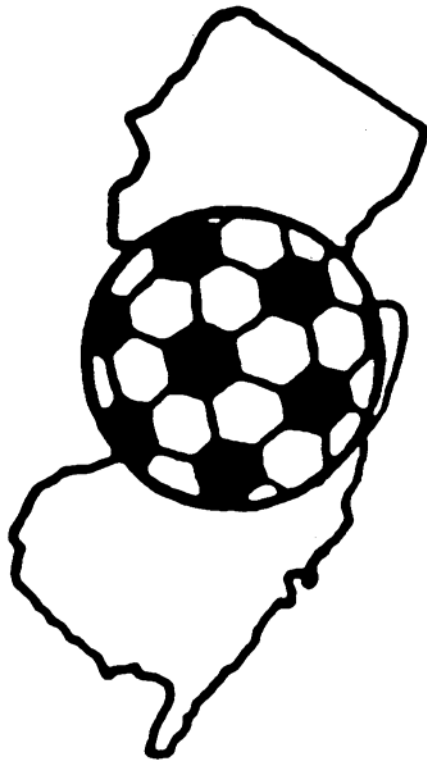


# Mid - New Jersey Youth Soccer Association



League Handbook  
2006 - 2007

This handbook is provided to help everyone better enjoy the competitions by setting forth procedures, operations, attitudes, and courtesies to be observed. It is our goal to promote good sportsmanship among our players, coaches, and spectators. This handbook is not a definition of rights to be applied advantageously. It is a guide for sports persons who are willing to cooperate with others within the structure of league administration. MNJYSA shall be the sole interpreter of the provisions of this Handbook. Club officials and coaches should also familiarize themselves with the New Jersey Youth Soccer Handbook issued by NJYS. The NJYS Handbook contains information about registering and transferring players, State Cup rules and requirements, and other matters within NJYSA's jurisdiction. The NJYSA Handbook may be downloaded from the NJYSA web site ([www.njyouthsoccer.com](http://www.njyouthsoccer.com)).

This handbook applies to play in all Divisions within MNJYSA. We have modified some procedures for Division VI players and for Division V players on small-sided teams because of the young age of these players. Changes for differences in Division V and VI will be indicated throughout this handbook. Summaries of changes for Division VI and Small sided Division V teams are included at the end of this handbook.

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## 1.0 PRELUDE

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To understand the contents of this handbook, you should always be aware of our motto:

### **"Kids come first."**

We want you to support this theme by recognizing the value of developing youngsters in:

- ability
- learning the game
- becoming sports participants
- gaining personal confidence and pride
- acquiring team spirit
- setting objectives and striving toward them
- building character

These ambitions are attainable only through fun. Our desire is to promote fun and it is your job to make this come true. The winning of games is really only the focus of the play. It should not be allowed to become the measure of success. MNJYSA's SAGE program embodies these precepts. Clubs are expected to comply fully with the SAGE program and its specific procedures. A further summary of SAGE can be found in Section 2.2 of this Handbook, and on the MNJYSA home page.

MNJYSA will NOT tolerate any action that is intended or designed to embarrass, ridicule, or demean others under any circumstance, including on the basis of race, religion, gender, or national origin.

MNJYSA expects Coaches to read the material contained in this handbook before the season starts. If there are questions, follow your Club procedures in contacting people for answers. Please remember that your team or Club will bear the consequences for any misunderstanding or oversights on your part.

In order for all players in MNJYSA to have equal chance to participate in MNJYSA programs and opportunities, all Clubs and their registered teams are required to make available, without exception, any document or notice provided by MNJYSA for distribution to players or coaches.

Experience has shown that clarification of several points about soccer will go a long way toward making the sport more enjoyable for fans and players. You should discuss these principles with your players' parents before the first game.

Soccer is now over 140 years old. Most likely, the Laws of the Game will remain almost the same in the next 140 years. Finding fault with the laws or procedures is counterproductive.

Soccer is a game involving great freedom for the players. Attempts to control the action on the field from the touchlines are the opposite of what is intended by the sport. Coaches or parents should not belly-up to the line or run up and down the field along with the play. While a 'coachable moment' may be used to instruct players, the players will benefit most from appreciative fans and coaches who can wait until practice time to teach.

Soccer is a game of physical contact and one where fouls are sometimes overlooked. There are times when a player of low skill but good strength will prevail against a skilled opponent by strength alone. When a player is fouled and the ball goes to a teammate, the referee has the option of not stopping the play to give a free kick to the team that already has possession.

Soccer is a game that is given to the referee to control. This control applies before, during, and after the game and includes both the players and adults. Most calls made by the referee have to do with the ball going off the field. This is done with the help of an Assistant Referee. Generally a foul must be careless, reckless or involve

disproportionate force and result in an advantage to the fouling team before the referee stops play. This is a difficult concept for the new spectator to grasp.

League soccer is a contest of teams, not an extension of practice time. There are no time outs, no bending of the laws to help a badly losing team, no punishing to fit the crime, no covering up for bad behavior by apologizing to the referee.

Player attitude is a direct reflection of adult leadership. Players, who are a credit to their Club, are made that way. While the arousal of players is valued in boxing, American football, and rugby, it is detrimental in sports like soccer where skill and judgment are paramount.

## **2.0 INFORMATION ABOUT MNJYSA**

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### **2.1 General**

The Mid-New Jersey Youth Soccer Association (MNJYSA) is a soccer league incorporated to provide soccer education and competition for youth teams. The league is an organization of affiliated clubs. These clubs have voting power to elect league officers and amend the constitution and bylaws. MNJYSA is one of thirteen youth leagues in New Jersey.

Through the State organization, the New Jersey State Youth Soccer Association (NJYS), the leagues, clubs, and players in MNJYSA are affiliated with the United States Youth Soccer Association (USYSA). The USYSA is the youth division of the United States Soccer Federation (USSF). The USSF is the National Governing Body of soccer in the United States and represents the US with the world governing body of soccer, FIFA.

The game is played according to the Laws of the Game published by FIFA. Within the FIFA laws, we have made changes to the substitution rule. For the younger players, there is a shortening of game time and a reduction in ball size. Otherwise, we play soccer virtually the same as it is played in any nation in the world.

Only affiliated players may play affiliated players, anywhere in the world, in every tournament or friendly match. This imposition is the means of keeping everyone in the family. If a player, team, or club is found guilty of an offense and given a punishment, there is no way to escape to another team, league, or country.

MNJYSA is divided into several regions, with a Regional Vice President heading each region. The Clubs in each region interface with their Regional Vice President regularly through League Contacts appointed by each Club. Club officers and coaches must communicate with the league only through their League Contacts.

The league games are played in the Fall and the Spring. Before each season, MNJYSA arranges game schedules and flights for the upcoming season.

In the Spring season, flight winners continue into playoff games with other flights at their level to produce a division champion. In the Fall season there is not enough time to go into playoffs before the winter weather arrives. Therefore, co-winners are honored in each flight if there is a tie. Medals, plaques, or trophies are given to all members of the flight-winning teams.

About midway through the Spring season, the teams may be evaluated and reflighted for the Soccerama tournament. Flights of three or four teams are drawn from many flights and pitted against each other – each team playing two games. The flight winners are awarded medals. Soccerama originated in MNJYSA in 1969 and has spread across America. Soccerama is played in the Spring Season. Thousands of players and parents come to this festival of soccer.

The league offers an extensive Select program. This program is for any player in the league who wishes to play a more competitive level of soccer during the off seasons.

Details on the various select programs can be found on the MNJYSA home page and may be obtained from the League Select Director.

## **2.2 The Set A Good Example (SAGE) Program**

MNJYSA has experienced an increase in questionable fan and player behavior. A lack of civility and decorum has crept into youth sports generally in this country. Youth soccer is no exception. Because we believe that enjoyment of the game is among our primary purposes, MNJYSA follows a program, called the Set A Good Example (SAGE) Program. SAGE is MNJYSA's program to instill good sporting behavior in all who participate in MNJYSA soccer activities. SAGE requires parents, coaches, and players to sign pledges committing to display proper conduct to Set A Good Example for all our participants. Additionally, teams registered to play in MNJYSA will appoint SAGE representatives who will be available to monitor behavior at games. MNJYSA will conduct orientation sessions for SAGE representatives to acquaint them with MNJYSA's expectations concerning sporting behavior and to provide suggestions concerning how SAGE representatives can help foster that behavior. SAGE also provides that teams hold meetings to show our video, Kids Come First, which shows guidelines for parents and coaches about what is truly important in youth sports.

## **3.0 CLUB AFFILIATION**

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### **3.1 Requirements for Clubs Affiliated With MNJYSA**

Clubs affiliated with MNJYSA must meet the following requirements. Clubs seeking affiliation with MNJYSA must understand that entry to MNJYSA is not automatic, nor is receipt and acknowledgement of receipt of a completed application by MNJYSA any guarantee that the applicant will be admitted for entry and participation in MNJYSA. MNJYSA reserves the right to determine, in its sole and complete discretion, whether to admit or decline to admit any club seeking affiliation, whether such club demonstrates compliance with the following requirements or not. Clubs making application for entry to MNJYSA are responsible for familiarizing themselves with the contents of this Handbook and acknowledge by their applications that MNJYSA may decline to admit any applicant for any reason or reasons that MNJYSA may determine in its sole and complete discretion.

