be the international Three-Referee system (a referee and two assistant referees) employing the FIFA Laws of the Game (as modified herein), officiating techniques and mechanics.
- 3.2.1 In the event of a shortage of referees the highest-level games in progress shall have priority of available officials. This could result in a lower level

game (U6, U8, etc.) not having a registered official requiring coaches to officiate/control the game(s).

Rule IV Playing Age

- 4.1 Except where prohibited by USSF rules, youth players may participate in older divisions, but may not play in younger divisions than their age dictates, except by approval of the NTSSA State Executive Committee.

Rule V Recruiting

- 5.1 No coach, assistant coach, trainer, team representative, registered players, parents, or advertisement may offer any kind of inducement to recruit a player to play on their respective team. Forms of inducement include, but are not limited to: free t-shirts, free uniforms, etc. This rule applies to verbal discussions, letters, brochures, as well as other forms of advertisements. Failure to comply with this rule may result in the offending party being suspended from all soccer activities for a period of not less than one year. Complainant will file his/her complaint with the MSA Executive Committee, which shall render a decision. Either party may file an appeal of the Executive Committee's decision with the NTSSA Youth Commissioner, with further appeals being directed to the NTSSA State Executive Committee.

Rule VI Discipline

- 6.1 The MSA shall distribute copies of this rule to every coach. The coach then has the responsibility to make this rule known to his/her team, with the further expectation that each player will share this information with his/her parents and spectators. If there are any differences between these rules and North Texas Soccer rules, North Texas Soccer rules apply.

6.2 Authority

6.2.1 All soccer members and participants within the jurisdiction of the MSA have requested to participate in our program. Therefore, these participants have agreed to abide by the Articles of Incorporation, Bylaws, and Rules and Regulations of MSA, as well as those of the NTSSA and its respective youth divisions.

6.2.2 MSA has made provisions to form an Appeals and Disciplinary Committee and to hold hearings – WITH THE PARTIES HAVING THE RIGHT TO BE PRESENT – on every player/coach/assistant coach cautioned or ejected and on referee's reports of serious misconduct by spectators and/or parents as required by subsequent sections of this rule.

6.3 Misconduct of Players/Coaches/Assistant Coaches

6.3.1 MSA operates and keeps records on a "CUMULATIVE CARD SYSTEM" for all players/coaches/assistant coaches. Accumulated cautions may result in disciplinary actions including suspensions. Appeals of cards are not allowed except when the referee admits he made an error in the issuance of the card.

6.3.2 A "CUMULATIVE CARD SYSTEM" in league play will be operated as follows:

1. Yellow Cards. One game automatic suspension for the game following an individual's third league play yellow card. A two game automatic suspension for the game following such individual's fifth league play yellow card. A one game automatic suspension for the game following such individual's sixth league play yellow card.

Note: A player/coach/assistant coach receiving a second yellow card in a single game is suspended for the balance of that game, and those two yellow cards are then added to such individual's previous total of league play yellow cards to determine whether additional game suspensions, if any, are required. Red cards issued solely as a result of a second yellow in a single game will not be added to such individual's league play red card total.

2. Red Cards. A one game automatic suspension for the game following an individual's first league play red card. Automatic suspension, pending a hearing, from all NTSSA-sanctioned activities following such individual's second league play red card. Red cards issued solely as a result of a second yellow card in a single game will not be added to such individual's league play red card total.

Note: In cases where, during a single game, an individual receives a yellow card followed by a "straight red card" (as opposed to a red card issued solely as a result of a second yellow) both cards will be added to such individual's respective total of league play red and yellow cards and punished accordingly. If an A & D Committee determines that a red card was issued for an infraction that was not an "expulsion" offense in accordance with the FIFA Laws of the Game, such A & D Committee may reduce the red card to a yellow card and assess sanctions accordingly. The Member Association or Playing League may not, however, do away with the card altogether. A full report of this action must be sent to NTSSA.

3. Seventh Card. Any individual obtaining a seventh card in league play shall be immediately suspended pending a hearing with NTSSA A & D Committee (meaning any combination of yellow and red cards totaling seven).

6.3.3 For tournaments refer to the NTSSA rules located on their website.

6.3.4 The CUMULATIVE CARD SYSTEM prescribed by these rules defines the **minimum** disciplinary punishment to be taken. Nothing herein prevents MSA or NTSSA from enacting more severe sanctions.

6.3.5 Any misconduct by a Coach justifying a report by a referee or any other person shall be directed to the State Appeals and Disciplinary Committee as well as to the Member Association and/or Playing League with which the coach is affiliated. The Member Association and/or Playing League shall promptly (within seven (7) days after the receipt of the report) rule on the report and send its decision to the State A & D Committee. The State

A & D committee will determine the extent of the punishment, if any, in addition to that taken by the Member Association.

- 6.3.6 The State A & D Committee will make its decision based entirely upon the written reports before it, including that of the affected coach, should he or she submit a report. The Committee will not hold hearings unless it, of its own volition, chooses to call one.
- 6.3.7 A coach whose conduct is less than exemplary to his or her players, parents, and spectators will be firmly dealt with by the Member Association or Playing League involved and the State A & D Committee.
- 6.3.8 Game suspensions for Yellow and Red cards (as set forth above) are to be served by the player/coach/assistant coach at the next scheduled game (including league, playoff, championship, cup, and local or state tournament games) that such individual's team is involved in. A suspension imposed by these rules shall be recognized by all affiliated organizations after proper notification. The lack of a hearing or referee report on the offense shall not affect such individual's suspension.
- 6.3.9 All game suspensions must be reported immediately to the State A & D Committee. The Member Association, Playing League or Tournament Officials making the report will forward a copy of any referee's Misconduct Report(s) which underlie the suspension. The State A & D Committee will determine the extent of punishment, if any, in addition to that prescribed by the Member Association, Playing League or Tournament Officials, taking into consideration the severity of the misconduct.
- 6.3.10 The State A & D Committee will issue its decision based entirely upon the officials' reports and any other written reports before it, including that of the affected individual, should he or she submit a report. The State A & D Committee will not hold a hearing unless it, of its own volition, chooses to call one because of the nature of the case.

6.4 Misconduct of Spectators

- 6.4.1 Each team in MSA is responsible for the conduct of its spectators. The referee shall have the authority to caution and/or send off the coach or acting coach from the field for the misconduct of the spectators associated with the team. Therefore, the coach/assistant coach is expected to control his or her spectators, especially on non-enclosed fields. If he/she is unable to do so, then MSA shall take appropriate actions toward the identifiable, unruly spectator, or, if unidentifiable, toward the team itself. MSA shall report spectator misconduct to the State A & D Committee for review and further action if warranted.
- 6.4.2 Possible actions for misconduct of spectators may include, but shall not be limited to:
 - 1. Report spectator to the Mansfield Police Department.
 - 2. Require the team to forfeit any games at which the spectator is present on the touchline.

3. Require the offending team to pay for the presence of police at the game.
4. Revoke and/or refuse registration to the offending team.
5. Cause the spectator to be placed under a municipal peace bond.
6. Suspend the spectator from attending future matches.

