

# **GREGORY-PORTLAND SOCCER ASSOCIATION CONSTITUTION and BY-LAWS**

## **ARTICLE I – NAME**

The name of the organization is Gregory-Portland Soccer Association, which shall be referred to as "GPSA" for all purposes hereinafter set forth. GPSA is a non-profit organization and subject to the conditions and rules presented in its Constitution, By-Laws, Rules of Order and procedures.

## **Article II – PURPOSE**

The purpose of GPSA shall be to promote and support the sport of soccer for boys and girls from the age of four to the age of nineteen by teaching good sportsmanship, educating youth participants and adult sponsors in the fundamentals of the game.

## **ARTICLE III – AFFILIATION**

GPSA shall be affiliated with and subject to the conditions and rules presented in the constitution, by-laws, and rules of order of the Coastal Bend Youth Soccer Association (CBYSA). GPSA, through CBYSA, shall comply with the authority of the South Texas Youth Soccer Association (STYSA) and with the United States Youth Soccer Association (USYSA).

## **ARTICLE IV – JURISDICTION**

GPSA shall have jurisdiction over all USYSA play within the Gregory-Portland Independent School District and any registered team or member of GPSA.

## **ARTICLE V – SEASONAL AND FISCAL YEAR**

The seasonal year of GPSA shall be the same as the seasonal year designated by STYSA. The fiscal year of GPSA will correspond to the calendar year.

## **ARTICLE VI – MEMBERSHIP**

### ***General Members:***

The general membership of the organization shall consist of registered players and their parents/guardians, coaches (including assistant coaches) and board members. Each general member that is age 18 or older shall have the right to attend general meetings and participate in debate during the meetings but shall not have the right to vote unless he qualifies as a voting member.

1. A registered player is any individual from age four to nineteen with a current registration form that is on file with the registrar, all fees paid, and must be considered in good standings with the association.
2. A registered coach or trainer is any listed on a current roster, has cleared the Risk Management, and is approved by the board.

**Voting Member:**

A voting member of GPSA is a registered coach or trainer, a Board member, or one parent/guardian of a registered player. Each member will be entitled to one vote and only one vote on each issue presented at the General Assembly meeting.

e.g. a parent/coach cannot vote as a parent and again as a coach or the parent of more than one player may not vote more than once.

1. All voting members must be considered to be in good standings with the association.  
\*Player/coach is considered to be in good standings if:
  - o All fees and or fines are current and have been paid in full
  - o Fails or refuses to comply with the authority of GPSA rules and regulations.
  - o Have less than 9 points according to the progressive disciplinary system
2. Proxy votes are not allowed at any board or membership meeting.
3. A voting member under suspension from the Federation Internationale de Football Association (FIFA) or its affiliates shall not be allowed to vote.
4. A newly elected or appointed board member shall immediately have full voting rights until the expiration of his/her term of office.

**ARTICLE VII – BOARD OF DIRECTORS**

**A: Elections**

1. The Association will be governed by a Board of Directors that consists of a President, Vice-President, Secretary, Treasurer, Registrar, Commissioner, Director of Promotions, Director of Coaching/Referee Development, and League Directors.
2. The Association will have an Executive committee that consists of the President, Vice-President, Secretary, Treasurer, and Registrar
3. Elections will be held during the fall post-season meeting. All board members shall be elected for a term of two years, with the exception of League Directors who shall be appointed for a term of one year. The term "year" shall mean commencing on the first day of January and ending on the thirty-first day of December.
4. Elections shall be publicized via the League's web site and other media outlets.
5. All Nominations must be made in writing. Nominations should be submitted to the Secretary a minimum of 5 days prior to election date. Note all Board of Directors must be at least (18) years of age or older to serve in any official board member capacity.
6. Candidates for office will be allowed time at the election meeting to express their reasons for running for office.
7. A board member must resign his/her position before seeking election to any other elected board position.
8. The candidate with a simple majority of votes will be declared the winner. All ties will be decided by established procedure.
9. The President, Commissioner, Treasurer, and Director of Coaching/Referee Development shall be elected in odd-numbered years and serve two year terms. The Vice-President, Registrar, and Secretary and Director of Promotions shall be elected in even-numbered years and serve a two year term. All League Directors shall be appointed by the board. *4/2014*
10. The Board of Directors will be voted upon by the registered membership in the manner set forth in Article VI. Vacancies may be filled by appointment by the President and approval of the Board of Directors.

**B: Purpose**

1. The Board of Directors shall have the authority to conduct all business of the Association and have the power to enforce the Constitution, Policies and Procedures of GPSA, CBYSA, STYSA, and USYSA
2. The Board can establish committees and subcommittees to assist in the duties of the association and/or assist in special projects.
3. The Board of Directors will serve as the basic governing body of GREGORY-PORTLAND SOCCER ASSOCIATION and be ultimately responsible for GPSA and its programs.

## **C: Duties and Responsibilities**

### **All Board Members:**

1. Are expected to actively participate in the organization programs for the betterment of the organization.
2. Are responsible for working at registration events and player tryouts.
3. Are responsible for concession stand and field marshal duties on game days.
4. Are responsible for helping complete the work of the board when another Board Member is unable to perform his/her duties or the position is vacant.
5. Are to prepare and present a report for the fall membership meeting.

