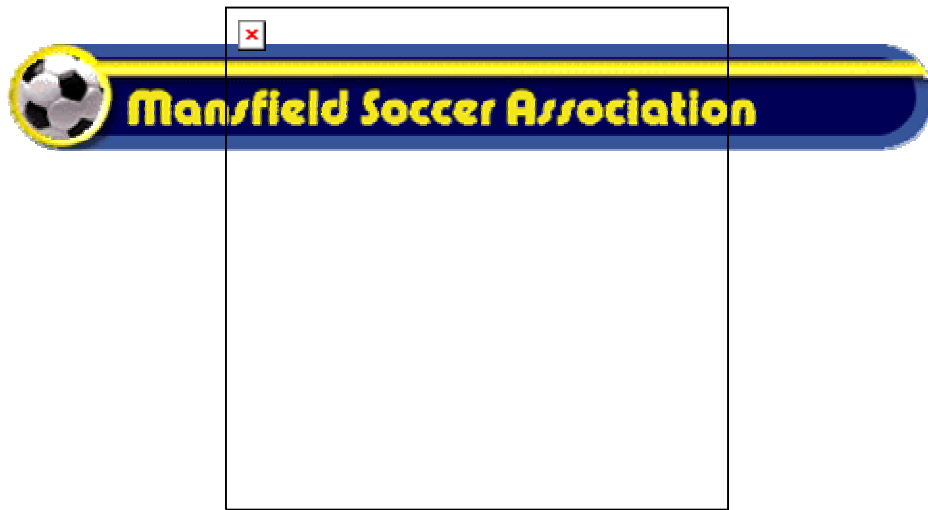


MANSFIELD SOCCER ASSOCIATION



**POLICIES
AND
PROCEDURES**

**MANSFIELD SOCCER
ASSOCIATION, INC.**

(Revised – June, 2003)

I. Game Day Procedures

1. 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.

2. 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.)

3. Uniforms and Equipment

- A. For U7 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 home team will wear the blue side and the visitors will wear the gray.
- 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. Under 11 and up teams use a size 5 ball.

Game Day Procedures (cont'd)

4. 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.

5. 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.

See following page for further explanation.

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):					
REFEREE: _____			HOME TEAM: 1 2 3 4 5		VISITING TEAM: 1 2 3 4 5
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: _____					
continue on back					
COACH'S NAME (PRINT): _____			TEAM NAME: _____		

III. Player Draft Procedures

1. 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.

2. 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.

3. 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

*Note: Please see Section II, Rule IX for small-sided implementation schedule until Fall 2005. After which, this note can be removed.

4. 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.

5. 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.

6. 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 page.

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 get 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. We cannot prohibit dogs at the sports complex, but we do require leashes and also require that the owner pick up any mess that the dog makes. If the animal bites someone, the animal must leave the premises immediately, after proper documentation (names and telephone numbers) have been exchanged by all parties.
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, 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.

- Requestor: This is the parent, coach, or board member requesting a check and all pertinent information
- Check Payable to: This is the person or company who will be receiving the check and all pertinent information about this person or company
- Check amount: Amount being requested
- 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, each team (via the coach or team representative) will receive the following:

- o Instructions on paying referee(s).
- o Referee Pay Envelope: An envelope with a MSA check enclosed.
- o Referee Pay Form: A list of the home games at which each team is responsible for paying the referee(s).

The Referee Pay Form will be attached to the front of the Referee Pay Envelope. In the envelope, a check will be made out in the amount necessary to pay all referees for the season. 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 front of your envelope lists your home games.

The amount to be paid is listed on the front of your envelope.

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.

Be sure to have the referee sign the envelope when he/she is paid. This is your receipt.

The envelope and attached Referee Pay Form are to be turned into the MSA mailbox after your last home game of the season.

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 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.

Sample MSA Referee Pay Form for U8 and Younger

Date	Field	Time	Verses	Referee Signature	Amount Paid
9-Mar	6A	3:30	Bumblebees		\$14
20-Apr	6A	2:30	Dragonflies		\$14
4-May	6A	12:00	Hurricanes		\$14
18-May	6A	2:30	Wolfpack		\$14

Information on Paying Referees and
Assistant Referees - U10 and up

Home team is responsible to pay all referees. The front of your envelope lists your home games.

The amount to be paid each referee and assistant referee is listed on the front of your envelope.

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.

Be sure to have each referee and assistant referee sign the envelope when he/she is paid. This is your receipt.

The envelope and attached Referee Pay Form are to be turned into the MSA mailbox after your last home game of the season.

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 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.

Sample Referee Pay Form for U10 and up

Date	Field	Time	Verses	Referee Signature \$18	Linesman \$11	Linesman \$11
9-Mar	2	6:00	Lightning			
16-Mar	2	1:30	Star Shooters			
4-May	2	4:00	Blaze			
11-May	2	6:00	Alliance			

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:

- Club Fact Sheet
- Club Bylaws
- Fees - \$100 administrative fee (\$50 per season fall and spring)
 - \$25 for each player
 - \$5 for each coach, assistant coach and manager.
- Birth Certificate for each player
- 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.
- North Texas Roster – only players that you have forms and B.C. for can be on the roster.
- Blank N.T. roster forms are available on the N.T. website.
- 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, manages and 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.