6.5 Misconduct and Punishment of Teams

- 6.5.1 When the players/coaches/spectators of the given team have accumulated a sufficient number of cards, the MSA will notify the NTSSA State A & D committee, who will then require the coach and players of said team to appear before it to explain his/her teams continued misconduct.
- 6.5.2 The MSA and NTSSA will not hesitate to deny teams within their respective jurisdictions, the privilege of further participation in all or selected soccer activities within their respective jurisdictions for repeated and/or serious offenses considered to bring the game into disrepute.
- 6.5.3 The MSA and the NTSSA hold the team and coach jointly responsible for the conduct of his/her players, parents, and spectators.
- 6.5.4 A coach whose conduct is not considered to be exemplary to his/her players, parents and spectators will be firmly dealt with by the A & D Committees of both the MSA and the NTSSA. The MSA Board of Directors can remove a coach from their position if the Board feels they are not representing MSA in a respectable manner.

6.6 Misconduct Toward a Referee

- 6.6.1 NTSSA has exclusive jurisdiction over assault or abuse of officials, both referees and assistant referees, in any competition by NTSSA or MSA. This jurisdiction includes:
 1. All USSF registered referees.
 2. Any non-licensed person serving in any emergency capacity as a game official.
 3. Any coach, parent, or assistant referee serving as a game official.
- 6.6.2 If there is an assault/abuse of any game official by any person, including players, coaches, or spectators, a report of the alleged assault and/or abuse will be submitted immediately to the NTSSA.
 1. Referee assault is an intentional act of physical violence at or upon a referee (an act intended to bring about a result that will invade the interest of another in a way that is socially unacceptable. Unintended consequences of the act are irrelevant.) Assault includes but is not limited to the following acts committed upon a referee: hitting, kicking, punching, choking, spitting on, grabbing or bodily running into a referee; head butting; the act of kicking or throwing any object at a referee that could inflict injury; damaging the referee's uniform or personal property, i.e. car, equipment, etc.
 2. The player, coach, manager, or official committing the referee assault is automatically suspended as follows:

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

6.6.3 Referee abuse shall include, but not be limited to verbally threatening a referee.

- 1. Referee abuse is a verbal statement or physical act not resulting in bodily contact, which implies or threatens physical harm to a referee or a referee's property or equipment. Abuse includes, but is not limited to the following acts committed upon a referee: using foul or abusive language toward a referee; spewing any beverage on a referee's personal property; spitting at (but not on) the referee; or verbally threatening a referee. Verbal threats are remarks that carry the implied or direct threat of physical harm. Such remarks as, "I'll get you after the game" or "You won't get out of here in one piece", shall be deemed referee abuse.
- 2. Should the A & D committee determine the action referee abuse as explained in (1) above, it shall impose not less than a three (3) game suspension. A formal hearing will not be held unless it is requested.

Rule VII Deleted. Refer to rule 3.2.1

Rule VIII Game Protests

8.1 There are only two acceptable causes for the protesting of a game after it has been played. They are:

8.1.1 A team knowingly plays an unregistered, ineligible or suspended player;

8.1.2 There has been an obvious error made in the application of the Laws of the Game that directly affects the outcome of the match, and the referee acknowledges it.

8.2 No protests can even be entertained if they are based on judgment decisions made by the referee during play. The Laws of the Game clearly state in Law V (Referees) that "...A referee shall be appointed to officiate each game...his decision are to be final, so far as the result of the game is concerned". A game cannot be protested because one coach, or both coaches, for that matter think the referee was incompetent. This is a matter to be handled through the local referees' group or the State Referee Committee.

8.3 Any protest relating to the grounds, any protest committee shall not entertain goal posts, crossbars, or other appurtenances of the match unless an objection had been lodged with the match referee before the commencement of the match. The referee shall require the responsible team to remove the cause of the objection if this is possible, without unduly delaying the process of the match.

- 8.4 Any protests must be filed in writing by the coach within forty-eight (48) hours of the alleged occurrence. Said protest may be filed with the A & D Chairman or the President of the Association within forty-eight (48) hours of the alleged offense. The written protest shall be accompanied by a cashier's check, certified check, or cash in the amount of fifty dollars (\$50.00). The A & D Chairman shall then be responsible for convening a meeting of the A & D Committee within seven (7) days from the date the written protest was received, to consider the protest. If the protesting team prevails, the fifty dollars (\$50.00) shall be refunded. If the protest is disallowed, the fifty dollars (\$50.00) shall accrue to the treasury of the association.

Rule IX MSA Rules of Competition

The chart to follow has been inserted for the sole purpose of documenting the phase-in approach for the recommended modified playing rules from USYSA and NTSSA that were adopted by MSA on June 20, 2003. This chart should be removed from this section in the fall of 2005 when all age groups will meet the recommended modified playing rules.

- 9.1 MSA adheres strictly to the FIFA Laws of the Game. However, in accordance with the recommendations of the USYSA (United States Youth Soccer Association) and the NTSSA (North Texas State Soccer Association), the MSA has adopted the following modifications to the FIFA Laws of the Game for youth competition:

1. Size of the fields	For various age groups – Law I
2. Size of the ball	For various age groups – Law II
3. Number of Players (and substitutions)	Varies from Law III
4. Linesmen	Allowing for Assistant Referee – Law IV
5. Duration of Game	For various age groups – Law VII
6. Charging Goalkeeper	Law XII

- 9.2 Law I – The Field of Play

Realizing that we must generally accept and play upon fields furnished by the various municipal parks departments, the following are recommended field and goal sizes:

<u>Age Groups</u>	<u>Field Width</u>	<u>Field Length</u>	<u>Goal Size</u>
U16 & U19	Rec. 70 yds.	Rec. 120 yds.	8 ft x 8 yds
U12 & U14	Rec. 70 yds.	Rec. 120 yds.	8 ft. x 8 yds.
U10	Rec. 40 yds.	Rec. 50 yds.	7 ft. x 6 yds.
U8	Rec. 30 yds.	Rec. 50 yds.	6 ft. x 12 ft.
U7	Rec. 30 yds.	Rec. 50 yds.	4 ft. x 8 ft.
U5 & U6	Rec. 20 yds.	Rec. 25 yds.	4 ft. x 6 ft.

9.3 Law II – The Ball

Ball sizes for various age groups will be as follows:

<u>Age Groups</u>	<u>Ball Size</u>
U19, U16 & U14	Size #5
U12 and U10	Size #4
U8 and U6	Size #3

9.4 Law III – Number of Players

1. MSA recognizes the Modified Player Development Program for Under 6, Under 8, and Under 10. These age divisions will adhere to the small sided rules as follows:

U5	Three (3) players required – No Goalkeeper
U6	Three (3) players required – No Goalkeeper
U7	Four (4) players required – No Goalkeeper
U8	Five (5) players required – one may be a designated Goalkeeper. A given player may only play Goalkeeper a maximum of two (2) quarters in any one game.
U10	Seven (7) players required – one may be a designated Goalkeeper

2. Substitution Rule

- a. At throw-in – by team in possession only;
- b. On a goal kick – by either team;
- c. After a goal is scored – by either team;
- d. At an injury when the referee stops play – by either team;
- e. When a caution (yellow card) is given – for the player being cautioned;
- f. For Under 6 and Under 8, the “Quarter Substitution System” shall be utilized. The referee will hold up the game for substitutions at a normal stoppage of the game (restarts, goal kicks, etc.) at a time nearest to one half the way through each regular half time period.
- g. All players must play at least 50% of the game. In addition for U5 through U8 no player shall play all four quarters if enough players are present.

