



National Capital Soccer League

Rules and Procedures Manual

2011-2012

National Capital Soccer League, Inc.
P.O. Box 1519
Manassas, VA 20108-1519

Website: www.ncsl-soccer.com

June 2011

TABLE OF CONTENTS

REVISION HISTORY	5
SECTION I OFFICIALS AND THEIR DUTIES	8
President.....	8
Vice President	8
Treasurer.....	8
Secretary	8
Administrator	8
Executive Committee	9
R&D Chairman	9
State Commissioners	10
Positive Coaching Alliance (PCA) Program Administrator	10
Special Team Assistant Referee (STAR) Program Administrator	10
New Team Program Administrator.....	10
Club Representatives	11
Division Scorekeeper.....	11
Age Group Scorekeeper.....	11
Team Sportsmanship Liaison (TSL)	12
Special Team Assistant Referee (STAR).....	12
SECTION II DEFINITIONS.....	12
Club	12
Age Group.....	12
Division.....	12
Team	12
Structure	13
Waiting List	13
SECTION III ENTRY REQUIREMENTS AND PROCEDURES.....	14
How to Enter Teams	14
Two Team Limit in Non-High School Age Groups.....	14
Mandatory Team Manager Meeting	14
E-mail Addresses are Required	14
Positive Coaching Alliance Certification Required.....	14
STAR Program.....	15
Field and Referees are Required.....	15
One Field for Each Four Teams.....	15
Due Dates for Fields	15
Field Standards.....	16
U9 - U10 Field Dimensions:	16
U11 – U12 Field Dimensions:	16
20-Yard Rule and Spectator Area	16
Teams Dropping from League	16
Codes of Conduct Required	17
Assessing Teams for League Entry.....	17
SECTION IV LEAGUE PROCEDURES.....	17
Election of Officers.....	17
NCSL Meetings.....	18
Offering of Motions.....	18
Amendments to Motions.....	18
Other Procedures	18
Suspension of Rules.....	19
Calling the NCSL Office.....	19
Office Hours.....	19
Referee Scheduling.....	19

Insurance.....	19
Cup Play.....	20
Olympic Development Program	20
Roster Copies.....	20
SECTION V PLAYER AND TEAM TRANSFERS	20
Single Team Limit.....	20
Player Transfers	20
Team Transfers	21
Reforming Teams Between Seasons	21
Teams Transferring Clubs Between Seasons.....	21
SECTION VI GRIEVANCE PROCEDURES.....	21
SECTION VII STRUCTURE DEVELOPMENT PROCEDURES.....	22
General Principles of the Structure.....	22
Structure Requests	23
Grievances.....	23
Number of Teams in an Age Group	23
Moving Up, Moving Down.....	23
Tiebreakers	23
Disqualifying Teams.....	23
Playing Up.....	24
Exceptions to the Structure Development Procedures	24
SECTION VIII SCHEDULES	24
Rainouts.....	25
Check Fields Three Hours Before First Game	25
Home Team Must Report Field Closings.....	25
Schedule Conflict Exists.....	25
Referees Decide Unplayability	26
Lightning.....	26
Replay Whole Game.....	26
Forfeiture	27
Week Night Rescheduling.....	27
SECTION IX RULES OF PLAY FOR NCSL GAMES	27
Showing Cards to Coaches	28
Number of Players to Start the Game	28
Game Ball Size.....	28
Length of Games.....	28
Checking Official State Roster and Player Passes	28
Substitution	29
Club Pass.....	29
Noisemakers.....	29
Fields.....	29
Team Side.....	29
Coach Responsibilities	29
Spectator Area	29
SECTION X GAME PROCEDURES.....	31
Game Checklist - Home Coach	31
Game Checklist - Visiting Coach	31
Winning Coach	31
Before Game Day	31
On Game Day	32
When the Referee is Missing	33
Rescheduled Games.....	34
Calling in the Score	34
The Complete NCSL Guide to Rain - 2 Hours Before First Game But No Later Then 9:00 am	34

SECTION XI DIVISION STANDINGS.....	35
Tiebreakers	35
Trophies.....	35
Too Many Forfeits, No Trophies.....	35
Trophy Distribution	36
SECTION XII RULES AND DISCIPLINE COMMITTEE.....	36
Organization, Responsibility and Procedures	36
Meetings	36
Duties	36
Referee Assault	36
Protests and Appeals Definitions	37
Filing Protests and Appeals.....	37
R&D Action on Protests and Appeals	37
Discipline	38
Appeal of R&D Decisions	38
NCSL Disciplinary Point System	39
Sit-Out Procedures.....	40
Rules and Discipline Penalties.....	41
SECTION XIII NEW CLUB APPLICATION.....	42
APPENDIX I – US YOUTH SOCCER AGE GROUPS, LEAGUE & STATE FEES FOR 2010-2011	44
APPENDIX II - LEADERS CODE OF CONDUCT	45
APPENDIX III - PLAYERS CODE OF CONDUCT.....	46
APPENDIX IV - PARENT CODE OF CONDUCT.....	47
APPENDIX V – MARYLAND ZERO TOLERANCE POLICY AGAINST ABUSE.....	48
APPENDIX VI - VIRGINIA POLICY ON MISCONDUCT BY COACHES	50
APPENDIX VII - PLAYER’S GUIDE TO RED CARDS, YELLOW CARDS AND ACCUMULATED DISCIPLINARY POINTS.....	51
APPENDIX VIII - NCSL INSURANCE PROGRAM THROUGH VYSA & MSYSA	52
APPENDIX IX - LIGHTNING	53
APPENDIX X- SPECIAL TEAM ASSISTANT REFEREE (STAR) PROGRAM RULES AND PROCEDURES	54

Revision History

<i>Date</i>	<i>Version</i>	<i>Author/Editor</i>	<i>Comments</i>
1/2002	V 1	NCSL/Ray Greenberg	Original document
8/2002	V 2	Ray Greenberg (LP)	<ol style="list-style-type: none"> 1. yearly update of age groups and fees 2. changed Division Coordinators to Division Scorekeepers 3. per BOD vote, revised rule on dropping teams at the end of the season 4. revised wording on 60 team limit per age group 5. updated VYSA and MSYSA insurance information 6. added SIAR program to appendix 7. added FIFA wording on portable goals 8. other minor edits
1/2003	V 3	Ray Greenberg (LP)	<ol style="list-style-type: none"> 1. added SIAR program to Section II, E. Entry Procedures 2. clarified waiting list procedures 3. added to the NCSL modifications to FIFA that U9 and U10 plays 7 V 7 and the requirement that referees must show cards to the coaches 4. revised sit-out procedures for coaches and players after being ejected from a match 5. revised wording on using a volunteer referee
8/2003	V-4	Ray Greenberg (LP)	<ol style="list-style-type: none"> 1. Per BOD vote, changed number of teams disqualified at the end of season to five 2. Revised wording on grievance procedures 3. Clarified wording on calling in U9 and U10 scores 4. Per BOD vote, added paragraph on New Club Application Rules and Procedures
2/2004	V 5	Ray Greenberg (LP)	<ol style="list-style-type: none"> 1. Added clarified wording on tiebreaker procedures for divisions with an odd number of teams. 2. Per BOD vote, added penalties for failure to sit out for receiving a red card or accumulated points. 3. Added wording on USSF decision on “Automatic Suspension following an Expulsion from a Match”, dated 11/14/03.
8/2004	V 6	Ray Greenberg (LP)	<ol style="list-style-type: none"> 1. Revised Age Divisions 2. Revised Fees 3. Clarified Tiebreaker Wording
1/2005	V 7	Ray Greenberg (LP)	<ol style="list-style-type: none"> 1. Per BOD vote, revised Spring U19 structure size and U19 season completion prior to Memorial Day Weekend 2. Per BOD vote, changed number of player transfers from 3 to 5 per seasonal year that are eligible for league play 3. Per BOD vote, revised wording on requirement that clubs must attend all NCSL meetings 4. Changed hotline phone number and information 5. Per BOD vote, reinstated revised Special Team Assistant Referee (STAR) Program Rules and Procedures 6. Per BOD vote, changed in length of U12 halves from 30 minutes to 35 minutes
8/2005	V 8	Ray Greenberg (LP)	<ol style="list-style-type: none"> 1. Per BOD vote, changed U11 to play 8v8, and changed U11 field size, maximum & minimum number of rostered players, and added limit of two under aged players 2. Per BOD vote, revised waiting list to allow teams a one time refusal to enter structure 3. Per BOD vote, added 22 player roster for U17 and U19 teams 4. Revised wording on play in accordance to FIFA LOTG introductory paragraph 5. Moved USYSA age groups to Appendix 6. Moved league and state fees to Appendix 7. Revised Appendix Lightning 8. Revised Section I – Official Roles and Responsibilities
1/2006	V 9	Ray Greenberg (LP)	<ol style="list-style-type: none"> 1. Per BOD vote, changed the substitution rule to allow opposing team to substitute if team in favor is making a substitution

			<ol style="list-style-type: none"> 2. Per BOD vote, both teams in all age groups are now required to take the same side of the field 3. Revised Appeal of R&D decision language 4. Revised STAR Program Rules & Procedure
7/2006	V 10	Ray Greenberg (LP)	<ol style="list-style-type: none"> 1. Revised document by removing subsections and reorganized policy subparagraphs 2. Added STAR description to officials and duties section 3. Per Board of Directors vote, changed the number of underage players allowed on a U11 team from two to three 4. Added requirement that clubs must notify the league if the returning team does not have a majority of the players from previous season's roster 5. Added requirement that clubs are not allowed to change or reassign a team's "N" number 6. Revised and clarified Waiting List procedures 7. Clarified wording on dropping teams in the lowest division with less than 10 teams 8. Updated wording on exceptions to structure for U9 and U10 teams 9. Updated requirement that all new teams participating in the NCSL must attend a mandatory introductory meeting 10. Added wording allowing rescheduling requests for ODP travel conflicts
2/2007	V 11	Ray Greenberg (LP)	<ol style="list-style-type: none"> 1. Added new Section on Rostering Rules, Player and team transfers 2. Per Board of Directors vote, added small sided play for U12 effective Fall 2007 3. Per Board of Directors vote, revised field and goal dimensions for U9-U10 and U11-U12 4. Revised wording to clarify that teams are required to maintain a copies of Codes of Conduct for all team officials, players, and parents 5. Clarified requirements for teams transferring clubs between seasons 6. Per Board of Directors vote, added potential penalty for teams failure to have the required three STARS by start of league play
7/2007	V 12	Ray Greenberg (LP)	<ol style="list-style-type: none"> 1. Per Board of Directors vote, changed player transfer rules 2. Per NCSL Bylaws, added requirement that a club must enroll at least one team during a seasonal year 3. Added minimum number of players to start a game for all age groups
2/2008	V 13	Ray Greenberg (LP)	<ol style="list-style-type: none"> 1. Per Board of Directors vote, change the entry limitation rule for U10 teams 2. Per Board of Directors vote, added Club Pass for U9 and U10 teams 3. Added PCA certification requirement for coaches 4. Clarified wording on teams dropping from league 5. Clarified Disqualification wording for U9 and U10 age groups 6. Clarified wording on regionalized play for U9 and U10 7. Clarified wording on General Principles of Structure, formation of divisions, and up and down movement
7/2008	V 14	Ray Greenberg (LP)	<ol style="list-style-type: none"> 1. Per Board of Directors vote, change entry limitation rule for U11 teams 2. Clarified wording on waiting list 3. Clarified wording on team transfers 4. Clarified wording on when the referee is missing 5. Added Maryland Zero Policy Against Abuse to appendix

3/2009	V 15	Ray Greenberg (LP)	<ol style="list-style-type: none"> 1. Per Board of Directors vote, added checking official state roster and player passes. 2. Per Board of Directors vote, added non-results oriented play through Fall U11 season. 3. Clarified wording on showing cards to coaches. 4. Clarified wording on carryover sit-outs.
7/2009	V16	Ray Greenberg (DT)	<ol style="list-style-type: none"> 1. Per Board of Directors vote, changed the High School conflict rescheduling criteria for teams with greater than 18 players on their roster. 2. Per Board of Directors vote, changed the new club entry requirement to a minimum of five existing teams. 3. Added new club entry deadlines. 4. Clarified player transfer rules. 5. Revised STAR requirement.
2/2010	V17	Ray Greenberg (DT)	<ol style="list-style-type: none"> 1. Defined how appointments are made to the Executive Committee. 2. Revise fee structure for coach attendance at PCA workshop. 3. Per Board of Directors vote, added wording on AGM election of officers. 4. Per Board of Directors vote, revised wording on filing a formal grievance. 5. Section XII (Rules and Discipline Committee) updated to conform to current practice. 6. As approved by the Executive Committee, NCSL Disciplinary Point System is expanded to include assessment of points for suspension of team affiliates.
7/2010	V18	Ray Greenberg (DT)	<ol style="list-style-type: none"> 1. Per Board of Directors vote, change the new club admission criteria. 2. Revised wording on awarding trophies, Fall U11 teams are not awarded trophies. 3. Added PCA workshop reimbursement policy.
2/2011	V19	Ray Greenberg (DT)	<ol style="list-style-type: none"> 1. Changed fax number to new service number. 2. Revised Calling in the Score Section, teams/scorekeepers cannot declare forfeits. 3. Revised STAR requirements. 4. Added job descriptions for PCA, STAR and New Team Program Administrators.
6/2011	V20	Ray Greenberg (DT)	<ol style="list-style-type: none"> 1. Revised wording of Teams Transferring Clubs Between Seasons 2. Revised STAR requirements.

