

DISTRICT VI POLICY

May 2008

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1. REGISTRATION, TRANSFERS, AND RELEASES

1.1 REGISTRATION

1.1.1 All registration and team rosters must be submitted in a timely manner. Deadlines are listed on the registration calendar that is distributed at the District VI Registrars' meeting each year. Failure to meet these deadlines will result in the following fines.

a.	Up to one (1) week late	\$50.00
b.	From one (1) to two (2) weeks late	\$100.00
c.	From two (2) to three (3) weeks late	\$200.00
d.	Over three (3) weeks late	Board Action

1.1.2 All League registration fees will be paid directly to CYSA at the rate consistent with CYSA per player. Any additional fees must be a separate check made payable to the District VI Registrar.

1.1.3 Proof of Age. The current USYSA rule is for proof of age and will consist of the following:

a.	Birth Certificate of Registration	Issued by an appropriate Government Agency
b.	Uniformed Services Identification and Privilege Card, DD Form 1173	Issued by a Uniformed Services of the US
c.	Board of Health Records	Issued by an appropriate Government Agency
d.	Passport	Issued by an appropriate Government Agency
e.	Alien Registration Card	Issued by the appropriate Government Agency
f.	Certificate issued by the Immigration and Naturalization Service attesting to age.	Issued by the Immigration and Naturalization Services
g.	Certificate of American Born Citizen born Abroad	Issued by the appropriate Government Agency
h.	Valid California Driver's License or ID Card	Issued by the appropriate Government Agency

Hospital, baptismal or religious certificates **will not** be accepted.

1.1.4 Players must satisfy their financial obligation to their previous team(s).

1.2 INTER-DISTRICT TRANSFERS. There are no restrictions on players leaving District VI to play in another District or a Non-District VI player coming into District VI to play on a District VI team. If CYSA adopts or continues a policy dealing with Inter-District Transfers then that will be the policy for District VI.

1.3 TRANSFERS AND RELEASES

1.3.1 All transfers must comply with CYSA current player transfer rules. In all cases, a current transfer form must be completed correctly and fully. The transfer form must be submitted with current fees and current player pass to the District Registrar before the seven (7) day waiting period begins. A District VI fee of \$25.00 per request will be added to the CYSA fee (\$5.00) for transfer (totaling \$30.00). District VI will have an additional processing period of 14 days.

1.3.2 All players must be in good standing to be granted a youth to senior provision to play in the senior division.

1.3.3 No player may register with a new league while still owing money to an (in arrears) old team, club or league.

2. LEAGUE PLAY

2.1 All coaches and assistant coaches must present Coaching Passes for league games. If neither is available then the game cannot be played until a properly certified coach is present.

2.1.3 Coaches are appointed for a one year term only, there is no “grandfathering”. Coaches must reapply each season.

2.2 RECRUITMENT

2.2.1 **No adult** affiliated with a program (administrator, coach, parent or booster) shall actively recruit a player rostered on an active team from another League for participation in their program for the seasonal year.

2.2.2 The following activities are considered recruitment:

2.2.2.1 Providing incentives to players such as reductions in fees, trips, uniforms and other equipment.

2.2.2.2 Using a position of authority to coerce a player. This may include adults involved with the District ODP program, adults involved with clinics and soccer schools, adults involved with High School programs or other non-affiliated programs such as indoor soccer.

2.2.3 Violation of the recruiting prohibition will be sanctioned per the CYSA Team Manual for such violations.

2.3 LEAGUE FIELD USAGE

2.3.1 All non-private venues used for soccer practice or games (fields) that are within a league boundary are the responsibility of the league for game play and practice. Any

team outside a league boundary may only use another leagues' fields with the approval of both the President of the League where the field is located and the President of their home League.

2.3.2 Any existing agreement between Leagues for use of fields by another League within its boundary is exempted from this policy until both Leagues agree to end the existing agreement.

2.3.3 District arbitration will be used to resolve disputes.

2.4 PROGRAMS

2.4.1 Each league may have only **one** (1) Competitive Club/Program. Each Competitive Club may enter up to three (3) teams per age group and gender for all except U-10. For U-10 each Competitive Club may enter up to four (4) teams per gender.

2.4.2 In order to form teams the following requirements must be met:

2.4.2.1 All Division 1 and Division 3 teams must be formed by fair and open tryouts.

2.4.2.2 Leagues must provide at least 2 dates for tryouts in each age group where teams will be formed.

2.4.2.3 All players attending tryouts must be provided an equal opportunity to make the team, based upon their ability.

2.4.2.4 No team may hold tryouts prior to the tryout start date established by the District VI Board of Directors.

2.4.3 No Coach, Assistant Coach, Manager or Trainer who holds a valid coaching pass, regardless of the Division of play, for any team in a given League may be selected as a coach, assistant coach, manager or trainer with a Division I or Division III team which will participate in the District VI Playing League or the District VI Metro League in a like or subsequent age group, same sex, with another League in the next seasonal year.