3. Minimum Number of Players Required to Play a Game

- a. Under 5 & Under 6, which normally fields 3 players, must have a minimum of 3 players present to start a game. It is acceptable to borrow a player from the opposing team if necessary to keep from playing short, provided that all parties agree.
- b. Under 7, which normally fields 4 players, must have a minimum of 3 players present to start the game.
- c. Under 8, which normally fields 5 players, must have a minimum of 4 players present to start the game.
- d. Under 10, which normally fields 7 players, must have a minimum of 5 players present to start the game.
- e. Under 12 – Under 19, which normally fields 11 players to start, must have a minimum of 7 players present to start the game.

9.5 Law IV – Players’ Equipment

1. Each player shall have a number on the back of his/her jersey not less than four (4) inches in height.
2. All players are required to wear shin guards in games.

9.6 Law V – Referees

1. In Under 6, Under 8, & Under 10, referees will explain all infractions briefly.

9.7 Law VI – Assistant Referees

1. Specifically trained and certified Assistant Referees and/or club linesmen may be used by MSA. Their infraction-calling authority is limited to ball in and out of play and direction of throw-ins. Assistant Referees may call goal kick and offside. Certified referees will be used as assistant referees for Under 12 and up.

9.8 Law VII – Duration of the Game

<u>Age Group</u>	<u>Length of Halves</u>	<u>Length of Overtime</u>
Under 19	Two 45 minute periods	No Overtime
Under 16	Two 40 minute periods	No Overtime
Under 14	Two 35 minute periods	No Overtime
Under 12	Two 30 minute periods	No Overtime
Under 10	Two 25 minute periods	No Overtime
Under 8*	Two 24 minute periods	No Overtime
Under 6**	Two 20 minute periods	No Overtime
Under 5***	Two 16 minute periods	No Overtime

*Under 8 – Four 12 minute quarters; Two minute breaks after quarters 1 and 3. Five minute break at half time.

**Under 6 – Four 10 minute quarters; Two minute breaks after quarters 1 and 3. Five minute break at half time.

***Under 5 – Four 8 minute quarters; Two minute breaks after quarters 1 and 3. Five minute break at half time.

9.9 Law VIII – The Start of Play - Conform to FIFA

9.10 Law IX – Ball In and Out of Play - Conform to FIFA

9.11 Law X – Method of Scoring – Conform to FIFA

9.12 Law XI – Offside

1. No offside for Under 6 or Under 8. Conform to FIFA for Under 10 and above play.

9.13 Law XII – Fouls and Misconduct

1. Charging the goalkeeper in possession of the ball is NOT ALLOWED in any youth play. Possession is defined as “one or two hands on the ball, holding it, bouncing it, tossing it up in the air and then catching it, or patting it along the ground”.
2. It is not an intentional “hand-ball” offense for any player to attempt to protect the vital areas of his/her body (chest, groin, face) by placing hands or arms across them to protect them from being struck at close range by the ball. The match referee shall be the sole judge of whether the hands or arms were used deliberately to propel the ball.
3. Coaches and assistant coaches are subject to the same disciplinary procedures by the referee as are the players – i.e. cautions and/or ejections.
4. The following pertain to the Under 6 and Under 8 age groups:
 - a. Indirect free kicks for all fouls.
 - b. No penalty kicks.
 - c. Briefly explain all infractions to offending players.
 - d. No cautions or ejections to players except by independent, neutral referees.

9.14 Law XIII – Free Kick

1. All free kicks are indirect in Under 6. Players must be 3 yards away when free kick is taken.
2. All free kicks are indirect in Under 8. Players must be 5 yards away when a free kick is taken.
3. Under 10, opponents must be 8 yards away before kick is taken.

9.15 Law XIV – Penalty Kick

1. No penalty kicks in Under 6 and Under 8.
2. Under 10 and above, conform to FIFA.

9.16 Law XV – Throw-In

1. In Under 6 (no Throw-In) play will be restarted with a kick-in from where the ball went out of play. For Under 6, an opponent must be 3 yards away when the kick is taken.
2. In Under 7 (no Throw-In) play will be restarted with a kick-in from where the ball went out of play. For Under 7, an opponent must be 5 yards away when the kick is taken.
3. Under 8 and above, conform to FIFA.

9.17 Law XVI – Goal Kick – In Under 5 thru Under 8 all goal kicks will be taken from anywhere on the end line. Under 10 and above - Conform to FIFA

9.18 Law XVII – Corner Kick – Conform to FIFA

Rule X Miscellaneous Rules for Intra-Association Play

- 10.1 In addition to the above state rules, the following rules shall be enforced for intra-association play:
- 10.1.1 Although it shall be the ultimate responsibility of the winning coach to turn in the game report to the proper authorities, it is recommended that both coaches do so. Failure on the part of the winning coach to be diligent in this area may result in the forfeiture of the respective games.
- 10.1.2 Each association shall designate one person for maintaining the standings on a week-by-week basis.
- 10.1.3 If a team does not show up for a match, the referee will allow ten (10) minutes from the scheduled time, before declaring a forfeit against the absent team. The home association of the forfeiting team shall incur the costs for fields and referees. A coach and his team that fail to show up for a match without written 72 hour notice (email is sufficient) may be subject to a \$50 fine.**
- 10.1.4 There shall be no more than a one (1)-player advantage throughout any game. The coach who has the full team may opt to play down to the number of his/her opponent's team. Any team who has less than the minimum players must field all available players. I.E. – The coach may not retain a player for the purpose of substitution.
- 10.1.5 If there are uniform color conflicts, the home team has the responsibility of changing.
- 10.1.6 Players, fans, and spectators of opposing teams shall occupy opposite sides of the field. The home team shall occupy the North or West side of the field.
- 10.1.7 Standings shall be computed as follows:
- 10.1.7.1 Win – Three (3) points, Loss – Zero (0) points, Tie – One (1) points
- 10.1.7.2 In the event of a tie, apply the following; first, head to head game results. Second, goal differential for the entire season (3 max for a win, -3 max for a loss). Third, fewest goals allowed for the season. Fourth, most number of shutouts. Fifth, flip on a coin.
- 10.1.8 No tobacco products of any kind shall be used at or near the practice fields/complex or the game fields/complex.
- 10.1.9 For U5 and U6 age groups only: a team may add a player, if needed, to keep the game more equal: this would be at the discretion of the referee and both coaches. For U7 and U8 age groups only: if a team falls behind by 5 goals the team that is behind may add an additional player on the field and play one person up. The player may be added at any normal stoppage of play. They may continue to play one person up (for U7 5v4, for U8 6v5) until the score comes back within two goals. At that time they must reduce back to the normal number of players on the field.