Section I Officials and Their Duties

President

- Preside over all Board of Directors meetings
- Chair the Executive Committee meetings
- Preside over the structure committee meetings
- Chair grievance and appeal hearings
- Provide day to day guidance and direction to the league administrator
- Appoint individuals to serve as state commissioners
- Appoint the R&D Chairman
- Appoint state representatives to serve on the Executive Committee
- Appoint special committee chairperson and members

Vice President

- Serve as the chair of the Executive Committee in the absence of the President
- Preside over the Board of Directors meetings in the absence of the President
- Chair grievance and appeal hearings when designated by the President
- Provide advice and counsel to the league President
- Serve as a member of the structure committee
- Serve as needed on the Rules and Discipline Committee
- Chair as needed the New Club Admissions Committee
- Provide day to day guidance and direction to the league administrator in the absence of the President
- Carry out other duties as assigned by the President

Treasurer

- Prepare budget for each fiscal year
- Verify and pay all bills, including referee, state registration, and office
- Check forms and make sure each club has paid all fees for fall and spring seasons
- Keep Quickbook records up to date
- Prepare reports for the Executive Committee and Board of Directors
- Provide day to day guidance and direction to the league administrator on financial matters
- Send information to accountant advisors for Income tax and audit reviews
- Serve as a member of the structure committee
- Carry out other duties as assigned by the President

Secretary

- Record and publish minutes of all NCSL Executive & Board meetings
- Record total number of votes per club each season
- Serve as a member of the structure committee
- Carry out other duties as assigned by the President

Administrator

- Run the day to day operations of the league
- Resolve schedule issues prior to start of season
- Reschedule all matches during the season, as needed
- Answer questions and solve problems via email and phone
- Interface with officers, board members, committee chairpersons, scorekeepers, assignors, WAGS, and the state associations
- Collect all forms from each club, verify accuracy and completeness
- Prepare information for distribution to the structure committee

- Provide administrator support for all Executive Committee and Board of Directors meetings
- Update and maintain the NCSL web site
- Ensure all scores and standings are correct and posted on the web site
- Reschedule all games during the season
- Manage trophy order and distribution
- Maintain the league calendar and schedule league meetings
- Maintain game cards and provide copies for assignors and R&D
- Serve as a non-voting member of the structure committee
- Carry out other duties as assigned by the President

Executive Committee

- Executive Committee membership is comprised of the President, Vice President, Treasurer, Secretary, Maryland Commissioner, Virginia Commissioner, R&D Chairman, and four club representatives, appointed by the NCSL President, two from each state. The league administrator serves on the Executive Committee as a non-voting member
- Meets on a monthly basis and reviews the running of the league
- Reviews motions prior to be submitted to the full Board of Directors
- Develops and reviews all proposal that will be considered prior to submittal to the full Board of Directors
- Review and resolve issues that impact the operation of the league
- Members serve on the structure committee
- The four club representatives are nominated by the NCSL President and approved by a majority vote of the NCSL Executive Committee. Club Representatives serve a two-year term with one Maryland club representative and one Virginia club representative being appointed in the even year and the other Maryland and Virginia club representatives being appointed in the odd year. The appointment starts at the first Executive Committee meeting held after the Annual General Meeting and ends at the second AGM. The NCSL President can re-nominate any club representative to serve on the Executive Committee when his or her term expires.
- If any member of the Executive Committee resigns prior to the expiration of their term, the President will nominate a replacement and the replacement will be approved by a majority vote of the Executive Committee. An appointee can be removed at any time by a majority vote of the NCSL Executive Committee.
- Executive Committee meets on a monthly basis. The Executive Committee establishes the monthly meeting dates in advance and the league administrator sends out notices of upcoming meetings. A quorum of six members is required to conduct business.

R&D Chairman

- The R&D Chairman is appointed by the NCSL President
- Selects individuals to serve on the R&D Committee
- Investigates and conducts hearings, as appropriate, to determine, assess and enforce penalties when violations of NCSL rules or Codes of Conduct may have occurred
- Resolve protests based on alleged misapplication of FIFA Laws of the Game and appeals concerning referee actions or alleged violation of NCSL rules which may be appealed
- Maintains records of all cautions and ejections (and the associated point count) assessed against players and team officials
- Reviews any game terminated prior to its conclusion and provides the league with an official determination of the outcome of the game
- Reviews rules and discipline policies and procedures, including the penalties for misconduct, and recommends changes as necessary

State Commissioners

- The Maryland and Virginia Commissioners are appointed by the NCSL President. They act as advocates for clubs and teams from their state (The VA Commissioner deals with DC and VA clubs)
- Make decisions on forfeits, rescheduling conflicts, and application of NCSL rules
- Serve as a member of the Structure Committee
- Act as point-of-contact for all inquiries regarding league structure
- Communicate with club representatives and other club officials as necessary to enforce the letter and spirit of the NCSL Codes of Conduct
- Serve as needed on the R&D Committee
- Keep track of teams in the lowest divisions in each age group who may be subject to disqualification due to their final standing position
- Issue disqualification letters, within two weeks after the end of each season
- Serve as point-of-contact for all inquiries about disqualification
- Investigate complaints and make recommendations about field suitability

Positive Coaching Alliance (PCA) Program Administrator

- The PCA Administrator is appointed by the NCSL President
- Coordinate with the League Administrator and PCA to schedule meeting dates prior to each season
- Communicate workshop dates to Club Representatives through email and the greater membership through web postings
- Compile registrations
- Monitor workshop attendance
- Maintain and post a list of NCSL certified coaches and their re-certification dates
- Assess fines, award forfeits or propose refusal for reentry into league, as appropriate, following NCSL policy to teams not in compliance with the PCA requirements
- Communicate fines assessed to the affected Club Representatives and communicate unpaid fines to the League Administrator

Special Team Assistant Referee (STAR) Program Administrator

- The STAR Administrator is appointed by the NCSL President
- Works with the paid STAR Administrator to administer the STAR Program and reports to the Executive Committee
- Responds to STAR related questions from clubs and teams
- Works with the State referee associations to ensure scheduling of STAR classes
- Manages, monitors and ensures team compliance for U12 and U13 teams
- Assess fines, award forfeits or propose refusal for reentry into league, as appropriate, following NCSL policy to teams for failure to meet the STAR requirements
- Communicate fines assessed to the Club Representatives and communicate unpaid fines to the League Administrator
- Reviews STAR rules and discipline policies and procedures, including the penalties for misconduct, and recommends changes as necessary

New Team Program Administrator

- The New Team Program Administrator is appointed by the NCSL President
- Coordinate with the League Administrator to schedule a meeting date prior to each season
- Coordinate with the League Administrator to identify new teams to the league
- Advertise, both by email and web posting, the meeting date and teams required to attend the New Team Administrator Meeting
- Monitor attendance at the New Team Administrator Meeting
- Assess fines, as appropriate, following NCSL policy to teams for failure to send a representative to

the New Team Administrator Meeting

- Communicate fines assessed to the affected Club Representatives and communicate unpaid fines to the League Administrator

Club Representatives

The club representatives are the backbone of the NCSL. They serve important functions in both NCSL and their member clubs:

- Handle all communication between their coaches, players, officers and volunteers and NCSL (All telephoning to the NCSL office is done by club. Players, coaches, club volunteers, and parents should not call NCSL)
- Serve as the NCSL Board of Directors and decide as a body all major NCSL rules and procedures
- Bring the needs of their clubs to NCSL and, by extension, to the Maryland and Virginia state organizations
- Receive all information provided by NCSL and disseminate it to all their coaches, club officers, volunteers, and players
- Coordinate functions between their clubs and NCSL, such as registration, rainouts, rescheduling, rules and discipline matters, and all the paperwork and fees
- Keep track of everything that is going on between club and the league
- Answer questions and solve problems
- Your club representative's job is to answer your questions and help you with NCSL matters. Call him or her when you have questions not answered in this manual

Division Scorekeeper

- Division Scorekeepers are selected by the league administrator from the team volunteer information on the application for league play (Division scorekeepers have emerged over the years as another chain of NCSL support and information)
- Gather scores on game days and give this data to their age group scorekeepers, along with other important information such as significant incidents and incomplete games
- Record referee coverage on each game in their division and report coverage information to the age group scorekeeper
- The division scorekeepers tend to keep up with NCSL and other soccer goings-on and are a good source of information, particularly with regard to their age group
- Teams and/or scorekeepers cannot declare a forfeit, they report the score and what occurred and the league determines whether there should be a forfeit

NOTE: Winning team calls in the score before 8 p.m., in case of a tie or incomplete game, both teams call their division scorekeeper. Division scorekeepers call their age group scorekeepers by 9 p.m.

Age Group Scorekeeper

- Age Group Scorekeepers are selected by the league administrator (Age Group scorekeepers, similar to division scorekeepers, have emerged over the years as another chain of NCSL support and information)
- Receive game scores from the division scorekeepers, along with other important information such as significant incidents and incomplete games
- Receive referee coverage information on each game in their age group
- Teams and/or scorekeepers cannot declare a forfeit, they report the score and what occurred and the league determines whether there should be a forfeit
- Record game scores on the NCSL web site

Team Sportsmanship Liaison (TSL)

- The spectator sidelines need to be managed by a responsible party other than a team coach. Therefore, each team will select a Team Sportsmanship Liaison (TSL) prior to each NCSL match
- Prior to each game the TSL from both teams will identify themselves to each other and to the referee
- Prior to each game the TSL will discuss with the referee and coaches what role the TSL will take in the event the sidelines begin to negatively impact the match or the referee's ability to do his/her job
- Ensure the team spectators/parents observe the spectator line
- Be the "cooler head" should sideline behavior become extreme
- Be the first point of contact should the referee feel he/she needs help due to inappropriate sideline behavior
- In the event that an incident does occur which requires R&D involvement, the TSL will attend the hearings

Special Team Assistant Referee (STAR)

- The NCSL STAR Program provides trained certified assistant referees to U12 and U13 matches. Each U12 and U13 team must identify at least two STARs, by the first game of the season who are willing to serve as assistant referees.

Section II Definitions

Club

A club is a member organization of the NCSL that consists of at least one active team. Any club that fails to enroll at least one team during a seasonal year will have their membership terminated.

Age Group

An age group is a group of teams based upon the birth date of players on the teams. The birth dates are calculated from August 1 to July 31 of the following year. Refer to the age group chart in Appendix I. NCSL age groups will be U9, U10, U11, U12, U13, U14, U15, U16, U17, and U19. U19 will be comprised of two age groups: U19 and U18. The age of a team is determined by the birth date of the oldest player.

Division

A division is a subgroup within an age group formed from teams with similar competitive levels for league play.

Team

A team is a group of players sponsored by a club that competes in a division of an age group of the NCSL. **A player is eligible to play for only one NCSL team per season.** The minimum number of players on a team roster is as follows: U13-U19 teams- 11 players, U11-U12 teams- 8 players, and U9-U10 teams- 7 players. The maximum number of players on a team roster is as follows: U16-U19 teams- 22 players; U13-U15 teams- 18 players, U11-U12 teams- 14 players, and U9-U10 teams- 12 players. In addition, U9-U10 teams may have no more than two underage players on the roster and U11-U12 teams may have no more than three underage players on the roster. Underage is defined as a player with a date of birth that would allow the player to be rostered to a younger age group team in the current seasonal year, e.g. a player whose date of birth would allow him to roster on a U11 team would be considered an underage player on a U12 team. The majority of players on the team's roster constitute a "team" in any dispute involving the team's club affiliation or position in the NCSL Division Structure. Prior to the beginning of a new playing season, the majority of the players on the team's roster as of the date of the last game of the previous season constitute the "team". Except as noted above, teams will be defined by their state associations and US Youth Soccer.

U16-U19 teams may have 22 players on their team roster at any given time during the seasonal year. U16-U19 teams must present a game roster prior to each NCSL match; the NCSL blue game card will serve as the official game roster. U16-U19 teams will list no more than 18 players from the team roster on the game card that will be eligible to participate in the match.

Structure

Structure is the placement of teams in divisions within age groups. Placement will be made by the structure committee in accordance with the procedures defined in Section VII.

Waiting List

The Waiting List is a list of teams desiring to join the NCSL. Teams may file an application during a season to be put on the Waiting List for a future season at any time. All teams that submit a request to be placed on the Waiting List should be prepared to enter structure for the next season even if they are lower on the priority Waiting List. Priority on the Waiting List will be based upon the date of the team's application. Any team having been disqualified from play within the NCSL at the end of the season may request to rejoin NCSL for the next season by submitting a Waiting List Application. A disqualified team may submit a Waiting List Application only after written notification of the disqualification has been received. If a disqualified team submits a Waiting List Application, the team will be placed at the bottom of the current Waiting List in the order in which the application is received in the league office. All Waiting List Applications must be submitted and signed by the sponsoring club representative.

Based on the league disqualification rules, the first 5 teams (more than 5 teams if the age group has less than 60 active teams) on the waiting list should expect that they will be offered a position in structure for the next season. These teams must notify the league prior to but no later than the time the applications for league play are due for the next season if they plan on exercising the one time refusal to enter structure. Any team that notifies the league that they plan on exercising the one time refusal to enter structure for the next season must submit a copy of their current team roster but does not have to submit a separate check to maintain their position on the waiting list.

Any time after the league determines or receives notification that a team currently on the waiting list plans on exercising the one time refusal option, the league will notify the club representative of a team further down on the waiting list that their team has moved up in priority such that they will be offered a position in structure. Teams must respond within 48 hours of notification whether they wish to join the structure or exercise a one-season refusal of the opportunity.

Teams exercising the one-season refusal will maintain their relative priority on the Waiting List, but must accept any opportunity to join the Structure offered in subsequent seasons or be removed from the Waiting List at that time. An asterisk on the published list will identify teams that have exercised their one-season refusal.

Teams will remain on the Waiting List until they are accepted into the Structure or removed as described above. Except as noted above, when NCSL applications for league play are submitted, a separate check, current team roster, and a self-addressed stamped envelope must be included. This check should include the NCSL fee and applicable state fee. If the applicant is not accepted into the Structure for the current season, or is removed from the Waiting List, the check will be returned before the season begins. This procedure will be repeated for each season until the team is either accepted into the league or is removed from the Waiting List.

Each club is allowed to submit and is limited to two U9 and U10 teams for league play; therefore, no waiting list will exist for these age groups. Effective with the Fall 2009 season, each club will be allowed to submit and is limited to two U9, U10 and Fall U11 teams. The waiting list will start when team entry into the league closes after the start of league play for the Fall U11 season.

Section III Entry Requirements and Procedures

How to Enter Teams

Clubs received their Fall applications at the end-of-season June meeting. Spring applications will be mailed out to club representatives. Teams apply for entry to the league for the Fall and Spring seasons by returning all applications through their club, together with one check for fees. Each club should return all filled-out applications along with the club membership statement, fees and fees form by mail. They must be received by the deadline listed on the NCSL calendar at: NCSL, P.O. Box 1519, Manassas, VA 20108-1519.

Two Team Limit in Non-High School Age Groups

By a June 11, 1984 decision of the NCSL Board of Directors, no club may enter a new team if that club has two teams already playing in that age group. High School age groups shall not have a limit. Clubs may submit as many High School age group teams as the club can support with fields and referees.

Mandatory Team Manager Meeting

All new teams wishing to participate in NCSL must attend a mandatory introductory meeting. An attendee can only represent one team. Any team failing to attend the mandatory meeting will be fined \$250. This fine must be paid to the league prior to the start of the NCSL season.

E-mail Addresses are Required

E-mail has become a primary means of communication between the league and its clubs and teams. By a March 18, 1999 decision of the NCSL Board of Directors, all teams are required to submit an e-mail address on their application for league play. Also, all club representatives are required to submit an e-mail address.

Positive Coaching Alliance Certification Required

All NCSL U9-U19 head coaches must be certified by Positive Coaching Alliance (PCA). Coaches may obtain their certification by attending a NCSL sponsored workshop, a workshop hosted by another league, a club sponsored workshop, or online at the PCA website. If a coach attends a workshop not hosted by the NCSL, the coach must provide the league with official PCA documentation that the training has been successfully completed. PCA certification is valid for two years with the following exceptions: 1) a coach who has attended Double Goal I and Double Goal II workshops is considered certified for four years; and 2) PCA certification taken online is valid for only one season.

In addition to the fee charged by PCA, coaches taking the online course will owe the NCSL fees as described below:

- The first time a coach takes the online course, the NCSL additional fee will be \$25. The NCSL additional fee will be \$50 each subsequent time a coach takes the online course.
- Each coach will be assessed a fine of \$150 for failure to take and submit to the NCSL documentation of completion of the online course by 5PM the Wednesday prior to the first league game of the upcoming season. If a game is played by a team whose head coach has not completed the PCA requirement and submitted the certification to the NCSL for verification, the game is subject to being forfeited.
- Attendance at an NCSL or other PCA sanctioned workshop will obviate these monetary fees. All fees/fines must be sent to the NCSL office by check made payable to NCSL. The coach, team and club names must be on the check as well as the team league number.

