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**North Dakota  
Youth Soccer  
Association**



**ADMINISTRATIVE  
HANDBOOK**

# January 2009

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## Member Clubs Listing

- Club 3 Bismarck Soccer League, PO Box 405, Bismarck, ND 58502, 701-255-1589  
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- Club 4 Capital City Soccer Club, PO Box 2554, Bismarck, ND 58502  
President: Tom Christianson, 1826 N Bell St, Bismarck, ND 58501, 701-258-2225  
email: tomc@bepc.com
- Club 16 Central Coyotes Youth Soccer League, 248 Sargent Ave E, Havana, ND 58043  
President: Eva Nelson, 1336<sup>th</sup> St SE, Forman, ND 58040  
email: prober@drtel.net
- Club 1 Dickinson Soccer, Henry Mack, 964 Sims Cr, Dickinson, ND 58601, 701-225-9395  
email: henrycherie@msn.com
- Club 18 Ellendale Youth Soccer League, City Building, Ellendale, ND 58436  
President: Holly Jo Kronberg, PO Box 44, Forbes, ND 58437 701-357-8581  
email:
- Club 8 Greater Grand Forks Soccer Club, PO Box 14397, Grand Forks, ND 58208-4397  
President: David Hollingworth, 6251 Sandalwood Dr, Grand Forks, ND 58201, 701-746-1464 email: david.hollingworth@mail.business.und.edu
- Club 12 Indoor Soccer Association, PO Box, 2479, Bismarck, ND 58501. President-Lana Curl. 701-471-2855. E-Mail: lcurl@mohs.org
- Club 11 Jamestown Soccer Federation, PO Box 1804, Jamestown, ND 58402  
Registrar: Susan Lippert, 701-952-9375  
email: susan.lippert@gmail.com
- Club 6 LaMoure Soccer Club. Lynea Nannenga, 10727 Hwy 13, LaMoure, ND 58458 701-883-5363
- Club 5 Lisbon Youth Soccer, PO Box 503, Lisbon, ND 58054  
President: Kathy Schultz 13400 Hwy 27, Lisbon, ND 58054, 701-683-5397  
email:
- Club 13 Minot Soccer Association, PO Box 1392, Minot, ND 58702  
President: Lane Lee  
email: scalpel@srt.com

## Member Clubs Listing-cont

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- Club 9 Oakes Soccer Club  
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email: lsmeehl@drtel.net
- Club 17 Park River Youth Soccer, PO Box 274, Park River, ND 58270  
President: Kerry McCoy, PO Box 274, Park River, ND 58270, 701-284-6666  
email:
- Club 7 Red River Soccer Club-Competitive/Recreational, 3220 18<sup>th</sup> St. S. Suite 8E  
Fargo, ND 58104, 701-795-9065/701-478-4010  
President: Dave Weiler  
email: redriversoccer@cablone.net rrsckmraft@cablone.net
- Club 2 Sheyenne Valley Soccer League, PO Box 562, Valley City, ND 58072  
President: Steve Anderson, 506 4<sup>th</sup> Ave SW., Valley City, ND 58072, 701-845-6930  
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President: Clair Zirnhelt, 229 27<sup>th</sup> Ave, Grand Forks, ND 58201, 701-775-2180  
email: czirnhelt@dakotasupplygroup.com
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## PREFACE

The North Dakota Youth Soccer Association was organized as a for non profit organization on Oct 22, 1986. The main objective of NDYSA is to provide all youth under the age of 19 years of age within North Dakota the opportunity to play and learn the world's most popular sport---SOCCER.

NDYSA is affiliated as a National State Association to the United States Youth Soccer Association whose parent organization is the United States Soccer Federation. United States Soccer Federation as a national sport comes under the direct control of the United States Olympic Committee.

NDYSA is operated by four elected officers, president, president-elect, finance officer, and secretary. The past president is considered an intergal part of the board until a new president is elected. A part time paid position of Executive Director operates the State Office. The officers and Executive Director are assisted by a Director of Coaching, Coaching Committee Chair, Recreational Committee Chair, Summer Clubs Committee Chair, Referee Committee Chair, and Olympic Development Boys and Girls Committee Chairs. *These individuals along with the Presidents of affiliated clubs and one other designated member from each club are the NDYSA Board of Directors*

**MISSION  
of  
NORTH DAKOTA YOUTH SOCCER ASSOCIATION**

**IT IS THE MISSION OF THE NORTH DAKOTA YOUTH SOCCER ASSOCIATION TO FOSTER THE PHYSICAL, MENTAL, AND EMOTIONAL GROWTH AND DEVELOPMENT OF NORTH DAKOTA'S YOUTH THROUGH THE SPORT OF SOCCER AT ALL LEVELS OF AGE AND COMPETITION.**



## **DUTIES OF THE NDYSA ELECTED OFFICERS/COMMITTEE CHAIRS**

**President**-Serves as the overall leader of NDYSA, has general supervision over the affairs of NDYSA and over the officers, Executive Director and Chairs of Committees, conducts all meetings, attends national and regional meetings. Votes only in the case of a tie.

**President Elect**- Serves in the absence of the President, performs duties as required by the president, must be prepared to be on the ballot as the next president when the incumbent no longer desires to serve as president. Serves as the Chairmen of the Snickers State Cup Tournament Committee. May attend national and regional meetings. Casts one vote.

**Secretary**-Attends all state-wide meetings, prepares detailed minutes of these meetings, maintains copies of all minutes to meetings, submits meeting minutes to the Executive Director for distribution. May attend national and regional meetings. Casts one vote.

**Finance Officer**-Monitors the day-to-day financial status of NDYSA, responsible to reconcile all financial documents, ensures that the elected officers are bonded, gives written financial reports at all meetings, offers financial advice to the Board of Directors on best use of monies. May attend national and regional meetings. Cast one vote.

**Executive Director**-Directs and conducts the day-to-day operation of the NDYSA state office by enacting and working within the guidelines established by the Board of Directors. This individual is responsible for statewide activities such as player and coach registration, working closely with club officers to ensure their needs are met, monitors the committee chairs activities and provides them the necessary support to meet their individual committee needs, attends national and regional level meetings, plans and prepares for all state level meetings including the Annual General Membership meeting and Coaches Workshop held each winter monitors the budget and possesses a checking account. Does not vote.

**Director of Coaching**. Ensures all soccer clubs statewide receive coaches training for their coaches commensurate with the level, experience and coach population needed therein, assigns coaches to conduct training clinics statewide, and works closely with other elected and committee persons, ensures that all member clubs are aware that they should select a female and male team Coach of the Year Award and selects one of each at the state level no later than September 1. May attend national and regional meetings. Should possess at least a "B" license. Casts one vote.

**Coaching Committee Chair**-Works closely with the Director of Coaching to ensure that the Coaching Committee is working to serve all affiliate clubs, responsible to build a new schedule of coaching clinics as needed to meet the current needs of affiliate clubs and to get this schedule to the Executive Director by December 31 of each calendar year so that a new schedule of coaches clinic can be published, submits annual budgetary needs to the Executive Director. Serves as a member of the Snickers State Cup Tournament Committee. Prepares a committee budget and submits it to the Executive Director by December 31. May attend national and regional meeting. Should possess at least a "D" license. Casts one vote.

**Recreation Committee Chair**-Heads up a state wide committee where all affiliate clubs are authorized one committee member, works closely with the coaching committee chair to ensure recreational coaching needs are met for all clubs, works to ensure the recreational soccer is focused on learning, growth, fun, education, and stimulation rather than on winning, submits annual budgetary needs to the Executive Director by December 31. May attend national and regional meeting. Casts one vote.

**Summer Club Chair**-Heads up state wide committee where each affiliate club is authorized a member, works closely with the Executive Director to ensure that all administrative needs for summer team organization and State Cup tournament activities are administratively correct, builds the summer tournament schedule by Dec 31 of each calendar year and presents it to the Executive Director for publishing, submits annual budgetary needs to the Executive Director by December 31. Serves on the Snicker State Cup Tournament Committee. May attend national and regional meeting. Casts one vote.

**Referee Committee Chair**-Heads up a state wide committee made up of the State Director of Instruction, State Director of Assessment, State Referee Administrator, State Youth Referee Administrator, and one member from each affiliate club, follows the USSF guidelines establishes for State Referee Committees, ensures each soccer club knows that they should submit an annual nominee for Young Female and Male Referees of the Year by Nov 30 of each calendar year. May attend national and regional meeting. Casts one vote.

**Olympic Development Boys and Girls**-Maybe one person for both or a person for each boys and girls. Heads up a state wide committee (boys and/or girls) where each affiliate club is authorized a member for boys and girls, works closely with the affiliate club presidents to ensure that any interested players who wants to take their game to the regional level are aware of this program, coordinates with the Director of Coaching on the need for numbers of coaches and dates needed, maintains a close contact with the Region II ODP representative, submits annual budgetary needs to the Executive Director by December 31. May attend national and regional meetings. Casts one vote.

**TopSoccer Committee Chair**-Heads up a state wide committee where each affiliated club is authorized one committee member. Works closeley with the recreation committee chair to ensure the recreational needs are met with the TOPS players of each club. Works to ensure the TOPSOCCER Program is focused on learning, growing, fun, educational, and stimulation rather than on winning. Submits annual budgetary needs to the budget committee by Dec 31<sup>st</sup> of each year. May attend regional and national meetings. Cast one vote.

**N.D.Y.S.A.**  
**Rules**  
**and**  
**Procedure**

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NORTH DAKOTA YOUTH SOCCER ASSOCIATION  
**RULES AND PROCEDURES**

**CHAPTER 1**  
**Constitution**

**Article 100. NAME.**

**Section 1.** This body shall be known as the North Dakota Youth Soccer Association (NDYSA).

**Article 101. RESPONSIBILITIES**

**Section 1.** As a member of the United States Soccer Federation, NDYSA is responsible to:

(1) The membership of NDYSA and its member clubs shall be open to any soccer players, coaches, trainers, managers, administrators, and officials not subject to suspension under Section 4 of Bylaw 241, and to any amateur soccer organization in its territory.

(2) NDYSA will not discriminate against any individual on the basis of race, color, religion, age, sex, or national origin.

(3) The Federation articles of incorporation, bylaws, policies, and requirements take precedence over and supersede the governing documents and decisions of NDYSA and its members to the extent applicable under state law, and NDYSA and its members will abide by those articles, bylaws, policies, and requirements.

(4) NDYSA will not join any organization that has requirements that conflict with the Federation articles, bylaws, policies, and requirements.

(5) NDYSA shall register all of its players, coaches, teams, referees and administrators with the Federation at least once each year and timely pay all dues and fees to the Federation.

(6) NDYSA and its members will abide by the Federation's articles, policies, and requirements on interplay.

(7) NDYSA shall have a Board of Directors (or similar body) selected through open and democratic process.

(8) Actions and policies adopted by NDYSA Board of Directors (or similar body), Executive Committee, or officers of NDYSA shall be reported to its membership, or their authorized representatives at least once a year at a meeting of the NDYSA membership, with notice and agenda of the meeting at least 15 days in advance of the meeting.

(9) NDYSA shall provide to the Secretary General of the Federation an annual report on the activities of the Association and most current financial statements within 90 days after the start of the Federation's seasonal year.

(10) NDYSA will (a) provide annually to the Federation copies of NDYSA constitution, bylaws, and other governing documents, (b) submit changes to those documents to the Federation for approval not later than 90 days after adoption, and © make copies of those documents available to its members.

(11) NDYSA will provide equitable and prompt hearing and appeal procedures to guarantee the rights of individuals to participate and compete. Those procedures shall include that all grievances involving the right to participate and compete in activities sponsored by the federation and NDYSA and its members may be appealed to the Federation's Appeals Committee that shall have jurisdiction to approve, modify or reverse a decision.

(12) NDYSA shall maintain its tax exempt status under the Internal Revenue Code,

(13) NDYSA shall adopt policies prohibiting sexual and physical abuse that meet certain minimum criteria established by Federation (subject to any contrary requirements contained in state or local law applicable to NDYSA) .

(14) NDYSA will allow the Federation to review the documents and procedures of NDYSA, on request of the Federation not less than once every 4 years, to determine compliance with these bylaws.

## **Article 102. PURPOSES**

**Section 1.** The purposes of NDYSA are:

(1) to promote youth soccer in the state of North Dakota, including games and tournaments.

(2) to resolve questions and controversies not adjustable under the rules of member clubs, Affiliates and Associates concerned.

(3) to assist and coordinate the management of the State Cup and America Cup.

(4) to promote goodwill through physical activity.

(5) to foster soccer learning and growth through planned and conducted clinics and competition.

## **Article 103. DIVISIONS**

**Section 1.** The Association includes all youth divisions below the age of nineteen (u-19)

(1) All teams and leagues participating in soccer played shall be in accordance with the FIFA Laws of the Game except where modified by USYSA for under 10 age groups and below and where specifically modified by this Association.

(2) All clubs and leagues participating in indoor soccer programs shall have five (5) players to a team in accordance with rules approved by the Association.