- 10.2 Tournament of Champions - For each age division, U10, U12, U14, U16 above, the Association will send one (1) representative team from the boys and one (1) representative team from the girls. If a team registers and then does not compete, that team will be responsible for the performance bond.
- 10.2.1 The first place team in the A-Division will automatically receive this honor. (Example 1: A-Division would be the older of the two divisions. A-Division would be an Under 10 division; B-Division would be an Under 9 division.) (Example 2: In the case where there may be three (3) or more divisions. A-Division may be an Under 10 division, B-Division may be an Under 10 and Under 9 combined, C-Division would be an Under 9 division). For age group teams playing in associations other than MSA the highest finishing Mansfield team as defined by the association they are playing in will be the team selected for the TOC.
- 10.2.2 To challenge for the honor, a team must come in first in their division. If Division B chooses not to challenge, then Division C is not eligible. If B beats A, then C may challenge B.
- 10.2.3 Challenging teams must pay all fees incurred. These fees will include but are not limited to: Referee, Field Usage, Lights, Etc.
- 10.2.4 The challenging team must submit in writing/electronic to their age group commissioner, an intent to challenge letter. This letter must be submitted prior to the last scheduled game of the season, even if the standings are still open. If the challenging team does not win their division the letter will be voided.
- 10.2.5 All challenge games will be scheduled within one (1) week after the last scheduled game of the season and at least three (3) days prior to the NTSSA deadline for team submission.
- 10.2.5.1 If a challenge game is unable to meet the NTSSA deadline due to time or weather, the A-Division winner will automatically retain the honor.
- 10.2.5.2 If the A-Division does not except the challenge within the time period specified in 10.2.5, they will forfeit the honor.

Section III

CODE
OF
ETHICS

MANSFIELD SOCCER
ASSOCIATION, INC.

(Revised – June, 2002)

MANSFIELD SOCCER ASSOCIATION

Code of Ethics/Conduct

1.1 NTSSA CODE OF ETHICS FOR COACHES

This code of ethics has been developed to clarify and distinguish approved and accepted professional, ethical, and moral behavior from that which is detrimental to the development of the sport of soccer. (The term "Coach" shall include, but is not limited to Head Coach, Assistant Coach(s), Manager/Trainer and/or Team Representative.)

ARTICLE I RESPONSIBILITIES TO PLAYERS

1. The coach must never place the value of winning over the safety and welfare of players. Winning should be the result of preparation and discipline with emphasis placed on the highest ideals and character traits.
2. Coaches shall instruct players to play within the written laws of the game and within the spirit of the game at all times.
3. Coaches shall not seek unfair advantage by teaching deliberate unsportsmanlike behavior to players.
4. Coaches should not tolerate inappropriate behavior from players regardless of the situation.
5. Demands on players' time should never be so extensive as to interfere with academic goals and progress. Motivation for excellence should include academics as well as athletics.
6. Coaches must never encourage players to violate NTSSA recruitment, eligibility, or guest player rules and policies.
7. Under no circumstances should coaches authorize or encourage the use of medicinal or performance enhancing drugs. Players should be directed to seek proper medical attention for injuries and to follow the physician's instructions regarding treatment and recovery. At no time should a player be put at risk by returning from injury prematurely or by being forced to play while injured.

ARTICLE II RESPONSIBILITY TO NTSSA AND MEMBER ASSOCIATIONS

1. Adherence to all NTSSA and Member Association rules and policies, especially those regarding eligibility, team formation, recruiting, and guest players are mandatory and should never be violated. It is the responsibility of every coach to know and understand these rules.

2. Player development and the growth of the player through participation are essential to the growth of the sport. Additionally, the coach must behave in such a manner that the principles, integrity, and dignity of the sport are maintained.
3. Any problems that cannot be resolved between coaches should be referred to the appropriate NTSSA Commissioner, Member Association, or League Commissioner immediately.

ARTICLE III RESPONSIBILITY TO THE LAWS OF THE GAME

1. Coaches should be thoroughly acquainted with and demonstrate a working knowledge of the laws of the game of soccer. Coaches are also responsible to ensure that their players understand the intent as well as the application of the laws.
2. Coaches must adhere to the letter and spirit of the laws of the game. Those coaches who circumvent the rules to gain advantage have no place in soccer.
3. Coaches are responsible for their players' actions on the field and must not permit them to perform with the intent of causing injury to opposing players.
4. If coaches permit, encourage, or condone performance, which is not in the letter or spirit of the laws, they are derelict in their responsibility to players, Member Associations, NTSSA and the sport worldwide. The coach must strive constantly to teach good sporting behavior.

ARTICLE IV RESPONSIBILITY TO OFFICIALS

1. Officials must have the support of coaches, players, and spectators. Criticism of officials undermines their purpose in the game. Coaches must always refrain from criticizing officials in the presence of players.
2. Coaches should strive to develop a line of communication with officials, giving each an opportunity to better understand the problems relating to their specific area. This section shall not be taken as an encouragement to debate referee decisions during the match.
3. On game day, officials should be treated with respect before, during, and after the game. Officials should be addressed as "Referee" or "Mr./Ms. Referee" and not by name. Professional respect should be mutual and there should be no demeaning dialogue or gesture between official, coach, or player. Coaches must not incite players or spectators or attempt to disrupt the flow of play.

4. Comments regarding an official should be made in writing to the appropriate organization assigning the official.

ARTICLE V RESPONSIBILITIES REGARDING SCOUTING AND RECRUITING

1. It is unethical to scout any team, by any means whatsoever, except in regularly scheduled games.
2. The use of videotape or motion picture equipment to scout an opponent's regularly scheduled games for the purpose of recruiting is unethical.
3. All NTSSA rules pertaining to recruiting shall be strictly observed by the coach, manager, or any team representative.
4. It is unethical to recruit player(s) actively playing for another team.
5. It is unethical for a player to be recruited or enticed from the Olympic Development Program (ODP) setting, either by his ODP coach or any other coach, manager, parent or team representative.
6. When discussing the advantages of his organization, the coach has an ethical obligation to be forthright and refrain from making derogatory remarks regarding other coaches, teams, and organizations.
7. It is unethical for any coach to make a statement to a prospective athlete which cannot be fulfilled; illegal to promise any kind of compensation or inducement for play; and immoral to deliver same.
8. Allegations of illegal or unethical recruiting are very serious and should be based on concrete facts rather than hearsay and innuendo. While documentation of recruiting violations is essential, the use of videotape and other electronic equipment is discouraged.

ARTICLE VI RESPONSIBILITY OF PUBLIC RELATIONS

1. Coaches have a responsibility to promote the game of soccer to the public. Comments and critiques of governing bodies, teams, coaches, players, parents, or the media should be positive and constructive, never prejudicial or inflammatory.
2. When asked to give a recommendation concerning team, camp, coach or organization, it is in the best interest of all concerned if no less than three referrals are given in order to provide a professional unbiased source of information.

3. Coaches have the responsibility to assist their players in conducting themselves properly when in public while representing their team, Member Association, and NTSSA.
4. Publicly predicting a win is folly and serves no useful place in a coach's public image.
5. Comments stressing injuries, team, personnel conflicts, or disciplinary problems as an excuse for a loss or unsuccessful endeavor are detrimental and should be avoided.
6. It is unethical for a coach to solicit alumni, parents, booster club, or managers to pressure organizations, Member Associations, or NTSSA to alter established rules. The coach must not attempt to influence these organizations in political or financial dealings outside the framework of their own rules and bylaws.
7. The media should be allowed access to the players for comment. Players should be instructed in how to conduct themselves during an interview.