Reimbursement of Club Sponsored PCA Workshops

Clubs wishing to hold PCA workshops on their own, or under NCSL sponsorship, can be reimbursed at \$15 per attendee, up to a maximum of \$600, if the following conditions are met:

- The workshop must be held between league seasons.
- The workshop must be advertised on the NCSL website at least 30 days prior to the workshop.
- A club may be reimbursed for only one workshop/season.

STAR Program

Mandatory participation for U12 and U13 teams. Each team must have at least two certified STARs in order to play in the NCSL. (See Appendix X)

Field and Referees are Required

Conditions of entry to the league are a field submission in proportion to the number of teams entered and a sufficient numbers of currently certified referees to cover games to be played in that area.

One Field for Each Four Teams

Fields are required for Sunday play, on at least two Saturdays, or on weekday evenings in lieu of Saturdays. Clubs must submit one field for every four teams or part thereof in NCSL and WAGS combined.

If a club does not provide the required number of fields, the club's teams will play games that cannot be scheduled on its fields, at the opponent's fields. The submission of a letter from another club allowing specified outside teams to play on that club's fields will suffice so long as the club writing the letter has sufficient extra field space. A club not in compliance with the field requirements will not be permitted to enter another team in the NCSL until the club comes into compliance.

Clubs must also submit fields for rain dates (as listed on the NCSL calendar). Those not submitting rain date fields will lose home games on those dates.

All clubs must from time to time host neighboring teams so that NCSL might schedule games in pairs for efficiency of referee assignment.

Due Dates for Fields

Fields are due by the deadline, in writing for the Fall and Spring seasons. If no written information is received, all schedule matrices will be changed to have that club's teams play all games on opponent's fields.

Field Standards

Field (pitch) and goal size must be certified by the club representatives as meeting NCSL standards:

- All fields must be rectangular.
- For U13 and older age groups, fields must be at least 100 yards long by 50 yards wide.
- Goals shall be approximately 8 feet high and 24 feet wide.
- Every sideline will have, at a minimum, spectator lines painted on the ground: minimum three yards back from the touchline, where space permits, beginning 18 yards in front of each end line. As a minimum, lines will be painted on the ground. Ropes, cones, etc., will also be acceptable. All spectators must stay behind this line and are not allowed beyond it into the penalty box area or along the end line.

Fields must also provide safe playing conditions. Goals must be anchored securely to the ground. Portable goals may only be used if they satisfy this requirement. Should a referee not allow a game to be played because of unsafe field conditions (non-weather related), and the unsafe conditions are confirmed by the league, the home team will forfeit the game and all subsequent games until such time as the unsafe conditions have been corrected and verified by a league representative. Fields should have only one set of touchlines. (The practice of having two sets of touchlines and choosing between touchlines to suit your opponent for that day will not be allowed.) In case of more than one set of lines because of use by football or intramural soccer, the outermost set of touchlines will be used.

U9 - U10 Field Dimensions:

- width 45-50 yards
- length 70-75 yards
- penalty area-14 yards out from each goal post along the end line and 14 yards out from the end line onto the field
- goal area-6 yards out from each goal post along the end line and 6 yards out from the end line onto the field
- penalty spot-10 yards from the end line
- radius for penalty arc-8 yards
- goals- 6 ft high and 18 ft wide

U11 – U12 Field Dimensions:

- width 50-60 yards
- length 75-85 yards
- penalty area-14 yards out from each goal post along the end line and 14 yards out from the end line onto the field
- goal area-6 yards out from each goal post along the end line and 6 yards out from the end line onto the field
- penalty spot-10 yards from the end line
- radius for penalty arc-8 yards
- goals-6 ft high and 18 ft wide

20-Yard Rule and Spectator Area

Coaches and assistants must remain within 20 yards of their side of the halfway line on the teams' side of the field. Spectators must remain inside the marked-off spectator area defined in Spectator Area.

Coaches are responsible for anyone on their side out of these positions and any interference with the play of the ball or game.

Teams Dropping from League

Teams dropping from the league after drop date as published in the NCSL calendar will forfeit their

league fees as well as their deposits for player registration. The drop date is COB Friday prior to the structure committee meeting. Additional penalties may be assessed by the Board of Directors. The officers may act to fill a vacancy if a suitable entry can be found.

Codes of Conduct Required

All teams must accept the NCSL leaders, players and parents Codes of Conduct found in the appendix. Each team is required to have signed Codes of Conduct by all team officials, players and parents before the first game each Fall and retain the signed Codes of Conduct for the seasonal year. If a new leader or player joins a team during the seasonal year, the team will ensure that each new leader, player, and parent sign a copy of the Code of Conduct.

It is recommended that signing of all three Codes of Conduct take place in conjunction with the preseason team meeting and that the Codes of Conduct serve as a basis for a discussion of sportsmanship and fair play.

Assessing Teams for League Entry

The NCSL can, at its discretion, refuse entry to a team if it is determined that such an entry will not be in the best interests of the NCSL. Factors which will be considered in assessing a team include, but are not limited to the number of games previously forfeited by the team, the number of state registered players on the team's roster as of the date of application, the number of disciplinary points accumulated by the team in previous seasons, and the findings and recommendations of the R&D Committee about that team.

In addition, whether the team has entered the NCSL previously and then has withdrawn after scheduling has begun may be taken into account. Acceptance to the NCSL may be refused to teams that the league feels intend to gain entry to be eligible for cup competition but who intend not to play all games as scheduled.

NOTE: Teams must play a minimum of 85% of their games to be considered for trophies or future league play. Teams consistently forfeiting will be subject to disciplinary action by the R&D Committee. (For example, the club's teams could be denied entry.)

Section IV League Procedures

Election of Officers

The NCSL President shall appoint an individual(s) to serve as the nominating committee chairman 60 days prior to the AGM.

- a. The Nominating Committee shall solicit volunteers interested in serving as an officer of the league.
- b. The Nominating Committee should solicit one or more individuals for each position up for election at the AGM.
- c. After securing the consent of the persons nominated, the Nominating Committee shall report the name of the candidates to the Executive Committee no later than 30 days prior to the AGM and shall distribute nominee names and qualification information (if any) to the Club Representatives not less than 25 days prior to the AGM.
- d. The names of individuals other than those nominated by the Nominating Committee may be placed in nomination by written notice addressed to the NCSL Secretary no later than fifteen (15) days prior to the date of the Annual Meeting. The notice of nomination shall contain the name of the individual being nominated, club or league affiliation, office for which they are being nominated, evidence that the individual consents to be nominated, and a brief statement of the nominee's experience and qualifications. Individuals may nominate themselves by providing the

above information.

- e. The NCSL Administrator shall, in the notice of the AGM, notify all club representatives of the candidates for office nominated by the Nominating Committee or submitted to the league Secretary, along with qualification statements of all nominees not originally submitted by the Nominating Committee. Such notice shall be made no less than 10 days prior to the AGM.
- f. No nominations may be made from the floor on the date of the Annual Meeting, except for offices for which no one has been nominated in advance.

Elections shall take place each year at the AGM. The nominated candidate receiving the highest number of votes for each office shall be declared elected. In the absence of any opposing candidates, the entire slate may be elected with one vote. Voting may, but need not be, by ballot.

NCSL Meetings

All league meeting locations will be announced well in advance. Meetings begin at 7:30 p.m. The meeting schedule can be found in the calendar on the NCSL website. Club representatives are the NCSL Board of Directors and decide important policy matters. Attendance at all NCSL Board of Directors meetings are mandatory, every member club must have a representative present at each meeting. The NCSL will accept a representative by proxy if a written authorization is sent to the league office by 4:00 p.m. on the day of the league meeting.

If a member club does not have representation at two consecutive meetings it will result in the club being fined \$200. The fine will be added to the fees required to enter teams for the next season of play.

Offering of Motions

Motions submitted shall be scheduled for consideration as new business at the next regular meeting, providing they are submitted as follows:

- The complete written motion shall be in the NCSL office at least two weeks prior to the scheduled meeting at which it is to be considered.
- Motions must be submitted by a board member who shall be known as the motion's author, and must designate a second board member who has agreed to act as seconder.
- Items shall be considered in the order they are received at the NCSL office.
- The author and seconder of each motion shall be recognized in succession.
- Motions complying with these submission rules shall be known as "REGULAR MOTIONS".

Motions may be offered that are not properly submitted providing:

- That they are submitted in writing prior to the meeting's being called to order.
- That the President of the NCSL consents to hear the motion, and that the schedule permits.
- All motions so offered and considered are known as "SPECIAL MOTIONS".

Amendments to Motions

- All motions may be amended from the floor.
- Amendments must be prepared in writing. The author must READ the proposed amendment from the floor, then, assuming there is a second, deliver the proposed amendment to the chair for reference during debate.
- Amendments that are acceptable to primary motion authors and seconders needn't be debated.
- There shall be no amendments to amendments.

Other Procedures

- The President, in preparing the agenda, shall establish a scheduled adjournment time. This time shall not be extended, except for consideration of REGULAR MOTIONS.

- After the Author and seconder of the motion have spoken, the Chair may end debate at any time, so long as equal numbers have spoken for and against the motion, assuming any members are seeking recognition. However, if time permits, the Chair shall extend debate until each member wishing to speak has spoken once on any given piece of business.
- The same debate closure rules are applicable to amendments, except that the seconder needn't be recognized.

Suspension of Rules

The previous considerations shall apply for all routine considerations. However, any member may petition the assembly to suspend the rules. This shall be done as follows:

- At any time after a meeting is called to order a member may rise and say "I rise to petition the board to suspend the rules".
- The Chair shall respond, "For what purpose do you seek suspension of the rules?"
- The petitioner must respond with one of the following replies:
 - a) "For the purpose of consideration of a motion concerning...(state the thrust of the motion)."
 - b) "For the purpose of extending debate beyond the scheduled adjournment hour."
- The petitioner may speak briefly in explanation of his petition.
- The petition must be seconded to be considered.
- There is no debate on suspension of the rules.
- Suspension of the rules requires a 2/3 majority vote.
- Any motions, amendments, etc. submitted during a suspension of the rules must be written.

Calling the NCSL Office

Thorough reading of this manual will answer most questions. Coaches and managers can have other questions answered by their club representative. NCSL Office, the league office must limit its dealings to club representatives, league officers, commissioners, division scorekeepers, and committee chairpersons.

Office Hours

The league office is open to phone calls Mondays, Tuesdays, Thursdays, and Fridays from 8:00 a.m. to 12:00 noon unless the press of work demands otherwise. The number to use at these hours is (703) 385-1608. In the off-season, these hours may vary. The league operates an answering machine 24 hours a day. The NCSL fax number is (703) 831-8948. For league-wide announcements and/or weather related bulletins check the league website first. If web access is not available, call the HOTLINE, (703) 791-2656. You may also send an e-mail to administrator@ncsl-soccer.com. The website address is www.ncsl-soccer.com.

The office is open extra hours on game days when weather conditions warrant. If you cannot reach the league office in person, please leave a voice message or e-mail a message to administrator@ncsl-soccer.com. Voice mail and e-mail are constantly monitored.

Referee Scheduling

Only the administrator, NCSL president, commissioners, or the R&D chairman may phone the referee assignors. If a change is necessary or a problem game is coming up, have your club representatives contact the league. In no case may a team or club add extra officials to a game without the league's knowledge.

Insurance

Each team has purchased liability, accident, and medical insurance for its members. See the Insurance attachments in the Appendix for further information. In VA & DC, claim forms may be requested by

calling the VYSA office at (703) 494-0030. For MD forms, call the MSYSA office at (410) 987-7898.

Both Maryland and Virginia offer coaches training courses to receive the USSF D, E, or F licenses. National licensing courses are offered several times a year. In order to be eligible for a national license at the A, B, C levels, you must have completed the course just below it in the alphabet. (A is the highest level) Higher licenses require increased levels of knowledge, skill, and fitness. The D, E, and F courses are offered locally. For more information contact your state association.

Cup Play

In Virginia, U15 and older play in the Fall, except for U19. U14 and younger play in the Spring. U19 boys will play a special tournament format in June. All Maryland teams play state cup in the Spring. Cup play takes precedence over NCSL games. Although most league scheduling is done to avoid cup conflicts notify the NCSL Administrator of any State Cup conflicts immediately. To receive State Cup applications contact your state administrator.

Olympic Development Program

Maryland and Virginia youth soccer state associations each pick several boys and girls Olympic Development Program teams yearly. (These were formerly called state "teams".) The players go on to compete for slots on regional and national ODP teams.

Please make available to the league copies of tournament invitations and camp and clinic brochures. The league will share this information with coaches and club representatives. Mail information to NCSL, P.O. Box 1519, Manassas, VA 20108-1519.

Roster Copies

One additional copy of the roster is required to be sent by the processing registrar to the NCSL Administrator. Therefore, for each roster change (add, release, transfer), the original plus four copies of the team roster must be brought to the registrar.

REMINDER: NCSL teams are not able to travel to tournaments during the NCSL season on either playing dates OR rain dates without incurring a forfeit. No exceptions will be granted.

Section V Player and Team Transfers

Single Team Limit

A player may only play for one NCSL team during any given season.

Player Transfers

A player wishing to transfer or multi-roster onto an NCSL team after the season start date (listed on the NCSL Calendar of Events) and retain eligibility for league play must fit into one of the following categories:

- The releasing team, or primary team, is not registered to participate in the NCSL for the current season.
- The player's release was completed, with required registrar approvals, prior to the season start date (league participation of the releasing team does not matter in this case.)

Players that transfer or multi-roster after the season start date that do not fit into one of the above categories, are not eligible for league play (but may be eligible for State Cup or tournaments).

No more than five transfer players on the team roster are eligible for league play per year.

Team Transfers

A team that transfers to another club shall not lose its position in the structure.

Reforming Teams Between Seasons

US Youth Soccer rules permit teams to reform between the Spring and Fall seasons. NCSL will recognize any team consisting of the majority of players from the previous season's roster as of the date of the last game. A team that reforms, but does not consist of a majority of players from the previous season's roster, must notify the league and request that they be allowed to maintain the team number and position in structure. This request must be approved by and submitted through the club representative. In order to maintain the team number and position in structure, the team must demonstrate some continuity between the previous team and the newly formed team such as a returning coach or a majority of returning players. The request will only be honored if in the opinion of the commissioners and officers, the team will be competitive in their previous structure position; if the request is denied, the team will be identified as a new team and assigned a new team number.

All assigned league "N" numbers are property of the league. NCSL expressly forbids the changing, altering or reassigning of team numbers by anyone, under any circumstance. Only the league administrator has the authority to assign or reassign numbers to teams. If a club's team leaves the league for any reason, the club must notify the league immediately and surrender the team's "N" number.