### **President:**

The President's will be the Chief Executive Officer of GPSA. His/her duties include but are not limited to:

1. Upholding and administering the constitution and by-laws of GPSA.
2. Represent GPSA and select the appropriate amount of representatives to attend and vote at CBYSA regular monthly meetings, Western District, or STYSA meetings.
3. Approving the agenda and presiding at GPSA meetings.
4. Enter into contracts on behalf of the Association provided those contracts have been reviewed and approved by the Executive board.
5. Voting at Board meetings only in the event of a tie. May cast the deciding vote or may table the issue for further study.
6. Appointing any special committees not defined in the constitution and by-laws.
7. Signing the bank signature card and signing checks when necessary.
8. Ensure that the annual audit of GPSA's financial records are filed with the CPA in a timely manner.
9. Assist the registrar and E-board in the formation process of GPSA teams.
10. Initialing as final all team rosters within 7 days of final registration.
11. Ensure that all issues are presented in a fair and diplomatic manner with all sides represented

### **Vice-President:**

The Vice-President's duties include but are not limited to:

1. Succeed to the powers of the President in the absence of the President.
2. Serve as Chairperson of any GPSA Disciplinary and Protest Committee.
3. Preparation and maintenance of GPSA's playing facilities and related equipment.
4. Having the authority to determine the playability of all fields up to game time.
5. Providing the status of field availability to the Commissioner and Director of Coaches/Referee Development.
6. Submitting a budget for playing facilities and equipment requirements to the board prior to the fall post-season membership meeting.
7. Submitting an inventory of equipment used for playing facility maintenance to the treasurer fourteen (14) days prior to the fall membership meeting.
8. Preparing and presenting a report for the fall membership meeting.
9. Inspecting all GPSA field goals for conditions of safety and adherence to STYSA dimensional requirements, and submitting a written report of the results to CBYSA prior to the beginning of the fall season.

### **Secretary:**

The Secretary's duties include but are not limited to:

1. Keep all records of the Association
2. Keep a record all GPSA meeting minutes.
3. Provide GPSA Board of Directors with a copy of all agendas and Minutes.
4. Provide adequate notification of all monthly, special, and general assembly meetings to all board members.
5. Keep a current cumulative list of all association Board of Directors and dates of office
6. Provide CBYSA with a names and contact information for the Board of Directors and those who have voting privileges.
7. Maintaining a current copy of, and recording amendments to, the Constitution and By-laws.
8. Submitting a budget for office expenditures to the Board prior to the fall post-season membership meeting

### Treasurer:

The Treasurer's duties include but are not limited to:

1. Directing and overseeing the financial requirements of the Association or any committees (i.e. serving at the Chairperson budget, purchasing, accounting, fund raising, property accounting and registration).
2. Issue all disbursements and receipts authorized by the board.
3. Maintenance of financial records in accordance with accepted accounting practices that have been approved by the board.
4. Presenting a financial/budget report at the regular monthly meeting of the board.
5. Collecting or appointing a representative to collect all registration fees.
6. Determining the financial needs of GPSA (from other board member-submitted budgets) and the presentation of the annual budget at the fall post-season membership meeting.
7. Securing bids on all purchases over \$250.00
8. Ensure that all Income taxes are filed in a timely manner with the Association's CPA \*note the deadline to file form 990 is May 15th
9. Processing sponsor donations in accordance with established procedures.

### Registrar

The Registrar's duties include but are not limited to:

1. Ensure that all players, coaches, assistant coaches, managers, trainers, and team parent are properly registered and have fulfilled the requirements of GPSA, CBYSA, STYSA, USYSA.
2. Submitting final team rosters containing required information for all registered players, coaches, assistant coaches, trainers to CBYSA in accordance with their deadlines.
3. Maintaining a permanent file of required player information. These files shall be held secure by the registrar or a board member designated by the registrar.
4. With the help of the Director of Promotions, publish and distribute registration information to all members.
5. Coordinate with the E-board to roster all registered players according to GPSA Registration and Transfer Procedures
6. Ensuring that no changes to team rosters occur without prior board approval.
7. Being present or appointing a representative to be present at all GPSA registrations.
8. Submitting a budget for projected registration fee income and expense at the fall membership meeting.
9. Gather Uniform sizes for each player on each team

### Director of Promotions:

The Director of Promotions duties include but are not limited to:

1. Keeping the website up to date
2. Assist the Registrar with distributing registration information such as flyers/mail outs to announce the registration dates
3. Publicity for the GPSA in newspapers, schools, and tournaments and other venues and media
4. Coordinating the scheduling and distribution of team pictures with board approval.
5. Coordinate opening/closing ceremonies

### Commissioner

The Commissioner's duties include but are not limited to:

1. Scheduling all games for in-house teams and submitting the schedule to the board.
2. Coordinating any home-field activities with League Directors.
3. Informing League Directors and/or coaches of game cancellations, postponements or forfeits.
4. Assist the Coaching/referee Director in conducting the Sportsmanship Award election, submitting the results to the GPSA board and notifying the appropriate coaches.
5. Assist the Director of Promotions in coordinating opening/closing ceremonies