ARTICLE VII GAME DAY AND OTHER RESPONSIBILITIES

1. A coach's behavior must be such as to bring credit to himself, his organization, and the sport of soccer. This is never more evident than on the day of the contest.
2. Rival coaches should meet prior to the game and exchange friendly or professional greetings. While the concept of rivalry is wholly embraced, it cannot take precedence over exemplary professional conduct.
3. During play, coaches have a responsibility to be as inconspicuous as possible. Coaches shall exhibit a respectful attitude towards players. The coach must confine him/herself to the coaching area. The attitude of the coach towards officials, spectators, opposing players and coaches should be controlled and undemonstrative.
4. It shall be unethical for a coach to have any verbal altercation with an opposing coach or bench during the game. Hostile physical contact with a player is considered highly unethical.
5. The coaches foremost post game responsibility is his/her team.
6. Coaches should use their influence on unfriendly spectators that demonstrate intimidating behavior towards officials and opposing teams.

- 1.1.1 All Member Associations are directed to form their own ethics committee and to hold hearings -- WITH THE PARTIES HAVING THE RIGHT TO BE PRESENT -- on alleged violations of the Code of Ethics when properly submitted.

1.2 NTSSA PARENT'S CODE OF CONDUCT

1. Children have more need for example than for criticism.
2. Attempt to relieve the pressure of the competition, not increase it. A child is easily affected by outside influences.
3. Be kind to your child's coach and officials. The coach is a volunteer, giving of personal time and money to provide a recreational activity for your child.
4. The opponents are necessary friends. Without them your child could not participate.
5. Applaud good plays by your team and by members of the opposing team.
6. Do not openly question an official's judgment and honesty. Officials are symbols of fair play, integrity, and sportsmanship.
7. Accept the results of each game. Encourage your child to be gracious in victory, and to turn defeat into victory by working towards improvement.
8. Remember your child is involved in organized sports for their enjoyment, **NOT YOURS!**
9. Encourage your child to always play by the rules.
10. Teach your child that honest effort is as important as victory so that the result of each game is accepted without undue disappointment.

1.3 CODE OF CONDUCT FOR USSF/NTSSA REGISTERED REFEREES AND ASSIGNORS

1. I pledge that I will faithfully enforce the Laws of the Game and any special Rule of the Competition of the League(s) I am officiating for without prejudice or favoritism to any player, team or coach.
2. I recognize that it is my professional duty to constantly keep abreast of any changes in the Laws or Rules of Play and to keep myself physically fit and my training refreshed.
3. I will constantly strive to improve my own refereeing techniques and always accept sincere, constructive criticism from fellow referees or official assessors without malice.

4. I pledge that I will make myself available, whenever possible, for game assignments for which I am qualified.
5. If I am a State or National USSF referee, I acknowledge that my first responsibility is to State or USSF-assigned games and that I will make myself available for these assignments regardless of conflicts with local playing associations or with leagues that I may be active in as a player or as a coach.
6. I do hereby acknowledge my fellow referees' total authority over any matches over which they are duly assigned to officiate, and I pledge that I will never interfere with the carrying out of their prescribed duties, before, during, or after a match.
7. I understand that any criticism of fellow referees should be limited to constructive criticism in quiet, private referee-to-referee discussions, and then never within hearing distance of players, coaches, or spectators.
8. As a registered USSF/NTSSA referee, I will always strive to conduct myself in the highest professional manner possible, including refraining from indulging in arguments or name-calling with coaches and/or spectators.
9. I also acknowledge that if I am also a coach, player, or spectator, that my conduct towards, and my respect for, my fellow referee doing my game is more closely noticed by all concerned. I will, therefore, strive to set a very high standard of personal conduct under these circumstances to serve as an example to all.
10. I understand that I should wear only the approved USSF referee uniform with the current badge of the highest grade I am qualified for, and that my uniform be clean, neat, and in a good state of repair. I also understand that if I am a coach that I am not to wear my uniform while coaching my team.
11. I further understand that I should not partake of any type of alcoholic beverage before any game assignment, and that I should never smoke, eat, or drink while actually officiating.
12. I hereby pledge that I will always faithfully carry out my duties and obligations as a USSF referee registered with the North Texas State Soccer Association; and that I do hereby acknowledge and accept the jurisdiction of the local NTSSA- affiliated playing association I may be refereeing for, the NTSSA and USSF, and their respective Referee Committees, where applicable, over my actions, conduct, and performance as a registered USSF referee.
13. I furthermore understand that I may be disciplined, to include being placed on probation, suspended, or refused referee registration for significant or repetitive breaches of this Code of Conduct or any of its articles or provisions.

USSF CODE OF ETHICS FOR REFEREES (as established per USSF Policy 531-11)

1. I will always maintain the utmost respect for the game of soccer.
2. I will conduct myself honorably at all times and maintain the dignity of my position.
3. I will always honor an assignment or any other contractual obligation.
4. I will attend training meetings and clinics so as to know the Laws of the Game, their proper interpretation and their application.
5. I will always strive to achieve maximum teamwork with my fellow officials.
6. I will be loyal to my fellow officials and never knowingly promote criticism of them.
7. I will be in good physical condition.
8. I will control the players effectively by being courteous and considerate without sacrificing fairness.
9. I will do my utmost to assist my fellow officials to better themselves and their work.
10. I will not make statements about any games except to clarify an interpretation of the Laws of the Game.
11. I will not discriminate against nor take undue advantage of any individual group on the basis of race, color, religion, sex or national origin.
12. I consider it a privilege to be a part of the United States Soccer Federation and my actions will reflect credit upon that organization and its affiliates.

USSF CODE OF ETHICS FOR ASSIGNORS (as established per USSF Policy 531-11)

1. I will maintain the utmost respect for referees and other officials of the game and I will conduct myself honorably at all times.
2. I will make the assignments based on what is good for the game and what is good for the referee.
3. As a member of the United States Soccer Federation, my actions will reflect credit upon the organization.
4. I will contribute to the continuous development of referees in the National Referee Development Program.

5. I will conduct myself ethically and professionally in the assignment process.
6. I will respect the rights and dignity of all the referees and I will not criticize them unless it is in private, constructive, and for their benefit.
7. I will offer equal opportunity to all qualify referees and I will not discriminate against or take undue advantage of any individual or group on the basis of race, color, religion, sex or national origin.
8. I will cooperate fully in the timely resolution of any grievance hearing or complaint.
9. I consider it a privilege to be a part of the United States Soccer Federation and my actions will reflect credit upon that organization or its affiliates.

1.4 NTSSA CODE OF ETHICS FOR EXECUTIVE COMMITTEE, STATE COMMITTEE MEMBERS, AND MEMBER ASSOCIATION ADMINISTRATORS

None of us arrives at any administrative level, volunteer or not, without spending some "grass roots" time somewhere. We are appointed or elected to our positions because enough people had confidence in us, appreciation for what we had done in the past and assurance that we could lead them in a positive, productive future. This responsibility of accepting such a challenge, especially in a volunteer capacity, must have some guidelines.

It is important to remember that as board members we are very high profile. It is equally important that we remember that we are primarily a service organization and that we treat fellow volunteers as partners with a common goal - the organization, development and promotion of soccer. We should maintain high standards and serve by example.

Have respect for the game, players, officials, parents, coaches, member association volunteers and fellow board members and deal with them in a patient, courteous and consistent manner.