1. A club must be a club affiliated with NJYS and USYSA. For purposes of MNJYSA, a club is defined as a formal organization with at least two officers and a written constitution and/or bylaws. Incorporation of the organization is not required, but is highly recommended. If requested, any Club making application for entry to MNJYSA may be asked to furnish proof satisfactory to MNJYSA of the applicant club's Constitution and By-Laws, its affiliation with NJYS (or its pending application to NJYS for such affiliation).
2. To join MNJYSA a club must consist of a minimum of two teams.
3. A club must have a bank account in the name of the club.
4. A club must have use of soccer fields to play its home games on. If the club does not own fields, the club must have the necessary field use permits. These fields must meet the requirements for a soccer field as specified in the "FIFA Laws of the Game" or as described in this Handbook. Home games must be played on these fields.
5. All players of the club must affiliate with the New Jersey State Youth Soccer Association (NJYS). See Section 3.2 below.
6. Affiliated clubs will have both medical and liability insurance through the NJYS, as outlined in Section 3.4.

7. A prospective club must complete an MNJYSA Club Affiliation Form and submit it to MNJYSA. The form may be obtained from the MNJYSA web site or from MNJYSA's Secretary. Completed forms should be sent to the League's Secretary, and a copy must be forwarded to MNJYSA's First Vice President.
8. Applications for affiliation with MNJYSA must be made no later than June 1 preceding the start of the fall season or December 1 preceding the start of the spring season, whichever is applicable based upon the season for which affiliation is sought.

Clubs newly accepted for affiliation with MNJYSA shall serve a probation period of two consecutive seasonal years to ensure the willingness and desire of the club to fulfill all requirements of the league.

Any affiliated club not entering teams in MNJYSA for two consecutive seasons shall forfeit their active affiliation with MNJYSA. Such clubs will be required to reapply and fulfill all requirements for new clubs according to this handbook before entering teams in the league in subsequent seasons.

### **3.2 MNJYSA Affiliation**

MNJYSA is affiliated with the New Jersey State Youth Soccer Association and the United States Youth Soccer Association (USYSA). A requirement for membership in these organizations is that every player of an affiliated club must be affiliated. This includes not only those players on teams playing in MNJYSA but also includes those players in a recreation or in-house program that the club may also sponsor.

Members of teams playing in MNJYSA pay their affiliation fees as part of their player pass packet cost. Recreation teams affiliate directly with NJYS pay their affiliation fees as part of their team packet.

Clubs that do not affiliate all their players may be put in the category of "Not in Good Standing" by the State. Teams from clubs in this category are not eligible to play in MNJYSA.

### **3.3 Club Registration**

Clubs must register with MNJYSA each season by completing a Club Registration Form and a Team Registration for each team. These forms should be returned to their Regional Vice President on such dates as established and announced by MNJYSA. Submissions received after the cutoff date will not be accepted. Incomplete forms will be returned.

Along with the Club Registration form, each Club must submit their league registration fee, player pass packet fee, and any outstanding fines. Currently the fees per team are:

|                                     |                     |
|-------------------------------------|---------------------|
| Divisions 1-6 MNJYSA Registration:  | \$ 90.00 per season |
| NJYS Small Sided Packet:            | \$ 90.00 per year   |
| NJYS Player Pass Packet:            | \$125.00 per year   |
| NJYS Division 1 Player Pass Packet: | \$155.00 per year   |

Each club must identify one USSF registered referee for every three (3) teams that are registered in a season with a minimum of one referee being identified. Each referee identified by a club must be available to referee MNJYSA games for a majority of the weeks comprising the season.

Before submitting a referee's name to MNJYSA, you must contact the referee and verify that:

- he or she is a currently USSF registered referee
- he or she agrees to have their name submitted by your club
- he or she is willing to referee MNJYSA games
- he or she signs a Club Referee Commitment Form

These names will be given to the referee organization for verification. If the person listed is not a currently registered USSF referee or states that he or she is not willing to referee MNJYSA games, the name will not be accepted by MNJYSA. All referees that are assigned to games by MNJYSA are required to attend the referee meeting before the start of the season.

Beginning with the Fall 2006 season, Clubs failing to fulfill the commitments of the above paragraph (e.g., clubs failing to identify a sufficient number of referees, or clubs in which the identified referees do not make themselves available to work a majority of the season) will be subject to a fine of \$100.00 for the season in which the failure of commitment occurs. Additionally, the Club will be placed on probation during the following season(s) until compliance with the commitment is achieved.

### **3.4 Insurance**

Affiliated clubs are covered by liability and medical insurance policies purchased by the New Jersey State Youth Soccer Assn. (NJYS), as provided in the NJYS Constitution, By-Laws, and Handbook. The NJYS Handbook describes the insurance as a comprehensive insurance program for the benefit of all members of NJYS. The insurance program is multi-faceted in that the insurance policies protect the general public, NJYS participants, and team, club, league, and state officials. The cost of the insurance program is included in the NJYS registration fees and is automatic in nature and scope. More details concerning the insurance program are set out in the NJYS Handbook, and all club and team officials should familiarize themselves with that information. Claims under the policies must be made by appropriate claim form. Insurance claim forms are available from the NJYSA office or may be downloaded and copied from the NJYS web site; they are not available from MNJYSA. Teams and Clubs should ensure that they have sufficient numbers of insurance claim forms available. The described insurances apply to players and volunteer coaches and administrators. Non-volunteer club and team officials (coaches, trainers, etc.) who are paid for their services are not covered by the NJYS insurances. For each such paid individual, member passes must be obtained from the NJYS office and each such individual must provide NJYS with either proof of individual insurance (naming NJYS as an additional insured) or pay a fee of \$250.00 to become covered by the NJYS liability insurance. Failure to identify individuals as paid personnel could jeopardize insurance coverage for the Club and its officials. Clubs must familiarize themselves with the NJYSA insurance requirements and should not rely on this Handbook alone.

### **3.5 Club Colors**

Every Club is expected to establish a color for its uniform shirts and shorts and to provide this information to MNJYSA. All teams in the club must wear these club colors as their primary uniform. A club has the right to change its club colors; however, all teams should make the change as quickly as possible.

Teams should have an alternate color shirt in case of conflict with a visiting team. The home team shall change colors if this happens. If a home team is unable to change colors, the visiting team shall change colors if its players have alternate jerseys. It is not a requirement that all teams of a club have the same alternate color shirt.

## **4.0 TEAM REGISTRATION**

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### **4.1 Registration Process**

Clubs and teams will register for seasonal years and seasonal participation through web-based, online procedures. Instructions for registration will be issued in advance of registration dates each fall and spring.

### **4.2 Age Groups**

Teams are grouped into divisions based on ages of the players. These divisions are based on the players' age as of the August 1st before the beginning of the seasonal year. A seasonal year begins on September 1st and ends on August 31st of the following year. NJYS does not permit players age U-7 and younger to play traveling soccer.

### **4.3 Levels of Play**

For Divisions I-IV, the League offers a range of competition in each age division.

All MNJYSA flights will be identified by 6-character codes. Each character in the code identifies an aspect of the flight. The first character denotes the Division (i.e. Divisions I through VI). The second and third characters reflect the age of the oldest players (i.e. age 08 through age 19). The fourth character denotes the team's gender (i.e. B or G). The fifth and sixth characters denote the competitive level of the flight, with the lower numbers representing the higher levels of competition. The following example illustrates the flight designations:

Flight 216B02 describes the flight for a Division II, age 16 boys' team participating at the second highest competitive level.

Girls may play on boys' teams, but girls' teams are strictly for girls.

### **4.4 Flight Placement of Teams**

Teams are organized into flights. When a team is registered, the league attempts to place the team at the level requested by the Club. The description of the teams is important to match them up well. The task of structuring flights is the product of cooperation among the Flight Placement Committee, the EIDC Committee, and the Clubs. It is a process of immense difficulty that leagues all over the world struggle with each season.

### **4.5 Appeal of Preliminary Flight Placement**

For Divisions I-IV, the flight structure that is developed is given to the Clubs for review. The Clubs may appeal the preliminary flight placement by filing a Preliminary Flight Placement Appeal Form with their Regional Vice President. The flight placement committee may move a team up or down one flight in connection with any appeal of flight placement. A final structure is then formulated and this is binding for the season.

Any request for review of the preliminary flight placement must be sent to the Club's Region Vice President. The appeal must be submitted within the time limits specified when the preliminary flight placement is distributed.

Because of the developmental nature of Divisions V and VI, limited review of flight placement decisions may be considered.

### **4.6 Dropping a Registered Team**

A club that drops a team after Preliminary Flight Placement for any season will be fined \$200.00. A Club that drops a team after the deadline for the appeal of preliminary flight placement will be fined \$300.00, will also forfeit their registration fees, and their club shall be placed on Probation, as defined in Section 18.4 of this handbook.

After these deadlines, the season's schedule has been fixed. The dropping of a team at this point usually means that five other teams will each have two off Sundays.

When a Club drops a team after the season's schedules have been established, the Club League Contact must advise the Club's Regional Vice President AND the League Contact of each Club against which the dropped team was scheduled to play that the Club has dropped the team.

### **4.7 Coaches Training**

NJYS requires each coach and assistant coach to have a valid USSF coaching license, Class F or higher.

To meet the requirements of the New Jersey law concerning civil liability immunity, every coach must attend a training course. Since January 1991, the 'F' license course meets this requirement. Coaches who obtained their licenses before that date may not be in compliance with the civil liability law unless they attend (or have attended) a separate training course. MNJYSA may sponsor the necessary training courses or coaches may attend such a course when sponsored by another organization.