### Director of Coaching Development:

The Director of Coaching Development's duties include but are not limited to:

1. Recruiting coaches for both Recreational and Competitive teams.
2. Ensuring that coaches are registered with GPSA, CBYSA and STYSA.
3. Maintaining and providing the Board of Directors a complete list of all registered coaches and the license they have.
4. Maintaining open communication with League Directors and all coaches
5. Informing all coaches of rules and deadlines pertaining to their particular level of play
6. Notifying and securing developmental clinics for both Competitive and Recreational coaches.
7. Coordinating League tryouts for Competitive teams
8. Conducting the "Sportsmanship Award" for GPSA

### Director of Referee Development:

The Director of Coaching Development's duties include but are not limited to:

1. Hold a minimum of a Grade 8 Certification
2. Recruiting sufficient referees to meet the needs of all team.
3. Ensuring that referees are registered with GPSA and/or the USSF.
4. Maintaining and providing the Board of Directors a complete list of all registered referees and the level of certification they hold
5. Ensure that all referees are properly trained and certified
6. Assist the Director of Coaching and Commissioner in selecting the "Sportsmanship Award" for GPSA
7. Scheduling appropriately qualified referees for games.

### League Directors

The League Directors duties include but are not limited to:

1. Serve as a liaison between the Commissioner and coaches, parents and players of the specified age groups.
2. Ensuring notification of meetings, clinics, workshops and other pertinent information as designated by the board to the appropriate coaches and players.
3. Informing coaches of game cancellations, postponements, or forfeits.

## **D: Standing Committees**

### Discipline & Protest (D&P)

The Discipline & Protest Committee will consist of five members. The chairperson will be the Vice-President and four additional members (none of the hearing committee members shall have a conflict of interest with that case). The committee members will be approved by the Board of Directors. The committee is charged with aiding the Chairperson in all matters before the Committee in the realm of discipline and protest, including those matters of constitution or policy infractions. The Chairperson of the Committee will maintain accurate records of all correspondence concerning matters of discipline and protest; set up meetings to handle these matters; notify all persons involved of the date, location and times of these meetings in accordance with discipline and protest rules as set forth by STYSA; notify all persons involved and the Association Executive Committee of the outcome of hearings and meetings and above all keep all matters confidential.

## **E: Vacancy**

Upon the death, resignation or removal from office of any officer, or due to a position not being filled at a General Assembly election, the Executive Committee will fill the vacancy by appointment by the President subject to confirmation by the Board of Directors.

## **F: Removal from Office**

Any officer may be removed from office by official motion and a two-thirds favorable vote of the Board of Directors for the following reasons: 1) inability to function due to illness; 2) neglect of duties; 3) failure to attend two (2) consecutive scheduled meetings or 5 total per year; or 4) Malfeasance.

## **ARTICLE VIII – MEETINGS**

### **General Assembly Meeting**

1. A General Assembly meeting of the current registered members will meet at least once per calendar year. The Board of Directors will designate a date in December for this meeting.
2. All members shall be notified at least two weeks in advance of the general meetings. Notice shall be posted on the organization's website.
3. Board members shall be elected as specified in Article VII, during the fall post-season membership meeting.
4. The president may call additional membership meetings upon written request of at least three Board members or a minimum of twenty current voting members. This meeting shall be held within twenty-one days of receipt of this written request.
5. See Article VII for voting rights and qualifications
6. General Assembly Meetings shall be conducted in accordance with Robert's Rules of Order (latest edition).

### **Regular Board of Director Meetings**

1. Monthly Board meetings shall be held on the third Wednesday of the month. The President shall determine the location of the meetings and notify the Secretary. The Secretary shall give notice of the meeting to all members of the board of directors by e-mail at least seven (7) days in advance of the meetings.
2. The President or three (3) members of the Board shall have the authority to call a special meeting of the Board of Directors. The Secretary shall give notice of the meeting to all members of the board of directors by email at least two (2) days in advance of the meeting.
3. See Article VII for voting rights and qualifications
4. Board Meetings shall be conducted in accordance with Robert's Rules of Order (latest edition).

### **CBYSA Meetings**

1. CBYSA meetings are held on the 2<sup>nd</sup> Tuesday of each month.
2. CBYSA allots each league/club to be represented on the board by the league's/club's designated representative(s) with total votes based on their league's/club's most current paid registration figures as provided by the CBYSA registrar. This voting strength is determined on the first day of April of each year.
3. GPSA shall ensure that its allotted number of votes are represented by eligible GPSA voting members at these meetings. See Article II, Section II of CBYSA By-laws for voter eligibility criteria.

### **Quorum**

1. The current eligible voting members present at any meeting shall constitute a quorum for transacting business.
2. There must be at least sixty (60%) percent of the current Board of Directors present for transacting business at a board meeting.
3. There must be at least sixty (60%) percent of the Committee Members present for transacting business at any Committee Meeting.

