

**FYSL, Inc. APPENDIX B**  
**PROPOSED POLICIES & PROCEDURES**  
**JOB DESCRIPTIONS & REQUIREMENTS**

**1. Code of Conduct**

**1.1. Players**

- 1.1.1. Your actions reflect on your teammates and the rest of the League.
- 1.1.2. Play the game for the game's sake, for the fun of it!
- 1.1.3. Treat your coach, teammates, officials, and opponents with respect.
- 1.1.4. Do not argue with or criticize the referee or assistant referees. Remember that the only player supposed to talk to the referee is the captain and only then for clarifications.
- 1.1.5. Do not engage in inappropriate behavior during practices, games, team or club sponsored events and/or tournaments.
- 1.1.6. Control your emotions.
- 1.1.7. Attend practices and games.
- 1.1.8. Attempt to win through your skill, effort and tactics.
- 1.1.9. Always be fair, no matter what the cost.
- 1.1.10. Take victory modestly and defeat graciously.
- 1.1.11. Learn and follow the Rules of the Game.
- 1.1.13. Players must stand in the designated areas of the field during games.
- 1.1.14. If a player exhibits disruptive behavior during practices or games, and such behavior is deemed detrimental to the team, that player may be moved to another team or expelled from the League.

**1.2. Professional Coaches**

- 1.2.1. You are a teacher, leader, and role model.
- 1.2.2. Your attitude and behavior will set the tone for the players and supporters.
- 1.2.3. Adhere to League provided curriculum
- 1.2.4. Set the standards for the players' conduct.
- 1.2.5. Do not argue with or criticize the referee or assistant referees. Approaching the referee to bring to his/her attention safety matters is appropriate.
- 1.2.6. Any abuse or improper conduct by a coach toward a referee will be cause for that coach to be terminated.
- 1.2.7. Recognize and praise skillful play by both teams.
- 1.2.8. Give positive reinforcement and cheer for the team. Do not yell to ridicule.
- 1.2.9. Do not be verbally or physically abusive of the players. Be constructive.
- 1.2.10. Do not jeopardize the safety or well being of the players.
- 1.2.11. Make a commitment to keep informed of sound coaching principles.
- 1.2.12. Know the Rules of the Game and be available to explain them to players and parents.
- 1.2.13. Take victory modestly and defeat graciously.
- 1.2.14. Attempt to win through superior skill, effort and tactics.
- 1.2.15. Always be fair, no matter what the cost.
- 1.2.16. Follow the Rules of the Game.
- 1.2.17. Conform to the rules established by the League.
- 1.2.18. Be honest, reliable and communicate as well as possible to children, parents, and all involved.
- 1.2.19. Inform the parents of how you expect them to behave and to support the kids before, during and after the games.
- 1.2.20. Do not discuss game issues with the parents during the game.
- 1.2.21. Respect the League, Competitive Program Director, and League Board of Directors.
- 1.2.22. Wear appropriate soccer attire as by the Competitive Program Director and FYSL Board of Directors. This shall include, but not be limited to : Sponsor practice shirt,

shorts, warm-up, socks, etc.

1.2.23. No alcoholic beverages are allowed on the field at any time.

1.2.24. Coaches must stand in the designated areas of the field during games.

### **1.3. Volunteer Coaches**

1.3.1. You are a teacher, leader, and role model.

1.3.2. Your attitude and behavior will set the tone for the players and supporters.

1.3.3. Adhere to League provided curriculum

1.3.4. Ensure that each player plays at least 50% of the game.

1.3.5. Set the standards for the players' conduct.

1.3.6. Inform the parents of how you expect them to behave and to support the kids before, during and after the games.

1.3.7. Do not discuss game issues with the parents during the game.

1.3.8. Do not argue with or criticize the referee or assistant referees. Approaching the referee to bring to his/her attention safety matters is appropriate.

1.3.9. Any abuse or improper conduct by a coach toward a referee will be cause for that coach to be suspended from his/her coaching responsibilities until the matter is addressed by the Board of Directors.

1.3.10. Any abuse or improper conduct by a coach toward a player/players will be cause for that coach to be suspended from his/her coaching responsibilities until the matter is addressed by the Board of Directors

1.3.11. Recognize and praise skillful play by both teams.

1.3.12. Give positive reinforcement and cheer for the team. Do not yell or ridicule.

1.3.13. Do not jeopardize the safety or well being of the players.

1.3.14. Make a commitment to learn and keep informed of sound coaching principles.

1.3.15. Know the Rules of the Game and be available to explain them to players and parents.

1.3.16. Take victory modestly and defeat graciously.

1.3.17. Attempt to win through superior skill, effort and tactics.

1.3.18. Always be fair, no matter what the cost.

1.3.19. Follow the Rules of the Game.

1.3.20. Conform to the Policies and Procedures established by the League.

1.3.21. Coaches must stand in the designated areas of the field during games.

1.3.22. Every effort should be made to rotate players through the different positions in order for players to learn the game. Due to the different characteristics of goalkeeping, the coach should use his/her best judgment as to any possible rotation.

1.3.23. Mandatory Licensing and Life Scan fingerprint/background check fees will be paid by FYSL.

### **1.4. Parents/Managers**

1.4.1. Team Coordinator behavior is the tone that is set for how other parents on your team will behave. They must exemplify the behavior as set forth in the Policies and Procedures.