Teams Transferring Clubs Between Seasons

The following documents must be submitted by the gaining club representative to the NCSL State Commissioner 7 days prior to the field form submission due date for the next season:

1. Letter/e-mail from losing club acknowledging that the team is leaving their club and a statement that the team is in good standing, or stating specific financial and/or disciplinary issues with the team either at the club or league level. This document must be signed by the club President and club NCSL Representative.
2. Letter/e-mail from gaining club stating that the team has been accepted by the gaining club; gaining club states that they will have sufficient fields and if appropriate, referees. This document must be signed by the club President and club NCSL Representative.
3. Team roster from end of most recent season.
4. Letter/statement signed by majority of families from roster in #3 expressing their intent and agreement to move team to gaining club and be part of that team.

In order for a team to transfer clubs and play the next season, the team must be submitted for league play by the posted due date. Therefore, if the transfer is not approved prior to team entries and fees due date, the receiving club needs to be sure the losing club has submitted the team for league play and arrangements have been made to compensate the losing club for league payments made.

Each club is allowed to submit and is limited to two U9, U10, and Fall U11 teams for league play; therefore, for these age groups, team transfers between clubs will not be allowed if this would increase the number of teams that a club would attempt to submit to exceed the two team limit.

Section VI Grievance Procedures

Any member club, club officer, director, agent, team or player associated with a member club, within seven days of the written publication or verbal notification of information concerning a decision of any league officer or state commissioner, who feels aggrieved by such decision and is desirous of having a grievance heard, may submit a formal grievance. The grievance must be submitted via e-mail to the

NCSL President. In addition, the grievance must be sent to the NCSL President c/o NCSL Office, P.O. Box 1519, Manassas, VA 20108. The grievance must cite the remedy requested and include a check in the amount of \$200 payable to NCSL.

The President will review grievance for determination of proper filing and the nature of the matter being grieved. If the President determines the grievance is validly submitted, he will initiate action to resolve the issue. This may be accomplished by consulting other officers or club representatives by phone, personally or by holding a hearing. The President will be the judge of which method of resolution will be used.

A Grievance Committee will consist of the president of NCSL who will preside (or any other officer appointed by the president) and club representatives who will hear the grievance within 14 days of the receipt of the grievance. A quorum for the meeting is three; the presiding officer will count towards a quorum but will only vote in a tie situation.

If the grievance is sustained, the check will be returned; if the grievance is denied, the check will be deposited to the general fund of the league.

The decision of the Grievance Committee is final within the NCSL and is not appealable to the state association on matters of league policy.

If the aggrieved party remains dissatisfied after having exhausted all requirements concerning grievances, or, if not having exhausted all requirements concerning grievances, if he invokes the aid of the courts of any state or the United States, should the person bringing the action not prevail in such court action, he shall then be liable for all expenses incurred by NCSL in defending such action including, but not limited to, the following:

- Court Costs
- Attorneys' fees
- Reasonable compensation for time spent by NCSL employees in responding and defending against allegations in the action, including responses to discovery and court appearances
- travel expenses
- expenses of any special meeting(s) necessitated by the action

NOTE: There is a difference between a grievance and a protest. Grievances concern league policy; protests concern game situations.

Section VII Structure Development Procedures

General Principles of the Structure

In determining the Structure, the following general principles will apply:

- Within age groups, divisions will be filled from the top down
- At the completion of a season, the Structure for the following season will be set based upon final standings
- It is assumed that teams competing in the previous season will compete in the following season. If a team does not compete the following season the commissioners and officers will adjust the Structure, using their best judgment to ensure competitive play
- Teams normally do not move up or down more than one division from one season to the next
- Teams in the U9 through U14 are expected to play both the spring and fall seasons. If a team drops out and later applies for re-entry into the NCSL, that team will be considered a new team and will be placed on the waiting list for its age group

Structure Requests

The structure committee on a case-by-case basis will review all special request and situations not specifically covered in the above listed general principles. The overriding guiding principle of structure is to insure maximum competitiveness for each age group and division. Requests for exceptions to Structure procedures must be submitted in writing and accompany a team's application for league play. Oral communications with commissioners and officers will have no bearing.

Grievances

By a June 18, 1998, decision of the Board of Directors: No grievances will be allowed regarding Division Structure. Questions, complaints or other official comments concerning the Structure must be submitted in writing through club representatives.

Number of Teams in an Age Group

Teams will be formed into age groups based upon the birth date of the oldest player. The maximum number of teams in each age group is 60, except for age groups: a) high school age groups, U15 and above and b) U9, U10, Fall U11, and for any age group that started with more than 60 teams and has not been reduced to 60 teams by the five team per season disqualification rule. Each club is allowed to submit and is limited to two U9, two U10 teams, and two Fall U11 teams for league play. Age groups will be subdivided into divisions consisting of 10 teams wherever practical. For age groups with an odd number of teams (not evenly divided by 10), divisions of 12, 11, 9, 8, 7, or 6 will be formed based on performance as determined by the structure committee.

Moving Up, Moving Down

Placement in divisions for age groups previously structured into all 10 team divisions will primarily be based upon performance of the team during the previous season.

- In the First Division, the 9th and 10th place finishers will move to the Second Division. The 1st and 2nd place finishers in the Second Division will move to the First Division. The 8th, 9th, and 10th place finishers in the Second Division will move to the Third Division.
- In Divisions Three and lower, the 1st, 2nd and 3rd place finishers will move to the higher division and the 8th, 9th and 10th place finishers will move to the lower division. When there is no lower division, no teams will move down.

Placement in divisions for age groups not previously structured into all 10 team divisions will primarily be based upon performance of the team during the previous season. The structure committee will strive to move teams up and down as above but the simple 3 up/3 down movement will most likely not be possible.

Tiebreakers

NCSL tiebreaker procedures apply where necessary to determine movement. Tiebreaker procedures are in Section XI.

Disqualifying Teams

At the conclusion of the Fall and Spring seasons, the teams finishing in the last five slots in the lowest division of age groups U11 Spring and above will be disqualified from league play. If the lowest division of an age group has less than ten teams then less than five teams will be disqualified from league play. For example, if nine teams are playing in the lowest division, only 4 teams will be disqualified from league play.

Playing Up

With the exception of U9 - U11 age groups, an existing team, with the permission of the NCSL officers, may play up one age group. The team will be placed in the most appropriate division of the higher age group as determined by the structure committee. Should the team elect to return to its own age group, the team will be placed in the most appropriate division in its age group, as determined by the structure committee.

If a new team is not placed in the Structure because there is no room in the team's age group, NCSL officers may offer the team the opportunity to play in the next higher age group provided there is room. The team will be placed in the most appropriate division of the higher age group as determined by the structure committee. If there is an opening at the team's age group, the team may elect to return to its own age group, the team will be placed in the most appropriate division in its age group, as determined by the structure committee.

Exceptions to the Structure Development Procedures

Effective Fall 2009, the NCSL will continue non-results oriented play through the Fall U11 season:

- No scores or standings will be published for U9, U10 and Fall U11.
- Every effort will be made to ensure that teams do not play each other twice during these introductory seasons.
- For U9 and U10, the structure committee will make every effort to have league play regionalized to minimize travel times. This depends on the clubs participating and the number of teams each season. The concept is to have Maryland teams play Maryland teams and Virginia teams play Virginia teams. However, in some cases, travel times will be lessened by crossing state boundaries.
- For the Fall U11 age group, teams will be placed in divisions randomly; however, teams from the same club will not be placed in the same division.
- All other rules of league play remain unchanged.

The High School age group Structure will be determined in accordance with the general procedures above. However, it is recognized that with teams opting to sit-out a season due to conflicts with high school play, the number of teams qualifying for a particular division in the Structure may differ from the normal structure policy of ten teams. Therefore, the determination of Structure for high school age groups will be tempered with the common sense and good judgment of the structure committee, filling the divisions from the top down and ensuring competitive play. Placement of a high school aged team in the Structure will be based on the number of teams playing in the given season, the team's previous NCSL record and standing, age group played in, consistency of rostered players between the team's current roster and the roster at the time of the team's last played NCSL season game, state/regional/national cup competition (other tournament play will not be considered), and R&D standings.

Effective Spring 2005, and for subsequent spring seasons, structure will strive to limit U19 divisions to eight teams and all games are to be completed prior to the Friday before Memorial Day weekend.

Section VIII Schedules

Scheduling will be finalized in time to give the referee assignors 14 days notice of the first weekend's games and to have sufficient time to print and distribute the schedule. Schedules will be posted on the NCSL website following the Fall and Spring preseason meetings. All necessary game cards, sit-out cards, etc. will be passed out at the end of these meetings.

Rainouts

Teams are to play games as scheduled unless the NCSL Administrator determines that a rainout is declared by the league. The league attempts to do this by 9:00 a.m. or two hours before the first game, whichever comes first.

Check Fields Three Hours Before First Game

The ability to do this depends on the cooperation of the club representatives who must go out and check their fields at least three hours before the first game, so they can report field playability to the NCSL office

NO LATER THAN 9:00 A.M. OR TWO HOURS PRIOR TO THE FIRST GAME if it is scheduled to begin before 11 a.m. With this information, the league can evaluate a cancellation of all games.

If a club's failure to provide the league with information on poor playing conditions causes the NCSL to be liable for referee fees, **THE CLUB WILL BE RESPONSIBLE FOR PAYMENT**. The league is required to give referees two hours notice of cancellation.

If the rain begins or worsens after the playing day has begun, please attempt to let the league know the situation. In certain cases a school or park authority makes the decision as to field playability, and clubs must understand how to work with those systems.

Home Team Must Report Field Closings

Regardless of who makes the determination of field playability, the home club has the responsibility to notify the league of field closings not later than 9:00 a.m. or two hours prior to game time for games scheduled to begin before 11 a.m. The club rep should make the notification. For circumstances not involving a lapse of responsibility on the part of the club rep, the R&D Committee chairman has a right to waive this rule.

Schedule Conflict Exists

If a State Cup game is scheduled for the same day as an NCSL game, the Cup game takes precedence. The team is ultimately responsible for notifying the league office about a state cup conflict in order to get the league match rescheduled. The team must notify the league about the conflict, at least 24 hours prior to the league match or within 2 hours of advancing in state cup play if a state cup match is played less than 48 hours prior to the league match. If a team fails to notify the league office, in a manner specified, the league match will be forfeited and will not be rescheduled.

Rescheduling shall be granted for a conflict with a middle school or high school activity or an Olympic Development Program travel conflict only if the following conditions are met:

- The middle school or high school soccer activity is a school sanctioned competition against another school at which referees are present and officiate.
- Three or more players on the club team are players on the high school team(s) involved with the conflicting game(s) and the remaining number of players on the current certified roster is 15 or fewer; e.g., a team with 19 players on the roster has three players with a High School conflict would not get their game rescheduled.
- The club notifies the Administrator at least 7 days in advance of the first NCSL game of the season of any conflict with a regularly scheduled middle school or high school game, or at least 24 hours in advance of the affected NCSL game in the case of a rescheduled middle school or high school game, play-off middle school or high school game or a middle school or high school tournament game unless such rescheduling or playoff scheduling is announced less than 24 hours in advance of the affected NCSL game, in which case notification shall be made as soon as

- possible.
- A conflict is deemed not to exist if the NCSL game is scheduled to begin five hours or more after the scheduled start of the middle school or high school game and the game site is within the boundaries of the NCSL service area. The opposing team is to be notified promptly by the NCSL Administrator upon application of a team to reschedule a game for any reason.
 - A request for rescheduling due to claim of a middle school or high school soccer conflict must include the names of the affected players, and the middle school or high school, name and telephone number of the coach of the concerned school team.

Olympic Development Program and State Mini-camp Weekends: Prior to the season, any team that reasonably anticipates having two or more players participating in the ODP state identification weekend or the state mini-camp weekend may request not to play NCSL games on either weekend. Teams seeking not to play on these weekends shall make a request on the 'NCSL Rescheduling Request Form' by the date set by the NCSL Administrator. Teams will be required to provide the name and date of birth of any players that it believes may participate in the state identification or mini-camp weekends. If the NCSL Administrator determines that a team will have, or is likely to have, two or more players participating in the identification or mini-camp weekends, the NCSL Administrator will approve the team's request.

State sponsored competition: An NCSL game may be rescheduled if it conflicts with a club team's participation in a state-sponsored competition such as the Kellogg's Bowl.

NOTE: The league does NOT give byes to teams wishing to travel to tournaments during the league season. This includes NCSL rain dates. Neither will the league allow teams to rearrange games for tournament play during the league season. Teams wishing to travel must be prepared to take a forfeit of any NCSL game(s) scheduled to conflict with tournament games.

Referees Decide Unplayability

The referee declares the field unplayable. The game may not be played once the referee has made this declaration. In some cases, teams must also adhere to late decisions by a park authority or school board. This may cause inconvenience to the visiting team who has traveled to the site, but that cannot be helped in many cases because of weather worsening during the time the visiting team is enroute to the game.

The fact that a field is declared unplayable because of dangerous weather conditions does not automatically affect a later scheduled game. At a referee's discretion, the field may be declared "temporarily unplayable" when dangerous weather conditions exist.

Lightning

If the referee believes the dangerous conditions may pass shortly, e.g., within 30 minutes, this brief waiting period should be observed. A specific waiting period must be declared at the time and a decision as to whether the game is to be continued or terminated must be made at the conclusion of said period. When a referee declares a field unplayable or temporarily unplayable due to dangerous weather conditions, all players, coaches, and spectators are to leave the vicinity of the field immediately. (See Appendix IX)

Replay Whole Game

Games cancelled because of weather or darkness problems during the game, must be replayed in their entirety if either team wants to replay the match.

When games are cancelled due to rain, the home team must have the courtesy to call the visitors and tell them. NCSL has had cases of teams driving long distances, only to find out fields were closed hours or days earlier. Please be considerate of fellow coaches and parents.

Forfeiture

Coaches may not arrange a cancellation of a game between teams. Should a team have to forfeit because it cannot play on a certain date, the club rep must contact the NCSL office. The office will notify the opposing coach, and the referee.

Coaches cannot arrange forfeits with other coaches. Teams forfeiting more than 15% of their games may be subject to a hearing before the R&D Committee, and penalties such as forfeiture of the entire season or placement in bad standing could affect club eligibility or cause denial of future league entry.

If there is a rainout, affecting a significant number of games, please call the HOTLINE or your division scorekeeper, do not tie up the office phone lines. Rainout information will be recorded on the NCSL HOTLINE, (703) 791-2656, on game days with significant weather problems. The NCSL scorekeepers will call all division scorekeepers, who will in turn notify their respective coaches by recording a message on their division mailbox.

Check the web site or call the hotline for weather related announcements

If all or most of the games on a particular Sunday are rained out and cancelled, the NCSL Administrator will designate one of the rain dates to be used for rescheduling. For a partial rainout, or any other conflict, the games will be rescheduled by the NCSL Administrator on the first available date.

The calendar for the Fall and Spring seasons is posted on the NCSL website.

To use referees efficiently, NCSL will make every attempt not to schedule single games on weekends. Clubs will be required to host each other from time to time in order that games are paired. Games may be paired with those of another league, if they are assigned by the same referee assignor and if the league is made aware of such games by the time NCSL scheduling begins.

NCSL attempts to make home and away contests equal in number, but field availability, referee availability and scheduling do not always make this possible.