## **5.0 STATE REGISTERING AND ROSTERING**

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### **5.1 Player Registration - Member Passes**

Before the first game a team must register all the players on the team with the New Jersey State Youth Soccer Association (NJYS). NJYS and USYSA govern the technical rules concerning registering players and rostering teams. Coaches and Club officials are advised to familiarize themselves with the NJYSA Handbook. The information set forth here is for information only, and does not replace the information contained in the NJYSA Handbook. The State has appointed most of the MNJYSA Regional Vice Presidents to be District Commissioners to do this work. In the capacity of District Commissioner they are acting as officials of the State, not the League. The completion of the player registration forms and their validation by a District Commissioner affiliated with MNJYSA will produce a player's member pass. The pass identifies the player, gives the date of birth of the player, and bears a photo of the player. Each player must sign his or her own member pass where indicated on the pass. Passes "signed" by someone other than the player will invalidate the pass.

#### **5.1.1 Member Player Passes**

The front of the member player pass has the player's name, date of birth, Club name, the team name, team number, age group, seasonal year, and player number. The Club must fill in the name, date of birth and team name. The team name must be the same on all member player passes. The team number and player numbers are preprinted on the passes. The team number must agree with the preprinted number on the State roster form. The District Commissioner affiliated with MNJYSA will complete the age group. The seasonal year is also preprinted.

The back of the member player pass contains a picture of the player and the player's signature signed by the player him- or herself. The picture should be a recent passport sized photo -- about 1.5 x 1.5 inches -- original, no copies. The pass should not contain any erasures, write-overs, or white outs; use another, blank pass instead. After registration you should laminate the passes in plastic.

The Club must make sure that the member player passes are correctly completed and validated. If a discrepancy is noted at game time, the player may play. The player's member player pass will be collected by the referee and forwarded with the game report to the MNJYSA first Vice President. If a player's member player pass is mislaid, the player will not play. If an attempt is made to persuade the referee to allow a player without a valid pass to enter a match, the referee will record this action in the game report.

In a game where a player is expelled, that player's member player pass will not be returned to the team. The referee will send the pass to the MNJYSA Discipline Committee. The Discipline Committee will send the pass to the League Contact for the Club after any suspension period. A player must have a member player pass to play. In accordance with the NJYS By-Laws, the MNJYSA policy is:

**NO PASS - NO PLAY - NO EXCEPTIONS**

#### **5.1.2 NJYS Membership Form**

Each player must complete and sign the NJYS Player Membership Form and have it signed by a parent or guardian. Players who are eighteen (18) years old or older may sign their own forms. This form must be given to the District

Commissioner when the member player passes are validated. NJYS requires that a Medical Release Form be completed for each player before a member player pass may be issued.

It is mandatory that a Medical Release Form be completed for each player. If it is filled out and notarized at the beginning of the seasonal year, the permission for medical attention is valid for the entire year. The form should be notarized. The coach should retain these forms whenever he/she has charge of the players. A player who is over 18 years of age may sign his/her own form. However, NJYS still requires that Clubs have medical release forms for these players. The forms will identify any medical insurance. The District Commissioner affiliated with MNJYSA will verify that you have a completed Medical Release Form for each player on the roster when the player passes are validated.

### **5.1.3 Out of State Players**

The NJYS Handbook requires that out of state players must obtain permission of both states to play in New Jersey. NJYS will not give permission for out-of-state players who are U-10 or younger. The out of state player must register in their home state and obtain a player pass from their home state. The player is then rostered on the New Jersey team by entering the player pass number from the home state pass on the New Jersey roster or Player Status Form. Clubs that plan to permit out of state players to play on their teams should contact their Regional Vice Presidents for guidance and assistance in complying with these NJYS requirements.

### **5.1.4 Proof of Age**

Each player must present proof of age each year at registration. Proof of age can be:

- A copy of a birth certificate
- Board of Health Records
- Passport
- Alien registration card
- Certificate of naturalization
- DoD Uniform Services Registration Card

Hospital, baptismal, religious certificates, or prior year passes are not acceptable.

### **5.1.5 Lost Passes**

A lost member player pass can be replaced by obtaining a new one from a District Commissioner affiliated with MNJYSA. You will need the player's photo and the serial number of the lost pass.

### **5.1.6 Secondary Players (Multiple Rostering)**

NJYS permits players to be rostered and play with another team (Secondary Team) in addition to the team on which they initially rostered (Primary Team) only when the team's league permits the use of secondary players in that league's competition. The NJYS Handbook lists those leagues that permit teams to use secondary players. MNJYSA does not permit secondary players to participate in MNJYSA competition.

## **5.2 Team Rostering**

Each team must complete the team and player registration form ("New Jersey Youth Soccer Team Roster" form) and submit it to a District Commissioner affiliated with MNJYSA for validation.

A team may have a maximum of 18 (14 for small sided teams) carded players on its active roster at any one time. A player can only play for the team for which he/she is registered. MNJYSA has not adopted the policy of multiple rostering (Secondary Player). Teams that violate this rule will forfeit any game where an unregistered player plays. The player, coach, and club are subject to further disciplinary action by MNJYSA. The MNJYSA action will be separate from any action taken by NJYS. MNJYSA discipline will include, but will not be limited to, immediate indefinite suspension of the coach and/or assistant coach(es) involved, the imposition of a \$100.00 fine to the

coach involved, and the required appearance of the Club and coach and/or assistant coaches involved at a MNJYSA hearing.

MNJYSA does not allow guest players for regular scheduled league games including Soccerama.

All roster changes must be processed through a District Commissioner affiliated with MNJYSA.

## **5.3 Coach Registration**

Coaches must complete the appropriate coach membership form: Volunteer Coaches complete the NJYS Coach Membership Form and Paid Trainers/Coaches complete the NJYS Non-Volunteer Membership Form. Volunteer coaches are registered on an NJYS Member Pass, with the word “coach” preprinted thereon. The form contains a photo, name, signature, and license level of the coach. Each coach must sign his or her own member pass. Passes "signed" by someone other than the coach will invalidate the coach's member pass. The coaches ID will be validated by the District Commissioner when the player member passes are validated. A coach should have only one coach's member pass regardless of the number of teams the coach may be coaching or assisting.

Non-volunteer (i.e. paid) trainers and coaches will be registered only in the NJYS office. They will have to complete a Non-volunteer Membership form, provide a copy of their coaching license, and they will be issued a membership card (coach's pass) by the NJYS staff. They may be rostered to any NJYS team/teams by the appropriate District Commissioner.

### **5.3.1 Seasonal Coaches Meetings**

Each season MNJYSA will conduct mandatory meetings for team coaches and assistant coaches. Each team is required to have at least one coach or other representative attend one meeting each season. Each coach or other representative must complete an attendance form at the meeting for the team to receive credit for attendance. Teams that fail to meet this requirement shall subject their clubs to a fine of \$50.00, and the club shall be required to attend an MNJYSA meeting. Teams are encouraged to select different coaches or other representatives from each team to attend the fall and the spring meetings.

## **5.4 Movement of Players between Teams**

Generally, player registration contemplates a commitment by the player (and the player's parents) to the Club and Team for an entire Seasonal Year. Transfers and releases from Clubs and Teams should only be taken after serious consideration to the effects the transfer or release will have on the individual player and his or her team and its other players. When a transfer or release is sought, the player, and the coaches and officials of both Clubs and Teams must remember that NJYS has specific rules that govern the movement of players between teams during the seasonal year. These rules are included here for reference and are summarized or reproduced here for your convenience. Clubs must familiarize themselves with the NJYSA requirements, and should not rely on this MNJYSA Handbook alone.

### **5.4.1 Transferring Between Teams**

#### **5.4.1.1 Conditions**

Any player signing a USYSA member pass, or club or team registration form is bound to that team or club for the entire seasonal year unless the player is released or transferred. In order for a player to transfer to another team, the player must be released from the player's present team. Contact a District Commissioner affiliated with MNJYSA to obtain the necessary forms and to find out the specifics of adding or releasing players.

#### **5.4.1.1.1 How to Transfer Players**

To release a player, the Release section of a Player/Coach Status Form must be completed and signed by an official of the present team and by the player. This form and the old member pass must be presented to the present team's District Commissioner (who is affiliated with MNJYSA) who will release the player from the team's roster.

The player may now be rostered onto the new team by completing a Player/Coach Status form. The new team official must complete the Transfer Section and present it with a copy of the signed Release form and the new member pass to the new team's District Commissioner (who is affiliated with MNJYSA).

Players who transfer from a team in one club to another team in a different club during the seasonal year must serve a three (3) league (MNJYSA) game suspension before the player joins the new team. The three-game suspension begins when the player is rostered to the new team.

All teams are limited to adding three (3) previously rostered players (transfers) during a seasonal year. Any player who has been previously rostered to a traveling team in the current year is a transfer, even if the player is returning to the same team. However, the movement of a recreational level player to a travel team roster is not considered to be one of the three allowed transfers.

There may be exceptions to the three-player transfer rule in the event of a "hardship." This allows a team to disband and a new team to be formed with more than three (3) players from the original team. Such a team may play only in league play (no State Cup or out-of-state tournaments, etc.)

#### **5.4.1.2 Roster Limits for Travel League Teams**

- (a) Except as set forth in section (b), below, no team shall have more than eighteen (18) players (fourteen [14] for small-sided teams) registered at one time.
- (b) U-19 teams may roster 21 players at any one time. However, such teams are not permitted to play in State Cup, Tournaments, and only 18 of the rostered players may participate on any given game day. These teams shall also be eligible to have three transfers.
- (c) No team shall register more than three (3) transfer players during a seasonal year.
- (d) Except as provided in section (b), above, no team shall have more than a total of twenty-one (21) (seventeen [17] for small-sided teams) registrations in a seasonal year including transfers.

#### **5.4.2 Small Sided Teams**

USSF, NJYS, and MNJYSA have encouraged the formation of small-sided teams for players who are U10 and under. U10 teams and younger must be small sided. These requirements apply to league and tournament play.