## **Order of Meetings**

The order of business at the GPSA meetings shall be as follows:

- a. Roll call
- b. Introduction of GPSA officers (General Assembly Meeting only)
- c. Determination of a Quorum
- d. Announcements
- e. Reports by officers or committees
- f. Old business
- g. New business
- h. Adjournment

## **ARTICLE IX– AMENDMENT**

Proposed amendments to the Constitution & Bylaws may be submitted by any eligible voting member of GPSA. The amendment(s) shall be in written form and a copy delivered to each eligible GPSA voting member thirty (30) days prior to the scheduled membership meeting. An amendment, to be approved, requires an affirmative vote cast by a minimum of two-thirds of the eligible voting members present at the meeting. An approved amendment becomes effective as determined by the Board of Directors.

## **ARTICLE X: CONFLICTS**

1. The Association will provide a copy of the Constitution, Bylaws, and Policies/Procedures to each member on the internet via the GPSA web site.
2. In no case will any document be produced that will conflict with the Association's Constitution, Bylaws, or Policies and Procedures. In the event that such a conflict should occur, inadvertently, the document that is on the website and on file with the secretary will take precedent.
3. If an article of this Constitution can be interpreted in more than one way, the interpretation that causes no conflict or the least conflict with the other articles of this Constitution will prevail. If any ambiguity exists in any terms or phrases used in these documents, the interpretation of the meaning will be determined by the members by a simple majority vote.

## **ARTICLE XI - DISSOLUTION**

In the event that the GREGORY-PORTLAND SOCCER ASSOCIATION ceases to function or dissolves, the assets will be distributed to those players who were duly registered with the GREGORY-PORTLAND SOCCER ASSOCIATION during the year the dissolution occurred and properties will be transferred to the City of Portland, as all apparatuses are located on land owned by them.

# GREGORY-PORTLAND SOCCER ASSOCIATION

## RULES OF ORDER

### Registration and Transfer Procedures:

1. A player is not completely registered until the registrar has received a completed and signed registration form, a photocopy of proof of age to keep on file and full payment of the registration fee.
2. Proof of age shall consist of a birth certificate or birth registration issued by an appropriate government agency, Board of Health records, passport alien registration card issued by the Immigration and Naturalization Service attesting to age, or certification of an American citizen born abroad issued by the appropriate government agency. Hospital, baptismal and religious certificates will not be accepted (STYSA Rule 3.2.8). A photocopy of this proof of age will be kept on file by the registrar and must be available on twenty-four (24) hour notice to CBYSA, consistent with STYSA requirements.
3. Team Formation **RECREATIONAL –**  
**GPSA requires all players to play true age based on the STYSA age chart U5, U6, U7-U8, U9-U10**
  - o All recreational players are assigned to a new team in the Fall.
  - o Teams will carry over to the Spring and new players will fill in gaps in already formed teams.
  - o A player is considered a returning player if and only if he/she is returning to the team they were rostered to in the Fall.
  - o A returning player is guaranteed his/her spot on the returning team if and only if they have registered within the advertised registration dates. Late registration will mean the player has forfeit their right to be eligible to return to the Fall team.
  - o Late registration will be offered only to fill in available spots on already formed teams. These spots are limited and will be on a first come first basis.
  - o Late registrations must be submitted via email to the registrar **ONLY**. Send email with player's full name, and complete date of birth along with contact information to registrar@gpsa-soccer.com. Due to the unpredictability of the internet and/or the web site server we cannot be responsible for lost mail, therefore if you have not heard a response within 24 hours please resubmit your request.
  - o Late registrations will have a late fee added in addition to the registration fee. Late fees may vary.

Please note that Teams are formed based on the number of registrations not in the order of registration or the number of committed coaches. There may be instances where a player is rostered to a team with no coach and a parent will be asked to coach. Should no coach be found, the team will be disbanded and a full refund will be issued to the player **RECREATIONAL teams ONLY**

4. Special requests will not be honored. The only guaranteed player on a roster is the player belonging to the head coach. Special requests include but are not limited to:
  - o Requests to play for a specific coach or team
  - o Request to be the assistant coach to a particular team
  - o Requests for a coach that speaks a specific language
  - o Request for carpooling
5. Team Formation **COMPETITIVE**  
**GPSA requires all players to play true age based on the STYSA age chart with the exception of teams that have played together in 2015-2016.**
  - o Beginning Fall 2016 all incoming competitive players must play true age unless GPSA has to combine age groups to form teams.
  - o GPSA will offer three days of tryouts and players must attend a minimum of 2 tryouts
  - o Competitive teams make a commitment to the team for an entire seasonal year (Fall and Spring).
  - o Coaches select players and submit them to the Board of Directors for approval



6. For rules regarding the transfer of players from one STYSA team to another, refer to STYSA Rules and Procedures, Rule 2 – player transfers.

### **Refund Policy:**

#### Recreational Players:

- Only a Partial refund will be given after the first official day of practice. This date varies from team to team and season to season therefore it will be designated as seven (7) days from the date the coaches meeting is held.
- Partial = minus any expenses that have been paid or incurred by GPSA. Expenses include, but are not limited to, the following: uniforms, STYSA fees, game/referee expenses and administrative costs. A letter explaining any and all refund deductions will be included with the refund
- GPSA has a firm NO REFUND policy after the first official weekend of games.
- Refund requests must be submitted in writing via email to the treasurer@gpsa-soccer.com
- Refund requests will be accepted through the first scheduled game of the current season only. Refunds submitted after the first game will not be processed.