**Section 2.** All clubs shall comply with the authority of the Association in rules of the game in matters relative to youth programs and activities.

#### **Article 104. AFFILIATION**

**Section 1.** The Association is affiliated with the United States Youth Soccer Association (USYSA).

**Section 2.** The Association is recognized as the governing body of soccer in North Dakota by the United States Soccer Federation and USYSA.

#### **Article 105. NDYSA ANNUAL MEMBERSHIP MEETING and COACHES WORKSHOP**

**Section 1.** NDYSA will hold and Annual General Membership (AGM) Meeting at a time and place as decided at the previous AGM. The AGM will review at a minimum the following topics:

- A. Past and Current years budget.
- B. Finance reports.
- C. Committee Reports
- D. Old and New Business
- E. Election of Officers as required.

**Section 2.** NDYSA should also hold an annual Coaches Workshop. This workshop is intended to offer seminars and cover topics related to organization and administration of member clubs on topics related to coaching, referees, and administration.

**Section 3.** The AGM and Workshop may be held on or near the same dates.

#### **Article 106. ONE CONSTITUTION**

**Section 1.** Under one Association, there shall be only one constitution.



## CHAPTER 2

### DEFINITIONS

#### **Rule 200. DEFINITIONS.**

(1) **AFFILIATION** - Process by which a state association administers soccer for the national body USSF/USYSA under all the rules, regulations, program, policies and guidelines as set by the national body. NDYSA is responsible for the submission of all registration fees for all players registered under the State Association from all affiliated leagues/clubs/teams under their jurisdiction.

(2) **AGE DIVISION** - Method of registering players during a season under the USSF Rule 3016. The divisions are set in one year increments. A team's minimum age division is determined by the birth date of the oldest player on the team as of August 1.

(3) **CLUB** - An organization formed to help in the administration and development of players and teams; may consist of one or more teams playing in one or more leagues. A club may or may not be classified as a league.

(4) **DISTRICTS** - A geographical area defined by the State Association for the purpose of administering of the state program.

(5) **FEDERATION INTERNATIONALE DE FOOTBALL ASSOCIATION (FIFA)** - The world governing organization for soccer, sub-divided into six continental associations: North America, South America, Europe, Africa, Asia, and Oceania. Highest authority of international playing rules, international competition and technical, educational development programs.

(6) **LEAGUE** - A structured group formed for the specific purpose of providing play between teams under a common set of administrative and competition rules. May be comprised of teams from one or more clubs. May be defined by geographical boundaries.

(7) **LEAGUE SEASON** - The period of time designated for the set of scheduled competition of a league.

(8) **NATIONAL COACHING PROGRAM** - A program of courses developed for the purpose of providing registration, licensing, and training of coaches at all levels of soccer. Provides guidance for state associations for training and licensing of coaches at lower levels. Offers gradual advancement from beginner to nationally licensed coaches.

(9) **RECREATIONAL** - Teams formed in which A) the use of tryouts, invitations, recruiting or any means to roster players selectively is prohibited; B) The club administering the teams accepts any and all eligible youth (subject to reasonable terms or registration); C) teams are created using a system which creates fair or balanced distribution of player's talents among all teams participating; D) Club rules require that each player play at least one-half of each game except for reasons of injury, illness or discipline.

- (10) RECRUITING - The process of enlisting new players or team members.
- (11) RECRUITING IMPROPERLY - Attempt to attract new team members using methods which violate USYSA recruitment rules or that may be considered unethical.
- (12) SEASONAL YEAR - September 1 through August 31 of a given year.
- (13) STATE LEAGUE - a league formed with clubs or teams participating at the higher levels of competition.
- (14) USSF - National governing body for soccer recognized by the international body FIFA and the United States Olympic Committee and under the authority of the National Sports Act.
- (15) USYSA - United States Youth Soccer Association, Youth Division of USSF.
- (16) TOPSOCCER-the outreach program for soccer. A community based training and team.placement program for young athletes with disabilities. Organized by youth soccer volunteers. The program is designed to bring opportunity of learning and playing soccer to any boy or girl age 8-19 who has a mental or physical disability.

## CHAPTER 3

### NORTH DAKOTA YOUTH SOCCER ASSOCIATION

#### **Rule 300. NAME.**

**Section 1.** This body shall be known as the North Dakota Youth Soccer Association.

#### **Rule 301. AUTHORITY.**

**Section 1.** The rules contained herein set by the Board of Directors under authority derived by the By-laws, Article III shall govern members of this Association in all cases to which they are applicable, and in which they are not inconsistent with the Articles of Incorporation and By-Laws of this Association. All competitions sanctioned by this association shall be governed by the rules stated herein.

#### **Rule 302. RESPONSIBILITIES.**

**Section 1.** Each club shall be responsible for the conduct of its players, coaches, managers, team assistants, and parents for adhering to these rules. It is the responsibility of each club to insure that its teams' actions on and off the field do not bring disrespect upon this Association.

**Section 2.** Clubs or leagues seeking affiliation or membership shall submit their rules and regulations and by-laws for review and approval by the Board of Directors. Club or league rules may include rules and regulations that differ from those included herein for governing their clubs recreational play or play within a special league or tournament. Clubs must work in partnership within their communities to provide a positive soccer experience. Special interests and programs which do not foster teamwork and harmonious soccer needs within a community will be discouraged from membership. Initial club membership fee is \$25.00 payable at the time membership is submitted for.

**Section 3.** In order to receive the benefits and protection of affiliation including but not limited to USSF trained referees, conformity of rules, disciplinary process, appeals process and insurance, a club/team must play in affiliated programs. Playing in a nonaffiliated program will result in forfeiture of these benefits only during the term of that nonaffiliated play.

#### **Rule 303. COLORS.**

**Section 1.** The representative color of NDYSA shall be green.

## CHAPTER 4

### REGISTRATION, INSURANCE & AGE LIMITS

#### **Rule 400. PLAYER, COACH, and CLUB REGISTRATION PROCEDURES.**

**Section 1.** All clubs are required to register their players, coaches, and clubs prior to the beginning of the season(s) for which they will be playing. NDYSA requires that each club/team registering players utilize Logical Solutions League Organizer software.

**Section 2.** All clubs are required to submit their player and coach data base using Logical Solutions League Organizer software to NDYSA as soon as practical. It is recommended that clubs submit their registration data base prior to practices or games being conducted in order to ensure that applicable insurance coverage is in force. Registration of summer club/traveling teams requires that players have a current USYSA Player Pass. Clubs who register summer/traveling teams must take extra care to ensure that the integrity of valid player and coach passes is not abused and allowed to become degraded through duplication or dishonest use of this pass system.

**Section 3.** Player, coach and club registration fees are set by the NDYSA Executive Committee and Board of Directors.

**Section 4.** Each club shall designate a Registrar or a club official to perform registrar duties who shall have the responsibility for proper registration of its players, coaches, club officials, team managers, and volunteers as well as to ensure that all fiscal matters are accomplished to NDYSA that coincide with the clubs registration needs. Registrations presented to NDYSA by individual coaches, players or teams will not be accepted.

**Section 5.** All players and coaches must be registered. Only players with North Dakota addresses may be registered. *Exception #1-North Dakota Youth Soccer Assn and the Minnesota Youth Soccer Assn have a mutual agreement for clubs bordering the Red River . Each affiliate club should have copy of that agreement in their possession to properly understand the requirements. Exception #2--Players may be registered from other clubs or other states. See Chapter 5 for transfer procedures.* Team managers, volunteers, etc. can be registered. There is no fee associated with the volunteers. NOTE: Liability and medical insurance is limited only to those individuals who are registered with NDYSA.

**Section 6.** Clubs, coaches, teams, and players shall be considered registered by NDYSA once a post mark has been affixed to the registration package by the U.S. Postmaster. Registrations should be mailed prior to the first practice or game.

**Section 7.** All teams in a league shall have different team names or team numbers.

**Section 8.** Annual club membership is \$25.00 payable September 1 of each year.

**Section 9.** Under 13 and above teams will have no more than 18 players registered on a team at any one time. Under 11 & 12 will roster no more than 14 players on a team. Under 10 and below will roster no more than 12 on each team and U-10 rosters must be made up of at

least 50 percent actual U-10 players by registration birth year

**Section 10.** Team may be designated as youth girls teams or youth boys teams. There will not be any co-ed youth teams/leagues. If teams, clubs, or leagues have both boys and girls on the same teams then the teams will be designated as boys teams.

**Rule 401. INSURANCE.**

**Section 1.** Liability insurance is required for all clubs. Medical insurance is required for all players. These insurance requirements are met when players, coaches, and clubs registration fees are mailed and paid.

**Section 2.** NDYSA member clubs /teams are only allowed to play (practice, scrimmage, games) authorized teams. Authorized teams are those teams registered to NDYSA or to other USYS State Associations including their leagues and sanctioned tournament(s). When it becomes known that an NDYSA Club/team is playing an unauthorized team(s), the club and/or coach will be immediately notified by NDYSA. Any violation of this requirement places and all medical and liability insurance policies at risk of cancellation or higher premium rates. Violation of this requirement may be brought to the attention of the Board of Directors for administrative action which may result in fine(s), probation, and/or suspension.

**Rule 402 . MEDICAL INSURANCE AND INJURIES.**

**Section 1.** Injured players who need or desire medical care and subsequent claim for payment must report the injury within 20 days of occurrence to NDYSA. Club presidents are obligated to ensure that their coaches and members know how and where to obtain the claim form. NOTE: The claim form must be submitted to NDYSA not the insurance company.

**Section 2.** The state office will submit the claim to the current insurance carrier within 10 days of receipt from the claimant.

**Rule 403. AGE LIMITS.**

**Section 1.** The term ‘youth’ as applied to NDYSA By-Laws and Rules and Procedures shall mean an amateur player who has not attained his/her nineteenth (19) birthday before the first day of August of the current year.

**Section 2.** Players attaining the limiting age for any age group on or after August 1 will be eligible to play for the upcoming seasonal year.

**Section 3.** All club/leagues shall divide play among its teams by age groupings (see Rule 600). For recreational leagues it is permissible to utilize school year groupings. For summer club league teams, adherence to age grouping is mandatory.

**Section 4.** For a State Recreational Tournament teams and players will have to be established using the age limit criteria.

**Section 5.** A Birth Certificate, a Certified Notification of Birth, a U. S. Board of Health Record, a Certificate of Naturalization, a Passport, or Uniformed Services Identification Card shall be sufficient proof of age, except in those competitions which specifically state otherwise.

**Section 6.** Any team playing a player who is over age/grade limit shall forfeit all games in which the player took part. Subsequent sanctioning of the player, coach, team, club or league is possible depending on the seriousness and circumstances surrounding the infraction.

## CHAPTER 5

### PLAYER TRANSFER, RECRUITING, and POACHING

#### **Rule 500. PLAYER TRANSFER.**

**Section 1.** Players must be registered on teams within NDYSA. Any player/ player signing a player registration form binds that player to the team which he/she is registered by the club.

**Section 2.** Players moving from recreational programs to summer club, ODP, or State Cup Teams shall not be considered a transfer.

**Section 3.** NDYSA may be petitioned by individuals, coaches, clubs, or parents regarding any transfer of a player. All petitions must be in writing and include reason for transfer petition, dates transfer needs to become effective, signatures of player(s), coaches and parents involved in the transfer. Only the NDYSA State Office is then allowed to release that player(s) to the requested transfer.

#### **Rule 501. PLAYER RECRUITMENT or POACHING.**

**Section 1.** The following shall be considered improper recruitment practices and violators will be subject to disciplinary action:

(1) Recruitment of, or an attempt to recruit any player whom the recruiter knows to be currently registered with another NDYSA club or other National State Association Club.

(2) The recruitment of any player with the enticement of material goods.

(3) Recruitment of, or an attempt to recruit any player with the enticement of offers of free trips, scholarships or opportunities for recognition and exposure to situations which could result in future monetary benefits.

(4) Recruitment of players outside the North Dakota state boundaries.

(5) Holding team tryouts prior to dates designated by NDYSA, club or leagues.

**Section 2.** Any team which through its responsible officer or other representatives, coaches, parents, etc., who attempts to induce a registered player of any team, under the jurisdiction of another club of this Association to leave his/her team before the end of the current seasonal year shall be deemed to have committed an offense of poaching and shall be subject to a hearing by the Disciplinary Committee of this Association. This may result in censure, probation, or suspension from the Association.

## CHAPTER 6

### RULES OF PLAY

#### Rule 600. RULES.

**Section 1.** The Rules of Play shall be the FIFA laws of the Game with modification stated by USYSA for age specific under 10 and below games or as modified herein.