Adherence to the above policies is MANDATORY. The complexity of the NCSL-WAGS schedule requires that coaches plan their work and travel schedules around their league schedule, or be prepared to send the team to a game with an assistant coach or parent. Playing in another league will NOT be considered an excuse for missing or changing an NCSL game. NCSL considers itself your primary league. Playing in another league will not be considered in the use of rain dates or in rescheduling games.

Week Night Rescheduling

If it is determined that a game must be rescheduled on a week night as a result of lack of field availability or if one team already has games scheduled on all remaining Saturdays, the NCSL office will contact the home team club rep. This club rep will have 48 hours to work with both teams to find an acceptable weeknight and field to play the game. If an agreement cannot be reached, the game will be rescheduled by the NCSL Administrator on the first available date and field.

Section IX Rules of Play for NCSL Games

All league matches will be played in accordance with the current "Laws of the Game" (English Edition) approved by the Fédération Internationale de Football Association (FIFA) with modifications for youth games as well as United States Youth Soccer Official Rule Book for Small-sided games. All administrative procedures will be conducted pursuant to the approved guidelines listed in United States

Soccer Federation (USSF) Bylaws, USSF Policy Manual and all NCSL rules and procedures listed in this manual.

NOTE: Both teams are responsible for informing the referee(s) of all NCSL modifications of FIFA laws of the game.

Showing Cards to Coaches

Referees must show yellow and red cards to coaches, assistant coaches, or team officials for infractions that might merit a yellow (caution) or red (ejection).

If a referee fails to show a red card to a coach, assistant coach, or other team official but dismisses an individual from the match, this individual is considered to have received the red card and must serve the appropriate suspension(s). Furthermore, the accumulated points associated with the dismissal will be assessed against the individual.

Minimum Number of Players

Number of Players to Start the Game

U13 – U19	Play 11 v 11	7
U11 and U12	Play 8 v 8	7
U9 and U10	Play 7 v 7	6

Game Ball Size

U9 - U12	Number four ball
U13 - U19	Number five ball

Length of Games

U9 – U11	30-minute halves 1 referee
U12	35-minute halves 1 referee, and 2 STARS
U13	35-minute halves 3 referees, or 1 referee and 2 STARS
U14	35-minute halves 3 referees
U15 and U16	40-minute halves 3 referees
U17 and U19	45-minute halves 3 referees

Checking Official State Roster and Player Passes

Each team must have a current Official State Roster and USYS Player Passes at every match. Prior to the start of every match, the Center Referee, Assistant Referee or Emergency Step in Referee will be required to check player passes against each player. The USYS Player Passes and the Official State Roster must remain at the field until the successful completion of the match.

This requirement is not optional and the assigned Center Referee, Assistant Referee or Emergency Step in Referee must comply with this policy. Refusal of this requirement must be reported to the League's R&D Chairperson following the match.

Teams will be given a 15 minute grace period from the scheduled "kick off" time to produce the USYS Player Passes and the Official State Roster. After the 15 minute grace period, the match will be declared a forfeit and the score will be recorded as a 0-3 loss for the forfeiting team.

NOTE: For U9 and U10 matches, the NCSL allows USYS carded players to guest play on any U9 and U10 team within their club. Guest players must have their USYS player pass at the match and their name must be added to the game day roster. These guest players will obviously not be listed on the

Official State Roster.

Substitution

Substitutions may be made from MIDFIELD with the CONSENT OF THE REFEREE at the following times and is unlimited. Players leaving the game should come off the field prior to new players entering the field.

- Prior to a throw-in in your favor
 - o The opposing team may substitute as well if the team in favor is making substitutions
- Prior to a goal kick, by either team
- After a goal, by either team
- After an injury, by either team when the referee stops play, one for one.
- At half time
- When a player receives a yellow card (a caution), the coach may substitute for that player only; the other team may not substitute

NOTE: No substitution is permitted on corner kicks.

Club Pass

US Youth Soccer carded players rostered on U9 and U10 teams are permitted to guest play on any U9 or U10 team within their Club and will be considered guest players. The guest players must be of the correct age. Players that guest play may only play for one NCSL team per day. **Teams are limited to using 2 guest players per game.**

Guest players must present their US Youth Soccer travel player pass to their opponent's team official, either the Team Manager, Coach or Assistant Coach. The guest player's name must be added to the **team's game day roster that is attached to the Official Blue Game card.** An asterisk (*) must be placed next to the guest player's name on the Official Blue Game card.

Noisemakers

Use of horns, wooden clappers, sirens, power megaphones and other noisemakers is banned at NCSL games. Violation of this rule may result in forfeiture.

Fields

Any field accepted by the league is, by definition, acceptable for league play. Field and goal size will not be a matter of protest. Fields may be deemed unsafe by the referee.

Team Side

Both teams in all age groups are required to take the same side of the field. The Home team's coach is responsible for choosing the side of the field the teams will occupy.

Members of each team will remain on opposite sides of the centerline. Coaches are to remain within 20 yards of the center line. Other team officials and players are to remain between the center line and the 18 yard line. All are to be at least 3 yards behind the touchline.

Coach Responsibilities

During the match, each coach is responsible for the behavior of his team and any adults on his sideline.

Spectator Area

With the exception of a maximum of four team officials, who shall be issued official NCSL sideline passes which will be checked before the game by the Referees, all spectators are to take the side of the field opposite the teams. Spectators must remain in the marked Spectator Area, i.e., between the 18 yard

lines and at least three yards behind the touchline.

NOTE: Any player, coach, or spectator who encourages a team or individual members of a team to intentionally injure or physically abuse a member of another team is guilty of a serious breach of the NCSL Code of Conduct. Referees have been instructed to take immediate action which may include carding of coaches or players for foul or abusive language and ordering spectators away from the vicinity of the field.

Section X Game Procedures

Game Checklist - Home Coach

Early in week:

- Checks fields
- Calls opponents with directions and uniform color

On game day:

- Rechecks fields
- Fills out blue game card
- Has opponent fill out and sign game card
- Has stamped roster and player passes
- TSL signs blue game card
- Checks players for proper equipment (Changes shirts if color conflict)
- Has choice of side of field
- Monitors sideline behavior
- Distributes official NCSL Sideline Passes to no more than four adults who may be located on the teams' side of the field with the team
- TSL introduces him/herself to referees

Game Checklist - Visiting Coach

Early in week:

- Gets and distributes field directions from home coach
- Has choice of uniform color and notifies home coach

On game day:

- Fills out and signs game card prepared by home coach
- Has stamped roster and player passes and checks opponent's passes
- Checks players for proper equipment
- TSL signs blue game card
- Takes side of field designated by home coach
- Monitors sideline behavior
- Distributes official NCSL Sideline Passes to no more than four adults who may be located on the teams' side of the field with the team
- TSL introduces him/herself to referees

Winning Coach

- Calls in score by 8pm (BOTH coaches call if the game is tied or incomplete)
- Reports cards and significant game incidents
- Reports if referees or assistant referees were missing

Before Game Day

The home team is to check the condition of its field and the height of the grass. Get the field mowed if necessary. If the referee refuses to let the game play because the grass is too tall, the referee may depart, certain of being paid, and the home club's team or teams will forfeit.

Even when the determination of whether or not a particular field is playable is the responsibility of a park authority or military installation, etc., if the field is not playable the home team has the responsibility to get its club rep to notify the league office no later than 9:00 a.m. or two hours prior to game time if the game is scheduled to begin earlier than 11 a.m. For circumstances not involving a lapse of responsibility on the part of the club rep, the chairman of the R&D Committee has the right to waive this rule.

The home team should contact the visiting team at least three days prior to game day to confirm the day,

date, time and place of the match as a courtesy. Give good directions to the field. Check on possible uniform color conflict. Home team changes in case of an unresolved conflict. Accurate maps to long distance fields would be a help to visitors.

On Game Day

- The home team will check the field and make sure it is properly lined and that nets and corner poles are in place.
- If nets and lines are not in place when the referee is ready to begin the game, the home team forfeits.
- Be sure each coach and manager knows where the nets, poles, and lining equipment are kept for your club.
- If the city, county, or park authority lines your fields, be sure they do it properly and often enough, or purchase equipment to have on hand in an emergency.
- Be sure the city, county, or park authority has your club's schedule so they can plan ahead to have fields ready.
- Every sideline will have, at a minimum, spectator lines painted on the ground: minimum three yards back from the touchline, where space permits, beginning 18 yards in front of each end line. As a minimum, lines will be painted on the ground. Ropes, cones, etc., will also be acceptable. All spectators must stay behind this line and are not allowed beyond it into the penalty box area or along the end line. Spectator lines will be in the Spectator Area on the side of the field opposite the teams.

Prior to the start of the game, the home team is to provide the referee with the blue game card. The home team should have its section of the report filled in prior to arriving at the field. Visiting teams should arrive at the field at least 15-30 minutes prior to game time and fill in their section.

- Fill in the date, time, and place and field accurately.
- Fill in NCSL Team Numbers.
- Make sure the complete game number is filled in. This is the computer number just before the home team's computer number on the schedule.
- Fill in the age group and division.
- Include all players' numbers, and make sure jersey numbers are identical to numbers on listed on the game card.
- Indicate which player or players are goalkeepers.
- Indicate if any person is sitting out the game for disciplinary reasons in the proper section of the game report, and complete the separate sit out certification report as set forth in Section XII, Sit-out Procedures.
- If anyone other than the coach of record is coaching on a particular game date, so indicate on the game card for the purpose of the assessment of disciplinary points.
- Be sure each team has the coach or manager sign.
- Be sure each team's TSL signs the game card and introduces him/herself to the referee.

NOTE: If persons sitting out games for disciplinary reasons are not identified on the report, the sit-out does not count. Coaches sitting out must be visibly apart from the match and have no part in the administration of the team on the day of the match. Review the sit-out procedures in Section XII. Sit-out of another game will be required when the R&D chairman determines that a sit-out did not occur or was not recorded on the game card. Assurances are not satisfactory. It is the coach's responsibility to record the sit-out, not the responsibility of the referee.

All team officials (maximum of four) must have an NCSL Sideline Pass to remain on the teams' side of the field. All spectators must view the game from the Spectator Area opposite the teams' side. Each

coach is responsible for checking player passes against the game report prior to the game. Passes should be checked for every game.

Prior to the game, both coaches should meet with the referee(s) to go over the length of halves and NCSL modification of FIFA rules.

Games are to begin on schedule. Have your field ready for the first game of the day to begin on time. Do not expect long warm-ups between games. Teams not having the minimum number of players ready to play within 15 minutes of the scheduled kickoff time forfeit. If the minimum number of players arrives within the 15 minute grace period, the game must begin as soon as the minimum are present. Good judgment and sportsmanship are encouraged if teams are traveling long distances to games or if games are on weekday evenings when traffic is bad.

Make sure that all the team's jerseys are numbered and there are no duplicate numbers. Jersey numbers should coincide with the player's numbers as listed on the game report. Goalkeepers need not have numbers. Players without numbers may not participate in the game. Players must wear the same socks of a solid color, stripes, etc. Players may not wear one red and one blue sock, for example. The mandatory equipment for all players includes jerseys, shorts, shoes (determined by the referee to be safe), and shin guards (mandated by FIFA rules).

Players must have their socks pulled up over the top of their shin guards and their shirts tucked into their shorts at the start of each half. Compression shorts are allowed if they are the same color as the wearer's shorts and do not extend farther than the top of the knee. Players will not be allowed to play if not in accordance with these equipment rules.

If a game is stopped because one coach pulls his team from the field, this case will go the R&D Committee who will investigate the circumstances and rule on whether a replay will occur or a forfeit will be awarded. In no case will a team gain an advantage by a replay if that team has left the field during a game.

When the Referee is Missing

The league encourages teams to play their matches whenever possible. If the referee does not arrive prior to the scheduled game time, the game may be played with a volunteer referee whether certified or not. If both coaches agree to use a volunteer referee, no protest of the outcome of the match will be allowed based on the qualification (or lack thereof) of the volunteer. Agreement **must** be documented by both coaches initialing the blue game card next to the volunteer referee's name prior to the start of the game.

If both coaches do not agree on use of a volunteer referee, both teams should immediately leave the field and not attempt a scrimmage or inter-team training session.

If the assigned referee arrives after the game has started, the volunteer referee may turn over responsibility to the late-arriving referee at a stoppage of play after establishing with him the time remaining, score, and any cautions/ejections issued. The game will continue, not be restarted.

An immediate family member of a player is not permitted to serve as an assigned or volunteer referee or assistant referee for that player's game without prior approval by both coaches. Immediate family member is defined as parent, grandparent, guardian, sibling, aunt, uncle, or any other family relative who may have a vested interest in the outcome of the match. The team providing the family member **must** ensure that their opponent is informed of the family relationship. The approval **must** be documented by both coaches initialing the blue game card prior to the start of the game.

Exceptions: Documented approval by coaches is not required when:

1. An assistant referee serves in a U12 and U13 match as a Special Team Assistant Referee (STAR). See Appendix X for details of the STAR program.
2. A referee uses a volunteer only to signal when the ball has left the field. This role is referred to as a club linesman by USSF.

Failure to follow the documentation procedures in this section **may** result in a forfeit, non-game or replay of the match.

Report the absence of a referee to your club representative and division scorekeeper.

Rescheduled Games

On November 14, 1996 the NCSL Board of Directors approved a motion to allow the NCSL Administrator to reschedule all NCSL games canceled or not played. The NCSL Administrator will attempt to reschedule games on the next available game day according to field and referee availability. Special scheduling requests submitted prior to the start of the season will be taken into consideration and honored if at all possible. NCSL will honor special requests involving religious holidays if they were listed on the special scheduling request forms. Once a make-up game has been assigned by the NCSL Administrator and the referees and teams have been notified, this game is final and will not be changed.

Calling in the Score

The winning team is to report the score on the day of the match before 8:00 p.m. to the division scorekeeper. In case of a tie, cancellation at the field, or uncompleted game, both teams must call. Call the score in as early as possible. Please do not wait to call so that you can obtain the results of the day's matches. Teams and/or scorekeepers cannot declare a forfeit. They report the score and what occurred and the league determines whether there should be a forfeit. **The division scorekeepers must turn in their complete scores and referee coverage for each match to their scorekeeper NO LATER THAN 9:00 P.M.**

The score for forfeiture will be recorded as 3-0 to reflect the gravity of the offense and to conform to international rules. Repeated forfeiture may be a matter for investigation by the R&D Committee and possible forfeiture of the entire season, loss of cup play eligibility and a team's future entry into NCSL. Clubs who enter teams who want NCSL status and do not play at least 85% of their games may also be subject to disciplinary action.

Since U9 and U10 scores and standings are not kept, it is not necessary to call in scores for these age groups. For the Fall U11 season, when score data is used to determine division standings for the Spring U11 season, scores will be reported to the division scorekeeper.

The Complete NCSL Guide to Rain - 2 Hours Before First Game But No Later Than 9:00 am

- Club representative ascertains field conditions and contacts NCSL Administrator at (703) 385-1608.
- NCSL Administrator makes rain-out decisions.
- NCSL Administrator notifies referee assigners.
- Club representative notifies all coaches with home games of any changes and/or cancellations.
- Home team notifies visiting team that fields are closed, and/or changes are necessary.
- If league-wide rain-out, rain dates are used; if not, NCSL Administration reschedules all games on first available date.

