

Distributed to all clubs at the South Central District Meeting of May 12, 2012

SOUTH CENTRAL DISTRICT HANDBOOK

SCD Handbook, By-Laws, and Rules

**South Central District
Connecticut Junior Soccer Club
Affiliated with U.S. Youth Soccer**

**Revised November 18, 2008
Updated May 12, 2012**

SOUTH CENTRAL DISTRICT Operations Handbook

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Board of Directors

Joseph A. Conte	Vice President
Brian S. Grindrod	Representative
Michael Galbicsek	Secretary
Michael Hanlon	Treasurer
Patrick Duffy	Registrar
Michael Galbicsek	Coaching Director
Michael Schwartz	Tournament Director
William Fallon	TOPSoccer Director
William Cadwell	Boys Commissioner
Scott Bradley	Girls Commissioner
Brian Grindrod	U 10 Commissioner
Raul Marques	Referee Administor
Hank Healey	IT Manager

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The South Central District of CJSA shall be governed by a Board of Directors.

Each club or organization sponsoring a team or teams within the South Central District shall designate a member of the organization who shall serve as a member of the Board of Directors. In addition, each Club or organization shall name an alternate who shall serve as a member of the Board of Directors in the absence of the designated member.

The number of votes that each Director may cast shall reflect the total number of players registered by his/her organization during the preceding seasonal year as follows:

Registered Players	Total Votes
0 to 150	1
151 to 300	2
301 to 450	3
451 to 600	4
601 to 750	5
751 to 900	6
901 Plus	7

In addition, the District State League Club Representative will have 1 vote.

The Board of Directors shall meet once a month except during the month of December. The Annual General Meeting of the Board of Directors shall take place in August of each year.

In the absence of any Director or Alternate another member of his/her organization may cast the votes of the absent Director only with his/her prior written authorization.

The District Vice President, elected pursuant to the Constitution of CJSA, shall serve as chairperson of the Board of Directors. He/she shall have no vote except in the case of a tie.

Meetings of the Board of Directors shall be governed by Robert's Rules of Order, and minutes shall be kept of each meeting.

1. At each Annual General Meeting (AGM) of the District, the Board of Directors shall elect a District Commissioner for Boys, District Commissioner for Girls, District Secretary, District Treasurer, District

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Registrar and District Representative to CJSA Board of Directors who shall serve as ex-officio officers of the District for a period of one year. **Revised 9/16/08**

2. At each Annual General Meeting (AGM) of the District, held in odd-numbered years, the Board of Directors shall elect a District Vice President, whose term shall coincide with the following CJSA elections held in January at the CJSA AGM. **Revised 9/19/06**
3. The Boy' and Girl's District Commissioners shall oversee the formation and conduct of District sponsored leagues in accordance with the rules and regulations adopted by the Board of Directors. He/she shall decide all protests on any matter pertaining to the results of District sponsored leagues. He/she shall, with the approval of the Board of Directors, appoint such persons as are necessary to carry out the responsibilities of his/her office. **Revised 9/16/08**
4. The District Referee Administrator shall coordinate all District activities relating to the selection, training, and assignment of referees, and shall maintain a current list of all referees within the District. He/she shall, with the approval of the Board of Directors, appoint such persons as are necessary to carry out the responsibilities of his/her office.
5. The Secretary shall record all business transactions of the District, attend to correspondence, keep the records of the District, including minutes of the meetings, shall have charge of all properties of the District, and shall update the rule changes annually.
6. The District Treasurer shall have charge of all monies of the District and shall keep a detailed account of income and expenditure of the District. He/she shall be responsible for collection and payment of all monies involving District sponsored activities. The District Treasurer shall submit a statement of financial condition at each regularly scheduled meeting of the Board of Directors. He/she shall have the authority to sign checks of the District with the District Vice President. The District Treasurer shall be bonded in the amount of \$100,000.00. The cost of the bond will be paid for by the District.
7. The District Registrar shall be responsible for the registering of all players and teams within the district to CJSA. He/she shall keep an up to date roster of each league team within the District. The District Registrar shall succeed to the powers of the District Vice President in his/her absence. He/she shall, with the approval of the Board of Directors, appoint such persons as are necessary to carry out the responsibilities of his/her office.
8. The District Representative to the CJSA Board of Directors shall attend CJSA Board meetings, cast his/her vote as the membership directs, and report back to the District membership the business conducted at the State meeting.
9. **9/16/**Amendments to the Constitution may be made by a 2/3 affirmative vote of the total votes cast at any Annual General Meeting, and amendments to the by-laws may be made by a 2/3 affirmative vote of the total votes cast at any regular meeting of the Board of Directors. Any proposed change to the constitution or by-laws must be submitted in writing to a regular meeting of the Board of Directors one-month prior to a vote on such proposed change. Notice of a proposed change to the constitution or by-laws shall be voted on at a meeting of the Board of Directors and shall be sent to each Board member at least seven days prior to such a meeting and vote.
10. The Board of Directors by majority vote at any scheduled meeting may adopt such rules and regulations governing the conduct of play, discipline and the administration of District sponsored activities, as it deems necessary and appropriate.
11. A special meeting of the Board of Directors may be called at any time by the Chairperson of the Board or at the request of any three Directors.
12. All District sponsored activities shall be under the control of the District Board of Directors. The formation and conduct of the District sponsored activities shall be in accordance with the rules and regulations adopted by