**Section 2.** All games shall be played under the Rules and Procedures of NDYSA.

**Section 3.** The length of games, overtime periods, and ball size shall be as follows:

<u>AGE DIVISION</u>	<u>GAME LENGTH</u>	<u>OVERTIME PERIOD</u>	<u>BALL SIZE</u>
U-19	2-45 min halves	2-10 min periods	5
U-18	2-45 min halves	2-10 min periods	5
U-17	2-45 min halves	2-10 min periods	5
U-16	2-40 min halves	2-10 min periods	5
U-15	2-40 min halves	2-10 min periods	5
U-14	2-35 min halves	2-5 min periods	5
U-13	2-35 min halves	2-5 min periods	5
U-12	2-30 min halves	2-5 min periods	4
U-11	2-30 min halves	2-5 min periods	4
U-10	2-25 min halves	none	4
U-8 & U-6	Use USYSA Recommended Program Pamphlet as a Guide		

**Section 4.** Overtime will apply only in championship play of the finals of tournaments. Tie breakers will be used to establish which teams go forward to championship play. For U-19 down to U-11, teams will play two overtime periods. If still tied, then penalty kicks will be used to decide the winner. For U-10 and below, there are no champions declared and no overtime. Participation awards are give to all U-10 players.

#### Rule 601. UNAUTHORIZED ITEMS OF WEAR.

**Section 1.** Players wearing equipment which in the opinion of the referee is considered dangerous to others or themselves, shall not be eligible to participate in the game.

**Section 2.** The coach of a player wearing any cast should have a signed doctor's permission slip to help determine if it safe for the player wearing the cast to play. If the referee is to allow the player to play with the cast it must be padded adequately with foam padding.

**Section 3.** Hair control devices of any material other than soft fabric or small rubber bands are not allowed.



**Section 4.** Ear rings of any kind, including healing posts are not allowed even if taped or covered.

**Section 5.** Jewelry of any sort is not allowed. EXCEPTION: Medical bracelets or necklaces can be worn but must be taped to the wrist or chest.

**Section 6.** Joint braces or supports which have exposed joints, hinges, buckles, zippers, buttons, etc., whether taped, padded, exposed will be allowed strictly at the discretion of the referee.

**Section 7.** Hat or other head gear, unless worn by the goal keeper for the purpose of shielding the eyes from direct sunlight should have a brim of soft, pliable material. NOTE: The brim of a common baseball cap is not considered to meet the soft and pliable requirement. Other soft protective headgear shall be allowed only at the discretion of the referee. During cold and inclement weather in North Dakota common sense must be applied so that the players comfort and safety is taken into account and stocking caps, fur caps, etc. should be allowed.

## **Rule 602. COACHING GUIDELINES.**

**Section 1.** Coaching from the touch lines is permitted provided:

- (1) It is done for tactical, strategic, or teaching purposes.
- (2) The tone of voice of the coach is informative and not a loud negative harangue.

**Section 2.** Coaching from the touch line should involve bringing the player close to the touch line and giving the player the needed information in a normal tone of voice. While this is not always possible it must be understood that yelling at players regardless of where they are on the field is not productive nor conducive to the spirit of the game of soccer. Players need to just play the game and learn while playing.

**Section 3.** No coach or substitute is to be anywhere but at his bench area. It is recommended that both team bench areas be on one side of the field and the spectators are on the other. The bench areas should be three yards from the touch line, ten yards from the half line, and no more than 20 yards in total length.

**Section 4.** No coach or player is to make derogatory remarks or gestures to the referees, other players, or spectators.

**Section 5.** No coach or player is to incite disruptive behavior of any kind.

**Section 6.** Clubs must take proactive steps to ensure that their teams understand and work to adhere to the standards in (1) - (5) above.

## **Rule 603. UNIFORMS.**

**Section 1.** When uniform colors are similar, the home team must change. Home teams will always be listed first on the schedule.

**Rule 604. GAME BALLS.**

**Section 1.** Home teams should provide the game ball when clubs do not.

**Rule 605. SUBSTITUTIONS.**

**Section 1.** Substitutions of one or more players may be at the following times:

- (1) Prior to a throw-in by the team taking the throw-in.
- (2) Prior to a goal kick by either team.
- (3) After a goal by either team.
- (4) After an injury, and when the referee stops play by either team.
- (5) At half time or quarters by either team.
- (6) Substitutions are allowed only when the center referee indicates.

**Rule 606. PLAYER PASSES.**

**Section 1.** When player passes are used for games or tournaments the referee shall verify the identity of each player with his/her player pass. Use of signature comparison to the roster may be used at the referee, club, or tournament's committees digression and proof of age may be requested (See Rule 403, Section 5).

**Rule 607. EQUIPMENT.**

**Section 1.** The referee shall inspect each player's equipment prior to the game.

**Rule 608. SEND OFF.**

**Section 1.** In the case of send off (red card) the referee **MUST** submit a report to the club or tournament officials.

**Section 2.** Any player receiving a red card must sit out the remainder of that match and the next scheduled match and the match must have been scheduled prior to obtaining the red card.

*NOTE : A player who receives a red card for violent conduct will sit out the remainder of that match and the next **two games.*** Players receiving red cards in the last games of league season/tournament must be sanctioned appropriately at the beginning of the next season/tournament. Players receiving their second red cards in a season should be given more

severe sanction Clubs and leagues are asked to develop their own sanctions ahead of time to deal with players receiving 2 red cards (and multiple yellow cards) in the course of a season.

**Section 3.** Clubs/Tournaments may define whether yellow or red cards can be issued to coaches, assistant coaches, team managers, etc. and what the sanctions are if they receive them.

**Rule 609. FORFEITS.**

**Section 1.** Any team intending to forfeit a scheduled game for any reason must take steps to notify the club or tournament administration no later than two days prior to the scheduled date of the match. Any team intentionally forfeiting without notifying the opponent/club shall be subject to probation, censure, or suspension.

**Rule 610. REFEREES.**

**Section 1.** Referees who fail to show to game assignments should be reported to the club or league referee assignor or to the State Referee Committee as deemed appropriate.

**Rule 611. FIELDS.**

**Section 1.** When field playing conditions are questionable or become deteriorated it is recommended that the center referee and club or tournament official work together to reach a joint decision on whether to proceed. However, if the referee feels that an unsafe or dangerous situation exists then his judgement is final.

**Section 2.** Field size for U-13 and above should be a minimum of 60 yards by 100 yards. For U-11 and U-12 fields should be a minimum of 40 yards by 80 yards. For U-10 and below fields should be 30 yards by 50 yards.

**Rule 612. GOALS.**

**Section 1.** Goals size for U-13 and above will be 8 by 24 feet. Goal size for U-11 and 12 should be 6 by 18 feet. Goal size for U-10 and below should be 5 by 12 feet.

**Section 2.** Portable goals must be anchored.

**Rule 613. TOUCH LINE BEHAVIOR.**

**Section 1.** Any coach, assistant coach team manager or other official representative of a team, shall be held responsible for the actions of any individual at any match that the referee, club, league, or tournament committee reasonably considers to be a supporter of that team. Prolonged remarks or abusive disagreement with the referee or assistant referee by coaches, assistant coaches, team managers, team volunteers, players, bench personnel, fans, or supporters will/may result in a request by the referee, club, league or tournament committee to the coach for assistance in controlling the unacceptable behavior. If the coach cannot or will not control the unacceptable behavior, then the referee, club, league, or tournament committee has the authority to suspend the

match for two minutes while the person whose behavior is unacceptable removes him or herself at least 200 yards from the field. If at the end of two minutes the person whose behavior is unacceptable has not removed him or herself 200 yards from the field the referee, club, league, or tournament committee is expected to terminate the match. The referee, club, league, or tournament committee and the coach are required to submit written reports within 48 hours of the terminated match to club or tournament officials.

#### **Rule 614. SUBSTANCE ABUSE POLICY.**

**Section 1.** The use of illegal drugs, alcohol and tobacco by players is considered substance abuse. The substantiated use and/or consumption of illegal drugs, alcohol, or tobacco by players during North Dakota Youth Soccer Association sanctioned soccer seasons will not be tolerated. Member clubs are encouraged to adopt individual club substance abuse policies and sanctions.

**Section 2.** The possession and/or consumption of any alcoholic beverage at any practice or game fields during practices or games which are sanctioned by NDYSA by any parent, coach, administrator, volunteer, spectator, player, etc. is strictly prohibited.

**Section 3.** Disciplinary action will be left to the discretion of the individual clubs. If however the infraction occurs during the inclusive date of the State Cup then the Summer Clubs Committee Chair will appoint a Disciplinary Committee from Committee Members to review the facts and circumstances and will decide if probation, suspension or permanent sanctions are warranted.

## CHAPTER 7

### DISCIPLINARY RULINGS AND PENALTIES

#### **Rule 700. AUTHORITY.**

**Section 1.** The NDYSA Disciplinary Committee shall act on all disciplinary matters where the Rules and Procedures, By-Laws or Articles of Incorporation have been reported to have been violated. The Disciplinary Committee shall act on all matters and have the discretionary power in interpreting the degree of penalties applied to teams, coaches, various team officials, players, referees, clubs, club personnel, or spectators. The penalties applied herein are to be considered automatic minimal penalties for the offense. The degree of penalty may be increased after review by the Disciplinary Committee.

#### **Rule 701. RULINGS AND PENALTIES.**

**Section 1.** All cautions and send offs must be reported in writing to a designated club official within 48 hours of their occurrence.

**Section 2.** Ejection of a player from a game will result in suspension from that game and one additional game. Ejection for violent conduct/fighting or riotous behavior will result in a minimum two game suspension.

**Section 3.** A coach or other team official who strikes a player, coach, team official or referee is suspended indefinitely until a hearing is set by the Disciplinary Committee and the final penalty is decided.

**Section 4.** An accumulation of three or more red cards by a player in the same season will result in a minimum of a one year suspension from the time of the last red card.

#### **Rule 702. PROBATION.**

**Section 1.** The Disciplinary Committee shall have the authority to place an individual on probation for a given period of time. In the event the individual is found guilty of further misconduct during the probationary period, the individual may then be suspended for one year beginning with the date of the most recent offense.

#### **Rule 703. APPEALS.**

**Section 1.** Player, coaches, referees, clubs, club officials, teams, team officials, and spectators may appeal to the Protest and Appeals Committee.

#### **Rule 704. REFEREE ASSAULT AND ABUSE.**

**Section 1.** Referee Assault and Referee Abuse are separate and distinct offenses and if reported will each be dealt with separately by the Disciplinary Committee.

## CHAPTER 8

### PROTEST AND APPEALS PROCEDURES

#### **Rule 800. AUTHORITY.**

**Section 1.** Only violations of the Articles of Incorporation, By-Laws, Rules and Procedures of this Association or misapplication of the “Laws of the Game” shall be subjects to be considered for protest or appeals.

**Section 2.** The following shall be the line of authority for protests and appeals. Until this authority has been completed and/or adverse decisions rendered on the matter in question, may an individual proceed to the next higher line of authority. Under no circumstances may legal counsel or use of the courts be used until this line of authority has been completed.

- (1) The NDYSA Protest and Appeals Committee
- (2) NDYSA Board of Directors
- (3) Region II Appeals Committee
- (4) National Appeals Committee
- (5) USYSA Executive Committee
- (6) USYSA National Youth Council
- (7) USSF Board of Directors

**Section 3.** Should any hearing body choose not to hear a protest or appeal that body may, if they desire, refer the matter to the next higher authority.

**Section 4.** Upon receipt of any adverse decision, appeal may be made to the next higher authority.

#### **Rule 801. PROCEDURES.**

**Section 1.** Protests or appeals are to be submitted in triplicate, typed, and delivered to the NDYSA office within two (2) calendar days (Sundays and holidays are excluded) following the date of the decision being protested or appealed. The proper fee must be enclosed.

**Section 2.** The protest fee is \$100.00 which is not refundable if the decision goes against the protesting party, and is refundable if the decision goes for the protesting party.

**Section 3.** The appeal fee is \$200.00 which is not refundable if the decision goes against the appealing party, and is refundable if the decision goes for the appealing party.

#### **Rule 802. DECISIONS AND HEARINGS.**

**Section 1.** The Protest and Appeals Committee of this Association shall consider all pertinent information arising out of an appeal of any club disciplinary action. The decision of the Protest and

Appeals Committee of this Association shall be conveyed in writing, to all parties involved within seven (7) days of the decision and a copy of the decision, along with all pertinent information and findings, shall be filed with NDYSA.

**Section 2.** Any decision rendered by the Protest and appeals Committee of this Association may be appealed to the full Board of Directors of this Association. Such appeal must be postmarked within 48 hours of receipt of the Protest and Appeal Committee's written decision being appealed. No additional fee shall be required at this point. The Secretary of this Association shall set a date, with the concurrence of the Executive Director of this Association, for the hearing of the appeal to the Board of Directors. Such date shall be within 45 days of the date of the decision rendered by the Protest and Appeals Committee.

**Section 3.** At the Board of Directors Hearing, the Chairman of the Protest and Appeals Committee shall present the findings of the Committee to the Board of Directors of this Association. The parties involved shall be given the opportunity to present their case. The decision of the Board of Directors shall be conveyed to all parties involved by the Secretary of this Association, in writing with seven (7) days of the decision.