3. TOURNAMENT PLAY

3.1 GENERAL

3.1.1 All teams playing in any CYSA sanctioned tournament must have their player passes stamped by the District Registrar. Proper birth certificates must accompany all player passes and team rosters. Each person acting as a coach of a tournament team must have a properly issued pass signed by the District VI Registrar.

3.1.2 If a tournament specifies that guest players are allowed, contact your League Registrar for instructions/forms. A player cannot play as a guest player on another team

at a tournament if the team they are registered on is playing in a tournament or in any other sanctioned game during that same time period.

3.1.3 CYSA only allows a team to apply to one tournament per weekend.

3.2 TRAVEL. Any team wishing to travel outside of CYSA-N must obtain and complete all required paperwork and attachments as listed below. See CYSA PIM 81-2 for detailed information and instructions.

3.2.1 Obtain tournament application from the tournament including a copy of the rules and a copy of the USYS approval to Host the Tournament. Mail completed application with check for entry fee to the tournament.

3.2.2 Travel papers for teams must include the following items:

a.	USYS team roster must be on the blue sheet of paper – DO NOT COPY!!
b.	USYSA Application for Travel (3-part NCR form obtained from your League or District Registrar, Assistant Commissioners or in some cases your League President.
c.	Two (2) stamped envelopes: One addressed to yourself; One addressed to the Tournament Director.
d.	Check for \$10.00 to CYSA.
e.	Check for \$25.00 to USSF for travel outside the United States, Canada or Mexico
f.	Approval to Host the Tournament

3.2.3 Only the League President or Registrar may sign travel papers. Travel papers must be processed through your League Registrar prior to District processing. The travel papers must reach the District Registrar at least 30 days prior to the date of the tournament, so plan accordingly.

3.2.4 Requests for travel outside the United States (other than Canada or Mexico) must be submitted 90 days prior to the tournament.

3.3 TOURNAMENT APPLICATION PROCESS. (Applies to tournaments in CYSA-N other than District Cup and SoccerFest Tournament) Forms and further instructions may be found in the CYSA Team Manual.

3.3.1 Complete the following:

a.	Two (2) tournament application forms (the original and a copy)
b.	Attach a check for the entry fee made out to the tournament.
c.	Enclose two (2) stamped envelopes: One addressed to the Tournament Director; One addressed to yourself.

3.3.2 Mail to the appropriate District Tournament Coordinator for your Division of Tournament. For a list of the District VI Tournament coordinators, see the District VI website at www.d6soccer.org or contact your League President.

3.3.3 All teams participating in tournaments must have:

a.	Official roster (goldenrod) stamped by the District Registrar.
b.	Player and coaches passes stamped by the District Registrar.
c.	Original signed copies of medical releases for each player.
d.	Copies of acceptable proof of birth for each player.

4. PROTEST, APPEALS AND DISCIPLINE

4.1 PAD COMMITTEE. The District PAD Committee will judge matters of discipline on all items sent to it by the Commissioner such as misconduct by players, coaches, spectators or others who have been sent off, or ordered away from, the field of play during tournaments. The committee will also hear issues of appeals, protests or grievances.

4.1.1 The Pad Committee shall consist of one Chairperson and three (3) members appointed by the District Commissioner, from the current League Presidents. If for any specific hearing, the assigned members cannot all meet, then a substitute may be appointed by the District Commissioner. The District Coach Coordinator and Referee Administrator may be invited to attend any meetings and closed sessions discussions but may not vote on matters before the PAD.

4.1.2 The PAD will convene an appeal review within 21 days of receiving a notice and the accompanying fee of \$100.00. The \$100.00 fee is required for appeals only and will be returned to the appellant in the event the appeal is upheld.

4.1.3 Hearings for administrative discipline, protests, grievances and tournament referrals do not require an administrative fee and will be scheduled within 10 days of request.

4.1.4 Attendance at hearings shall be limited to four (4) persons for the **advocate(?)** and four (4) persons for the defendant. All other procedures shall comply with the CYSA manual for Protests, Appeals and Discipline.

4.2 TOURNAMENT RED CARDS. As send-off reports are received, the Commissioner will send to the District VI Red Card Administrator (D6RCA) to determine if a review is necessary.

4.2.1 If one is NOT necessary, the D6RCA will notify the League President of receipt of the tournament notification and if the District is giving any additional penalty.