### **1.5. Parents**

1.5.1. Be a role model to your child.

1.5.2. The game is for your child, not for you.

1.5.3. Encourage and support your child in meeting his/her responsibilities.

1.5.4. Set a good example by your conduct and sportsmanship.

1.5.5. Do not engage in inappropriate behavior during practices, games, team or club sponsored events and/or tournaments.

1.5.6. Do not direct the play of the game, yell instructions to any player, or attempt to coach from the sideline, unless as directed by the coach.

1.5.7. Save vocal encouragement until after a good play. "Run", "shoot", "pass", are not good examples of vocal encouragement.

1.5.8. Do not argue with or criticize the referee or assistant referees.

- 1.5.9. Any abuse or improper conduct by a parent toward a player, coach, referee or League member will be cause for that person and respective child to be expelled from the League without a refund.
- 1.5.10. Recognize and praise skillful play by both teams.
- 1.5.11. Give positive reinforcement and cheer for the team. Do not yell or ridicule.
- 1.5.12. Learn the Rules of the Game.
- 1.5.13. Conform to the rules established by the League.
- 1.5.14. Do not bring dogs to practices and games.
- 1.5.15. Appreciate the volunteers for the League, including your child's coaches and team parents/managers.
- 1.5.16. Code of conduct must be signed and adhered to or your child will not play.
- 1.5.17. Parents must stand in the designated areas of the field during games.
- 1.5.18. Parents must stay off the field during practices or games unless authorized by the coach.

**1.6. League Board Members**

- 1.6.1. All members must exemplify code of conduct behavior both on and off the field.
- 1.6.2. Put the best interest of the child ahead of team, club, parent
- 1.6.3. Do not favor one team, coach, and parent over another, always be objective
- 1.6.4. Be held to the highest standard of conduct
- 1.6.5. League board members must agree to a non-disparagement agreement that will apply to a high level of mutual respect of all participating, "getting along" and other positive behavior. They will be held to the highest standard.
- 1.6.6. Use best efforts to attend League functions, games (recreational and competitive and other than your children's) to promote the positive values, involvement and support of the Board.

**2.Recreational Program**

**2.1. General**

- 2.1.1. The Recreational program usually begins in July with practices prior to the first game in August or September.
- 2.1.2. The last game of the season is usually on the weekend prior to Thanksgiving.
- 2.1.3. The League will provide playing rules for each age Division.

**2.2. Format**

- 2.2.1. The number of soccer teams in the League and in each age group, will be determined by the number of registrants, facilities and the availability of Coaches.
- 2.2.2. Teams sizes within FYSL recreation circuits in age groups U5 thru U14 will be determined annually by the Board of Directors following CYSA and US Club Soccer guidelines. Vacancies will be filled by applicants on the waiting list and each must be specifically approved by the VP of the Recreation Program.
- 2.2.3. FYSL teams which cannot be placed in a playing circuit consisting of four (4) teams or more may be placed in other playing circuits with other CYSA Leagues outside of FYSL for the purpose of competition.
- 2.2.4. Age groups are comprised of players whose age on the 31st day of July, during the current season, is as follows:
 

· U5.....4 yr olds	U-10.....8 & 9 yr olds
U6.....5 yr olds	U-12.....10 & 11 yr olds
U7.....6 yr olds	U-14.....12 & 13 yr olds
U8.....7 yr olds	
- 2.2.5. The following playing format will be used in each Division:
  - U5, U6, U7 and U8 will be girls and boys combined.
  - U10 Boys, U10 Girls, U12 Boys, U12 Girls, U14 Boys and U14 Girls.
- 2.2.6. The playing format may be changed to combine the boys and girls in the U10, U12 divisions when approved by the Board of Directors.

## **2.3. Team formation**

**2.3.1.** The purpose is to have a fair, objective method of creating teams to ensure a healthy and competitive season. All teams should begin each season with same level of skill such that is humanly possible. Parents, players and coaches should have confidence in the process via a controlled, unbiased selection of every team.

**2.3.2.** To provide the proper teaching environment and maximize playing time, the maximum number of players per team will be as follows:

- Teams that play 4V4 will be limited to 8 players.
- Teams that play 5V5 will be limited to 9 players
- Teams that play 8V8 will be limited to 12
- Teams that play 11V11 will be limited to 14

### **2.3.3. Divisions U5, U6 and U7**

Every effort shall be made to have a fair, objective method of creating teams to ensure a healthy and enjoyable season. All teams should begin each season with the same level of skill such that it is humanly possible. Parents, players and coaches should have confidence in the process via a controlled, unbiased selection of every team.

**2.3.3.1** The first step is to staple together registration forms for siblings in the same age level.

Logistical hardships will be considered and stapled together. These hardships are called duo-players.

**2.3.3.2** The next step is to separate the players into two (2) categories. The two (2) categories shall be A) Returning Players and B) New Players. Duo-players will be placed in the highest category for the two players.

**2.3.3.3** The Draft will begin with a draw to determine the drafting order, and such order will be followed in the first round, in reverse order in the second round, and so on (e.g. 1, 2, 3, 4, and then 4, 3, 2, 1, and then 1, 2, 3, 4, and so on.) First all the returning players will be picked, followed by the new players.

**2.3.3.4** Each coach will start with their own sons or daughters. The next player will be the son or daughter of the Assistant Coach. For these players, they will be the first round draw for the category level of the players. For instance, if the coach's son is a returning player, the coach will skip the first round for Returning Players. If the Assistant coach's daughter is a New Player, the coach will skip the first round for new Players.