**Section 4.** No NDYSA official, team, referee, or player may invoke the aid of the courts of any State or of the United States without first exhausting all available remedies within the bodies of the organized soccer (See Rule 801). For violation of this rule, the offending party or parties shall be subject to suspension from this organization and be liable for all expenses and the time of any of the officials of the organization. These include court fees, attorney fees, compensation for time spent by NDYSA/USYSA/USSF office and employees, travel expenses and expenses for special meetings necessitated by the court action.

## CHAPTER 9

### YOUTH PLAYERS IN SENIOR OR ADULT AMATEUR GAMES

#### **Rule 900. YOUTH PLAYERS IN SENIOR OR ADULT AMATEUR GAMES.**

**Section 1.** A youth player shall be permitted to play an unlimited number of senior or adult amateur games without losing his/her youth eligibility, provided the following are met:

**Section 2.** The youth player must obtain written permission from his/her youth coach and club official.

**Section 3.** These two letters of permission will be submitted along with a cover letter to NDYSA for clearance from the State Association.

**Section 4.** If the NDYSA Executive Director grants clearance for the youth player to play in senior or adult amateur games, the Executive Director will be responsible for establishing the procedure under which this will be implemented.

**Section 5.** If there is a conflict between a senior game and a youth game, the youth game will take precedence.



## CHAPTER 10

### TEAM TRAVEL AND TOURNAMENT PLAY

#### **Rule 1000. TRAVEL.**

**Section 1.** Teams desiring to travel outside the jurisdiction of NDYSA must submit a properly completed USYSA “Application for Travel” form to the NDYSA state office. No travel shall be allowed until approval of the application is made by the Executive Director. Thirty Days must be allowed for processing the application.

#### **Rule 1001. TOURNAMENTS.**

**Section 1.** Only duly registered teams and players may participate in tournaments sanctioned by NDYSA. Play in tournaments not sanctioned by NDYSA will result in loss of specific privileges, benefits, and protection of NDYSA, namely insurance coverage, protest and appeals procedures, and availability of USSF referees during that specific tournament.

#### **Rule 1002. SIGNATURE ROSTERS.**

**Section 1.** NDYSA Member Club teams may be required to have in their possession a signature roster when attending an in or out of state tournament sanctioned by a national affiliate and hosted by a member club of that national affiliate. NOTE: Signature rosters are printed from the NDYSA approved registration software by the club registrar. The **initial roster** that a club makes up for its team(s) each season must have original signatures of players/coach and/or manager and this roster with original signatures must be sent to NDYSA state office for signature and date by NDYSA. Once NDYSA signs and dates the original roster it will be returned to the club/team.

**Section 2.** Once a member club team has its initial roster in its possession and an updated roster is needed, then the member club may complete, sign, and date this new roster. The member club has the authority to sign this new roster on behalf of NDYSA without sending it to the state office. First the member club must designate in writing to the NDYSA State Office the name of the person who will now have authority to sign these new roster(s) on behalf of NDYSA State Office—this person CANNOT be the club registrar. This new roster can then be signed by the previously designated club board member in the area where it would normally be signed and dated by NDYSA. Once the new roster has been signed by the players, coach/manager, designated club officer and date a copy will be made and mailed to NDYSA the next business day (M-F) after the club officer signs and dates on the roster. ***THIS PROCESS THAT ALLOWS MEMBER CLUBS TO COMPLETE NEW ROSTERS AFTER THEY HAVE AN INITIAL ROSTER SIGNED BY THE NDYSA STATE OFFICE DOES NOT APPLY TO ROSTERS NEEDED/USED FOR THE NDYSA STATE CUP OR NDYSA STATE TOURNAMENT.***

## **CHAPTER 11**

### **SELECT, REGIONAL and ODP TEAMS**

#### **Rule 1100. SELECT TEAMS.**

**Section 1.** The formation of State Select teams shall be vested with the Board of Directors of NDYSA. The Board of Directors may delegate this authority at its discretion.

#### **Rule 1101. REGIONALS.**

**Section 1.** Regional Teams are those teams in each boys and girls age division which win their respective division at the previous years State Cup. Each of the winning teams will be extended an invitation to attend the next years Region II Tournament. If the winning team in a given boys or girls age group cannot attend the next year Region II Tournament then the invitation will be extended to the runner-up. If the runner-up cannot attend then there will be no NDYSA team in that age group attending the next years Region II Tournament.

#### **Rule 1102. OLYMPIC DEVELOPMENT PROGRAM.**

**Section 1.** Olympic Development Program Teams will be managed by the NDYSA Boys and/or Girls ODP Committee. This committee will be represented by one or more (boys representative and girls representative) persons per member club of NDYSA. From this membership a Chairperson, Boys State Administrator and Girls State Administrator will be selected on an annual basis. The ODP Committee will work closely with the Region II ODP Administrative staff to assure that all required tasks have been addressed for ND ODP Teams to participate at the Region II Regional Camp(s). Committee will be communicate in as timely a manner as possible to the entire NDYSA membeship the birth years being sent annully to the Region II Regional Camps.

## CHAPTER 12

### STATE CUP

#### **Rule 1200. AUTHORITY.**

**Section 1.** The purpose of the NDYSA Annual State Cup is to qualify teams for regional competition.

**Section 2.** The NDYSA Annual State Cup shall be designated “ NDYSA State Cup”. The NDYSA Annual State Cup will be held in late May or early June. Teams interested in participating in the NDYSA State Cup will have to enter by December 31 of previous calendar year. Any team registering will attend Region II Cup if they are the bracket winner. Teams withdrawing from the State Cup will be fined up to the maximum fines imposed by Region II or NDYSA.

**Section 3.** The NDYSA State Cup will be managed by a Tournament Committee which will be made up of the following elected/appointed positions:

- a. Tournament Committee Chair-President Elect
- b. Committee Member-Summer Clubs Chair
- c. Committee Member-Coaching Committee Chair
- d. Committee Member-Local Clubs Tournament Representative

The Tournament Committee Chair will not vote unless a tie vote must be broken.

**Section 4.** The Summer Club Chair is responsible to ensure tournament rules are published in advance of each year’s NDYSA State Cup.

**Section 5.** In addition to the Rules of Play (Chapter 6) this chapter gives specific rules and procedures for the conduct of the NDYSA State Cup.

**Section 6.** The authority for approval and /or operational control, including dates and times of games will be vested with the Tournament Committee. NDYSA State Cup games will take precedence over all league and local tournaments.

**Section 7.** Entrance fees shall be set by the NDYSA Board of Directors. All fees, completion of entrance forms, and registration due dates shall be published under separate letter.

**Section 8.** NDYSA State Cup competition will be open to all youth NDYSA Summer Club (travelling) Teams.

#### **Rule 1201. PLAYER REGISTRATION.**

**Section 1.** Any player participating in the State Cup shall be registered and rostered by

April 15. At that point the player is available for State Cup Play. Late rostering or registration will not be allowed.

## **Rule 1202. PAIRINGS.**

**Section 1.** All seeding/scheduling will use a random draw. U10 games will not have semi-final or final games. U10 will only be participation only

**Section 2.** Brackets will be determined using the following:

- a. Two Team Bracket: A single championship round. If possible, friendly matches with an appropriate age group will be arranged.
- b. Three Team Bracket; Round robin set of matches. First and second place teams will play a championship match.
- c. Four Team Bracket: Round robin set of matches. First and second place teams will play a championship match.
- d. Five Team Bracket: Each team will play three matches. The team seeded 4<sup>th</sup> will lay four matches. In the semi finals the first place team will play the fourth seed and the second place team will play the third place team. The semi final winners will play a championship match.
- e. Six Team Bracket: Two three team pools will be drawn. Teams seeded first, third and fifth will form Pool A and teams seeded second, fourth and sixth will form Pool B. Each team will play a round robin set of games within their pool along with a single interpool match arranged as follows: seed 1 vs seed 6, seed 2 vs seed 5, and seed 3 vs seed 4. In the semi finals the first place team of Pool A will play the second place team of Pool B and the first place team of Pool B will play the second place team of Pool A. The semi-final winners will play the championship match.
- f. Seven Team Bracket: A single seven team bracket where the 6<sup>th</sup> seed will play four matches. In the semi final the first place team will play the fourth place team and the second place team will play the third place team. The semi final winners will play a championship game.
- g. Eight Team Bracket: Two four team pools will be seeded. Pool A will consist of seeds 1,3, 5 and 7. Pool B will consist of seeds 2,4, 6, and 8. Each pool will play a round robin set of three games for each team in their respective pool. Semi finals will have the first place team in Pool A play the second place team in Pool B and the first place team in Pool B play the second place team in Pool A. The semi final winners will play a championship match.
- h. Nine Team Bracket: One four team (Pool B) will consist of seeds 2,4,6, and 8 and one five team (Pool A) will consist of seeds 1,3,5,7 and 9. Each pool will play matches as described in the four and five team brackets. In the semi finals the first place team of Pool A will play the second place team of Pool B and the first place team of Pool B will play the second place team of Pool A. The semi final winner will play a championship match.
- i. Weighting for teams playing an extra match: For teams playing four matches in pool play, each match will be weighted by multiplying the total match points by 0.75.

**Rule 1203. TIE BREAKERS.**

**Section 1.** For tie breaker procedures refer to Rule 600, Section 3 and 4..

**Rule 1204. CUP HOST.**

**Section 1.** The club which hosts the State Cup will designate a referee assignor and along with the SYRA will ensure enough qualified referees are available for the tournament.

**Rule 1205. TROPHIES.**

**Section 1.** Trophies will be addressed as required for each year of the Cup. Low team number registration may not allow for trophy presentations.

**Rule 1206. CANCELLATIONS AND WITHDRAWALS.**

**Section 1.** In the event that a team does not comply with withdrawal or cancellation terms as stated in the State Cup entry form, the Summer Club Chair/Tournament Committee shall determine the fines and the offending clubs status for the next years State Cup.

**Rule 1207. SEND OFFS-RED CARDS IN STATE CUP**

**Section 1.** A player sent off by a referee during the State Cup shall surrender his /her player's pass for game suspensions as follows: Suspension of play for remainder of current game and the next State Cup Game; For violent conduct the suspension will be for the remainder of the current game and the next two State Cup Games. In the event that a suspension cannot be served during the remainder of the current Cup because there are not enough games for that player's team to play so that the suspension may be served, then one of the following will apply: If the suspended player's team advances to Region II Cup play then the remainder of the suspension must be served during the first game(s) of the Region II Cup; If the suspended player's team does not advance to the Region II Cup then the game(s) suspension will be served at the next State Cup that player plays in.. If an NDYSA team advances from Region II Cup play to the National Tournament then suspensions will be served in accordance with Region II/National Tournament rules. If an NDYSA player receives red card suspension in his/her last game(s) of the National Tournament and the suspension cannot be served in the remainder of that National Tournament then the suspension will be served when that player's next enters a State Cup. REMINDER: NDYSA has a mandatory two (2) game suspension for violent conduct.

## CHAPTER 13

### STATE TOURNAMENT

#### **Rule 1300. AUTHORITY.**

**Section 1.** The purpose of the NDYSA State Tournament is offer games for all member clubs. This Tournament will be held the last full Thursday thru Sunday weekend of July.

**Section 2.** There may be separate brackets for competitive and recreational teams.

**Section 3.** Brackets will be determined using the following:

- a. Two Team Bracket: A single championship round. If possible, friendly matches with an appropriate age group will be arranged.
- b. Three Team Bracket: Round robin set of matches. First and second place teams will play a championship match.
- c. Four Team Bracket: Round robin set of matches. First and second place teams will play a championship match.
- d. Five Team Bracket: Each team will play three matches. The team seeded 4<sup>th</sup> will play four matches. In the semi finals the first place team will play the fourth seed and the second place team will play the third place team. The semi final winners will play a championship match.
- e. Six Team Bracket: Two three team pools will be drawn. Teams seeded first, third and fifth will form Pool A and teams seeded second, fourth and sixth will form Pool B. Each team will play a round robin set of games within their pool along with a single interpool match arranged as follows: seed 1 vs seed 6, seed 2 vs seed 5, and seed 3 vs seed 4. In the semi finals the first place team of Pool A will play the second place team of Pool B and the first place team of Pool B will play the second place team of Pool A. The semi-final winners will play the championship match.
- f. Seven Team Bracket: A single seven team bracket where the 6<sup>th</sup> seed will play four matches. In the semi final the first place team will play the fourth place team and the second place team will play the third place team. The semi final winners will play a championship game.
- g. Eight Team Bracket: Two four team pools will be seeded. Pool A will consist of seeds 1,3, 5 and 7. Pool B will consist of seeds 2,4, 6, and 8. Each pool will play a round robin set of three games for each team in their respective pool. Semi finals will have the first place team in Pool A play the second place team in Pool B and the first place team in Pool B play the second place team in Pool A. The semi final winners will play a championship match.
- h. Nine Team Bracket: One four team (Pool B) will consist of seeds 2,4,6, and 8 and one five team (Pool A) will consist of seeds 1,3,5,7 and 9. Each pool will play matches as described in the four and five team brackets. In the semi finals the first place team of Pool A will play the second place team of Pool B and the

first place team of Pool B will play the second place team of Pool A. The semi final winner will play a championship match.