4.2.2 If one is needed, the D6RCA will notify the person(s) involved in the incident and/or any other responsible person (such as the coach of a player, club officer or league officer) of the receipt of the complaint and the notice that the D6RCA will review the complaint and provide notification. The D6RCA then will assemble (in any manner, i.e., by telephone or in person) a panel between three (3) to five (5) individuals from the list of nominees to serve as the Committee. Care shall be taken by the D6RCA to select members that do not have conflicts of interest with persons or issues being considered that week.

4.2.2.2 The D6RCA may notify the person(s) involved by phone within three (3) days, and will send written notification within seven (7) days of the decision. The decision will be sent to the person(s) involved in the incident and/or any other responsible person (such as the coach of a player, club officer or league officer) of the Committee's decision. The written notification will provide the person involved with the procedure to appeal and/or request a hearing. The fee for an Appeal or Protest is \$100.00 payable to District VI.

4.2.2.3 The D6RCA will keep written records of the disciplinary action and will report the results to the Commissioner and the information will be available to any appeal committee if an appeal is made.

4.2.3 The D6CRA shall arrange for the return of any player's or coaches' passes to the League President when discipline has been served.

4.2.4 Any coach receiving a send off (Red Card) will be precluded from being a CYSAN participant until the send off suspension is served with the team for which it was issued.

4.3 APPEALS OF IN-HOUSE, METRO, DISTRICT PLAYING LEAGUE, COMMUNITY PLAYING LEAGUE AND TOURNAMENT PLAY PENALTIES. As appeals or protests are received regarding other disciplinary actions, the Commissioner will notify either the D6RCA or appoint a Chairperson to hear an appeal. Within a reasonable time of receipt of the complaint, the D6RCA or Chairperson will send the required notices of hearing. The D6RCA or Chairperson will assemble three (3) to five (5) individuals from the list of nominees to serve as the Committee. Care shall be taken by the D6RCA or Chairperson to select members who do not have conflicts of interest with persons or issues being considered that week.

4.3.1 Complaints filed under this section shall:

a.	Be written and accompanied by the required fee.
b.	Provide the nature and specifics of the complaint.
c.	Cite the rule(s) or procedure(s) which have been violated.
d.	Include all supporting documentation (i.e. statements of witnesses).
e.	Names, addresses, and telephone numbers of all parties.

4.3.2 Appeals on protests will be held as required by State rules. The D6RCA or District VI Chairperson then will schedule an appeal within the District. The appeal may not consist of a "face-to-face" process, if no "face-to-face" appeal is being heard, an appeal panel will not have either party present at the appeal. No new documentation is allowed, as the appeal will be based upon the documentation from the initial hearing, a statement of appeal and any rebuttal from the party who held the hearing to the statement of appeal. The appeal is a review of the case/original hearing and is to determine whether the governing rules have been properly followed and whether both sides were afforded fair proceedings with notice and opportunity to be heard. **No rehearing of the case is allowed** and no new evidence may be presented to the appeal panel unless circumstances have materially changed, or new facts are discovered that

were unavailable at the time of the original hearing. If face-to-face appeal is scheduled all parties will be invited to attend the appeal, using written notice as required by State rules. The appeal will be held between seven (7) and 30 days (20 days for youth athletes) from the notice. The person(s) involved may elect not to attend the hearing.

4.3.3 The D6RCA or Chairperson may notify by phone within three (3) days and will send written notification within seven (7) days of the decision. The decision will be sent to the person(s) involved in the incident and/or any other responsible person (such as the coach of a player, club officer or league officer) of the Committee's decision. The written notification will provide the person involved with the procedure to appeal the hearing. The fee for an Appeal or Protest is \$200.00 payable to CYSA. However, no additional hearing will be held on this manner on this appeal at the District level.

4.3.4 The D6RCA or Chairperson will keep written records of the hearing and will report the results to the Commissioner. The information will be available to any appeal committee, if an appeal is made.

4.3.5 Written reports and records kept by the D6RCA or Chairperson are the property of the District and are not subject to disclosure. The D6RCA or Chairperson and panel are the sole judges of any statements by witnesses.

4.3.6 The D6RCA or Chairperson shall arrange for the return of any players' or coaches' passes after the conclusion of periods of suspension.

4.4. APPEALS, PROTESTS, OR GRIEVANCES. State rules will govern appeals, protests or grievances.

4.4.1 The fee for an Appeal or Protest is \$200.00 payable to CYSA. If the Appeal or Protest is upheld, the fee will be refunded.