##### **5.4.2.1 Definition**

A small-sided team is defined as 8 -v- 8 or fewer. The following conditions apply to small-sided teams:

- (a) A team must purchase a small-sided team packet.
- (b) Small sided only applies to outdoor teams, U10 and under.
- (c) Small-sided teams will register using the same procedures as full sided teams, with the exception that only a maximum of 14 active players can be on the rosters.
- (d) Small-sided teams can only travel to small-sided tournaments; they may never travel as a full-sided team.
- (e) A small-sided team cannot grow to a full-sided team during the current seasonal year.

- (f) U-8 players may not play on a full-sided team.

## **6.0 START OF THE SEASON**

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### **6.1 Game Schedules**

When the club receives its schedule at the general meeting prior to the start of the season, the Club's League Contact must complete the Home Field Schedule form, which is included in the packet distributed to each club at the general meeting. The League Contact must send a copy of the completed Home Field Schedule form to the Club's Referee Assignor, Regional Vice President and to the MNJYSA First Vice President. The completed form must be received no later than the Tuesday after the first scheduled league game for that season (week 'A').

The clubs should set fields and game times for all home games. The home schedule should be given to the opposing teams for their planning. The visiting club should ordinarily be notified of the game time and location not later than the Tuesday night before the following Sunday's game.

MNJYSA may, as it may find necessary from time to time, order any game to be played or replayed.

MNJYSA requires that MNJYSA Referee Assignors assign all referees to MNJYSA games. A fine totaling twice the referee fee in effect (e.g., Div. V = \$50.00 fine) will be imposed against Clubs found to have used a referee in a game where the Club contacted the referee directly without having first talked with the Referee Assignor and requested a referee from the Referee Assignor.

#### **6.1.1 Schedule Conflicts**

As soon as teams are registered for a season, teams should determine if there are any conflicts such as State Cup games, school trips, vacations, mid-season tournaments, proms, religious events, etc., which might occur during the season's anticipated schedule. If a team identifies such a conflict that affects any regularly scheduled MNJYSA weekend during the season, the Club must notify its Regional Vice President in writing as soon as those conflicts are identified and must follow Section 6.1.3 of this Handbook to resolve the conflict. Unless the game conflict is resolved according to Section 6.1.3, MNJYSA's policy requires that games be played on the day scheduled.

#### **6.1.2 Postponing a Game**

There are four acceptable reasons for postponing a regularly scheduled game:

- State Cup competition;
- Weather that makes the play of the game impossible;
- An unplayable field condition; and
- Requests pursuant to Section 6.1.1, above.

Weather or field conditions may require cancellation of the game on the scheduled day. If this happens, the home team League Contact must notify both the visiting team and the referee assignor at least three (3) hours before the first scheduled game of the day, but not later than 10:00 AM when the first scheduled game of the day is scheduled to begin at 1:00 PM or later. If the home team does not give that notice, the game is on unless the referee rules otherwise at the field.

When any of the above reasons require that a game be canceled or postponed, the game shall be rescheduled according to the procedures set out in Section 6.1.3 of this Handbook. Within 48 hours of the originally scheduled game date, the League Contacts of the Clubs involved must advise their respective Regional Vice Presidents that the game was not played.

For those games postponed because of schedule conflicts such as those in Section 6.1.1, teams may reschedule games to be played before their originally scheduled dates. In all cases of postponed games, teams are strongly encouraged to reschedule the games to be replayed within two weeks of the originally scheduled game date.

### **6.1.3 Rescheduling of Missed Games**

MNJYSA's position is that all games should be played on the day scheduled. If, because of conditions described in Sections 6.1, 7.1, or 7.6 of this Handbook, a game is not played on the day scheduled the one of the two following procedures must be used to assure that the game is rescheduled:

#### **“REQUEST TO RESCHEDULE MNJYSA LEAGUE GAME” FORM PROCEDURE**

1. A “Request to Reschedule MNJYSA League Game” form must be submitted by the League Contact of the Home Team or by the League Contact of the Team with the game schedule conflict.
2. The completed form must be received by the submitting Club’s Regional Vice President within forty-eight (48) hours of the reason preventing the game from being played or completed or in advance of the season as set out in Section 6.1.
3. The Regional Vice Presidents involved will communicate with each other and the respective clubs to reschedule the game and to assure notification of both coaches and the MNJYSA First Vice President.
4. The requesting coach must confirm the approved change with the opposing coach by telephone prior to the rescheduled date of the game.

#### **PROCEDURES TO RESCHEDULE DATES BY AGREEMENT BETWEEN TEAMS**

1. The rescheduling of games must be accomplished or verified by email, initiated by the Club and Team requesting that the game be rescheduled. The email messages, with copies to the League Contacts of each Club and to the respective Regional Vice Presidents of each Club, must include:
  - The game number;
  - The originally scheduled game date (including time and location, if known);
  - The Home Club and Team number;
  - The name, telephone number, and email address of the Home team coach;
  - The Away Club and Team number;
  - The name, telephone number, and email address of the Away team coach;
  - Three alternate dates, times, and locations for the rescheduled game.
2. The replying Club and Team must respond by a “reply to all” email message that must identify which offered date and time are acceptable.
3. If the Clubs and Teams have not agreed upon a reschedule date and time by the Sunday following the originally scheduled date, the respective Regional Vice Presidents may impose a specific date and time for the game to be played. For games scheduled but not played in the last two or three weeks of the season, Clubs Regional Vice Presidents may act before the Sunday following the scheduled game date to facilitate rescheduling the game.

All scheduled games should be played. MNJYSA scheduled games take precedence over all other games except State Cup. Clubs and their Teams are responsible for ensuring that the games are played. If games must be rescheduled, both teams should pursue the rescheduling. Teams participating in other leagues in addition to participating in MNJYSA may not use games scheduled in the other leagues as an excuse for not playing an MNJYSA scheduled game, or for declining to accept an offered make-up date or time. Any game not played may be recorded as a "no play" or forfeit, as appropriate. Games must be made up by the last scheduled Sunday of the

Season (including any scheduled "make up weekend"). No game results for Season games played after that Sunday will be accepted or considered.

A postponed game that is rescheduled according to this Section is the same as a regularly scheduled game, and may be declared a forfeit, if appropriate, if not played as rescheduled, and if MNJYSA prescribed procedures for requesting a forfeit have been followed. Schedule changes must be made sufficiently in advance to give everyone sufficient planning time. The following paragraph sets out an absolute minimum time for rescheduling. MNJYSA strongly encourages, however, that Clubs allow much more time to avoid last-minute confusion. While Clubs and Team Coaches may try to reschedule games between themselves without following the procedures set out in this Section, any game rescheduled in this manner and not played will NOT be considered the same as a regularly scheduled game for purposes of claiming a forfeit.

Any change to the field location or game time on the home game schedule must be called in to the referee assignor not later than 8:00 P.M. on the Wednesday before the scheduled playing date. Thereafter, except in the case of weather emergencies, no other changes may be made.

## **6.2 Club Planning**

Before the beginning of the season, be sure to get the fields into good condition. Remember for Divisions I through IV, the minimum size field for soccer is 50 x 100 yards. Small-sided (U10, U9, and U8) teams will play on a smaller size field. The dimensions of this field are shown in Figure printed in the back of this Handbook. Fields must be lined, cleared of obstructions, and the goal posts checked to make sure they are sound and secured to the ground. Proper corner flags must be used.

The Club should have maps to their fields from all directions. You should send the appropriate maps to your opponents and Referee Assignor. You should receive maps from your opponents. Check team colors for possible conflicts. The home team should be prepared to change colors, but the visitors may have alternate colors and in the spirit of good sportsmanship may change.

Divisions IV, V, and VI play with a size 4 ball. Divisions III and older play with a size 5 ball. A white ball with colored panels or similar decoration is desired. The referee has the final say on the ball.

## **7.0 GAME DAY**

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### **7.1 Schedule and Times**

The game schedule is fixed as of 8:00 P.M. of the Wednesday before the scheduled playing date. A club will not change the field location or time of the game thereafter unless a State Cup game requires a change.

When the weather makes play impossible and another field is unavailable, the Club League Contact must call the visitors and the referee assignor at least three (3) hours before the first scheduled game of the day, but not later than 10:00 AM when the first scheduled game of the day is scheduled to begin at 1:00 PM or later. Coaches will not call the Referee Assignor. Otherwise, the game is on unless canceled by the referee at game time.

In the Spring season, some clubs are not able to use their home field before April 1st. When this occurs, MNJYSA recommends that in flights where teams play each other twice the teams swap home and away games if the away team has a field available. That is, play the first game between the two teams at the away field and the second game (scheduled for later in the season) at the home field. If neither team has a field available, the League Contact of either team should initiate the appropriate steps as set forth in the provisions of Section 6 of this Handbook to reschedule the game.

For Divisions I through V, games are generally scheduled to be played on Sunday. At least one game in each age group may be scheduled to be played on a Saturday.

Division VI games are scheduled to be played on Saturday.

The home team can schedule the starting time of the game between 11:30 AM and 5:00 PM on Sunday and between 9:30 AM and 5:30 PM on Saturday at their convenience. This is part of the home field advantage. The visiting team must adhere to the starting time scheduled by the home team. By mutual agreement of both the home team and visiting team coaches, the games can be started earlier or later, provided that the agreement is made prior to 8:00 p.m. of the Wednesday before the scheduled playing date. When a game starting time is so changed, the home team League Contact must call the referee assignor with that change.