- i. Weighting for teams playing an extra match: For teams playing four matches in pool play, each match will be weighted by multiplying the total match points by 0.75.

**Section 4.** The NDYSA State Tournament will be managed by a Tournament Committee which will be made up of the following elected/appointed positions:

- a. Tournament Committee Chair–President Elect
- b. Committee Member-Summer Clubs Chair
- c. Committee Member-Recreational Clubs Chair
- d. Committee Member-Host Club Officer (Normally the President)

The Tournament Committee Chair will vote only to break a tie. Rulings made by the Tournament Committee will be final.

**Section 5.** The Summer Clubs Chair is responsible to ensure tournament rules are publishes in advance of the Tournament. Rules msut be published along with the registration forms.

**Section 6.** Rules of Play are found in Chapter 6. Additional rules are found in this Chapter 13.

**Section 7.** Approval of host club/city lies with the Board of Directors. Clubs interested in Hosting the NDYSA State Tournament must submit for acceptance through the Summer Clubs Committee. Summer Club Committee will submit their selection to the Board of Directors for final selection approval.

**Section 8.** Entrance Fees are submitted by the Summer Club Chair to the Board of Directors for approval.

#### **Rule 1301. PLAYER REGISTRATION.**

**Section 1.** Any Player participating in the State Tournament shall have been registered and rostered by June 1.

**Section 2.** Team rosters shall be frozen/completed 14 days prior to the first date of the State Tournament.

#### **Rule 1302. PAIRINGS.**

**Section 1.** Pairings shall be decided by the Summer Clubs Chair. Format will be determined by the Summer Clubs Committee.

#### **Rule 1303. TIE BREAKERS.**

**Section 1.** For Tie Breaker procedures refer to Rule 600, Section 3 and 4.

**Rule 1304. REFEREES.**

**Section 1.** The host club will designate a referee assignor and along with the SYRA will ensure enough qualified referees are available for the Tournament.

**Rule 1305. TROPHIES.**

**Section 1.** Individual trophies will be presented to first and second place winners in each gender age group U-11 thru U-19. U-10 will be awarded participation medals/trophies for all players and coaches of teams entered in the tournament. Only participation awards will be given in the U-10 age bracket.

**Rule 1306. CANCELLATIONS AND WITHDRAWALS.**

**Section 1.** In the event that a team does not comply with cancellation or withdrawal terms as described in the Tournament Rules, the Tournament Committee shall determine the status of play for that team(s) regarding their eligibility at the following years Tournament.

**Rule 1307. SEND OFFS/RED CARDS IN STATE TOURNAMENT.**

**Section 1.** A player sent off by a referee during the State Tournament shall surrender his /her player's pass for game suspensions as follows: Suspension of play for remainder of current game and the next Tournament Game. For violent conduct the suspension will be for the remainder of the current game and the next two Tournament Games. In the event that a suspension cannot be served during the remainder of the current Tournament because there are not enough games for that player's team to play so that the suspension may be served, then the following will apply: the suspension will be served at the beginning of the next season's summer tournament or teams league play depending on whether the player is rostered in this tournament as a Competitive Team Player or a Recreational Team player. **REMINDER: NDYSA has a mandatory two (2) game suspension for violent conduct.**



## CHAPTER 14

### INDOOR SOCCER

#### **Rule 1400. DEFINITION.**

**Section 1.** Indoor soccer shall be defined as soccer being played indoor on an artificial surface whether it is a turf, court, or other surface. The facility can be a hockey style rink, a basketball court, etc.

#### **Rule 1401. FACILITY.**

**Section 1.** The facility must be inspected annually and the inspection must be documented on the NDYSA Indoor Soccer Facility Inspection Form and must be signed by the Club President and forwarded to NDYSA prior to any games being played that season.

#### **Rule 1402. INDOOR TOURNAMENT RULES.**

**Section I: The Field of Play.** Field(s) size is determined by the local club.

**Section 2: The Ball.** A FIFA approved indoor ball shall be used.

**Section 3: The Players.** There is no limit on team roster sizes. The game will be played with 5 players on the field at one time, one of whom must be identified by contrasting jersey or training vest as the goalkeeper. Each team may substitute freely; provided that the player coming off the field must enter into the player's designated team area prior to the player's substitute entering upon the field. Substitutes must stay within their designated team area at all times. Goalkeepers may be substituted at any time and a goalkeeper may be substituted for a player on the field by exchanging the identifying jersey or training vest. The game will not start with less than three players. The game will be abandoned if a team is left with less than three players.

**Section 4: Players Equipment.** Players on the same team must wear the same color jerseys, shirts or training vests. If both teams share the same color jerseys, shirts or vests, the home team shall be required to change its color. Goal keepers must wear jerseys or training vests in a color or pattern that distinguishes them from field players. Players may not wear jewelry, accessories, metal zippers or anything which poses a danger to themselves or other players. Canvas or soft leather training or gymnastic shoes may be used. Shoes with any type of spike or cleat may not be worn. Age appropriate shin guards must be worn which shall be entirely covered by socks.

**Section 5: The Referee.** Each game will be controlled by either one or two referees charged with the responsibility to enforce these Rules of the Game. The decision of the referee or referees regarding the facts connected with play as well as interpretations of the rules is final.

**Section 6: Duration of the Game:** Games will consist of two (2) twenty (20) minute halvewith a five (5) minute half time break. The referee or referees will keep game time. Except as otherwise determined by the referee, the clock will run continuously, with no stoppages for out-of-

bounds or other restarts. Referees will have the discretion to extend game time following injuries and other extended stoppages of play. Each team will be allowed one (1) sixty (60) second time-out per half. Teams served a red card will play short for five (5) minutes (with the referee keeping track of this time) or until the opposing team scores a goal, whichever occurs first. The replacement player (for the player sent off) may enter on to the field when the referee signals it is appropriate. In final tournament competition, games that end in a tie will be followed by two (2) five (5) minute overtimes. These will be “golden goal” type overtimes, such that once a team scores, the match ends immediately and the scoring team is declared the winner.

**Section 7: Start and Restarts of Play: Kick-off:** A kick-off starts the match, starts the second half, starts each period of overtime and starts play after a goal has been scored. The home team will take the kickoff to start the match as well as the kickoff for the first overtime period and will defend the south end of the field. The visiting team will take the kickoff for the second half and the second overtime period and will defend the south half of the field for that half. The ball is in play when it moves forward.

**Out-of-Play:** The ball is out of play when it has wholly crossed the goal or touch line, play has been stopped by the referee or the ball has hit the ceiling.

**Dropped Ball:** If neither team has clear possession of the ball when play is stopped, play will be restarted by the referee with a dropped ball at the place where the ball was located when play was stopped. If the ball was in the penalty area when play was stopped, the ball will be dropped on a spot on the penalty arc closest to the location of the ball when play was stopped. A dropped ball must touch the floor before it can be played.

**Free Kicks:** Prior to a free kick, the ball must be stationary. At the time of the kick, all players from the opposing team must be at least five (5) yards from the spot of the kick.

**Kick-Ins:** When the ball wholly crosses the touch line, play is restarted with a kick-in by the opposing team of the player that last touched the ball. For kick-ins, the ball must be placed on the touch line nearest to the point where the ball crossed the touch line going out of bounds. Prior to the kick-in, the ball must be stationary. Once stationary, the ball must be kicked in within five (5) seconds. At the time of the kick-in, all players from the opposing team must be at least five (5) yards from the spot of the kick. A goal may not be scored directly on a kick-in. When the ball hits the ceiling, play is restarted by a kick-in awarded to the opposing team of the player that last touched the ball. The ball is placed on the point on the touch line below nearest to where the ball touched the ceiling.

When the ball wholly crosses the goal line other than between the two goal posts and under the cross bar, play is restarted by a goal keeper throw-in or a corner kick, depending upon which team last touched the ball.

**Goal Keeper Throw-ins:** When the ball goes out-of-bounds, over the goal line and is last played by an opponent, play is restarted by the goalkeeper throwing the ball back into play. There is a five (5) second limit on each goalkeeper’s possession of the ball (control of the ball with hands and feet) within the goalkeeper’s defensive side of the field, regardless of whether within the penalty area or outside of the penalty area. Opposing players may not enter the penalty area and teammates may not receive the ball from the goalkeeper within their own penalty area during a goalkeeper throw-in (violation: Retake). Play restarts as the ball crosses out of the penalty arc (whether in the air or on the floor). A goal maybe scored directly on a goalie throw-in.

**Corner Kicks:** If the ball wholly crosses the goal line and is last touched by the defending team, play is restarted with a corner kick. Prior to the corner kick, the ball must be stationary.

Once stationary, the ball must be kicked within five (5) seconds. At the time of the corner kick, all players from the opposing team must be at least five (5) yards from the spot of the kick. The ball is in play when kicked and the kicker cannot play the ball a second time until it has been touched by another player. A goal may be scored directly on a corner kick.

**Section 8: The Method of Scoring.** A team scores a goal when the whole of the ball legally passes over the goal line between the two goal posts and under the crossbar. The team scoring the greatest number of goals during a game is the winner. If both teams score the same number of goals, the match is a draw (unless tournament rules otherwise require). A goal may be scored directly on a kick-off, a corner kick, a direct kick and a goal keeper throw-in; a goal may not be scored directly on a kick-in or an indirect kick.

**Section 9: Direct free kick:** A direct free kick is awarded to the opposing team if a player commits any of the following fouls:

- (a) Holds an opponent
- (b) Handles the ball (except the goal keeper inside his own penalty area); or
- (c) Slide tackles an opponent.

A direct free kick is also awarded to the opposing team if a player commits any of the following offenses in a manner the referee considers careless, reckless or using excessive force:

- (a) Kicks or attempts to kick an opponent;
  - (b) Trips or attempts to trip an opponent;
  - (c) Jumps at an opponent;
  - (d) Charges an opponent (even with only the shoulder);
  - (e) Strikes or attempts to strike an opponent; or
  - (f) Pushes an opponent
- A direct free kick is taken from the spot on the floor where any of the above referenced fouls occurred. Prior to the direct kick, the ball must be stationary. Once stationary, the ball must be kicked within five (5) seconds. At the time of the direct kick, all players from the opposing team must be at least five (5) yards from the spot of the kick.

**Indirect free kicks:** An indirect free kick is awarded the opposing team if the goal keeper:

- (a) Receives the ball from a teammate with his hands; or
- (b) Posses the ball more than five (5) seconds, regardless of whether control is gained or maintained by the goal keeper's hands, feet or both.

An indirect kick awarded as a result of an infraction taking place within the penalty area is taken from the spot on the penalty arc closest to where the infraction was committed. Prior to the indirect kick, the ball must be stationary. Once stationary, the ball must be kicked within five (5) seconds. At the time of the indirect kick, all players from the opposing team must be at least five (5) yards from the spot of the kick.

An indirect kick is also awarded to the opposing team, to be taken at the spot on the floor where the infringement occurred, if in the opinion of the referee, a player:

- (a) Plays in a dangerous manner;
- (b) Obstructs an opponent;
- (c) Prevents the goalie from releasing the ball; or

(d) Commits any other offense not previously mentioned in Rule 9, for which play is stopped in order to caution or dismiss a player.

Prior to the indirect kick, the ball must be stationary. Once stationary, the ball must be kicked within five (5) seconds. At the time of the kick, all players from the opposing team must be at least five (5) yards from the spot of the kick.

**Cautionary Offenses:** A player will be cautioned (yellow card) for the following offenses:

- (a) unsportsmanlike conduct;
- (b) dissent by word or action;
- (c) persistent infringement of the rules of the game;
- (d) purposely delays restart of the game;
- (e) fails to respect the five (5) yards when the opposing team is taking a corner kick, kick-in, free kick, foul shot or a penal kick;
- (f) except for substitutions, enters, re-enters or leaves the field without the referee's permission.

For a cautionable offense, the opposing team is awarded an indirect kick from the spot on the floor where the infraction occurred. If the infraction occurred within the penalty area, the indirect kick is taken from the spot on the penalty arc closest to location where the infraction was committed.

**Sending-Off Offenses:** A player is sent off (red card) for the following offenses:

- (a) serious foul play;
- (b) violent conduct;
- (c) spitting at another player or the referee;
- (d) denying the opposing team an obvious goal scoring opportunity by an offense for which a direct kick or penalty kick would be awarded
- (e) denying the opposing team an obvious goal scoring opportunity by deliberately handling the ball (not applicable to defending goalie);
- (f) using offensive, insulting or abusive language; or
- (g) receiving a second caution (yellow card) in the same game.

If a player is sent off for offenses (e) or (f) above, play is restarted with an indirect kick by the opposing team taken from the place where the infraction occurred. If the infraction occurred within the penalty area, the indirect kick is taken from the spot on the penalty arc closest to the location where the infraction was committed. For the sending-off offenses (a) through (d) above, play is restarted with a direct kick or foul shot, unless the infraction occurred within the penalty area, in which case a penalty kick is awarded.

When a player is sent-off, the player may not re-enter the game and must leave the Fore Seasons Arena building. A replacement player may not enter on to the field for a period of five (5) minutes or until a goal is scored by the opposing team, whichever occurs first.