**2.3.3.5** If a Duo-player is drawn, then the coach will skip the first (or next) round of the player's category level. For instance, while drawing a Returning Player a duo-player is drawn and the other player is a New Player. Then that team will not draw in the first round for New Players.

**2.3.3.6** Trades are only allowed to accommodate logistical situations. If a trade is necessary, the VP of Recreation, Director of Coaches and the Director of Coaches Assistant will approve all trades with the purpose of maintaining an equal level for each team.

**2.3.3.7** At no point shall a team be created with more than half the team consisting of players requesting to play with other players, or players with specific Coaches. Requests are considered but not guaranteed.

### **2.3.4 Divisions U8 and Above**

**2.3.4.1** Teams will be picked in a Blind Draft. The blind draft will be run by the Vice President of Recreation, the Director of Coaches and the Director of Coaches Assistant. The coaches should attend the Blind Draft to help with the selection of their team. For teams not represented by a coach at the Blind Draft, the VP of Recreation (or any individual assigned by the Director of Coaches) will represent those teams during the proceedings.

**2.3.4.2** The first step is to staple together registration forms for siblings (in the same age level) and any logistical hardships. Logistical hardships should be rare and well known. These forms are called duo-players.

**2.3.4.3** The next step is to separate the players into three (3) levels of skill. The level of skill is

based on the rankings from last year's coach, league officials and/or parents. Duo-players will be placed in the highest level for the two players.

- 2.3.4.4 The Blind Draft will begin with a draw to determine the drafting order, and such order will be followed in the first round, in reverse order in the second round, and so on (e.g. 1, 2, 3, 4, and then 4, 3, 2, 1, and then 1, 2, 3, 4, and so on.) First all skill level 1's will be picked, followed by skill level 2's and then 3's.
- 2.3.4.5 Each coach will start with their own sons or daughters. The next player will be the son or daughter of the Assistant Coach. For these players, they will be the first round draw for the skill level of the players. For instance, if the coach's son is skill level 1, the coach will skip the first round for level 1. If the Assistant's coach's daughter is skill level 2, the coach will skip the first round for level 2's.
- 2.3.4.6 If a Duo-player is drawn, then the coach will skip the first (or next) round of the player's skill level. For instance, while drawing level 1 players a duo-player is drawn and the other player is a skill level 3. Then that team will not draw in the first round for skill level 3.
- 2.3.4.7 Trades are only allowed to accommodate logistical situations not known previously to the draft. If a trade is necessary, the VP of Recreation, Director of Coaches and the Director of Coaches Assistant will determine which players will be traded with the purpose of maintaining an equal skill level for each team. The coaches will have no influence in their decision. If the VP of Recreation and Director of Coaches or Director of Coaches Assistant are involved in the trade, an unbiased third party Board Member will make the final determination.

#### **2.4. Coaches**

- 2.4.1. To be a coach, one needs to have the required coaching license as required by Cal South and US Club Soccer
- 2.4.2. Coaches are required to attend an orientation session in July / August prior the start of the season.
- 2.4.3. Coaches must contact their team players as soon as they receive their "Team Packet" to at least introduce themselves as their Coach.
- 2.4.4. Coaches may hold practices as soon as they receive their "Team Packet".

#### **2.5. Wait Lists**

- 2.5.1. It is the intention of FYSL to use the best efforts to field enough teams for all registered children to have an opportunity to play soccer; however, in the event that a player registers after the advertised cut-off date, such player(s) will be placed on a waiting list developed for each Division.
- 2.5.2. As players quit, move or are injured and unable to return to their team, players from the wait list will be moved into the appropriate teams following the order of registration and as determined by the League's Registrar
- 2.5.3 The only time that the order of registration may not be followed in moving players out of the wait list is if the parent of that child is willing to coach and the team needs a coach.
- 2.5.4 Players placed on a waiting list cannot make special requests for team placement.

#### **2.6. Practices**

- 2.6.1. The VP of Recreational Program will develop and maintain the master schedule for all the teams' practices. Coaches will notify the VP and keep him/her advised of their practice times and locations in case of an emergency.
- 2.6.2. Coaches shall notify the VP of the Recreational Program when they change their practice time or location.
- 2.6.3. Each team shall be required to hold at least one (1) practice session per week. The recommended practice times are as follows:  
U5 = 35 min., U6 = 45 min., U7 = 55 min., U8 = 75 min., U10 and up = 90 min. While one (1) practice session is required, it is strongly recommended that U8 Divisions and above should participate in two (2) practices per week.

- 2.6.4. Practice sessions for ALL AGE DIVISIONS are required to properly instruct the players with the Laws of the Game as well as the basic fundamentals i.e. (A) proper passing (kicking) techniques, (B) proper throw in techniques and (C) dribbling of the soccer ball. As the players develop, (starting at U8) it is strongly recommended that additional time and training be paid to the technical and tactical aspects of the game.
- 2.6.5. The coaches must have in their possession the players' medical release forms at all practices and game.
- 2.7.6. Players will not be allowed to miss practices and only play at the games. If a player misses practices on a regular basis, that player may be dropped from the team. Players missing practices may not be guaranteed 50% play time.
- 2.6.7. Practice times will be scheduled between 3:30 PM and 6:30 PM on a weekday.
- 2.6.7. Coaches are responsible to ensure that all players are picked up after practice and should stay with them until that happens.
- 2.6.8. Dogs are not allowed at practices. The only exceptions to this rule are guide dogs and/or "Canine Companion".
- 2.6.9. Players should not go unaccompanied to the restroom.
- 2.6.10. Safeguards shall be taken to adhere to the stipulations and concerns as outlined in the Risk Management Guidelines of CYSA-south and US Club Soccer
- 2.6.11. Only an adult who has completed a Life Scan application and CAL/South, US Club requirements may oversee a practice.