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the Board of Directors. The Board of Directors shall appoint such persons as are necessary to carry out the responsibilities of the District sponsored activities.

13. The District Vice President may at his/her sole discretion authorize expenditures related to the administration of the South Central District and its programs up to \$500.

- 1.1 A **Classic Team** is any team where the players are selected on the basis of talent or merit, or for which tryouts are held or where participation is by invitation only.

- 1.2 A **Recreational Plus Team** is any team where players are assigned on the principles of an even distribution of talent or where the players are those not chosen for a club's Classic team.

- 2.1 Leagues shall be established by the district during the spring and fall seasons at the Classic and/or the Recreational level in the U10 through U19 Divisions where four or more teams wish to participate. The District shall act as an advisory group for recommendation on play within each age division. **Revised April 2003**

- 2.2 **Deleted 9/19/2006**

- 2.3 Prior to scheduling, each club will submit a properly completed league information and registration form for each team wishing to enter the District League.

- 2.4 Meetings will be held in March and August at which all teams wishing to participate in District League play must be represented. League schedules will be prepared at these meetings. Teams not represented at these meetings will not be accepted for league play and the club's bond shall be forfeited. No team from that club shall be allowed to play until the bond is reposted.

- 2.5 **Deleted 9/19/2006**

- 2.6 No youth coach who is under 18 years of age may be solely in charge of a team. There must be an adult supervising the team at all times. **Added 5/18/1998**

1. Prior to April 1 and September 1, any necessary change to the league schedules must be made. League schedules will become final at 12:01 AM on April 1 and September 1. No changes may be made thereafter without the permission of the appropriate District Commissioner.

- 2.8 A schedule change may be allowed at the discretion of the appropriate District Commissioner only, under unusual circumstances which are beyond the control of the requesting team, not foreseeable at the time of scheduling or under which requiring the game to be played as scheduled would result in a fundamental injustice.

- 2.9 All District Leagues shall commence play no earlier than the first weekend of April or September, and conclude play no later than the second weekend of June or November. In the event that a meeting of the Board of Directors is not scheduled, the season may commence earlier or be extended by the appropriate District Commissioner with the approval of the District Vice President.

1. Prior to commencement of league play, the appropriate District Commissioners shall distribute to each club director a complete league schedule, along with the current procedure for reporting scores to the District Commissioners. In addition, club directors will be provided an appropriate document to be used at the field to collect all required information included in game score reporting. No game will be official until the Commissioner

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approves the submitted game score report.