**Section 10: Accumulated Fouls, Foul Shots:** Following the award of the fifth direct kick, all subsequent direct free kicks shall be foul shots. Foul shots must be taken on goal, The defending team (with the exception of the goalie) must stand behind the ball and stay at least five (5) feet from the spot of the foul shot and no player shall touch the ball until the foul shot has touched the goal keeper, the cross bar or uprights or gone out of bounds. A foul shot shall be

taken from the spot where the infraction occurred, provided, however, a foul shot shall not be taken further out than the second penalty spot. If the foul occurred beyond the second penalty spot, the ball will be placed on the second penalty spot and the foul shot will be taken from there. If the game goes into extra time, the number of direct free kicks awarded in the second half and first half of overtime will carry over to the overtime period or periods. The goal keeper must remain on the goal line until the foul shot is taken. If a player on the defending team infringes, the foul shot is retaken if no goal is scored. If a teammate of the kicker infringes, the kick is retaken if a goal is scored.

**Section 11: Penalty Kick:** A penalty kick is awarded against a team for any offense occurring inside the penalty area for which a direct kick is awarded. The ball is placed on the first penalty mark, the goal keeper must remain on the goal line until the ball is kicked and the remaining players must be outside the penalty area and at least five (5) yards from the spot of the kick. The ball is played when it moves forward and the kicker cannot play the ball a second time until it has been touched by a second player. If a player on the defending team infringes, the kick is retaken if no goal is scored. If a teammate of the kicker infringes, the kick is retaken if a goal is scored.

## **HOW TO BECOME OR RENEW A MEMBER CLUB OF NDYSA**

### **1. Affiliate Member Club where an existing NDYSA Affiliate Member Club DOES NOT exist.**

a. When a group of 4 or more unrelated individuals within a community/city would like to organize themselves for consideration by NDYSA as a potential Affiliate Member they must submit the following to NDYSA:

(1) Established club constitution and/or by-laws that are signed and dated by four unrelated individuals from the list in 1.a.(2) below.

(2) List of officers/administrators along with their complete mailing address, phone numbers, and e-mail addresses.

(3) Rules and Procedures for club teams to play and/or operate under.

(4) Plans for when the club will submit “for non-profit incorporation” with the State of North Dakota.

(5) Submit the appropriate annual Club Membership fee.

(6) Identification of the geographical area(s) the club intends to serve.

(7) List of fields or areas where games will be played to include complete address/location of fields. Also written verification from the owner of the fields or areas that they are available for use by the new member club applicant.

(8) Proof of registration of enough players to form 5 complete teams. Under 9 teams and below will have a minimum of 6 players, Under 10 teams will have a minimum of 8 players, U11/12 teams will have a minimum of 10 players, and U13 teams will have a minimum of 13 players.

### **2. Affiliate Member Club where an existing NDYSA Affiliate Member Club DOES exist.**

a. In addition to the items in Para 1 above, the following must also be provided:

(1) Each player's address, date of birth, sex, e-mail address (if available) and names of Parents/Guardian.

(2) Name, complete address, and date of birth for at least one coach for each team to be registered.

b. Applicant must be mindful of the transfer, recruiting or poaching portion of the NDYSA Rules and Procedures. Violation of these policies before, during or after the application process will be considered a serious violation to the application process and may result in the termination of the club's affiliation with NDYSA.

### **3. Affiliate Member Review**

a. Upon completion, submission and receipt of the appropriate items in para 1 and/or 2 above, the NDYSA State Office will notify the NDYSA President who will then appoint a 3 person Membership Committee. This Membership Committee will examine the submitted application documents for conformance

or non-conformance and will suggest any changes necessary to bring the documents into conformance. Once the documentation is deemed complete the Membership Committee provides their recommendation for acceptance/declination to the Board of Directors at the next Quarterly Board Meeting.

b. Final vote for acceptance/declination will rest with the Board of Directors.

#### 4. Renewal of Affiliated Member Clubs

a. To renew existing Affiliate Membership with NDYSA, who is in good standing, must submit the following to NDYSA State Office by September 1 of each year:

- (1) Appropriate Annual Membership Fee
- (2) Written list of Officers/Administrators including complete addresses, phone number and e-mail for each individual.
- (3) Any changes that have been made to the items in Para 1a(1), (3), (6), or (7) above.

**NOTE: For clubs that are affiliated with other USSF National Organizations who are now applying to become member of clubs of NDYSA as well—that Member Clubs Officers are not held to the “unrelated” criteria of Para 1a.**

## **How To Become A Member League of NDYSA**

1. A group of member clubs of NDYSA may form a League. A League must have a minimum of four teams in each age division. Ages may be combined. Boys teams may not play girls teams in any League. Any new proposed League must take into consideration that their League members should come from new clubs, not existing clubs who already are members of an existing League. If a member club of an existing League wishes to withdraw from their League, that club must get written approval from that League and from the NDYSA Board of Directors.
  
2. New Leagues must accomplish the following prior to applying to NDYSA for membership:
  - a. Establish written League Rules which will include the following as a minimum:
    - (1) Which clubs will be members of this League.
    - (2) How member clubs will select their administrator(s).
    - (3) Establish League membership fees.
    - (4) Establish how/who will pay for fields use, referees, etc.
    - (5) Establish Rules of Play (Rules must closely follow the Rules of Play found in the NDYSA Administrative Handbook).
    - (6) Establish roster due dates (Roster due dates must be prior to May 1).
  
  - b. Pay current NDYSA League Membership Fees.
  
3. Once the new League has accomplished items in para 2, then the League and/or Administrator will send these items to NDYSA State Office.
  
4. Once the NDYSA State Office receives the League information listed in para 2, this 'application' will be placed on the next NDYSA Quarterly Board Meeting agenda.



**GENERAL REGISTRATION REQUIREMENTS  
for  
PLAYERS, COACHES, and CLUBS**

1. NDYSA requires all clubs to pay an annual membership fee (See section on 'Fee Schedule for NDYSA'). Member clubs are required to register all of their player and coaches with NDYSA. NDYSA registration year begins September 1 and runs through August 31 of the following year.
2. Registration must be accomplished using the NDYSA 'PLAYER-COACH-CLUB-TOURNAMENT REGISTRATION' form (sample form follows this section).
3. Registration data is sent to NDYSA by computer diskette using "Logical Solutions" software which is available through NDYSA. To assist in identifying missing data prior to making a disk, utilize the missing data command by selecting Personnel/Lists, Labels, &Forms/missing data. Computer will generate missing data information to be completed. The following minimal registration data is required for all player and coaches. The appropriate information for each category is also listed.

<u>FIELD NAME</u>	<u>REQUIRED INFORMATION</u>	
First Name	Self explanatory	
Last Name	"	
Middle Initial	"	
Street/Street 2	"	
Town/Zip/Area Code	"	
Phone	"	
Birth date	"	
Sex	"	
Status	A for Add, T for Transfer, R for Release	
Registration Number	NO EXCEPTIONS. Allow computer to generate.	
For Certified Coaches	Use NDYSA coaching license # (available from coach). Registration number for coaches may be computer generated	
Club Number	See NDYSA registration form for assigned number. All remaining data entries are at the clubs choice.	NOTE:

4. Registration disk/data and proper payment should be mailed to NDYSA prior to any team, club, league or tournament play begins.

## **RECREATIONAL REGISTRATION REQUIREMENTS**

1. Recreational is defined as where tryouts, invitations, recruiting to select players to a team are strictly prohibited and where all eligible youths are allowed to register (subject to the terms of that clubs registration procedures), and where a system of rostering players is created where teams are as balanced as can be reasonably expected, and where each player is afforded the opportunity for equal playing time, ideally ½ of each game, unless injury, illness or disc disciplinary reasons prevail.
2. USSF rules state that registration of players/teams begins on September 1 of each year and remain registered through August 31 of the following year at which time a new registration year begins and the appropriate fees apply. NDYSA will allow recreational clubs to register/practice/play a fall season on or after August 15 and still meet this registration requirement.
3. All players and coaches must be registered with NDYSA (See General Registration Procedures) and pay the required recreational player and coach annual registration fee.
4. Recreational players, teams, and coaches are not required to issue player/coach passes.
5. Recreational teams are not allowed to participate in the Snickers State Cup, but are allowed to participate in the state America Cup if held/offered.

## **TOP SOCCER REGISTRATION REQUIREMENTS**

1. Top Soccer (The outreach Program For Soccer) is defined as a community based training and team placement program for young athletes with disabilities, organized by youth soccer volunteers. The program is designed to bring the opportunity of learning and playing soccer to any boy or girl age 8-19 who has a mental or physical disability. Our goal is to enable the young athletes with disabilities to become valued and successful members of NDYSA.
2. Placement and registration of athletes should be the same as those used for recreational programs/teams. The local registration form should include a section for medical history. Athletes with Downs Syndrome should be required to have a current x-ray regarding a condition called Atlanto-Axial Instability. If the x-ray indicates their safety would be jeopardized, it would be strongly recommended that they do not take part in team play. In these cases medical waivers from a physician should be required. Placement is made by ability not age. Assessment tests will be made available upon request.
3. Playing rules should vary to fit specific needs. For those athletes not able to participate in team play due to medical reasons, the program should design skills that are rewarding, challenging and fun.
4. USSF rules state that the registration year is from Sept 1-Aug 31.
5. All players and coaches must be registered with NDYSA (see general registration procedures) and pay the required recreational registration fees.
6. Top Soccer teams/players are not allowed to attend the Snickers State Cup. They may request to attend the American Cup and come to participate in a safe activity.

## **SUMMER CLUB (traveling) TEAM REGISTRATION REQUIREMENTS**

1. Summer Club (traveling) Teams are defined as a team put together for the sole purpose of playing in tournaments. Tournament teams and player must register with NDYSA and pay all appropriate player and coach fees.
2. Summer Club player may be registered after September 1 of each year and remain registered through August 31 of the next year.
3. All Summer Club players and coaches must be registered with NDYSA (see General Registration Procedures and must pay the required summer club (traveling) player and coach fees.
4. Summer Club teams are required to issue USYSA player and coach passes. For player passes the fee is \$20 per player due at time of data disk submission which is before the teams first tournament/game. (Sample passes follow this section).
  - a. The player and coach pass must be signed by the player.
  - b. The player pass must have a current picture attached.
  - c. The player and coach pass must be laminated.
5. The club is required to submit an official “NDYSA SUMMER CLUB TRAVEL ROSTER” for each team that the club forms. This form must accompany the data disk registration and fee payment. Sample form is shown on page 11-3. For copies of the NDYSA SUMMER CLUB TRAVEL ROSTER see your club registrar or contact the NDYSA State Office. *Clubs may also use the ‘Logical Solutions’ generated player roster as well which is shown on page 11-4.*
  - a. For additions or deletions to the “NDYSA SUMMER CLUB TRAVEL ROSTER” the club may submit a new roster with player(s) to be added. If players are added and the roster now exceeds 18 players then the appropriate amount of player will be required to be dropped.
  - b. Member signatures are required on summer club rosters.
  - c. Summer Club (traveling) team rosters must include the registration number and birthdate for all players on the roster.
6. Proof of age should be carried to all tournaments by club, coaches or teams (see NDYSA Rules and Procedures, Chapter 4, Section 5).

7. Summer Club teams are eligible for the State Cup. Teams may have to go through a playoff/district championship in order to qualify. (See NDYSA Rules and Procedures, Chapter 12).

8. Summer Club coaches who coach teams in 6 v 6 or 8 v 8 environment must have a minimum of a USSF 'E' License or equivalent. Summer Club coaches who coach in 11 v 11 environment must possess a minimum of a USSF 'D' license, NSCAAA Advanced Regional Diploma or equivalent. All coaches in their first year of service will automatically be granted a year delay to achieve licensure. Additionally, coaches who petition the Director of Coaching for a maximum of one additional year. Requests for this second year delay must be approved in writing before coaches may coach a match.

## **INDOOR SOCCER REGISTRATION**

1. An Indoor Soccer Program is where a club is using an indoor facility.
2. Clubs offering Indoor soccer programs must register all players and a minimum of one (1) coach per team.
3. Indoor programs are not required to issue player or coach passes.
4. Indoor teams are not allowed to participate in the Toyota, State or Kohls Cups.
5. Prior to a club offering an indoor season, the club must fill out an Indoor Soccer Facility Inspection Checklist, page 12-2, (available from your club president or by contacting the NDYSA State Office) and send it to NDYSA prior to practicing or playing games ( see the sample inspection form that follows this section).

## **REQUIREMENTS TO HOST A SUMMER TOURNAMENT**

1. Any club who sponsors Summer Teams may petition the Summer clubs Committee Chair for the opportunity to host a tournament. This request must be made in time for the Summer Clubs Chair to submit the NDYSA Summer Tournament dates and sites to the Executive Director by December 31 of each year. NOTE. The NDYSA Snickers State Cup is reserved for the last Thursday- Sunday in July. The Summer Club Committee has the final say in when and where summer tournaments will be allowed.