## 7.2 Field and Pregame

The field must be lined clearly (including between the goal posts), goals must be anchored as required by FIFA Law I, nets must be hung and staked so that a ball cannot go through, and corner flags must be securely placed. Flags at the halfway line are optional. The referee has the final judgment on the condition of the field for play.

Be on the field 30 minutes before game time. Be sure the items on your checklist are on hand and ready to go. (E.g., proper game card, whistle, game ball, coaches' IDs, player passes, referee fee, ice or ice packs, alternate colored shirts, etc.) Don't just be early to set up the field and start work on the game card.

The home team is allowed a 15-minute grace period after the scheduled start time. The visitors are allowed 30 minutes grace. Putting aside grace periods, it is a breach of etiquette to delay the start of the game. Forfeits are not wanted and will not be tolerated. Remember that 7 players are a team.

The referee will verify the game cards with player pass number, name, and shirt number. For Divisions I through IV, a copy of the roster is exchanged between coaches before the start of the game.

## 7.3 Players

Only players properly rostered to a team and who have been issued current player passes are eligible to play for that team. To help with the verification of players, the players should be given their player passes so that the referee can quickly proceed with checking faces to the photos. The referee may wish to address the players as well.

The coach should assign captains to represent their team and participate in the tossing of the coin to determine which goal the team winning the coin toss will attack. In the older teams, the captains are often permanent. They must understand that their role is to control their team and not represent them in objecting to referee calls. Neither FIFA nor MNJYSA recognize the concept of "Speaking Captains."

Questions about a player on an opposing team may be raised before the start of the game. This is known as a challenge. A player may be challenged when there is reason to suspect the legitimacy of playing in that game. This would include suspicion of things like a player being too old, double registration, player under suspension, impostor, or a player rostered to another team. The referee will make note of this challenge in the game report but will otherwise allow the player into the game. The league will investigate the matter. At any time, charges about players' legitimacy to play should be reported to the referee for league investigation.

Players who arrive late for a game should be identified to the referee(s) as players. Players arriving after the start of the first half may (upon being identified and appropriately checked by the referee) enter the game as a substitute (subject to the Laws of the Game and section 13 of this Handbook). Players who arrive after the first half has been completed but before the second half has begun must check in with the referee at half time and will be permitted to play during the second half. Except as set out in the next sentence, the names of players who arrive after the second half has begun must be removed from the game roster and will not be permitted to participate in the game. Notwithstanding the foregoing requirements, with the referee's permission, any team that is playing with fewer than the full number of players (except when due to an expulsion) may enter a late arriving player into the match at any time.

## 7.4 Assistant Referees

At the referee's request, each team shall provide a person to act as assistant referee. The referee will instruct the assistant referees as to their duties. This is usually to indicate when the ball goes off the field by raising a flag that will be provided by the referee. These assistant referees should not coach the team from this position.

## 7.5 Game Cards

For Division I through VI teams, each team will receive a packet with game cards for each home game to be played. The scheduled date for each game is printed on the card. You must use the correct card for the game regardless of when the game is played. Additionally, each team will receive adhesive labels on which to list the team's roster. Two of these labels must be completed for each away game. The two completed labels should be taken to the game and be affixed to the game card supplied by the home team.

For Division 1 through VI teams, both coaches must sign the game card at the end of the game to confirm the game's result.

The referee will complete the game report and mail the game card to the MNJYSA First Vice President within 24 hours after the completion of the game. If the game is not covered by a referee assigned by a MNJYSA League Assignor, the coaches will verify the game's result and the home team coach will mail the preaddressed game card. Scores will be reported to MNJYSA for Division V and VI games for flighting purposes only.

Teams can only report games actually played and may not submit two different game cards for a single played game. Teams that attempt to report a single played game as two reported games will be fined \$500.00 each and the coaches will be suspended for a minimum for six months. These teams also will not be eligible for flight champions.

## 7.6 Suspended and Abandoned Games

If the referee must suspend the game due to weather or field conditions and the first half of the game has been completed; the game will be considered a complete game and the score will stand. If the first half has not been complete, the entire game must be replayed. In such a case, the League Contact of the home team must complete a "Request to Reschedule MNJYSA League Game" form and comply with Section 6.1.3 of this handbook to arrange for the rescheduling of the game.

If the referee abandons the game at any time during the match due to discipline problems, the MNJYSA Discipline Committee will decide the result of the game.

If the referee must abandon a Division VI game due to weather or field conditions, the game will be considered a complete game.

## 8.0 FORFEITS

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Teams join MNJYSA to play soccer, and when a team forfeits a match, both sides are deprived of the chance to play. MNJYSA expects that all games will be played when scheduled and forfeits are not wanted. To avoid disappointment for Division V and Division VI players, the penalties set out below for forfeits may be imposed for teams that fail to appear for scheduled or rescheduled games.

If one team fails to show up for the game within the allotted grace period, that team may forfeit the match. The referee will record on the game report the fact that the team did not appear. A team cannot simply send in a game card or report to claim a forfeit. A referee must verify that one team failed to appear. To report the failure of a team to appear for a game when there was no assigned referee present, the League Contact of the team that appeared for the game must send the game card to the Club's Regional Vice President.

## **8.1 Timing of Forfeit Claims**

When a team that appeared for a game believes that it is entitled to a forfeit, that team's Club League Contact or other club official may make a claim to the Club's Regional Vice President and by an entry of "Potential Forfeit" on the MNJYSA web page for consideration of the award of a forfeit. All such claims must include the information set out in Section 8.2 (Forfeit Claim Procedure and Requirements) below. Additionally, no forfeit claim will be considered unless it is made in a timely manner. Forfeit claims relating to all games other than those scheduled or appropriately rescheduled to the last date of league play in a season, must be submitted not later than forty-eight hours following the scheduled or appropriately rescheduled date for which the forfeit claim is made. In the case of games scheduled or appropriately rescheduled for the last game date of the season, the forfeit claim must be submitted not later than midnight of the day following the date for which the forfeit claim is made.

## **8.2 Forfeit Claim Procedures and Requirements**

A claim for the award of a forfeit must be made in writing via email and entry on the MNJYSA web page (as described in Section 8.1, above) and must set forth the facts and circumstances (e.g., the efforts to reschedule, the date[s] and time[s] of notice, if any, from the opponent seeking to reschedule the game, etc.) that lead the Club to claim the forfeit. All supporting information and documentation (e.g., copies of e-mail exchanges between coaches and others relating to the game, etc.) must also be submitted with the claim for the forfeit. Copies of the claim for the forfeit must be sent to the League Contact and Coach or other representative of the opponent and to the Regional Vice President for the opponent's Club. A claim for a forfeit will not be considered unless the requesting Club submits a timely claim and supporting information. Clubs are reminded that while Clubs and Team Coaches may try to reschedule games between themselves without following the procedures set out in Section 6.1.3 of this Handbook, any game rescheduled in this manner and not played will NOT be considered the same as a regularly scheduled game for purposes of claiming a forfeit.

MNJYSA's Regional Vice Presidents will normally be accorded two weeks from the receipt of the reports and responses outlined above during which to determine whether a forfeit should be awarded. If the Regional Vice Presidents of the involved Clubs do not or cannot resolve the forfeit within the two-week period, MNJYSA's Second Vice President will determine whether a forfeit or a "no play" should be awarded. The Flight Placement Committee will determine claims for forfeits related to games scheduled (or appropriately rescheduled) for the last day of the season and for any other forfeit claims that have not been resolved by the last day of the season.

## **8.3 Results, Penalties and Fines Associated with Forfeits**

A claim for forfeit may result in any of the following results:

- (a) The game may be ordered to be rescheduled;
- (b) The game may be declared as a "no play;" or
- (c) A forfeit may be awarded against the team that failed to appear for the game.

Note: In (a) or (b), above, the Club of the team that failed to appear for the game may be ordered to reimburse the opponent for all referee fees paid by that opponent in connection with the unplayed game. Any such reimbursement is to be paid to the opponent's club within two weeks of notification.

The Club of any team that forfeits a match will be fined \$100.00, and will be ordered to reimburse the opponent for any referee fees paid by that opponent in connection with the forfeited game. The club must pay the fine and reimburse the opponent within two weeks of notification. A late fee of \$20.00 will be assessed against clubs not paying the fine or failing to reimburse the opponent within the specified time.

Any Club that has two forfeits in a single season will be put on probation by MNJYSA. If a club has a subsequent forfeit during the probation period, that club will jeopardize its membership in the league.

If a team forfeits a match and fails to reimburse its opponent's club for the referee fees, MNJYSA will reimburse the opponent's club for the referee fee paid. In addition to the fine described above, any team that forfeits a match during the season will not be eligible to become the flight champion in that season. That is, if you fail to show up for a scheduled game and forfeit the match, you also forfeit the chance to become the flight winner. A team that has a victory because another team forfeited a match is still in contention for a possible flight winner.

## **8.4 Appeals from Forfeit Decisions**

A Club that believes it is aggrieved by a decision from a claim for forfeit may appeal that decision. Such an appeal will be addressed to the Flighting Committee (not to the Protest and Appeals Committee). The club making the appeal must send notice of its appeal to the Regional Vice Presidents of the clubs involved in the forfeit claim and to the Second Vice President within forty-eight (48) hours of notification of the decision appealed from. Unless circumstances require otherwise, the decision of the Flight Committee will normally be announced at the next regularly scheduled meeting of the MNJYSA Board of Directors meeting.

## **9.0 POSITIONING ON THE SIDES OF THE FIELD**

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Only players and coaches having proper coaches' cards from both teams shall occupy one side of the field. The parents and spectators of both teams shall occupy the opposite side of the field. A team shall be permitted to have no more than three (3) carded coaches on the side with players and coaches. A club linesman shall be permitted on the side with players and coaches.