- 2.11 All rosters for each playing season must be submitted to the League Commissioner by the District Registrar by the second week of the playing season. If any changes are made they must also be forwarded to the Commissioners in a timely manner as changes are made. **Added August 2002**
- 2.12 If you have a game not played for a good cause and you are having difficulty getting it rescheduled, make a game report and note the problem. If the game was a forfeit, make a game report stating it was a forfeit. In either case, if the game is played later, the score may be changed. **Revised 5/20/1996**
- 2.13 Any team who has forfeited a match will not be eligible for a championship. **Added 8/14/1995**
- 2.14 The home team in all Classic and Recreational Plus League play shall furnish a USSF registered referee and two USSF linesmen, when possible. In situations where three USSF referees/linesmen are not available, one USSF referee shall be used with each team providing a club linesman. The only function of the club linesman shall be to signal when the ball is out of bounds. In U19 Division games 3 certified referees must be used.
- 2.15 In all Recreational Plus League play, each player must play at least 1/2 of each game except for reasons of injury, illness or discipline.
- 2.16 In all District League games, three points shall be awarded for a win, and one point for a tie. **Revised 9/19/2006**
 1. In the event that two or more teams tie for first place at the conclusion of the Classic League season, the order of tie breakers to determine the league champion will be:
 - Head to head competition
 - Most wins
 - Least goals allowed

If the teams remain tied at this point they will be declared co-champions.

2. In the event that two or more teams tie for first place at the conclusion of the Recreational Plus season, co-champions will be declared.
3. No player may play for more than one team in the same division, in the same league, during any season. Divisions are defined as:
 - Under 19
 - Under 16
 - Under 15
 - Under 14
 - Under 13
 - Under 12
 - Under 11
 - Under 10

The Under 10 league may include U9 players. This league is defined only as Recreational Plus. **Revised 9/19/2006**

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4. South Central District League play shall be open to any district team in good standing provided each player on the team:
 - A. is a resident of the town in which the team's home field is located
 - B. is a resident of a town in the South Central District in which no C.JSA team exists in the player's recognized two (2) year age division (U10, U12, U14, U16, or U19). This includes Classic, Recreation and In-House programs.

or

 - C. is not one of more than two (2) players not provided for by subsections A or B. **Revised 5/19/1997**
- 2.21 A player may play on a club's Recreational Plus team and on the club's Classic team in the same season. However, no more than eight (8) players on a Classic team may play on a Recreation Plus team.
- 2.22 Double rostering of players can only occur for clubs which have too many players in a single age bracket to field one team, but not enough for two teams. In this case the club must field one team as a Competition team and one as a Recreational team. There may be only a maximum of 8 Competition players on the Recreational team and they should be the less skilled Competition players. **Added 8/19/1996**
- 2.23 **Deleted March 2004**
- 2.24 No club or team may deny a U19 age group player, within an appropriate age group, the opportunity to play on the appropriate age team in order to make room for a player not within the appropriate age group. **Added 2/21/1995**
- 2.25 Any postponed league match shall be rescheduled. Matches must be played prior to the end of the league season. Matches must be rescheduled within two weeks of the original playing date. If the teams cannot decide on a reschedule date, the appropriate commissioner shall have the power to designate a date.
- 2.26 The appropriate District Commissioner shall resolve any protest of the outcome of any District League match.
- 2.27 The appropriate District Commissioner shall be the final judge of whether any team is a Classic team or Recreational Plus team, and therefore eligible for inclusion in any District League.
- 2.28 Nothing herein shall restrain or prohibit any club or organization from forming or conducting an In-House league. In-House leagues are not subject to the rules and regulations governing District League play. All players must be registered with the District to participate in an In-House league.
- 2.29 Nothing herein shall restrain or prohibit any two or more clubs within the District from forming or conducting an inter-club league. The inter-club leagues are subject to the rules and regulations established and furnished in writing to the appropriate District Commissioner. Whenever an inter-club league is formed the appropriate District Commissioner must be provided with a list of the teams participating in such league. All players must be registered with the District to participate in an inter-club league.
- 2.30 The penalty for a coach who knowingly plays an illegal player is automatic suspension for the balance of the seasonal year.
- 2.31 The South Central District prohibits the use of any U10 or younger player in any 11 a side league match play. **Added 10/21/1996**
- 2.32 A player pass is mandatory for all players in both Classic and Recreational Plus District League play for teams playing in U11 and older divisions.
 - In the event a player does not have a pass and is on the certified roster, he may sign in on the roster.
 - If a player has a pass but is not on the certified roster, he may not participate in the game.

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- If a team has no rosters and no passes, a hand-written roster must be provided.

In any situation where players or coaches participate with no passes, the referee will submit a game report in compliance with SCD rules. **Revised 9/19/2006**

2.33 For all District Competition and Recreation games, teams are required to provide a District certified roster for the referee and opposing coach.