2. Once your club has an approved tournament date from the Summer Club Committee then you must comply with the following requirements.

a. Complete a USYSA 'Application To Host A Tournament Or Games' a minimum of 120 days prior to your tournaments start date (see sample form at the end of this section)

b. Tournament host fee can be found in the 'Fee Schedule for NDYSA' which is payable at the time the tournament application is submitted.

c. If the Application is not submitted within 90 days of the tournament date then there is an additional late fee which is also listed in the 'Fee Schedule For NDYSA'.

d. The club must also complete a USYSA Tournament/Games Hosting Agreement (see sample form at end of this section). This completed form is also submitted to NDYSA with the other tournament application materials.

e. Submit a copy of your tournaments rules with the other application materials.

f. Club/Tournament officials are required to complete an 'NDYSA Tournament Report' within 30 days of the tournament completion (see sample at the end of this section).

3. NDYSA Tournament Rules.

a. All tournament games will be played according to USYSA and NDYSA rules.

b. All players must have a current USYSA player pass and present it prior to the start of each game. No more than 18 players on the roster (maximum # of players).

c. U-10 will play 6 x 6 with a maximum roster of 12 players per team. U-11 and U-12 will play with 8 x 8 with a maximum roster of 14 players per team.

d. All matches will be played as follows:

U-10 - 25 minute halves

U-12 - 30 minute halves

U-14 - 35 minute halves

U-16 - 40 minute halves

U-19 - 45 minute halves

4. Tournaments reserve the right to shorten or cancel games as deemed necessary.

5. All games will be started on time, with forfeits being declared for any team not present within 10 minutes of the scheduled starting time. The clock starts as of the scheduled time without regard to the circumstances regarding games on the same field. Forfeited games will be scored as a 1-0 victory.

6. There will be NO PROTESTS or APPEALS of any kind allowed in any match. The decision of the referee is final.

7. During all preliminary rounds, ties will stand. Tournament points are awarded (or subtracted) as follows:

Primary/Goal Points

- A. 6 points for a win
- B. 3 points for a tie.
- C. 0 points for a loss.

Bonus Points

- A. 1 point for each goal to a maximum of 3
- B. 1 point for a shutout (0-0 tie = 4 points)

Loss of Bonus Points

- A. 1 point lost for each Red Card (including coaches)
- B. Forfeits will be considered as a 1-0 win

The goal or primary points are for wins, ties, or losses. Maximum points in any one match is ten (10).

8. There will be no tie games in the championship matches (except U-10 where ties will stand). Two full overtime periods will be played (refer to Rule 600, Section 3 for overtime lengths). If the tie still exists, , FIFA penalty kick rules will determine the winner.

9. Within a division, if after the preliminary rounds, two teams are tied, (also applies to U-10 Championship), the following will be used to determine which team will advance to the championship round:

- A. Highest number of tournament points.
- B. Winner of head-to-head competition (unless more than 2 teams are tied)
- C. Goal spread (goals scored minus goals allowed). Maximum 3 points per game
- D. Fewest goals allowed.
- E. Penalty kicks according to FIFA, except all eligible players may be chosen to kick.

NOTE: In divisions where games are played outside of the teams bracket, points will not count to determine bracket winners unless all other tie breakers do not result in a winner in the bracket.

10. In each match, the HOME team and the VISITING team are so designated. Home team coaches, players, and fans will take the North/West side of the field of play. The home



team will change uniform colors in case of conflict.

11. Tournament will provide the game ball: U-10 and 12 use size 4; all other size 5.
12. All coaches must report to the tournament headquarters at least 30 minutes prior to the start of their first tournament match.
13. A copy of the team's official roster and player passes must be presented at the registration. Individual Tournaments will set their own Guest Player Rules. These Guest Player rules **MUST** be published in the Official Tournament Rules.
14. Substitutions are allowed at your throw-in, after any goal, at any goal kick, at half time, and equal substitution is allowed at any injury.
15. Tournament officials reserve the right to expel from the tournament, any coach, player, bystander, or team, for gross misconduct on or off the playing field.
16. Absolutely no alcohol will be allowed in or on any soccer complex.
17. A red carded player will be ineligible to play the next tournament game unless the red card is for violent conduct against another player or person then the suspension is TWO games. A red card in the last tournament game will result in the confiscation of the players pass. The players pass will be mailed to the teams home state association office the very next business day.
18. Any situation not covered by these rules will be covered under USSF, USYSA, or FIFA rules.

## REQUIREMENTS FOR OUT-OF-STATE TRAVEL

1. Any club, recreational, middle school, indoor, or summer team wishing to travel out of state must complete a USYSA ‘Application For Travel ‘ a minimum of 30 days prior to the travel date to NDYSA. *EXCEPTION: For clubs/ teams bordering the Red River NDYSA and MYSA have a MEMORANDUM OF AGREEMENT which may alleviate the travel form requirement for your club/team. Please refer to your clubs copy and ensure that it affects you. If there is any question call the state office for clarification..*
2. A travel form must be completed for each team each time they travel. Approved travel forms are for one team traveling to one location only.
3. If the Application To Travel is filed less than 30 days prior to the teams travel there is a late submission fee. See section on Fee Schedule for NDYSA.
4. Teams traveling under the authority of a USYSA NDYSA approved ‘Application For Travel’ must have in their possession an official NDYSA roster. Use the NDYSA Summer Club Travel Roster of which a sample can be found in the section ‘Summer Club (traveling) Registration. This form must be submitted with the ‘Application For Travel’.

## **FEE SCHEDULE OF NDYSA**

**Effective September 1, 2008**

Annual Club Member Fee	\$25 per year
Annual League Member Fee	\$10 per year
Register a Recreational Player Outdoor/Indoor	\$10 per year
Register a Summer Club (traveling) Player	\$20 per year
Register a Recreational Coach/AsstCoach	\$10 per year
Register a Competitive Coach/Asst Coach	\$20
Host a Tournament Fee (US teams only)	\$200
Host a Tournament with Foreign Teams	\$300
File a Tournament Host Agreement late	\$100
File Out of State Team Travel Permission late	\$25 per team
NDYSA State Cup Entry Fee	Determined annually
Protest Fee	\$100
Appeal Fee	\$200
Late Fees For Unpaid Fees	\$25 and 12% per annum from date
Coaching Clinic Waiver Fee 'F' to 'E' or 'E' to 'D'	\$20
Youth Clinic is Not Waiverable	

**BY LAWS**  
of  
**North Dakota Youth Soccer**  
**Association**

Nov 2008

**ARTICLE I**

**NAME AND OBJECTIVE**

**Section 1. Name:** This organization shall be known as the North Dakota Youth Soccer Association, hereinafter called NDYSA.

**Section 2. Objective:** The objectives of NDYSA shall be to establish and promote amateur youth soccer in the State of North Dakota; to provide instruction for participation; to establish and operate state and district leagues for the purpose of affiliating the state with the national body, the Federation Internationale De Football Association (FIFA), the United States Soccer Federation (USSF), and the United States Youth Soccer Association (USYSA); to provide tournament play within the State; to provide a NDYSA State Cup for advancement to higher levels of State Cup Competitions, Regional Competitions, National Competitions, and International Competitions sponsored by the State; to provide for the physical and mental development of persons in the communities of the State through the participation and competition in soccer as a recreational and athletic activity.

**ARTICLE II**

**MEMBERSHIP**

**Section 1. Affiliated Organization Membership:** Membership in NDYSA shall be by Affiliated Organization consisting of sufficient registered players and coaches to form a minimum of five (5) teams. No team may apply for membership directly to NDYSA. Team registration must come through an Affiliated Organization. Eligible Affiliated Organizations shall be those deemed such by the NDYSA Board of Directors pursuant to the NDYSA Rules and Procedures.

**Section 2. Registration Procedures:** Registration of players and coaches shall be pursuant to the Rules and Procedures of the NDYSA as set by the Board of Directors.

## **ARTICLE III**

### **BOARD OF DIRECTORS**

**Section 1. Duties and Composition of the Board of Directors:** The business and property of NDYSA shall be managed by the Board of Directors which shall be composed of two representatives from each Affiliated Organization.

The Board of Directors shall have ultimate authority over any actions taken by any Officer, The Executive Committee, or any Standing Committee.

**Section 2. Election and Certification of Board of Directors members:** Each Affiliated Organization shall elect two representatives to serve on the NDYSA Board of Directors annually and shall certify the names of those representatives by the date, and in the manner prescribed in the Rules and Procedures of the NDYSA.

**Section 3. Annual Meetings:** The Board of Directors shall have at least one annual meeting a year. The annual meeting shall be held in January/February of each year. The Board of Directors will make such decisions as are necessary to fulfill the desires of the membership and elect officers.

**Section 4. Regular and Special Meetings:** Regular meetings of the Board of Directors including the annual meeting required by ARTICLE II, Section 3, may be held at such time and place within or outside the State of North Dakota as determined by the Board of Directors. Special meetings of the Board of Directors maybe called by the President, or designate. Such special meeting shall be held at the place designated by the President within or outside the State of North Dakota upon reasonable notice to all Board of Directors Members.

**Section 5. Notice of Meetings:** Notice of the time, place and purpose of any meeting of the Directors shall be mailed by the Executive Director to each Director “in Good Standing”. that is, certified to NDYSA fifteen (15) days before the date thereof, excluding the date of the meeting.

**Section 6. Quorum and Voting Requirements:**

(a). A quorum for the transaction of business at any regular or special meeting of the Borad of Directors shall consist of a majority of the voting members present for that meeting.

(b). Representative at meetings shall be entitled to one vote (Up to two votes for each Member Club–Clubs must have two or more persons present. All other positions have one vote).

(c). The State Referee Committe Chair shall be a voting member of the Board of Directors.

**Section 7. Vacancies on the Board of Directors:** Vacancies on the Board of Directors may be filled for the unexpired term pursuant to the NDYSA Rules and Procedures.

**Section 8. Action Without a Meeting:** Any action that may be taken at a meeting of the Directors may be taken without a meeting if a consent in writing, setting forth the action to be taken shall be signed by all of the Directors.

## **ARTICLE IV**

### **OFFICERS**

**Section 1. Offices:** The officers of the NDYSA shall be a President, President Elect, Past President, Secretary, Finance Officer and Executive Director. The offices shall be elected by and from the duly certified Board of Directors at their annual January/February meeting.

**Section 2. President:** The President shall preside at all Board of Director and Executive Committee meetings; shall have general supervision over the affairs of NDYSA and over the other officers and chairs of standing committees, and shall perform all such other duties as are incident to his office. The President shall also be a member of the Executive Committee.

**Section 3. President-Elect:** The President-Elect shall perform all the duties and exercise all the powers of the President during the latter's absence or incapacity. The President shall assign precise duties to the President-Elect so that he is prepared to assist him in meeting NDYSA objectives. The President-Elect shall be a member of the Executive Committee.

**Section 4. Past President;** The Past President shall perform all the duties and exercise all the powers of the President during the absence or incapacity of the President and President-Elect. The President shall assign precise duties to the Past President so that he is prepared to assist him in meeting NDYSA objectives. The Past President shall be a member of the Executive Committee.

**Section 5. Secretary:** The Secretary shall attend and keep the minutes of all such meeting and shall have charge of all NDYSA books, records and papers; Shall perform all such duties as are incident to this office. The Secretary shall be a member of the Executive Committee.