5. NON-LEAGUE PLAY

5.1 JAMBOREE PLAY. District VI teams are allowed to play in or host Jamborees. The application (located in the "Forms" link) must be complete and approved by the **League President and the District VI Commissioner.**

5.2 FRIENDLY GAMES. Teams that travel out of the District to play "friendly" games must notify their District Commissioner of their intent. This policy must be followed in order for the insurance coverage, both medical and liability, to be in effect for the team. See CYSA Policy Interpretation Memoranda (PIM 76-2)

5.3 EVENTS. District events are for intra-district competitions.

5.3.1. Events may be competitions involving teams from more than one league within the District or within a single League or competitions on CYSA non-approved tournament weekends or on CYSA approved weekends.

5.3.2. This means only teams registered within District VI may compete, no teams from other Districts or Organizations may play in events.

5.3.3. Per the CYSA manual examples of District events are District Cup, District Tournament of Champions, or a tournament involving only teams from the hosting district. All appropriate CYSA policies, procedures, rules and regulations must be complied with for these events.

5.3.4. In order to hold an event, an event application (located in the “Forms” link) must be completed and approved by a League President, and then sent to the District Commissioner for approval. Once approved by the District Commissioner, the District VI Tournament Coordinator will administer the event and all paperwork requirements.

6. ADMINISTRATIVE

6.1 OUTREACH PROGRAM. Each year our District is allotted moneys by CYSA to be used, at the District Commissioners discretion, within the District to provide funds to get more children who cannot play, for whatever reason, a chance to play the game.

6.1.1 In order to make a request for the Outreach Program funds use the form (located in the “Forms” link) for making your request. There is no requirement that the League/Club match what is being requested. However, we do want to know what the League/Club has done or what they can or are willing to do toward sharing the cost of providing any funds. Documentation for each request such as: name, address and financial assistance given/or requested; why there is a need and what improvement/help this funding provides; and League President signature of approval and assurance of need. It is expected that League Presidents will have fully investigated requests for claims before approving and forwarding to the District Commissioner.

6.2 FINANCIAL. To ensure accuracy and reliability of our financial records, to evaluate the performance of individual programs and to protect our resources against waste, fraud or inefficient use, the following guideline must be followed.

6.2.1 DEPOSITS

6.2.1.1 ODP. All checks and cash (revenue, reimbursement, donations, etc.) to District must be deposited by the ODP Administrator intact in to the District’s authorized bank, into the District accounts. Checks must be deposited within ten (10) days and cash within five (5) days of receipt. The District Treasurer will provide the necessary deposit slips to ensure that deposits are made to the proper account. The deposit slip and other documentation should be forward to the District Treasurer within seven (7) days of deposit.

6.2.1.2 DISTRICT CUP AND SOCCERFEST. District Cup and SoccerFest application fees are paid to the League and sent to the League President with the applications. The League President will process all applications and send one (1) League check to the

District Treasurer with documentation. The applications must be sent directly to the District Cup and SoccerFest administrators.

6.2.1.3 ASSOCIATION CUP. This is now a statewide program like State Cup. See Team Manual for details of applications and fees.

6.2.1.4 CHALLENGE CUP. Fees for Challenge Cup should be paid to the Challenge Cup Coordinator with a certified team check. The Coordinator should send the certified team checks and any cash received with documentation (list of teams, etc.) to the District Treasurer.

6.2.2 EXPENDITURES

6.2.2.1 Expenses paid by District check or paid by the volunteer out of their own funds:

6.2.2.1.1 If paid by District check. All District checks require two (2) authorized District signatures and the completed District VI "Expense Voucher" authorization form (located in the "Forms" link).

6.2.2.1.2 If paid by a volunteer. Reimbursement by the District will be made upon receiving the original receipt (documentation) and completed CYSA or District VI "Expense Voucher" authorization form (located in the "Forms" link).

6.2.2.2 All bills/invoices received by a volunteer/board member, for services or goods received on behalf of the District, should be submitted to the District Treasurer within ten (10) days for payment by the District.

6.2.2.3 A bill/invoice presented to a League by the District Treasurer must be paid within 30 days. If not paid within 30 days, the League **may be** placed in Bad Standing and the League will be unable to participate in any CYSA activities.

6.2.3 DISTRICT CUP REFEREES. All referees compensated directly by District VI will be paid by check issued by the District VI Treasurer. The name, address and social security number of each referee as well as the amount of compensation will be obtained by the District VI Cup Committee and submitted to the District Treasurer. Payment of the compensation will be disbursed from the District VI Cup fees collected.

6.2.3.1 This reflects the current policy of paying for referees only for finals and would also apply to any compensation of the Referee Assignor for the District VI Cup Tournament. All compensation should be in accordance with the approved budget for the Tournament.

6.2.4 DISTRICT OBLIGATIONS. Any agreement for goods and services over \$300.00 made on behalf of the District must be approved in advance by the District VI Commissioner **and must be** within the approved program budget.

(Updated May 20, 2008)