Criticism channeled through the proper quarter should be educational, constructive, balanced and positive. Under no circumstances should it be demeaning or detrimental to the self-respect of the individuals involved.

Administrators should be informed and available. As facilitators they should know the right questions, have the ability to elicit the right answers and foster creativity with accountability within their committee or area.

Regarding committeemen and other volunteers: they should be praised for time spent and jobs well done; their suggestions welcomed, evaluated and conclusions communicated to them. Abilities should be recognized and encouraged.

Above all - courtesy, self-control and loyalty. We are role models for the youngest players to the newest association. Our responsibility is to serve them well as we work toward our common goal.

Section IV

**POLICIES
AND
PROCEDURES**

**MANSFIELD SOCCER
ASSOCIATION, INC.**

(Revised – July 2007)

I. Game Day Procedures

Game Day Status Information

- A. Do not use the City's Field Status Line (817-453-1467) to determine if games are being played on Saturdays or Sundays.
- B. Check the Mansfield website to determine if games are being played or call the MSA Message Line (817-473-1177) to get field closure information on game day.
- C. Soccer Games may be played even though it is raining.

Field Set-up

- A. First Game of Day – Coaches of the first game will find nets, metal stakes and corner flags in buckets set out for them near the storage facility. First game coaches will take the buckets back to their assigned field and set up nets and flags. The bucket is to be left behind a goal until the games are completed.
- B. Last Game of Day - Coaches are responsible for taking nets and corner flags down, placing them back in the bucket, and putting the bucket back in the proper storage facility. Please check carefully for metal stakes that are used to secure the nets. These are to be placed in the bucket along with the net. (Note: If the game is being played during a weekday, coaches must place the net buckets in the bathroom closest to playing field when games are completed.)

Uniforms and Equipment

- A. For U7 the home team should wear the white or silver color jersey; the visitor should wear the colored jersey. For U8 and above, the home team is responsible to wear alternate-colored jerseys if a color conflict occurs. If the home team does not have an alternate colored jersey, a forfeit will result. All players are required to have the proper equipment to participate. (The referee will perform a check to determine eligibility of players based on equipment.)
- B. For U5 and U6 teams, a blue/gray reversible jersey will be used. The visitors will wear the blue side and the home team will wear the grey.
- C. The home team is responsible for the game ball. The ball must be an appropriate size for the age group. U5 - U8 teams use a size 3 ball. U9 – U12 teams use a size 4 ball. U13 and up teams use a size 5 ball.

Referee Pay

- A. The home team is responsible for payment of all officials who participate in the game.

- B. Payment of the referee is to occur before the match commences. (If payment of officials does not occur, the home team will forfeit the match.)
- C. For further information on referee pay, see section on Referee Pay in the Policies and Procedures section of this manual.

Game report

Each coach will be given a game report by the referee before the match. Please refer to Game Report Procedure for more information.

II. Game Report Procedure

The gray area of the game report is to be completed by the referee in charge of the match or the referee assignor. The referee is to fill out the date; game time; field number/letter. They are then to circle the age group and appropriate gender. Coaches/team managers are responsible for filling out the team names.

A game report is given to each coach/team manager at the beginning of the match and retrieved at the end of the match. The report is then turned in to the referee assignor and/or the director of fields for review.

The referee is to report the winning team and score for any U5 and up match. (Please note that score is not kept below U9; however, the score should still be listed by the referee on the Game Report Form.) Any other comments by the referee are listed in the referee remarks area. The referee then evaluates each coach on a scale of 1-5 with 1 being excellent and 5 being poor.

The coach is to list the Offensive player and Defensive player of the game for their team. The first and last name of each player is required for printing in the newspaper. The coach also evaluates the referee on a scale of good, fair or poor in the following areas:

- Control of Game
- General Attitude
- Physical Fitness

Game on Time and In Uniform requires a yes/no answer. All appropriate answers should be circled. In addition, the scheduled game time and actual game time should be listed.

In the remarks area, the coach may write any appropriate remarks including constructive criticism, positive remarks or any other items that would be deemed necessary for evaluation by the association. The coach is then to

print his/her first and last name and the name of the team at the bottom of the sheet.

All items for the referee assignor, referee and coach should be printed neatly and legibly.

Example Game Report

Mansfield Soccer Association Game Report					
Date: _____		U5/6	U7/8	U9/10	Your Team Name: _____
Time: _____		U11/12	U13/14	U19	Opponents Team Name: _____
Field: _____		Boys	Girls	Co-Ed	
REFEREES REPORT (REPORT SCORES FOR ALL U7 AND ABOVE GAMES):					
WINNING TEAM: _____		SCORE: _____		TO _____	
REFEREE REMARKS: _____ _____					
COACH EVALUATION (1 EXCELLENT - 5 POOR):			HOME TEAM: 1 2 3 4 5		VISITING TEAM: 1 2 3 4 5
REFEREE: _____			LINE A: _____		LINE B: _____
COACHE'S REPORT:					
OFFENSIVE PLAYER OF THE GAME (PRINT FULL NAME): _____					
DEFENSIVE PLAYER OF THE GAME (PRINT FULL NAME): _____					
REFEREE EVALUATION:					
CONTROL OF GAME:	GOOD	FAIR	POOR	GAME ON TIME?	YES NO
GENERAL ATTITUDE:	GOOD	FAIR	POOR	SCHEDULED TIME: _____	ACTUAL: _____
PHYSICAL FITNESS:	GOOD	FAIR	POOR	IN UNIFORM?	YES NO
REMARKS: _____ _____					
<small>continue on back</small>					
COACH'S NAME (PRINT): _____			TEAM NAME: _____		

III. Player Draft Procedures

Preparation for Draft Day

- A. The age-division commissioner should do all the preparation for the player draft.
- B. Assign all returning players to their perspective teams.
- C. Contact each returning coach and inform him/her of the registered returning players. This will allow the coach to inform the commissioner of any players he/she expected back and it will give the coach an opportunity to contact and verify those not registered did not plan on returning.
- D. Print out each team roster for the draft.
- E. Print out a list of all unassigned players in the draft. On this list write a number to the left of the player's names. Starting with #1 in sequence to the last player not assigned to the team.

Take the following to the player draft meeting

- ❑ Printed rosters of teams with all their returning players
- ❑ Printed list of all unassigned players
- ❑ Blank sheet of paper and pen to write numbers on to be pulled for the draft.

Draft Day Policies and Procedures

- A. All MSA board members are to meet at the draft location 30 minutes prior to the start of the draft so they can be assigned a draft partner. An executive board member should also be present at each of the drafts being conducted to ensure they are following policies and procedures.
- B. The division commissioners will solely handle Under 5 & Under 6 drafts.
- C. All Boys Commissioners should be paired with a random Girl Commissioner to conduct their draft. For example the U8 Boys Commissioner should be paired with a U8, U10, or U12 and up Girls commissioner to work with for each of their drafts.
- D. A participating Executive Board Member should be available to observe each draft. The Executive Board Member cannot have a relative playing in that age division.
- E. While the assisting commissioner is drawing numbers of the children to be drafted, the division commissioner should be documenting on Rosters and on the unassigned player form which team each child is drafted onto.
- F. Coaches are not allowed to assist during the draft; however, they are welcome to observe during the draft process.