NOTE: All rescheduling will be done by NCSL Administrator. Please leave the NCSL lines open for gathering field information and notifying club representatives. CALL THE HOTLINE FOR

WEATHER RELATED ANNOUNCEMENTS (703) 791-2656.

Section XI Division Standings

A team's standing in its division will be determined by the number of points it receives based on its win/loss record during the season. Points will be awarded as follows: 3 points for a win, 1 point for a tie, 0 points for a loss.

Tiebreakers

In the case of point ties at the end of the regularly scheduled season, final division standings for any teams involved will be determined on the basis of the following tiebreaker sequence:

- Head-to-head result between the two teams or among the three, four, or five teams involved. Using a three-way tie as an example: A beat B; B tied C; C beat A. A is 1-1-0=3 points. B is 0-1-1=1 point. C is 1-0-1=4 points. C is the winner with four tiebreaker points, A would finish 2nd, and B would finish in 3rd place. If two teams are still tied after using this head-to-head tiebreaker, restart with the head-to-head results between the two teams that are tied.
- Most wins during the season.
- Fewest goals allowed during the season.
- Fewest disciplinary points awarded during the season.
- Most goals scored during the season.
- Coin toss by NCSL president.

NOTE: The NCSL structure tries to have all divisions with ten teams. Depending on the number of teams that apply and last minute drops, some divisions may have an odd number of teams, e.g. nine teams. As a result of this situation, one team in the division has been scheduled a tenth game so that all other teams in the division can be scheduled nine games. This scheduling ensures equitable competition in these divisions with odd numbers of teams. The team, which plays the tenth game, will not receive credit for this tenth game; however, the opponent team will receive credit since it is their ninth game. The tenth game will be chosen prior to the start of the season; however, the division will not be informed of which game is the tenth game. Past experience has shown that if a team knows it is playing the tenth game and that the outcome will not matter for their team, the team may choose to forfeit or not play to win. Since this game does matter for the opponent team, the game should be played and the outcome decided on the field. At the end of the season, the scores and standings posted on the website will reflect that this particular game was the tenth game for one team and the score will not count for this team.

Trophies

For the Fall season, trophies will be awarded to first and second place finishers in all divisions except U9, U10, and U11. For the Spring season, trophies will be awarded to all first and second place finishers except U9 and U10. No trophies will be awarded until the first season of results oriented play.

Too Many Forfeits, No Trophies

Teams must play a minimum of 85% of their games to be considered for trophies for future league play. Teams consistently forfeiting will be subject to disciplinary action by the R&D Committee. Clubs

knowingly entering teams that forfeit more than 15% of their games are also subject to disciplinary action by the R&D Committee. For example, a club's teams might be denied entry to the NCSL.

Trophy Distribution

In the Fall, trophies will be shipped directly to the winning teams in late November. No trophies will be available before that date. Plan your team parties and presentations around that date. In the Spring, trophies will be shipped directly to the winning teams in late June.

Section XII Rules and Discipline Committee

Organization, Responsibility and Procedures

Interpreting and enforcing NCSL rules and disciplining behavior contrary to the NCSL Code of conduct will be the responsibility of a R&D committee. The chairman of the committee will be appointed by the President. The chairman will appoint members from Maryland, D.C., and Virginia to serve on the committee.

Meetings

During each season the R&D Committee will meet as needed. Any three committee members, including the chairman, will constitute a quorum, although the chairman will vote only in the event of a tie. A committee member may not participate in any hearing involving his/her own club or an age/division in which they have an involvement.

Duties

The R&D Committee is responsible for the following:

- Investigating and conducting hearings, as appropriate, to determine, assess, and enforce penalties when violations of NCSL rules or the NCSL Code of Conduct may have occurred. The R&D Committee has jurisdiction over rostered players and all team officials (including trainers) whether listed on the roster or not, and affiliates.
- Resolving protests based on alleged misapplication of FIFA Laws of the Game and appeals concerning referee actions or alleged violation of NCSL rules which may be appealed.
- Maintaining records of all cautions, ejections and the associated point count assessed against players and team officials.
- Reviewing any game terminated prior to its conclusion and providing the league with an official determination of the outcome of the game.
- Periodically reviewing rules and discipline policies and procedures, including the penalties for misconduct, and recommending changes to the officers as deemed necessary.

Referee Assault

When a player, coach, manager, club official, or affiliate is alleged to have assaulted a referee or an assistant referee, the appropriate state association has total jurisdiction. The R&D Chairman, having information about an alleged assault, will immediately notify the proper state association authorities and give them all information NCSL has compiled.

Any player, coach, other team official, or affiliate alleged to have assaulted a referee or assistant referee is automatically suspended from all NCSL games pending resolution by the state association. Rules for serving sit-outs apply to individuals on suspension pending resolution of the allegation.

Protests and Appeals Definitions

Game Protests: Alleged misapplication of FIFA Laws of the Game by the referee which may have affected the outcome of the game may be protested (A single incident in a 7-0 game will generally not be considered to have affected the outcome of the game.) Incidents resulting from judgment calls may not be protested.

Other protests: Referee actions other than judgment calls and alleged violation of NCSL rules and procedures, which may have affected the outcome of the game, may be protested. For example, playing of an ineligible player or coach serving a sit out coaching a team.

Per USSF memo dated November 14, 2003, if an ejection of a player is being appealed, the sit-out requirement will **not** be held in abeyance pending R&D action. If a R&D decision cannot be reached prior to the next NCSL match, the suspension must be served.

If a sit-out requirement for accumulated points for a player is being appealed, the sit-out requirement is automatically held in abeyance pending R&D action.

If an ejection or other sit-out requirement for a coach is being appealed, the sit-out requirement is automatically held in abeyance pending R&D action.

Filing Protests and Appeals

Protests must be submitted in writing to the R&D Chairman within two days of the match protested. Copies of the protest must be sent to the opposing coach and both club representatives. Protests must include:

- the date, time, place and game number of the match
- the age group/division, and both NCSL team numbers
- the nature of the protest
- statements from eyewitnesses (as appropriate)
- the remedy requested
- protest fee

Protests may be e-mailed directly to the R&D Chairman at rdchairman@ncsl-soccer.com, and mailed to NCSL, P.O. Box 1519, Manassas, VA 20108. The mailed submission must be postmarked; a postal meter stamp is not acceptable. The protest fee must accompany the protest mailed to the NCSL office.

The fee for a protest is \$200. If the protest is upheld, the fee will be returned. If the protest is denied, the fee will be deposited to the general fund of the league. A team is subject to suspension if its check is not accepted for payment.

R&D Action on Protests and Appeals

The R&D chairman will review protests and appeals for determination of proper filing and the nature of the matter being protested. If he determines that a protest is validly submitted, he will initiate action to resolve the issue. This may be accomplished by consulting other committee members by phone or personally or by holding a hearing. The chairman will be the judge of which method of resolution will be used.

It is the policy of the R&D Committee not to review videotapes of any game. All decisions of the R&D Committee will be rendered in writing. Decisions will be sent to the opposing coach and both club representatives.

Discipline

The existence of an NCSL committee with authority to discipline does not relieve each club of its responsibility to insure that players under its sponsorship will play and learn in a safe and supportive environment. The League expects clubs to take prompt, effective action when it detects problems. The R&D Committee will defer to club action, provided it is satisfied the action is appropriate and responsive. The R&D chairman will receive reports of problems (including phone calls and written communications from referees, coaches, the league administrator, game reports, etc.) He will review the record of offenses set out therein, and if necessary, communicate with referees and other witnesses to obtain any information they may possess. If the chairman deems disciplinary action is appropriate, he will advise appropriate club representatives by phone or in writing of the offense(s) and the action planned by the Committee.

Failure of an individual to observe the sit-out procedures described below will be reviewed by the committee and may result in additional sanctions, including forfeits for using suspended personnel.

Any team (players, coaches, or team officials) which shows continued disregard for the NCSL Code of Conduct or the league's rules and procedures will be subject to sanctions determined by the R&D Committee. A team may be instructed to appear before the committee to determine the circumstances surrounding the incidents in question, the corrective measures the team proposes to take, and whether penalties against the team are in the best interest of NCSL.

The R&D Committee may fine and/or suspend teams for significant misconduct. The committee will decide when a team fits into the category of significant misconduct. The duration of the suspension will be based on the severity of the offense; games missed because of the suspension will be recorded as forfeits in favor of the scheduled opponent. A fine will not be more than \$800.00. The committee will decide the amount of the fine depending upon the severity of the misbehavior of a team. If a team disbands or does not pay for any reason, the club will be responsible for the fine before the following season.

The committee will review the circumstances surrounding all games terminated for reasons other than bad weather, conducting a hearing if necessary. The committee will determine the outcome of the game, including requiring a replay if appropriate, and if additional sanctions to either or both teams are warranted. In no event will a team gain an advantage if the committee determines it to be responsible for termination of the match.

Appeal of R&D Decisions

Decisions of the R&D Committee may be appealed. The appeal cannot be based solely on the fact that the appellant is unhappy with the R&D decision and is seeking a retry of the case. The appeal must be based on any errors in process, procedure, or precedent that the team believes the R&D Committee made in reaching its decision.

The appealing party, within seven days of receiving written notice of the R&D decision, must send a written appeal via e-mail to the NCSL President and by mail to the NCSL President, c/o NCSL Office, P.O. Box 1519, Manassas, VA 20108. The appeal must cite the errors made by the R&D Committee in reaching its decision, the remedy requested, and include the appeal fee. Written statements to be used in the appeal must be in the hands of the chairman 48 hours in advance of the hearing. A separate check for each appeal must be submitted regardless of fees previously submitted. The fee for an appeal of an R&D decision is \$500.

The Appeals Committee will consist of the president of NCSL or an officer designated by the president of NCSL who will preside, and four club representatives. A quorum is three and may include the chairman who may vote if there is a tie.

The NCSL President, or the designated officer, will review the appeal to determine if it was properly filed and the nature of the matter being appealed. If the determines that an appeal is validly submitted, he will initiate action to resolve the issue. This may be accomplished by consulting other appeals committee members by phone, holding a meeting of the appeals committee, or by holding a hearing. The President, or the designated officer, will be the judge of which method of resolution will be used.

If a hearing is deemed appropriate, the Appeals Committee will meet within fourteen days of receipt of an appeal unless otherwise ordered for good cause. The committee will hear the appealing party and the R&D Committee.

If the appeal is upheld, the fee will be returned; if the appeal is denied, the fee will be deposited to the general fund of the league.

NOTE: Decisions of the Appeals Committee are final within NCSL. The next avenue of appeal is to the state association.

NCSL Disciplinary Point System

The NCSL disciplinary point system is designed to impose **additional** sanctions on players, coaches, and team officials chronically receiving cautions and ejections in NCSL games.

Point values are assigned to cautions and ejections as follows:

- A player who receives one yellow card in a game is assessed 5 points. A player who receives two yellow cards in one game is assessed 10 points; 5 for each yellow even though he is shown a red card after receiving the second yellow. A player who receives a red card for a foul punishable by ejection (violent conduct, foul or abusive language, etc.) is assessed 10 points. If a player who has a yellow card is later ejected for a foul punishable by ejection, he is assessed 15 points; 5 for the yellow and 10 for the ejection.
- Coaches and other team officials. To emphasize the importance of the coach and other team officials leading by example, coaches and other team officials are assessed a coaches' penalty. The point system applied to players above apply to coaches except that coaches are assessed a 5-point penalty for the first card they receive in each game. Thus, one caution totals 10 points; 5 for the caution and 5 for the penalty. A caution followed by an ejection (not a second yellow) totals 20 points.
- In addition to the points for red and yellow cards issued during a game, the R&D Committee will assess points for suspensions and fines to a team as a result of any R&D decision as follows:
 - a) Each disciplinary suspension assessed against a player will count as 10 points.
 - b) Each disciplinary suspension assessed against a coach will count as 15 points.
 - c) Each disciplinary suspension assessed against an affiliate will count as 10 points (the disciplinary suspension of all affiliates from a match will count as 100 points).
 - d) Each \$100 or fraction thereof of assessed penalty against a team will count as 5 points.

NOTE: All the above points assessed by the R&D committee are assessed against the team not the individual player or coach.

Points assessed to coaches or trainers who are officials of more than one team apply only to the team against which the points were assessed. Similarly sit-out requirements apply to the team against which the points were earned.

A player, coach or other team official, who receives cautions and/or ejections totaling 20 points a season

(fall or spring), must serve a one-game disciplinary suspension at the team's next NCSL game. A one-game disciplinary suspension must also be served for every 10 points received thereafter. Rules for serving suspensions due to ejections also apply to disciplinary suspensions due to accumulated points.

While points do not carry over from one season to the next, the committee will maintain records of player and team official point counts from prior seasons and will take this into account during its deliberations.

It is the team's responsibility to track its own point totals. The Committee will not notify teams that an individual owes a disciplinary suspension for cumulative points, but it will impose penalties if the sit-outs are not served in accordance with NCSL rules and procedures.

Sit-Out Procedures

After being ejected from a match, a coach or team official must leave the field area immediately and may not return to the field until after the game is completed. The ejected team official must immediately remove her/himself from the field as directed by the referee but in no case will s/he remain closer to the playing field than 100 yards until 30 minutes after the game is over. During this period, a coach or team official must not be involved in any way with administration or communication with the team at the game site, either directly, or indirectly. The NCSL R&D Committee has adopted the VYSA Policy on Misconduct by Coaches as guidance in reviewing incidents of failure to comply with this no return policy. (See Appendix VI)

After being ejected from a match, a player must leave the field area immediately and may not return to the field until after the game is completed. The ejected player must immediately remove himself from the field as directed by the referee and remain there until 20 minutes after the game is over. Players should not be sent 100 yards from the field area without appropriate adult supervision. Therefore, the TSL is responsible to ensure that adult supervision is provided and the player complies with this requirement.

The penalty for ejection from an NCSL game is an automatic one-game suspension, i.e., a sit-out. A player, coach, or other team official may be ejected during or after a game; an ejection after a game carries the same sanction as an ejection during a game. The R&D Committee also has authority to impose suspensions; these sit-out procedures apply to R&D imposed sit-outs. Multi-game suspensions must be served consecutively.

Cautions and ejections assessed in terminated games (for bad weather or for other reasons) count as if the game had been completed.

Sit-outs must be served consecutively in the next NCSL game(s) the team plays (except if the sit-out requirement is being appealed). Games cancelled by darkness or weather, won or lost by forfeit do not count as the "next NCSL game the team plays." Sit-outs being served in a game terminated by darkness or weather will not count and sit-outs being served in a game terminated by actions on the field that are not darkness or weather-related will be reviewed by the R&D Committee to determine whether or not the sit-out will count.

A player, coach or team official ejected in the last game of the season or owing a cumulative-point sit-out as a result of the last game must serve the sit-out in the next game the individual is eligible to play in.

A player sitting out a game may attend the game, but must not be in uniform and must not be on the team sideline, and must not assist in any function related to the game. For a team with more than 18 players on the roster, a player serving a sit-out may attend the game, but must not be in uniform and must not be on the team sideline, and must not assist in any function related to the game. However, the team may still have 18 players on the game day roster.