2.34 *The Five-Goal Rule* - In the Recreational Plus League, any team that reaches a five goal advantage over an opponent must remove a player from the field and play a man down until such time as the five-goal advantage disappears. A subsequent score with a five-goal advantage would necessitate the removal of an additional player until a more equalized game situation results. No team will be penalized more than two players.

Teams breaking the five-goal rule must send a letter to the Boy's or Girl's Commissioner for the District explaining the reason(s) that the team scored more than a 5-goal differential. The letter for the first violation may come from anyone in the club (coach, president, etc.). Following a second violation, for that team, the letter must come from the club president. Clubs failing to send the letter may be fined as outlined in the SCD Schedule of Fees. **Revised 9/19/2006**

2.35 A Recreational Plus team entering any Classic team tournament play will be disqualified as a Recreational Plus team and forfeit its status in the District League.

2.36 **Deleted 9/19/2006**

2.37 The center Referee must be at least 2 years older than the team playing. Clubs are liable for that referee. **Added 10/19/1998**

2.38 District League matches in the U12 age group and below shall utilize a "size 4" ball. District League matches in the U13 age group and above shall utilize a "size 5" ball. **Added 8/12/08**

2.39 The length of District League matches shall be as follows:

U-10	2 x 30 minute halves	
U-11	2 x 35 minute halves	
U-12	2 x 35 minute halves	
U-13	2 x 40 minute halves	
U-14	2 x 40 minute halves	
U-16	2 x 45 minute halves	
U-19	2 x 45 minute halves	(Added 8/12/08).

3.1 Any player registered to a club is bound to that club for purposes of outdoor play, for the entire seasonal year unless the player requests and obtains a change of club registration. **Revised July 2002**

3.2 No inter-club transfers will be allowed during the current seasonal year for District League play only.

3.3 Each club can also have it's own policy, i.e. you do not have to accept out of town players.

3.4 Change of club registration – see CJSA 2315.

3.5 Approval of change – see CJSA 2316.

3.6 Appeal – see CJSA 2317.

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- 3.7 Any team which through its responsible officials, officers or representatives attempts to induce a registered player of any team under the jurisdiction of this association to leave his/her team before the end of the current seasonal year shall be brought before the District Board of Directors. The District Board of Directors may impose a suspension from District sponsored activities for a period not to exceed one year.
- 3.8 Each club shall maintain proof of age record and club registration form – see CJSA 3115.
- 3.9 Fall players not playing in the spring must remain in the Alpha list. **Added 2/16/1999**
- 3.10 All adults volunteering in each club must be in the Alpha list and all coaches must have passes for District League play. **Added 3/17/1997**
- 3.11 Passes from the prior year must be returned to the District Registrar to validate passes for the New Year. In the absence of a validated pass, a copy of the player's birth certificate or a copy of a previous seasons certified roster with the player indicated must be provided. **Revised 9/19/2006**
- 3.12 Passes cannot be released until player is on a roster, or in the case of a board member, who does not coach, a note must be included on the pass for it to be certified. Extra passes may be requested and lost passes may be replaced upon request. Requests need to be accompanied by the fee set in the SCD Schedule of Fees. **Revised 9/19/2006**
1. Any club that submits a bad registration file (cannot be read, wrong format, no information, etc.) will be fined \$100. Clubs submitting a bad file early, which is then corrected before the deadline, will not be fined. **Revised April 2003**
2. A player registered to a South Central District Club wishing to play out of state must be in good standing and request permission to play out of state in accordance with CJSA Rules 2311 and 2313. **Revised 11/18/2008**
- 3.15 **Deleted 11/18/2008**
3. Where permitted by the rules of a tournament or special competition, a player registered to one club wishing to play as guest player for a team sponsored by another CJSA club must be in good standing and request permission in accordance with CJSA 3310. **Revised 11/18/2008**
- 4.1 All District League play or District Tournaments and all inter-club matches shall be governed by the rules and regulations and the laws of the game adopted by CJSA.
- 4.2 The home team in any District League play or District Tournament and any inter-club match shall:
- Provide a regulation playing field that is adequately marked and safe for play.
 - Provide regulation size goals and nets that are properly anchored.
 - Take all necessary steps to insure the safety and security of players and coaches of both teams and match officials.
 - Consider all spectators to be guests of the home team. No spectator has the right to physically or verbally abuse any player, coach or match official. All abusive spectators may be asked to leave by officials of the home team at any time.
- 4.3 Any failure to comply with the requirements of Section 4.2 should be brought to the immediate attention of the District Vice President.
1. Prior to the commencement of play in any calendar year, each club or sponsoring organization shall post with the District Treasurer a club bond in the amount specified in the SCD Schedule of Fees.