#### Competitive Players:

- Only a Partial refund will be given after the first official day of practice. This date varies from team to team and season to season therefore it will be designated as August 21<sup>st</sup>.
- Partial = minus any expenses that have been paid or incurred by GPSA. Expenses include, but are not limited to, the following: uniforms, STYSA fees, game/referee expenses and administrative costs. A letter explaining any and all refund deductions will be included with the refund
- GPSA has a firm NO REFUND policy after the first official weekend of games.
- Refund requests must be submitted in writing via email to the treasurer@gpsa-soccer.com
- Refund requests will be accepted through the first scheduled game of the current season only. Refunds submitted after the first game will not be processed.

(STYSA Article VIII section 1.14.) The seasonal year of STYSA shall be the same as the seasonal year of the United States Youth Soccer Association which states the seasonal year and fiscal year of USYSA each begin on September 1 of one calendar year and end on August 31 of the following calendar year: therefore, Competitive players make a commitment for a full year to the team and will not be entitled to a refund in the Spring whether the team or the player returns.

### **ID Cards—Use and Requirements**

The head coach of each traveling team will carry laminated USYSA player and coach passes (ID cards) for all registered players and coaches on the team to every game in which the team participates. The ID card for the current seasonal year must contain a current picture and ID number for the coach and player. The card must have the signature of the CBYSA registrar to be valid. A replacement fee may be charged for lost or damaged cards.

### **Sportsmanship Award**

The Sportsmanship Award pertains to the conduct of a coach both on and off the field of play and is bestowed in recognition of the spirit of fair play and sportsmanship. It is awarded to one coach for in house teams and one for traveling teams at the conclusion of each season. In case of ties, duplicate awards will be made.

Sportsmanship award will be conducted by the Director of Coaching using the following board approved method.

1. Acquire nominations from Director of Referees and League Directors
2. Present nominations for vote to the Board of Directors.

### Competitive Team Rules and Regulations:

1. Teams will be named G-P United \_\_\_\_ (according to the age groups birth year)
2. All teams will be uniformed in color (Red & Blue)
3. All teams will wear uniforms provided by the GPSA
4. All players and parents will sign a contract and have it on file with GPSA prior to first team practice
5. A non-refundable commitment fee will be due at the time of acceptance and will be put towards registration fee.
6. All players make a commitment to the team for a full year therefore they will not be entitled to a refund as per the refund rule in the above section

### Coaches Responsibilities

1. Each coach **must** attend a mandatory coaches meeting. This meeting will be held every season! Coaches will be given information concerning GPSA and CBYSA rules and procedures.
2. The total time allowed for team meetings, workouts and/or games for each recreational team shall be limited
  - o U5-U6 No more than three (3) hours per week.
  - o U8-U10 No more than Four (4) hours per week.
  - o U11 & Up No more than six (6) hours per week
3. Each coach will hold at least one meeting with players and parents before the start of scheduled seasonal play for the purpose of communicating the association's policies regarding parental expectations on good sportsmanship, and fair play.
4. Coaching is allowed only in the technical areas of the field as stated in the FIFA rules of play.
5. The coach is responsible for the conduct of his/her team and the spectators supporting that team. Coaches must keep their spectators within a boundary that is eighteen yards on either side of the centerline and at least five feet outside beyond the touchline. Foul language or derogatory comments will not be tolerated.
6. In Division III (U11 & above Recreational) and IV (U10 & below), a coach must accept the players assigned to his/her team. A coach **cannot** pick the players that will be rostered to his/her team.
7. Coaches of U-5 thru U-8 in-house teams will follow the season game schedule. **NO** rescheduling of games is permitted. The **ONLY** exception will be if the fields are closed and the entire day is canceled due to weather.
8. Traveling and Competitive teams are allowed to reschedule games using the following procedure:
  - If a game is being canceled notify the Commissioner and the opposing coach ASAP. The commissioner should notify the appropriate board members.
  - To reschedule a game (all should be in writing)
    - o Contact the Commissioner to obtain playable times
    - o Contact the opposing team to offer times
    - o Confirm with Commissioner (The commissioner will notify the Board and CBYSA scheduler)

9. At the beginning of their second calendar year of coaching, coaches are required by STYSA to hold a minimum of a STYSA modules coaching certificate. It is recommended by GPSA that all traveling coaches attend a grade 8 referee clinic.
10. GPSA requires that all prospective Division II coaches hold a minimum of a STYSA "E" coaching.
11. The Board of Directors will approve a coach for each select team. Coaches must submit a letter of interest and a resume to board@gpsa-soccer.com
12. Division II coaches are expected to fulfill their coaching responsibilities for a full seasonal year, which includes both fall and spring seasons. This does not apply to coaches of teams with players who are governed by UIL regulations.
13. All coaches must comply with all GPSA rules and regulations. Failure to do so will be grounds for removal and the coach will be listed in bad standings.