A coach or team official serving a sit-out is encouraged not to attend the game at all. If a coach or team official does attend, however, he must not be closer to the playing field than 100 yards beginning 30 minutes before game time, **and must remain not closer to the playing field than 100 yards until 30 minutes after the game is over. This period of time is defined as “the sit-out period.” During this “sit-out period” a coach or team official must not be involved in any way with administration of the team at the game site, either directly, or indirectly. Use of walkie-talkies, cell phones, or any other method of communication by the coach to communicate with the team is strictly forbidden.** The fact that a game can be seen from a public street or sidewalk, which may be closer than 100 yards does not relieve the coach or team official from complying with the 100-yard rule.

An official of the team with a player or coach serving a sit-out must notify the referee who is sitting out and request that the referee record the sit-out on the blue game card.

An NCSL Sit-out Certification Card must be properly filled out and mailed to NCSL for the sit-out to be considered complete. An official of the opposing team must sign the sit-out report as verification. It is the responsibility of the team with players or team officials serving sit-outs to mail the sit-out report. If NCSL does not receive the sit-out certification the sit-out will not count and the game may be subject to forfeit.

A copy of the sit-out certification card should be made and retained with the team records prior to mailing.

NOTE: Sit-outs earned but not served in one season carryover and must be served in the next season the individual participates in the NCSL. Players or team officials who change team affiliation between seasons still owe sit-outs regardless of any new team they join.

Rules and Discipline Penalties

The R&D Committee may impose penalties including but not limited to additional sit-outs, forfeitures, probation, suspension, or expulsion.

For teams with serious discipline problems as determined by the R&D Committee, a fine up to \$800 may be imposed.

In exceptional circumstances, the R&D chairman may provide the appropriate state association - VYSA or MSYSA - information concerning sanctions and suspensions it has levied. The state association may take these facts into account when approving travel applications, approving applications to host tournaments or festivals, approving application to host foreign teams, choosing representatives for regional and national cup or team play.

The NCSL treasurer will inform the state association of any club or team not in good standing financially with the NCSL so that this may be taken into account in appropriate instances.

The NCSL sit-out requirements for red card ejections and compliance with the accumulated point system is an honor system and each team is responsible for tracking its own cards, serving sit-outs for red cards and accumulated points according to league rules, and for providing proof of sit-outs through opponent verification. The R&D Committee monitors each team's compliance with the need to serve required sit-outs and will impose additional penalties against any player, coach, or team for failure to complete required sit-out(s) in the next NCSL game(s) and provide appropriate opponent verification. See sit-out procedures for documenting and obtaining appropriate opponent verification of sit-outs performed.

Any player or coach required to perform a sit-out is ineligible to participate in his team's next NCSL

match. If opponent verification is not provided as required under sit-out procedures, the player or coach is deemed not to have sat out the required match and the team is deemed to have played the match with an ineligible player or coach, as the case may be. All games played with an ineligible player or coach will be forfeited by the R&D Committee and/or Chairman.

The penalty for failure to provide opponent verification of a required sit-out is as follows:

- Red card to a player- the player will be suspended for three games and the player's coach will also be suspended for three games.
- Red card to a coach- the coach will be suspended for three games.
- Accumulated points suspension for a player- the player will be suspended for two games and the player's coach will be suspended for one game.
- Accumulated points suspension for a coach- the coach will be suspended for two games.

The R&D Chairman will review each case of failure to provide verification of a required sit-out and will notify the team that the above penalties are being imposed. If a team has more than one case, in any season, of failure to provide verification of required sit-outs, the team will be required to appear before the R&D Committee.

Section XIII New Club Application

NCSL encourages strong soccer clubs to submit applications to become member clubs of NCSL. An application for membership in NCSL can be downloaded from the NCSL web site at www.ncsl-soccer.com (posted under Other Important NCSL information) or can be obtained from the League Administrator at National Capital Soccer League, P.O. Box 1519, Manassas, VA 20108-1519. For an application to be considered, it must be accompanied by a nonrefundable check made payable to NCSL in the amount of \$500.00. The deadline to apply for the next Fall season is March 15th and the deadline to apply for the next Spring season is September 15th.

In order to insure that only competitive clubs petition to join the NCSL, all new clubs must have a minimum of five existing teams (excluding U9's) for which records can be provided documenting their play. Black and white copies of the official, stamped, state-approved roster from the state in which the club resides will suffice as evidence of compliance with this rule.

The roster copies are retained in the league files, but are not distributed, published, or made public in any way. The applying club must provide a written statement of the won-loss-tie record of the five teams with the application to join NCSL. Applying clubs must also provide evidence that they own or are authorized permit-holders for at least one field of the appropriate size for every four teams that will play in NCSL. For example, if the applying club will have two U9 teams, two U11 teams, and two U16 teams, the club will need to provide evidence that they have at least one small-size field and one large-size field.

Once a valid, completed application is received at the league offices, it is forwarded to the NCSL New Club Admissions Committee (NCAC) and will be reviewed by the committee members. Generally, the NCAC will make a site visit to the applying club. During the site visit, the NCAC will often interview the senior officials and key members of the applying club. The NCAC will form a subjective evaluation in several key areas:

- number of active clubs
- travel time to the club's fields
- number and quality of playing fields
- quality teams and coaches

- certified referees
- commitment to a quality program for player development
- a program to develop club coaches and to review and approve coaches
- an appropriate code of conduct for players, team officials, and spectators
- evidence that the youth participation in the area it serves is sufficient to support at least one team in each age group without engendering non-productive competition with an existing member club
- other unique factors brought to the attention of the committee

The NCAC will prepare a report and present it to the NCSL Board of Directors. At the meeting during which the applying club's candidacy is discussed, the NCSL Board of Directors will vote on the club's candidacy. Applying clubs will be notified whether or not they were accepted into NCSL. Generally, clubs not accepted into NCSL are presented with the league's informal assessment of why the candidacy was not accepted. As a matter of existing NCSL policy, candidate clubs not accepted into NCSL may re-apply only after two years.

Upon granting admission to a club to the NCSL, one existing team per age group from that club may gain immediate entry into an appropriate division. This offer will extend only to the first season for which the club is eligible for NCSL play. The size of the division to which the team is entered will be expanded to 11. The division will remain with 11 teams until normal attrition allows the division to return to a maximum of 10 teams.

Appendix I – US Youth Soccer Age Groups, League & State Fees for 2011-2012

Age Divisions

The chart shown below is to show the Maximum Age a player may be in each particular age group for League and Cup Competition. **A player may only be rostered to one (1) NCSL team at a time.**

<u>Age Groups</u>	<u>Birth Dates</u>
-------------------	--------------------

Under 19	Aug 1, 1992 - July 31, 1994
Under 17	Aug 1, 1994 - July 31, 1995
Under 16	Aug 1, 1995 - July 31, 1996
Under 15	Aug 1, 1996 - July 31, 1997
Under 14	Aug 1, 1997 - July 31, 1998
Under 13	Aug 1, 1998 - July 31, 1999
Under 12	Aug 1, 1999 - July 31, 2000
Under 11	Aug 1, 2000 - July 31, 2001
Under 10	Aug 1, 2001 - July 31, 2002
Under 9	Aug 1, 2002 - July 31, 2003

League Fees

League fees are due with each club's application for entry. (See calendar on the NCSL website for due dates). Fees are based on the cost of league operations including, referee fees (referee assignor fees, assignor administration and bookkeeping fees), printing, postage, supplies, trophies, telephones, etc.

Under 9, 10, 11	\$370	30-minute halves 1 referee
Under 12	\$660	35-minute halves 1 referee
Under 13	\$660	35-minute halves 3 referees
Under 14	\$685	35-minute halves 3 referees
Under 15, 16	\$775	40-minute halves 3 referees
Under 17	\$845	45-minute halves 3 referees
Under 19, Fall	\$845	45-minute halves 3 referees
Under 19, Spring	\$665	45-minute halves 3 referees

In addition to the team fees, each club must pay seasonal dues of \$300.00.

State Fees

In the fall, a payment for Virginia player passes and insurance is assessed to all NCSL Virginia teams. This fee is then paid to Virginia by NCSL. Maryland teams pay their state fees directly to their clubs and the clubs pay these fees to Maryland.

	<u>Virginia</u>
Under 9, 10	\$156
Under 11, 12	\$182
Under 13- 19	\$235

Please make sure that fees to the league from each club come in **one club check**. **The only exception to this policy is for waiting list teams, who must turn in separate checks.**

Appendix II - Leaders Code of Conduct

The purpose of the National Capital Soccer League is to provide youth soccer players the opportunity to develop soccer skills through a high level of competition. As a leader in the NCSL - as coach, assistant coach, manager, or trainer - I understand the importance of the role I play in the lives of my players, and I accept the great responsibility this places on me. In carrying out these responsibilities, I accept the following code of conduct:

- I will promote growth and development in a positive and supportive manner. I will nurture good sportsmanship and fair play by teaching and personally demonstrating my commitment to these virtues.
- I will teach and demonstrate respect for the Laws of Soccer. I will insist on the highest respect for soccer officials by players, parents, and fans. I understand that dissent is contrary to the Laws of Soccer and that criticism of officials could destroy the game. I will abide by NCSL's rules and procedures.
- As a head coach, I understand I am responsible for the behavior of my teams' assistants, parents and fans at League games.
- I will respect the players on my team and on other teams. I understand that soccer is merely a game, and that players and coaches on other teams are my opponents, not my enemies. I will teach my team to appreciate how the variety and diversity of players in our league makes the league richer and more rewarding.

(Signature)

Date

Printed Name

Title

Club Name

Team Number

Appendix III - Players Code of Conduct

It is a privilege to be a player in the National Capital Soccer League. I understand I must follow the rules written below to remain a player in good standing in the League:

- I will respect the game of soccer and its laws. I will learn these laws and try to follow them. I will play the game fairly.
- I will show respect for the authority of the referee, even though I will sometimes disagree with his calls.
- I will show good sportsmanship before, during, and after games. I understand that soccer is a game, and that the players on the other team are my opponents, not my enemies.
- I will help parents and fans understand the Laws of the Game so they can watch and enjoy the game better. I will be sure they understand that dissent is not permitted in the NCSL.

(Signature)

Date

Printed Name

Club Name

Team Number

Appendix IV - Parent Code of Conduct

Soccer is a wonderful sport and a passionate game. We should always remember our attitude is contagious. The referees, the players, the coaches and the fans should come together to match wits and skills. The other team is our opponent not our enemy and thus should be treated with respect.

While winning is important, playing well and fairly is the essence of the game.

- I/we will set a good example to my/our child in his soccer development by adhering at all times to the following:
- We will not criticize the referee openly or directly ... during or after games. Any criticism shall be done in writing (to my club or the NCSL), not verbally.
- We will only give positive feedback to players.
- We will cheer at all games within the spirit of fair play and shall do our best to cheer the effort regardless of the outcome. We will be mindful in "lopsided" games where cheering our own "winning" team might be misunderstood.
- We shall do our best to teach our players to become students of the game.
- We shall find the "little successes" that our children have during each match.
- We shall show the quality of our sportsmanship during and after each and every match and help our child remember to thank the referee after the match without regard to the result.
- We shall do our very best to have our child prepared for every match.
- We shall support the learning effort of the players, coaches, and the referees by demonstrating our patience.
- We understand that improper behavior at a match may result in a parent being asked to leave the field by the referee, the TSL or a club official so the coach does not receive a yellow card caution or even a red card ejection due to the actions of the parent spectator.
- We shall leave the coaching to the coach during match. We shall do our best not to give our child instructions during the match.
- We understand that (upon review) the NCSL can, and will if necessary, suspend our individual privilege to watch our child play should we behave in a manner that is rude or otherwise offensive.
- We agree to do our best to have as much fun watching the game as the players should have playing the game.

(Signature)

Date

Printed Name (Circle one Mother, Father, Guardian)

Club Name

Team Number

Appendix V – Maryland Zero Tolerance Policy Against Abuse

The following guidelines and procedures are established for our staff, volunteers and participants. All members of MSYSA are expected to observe and adhere to these guidelines. Coaches, players, managers, club team officials, and volunteers that are registered through MSYSA are expected to adhere to this policy.

Abuse of any kind is not permitted within our organization. MSYSA does not tolerate physical, sexual, emotional or verbal abuse or misconduct from our players, coaches, officials, volunteers, parents or spectators.

Physical and sexual abuse, including, but not limited to, striking, hitting, kicking, biting, indecent or wanton gesturing, lewd remarks, indecent exposure, unwanted physical contact, any form of sexual contact or inappropriate touching, are strictly prohibited within our organization.

Emotional abuse or verbal abuse is also prohibited. These include, but not limited to, making abusive statements in regard to a person's race, gender, religion, nationality/ethnicity, sex or age.

All coaches, officials, and volunteers are appointed through the registration process as protection advocates of this policy. Every member is responsible for reporting any cases of questionable conduct or alleged mistreatment toward participants by any coach, official, volunteer, player, parent, sibling or spectator.

MSYSA recommends that every activity sponsored by its member organizations put a BUDDY SYSTEM in place. Each youth participant should be assigned a buddy during sponsored activities. No child should go anywhere - to the bathroom, locker rooms, or other location, without his or her buddy.

To further protect youth participants, as well as the coaches, volunteers, and officials, we strongly recommend that no adult person allow himself/herself to be alone with a child during sponsored activities.

- Do not drive alone with a child participant (other than your own children) in the car.
- Do not take a child alone to the locker room, bathrooms or any other private room.
- If you must have a private conversation with a youth participant, do it within view of others, in the gym or on the field, instead of in a private setting.

When traveling overnight with youth participants, children should be paired up with other children of same gender and similar age group, with chaperones in separate but nearby rooms.

Children should be empowered to trust their feelings and let them know that their concerns and fears are important by listening to them. Open communication between children and parents, or between children and other adults in the organization may help early warning signs of abuse to surface.

The MSYSA board of directors and the risk management committee will respond quickly to any and all allegations of abuse within this organization. This information will be communicated to the authorities for investigation and will be reviewed by the organization's directors. The alleged offender will be notified of such allegations promptly.

Any person accused of sexual or physical abuse may be asked to resign voluntarily or may be suspended by the board until the matter is resolved. Regardless of criminal or civil guilt in the alleged abuse, the continued presence of the person could be detrimental to the reputation of the organization and could be harmful to the participants. A person who is accused but later cleared of charges, may apply to be reinstated within the organization. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his/her former position.

Our mission is to promote good sportsmanship throughout the organization and encourage qualities of mutual respect, courtesy and tolerance in all participants, coaches, officials and volunteers. Children with a strong self-image may be less likely targets for abuse; and they may be less likely to abuse or bully others around them.