Player Draft Procedures (cont'd)

G. Maximum number of players per team.

Age Division	Ideal Number of Players	Maximum Number of Players
U5 & U6	5	6 – coach must agree
U7 & U8	7	8 – coach must agree
U9 & U10	9	10 – coach must agree
U11 & up	14	18 – coach must agree

Player Draft Completion

- A. All original paperwork is to be kept by the division commissioner to be entered into the online system. All updates to the system must be made within five days after the player draft.
- B. A copy of all paperwork should be given to the Registrar at the end of the draft.

Late-registering players

The division commissioner should take care of randomly assigning these players unless one of these players is going on his / her team. Then, this would have to be brought before the MSA Board or MSA Executive Board for approval.

Contesting a Draft

There is no contesting a draft unless definitive, physical proof can be provided that draft day policies were not followed. If a parent, coach or board member questions the validity of any division draft, they must have proof that the draft was not conducted within defined policies. If you feel compelled to contest a draft then you must provide, in writing, your accusations along with the proof. This should be turned into the executive board within 24 hours of the draft.

IV. Field Marshal Procedures

MSA believes that all parents should be involved in their child's soccer experience. This is why it is required that two parents from every team help with the Field Marshal duties during the season. Each team must have two parents volunteer for one and half hours each season to cover the game fields as a Field Marshal. The Field Marshal's responsibility is to walk the complex and assist in taking care of any problem that may arise and/or to notify a Board Member so that the problem can be resolved.

The procedures and responsibilities for field marshals are outlined on the following two pages.

Mansfield Soccer Association Field Marshal Duties

1. Wear the provided orange vest to identify yourself to the officials, coaches and spectators. These vests are stored in the referee area behind the concession stand. Also, check out a field marshal radio that is stored in the back room of the concession stand. Keep the radio with you at all times during your field marshal shift. Instructions for radio use are attached.
2. Make sure that coaches, spectators and players do not enter the field of play at any time unless instructed to do so by the referee.
3. Make sure that each team's players, coaches and spectators take position on opposite sides of the field.
4. Make sure that the field is free of debris to provide a safe playing environment.
5. A professional demeanor is very important when dealing with problems that arise with the referees, coaches and spectators. Specifics are important here. Please file a written report listing names, telephone numbers, and a description of the problem.
6. Please caution any coach or spectator that gets overzealous in their actions or words. This includes making derogatory remarks to the referees, the other coaches, or other spectators. If the situation does not cease, ask the offender to leave the complex or wait the remainder of the game in their vehicle. If they refuse, contact the Field Marshal in Charge who will address the problem. Be very careful to try to calm the individual or situation and not add to the problem.
7. It is recommended that you either carry a cellular phone with you in case there is an emergency or have the knowledge of someone who does so that you may dial 911.
8. Occasionally, you will be asked directions to a field so be aware of the set up of the sports complex. The map is attached.
9. If you observe any misuse or abuse of the sports complex, please address the individual and contact the Field Marshal in Charge.
10. Absolutely no animals are allowed at the Mansfield Sports Complex during MSA events.

Mansfield Soccer Association Field Marshal Duties (cont.)

11. If there is a missing child, you must follow the guidelines that are implemented for such an emergency.
12. Our number one concern is for the safety of the referees, players and spectators. If you see anything that appears to be a detriment to safety, stop the unsafe act, assess the situation, and then address the situation in an appropriate manner.
13. Make sure that coaches remain in the coach's box marked at the center of the field (mid-field circle if not marked). Spectators should remain near the center of the field and are not permitted in the areas directly behind the goals.
14. You DO NOT have authority to override a referee's decision or interfere in the game play.
15. Please make periodic stops by the restroom facilities to curb any attempts at vandalism. Also, check the toilet paper in each restroom. If necessary, refill toilet paper. Extra toilet paper is located in the referee room.
16. At the end of your shift, return the field marshal vest to the referee room. Also, return the radio to the proper holder in the concession stand and check out on the sheet.

V. Missing Child Procedure

1. The field marshal who is notified of the missing child should notify, via radio, the board member in charge.
2. The board member in charge should confirm that there is a missing child with a reliable source. Please obtain important information that would help locate the child such as gender, race, height, weight, hair and eye color and clothing that the child was wearing at the time of disappearance. Obtain a picture of the child, if possible.
3. Using the field marshal radios, relay all information regarding the missing child to all field marshals on duty.
4. The board member in charge should have a field marshal lock the front gate while another contacts the police by dialing 911. Again, relay all, important information to the police.
5. The board member in charge should begin organizing a search of the Mansfield Sports Complex starting at the concession stand then fanning out to the baseball fields, playground, other games, parking lot and wooded areas. Enlist the help of other board members and coaches at the Mansfield Sports Complex to cover the area quickly.
6. Allow only the police inside the Mansfield Sports Complex to take over the operation and continue to be of service as requested by the Police Department. Allow no one out of the complex until directed to do so by the board member in charge or the Police Department.

VI. Lightning Detection Policy and Procedure

THORGUARD ADVANCED WEATHER WARNING SYSTEM: A Lightning Prediction System

Mansfield Soccer Association (MSA) has invested in an early warning severe weather prediction system by purchasing and having the systems installed at the Hardy Allmon Soccer Complex and the Mansfield Sports Complex. The systems were purchased and installed by Mansfield Soccer Association and dedicated to the City of Mansfield for the continued care and maintenance by the City for the safety and protection of the youth and adult players, coaches, fans, spectators and members of the community.

The systems, through electrostatic sensors and basic computer models, automatically measures changes in electrostatic fields, both activity and intensity, and atmospheric conditions. These measurements of conditions are used to predict the probability and likelihood of the occurrence of lightning strikes, before lightning actually occurs, as a storm or weather condition approaches.

The systems sound three (3) short blasts of its horn warning of danger, while a strobe light flashes throughout the period of danger. When the threat of severe weather clears, the horn sounds a single long blast of the alarm and the strobe light turns off.

When the systems alert of eminent danger, MSA Officers, Board Members in Charge, Field Marshals and Referees are instructed to suspend all soccer matches and activities, while recording time and circumstances within the match at the time of suspension to facilitate the ultimate restart of the match when weather conditions allow. All players, coaches, fans, spectators and guests are to be sent from the fields to their cars for protection from the severe weather. If within a reasonable time the weather systems do not clear and the ultimate field conditions do not allow for restart of play, a MSA Board Member will cancel and terminate all remaining matches until conditions are acceptable to commence play. The MSA Board will ultimately determine dates and times of all cancelled and terminated matches to be re-scheduled.

If weather and field conditions permit resumption of play after the ThorGuard systems signal an all-clear, all players, coaches, fans, spectators and guests will be summoned from their vehicles for the soccer matches to resume from the point in time of their suspension of play.

VII. Check Request Policies and Procedures

Any person needing a check from the treasurer should fill out a Check Request Form (next page). The request must be filled out with the following information.

- o Requestor: This is the parent, coach, or board member requesting a check and all pertinent information
- o Check Payable to: This is the person or company who will be receiving the check and all pertinent information about this person or company
- o Check amount: Amount being requested
- o Reason for the Request: Check the box that is appropriate or fill in "other" category. Please provide as much information as possible to allow for accurate bookkeeping.