### **Referee Responsibilities, Authority and Training Opportunities**

1. The primary responsibility of the referee is to insure the safety of the players on the field by applying the FIFA Laws of the Game.
2. The referee has jurisdiction over all players, coaches and spectators while he/she is on the soccer field as provided by FIFA Laws of the Game. The referee's authority commences as soon as he/she enters the field of play and is in effect throughout the game.
3. The referee shall enforce the laws of the game.
4. The referee decisions on points of fact are final.
5. The referee is the official score and timekeeper.
6. The referee has the power to suspend or terminate the game due to bad weather, interference by fans or other causes. He does not have the power to declare a winner in the event of suspension or termination.
7. The referee shall allow no one on the field of play except players and linesmen, except during a player injury in which the referee will stop play and allow the coach, parent or medical personal to enter the field.
8. After one year of officiating, a non-certified referee is required to be certified at a grade nine or higher by the United States Soccer Federation.
9. Referees must attend training sessions as determined by the GPSA Director of Referee Development.
10. A game card will be completed by the referee for all play within CBYSA. This card will, at a minimum, contain the following:
  - o Club/league/association age group, division, game location, date, game time.
  - o Team names and final score.
  - o Cautions (yellow cards) or ejections (red cards) issued, by team with player/name.
  - o Any protest or disputes must be noted on the referee's game card and a complete description of the incident shall be submitted to the designated contact person for the particular inter/intra association matches.
  - o These game cards are to be retained through the end of the District or CBYSA Tournaments.

### **GPSA Soccer Complex Rules**

1. Alcoholic beverages are prohibited inside the soccer complex or on any soccer field or adjacent parking area.
2. Glass containers are prohibited inside the soccer complex or at any other official soccer game sanctioned by GPSA.
3. Each team is responsible for leaving their side of the field clean of trash.
4. Dogs and other animals are not allowed on the soccer complex without a leash and the owner must pick up pet waste ***immediately***. Failure to do so will result in removal of the complex.

5. Parking is allowed only in designated areas. Vehicles will not be allowed on the soccer fields unless authorized by the board.
6. Only scheduled games or authorized events are allowed on the soccer complex. Practices or scrimmage games are not allowed on the soccer complex fields unless authorized by the Board of Directors.

### **Postponement of Games**

1. Rescheduling of games is not permitted with the exception of the U10 & above Traveling teams. All in-house games will be played at the time they are scheduled. NO EXCEPTIONS.
2. Teams must report to the playing field to play unless the coaches have been previously notified that the game is postponed. The penalty for a team failing to follow this rule is forfeiture of the game and assessment of field costs.
3. If inclement weather occurs, the following persons may postpone games: the President, Vice-President, Director of Referee Development or the referee.

### **Suspension of a Game**

1. A game that is suspended because of inclement weather is considered official if play has begun in the second half.
2. A game that is suspended prior to the start of play in the second half because of inclement weather is not considered to be official. The game or any part thereof may be rescheduled in accordance with suspension of the game procedures. Follow STYSA guidelines in establishing procedures.

### **Forfeits**

1. A team that fails to field the minimum number of players as required by STYSA within a reasonable amount of time (usually fifteen minutes after the scheduled starting time) will forfeit the game.
2. If a team intends to forfeit a game, it is recommended that the coach notify the Commissioner, Director of Referee Development, and/or League Director. The Commissioner will notify the opposing coach.
3. Any team playing an ineligible player as defined by CBYSA or GPSA shall forfeit the game(s) in which that player participated.
4. If a coach, assistant coach, or trainer removes a team from the field during either half of play, the GPSA Board of Directors shall make the final ruling regarding the outcome of the game.

### **Procedures for Handling Alleged Violations to GPSA Constitution, By-laws, Rules of Order, or Rules of Play**

1. A grievance may be submitted against a player, coach, assistant coach, trainer, referee, parent, team, or elected/appointed GPSA official for violation of the GPSA Constitution, By-laws, Rules of Order, or Rules of Play.
2. The grievance must be submitted in writing to the Board and accompanied by a twenty-five dollar (\$25.00) fee in the form of a personal/certified/cashier's check payable to GPSA within seven days of the violation. The fee will be refunded if the grievance is upheld.
3. A Disciplinary and Protest Committee shall be formed within seven calendar days of receipt of the grievance by the board. This committee shall be composed of the GPSA Vice-President as chairperson and four voting members of GPSA who represent a cross-section of age divisions. In the event of a conflict of interest by the Vice-President or his/her unavailability, the board will designate a chairperson to replace the Vice-President.

4. The duties of this committee shall be to conduct a hearing for the investigation of the grievance and to make a recommendation to the board.
  
5. The duties of the chairperson shall be to:
  - Form the committee
  - Set the date, time, and place for the hearing and notify all parties involved in the grievance hearing.
  - Appoint a secretary to record the proceedings of the hearing.
  - Appoint a committee member as acting chairperson in the event of the chairperson's absence.
  - Vote only in the event of a tie vote.
  - Provide a copy of the committee's recommendation and a record of the proceedings (including testimony, reports, letters, statements and other evidentiary materials used in the hearing) to the GPSA Board within forty-eight (48) hours of the end of the hearing.
  
6. Procedure for notification of a hearing:
  - All parties must receive notification no later than three calendar days prior to the hearing. Individuals may waive their rights to the three day notice if done so in writing prior to the start of any hearing.
  