## **2.7. Equipment and Uniforms**

- 2.7.1. Each coach will be provided with information and when possible, some equipment to assist their training sessions.
- 2.7.2. Each player will be provided with a team jersey, shorts and socks. Each player is required to wear the uniform at the games. During games, all players must wear shoes, socks, shin guards, shorts and shirts. Socks must be worn completely over the shin guards at all times. Shirts must be worn tucked inside the shorts.
- 2.7.3. Players are not allowed to wear jewelry of any kind, including watches. Studs may not be taped or covered with a "Band-aid", they must be removed in order to play. The only exception to this rule is a Medical Bracelet or Medical Necklace.
- 2.7.4. In Divisions U5, U6 and U7 Permission to play with a cast (if padded) will be decided by the two (2) coaches. Exposed splints or braces with metal or plastic shunts may not be worn.
- 2.7.5. In Divisions U8 and above players may be allowed to participate with casts (padded or not) ONLY WITH THE REFEREE'S APPROVAL. Exposed splints or braces with metal or plastic shunts may not be worn. Doctor's permission does not constitute a valid reason for exception to this rule.
- 2.7.6. Players are not allowed to wear hair ornaments or holders that, in the opinion of the referee, can present a danger to the player or his/her opponents.
- 2.7.7. The referee's decision is final concerning issues of field and equipment safety.

## **2.8. Games**

- 2.8.1. The games will take place on Saturdays.
- 2.8.2. The schedule for all the games will be developed taking into account that some Coaches train more than one team. Every attempt will be made to avoid conflicts for coaches with multiple teams.
- 2.8.3. The League does not guarantee game times for any player. Game times can occur anytime between 8:00 AM and 6:00 PM on Saturdays.
- 2.8.4. In the event a team is short of players for a given game, the "Play Down Rule" will be enforced. This will apply to ALL age Divisions.
- 2.8.5. Play - Down Rule  
Divisions U5, U6 and U7 : The U5 and U6 divisions play 4v4 while the U7 division plays 5v5. If either team is short players; modify the teams to include as many players as possible. It's OK to play 3v3. This is to be fun for the players so allow for flexibility.

Divisions U8 and Above : Should either team have fewer than the 8 players for 8v8 play, (including the goalkeeper) ; BOTH teams are to play with an equal number on the field. There must be at least 6 players or the team will forfeit the game.

- 2.8.6 All substitutes, coaches, parents, and other spectators, must remain off the field and in the area designated by the referee at all times. No one is to be in the vicinity of the goal area or goal line. Coaches and/or players are not to enter the field unless authorized by the referee, including in situations where assistance to an injured player is required.
- 2.8.7 Dogs are not allowed at practices or games. The only exceptions to this rule are guide dogs and/or "Canine Companion".
- 2.8.8 The coaches must have in their possession the players' medical release forms at all the games.
- 2.8.9 Coaches and players must arrive at the field of play at least 15 minutes before the game is scheduled to start.

**2.9. Referees**

- 2.9.1. The League WILL provide a referee for each Recreational game for teams U8 and above.
- 2.9.2. If the referee is absent, one of the coaches may referee the game or the coaches may appoint someone in attendance to do so. A game played without a licenced Referee, will count as a 'Friendly' game and will not count in the standings.
- 2.9.3 Divisions U5, U6 and U7  
 In U5, U6 and U7 Division games, the Coaches will Referee their games. In U5 and U6 Divisions, ONLY one (1) Coach from each team will be on the field at a time. One Coach will Referee (with a whistle) while the other Coach instructs for one half. The Coaches trade responsibilities at the half.  
 In the U7 Division, Only One (1) Coach shall be on the field at a time. The two (2) head Coaches may trade the Referee's position at the half.

**2.10 Season Standings - Divisions U8 and Above.**

- 2.10.1. The purpose is to have a fair, objective method of ranking the teams through out the season - even though teams that may not have played the same number of games. A fair and accurate season standing is especially important at the end of the season as this will seed teams for the Post-Season Tournament, as well as determine the 1st and 2nd place awards.
- 2.10.2. At the end of every game, the winning coach is responsible for depositing the Game Sheet to the appropriate, pre-designated location. The Game Sheet will have the final score, both coaches signatures and the referee's signature. The VP of Recreation will then determine the Game Points for that game using the following point system:
  - Win = 6 points
  - Tie = 2 points
  - Loss = 0 points
  - Goals = 1 point (maximum of 3 points)
  - Shutout = 1 point
- 2.10.3. For example, in the following games:
 

Score	Winner	Game	Points	Loser Game Points
3-1	9	(6 win, 3 goals)	1	(1 goal)
2-0	9	(6 win, 2 goals, 1 shutout)	0	
8-2	9	(6 win, 3 goals)	2	(2 goals)
5-0	10	(6 win, 3 goals, 1 shutout)	0	
1-1	3	(2 tie, 1 goal)	3	(2 tie, 1 goal)
0-0	3	(2 tie, 1 shutout)	3	(2 tie, 1 shutout)
- 2.10.4. The purpose of this method is to allow a stronger, consistent team to earn more points, while eliminate the desire of a stronger team to blow out weaker teams just to improve goal differentials. This method will also motivate a losing team to continue to play hard

to get Game Points even when they may not have a chance to win.