Whenever any team fails to show for the scheduled match, or appears with less than 7 players, or provides less than 24 hours notice of cancellation (provided the cancellation is not related to weather, field conditions,

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or other reasonably perceived “emergency”), the offending club may, at the determination of the appropriate Commissioner, be required to forfeit its annual club bond. If the away team is at fault, and there is not sufficient time to provide notification to officials, the home team’s club may invoice the away team’s club for compensation of the officials. Failure to compensate the home club may result in forfeiture of the annual club bond.

Revised 9/19/2006

- 4.5 Any team accepted into SCD league play from outside the SCD must post a \$500.00 performance bond that will be held until end of seasonal play. This bond is forfeit to the SCD if the team forfeits a game or drops out of the league. **Added May 2002**
- 4.6 Whenever a club’s performance bond has been forfeited, the bond must be reposted in full within one week after forfeiture, or the club will be considered suspended from further competition.
- 4.7 Every club registered in the South Central District is required to have a representative of their club present at nine (9) regularly scheduled District meetings. Failure to do so shall result in fines as outlined in the SCD Schedule of Fees. **Revised 9/19/2006**
- 4.8 Coaches, teams or clubs are to be held responsible for the conduct of their players, parents, and fans when repeated incidents of foul language, abusive language, or threatening behavior occur during or after a soccer match.
- 4.9 **Deleted 9/19/2006**
- 4.10 Violations of the tournament contract will result in a tournament being placed on probation for a year. A second violation will result in a 1-year suspension for that tournament. **Added 1/20/1998**
- 4.11 **Deleted 11/18/2008**

- 5.1 All committees, rules and regulations for District sponsored activities must be approved by the District Board of Directors prior to implementation. **Revised 11/18/2008**

- 6.1 Changes to the Bylaws or Rules and Regulations governing the activities of the South Central District must be submitted in writing to the District Vice President for consideration by the District Board. Upon approval by the District Board, the proposed Rule or Bylaw must be distributed to representatives of all District clubs and/or posted on the District website a minimum of 21 days prior to a vote to be taken at a normally scheduled District meeting. **Revised 11/18/2008**

- 7.1 In the interest of maintaining the integrity of the game of Soccer and promoting good sportsmanship therein, the Board of Directors shall at each Annual General Meeting elect five persons to serve on the Disciplinary Board. One of whom shall be elected chairperson, 3 to serve as members and one alternate to serve on the Disciplinary Board for one year. The . District Vice President shall not serve on the Disciplinary Board. No more than three (3) of the positions exclusive of the alternate, may be filled by currently serving Board members. **Revised 11/18/2008**
1. The Disciplinary Board shall have the responsibility of reviewing the actions of players, teams, coaches and club officers from the South Central District when required by Section 7.3 and Section 7.4. This Board shall have the authority and duty to impose such sanctions authorized by Sections 7.6 and 7.14 as are appropriate and

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necessary to maintain order, discipline and the integrity of the game.