  - Proper notification will occur in writing and will be considered received if sent under the following procedures (in descending order of preference): certified mail, return receipt requested at the address of record, express mail with receipt of acceptance, hand delivery with written acceptance of hand delivery or hand delivery without written acceptance but witnessed by two individuals or fax with confirmation of receipt.
  
  - Hearing notification letters will contain the following information:
    - Date of letter
    - Mode of delivery
    - Reason for the hearing and the case number
    - The role of the individual being requested to appear at the hearing (i.e. accused, witness, respondent)
    - Date, time, and location (with map) of the hearing
    - A brief description of the procedures of the hearing.
  
  - Written notification shall contain:
    - Date of the hearing
    - Decision, including any disciplinary action and the effective dates
    - The right method and requirements of appeal
    - The Board must notify the grieved and the aggrieved in writing of a decision within seven calendar days of receipt of the D and P Committee's recommendation.
    - Appeals of the GPSA Board's decision may be made to CBYSA in accordance with their procedures.

## **Protests**

1. All protests concerning in-house games must be made in writing and delivered to an officer of GPSA within three calendar days after the scheduled game.
2. The only game protest concerning a referee will be one involving a violation of the Laws of the Game. Referee judgment decisions are not grounds for protest.

3. A protest fee of twenty-five (\$25.00) in the form of cash or personal/certified/cashier's check made payable to GPSA must accompany the protest.
  
4. It is recommended that the following persons be present when the protest is to be heard:
  - The coach filing the protest or designee
  - The opposing coach or designee
  - The referee and/or all assistant referees involved in the game. In the absence of the officials, a game report must be submitted.
  - The D and P Committee
  
5. If the protest is upheld, the fee will be refunded.

### **Progressive Discipline System**

1. Penalty points shall be awarded to individual players, coaches, assistant coaches, and trainers as follows:
  - 3 points per recorded caution (yellow card) to the individual. 3 points to the coach, assistant coach, or trainer who receives a verbal warning from the referee/
  - 9 points per recorded send off (red card) to the individual. 9 points to the coach, assistant coach, or trainer who is dismissed from the game by a referee.
  - 21 points to the individual for threatened, attempted or actual physical violence against a referee or assistant referee; to the coach, assistant coach, or trainer who knowingly falsifies any team record or official STYSA or USYSA document or who knowingly plays an ineligible player.
  - 9 points to the coach, assistant coach or trainer (dependent upon who is responsible for the team) for physical contact with a referee or assistant referee by a fan.
2. An accumulation of penalty points shall result in the following disciplinary actions against players, coaches, assistant coaches, or trainers.
  - 9 points = suspension for one game
  - 18 points = suspension for two additional games
  - 21 points = automatic and indefinite suspension
  
3. For additional information, refer to current STYSA Rules and Procedures.

### **Player Participation and Substitutions**

**50% Play rule:** Coaches must play each registered player who is present one half of the game unless unable to do so due to player's illness or injury or for disciplinary reasons. In the event that a player is present but will not be playing, the coach must inform the referee and the opposing coach as to the reason that the player will not participate. (STYSA 6.2.2 C)

**Exception to 50% Play rule:** In the event that a player is present but will not be playing at least 50% of the game, the coach must inform the referee, opposing coach and note the reason and name of the player sitting out on the game either prior to the start of the game or at the point it is determined by the coach and/or player that the participation will purposefully be under 50%.

The 50% playing rule may be set aside in open division competition (i.e. tournaments or playoffs) against Division I teams (not bound to a 50% player participation rule).

Violation of the 50% playing rule may be referred to the CBYSA Executive Committee for discipline action against the coach, team and/or club.

# **GREGORY-PORTLAND SOCCER ASSOCIATION RULES OF PLAY**

## **Equipment**

- Player jerseys may be any color but black. All players on a team should have jerseys that are similar in color, shorts of similar color and stocking of similar color.
- Each player shall have a number on the back of the jersey not less than six inches in height. No two teammates may wear the same number. The letters "GPSA" are required on the upper left side on the front of the jersey. Exceptions may be made in the circumstances of lost, forgotten or club uniform errors with the approval of the referee and noted on the game card
- Players may wear sliding, bike, cyclist or tight fitting pants which do not extend below the top of the
- Jog suits, jackets and/or long sleeve shirts may be worn under the uniform when adverse weather/playing conditions exist.
- All players will wear shin guards which are commercially produced, age appropriate and specifically designed to provide protection to the shins at all times during practices, scrimmages, and games.
- No player will be allowed to play with a hard cast (padded or otherwise), or will any player be allowed to play with any brace (knee or otherwise) that contains exposed metal or hard plastics, Hard casts are not allowed under any circumstances, functional rehabilitation braces may be used if unless it is wrapped with a minimum of ½ inch high-density foam wrapping or the manufacturer's recommended protective coating.
- Bandannas of any style may not be worn during any game. Players may not wear a bandanna either on their heads, legs or arms. Ball caps without metal clips or decorations may be worn with the approval of the referee when presented for medical purposes.
- All jewelry is prohibited during games within CBYSA's jurisdiction in all Divisions I-II-III-IV and Super II. With the approval of the referee and/or upon written request to the Executive Committee, prior to the game, newly pierced ears which are properly covered may be allowed

## **DEFINING AGE GROUPS AND DIVISIONS**

1. Teams in the GPSA are divided into the following age groups:

Under 5/6	Under 14
Under 8	Under 15
Under 10	Under 16
Under 11	Under 17
Under 12	Under 18
Under 13	Under 19
2. A player's age group for any seasonal year is determined by the player's age as of July 31 of that seasonal year.
3. A player may, with parental/guardian approval, play in one age group older than the one in which he/she would ordinarily play. Once a player has moved up to play in an age group older than that to which he/she would ordinarily play, that player may not play in a younger age group until the beginning of the next seasonal year. Exception: under-13 and older players may play up one or two age groups.