**2.10.5.** The total Game Points earned for the season are divided by the number of games played to determine the team's Season Ranking Score. This will handle situations where one team may have played more or less games due to scheduling or rain-outs.

**2.10.6.** If two teams have the same Season Ranking Score, the tie-breaker will be:

1. Head to Head, where the winner of the game has the higher rank.
2. Number of Wins, where the team with the most wins has the higher rank.
3. Number of Loses, where the team with the fewest loses has the higher rank.
4. Number of Goals For, where the team with the most for has the higher rank.
5. Number of Goals Against, where the team with the fewest against has the higher rank.
6. Number of Shutouts, where the team with the most shutout has the higher rank.
7. Still tied? (probably not) Flip a coin.

**2.10.7** The league standings and Season Ranking Score will be posted on the website and on the FYSL bulletin board, by the following Tuesday.

## **2.11 All-Stars - Divisions U8 and Above.**

**2.11.1.** These teams will be comprised of members from the Recreation Program teams.

**2.11.2.** The purpose is to have a fair, objective method of selecting the All-Star Teams coaching staff and the selection of players to attend the All-Star team try-outs. The goal of the selection process is to put forth the best team to represent our league in post-season tournaments. A good process will instill confidence in FYSL for our coaches, our players, our parents and our community.

**2.11.3.** The Vice President of Recreation will determine the number of players from each team that will be sent to the All-Star try-outs. This number will depend on the number of teams in the league and the number of players required for a full All-Star Team roster.

**2.11.4.** The top two teams will be able to send one more player than the rest of the league. There should be about twice as many players at the All-Star try-out as is required for the full All-Star Team roster. The coach will select which players will be sent to the All-Star try-out.

**2.11.5.** The coach of the first place team (at the time of the All-Star try-out) will assume the roll as head coach of the All-Star team and will be in charge of picking a try-out committee and organizing the try-out process. If the first place coach does not want to coach the All-Star team, then the offer will be extended to the coach of the second place team and so on.

**2.11.6.** It is recommended that Fury Coaches be involved in the try-out process and are involved in the try-out committee. This will provide the Fury Coaches an opportunity to view up and coming players. All-Star players should be invited to Fury try-outs the following year.

**2.11.7.** Players will be notified of selection to the team by posting the All-Star team players selected on the league's website and a hard copy shall be posted at the sports park, within 2 days of the completion of the try-outs.

## **2.12. Sponsors**

**2.12.1.** The League will seek sponsors to help support the costs of the League. The Board of Directors will set the amount of contribution required to be considered a sponsor and a list of tiers with "bonus exposure" will be created as deemed appropriate for each sponsorship amount.

**2.12.2.** The Director of Sponsorship and Fund-raising will be responsible for obtaining sponsors.

**2.12.3.** Every team sponsor signed and paid will be guaranteed to have its name on the League website and "Sponsors" banner that will be displayed at the field during the entire season.



- 2.12.4. Sponsors signed and paid to have their names on the Jersey's will provide that information to the Director of Uniforms and Awards with sufficient time to accomplish the printing before the season opener.

### **2.13. Skills clinics**

- 2.13.1. The League will make every effort to offer skills clinics to the Recreational program players.
- 2.13.2. These sessions are to be conducted by :
  - 1. professional coaches from the Competitive Program (i.e. Soccer Academy)
  - 2. Outside professional skill developing soccer camps.

### **2.14. In-House Tournaments**

- 2.14.1 The End-of-the-Season Tournament shall be open to all U8, U10, U12 & U14 recreation teams.
- 2.14.2 The End-of-the-Season Tournament shall be scheduled to be played on the week-end **after the final game of the FYSL**
- 2.14.3 The Tournament shall be governed by the Rules and Regulations noted in Appendix 'C'.

### **2.15 Outside Tournaments**

- 2.15.1. The League will encourage and facilitate the participation of Recreational Program teams in local tournaments.
- 2.15.2. The Coach must bring to the BOD their interest in participating in a local Tournament. If approved, the team will be responsible for one half of the registration cost and FYSL will assist with the other half of the registration cost.
- 2.13.3. Any group of players from the recreational program cannot use the name of, or the uniforms from, the Fallbrook Youth Soccer League unless a Cal-South (CYSA) approved and licensed coach from the Recreational League is coaching the team. Any Fallbrook Youth Soccer League recreational team or group of players entering an organized league or tournament that is not Cal-South (CYSA) sanctioned or approved that does use an approved Cal-South coach must notify the VP of the Recreational Program in writing, prior to the commencement of the tournament or league. Only at that time, may the team represent the Fallbrook Youth Soccer League.

### **2.16. Protest and Appeals**

- 2.16.1. Coaches desiring to file a protest must verbally notify the officiating referee and the opposing Coach prior to the game being protested.
- 2.16.2. A written protest must be filed with the Director of Coaches and the President within 48 hours. A fee of \$25.00 payable to FYSL will be submitted with the written protest. Should the protest be upheld, the fee will be returned.
- 2.16.3. Any protest will be presented to the Protest Committee, which is composed of the President, Vice President, Director of Coaches and a Referee.
- 2.16.4 Misconduct and/or Grievances shall be handled as per the CYSA-South Protest and Appeals.
- 2.16.5 Appeal and Disciplinary Hearing Procedures, Manual of Operations.

### **2.17 Job Descriptions and Requirements**

FYSL Board of Directors (BOD) meetings are held on the 2<sup>nd</sup> Tuesday of each month. Members of the Board of Directors are expected to attend all meetings and any additional meetings deemed necessary.