After filling out the request, it must be given to the treasurer for consideration. The treasurer will pay all normal requests. The president will approve all other requests up to and including \$250.00. The MSA Board of Directors must approve all requests over \$250.00.

Mansfield Soccer Association
Check Request Form

REQUESTOR: (Please print or type legibly) Date: _____

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alt. Phone: _____

MAKE CHECK PAYABLE TO: (Please print or type legibly)

Name: _____

Address: _____

City: _____ State: _____ Zip: _____

Phone: _____ Alt. Phone: _____

CHECK AMOUNT: _____

REASON FOR REQUEST: To ensure payment, please attach receipts, copies, bills, registration forms, or any other relevant paperwork.

- Bill Payment
 - Registration Refund
 - Uniform Refund
 - Petty Cash Reimbursement
 - Expense Reimbursement – Explain: _____
 - Other- Explain: _____
- _____

Office Use Only

Approved by:

President _____

Date: _____

Board _____

Date: _____

Treasurer _____

Check Number: _____

Date: _____

VIII. Referee Pay Policies and Procedures

At a designated time and location (usually packet pick-up), each team (via the coach or team representative) will receive the following:

- o A Check for the number of home games to pay the referee
- o Instructions on what denominations are needed for each home game

It is the responsibility of the coach or team representative to cash the check and have EXACT DOLLAR AMOUNTS NEEDED to pay each referee at each game listed. Failure to do so will result in a forfeit by the home team.

Please note: If a discrepancy occurs between the amount of the check you are given and the amount of money that you are expected to pay, please contact the treasurer or your age-division commissioner to rectify this situation.

Further instructions on paying referees are included in the Instructions that follow.

Information on Paying Referees **U8 and Younger**

Home team is responsible to pay the referee.

The amount to be paid is listed on the instruction sheet.

Referees are paid before the game begins. You will need exact change to pay the referee. If you do not have money to pay the referee, it will be a forfeit by the home team.

If the game is rained out at the field, the referee gets paid. If the game is rained out before going to the field, the money is to be used for the make up game or, if no make up game is scheduled, to benefit the team in some way. (Cones, balls, flags, team party, etc.)

If the referee is a "no show," the money is to be given to whoever acts as referee for the game. If that person refuses the money, the money is to be used to benefit the team in some way. (Cones, balls, flags, team party, etc.)

If your team or the visiting team, chooses not to play a regularly scheduled game or a scheduled make-up game (for any reason), the home team is responsible to return the referee pay money for that game. The money must be returned to the age division commissioner. Failure to comply will result in team probation.

**Information on Paying Referees and
Assistant Referees - U10 and up**

Home team is responsible to pay all referees.

All referees are to be paid before the game begins. You will need exact change to pay the referees. If you do not have exact money to pay each referee, it will be a forfeit by the home team.

If the game is rained out at the field, each referee gets paid. If the game is rained out before going to the field, the money is to be used for the make up game or, if no make up game is scheduled, to benefit the team in some way. (Cones, balls, flags, team party, etc.)

*NOTE: If you pay referees for a rainout game that will need to be made-up at a later time, the association will pay the referees for the make-up game.

If any referee is a "no show," the money is to be given to whoever acts as referee for the game. If that person refuses the money, the money is to be used to benefit the team in some way. (Cones, balls, flags, team party, etc.)

If your team or the visiting team, chooses not to play a regularly scheduled game or a scheduled make-up game (for any reason), the home team is responsible to return the referee pay money for that game. The money must be returned to the age division commissioner. Failure to comply will result in team probation.

IX. Practice Fields Policy

There are 2 parks in Mansfield, which can be used for practice fields. They are:

Philip Thompson Practice Complex
1701 N. Holland
4 U10 fields
5 U8 fields
5 U6 fields

Hardy Allmon Practice Complex
Walnut Creek Drive at Magnolia Street
2 U12 & Up fields

Procedure for Distributing the Practice Slots

Practice times and fields are distributed at the Coaches Meeting, which is held before each season starts. It is the responsibility of the commissioner of each age group and the coaches to get each team signed up and then to forward that schedule to whoever is in charge of the website. All teams will receive one practice a week. If there are enough available spots for a second practice, the commissioner will then distribute a second practice time.

During the off-season, the City of Mansfield should be contacted directly for use of these fields.

X. Scholarship Policy and Procedure

Any person requesting a scholarship to assist with the fees required to play in the Mansfield Soccer Association should complete the following application. The Board of Directors will review applications and those receiving scholarships will be notified.

Mansfield Soccer Association

Application for Scholarship Registration

Complete, sign and return to:
 Mansfield Soccer Association
 P.O. Box 533
 Mansfield, Texas 76063

Name of child scholarship is being requested for _____

School child attends: _____ DOB: _____ Sex: M F

Other children in Household	School	DOB	M/F	Play for MSA?	Team	Age Division

Total number in household: _____

Would you be willing to donate your time toward your child's team or MSA for consideration of this Scholarship? Yes No

How would you like to help? Coach ____ Asst Coach ____ Team Manager ____

Team Parent ____ Field Preparation ____ Committee Member ____ Clerical ____

Other _____

I understand that Mansfield Soccer Association (MSA) is a non-profit organization. MSA would like to make available to any child wishing to play soccer, the opportunity to play regardless of monetary concerns. By accepting this scholarship I acknowledge that other people are supporting my child/ guardian and that their fees must be higher than they would be without scholarships.

Signed: _____ Date: _____

For Official Use Only:

Household Size: _____ Total Value of Scholarship: \$ _____ Accepted Declined
 Determining Official: _____ Signature: _____ Date: _____

XI. Competitive Teams Registering with MSA: Policy and Procedure

What you need to register "HOME" Association in Mansfield:

- o Club Fact Sheet
- o Club Bylaws
- o Fees - \$100 administrative fee (\$50 per season fall and spring)
 - \$25 for each player
 - \$5 for each coach, assistant coach and manager.
- o Birth Certificate for each player
- o USYSA Registration form for each player – the name on the form MUST match the name on the Birth Certificate or sufficient documentation must be presented to indicate otherwise.
- o North Texas Roster – only players that you have forms and B.C. for can be on the roster.
- o Blank N.T. roster forms are available on the N.T. website.
- o Risk Management forms and a copy of the Drivers License for each Coach, Assistant Coach, Team Manager on the roster (copies must be submitted with each team he/she coaches, names must be the same as on the Driver's License)

Teams are responsible for all other cost, not MSA.

Teams must conform to MSA Bylaws, Rules and Regulations, Policies and Procedures.

XII. Accepting Already Formed Teams: Policy and Procedure

MSA will not accept any pre-formed teams from any NTSSA association unless the following criteria have been met and approved by the Executive Board:

1. Previous season NTSSA roster must be presented proving all players were on the team.
2. Release forms from releasing association are signed for each player on the roster.

MSA will not accept any pre-formed teams from any association such as the YMCA, etc. unless the following criteria has been met and approved by the Executive Board:

1. Previous season roster must be presented proving all players were on the team.
2. Release forms from releasing associations are signed for each player on the roster. Even though the players have not played in a NTSSA association the previous season, they still need to get a release form from their NTSSA association if they are not within the MSA boundaries.
3. The teams must be U11 or older.

* All additional players will be drafted from the MSA pool per MSA and NTSSA bylaws.