2. The Disciplinary Board shall review the actions of:
 - Players, coaches, teams, and/or club officers in any match terminated prior to completion because of rule violations.
 - Any coach who receives a Yellow card or Red card.
 - Any player(s) who receives a second or subsequent Red card in one season.
3. The Disciplinary Board shall review the actions of any player, team, coach or club officer when asked to do so by the District Vice President.
4. The Disciplinary Board shall not have the authority to review the actions of any player, team, coach or club officer at its own discretion or that of any of its members.
5. Where appropriate and after a careful review and consideration of the actions of all persons involved, the disciplinary board may:
 - Issue a letter of warning to any player, team, coach or club officer.
 - Issue a letter of reprimand to any player, team, coach or club officer.
 - Place on probation any player, team, coach or club officer for a period not to exceed one year from the time of incident.
 - Suspend any player, team, coach or club officer for a period not to exceed one year from the time of incident.
 - Fine a club to a maximum of \$100 per incident.
 - Notify the District Vice President in writing and request that the incident be referred to the State Disciplinary Board to consider further discipline.
- 7.7 Whenever the Disciplinary Board is required to review the actions of any player, team, coach or club officer, the Board shall meet at the earliest possible moment to consider appropriate sanctions if warranted.
- 7.8 Any player, team, coach or club officer whose actions are under review by the Board and against whom sanctions may be imposed shall have the right to personally appear before the Board. However, the Board in its discretion may hear oral testimony and/or review written testimony from any person.
- 7.9 In the case of a Disciplinary Board hearing in which any match related incident is being investigated, a copy of the referee's report will be furnished by the Referee Administrator to the Disciplinary Board. Under no circumstance will a verbatim copy of this report be released to the President or District Representative from the club of the individual concerned. However, a summary of this report containing all pertinent information regarding the incident, will be prepared by the Disciplinary Board chairperson, and will be released to the club representative after the involved parties have made their required statements before the Disciplinary Board.
1. The Board shall adopt such rules and procedures as are necessary to carry out its duties and responsibilities in a fair, orderly and timely manner.
1. The deliberations of the board shall be private and its decision final. Sanctions authorized by Section 7.6 or 7.14 may be imposed upon a majority vote of those Board members present and voting. The Board shall notify the District Vice President of any decision in writing, and the District Vice President shall notify the club and/or persons affected thereby.
2. Whenever the player, team, coach or club official whose actions are under review is from the same club as any Disciplinary Board member, such Board member shall withdrawal from consideration of the matter. The chairperson of the Board shall then appoint the alternate as a temporary Board member. Whenever the Board does not have a sufficient number from among the four members and the one alternate, the District Vice President shall appoint a temporary Board member(s) from among the clubs not already represented on the Board. **Revised 11/18/2008**

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- 7.13 The Disciplinary Board shall not have authority over players, coaches or club officials participating in any In-House competition, but shall have authority over matches between two teams from the same club when such a match is part of a District or inter-club league or tournament.
- 7.14 The following guidelines are provided for the Disciplinary Board when reviewing the actions of players, coaches teams, or club officials. Game suspensions are in addition to the mandatory one (1) game CJSA state suspension for receiving a Red card.

Incident	Games Suspended
Striking or kicking an opponent	2 Games
Instigating a fight by striking or kicking an opponent. Identifying a clear aggressor.	2 Games
Fighting or attempting to fight with spectators or club officials.	2 Games
Indecent gesticulating on the field.	2 Games
Insulting the referee and/or linesman before, during or after the match. Refusing to leave the field after being ordered off by the referee.	2 Games
Receiving a second Red card in one season	2 Games
Receiving a third Red card in one season	Remainder of the Season
Pushing, grabbing, bumping or tripping a referee or linesman	Minimum of 1 Year
Striking or attempting to strike a referee or linesman	Minimum of 1 Year to Life
Any player receiving a third or subsequent Yellow Card in one season	1 Game

Situation	Fee
Player Registration – Basic	\$7.00
Player Registration – Competition (Classic)	\$4.00
Adult Volunteer	\$2.00
Club Bond	\$200.00 (maintained annually)
Extra or Replacement Pass	\$5.00/pass
Failure to Attend Meetings (9)	\$50.00 for each meeting missed if 9 meetings are not attended.
Not Present as Scheduling Meeting	\$50.00/team
Missing Misc SCD Deadlines	\$25.00 per day, with a of \$200 cap
Missing League Entry	\$25.00/team (if team is accepted)

Deadlines	Fee
Failure to Complete League Season (Forfeits)	\$25.00/game/team
Failure to Report Scores By Season Deadline	\$25.00/game/team
5-Goal Rule Violation (2nd Offense per team)	\$100.00**
Protest Fee	\$50.00 (non-refundable)
Failure to fulfill obligation in SCD sponsored tournament	Up to \$500.00 at the discretion of the SCD VP

** See rule 2.34 for rules governing assessment of fee