4. GPSA shall sanction as many Division III and Division IV teams as needed to accommodate the registered players. Division IV includes the under-5/6, under-8 and under-10 age groups. Division III includes the under –11 through under-19 age groups. Teams in Divisions III and IV must be rostered in compliance with STYSA approved team formation processes as found in the STYSA Rules and Procedures

### FIELD AND GOAL SPECIFICATION

	<u>Under-6</u>	<u>Under-8</u>	<u>Under-10</u>	<u>Under 11-12</u>	<u>Under 13-19</u>
Field Width	15-20 yds	25-50 yds	30-50 yds*	40-70 yds	50-100 yds
Field Length	20-30 yds	35-60 yds	40-60 yds*	60-90 yds	100-130 yds
Center Circle	3 yd radius	5 yd radius	7 yd radius	8 yd radius	10 yd radius
Penalty Area	NONE	NONE	25 x 12 yds*	35 x 14 yds	44 x 18 yds
Goal Area	NONE	3 yds x 3 yds deep	16 x 4 yds*	19 x 6 yds	20 x 6 yds
Goal Size	6 x 4 ft	12 x 6 ft	18 x 6 ft*	21 x 7 ft	24 x 8 ft
Penalty Spot	NONE	NONE	8 yds perp to midpt of goal line	9 yds perp to midpt of goal line	12 yds perp to midpt of goal line
Penalty Arc	NONE	NONE	7 yd radius from penalty spot	8 yd radius from penalty spot	10 yd radius from penalty spot

### BALL INFORMATION

	<u>Under 6 &amp; 8</u>	<u>Under 10 &amp; 12</u>	<u>Under 13+</u>
Ball Size	#3	#4	#5
Circumference	---	25-16 inches	27-28 inches
Weight	---	11-30 oz.	14-16 oz.

### NUMBER OF PLAYERS ON TEAM AND FIELD:

	<u>Under 6</u>	<u>Under 8</u>	<u>Under 10</u>	<u>Under 11-12</u>	<u>Under 13 &amp; up</u>
Max. On Team	6	8	10	14	18
Min. On Team	3	4	6	6	7
Max. On Field	3	4	6	8	11
Min. On Field	2	2	4	6	7

### LENGTH OF GAME

Age Group	Game Length
Under 6	Four 8 minute quarters
Under 8	Four 10 minute quarters
Under 10	Two 25 minute halves



Under 11, 12	Two 30 minute halves
Under 13, 14	Two 35 minute halves
Under 15, 16	Two 40 minute halves
Under 17, 18, 19	Two 45 minute halves

## **PLAYING RULE EXCEPTIONS FOR UNDER 6, UNDER 8, AND UNDER 10 AGE GROUPS**

### **Under 6 & Under 8**

#### **Fouls and Misconduct**

- There shall be no penalty shots.
- All fouls will be penalized with indirect kicks.
- From the point of taking an indirect kick or corner kick, opponents shall not be any closer than three (3) yards.

**Offside:** There shall be no off-sides.

**Throw-ins:** For U6, the ball will be returned to play by an indirect kick taken from the touchline where the ball exited the field of play. STYSA sanctioned tournaments will use throw-ins.

**Awards:** Standings will not be maintained, and no trophies or awards will be given except for participation and/or sportsmanship.

**Coaches on the Field:** Coaches may not be on the field of play during the conduct of the game.

### **Under 10 – Under 19**

#### **Charging the Goalkeeper**

The FIFA Law with respect to the charging of the goalkeeper shall not apply in youth play. There shall be no charging of the goalkeeper, fairly or unfairly, in STYSA sanctioned competition. Any such act will be considered “dangerous play” at the least and punished accordingly.

#### **Home Team**

The home team is the first team listed on the schedule and will be responsible for providing a proper sized game ball(s) and game card. If there is a color conflict in jersey color, it will be the home team’s responsibility to change to an alternate jersey. In the event alternate jerseys are not available to the teams, pennies’ may be worn or other modifications as approved by the referee may be used.

#### **Scoring Policy**

All CBYSA competitions will be scored using a ten point system:

- Six (6) points for a win.
- One (1) point for a tie;
- One (1) point for each goal scored up to three goals; and

- Zero (0) points for a loss.
- One (1) point for a shut out
- Games which end with a greater than ten (10) goal point difference will be scored official as five (5) to zero (0). This allows the teams to have their ten (10) points and receive maximum points if a tie-breaker is necessary.