Officers are elected annually at the Annual General Meeting (AGM) or when deemed necessary. All members of the League, coaches, parents and the Board of Directors are encouraged to attend the AGM.

Persons interested in Director and Assistant positions shall submit an interest form at the AGM. Directors and Assistants will be appointed by the newly elected Executive Board at the first regular Board of Directors meeting.

Candidates must have the appropriate level of competency, experience, integrity, enthusiasm and commitment to be fully engaged. **All BOD members are required to commit to the following duties for both the recreational program and the competitive program in addition to fulfilling the individual role outlined in the job descriptions that follow:**

### **2.17.1 General duties of ALL Board members:**

- Complete all Cal South and US Club compliance requirements
- Attend monthly BOD meetings
- Periodically attend FYSL/VILLA games
- Attend CYSA Annual General Meeting (optional)
- Host FYSL Annual General Meeting
- Establish player fees annually
- Establish reasonable compensation for services performed by a BOD member or individual.
- Establish fees for sponsors annually
- Attend player registration
- Assist in team formation for recreational teams
- Attend Coaches meeting to hand out packets
- Attend Coaches meeting to hand out uniforms for recreational
- Establish Coaches meeting to hand out photos
- Attend Coaches meeting to hand out trophies
- Approve all fundraisers
- Approve FYSL coaches
- Approve Villa coaches
- Approve uniform selection and purchases
- Approve all purchases above the budgeted amount.
- Update By-Laws as necessary

### **2.17.2 OFFICERS**

#### **President (2 year term)**

- Required for this position: 1 year experience running a non-profit youth sport organization or 2 years involved with FYSL helping in any other positions.
- Required to complete Cal South and So cal mandated training for administrators within 2 weeks after being elected.
- Required to complete background checks and sign non-disclosure agreements within one week of the elections
- Oversee all League activities
- Conduct and control meetings
- Schedule special meetings
- Co-sign league checks when necessary
- Establish protest and appeals committee
- Serve on Trials Board
- Meet with the Villa Committee (?)
- Establish a Nominating Committee

- Submit to gaming league a letter naming the league delegates to represent and vote at gaming league meetings
  - renew league membership with gaming league
  - renew and obtain insurance certificates.
  - Assist and be present at Opening Day and other FYSL events
  - Secure CYSA and US Club Soccer Certificate of Insurance and distribute to applicable parties
  - Deliver proof of insurance to the School District Office as well as the Private schools of facilities that we use for practices.
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**Vice President  
(2 year term)**

- Required for this position: 1 year experience running a non profit youth sport organization. or 2 years involved with FYSL helping in any other positions .
  - Required to complete Cal South and So cal mandated training for administrators within 2 weeks after being elected.
  - Required to do background checks and sign non disclosure agreements within a week of the elections.
  - Assist Director of rec and Director od Villa as necessary.
  - co-sign checks when necessary.
  - Summit Field Use Requests to Fallbrook Elementary School District, FUESD.
  - Ensure all coaches have access to the school fields for practice.
  - Attend all registration events.
  - Attend and conduct draft for all rec teams.
  - Help Directos of Villa, DOC Villa and registrar during tryouts.
  - Assist Director of Rec with inter league games.
  - Assist during all star selection and registration.
  - Oversee all stars coaches selection
  - Meet with School Officials and other facility use organizations (ie pop warner) to coordinate field use.
  - Serve on committee re-analyzing the minimum fees required for the Recreation Division.
  - Contact “Challenger Soccer Camp” and finalize date, cost and location.
  - Contact the school district or Ingold Sports Park for special use of the field during “Challenger Soccer Camp”.
  - Coordinate with director of rec and director of villa to Schedule picture day for both programs
  - Assist DOC rec and Director of rec respond to emails and questions, specially during the planning of the season and the beginning of the season.
  - Respond to conflicts between directors, parents or coaches.
  - Train and supervise High school students who volunteer for community hours. keep track of their hours and sign their form.
-

**Treasurer  
(2 year term)**

Must have general knowledge and experience with the basic principles of accounting and be familiar with accounting software.

- Required for this position: 1 year experience running a non profit youth sport organization or 2 years involved with FYSL helping in any other position.
- Required to complete Cal South and So cal mandated training for administrators within 2 weeks after being elected.
- Required to do background checks and sign non disclosure agreements within a week of the elections.
- Serve on committee re-analyzing the minimum fees required for the Recreation & Competitive Divisions.
- Establish the yearly budget. This involves assessing end of year data, incorporating line item dollars based upon registration fees, and coordinating feedback from the budget committee. Finally, present the budget to the BOD for approval.
- Provide financial reports at monthly board meetings. This includes account balances and account activity for the month.
- Maintain Bank accounts by depositing funds, paying bills and transferring funds as necessary. This includes recording transactions appropriately to budget line items.
- Reconcile all bank accounts.
- Pay all league debts in a timely manner.
- Maintain all league financial records
- Co-sign league checks over \$1000.00
- Coordinate all refunds with the registrar
- Collect and deposit all player registration fees following a walk up registration.
- Collect and deposit competitive player's payments for field use and tournament fee
- Send collection reminders to past due accounts
- Maintain Villa team account records and coordinate with the managers any request for funds or deposits.
- Meet with the Villa committee, as necessary.
- Prepare referee fees for distribution to both recreational and competitive teams.
- File taxes annually including Registry of Charitable Trust renewal
- File all IRS forms.
- Ensure 1099-Misc Forms are completed for contractors.
- Coordinate with registrar annual renewal applications and payment to be submitted to CalSouth US Club and Gaming League by deadline
- Submit tournament payments for teams as required
- Review requests for Financial Aid, and present to the BOD for approval
- Create accountability reports or forms for referee fees, fundraising and other activities where money is collected or distributed.