## **10.0 COACHING/SPECTATOR CONDUCT**

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Coaching is to be done from a 10-yard strip along the touchline at the halfway line on the team's side of the halfway line. This area shall constitute the "technical area." Substitutions should be done from this point, taking players off before sending players on. Running the length of the touchline is not permitted. Encouraging and complimenting players is definitely supported. Coaches must remain in the technical area and may convey tactical instructions to players during the game. Coaches are reminded that while a "coachable moment" may be used to instruct players, the players will benefit most from appreciative fans and coaches who can wait until practice time to teach.

Good sportsmanship is a major objective both on and off the field. MNJYSA may consider disciplinary action against coaches and Clubs who have fan behavior problems. The players, spectators, referee, or assistant referees should not be subjected to poor behavior from the sides. If necessary, a referee may abandon a match due to the conduct of spectators. Our youth deserve the best of competition in the best sporting environment.

Spectators, players, and coaches should stand back from the touchline about 5 feet. This important space conveys a sense of detachment from the field action. Unless prohibited by field owners, Clubs must mark a visible line parallel to and approximately 3 feet outside of the touchline on the spectators' side of the field.

If the referee does not get the cooperation of those at the game to conduct themselves in a sporting manner, the referee may abandon the game and report the circumstances to MNJYSA.

## **11.0 ATTIRE**

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It is the responsibility of all teams to favorably represent their Clubs by being presentably attired at the games. This envisions a team with identical shirts bearing individual player numbers, identically colored shorts, and over-the-calf socks. Team uniforms must be club colors.

As required by USSF, players are expected to have their shirts tucked in and socks pulled up. The referee has been instructed to enforce this dress code.

Clubs may place advertising on team jerseys. Advertising must comply with the requirements of Law 4 of the Laws of the Game. Except for a uniform manufacturer's logo or identification, advertising is not permitted on other uniform items. MNJYSA prohibits advertising of alcoholic beverages or tobacco products and stores or establishments that sell primarily those products.

Where there is a conflict in team colors, the home team must change shirts or don pinnies. It is desirable that alternate shirts or pinnies bear a player number. Teams are encouraged to have substitutes along the touch lines wear pinnies or otherwise cover their uniform shirts to avoid having them mistaken as players on the field.

Goalkeepers will wear a color to distinguish themselves from the field players. They need not wear a numbered jersey. They may wear long pants, gloves, pads, rubber helmet, or soft billed cap. Baseball caps are not permitted.

Field players will wear shorts and socks, which shall be the same for all team members. Shoes must be of the soccer type. Baseball cleats are not allowed.

To protect players, and as required by Law IV, shin guards are mandatory for MNJYSA competitions. The referee will assure that all players are wearing shin guards as part of the inspection of player equipment before the start of the match. No player shall be allowed to play without shin guards.

In cold weather, players may wear warm garments under their shirts. Division IV, V, and VI players may wear sweat pants (every effort should be made to have the sweat pants match the predominant color of the shorts which comprise the team's uniform).

Players may wear gloves or kneepads with the permission of the referee. Cut-off sweat pants and such worn beneath the shorts must not extend below the shorts. Slide pants or thermal shorts worn under player shorts may extend below the shorts but must match the main color of the player's shorts.

Bandannas, sweat bands, hair ties, religious headwear and such may be worn when properly secured and do not pose a distraction to others or give an advantage to the wearer. Players may wear commercially manufactured head protection devices made for wear by soccer players. No "home-made" or other fabricated head protection devices may be used or worn. Medical items such as a knee brace, and the like are strongly discouraged. However, they may be permissible when the referee says they are properly padded to protect other players. The referee has the final say on these items. Players wearing casts (whether plaster, fiberglass, or other rigid material) may not participate in any MNJYSA league or tournament games. Jewelry (other than religious or medical bracelets or necklaces, properly taped to the player's body) cannot be worn.

MNJYSA recognizes that many young players may need eyeglasses to see properly. Players may wear eyeglasses, provided that they are appropriately secured to prevent them from being easily dislodged. MNJYSA recommends that players wear sports eyeglasses (goggle-like glasses) for maximum safety. Some players may require hearing aids. Players may wear hearing aids while they play.

## **12.0 GAME CONDITIONS AND GAME DURATIONS**

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The referee has the final word on field conditions, markings, nets, corner flags, ball, weather, players and time. The time of the games will be as follows:

|                 |                  |
|-----------------|------------------|
| Div. I          | 45 Minute Halves |
| Div. II and III | 40 Minute Halves |
| Div. IV         | 35 Minute Halves |
| Div. V          | 30 Minute Halves |
| Div. VI         | 25 Minute Halves |

All games will have a five (5) minute half-time period. There is no over time in regular league play. If the score is even at the end of regulation play, the game is reported as a tie.

In Division V and VI games, there will be a stoppage of play for two minutes before the start of the second and fourth "quarters."

The time is maintained by the referee who may add playing time to make up for injuries or significant delays that have occurred. Substitutions are made with the clock running.

## 13.0 SUBSTITUTIONS

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The League policy is that all players on the team must play at least 1/4 of the game. For Divisions V and U8, MNJYSA further recommends that all players play one-half the game.

Free substitution is permitted during the entire game. A team may substitute on its own throw in, a goal kick by either team, any referee stoppage of play (injury, fix a net, etc.), or after a goal has been scored. Substitutions are not permitted at stoppages due to fouls, misconduct, or corner kicks. In the case of injuries, opponents may make only as many substitutions as there are injured player substitutions by the other team. In all cases, substitutions must comply with Law III, and must take place at the half-way line. Substitutes should not enter the field of play until the player being substituted has left the field of play.

Substitutions are done only with the referee's permission. When done to delay the game, the referee may add time in accordance with Law VII. Substitution is done while the clock runs, players off before on, at the halfway line.

Players who arrive late for a game should be identified to the referee(s) as players. Players arriving after the start of the first half may (upon being identified and appropriately checked by the referee) enter the game as a substitute (subject to the Laws of the Game and section 13 of this Handbook). Players who arrive after the first half has been completed but before the second half has begun must check in with the referee at half time and will be permitted to play during the second half. Except as set out in the next sentence, the names of players who arrive after the second half has begun must be removed from the game roster and will not be permitted to participate in the game. Notwithstanding the foregoing requirements, with the referee's permission, any team that is playing with fewer than the full number of players (except when due to an expulsion) may enter a late arriving player into the match at any time.

## 14.0 AFTER THE GAME

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MNJYSA recommends that players shake hands with their opponents after the game. Coaches of young teams ought to organize the hand shaking to be done on the halfway line. It is good form for coaches to shake hands with each other and the referee. Captains and older players typically shake hands with referees.

The coaches must verify the game score recorded by the referee by signing the game card. Scores will be reported in accordance with Section 7.5 above. If a challenge has been made or the game is being protested, be sure the referee has the facts for the game report.

Coaches should complete and mail the referee evaluation forms. The player passes and coaches ID should be obtained from the referee and counted. The referee will not return the passes or IDs for those who were expelled or dismissed from the game. The passes of these individuals will be sent to the league for disciplinary action.

The referee must be paid in full prior to the beginning of the game. The referee must provide his or her name to the coaches.

## 15.0 FLIGHT WINNERS

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Flight winners will only be determined in Divisions I through IV. There will be no flight winners in Divisions V and VI.

The cutoff date for determination of flight winners is the last Sunday of the MNJYSA season. Not later than 5:00 p.m. of the Monday following the last Sunday of the Season, each Club League Contact must report the scores of all games played. This includes all home games played on the last day of the season and any previously unrecorded games. The League will determine flight winners from the game results that are available at that time. All standings are final at this point. The results of games not played or reported will not be used to decide flight winners.

Teams will receive two points for a win and one point for a tie for each league game. A forfeit is scored as a 1-0 win and carries two points. No points are awarded for a loss. The flight winner is the team with the most points.

Teams winning their flight will receive awards for each player. In the Fall season, Co-winners will be honored. In the Spring season, a single tie breaker game will be played to decide the flight winning team. The League will determine the scheduling and venue of any such tiebreaker games.

## **16.0 PLAYOFFS IN THE SPRING SEASON**

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In the Spring season, when playoffs are conducted, the flight winners normally compete to decide a champion for each competition level (except Divisions V and VI). This applies where there are multiple flights at the level of competition. Because the number of flight winners and the number of games required to be played depend on many factors, Clubs must understand that arrangements concerning the conduct of playoffs in the Spring are subject to modification by MNJYSA within its sole discretion. In seasons where the MNJYSA Board decides in its discretion, playoffs may be canceled and flight winners may be determined and awarded as for the fall season.

MNJYSA schedules the playoff games to determine the inter-flight winners. Games may be scheduled on weekday evenings as well as weekend days. MNJYSA may appoint playoff coordinators to facilitate playoff games and scheduling. A schedule of playoff games is sent to each Club League Contact before the end of the Spring season. Teams must play these games on the date the game is scheduled. Playoff games scheduled on weekdays will begin at 6:00 PM. The championship match may be played at Soccerama. Playoff games will be played at the date and time set by MNJYSA without exception. Failure to participate in a scheduled tiebreaker or playoff game may result in a forfeit, with the appropriate fines being assessed.

Tiebreakers and Playoff games are scheduled to be played after the end of the season.

Regular MNJYSA playing rules apply to playoff and championship games except:

- The duration of games may be modified.
- In the event of a tie at the end of regulation time, two 5-minute overtime periods will be played. Both overtime periods must be played. There is no sudden death.
- If the game is tied at the end of overtime, kicks from the penalty mark will determine the winner.