Appendix VI - Virginia Policy on Misconduct by Coaches

July 1, 2000

Section 1. In this policy-

- (1) "Coach" means a coach, assistant coach, team manager, or other team official.
- (2) "Federation" means the United States Soccer Federation, Inc.
- (3)
 - (A) "Misconduct at a referee" means persistent statements or physical acts at a referee at a game, that do not constitute referee assault or abuse as provided under Federation Policy 531-9, but that mistreat the referee or are inappropriate or unacceptable statements or acts, and include the following:
 - (i) excessive incidences of foul or abusive language at the referee.
 - (ii) statements that diminish the authority of the referee.
 - (iii) statements or acts that serve to intimidate without threatening physical harm to the referee.
 - (B) Examples of misconduct that arise under subparagraph (A) of this paragraph (3) include the following: confronting the referee without physically threatening the referee; spitting on the ground or in the air but not at the referee; throwing or kicking an item as a sign of disrespect or dissent but without the chance of hitting the referee; re-entering the field. These are only some of the examples of possible misconduct and are not all-inclusive.
- (4) "Referee" means the following:
 - (A) Any currently registered Federation referee, assistant referee, 4th official or other individual appointed to assist in officiating a game; (B) any non-licensed, non-registered individual serving in an emergency capacity as a referee as provided by Federation Policy 531-8; and (C) any club assistant referee.
- (5) "VYSA" means the Virginia Youth Soccer Association, Inc.

Section 2. This policy only applies to a coach in the following situations:

- (1) If a proceeding is brought against the coach for referee assault or abuse, or both, under Federation Policy 531-9; or
- (2) If the coach is ejected from a game and, after the ejection, engages in conduct that is misconduct under this policy.

Section 3. If a coach is found to have committed misconduct under this policy, the coach shall be suspended at least the next 3 scheduled games. This suspension is in addition to any other suspension that may be imposed on the coach by a club or league.

Section 4. The Board of Directors of VYSA delegates to the VYSA Adjudication Committee its authority to carry out this policy. In carrying out this policy, the Committee shall conduct hearings and follow hearing procedures applicable to allegations of referee abuse. A decision of the Committee is a final decision of VYSA.

Appendix VII - Player's Guide to Red Cards, Yellow Cards and Accumulated Disciplinary Points

When a player gets a red card or two yellow cards during a game, s/he is ejected from the game and two penalties are given. First, the player must sit out the next league game and is assigned 10 cumulative disciplinary points

When a player gets a yellow card during a game one penalty is given. The player is assigned 5 cumulative disciplinary points.

When the player's points add up to 20 he must sit out the next league game. A red card sit out does not count for the accumulated disciplinary point sit out. If a player gets a red card in a game he must sit out the next league game and he has 10 accumulated disciplinary points. If he gets another red card in a later game in the season, he must sit out the next TWO league games, one for the red card, and one for the 20 accumulated disciplinary points.

If a player gets four yellow cards in four different games in a season, he must sit out the next league game because he has 20 accumulated disciplinary points. Any combination of red and yellow cards that totals 20 points results in an accumulated disciplinary point sit out for the player. It is important to remember that a red card sit out does not count for an accumulated disciplinary point sit out.

Once a player reaches 20 accumulated disciplinary points and serves his sit out, he must serve an additional sit out each time he accumulates 10 points (at 30, 40, and 50 points) during the season.

At the end of the season, points do not carry over to the next season, but sit outs earned due to red cards or accumulated disciplinary points carry over and must be served the first game(s) of the next season.

If a player changes teams, the sit outs follow him and must be served with the new team.

If a player does not play during the following season, the sit outs are owed when he returns to the league and must be served in the first game(s) of the season.

Red and yellow cards earned during tournaments, state cup games, scrimmages and indoor games do not count in a player's accumulated disciplinary point total.

It is important for coaches, players, and team managers to keep good records of red cards and accumulated disciplinary points because the league does not notify players or teams when sit outs are due. Sit outs served only count if they are properly verified by the player's team. If sit outs are not served when they are due, the player, coach and team will face additional sit outs, and/or fines and forfeit of games played with players in violation.

Appendix VIII - NCSL Insurance Program Through VYSA & MSYSA

To receive VA insurance forms call the VYSA office at (703) 494-0030.

For MD insurance forms call MSYSA office at (410) 987-7898.

I. Accident Medical Expense and AD&D Benefits Policy

Insured Persons

All players, coaches, assistant coaches, and managers are covered by the accident medical expenses and accidental death and dismemberment benefits policy.

Covered Activities

The following activities are covered by this policy:

- while participating in scheduled practices or games or sponsored activity while under the supervision of team officials.
- supervised travels directly to or from scheduled games, practice sessions, or sponsored activity.
- while participating as a member of a tournament team in an official local or national tournament, including travel to, attending, and returning from, the city where the tournament is held.

Accident Medical Expense Benefits

The medical expense benefits coverage applies to covered activities up to \$100,000 in Virginia or \$300,000 in Maryland per incident for reasonable medical expenses incurred. There is a \$100 deductible.

Accidental Death and Dismemberment Benefits

For insured persons for covered activities, the policy pays \$50,000 in Virginia or \$10,000 in Maryland for loss of life or 2 members (hands, feet, and eyes) and pays \$25,000 in Virginia or \$5,000 in Maryland for loss of one member. Payment shall be in addition to any other indemnity payable to the date of loss, but only one amount, the larger applicable amount shall be payable for all such losses resulting from one accident. "LOSS" shall mean, with respect to hands and feet, severance of the limb, with respect to the eyes, entire and irrecoverable loss of sight.

II. General Liability Insurance Policy

The General Liability Insurance Policy covers your club or league for damages that your club or league is required to pay to spectators and participants for bodily injury and property damage caused by an accident resulting from covered activities of your club or league. The limit of liability is \$2,000,000 per occurrence, \$5,000,000 per aggregate for Virginia and \$1,000,000 per occurrence, \$2,000,000 per aggregate for Maryland.

III. Directors and Officers Liability Insurance Policy

The Directors and Officers Liability Insurance Policy covers liability for error, or misstatement or act or omission or neglect or breach of duty by an officer or director. The maximum liability coverage is \$6,000,000 per occurrence, \$6,000,000 per annual aggregate. This policy is being purchased by VYSA for the NCSL. There is not a separate charge to the NCSL for this policy.

This explanation is only for general information and does not amend or alter the insurance contracts themselves. The wording of each policy constitutes the only agreement between the insured and the insurance companies.

Appendix IX - Lightning

Law V of the Laws of the Game says the referee “shall have discretionary powers to stop the game and to suspend or terminate the game whenever, by reason of the elements, interference by spectators or other cause, he deems such stoppage necessary.” This is the only guidance provided in the Laws of the Game to referees.

In the training of all referees, the safety of everyone at the field is of primary concern to the referee. There is no specific instruction given about when to stop play during threatening weather.

By way of definition, dangerous weather constitutes an unplayable condition, even if the storm has not yet broken. NCSL club representatives, coaches and referees should be advised that if dangerous weather conditions exist, a match should be suspended and replayed in its entirety at a future date. It should be pointed out that the safety of all is paramount, independent of any cost, inconvenience, or advantage due to the replay of the match.

Lightning Safety Guidelines

1. Remember that prevention and education are the key
2. Obtain a weather report *prior* to practice or games. When outside, listen to weather radio if you suspect a storm is approaching.
 - a. Know that the existence of blue sky and the absence of rain are not protection from lightning. Lightning can strike as far as 10 miles away from any rainfall.
 - b. When a storm is approaching, monitor the situation carefully.
 - c. No place outside is safe near a thunderstorm.
 - d. Open fields and elevated places are the most dangerous when it comes to lightning.
 - e. The activity with the fastest rising lightning casualty rate is outdoor sports and recreation.
3. Assess and Act On Immediate Risk by Using the 30-30 rule
 - a. At every practice, game, or outdoor event, a club or team official (coach, asst. coach, TSL, or appointed parent) should act as the lightning monitor(s). The monitor(s) must be responsible for assessing current weather conditions and relaying threat situations to the coach and or officials as appropriate.
 - b. If you can't see the lightning but do hear thunder, then lightning is close enough to strike you – seek shelter immediately.
 - c. If you see lightning, count the time until you hear thunder. If this time is 30 seconds or less, seek proper shelter immediately.
 - d. Wait at least 30 minutes after hearing the last thunder before leaving shelter.
4. Take Shelter in a Safe Location
 - a. Remember that no place outside is safe near thunderstorms.
 - b. The best shelter is a large, fully enclosed, substantially constructed building.
 - c. A vehicle with a solid metal roof and metal sides is a reasonable second choice. Stay inside the vehicle with windows up – do not lean on the vehicle.
5. Avoid the most Dangerous Locations
 - a. Higher elevations
 - b. Wide open areas, including fields
 - c. Tall isolated objects, such as trees, poles, or light posts
 - d. Unprotected open buildings such as pavilions, picnic shelters, or bus stops
 - e. Metal fences and metal bleachers

No lightning safety policy guidelines will provide 100% guaranteed safety; however, following this guideline will help avoid most casualties or injuries.

Appendix X- Special Team Assistant Referee (STAR) Program Rules and Procedures

Purpose

The NCSL STAR Program provides trained certified assistant referees to U12 and U13 matches when neutral assistant referees are not assigned.

STARs are expected to help others appreciate the difficult role of a referee in competitive youth soccer.

STARs are encouraged to officiate other games in NCSL, WAGS, their house leagues, or elsewhere to gain experience and additional insight into the art of soccer officiating. The NCSL strongly encourages STARs to serve as assistant referees for other NCSL and WAGS matches, especially those games that are immediately prior to or immediately following your team's match. However, if a STAR is selected to serve by their team, the STAR's primary duty on game day is to their team, not officiating other matches.

REQUIREMENTS

1. Each U12 and U13 team must identify at least two STARs, prior to the beginning of each season. STARs at U14 are optional and may be used, if needed.
2. All teams must enter the details of their STARs through their team page on the NCSL web site. This information is not public but is required to help NCSL manage STAR compliance
3. The deadline for the STAR names to be posted in the Team Contacts section of the NCSL website for the Spring season will be March 1, and the deadline for the Fall season will be August 1st.
4. The minimum STAR level training course is USSF Grade 12 but STARs can be certified referees in USSF Grades 12, 9, 8, or higher. Individuals identified by their team prior to the deadline may be currently certified, or committed to becoming certified prior to the season in which they are entered.
5. STAR Certification data must be entered in the Team Contacts section of the NCSL website prior to the first game of the season. This information can be obtained from each STAR. The data needed is a) month and year of training course; b) state where class was taken; c) grade level; d) year on badge.
6. Team Managers are responsible for ensuring their STARs are listed in the Contacts Section of the NCSL website, including their USSF Referee Grade, certification date, and state certified.
7. Teams who have not complied with these requirements may be subject to a fine of \$150 per game until they are compliant with the STAR requirements. In addition, teams who have not been in compliance during the course of a season may be denied entry to the league in subsequent seasons.
8. Minimum age for an NCSL STAR is 18 on the day the match is played, regardless of certification grade. STARs must carry identification to prove age and identity if requested by the referee.
9. Coaches, assistant coaches, or trainers, listed on the roster of the participating teams may not serve as a STAR.
10. STARs may not serve as both TSL and STAR for the same match.
11. One individual may be listed as a STAR for no more than two (2) NCSL teams.
12. STARs who are Grade 8 or senior referees must not turn back previously accepted assigned league matches in order to perform their STAR responsibilities.
13. NCSL will pay the teams at the end of the season for the services provided by their STARs. A card is provided to each team at the beginning of each season for recording STAR services; this card is mailed to the NCSL office within three days of the last game of the season to request payment. The rate of pay will be the same as that for assigned assistant referees. No payment will

be made for use of assistant referees who are not currently certified by USSF as they fail to meet NCSL requirements for STARS. Teams have discretion regarding whether to compensate their STARS.

TRAINING

1. The State Referee Programs of Maryland and DC/Virginia manage Training and Certification of assistant referees as required by USSF. The cost to certify is \$65 (\$40 for USSF registration and \$25 for the training class).
2. Assistant referees are initially certified in classes ranging from 9 to 18 hours depending on the level of certification sought by the individual referee. USSF Referee Grades 12, 9, and 8 are all acceptable entry classes for STARS.
3. All referees are required by USSF to recertify annually by attending a five-hour clinic and passing a USSF written exam. In lieu of recertification, STARS may upgrade to the next referee grade (12 to 9, 9 to 8, 8 to 7). Upgrading is highly encouraged. Recertification and Upgrade classes and clinics are generally conducted between the Fall and Spring seasons, but may also be available in August.
4. STARS may attend classes and clinics in Maryland, Virginia, or DC, regardless of where they live.

UNIFORMS AND EQUIPMENT

1. STARS must be dressed with the USSF approved uniform consisting of black shorts (without stripes or logos), black socks with three white horizontal stripes, the current USSF approved gold jersey, and the current year USSF badge. An alternate color jersey (black, red, or blue) may be worn at the discretion of the center referee when one team is wearing gold or yellow jerseys. However, STARS are not required or expected to own an alternate color jersey.
2. Footwear suitable for running is required. Black footwear is highly encouraged to present a professional appearance.
3. A basic uniform is available at prices ranging from \$36 to \$45 online from Official Sports Inc. and at several local retailers. In addition to the shirt, shorts, and socks, a first-time STAR will need an adhesive velcro disc for attaching the referee badge, cost about \$1.00. The badge is provided by the instructor at end of the class.
4. When at the field, including before and after the match, referees should present a professional appearance, including socks pulled up and shirts tucked in.
5. STARS may wear a hat. The hat should be a baseball cap type, and black, without any logo or seal except for that of USSF.
6. STARS must also have flags (provided by the center referee), a log for recording the score and other game events, pen or pencil, and watch.

GAME DAY PROCEDURES

1. Approach the referee and determine whether assistant referees have been assigned for the match. If two STARS are needed, each team may provide one STAR, should one be available from each team. If two STARS are needed and one team has none available, and one team has two available, the two available from one team will serve. If only one STAR is needed by the referee, and both teams have a STAR available, the STARS will decide among themselves who will serve. If they cannot come to a decision, the center referee will choose one STAR to serve the entire match. Two STARS may not share the duty of one position, whether from the same or opposing teams. If

- two positions are available and only one STAR is available, the one STAR may serve, and the center referee will determine whether or not to use another person for the second position.
2. STARS serve the entire match and will not be substituted except in severe extenuating circumstances, and only with the permission of the referee. In case a STAR fails to complete a match, the center referee has wide discretion on whether to replace the STAR with a certified referee, another person, or leave the position vacant.
 3. STARS should meet with the referee at least 15 minutes before the scheduled game start, and from then until the end of the match should not participate with their team in warm-ups, training, administration, etc.
 4. STARS serve as directed by the referee, who serves as directed by USSF, their state referee organization, and NCSL. During the pre-game meeting, the referee should instruct the assistant referees regarding field and equipment inspection, positioning, mechanics, and how in-and-out-of play, offside, fouls, etc. should be signaled. The referee has wide discretion utilizing assistant referees, including positioning the assistants, and directing the assistant referees whether or not to signal fouls.
 5. Once the game begins, the STARS should not communicate with the players or spectators except in their capacity as a referee.
 6. STARS must stay with the referee during halftime, not with their teams.
 7. STARS should meet briefly with the referee after the match to discuss match events and ensure the game results (score, cautions and ejections, injuries, etc.) are properly recorded.
 8. STARS must ensure the referee signs the orange team STAR cards so that their team receives payment for their services.
 9. Teams are required to report STAR coverage when they submit their score reports to their division scorekeepers.

Questions, Comments, and Suggestions

Direct questions and comments regarding the STAR Program to the NCSL STAR Program Administrator listed on the NCSL web site.