**Secretary  
(2 year term)**

- Required for this position: 1 year experience running a non profit youth sport organization or 2 years involved with FYSL helping in any other position.
  - Required to complete Cal South and So cal mandated training for administrators within 2 weeks after being elected.
  - Required to do background checks and sign non disclosure agreements within a week of the elections.
  - Responsible for scheduling meetings and communicating the schedule with BOD
  - Record Minutes at each board meeting
  - Create and distribute Agendas for board meetings
  - Maintain league documents, records and databases
  - Coordinate/schedule communications of events to the general public, membership and oversee assistants helping with social media, website and league communications
  - Manage league email accounts and group accounts
  - Register League in Community Events (Christmas Parade, etc.)
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**Registrar  
(2 year term)**

Must Complete All Registrar Training with Governing Bodies and other Registration Platforms

- Required for this position: 1 year experience running a non profit youth sport organization. or 2 years involved with FYSL helping in any other positions .
- Required to complete Cal South and So cal mandated training for administrators within 2 weeks after being elected.
- Required to do background checks and sign non disclosure agreements within a week of the elections.
- Manage incoming hotline phone calls
- Manage all emails sent to info or [registration@fbysl.org](mailto:registration@fbysl.org)
- Set walk-up registration dates to end 7 weeks before the start of each season (Winter, Spring, Fall)
- Set up online registration and maintain each new season in CYSA and US Club Soccer:
- Winter Arena – recreational and competitive season
- Spring Season – Recreational
- Fall Season Recreational
- Fall Season Competitive
- All Seasons to include:
  - A) Birth years
  - B) Gender
  - C) Season Fees
  - D) Minimum and Maximum roster size
  - E) Number of teams in each division
  - F) All waivers required by Cal South, US Club Soccer, Ingold Sports Park
- Attend all registrations (recreational and competitive)
- Verify all birth certificates
- Enter and or update all registered player/parent information into CYSA/ US Club Soccer each season (recreational & competitive) if completed in person.
- Verify all online registration for completion.
- Prepare annual renewal applications to governing bodies and gaming League, coordinate with treasurer for payment of renewal fees

- Provide 'Player 'White Sheets' for 'Team Formation draft'
  - Attend 'Team Formation'.
  - Each Season provide uniform by team report to Uniform Assistant
  - Review all invoices from CYSA and US Club Soccer with player count for Treasurer to submit payment.
  - Keep supply of CYSA forms, FYSL registration forms, and other required waivers
  - Obtain (upload) player pictures, laminate, and sign player cards (competitive and rec. All Stars)
  - Coordinate refunds with Treasurer
  - Meet with Villa Committee as necessary
  - Be available to register players throughout season
  - Maintain confidentiality
  - Verify coaches' qualifications completing Cal South and US Club requirements
  - Register all players, administrators, and coaches
  - Attend Villa tryouts to check-in players
  - Attend all-star tryouts to check in players
  - Compile team books, print rosters, insert registration applications to give to coach or team manager
  - Be aware of all players, team and league deadlines
  - Be knowledgeable of all affiliation rules for CYSA US Club and Gaming Leagues
  - Be knowledgeable of all player rules for CYSA and US Club Soccer
  - Be knowledgeable of tournament rules that teams we are attending.
  - Attend CYSA meetings optional
  - Attend gaming league meetings, as required
  - Enter all player ratings into CYSA each season
- 

### **2.17.3 DIRECTORS**

#### **Director of Recreational (1 year term)**

- Assist Director of Coaches as necessary
- Make sure payment and paperwork is submitted to CalSouth for YM & E classes.
- Help put together flyers advertising the recreation league and registration dates.
- Attend all registration sessions from start to close. – with the Dir. of Coaches.
- Attend "Challenger Soccer Camp" days to ensure everything is unlocked, players prepared and paid.
- Each day after "Challenger Camp" make sure all trash is picked up and the fields are locked up.
- Assist the Director of Coaches to call and recruit coaches.
- Go through registration forms and note player rating based on last year's coaches rating.
- Separate players based on ratings for draft. – with the Dir. of Coaches.
- IF DRAFT IS USED:
- Attend and conduct a draft by birth year– with Dir. of Coaches.
- After the draft, verify numbers of boys/girls per team (U8, U10 & U12). – with the Dir. of Coaches.
- Verify game schedules, verify there are no conflicts before they are handed out to Coaches.
- Distribute uniforms, player forms, game schedules, etc...– assist Dir. Of Coaches.
- Assist set up and take down of Opening day Ceremony. Attend Opening Day Ceremony. – with Dir. Of Coaches.
- Verify that fundraising information is provided to the Director of Coaches.
- Assistant Treasurer to collect past due registration fees.