Each member of the championship team will receive an award and the team will receive a championship team trophy.

During the elimination rounds, each team pays one-half of the referee fees, in the manner set out in Section 17.5. MNJYSA pays the referee fees for championship games.

## **17.0 REFEREES AND FEES**

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### **17.1 Assignment of Referees**

The league assigns referees to league games from a pool of referees who wish to work with our referee assignors. Requests for referees must come from the Club League Contact to the referee assignor. No one should contact a referee to do a game. This rule also applies to all Spring playoff games. While the League may not be able to assign three referees to each game, Clubs should be prepared to pay Assistant Referees in any game at any level where three (3) referees work the game.

Each Club League Contact should complete a Home Field Schedule form for every field they play on at the beginning of each season. A copy should be sent no later than the Tuesday after the first game to their referee

assignor and Regional Vice President. Referee Assignors will not accept any changes to the Home Field schedule from anyone other than the Club League Contact or after 8:00 PM on the Wednesday before the scheduled game.

## 17.2 Late-Arriving or Absent Referees

A thirty-minute waiting time for a referee should be observed. A late arriving referee will continue a game begun before this time. If the referee does not show, the game should still be played. The first choice to referee the game will be any licensed referee who is at the site. Lacking a licensed referee, the coaches must agree to an alternative referee and must abide by their decision for the entire game. It is not acceptable to choose one individual to referee the first half and another to referee the second half.

A referee's authority extends before, during, and after the game. Thus there is never a time to display dissatisfaction with a referee. There is a referee evaluation form that is the appropriate means for registering an opinion about a referee's work.

## 17.3 Referee Evaluations

Each team will be supplied with a Referee Evaluation Form for each game. As part of the MNJYSA program of maintaining an adequate number of qualified referees, coaches are required to complete the evaluation form for every game and return the form to the League Senior Referee. MNJYSA will track these forms and may take action against a Club that does not submit these forms.

## 17.4 Referee Mentor Program

MNJYSA has instituted a Referee Mentor Program to address the chronic shortage of available referees. The program, operated under the auspices of the MNJYSA Game Day Coordinator and one or more Mentor Directors complements the normal referee assignment procedures. The Referee Mentor Program provides assistance and support to newly or recently licensed USSF referees. Clubs may request that the Referee Mentor Program be made available to them. Mentor Directors will assign referees and assistant referees in the Referee Mentor Program. The Director of Game Day Operations and the Mentor Directors coordinate with the League Referee Assignors. Clubs applying for inclusion in the Referee Mentor Program will be advised before the beginning of a Season whether their applications have been approved.

## 17.5 Referee Fees

The referee and assistant referee fee(s) will be equally divided between both teams. The referee(s) should be paid before the start of the game.

Referee fees are as follows:

|                            |         |
|----------------------------|---------|
| Division I (U-19, 18 & 17) | \$60.00 |
| Division II (U-16 & 15)    | \$50.00 |
| Division III (U-14 & 13)   | \$40.00 |
| Division IV (U-12 & 11)    | \$40.00 |
| Division V (U-10 & 9)      | \$45.00 |
| Division VI (U8)           | \$45.00 |

NOTES: (a) Assistant Referee shall fees equal one-half the applicable Referee Fee per Assistant Referee.

(b) If one team fails to show for a game, the other team will pay the referee fees in full and shall be reimbursed by MNJYSA.

If the referee must cancel a game because of an unplayable field or weather conditions, the referee(s) should still be paid. If a second game is scheduled after the canceled game, the referee(s) should only be paid for the first game.

## 18.0 DISCIPLINE

The Constitution of MNJYSA gives the Board of Directors of MNJYSA the right and authority to suspend, bar completely, or otherwise discipline any player, coach, manager, team assistant, or officer from any member team or Club. The MNJYSA Discipline Committee consists of individuals appointed by the President of the league and acts for the Board of Directors. The First Vice President of the League chairs the Discipline Committee.

In a game in which a player is expelled or a coach is dismissed, that individual's pass will not be returned to the team. The referee will send the pass to the Discipline Committee. The Discipline Committee will send the pass to the League Contact of the Club after any suspension period. Players and coaches must have a pass to participate in MNJYSA games and tournaments.

The purpose of the Discipline Committee is to review all submitted referee game reports and to administer disciplinary actions as required. This includes the entire seasonal year, Soccerama, and any MNJYSA sanctioned tournaments. If a tournament report is sent to MNJYSA concerning an ejected player, MNJYSA will enforce its discipline policy in league games as a result of the information contained in the report.

The Committee will base its judgments on referee game reports and other direct sources as required. All penalties and misconducts will be dealt with according to FIFA Law XII and this handbook.

All information about suspensions and other disciplinary actions affecting players, coaches, and parents will originate from the Discipline Committee and will be sent directly to the Club League Contact. All inquiries and communications with the Discipline Committee will be maintained only through the Club President or Club League contact – no exceptions.

### 18.1 Players

Red Card - Expulsion or Send Off: Players who are expelled or sent off from games shall be suspended from League participation as set out below:

| Offense  | Mandatory Suspension |
|--|----------------------|
| Denies obvious goal scoring opportunity by handling the ball       | 1 game               |
| Receives second caution in same game                               | 1 game               |
| Denies obvious goal scoring opportunity by fouling                 | 2 games              |
| Is guilty of Serious Foul Play                                     | 2 games              |
| Uses offensive, insulting, or abusive language or gestures         | 2 games              |
| Spits at a player, coach, spectator, referee, or assistant referee | 3 games              |
| Is guilty of Violent Conduct                                       | 3 games              |

NOTE: For any subsequent sending-off offense in a season, the suspension described above for the applicable offense shall be doubled.

The above suspensions are mandatory and are not subject to appeal or reduction. In the event of players committing subsequent sending-off offenses in the same season, in addition to the prescribed mandatory increased suspension outlined in the note above, the matter may be referred to the Discipline Committee. That committee may impose additional sanctions or suspensions, which additional committee-imposed sanctions or suspensions shall be reviewable by appeal.

Yellow Card - Caution: Players receiving cumulative cautions, not necessarily in consecutive games, shall be suspended from League participation as set out below:

| Offense                                 | Mandatory Suspension |
|---|----------------------|
| Receives a second caution within season | 1 game               |
| Receives subsequent caution(s) in same  | 1 game               |

season (for each subsequent caution)

## **18.2 Coaches**

Red Card - Dismissal: the penalty for the dismissal of a coach is a minimum three game suspension of the coach and a \$100.00 fine to the club. Additional game suspensions and/or actions may be assessed depending on the severity of the offense. Any coach dismissed from a game may be required to attend League meeting.

Yellow Card - Caution: cumulative yellow cards in a seasonal year not necessarily in consecutive games will result in a one game minimum suspension as directed by the Discipline Committee. Any additional game suspensions and/or actions may be assessed depending on the severity of the offenses and/or the circumstances surrounding either or both cautions.

Removing the team from the field - The action of removing a team from the field during the game or refusing to continue to play is a most serious offense. The penalty for such action will be to suspend the coach for the balance of the season with a minimum of five games and a \$200.00 fine to the club.

## **18.3 Referee Assaults**

In the event that MNJYSA is notified by either NJYS or a referee of an alleged referee assault, the individual involved shall be suspended from league competition for a minimum of five games, in addition to the game at which the alleged assault occurred.

Physical assaults on referees are handled by NJYS Discipline/Appeals Committee. The minimum suspension for a person found to have assaulted a referee is one year.

## **18.4 Probation**

### **18.4.1 General**

The MNJYSA Board of Directors or its delegate (including the Discipline Committee) may place clubs, players, managers, coaches, team assistants, or officers from any member teams or Clubs on probation. Unless specific terms and conditions are set forth in this Handbook, individuals or Clubs placed on probation shall be subject to the terms and conditions of continued participation in MNJYSA as the Board of Directors or its delegate shall determine and specify. The duration of the probation shall also be determined and specified by the Board of Directors or its delegate.

### **18.4.2 Specific**

Any probation imposed because of the circumstances set out in Section 4.6 of this Handbook shall include the following terms and conditions:

- (a) The period of probation shall extend through the season in which the Club drops the team and the immediately following season (whether that season is in the same Seasonal Year or not);
- (b) Any fines set out elsewhere in this Handbook associated with dropping a team shall be doubled during the probationary period; and
- (c) If a Club drops any additional teams during the probationary period, the Club will not be permitted to register any teams in MNJYSA thereafter without prior approval of the MNJYSA Board of Directors.

## **18.5 Procedures**

All disciplinary actions will go into affect immediately upon notification from the Discipline Committee or its delegate. Appeals may be taken from suspensions of players and coaches only when the suspensions exceed the

prescribed mandatory suspensions set out elsewhere in this Handbook. Other disciplinary actions administered in excess of any minimum set forth in the handbook may be appealed. Appeals must be made in a written communication from the Club President or Club League Contact. Appeals shall be mailed to the Secretary of the League. The appeal must be postmarked within 2 calendar days of notification by the Discipline Committee. An appeal fee of \$25.00 must accompany the appeal. The appeal fee will be returned if the appeal is upheld. In all cases, the offending party must serve the suspension allotted for the specified infraction while the appeal is in due process.

The MNJYSA Appeals/Protest Committee will handle any appeal and its decision will be the final authority for MNJYSA.

## **19.0 PROTESTING A GAME**

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If a team feels that there has been some action that affects the game results, they may protest this action to the league. Where the protest concerns a game that was played, as opposed to a forfeit, it is important this be noted in the game report for the protest to be upheld. Do not yell out your intention to protest the game. Simply take this matter up with the referee at the end of the game.