- Be available throughout the day especially at the beginning of the season for questions and directions.
  - Keep standings during the season.
  - Forward standings to coaches
  - Visit practices of Coaches when complaints are filed or concerned calls are made – with DOC
  - Uniforms and Trophies- coordinate for recreational teams
  - Keep up to date roster of each team, and practice schedule of each team. – copy to Dir. of Coaches.
  - When the time comes, add or delete players on teams from the waiting list.
  - Hand out participation Medals to all teams and trophies to 7v7, 9v9 first and second place teams during the season.
  - Hand out tournament medals for second and first place teams in 7 7 and 9v9 divisions
  - Order paint
  - Discuss All Star tryouts etc - with Dir. of Coaches and VP
  - Coordinate EOS tournament w/ Directors of Coaching, VP and Treasurer.
  - Verify rules for EOS Tournament – with Dir. of Coaches.
  - Attend the EOS Tournament and pay referees, keep standings up to date at Field Marshal's tent, run PK's when required
- 

**Director of Villa  
(1 year term)**

- Serve on committee re-analyzing the minimum fees required for the Competitive Division.
  - Serve on Protest and Appeals Committee if required by gaming league
  - Serve on Trials Board if required by gaming league
  - Coordinate and attend Villa try-outs
  - Coordinate Villa team practice schedules
  - Coordinate work program for hardships
  - Support managers with training on registration and gaming league platforms
  - Distribute Team managers books providing information on all enclosed forms to include cash receipt books, deposit information forms, fundraising requests, check requests for tournaments etc.
  - Assist and be present at Opening Day.
  - Oversee Villa fundraisers
  - Meet with Team Managers when necessary
  - Coordinate Villa team accounts with treasurer
  - Assist Treasurer collecting past due registration fees.
  - Pull player cards from players in bad financial standing
  - Schedule pictures for Villa teams and manage the distribution of pictures to managers
  - Coordinate Opening Day events and fundraising with Villa team managers
  - Oversee uniform ordering and follow up with team managers
  - Schedule and coordinate the Villa end of season event
  - Order awards for the Villa end of season event
  - Respond to all correspondence from Managers/parents in a timely manner
  - Maintain Confidentiality
-

**Director of Coaches – Villa  
(1 year term)**

- Responsibilities and time commitment to be determined annually by the Exec BOD based upon number of teams
  - Provide BOD a list of possible Coaches for approval
  - Verify that possible Coaches are properly licensed
  - Obtain a season commitment from coaches
  - Prior to tryouts, distribute Villa play up rules and regulations
  - Coordinate and attend Villa try-outs
  - Hold monthly Coaches meetings
  - Develop training programs and clinics
  - Observe Villa training sessions providing support and recommendations
  - Verify only current registered players are attending practices
  - Establish 24 hour rule for coaches to distribute to their parents
  - Establish proper sideline behavior for all coaches, parents and players
  - Represent FYSL/Villa at required gaming league meetings
- 

**Director of Coaches – Recreational  
(1 year term)**

- Assist VP as necessary
- Serve on Trials Board
- Provide information CalSouth coaching education courses
- Attend registration sessions – with the Director of Recreation.
- Assist Director of Recreation with recruiting coaches
- Recruit coaches for teams (strongly discourage coaching more than one team).
- Attend “Team Formation” event
- Manage distribution of “Coaches Packet” ( uniforms, game schedules, Coaches Handbook, picture schedule, balls, fundraising info., etc...)
- Schedule coaches training
- Go over ‘Risk Management’, ‘Policies and Procedures’.
- Collect Coaches Registration Forms and Risk Management Forms.
- Secure player training camps
- Assist and be present at Opening Day.
- Monitor Coaches requirements with Cal South and US Club
- Distribute uniforms, player forms, game schedules, Coaches Handbook, etc...
- Recruit Division Reps
- Attend practices of NEW Coaches who are unsure what to do. The Director of Recreation will assist.
- Visit practices of Coaches when complaints are filed or concerned calls are made – with the Director of Recreation.
- Keep up to date roster of each team, and practice schedule of each team.
- Assist Director of Recreation
- Meet with Division Reps - monthly
- Help publicize the AGM to Villa coaches, managers & parents
- Assist in collection of white forms, player/coaches evaluations and pass out medals & trophies.
- Assist in organizing EOS tournament, produce game schedule, forward schedule to referee director



- Verify rules for EOS Tournament with VP Rec.
- Attend EOS Tournament, keep standings up to date at Field Marshal's tent, run PK's when required

## **2.17.5 ASSISTANTS TO THE BOARD**

(1 year commitment)

### **Publicity Assistant**

- Post all upcoming FYSL events on social media
- Post provided flyers and advertisements on social media
- Forward questions received on social media to correct BOD member to reply

### **Sponsorship**

- Establish sponsorship levels annually
- Create flyer/advertisement for distribute to potential sponsor

### **Fundraising**

- Research various fundraising opportunities for FYSL league and teams
- Present fundraising to BOD for approval along with accountable measure in place to track funds.

### **Webmaster**

- Update website as necessary with upcoming events, schedule, contacts
- Post approved material on website

### **Fields**

- Insure all field are equipped with proper items for games
- Set up schedule for first game set up and last game take down nets, flags, sandbags, goals, etc.

### **Recreational division reps 4v4, 7v7, 9v9**

- Contact person for the teams playing in one of the above formats.

### **Photo Assistant**

- Schedule photo date
- Distribute order packets to team
- Distribute final photo orders
- Schedule photo retakes
- Secure and schedule assistants to work

### **Scheduling Assistant**

Regular season: Rec. & Villa, produce game format, schedule and forward schedule to referee assignor.

- EOS Tournament, determine type of tournament. Round Robin, Single Elimination, Double Elimination - with VP Recreation.
- EOS tournament, produce game schedule, forward schedule to referee director.
- Competitive, enter home game fields and times on gaming league site with availability around recreational game schedules,
- Know referee's requirements for assigning games.
- Be available to make schedule changes requested by the gaming league throughout the season.