A protest should be discussed at the Club level and with your Regional Vice President. The Club, through its President or League Contact, not the coach of the team or team member, must file all protests. If a Club decides to file a protest, you must mail the protest to the Secretary of the League within two calendar days of the game. The protest fee of \$25 must accompany the protest. You should also send a copy of the protest to your Regional Vice President and the President of the League. If your protest is upheld, the protest fee will be returned. If your protest is not properly submitted, it will not be considered by MNJYSA.

Grounds for protest are varied but do not include judgment decisions by referees. A technical error by a referee is valid grounds for a protest. For example, the award of a penalty kick because of an obstruction foul is technically incorrect. An offside call is a matter of judgment, as is a decision of the referee to caution or expel a player or dismiss a coach.

The MNJYSA Appeals/Protest Committee will handle all protests and its decision will be the final authority for MNJYSA.

There will be no protests of Division V and VI games. If you feel there is a problem that should be addressed by MNJYSA, your Club League Contact should contact your Regional Vice President.

## **20.0 APPEALS**

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All adverse decisions by the League are subject to appeal to a higher authority. However, the MNJYSA decision will stand unless a higher authority reverses the MNJYSA action. If you wish to appeal a MNJYSA decision, you should contact your District Commissioner.

You should be aware that MNJYSA By-Laws and USYSA rules provide that:

- No official, club, league, team, coach, referee, player, or their representative may invoke the aid of the Courts of any State or of the United States without first exhausting all available remedies within the appropriate soccer organizations.
- Any party who seeks the aid of the courts shall be subject to the sanctions of suspension and fines, and shall be liable to the MNJYSA for all expenses incurred by the MNJYSA and its officers in defending each court action, including but not limited to the following:
  1. Court costs
  2. Attorney's fees

3. Reasonable compensation for the time spent by MNJYSA officers in responding to and defending against allegations in the action, including responses to discovery and court appearances.

Appeals must be made in writing and you must send a copy of your appeal to MNJYSA.

## **21.0 WARSHANY SOCCERAMA**

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During the Spring season, MNJYSA will sponsor and conduct the annual Warshany Soccerama. This event will normally be held during the weekends immediately following the end of the Spring Season. All teams entered in MNJYSA during the then current year's Spring season will be eligible to participate in Soccerama. Except as modified by the Warshany Soccerama Committee and the MNJYSA Board of Directors, MNJYSA rules of play, and the MNJYSA Handbook governing the conduct of competition in MNJYSA shall apply. The Warshany Soccerama Committee may issue additional rules of competition unique to Warshany Soccerama participation.

## APPENDIX

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### MNJYSA SMALL-SIDED SOCCER PLAYING RULES

#### General

As a general rule Divisions V and VI will play soccer in MNJYSA just like all other Divisions in the MNJYSA. They will abide by the FIFA Laws of the Game, follow the guidelines of the MNJYSA League Handbook, and obey the Constitution and By-Laws of the MNJYSA, NJYS, and the USYSA. Administrative Officials, Coaches, Referees, and Parents should encourage the players to abide by the Players Code of the USYSA, which is printed on each and every player's Membership Card, and copied here below:

#### USYSA PLAYERS CODE

- Play the game for the game's sake.
- Be generous when you win.
- Be graceful when you lose.
- Be fair always no matter what the cost.
- Obey the laws of the game.
- Work for the good of your team.
- Accept the decisions of the officials with good grace.
- Believe in the honesty of your opponents.
- Conduct yourself with honor and dignity.

#### "FAIR PLAY PLEASE"

However due to the age of the players, and the MNJYSA's wishes that Divisions V and VI be mainly developmental rather than competitive, certain changes to the above Laws, Rules and Guidelines are necessary. These changes are detailed as follows:

#### Field Size

The field measurements will conform to the diagram set forth at the end of this Handbook. The goal shall be seven (7) feet high by twenty-one (21) feet wide.

#### Ball Size

The ball will be size 4.

#### Number of players

The games will be played with a maximum of eight (8) players and a minimum of 5 players, one of which must be a goalkeeper.

#### Duration of Game

The game will be two 25-minute halves for Division VI and two 30-minute halves for Division V, separated by a 5-minute break. At approximately midway in each half (12.5 minutes in each half for Division VI and 15 minutes for Division V), when the ball goes out of play, the game and clock will be stopped for 2 minutes to allow the players to drink and refresh themselves. The game will be restarted with a throw-in, goal kick, or kick-off, as appropriate.

### **Start of Play and Free Kicks**

The start of play shall conform to FIFA Law VIII, except that the opponents must be Eight (8) yards from the center mark while the kick-off is in progress. When a free kick is awarded, opponents must be eight (8) yards away when the kick is taken.

### **Penalty Kick**

Taking of Penalty Kicks shall conform to FIFA Law XIV, except that the penalty mark shall be ten (10) yards from the goal line, and opponents must be eight (8) yards away before the kick is allowed.

### **Throw In**

When a player's Throw In is in violation of the Law the player will be told the correct procedure by the referee and allowed to take it over. Should the second attempt also be in violation then the ball will revert to the other team.

### **Corner Kick**

The encroachment distance will be ten (10) yards.

### **Substitutions**

Because of the age of the players substitutions will be unlimited by either team at stoppage of play. Free substitution is permitted during the entire game. A team may substitute on its own throw-in, on a goal kick by either team, any referee stoppage of play (injury, fix a net, etc.), or after a goal has been scored by either team. However, the MNJYSA rule that a player must play one-fourth of the time applies. MNJYSA recommends that all players play as equal a time as is practical.

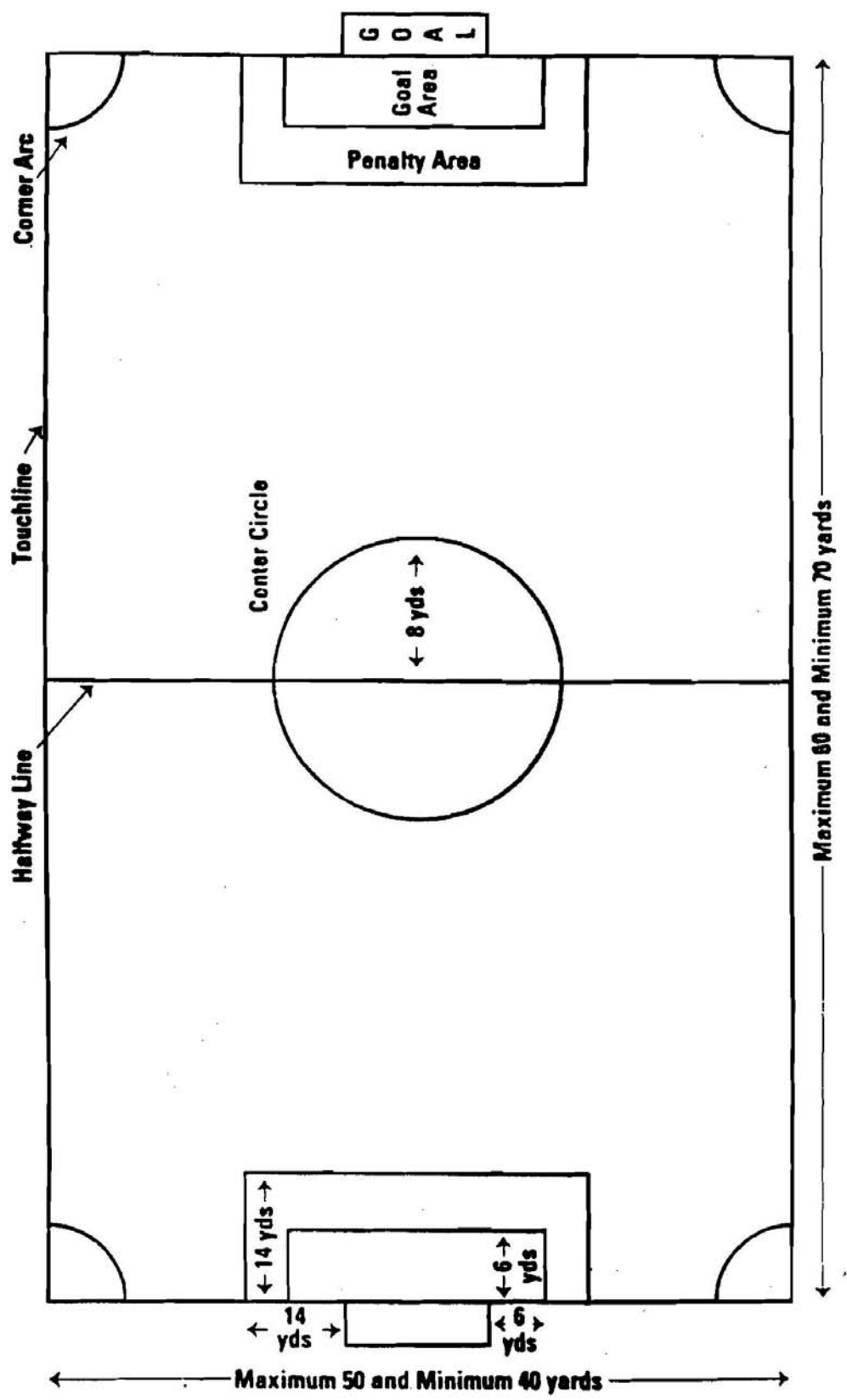
### **Rosters**

The rostering rules of the NJYSA and the USYSA apply.

### **Other**

There will be no game protests.

Forfeit penalties may apply for teams that fail to appear for scheduled or rescheduled games (see Section 8 of this Handbook).



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