**Section 6. Finance Officer.** The Finance Officer shall have custody of the bank account reconciliation statements and any savings accounts or money market type accounts. The finance officer shall be required to give a written report at all scheduled meetings, furnish copies of all bank reconciliation statements since the last meeting, shall serve as part of the annual financial

**and budgeting process, and shall perform other duties as are incident to the office. The Financial Officer shall be a member of the Executive Committee.**

**Section 7. Executive Director: The Executive Director shall perform such duties as are assigned by the President, the Executive Committee, or the Board of Directors so as to meet NDYSA objectives for the term determined by the Executive Committee and Directors. The Executive Director shall be specifically responsible for the following duties:**

- (a). Dissemination of a newsletter promoting the objectives of the NDYSA;**
- (b). Acting as liaison, as directed by the President, to all national organizations;**
- (c). Attending Standing Committee meetings at least once each year and at such times as deemed necessary;**
- (d). Providing a central reference point for Standing Committees and members of NDYSA;**
- (e). Prepare a preliminary budget at the direction of the Finance Officer to be approved by the Executive Committee;**
- (f). Maintain central files and records for the executive Committee and any Standing Committee;**
- (g). Provide leadership and continuity to NDYSA and administer its activities as directed;**
- (h). Maintain the bylaws and advise Affiliate Members of all national standards of the USYSA.**

**The Executive Director shall be a non-voting member of the Executive Committee.**

**Section 7. S.R.A. (State Referee Administrator): The SRA is appointed by the Directors and shall serve as a member of the State Referee Committee in administering the USSF referees within the State Association through which they are registered.**

**Section 8. S.Y.R.A. (State Youth Referee Administrator): The SYRA shall be appointed by the Directors and shall serve as a member of the State Referee Committee.**

## **ARTICLE V**

### **STANDING COMMITTEES**

**Section 1. The objectives of NDYSA can be best be met by involvement of**

**Representatives of the Affiliated Organizations. Each Affiliated Organization is entitled to any one or more of the following standing committees of NDYSA which directly affect the activities of the Affiliated Organizations:**

- (a). Coaching - One representative**
- (b). Olympic Development Program Boys & Girls - two representatives**
- (c). Recreational - two representatives**
- (d). Referee - one representative**
- (e). Summer Clubs - two representatives**
- (f). TOPSOCCER-one representative**

**The Board of Directors shall have the right to decide the propriety of any designation of representative to any standing committee by an Affiliated Organization.**

**Section 2. The Board of Directors will appoint the chairperson(s) of the committees listed above. The term of the chairperson(s) for each committee shall be from one Annual General Meeting to the next.**

**Section 3. Each Standing committee shall meet at least semi-annually, maintain an up- to-date mission statement of their committee, mail minutes to committee members and to the state office within 30 days of any meeting. Disseminate appropriate information to NDYSA Affiliate Members, ensure that all NDYSA Affiliate Members have the opportunity for committee membership, arbitrate protests and appeals within their sphere of influence, and be the disciplinary board for the sphere of influence.**

**Section 4. Each Standing Committee Chair will be invited to all NDYSA scheduled meetings and will be required to submit reports to the Executive Committee, Board of Directors and the General Membership as appropriate..**

## **ARTICLE VI**

### **EXECUTIVE COMMITTEE**

**Section 1. The Executive Committee shall be comprised of eleven members consisting of the President, President-Elect, Past President, Secretary, Finance Officer, The chairs of the six Standing Committees, and the non-voting Executive Director.**

**Section 2. The Executive Committee will as required.**

**Section 3. Within the Executive Committee will be a Finance Committee. The Finance Committee will be composed of the President, President-Elect, Finance Officer, and Executive Director. The Finance Committee shall over see the fiscal activities of NDYSA.**

## **ARTICLE VII**



## **CONTRACTS**

**Section 1. Contracts:** Any two of the following officers, President, President-Elect, Finance Officer, or Secretary may sign the written contracts of NDYSA.

## **ARTICLE VIII**

### **BYLAW CHANGES**

**Section 1. Bylaw Changes:** Bylaw changes may be made at any properly noticed NDYSA meeting. Notification of a proposed bylaw change will be in accordance with Article III, Section 5, which may be amended at said meeting. A two-thirds majority of those present will be required to pass the change.

**Section 2. Rules and Procedures:** Rules and Procedures of NDYSA shall be the governing guideline setting forth all the actions of the Board of Directors relating to State or District league rules and procedures.

**Section 3. Rules and Procedures Changes:** All changes to the Rules and Procedures must be made by the Board of Directors at any regular or special meeting. The Directors and the Secretary of each Affiliated Organization must be notified thirty (30) days in advance of the meeting of the proposed changes of the Rules and Procedures. A simple majority vote of those present will be required to pass any changes.

## **ARTICLE IX**

### **NDYSA FUNDS**

**Section 1. NDYSA Funds:** The funds of the NDYSA shall be deposited in such bank or trust company or elsewhere as the Directors shall designate, and shall be drawn upon the check or order of the persons so authorized by the Board of Directors.

## **ARTICLE X**

### **CONDUCT OF MEETINGS**

**Section 1. Conduct of Meetings.** All organizational , regular and special meetings of the Board of Directors, Executive Committee, or of the General Membership shall be conducted by Roberts Rules of Order except as otherwise specifically provided herein.

## **ARTICLE XI**

### **TERM OF OFFICE**

**Section 1. The terms of all offices shall be for two year except the Executive Director which shall be determined by the Executive Committee and the Board of Directors.**

## **NDYSA FINANCIAL POLICIES**

### **I. Bank Accounts**

- A. All bank accounts will be under the name NDYSA. There will be only one checking account for NDYSA funds.
- B. The Executive Director and Financial Officer will be signatory on all accounts.
- C. The account will be listed under the Federal Tax ID # of NDYSA, Inc.
- D. No checks, money orders, drafts or withdrawals may be made payable to the individual whose signature is on the check, money order, draft, withdrawal. The same will apply to family members of the individual signing the check, money order, draft, or withdrawal.
- E. The bank statements will be sent to the Finance Officer. The Finance Officer will then forward the bank statements and copies of all financial records for that month (copies of check stubs, check register, etc.) to the Executive Director who will reconcile the account(s) and maintain the required records. These reports will be presented at the regular scheduled Board Meetings of NDYSA.

### **II. Deposits**

- A. All monies will be sent directly to the Executive Director who will be responsible for seeing that these funds are deposited into the proper account.  
month will be paid by the end of the month, with the exception of reports held for question by the Financial Officer and/or Executive Director.
- C. Requests for reimbursement that is budgeted under the respective NDYSA program budget will be approved by the appropriate Program Director or Committee Chair and forwarded to the Executive Director for payment.

### **V. Reporting**

- A. The Financial Officer will send the bank statement and all required documentation to the Executive Director who will reconcile the account(s) and forward all required information to the NDYSA Program Director or Committee Chair on a monthly basis.
- B. A copy of the monthly transactions and a financial report will be sent to each person named on the account on a monthly basis unless there has been no activity in that account for that month.
- C. An income statement will be provided to the NDYSA Board of Directors at all regularly scheduled meetings.

### **VI. Petty Cash Accounts**

A. The Program Director or Committee Chair may set up a checking account which will be treated as a petty cash account for the specific program.

B. The petty cash account will be used for administrative expenses only. These expenses will include telephone, postage, printing, and office supplies.

C. The petty cash account will carry a maximum balance of \$1,000.00 and should have a minimum balance of \$500.00.

D. An accounting of expenditures (with receipts) from these accounts will be submitted to the Executive Director on a monthly, or as needed, basis. The Executive Director will then issue a check for the total amount of the receipts in order to replenish the account to a balance to a balance of \$1,000.00.

E. Travel advances or other advances issued to the Program Director or Committee Chair will be issued separately and will not come out of the petty cash account, nor are they to be deposited into these accounts.

F. Permission to establish a petty cash account must be received from the NDYSA Executive Board prior to the establishing of a petty cash account.

## VII. Credit Cards

A. Credit cards may be issued to those individuals as approved by the NDYSA Executive Board. These credit cards shall be issued to and the in the name of NDYSA.

B. The annual fees for credit card(s) shall be paid by NDYSA and charged to the card holder's program budget. The billings from the credit card shall be mailed directly to NDYSA, which in turn shall see that payment is made on a timely basis to avoid any and all interest charges.

### C. Reporting.

1. Each card holder shall be responsible for providing a signed and properly completed 'NDYSA Request for Reimbursement Form' with receipts attached for all charges in excess of \$30.00 to the Executive Director within (30) days of the incurred expenses. Details of charges may be required.

2. If the proper documentation is not received within the specific time period, a letter will be sent to the non-reporting person advising the person that is submission is not received within seven (7) days, the credit card issued to the delinquent person will be subject to cancellation.

3. At no time will any personal expenses or charges be allowed on any NDYSA credit cards.

## VIII. Delinquent/Late Payment Procedures

A. NDYSA will have the responsibility of sending a printed invoice to the last address on file with the Executive Director to all members.

1. In order to facilitate the invoice any member not providing a current officer roster with names, position, address, phone number, fax number and e-mail will be considered in violation of NDYSA rules and procedures. This information must be provided if the office holder has such information available.

2. Each member will be responsible for payment of player registration and coaches fees at the time the registration is sent to NDYSA. NDYSA WILL NOT INVOICE THESE FEES. They are due upon registration.

3. NDYSA will invoice annually all fees other than the player and coach registrations.

### B. Penalties.

1. Any fees not remitted to NDYSA within 60 days of the date of the invoice will incur a minimum \$25.00 late fee and 12% interest per annum. Interest will be charged as of the original date of the invoice.

2. Any fees outstanding after 90 days of the date of the invoice will result loss of the members tournament participation.

3. Fees outstanding after 120 days from the date of the invoice will cause the member to be suspended from participation in NDYSA meetings.

4. Fees outstanding 180 days from the date of the invoice will cause the members membership to be suspended. A letter will be mailed to all coaches and referees informing them of the suspension.

C. Any member that feels they have been wrongly billed may request that they have a disputed/protected fee.

1. Any fees that are in dispute must be remitted to NDYSA. Disputed fees will be resolved by 2 members form the Board of Directors, 2 names from the Executive Board and the Executive Director.

2. Once a member requests that they have a protested/disputed fee, NDYSA must call this 5 member committee together within 90 days to rule on the dispute. NDYSA will immediately refund any fee, interest, and penalties that NDYSA has received. If a member does not pay any disputed fees, the member will be considered in arrears and subject to the penalties of the NDYSA penalties for nonpayment.

## IX. Delinquent/Late Payment Procedures.

A. NDYSA will have the responsibility of sending a printed invoice to the last address on file with the Executive Director to all board members.

1. In order to facilitate the invoice any member not providing a current officer roster with names, position, address, phone number, fax number or e-mail will be considered in violation of NDYSA Rules and Procedures. This information must be provided if the office has such information available.

2. Each member will be responsible for payment of player and coach registration fees at the time of registration is sent to NDYSA. NDYSA WILL NOT INVOICE THESE FEES. They are due upon registration.

3. NDYSA will invoice annually all fees other than the player and coach registration.

#### B. Penalties

1. Any fees not remitted to NDYSA after 60 days of the date of the invoice will incur a minimum \$25.00 late fee and 12% interest per annum. Interest will be charged as of the original date of the invoice.

2. Any fees outstanding after 90 days will result in the loss of the members tournament participation.

3. Fees outstanding after 120 days from the date of the invoice will cause the member to be suspended from participating in NDYSA meetings.

4. Fees outstanding after 180 days from the date of the invoice will cause the members membership to be suspended. A letter will be mailed to all coaches and referees registered to the member informing them of the suspension.

C. Any member that feels they have been wrongly billed may request that they have a disputed/protsted fee.

1. Any fees that are in dispute must be remitted to NDYSA. Disputed fees will be resolved by two (2) members from the Board of Directors, two (2) members from the Executive Committee and the Executive Director.

2. Once a member requests in writing that they have a protested/disputed fee, NDYSA must call this five (5) member committee together within 90 days to rule on the dispute. NDYSA will immediately refund any fee, interest, and penalties that NDYSA has received if the finding is in favor of the member.

3. If a member does not pay disputed fees it will be considered in arrears and subject to the penalties of the NDYSA penalties for non- payment.

X. Cash Handling Requirement.

A. This Policy is established to provide the controls for receiving cash by NDYSA. When cash is received by and agent of NDYSA, it should be taken in the presence of another agent of NDYSA (or and adult) whenever possible. Cash should not be deposited by NDYSA without a voucher receipt signed by two agents of NDSYA. The following example shows what sequence should occur when cash is presented to NDYSA.

Player x shows up at a designated ODP Clinic or other NDYSA event and \$25.00 cash is handed to an official coach (agent) in the presence of another coach (agent) or adult. A cash receipt voucher should be completed at that time with a copy given to the person paying in cash. At the end of the event, two agents will count and verify the cash received totals and the completed cash receipt vouchers, the original will be torn out of the cash receipt book and, along with the cash, submitted to the executive director for deposit. The date this is sent to the executive director shall be recorded on the voucher copy that remains in the book.

B. The cash receipt books should be made available at a minimum to the ODP Chair, Coaching Chair, and Executive Director. The cash receipt book from each group shall available for review to compare with the actual deposits made by the executive director, perhaps at the quarterly meeting, for example. The cash receipt book is a hard cover book containing three part receipt forms. The original of the completed form will be submitted to the executive director and one copy maintained in the book. The 3<sup>rd</sup> copy is available to anyone who makes a cash payment.

C. The executive director and finance officer should never receive cash directly from any participant or adult at any time. Cash to be deposited by the executive director should have the appropriate receipt(s) with the cash before it is deposited. The finance officer should never handle cash as his/her purpose is to assured that cash has been handled with the controls established herein.

#### X. Other

A. Any matters not provided for in these policies and procedures will revert to NDYSA rules, policies, and procedures. In the event that there is no provision in the NDYSA rule, policies, or procedures, the matter will be determined by the Executive Board.

# **North Dakota Youth Soccer Association**

## **Grant Procedure and Policy**

I. Grant Program. NDYSA and its Board Of Directors will accept grant applications from organizations within North Dakota. The NDYSA Grant Program will be for the direct benefit of soccer.

II. Grant Fund and Amounts To Be Dispersed. The NDYSA Board of Directors will establish the initial Grant Fund in an amount not to exceed the amount of interest earned on Certificates of Deposit from the past three Fiscal Years--2000, 2001 and 2002. Thereafter, Fiscal Year 2003 and beyond, the Grant Fund will be increased by the actual amount of interest earned on NDYSA investments from the previous fiscal year. The NDYSA Board of Directors will determine the amount to be dispersed in the first year of the Grant Program (FY 2003). Thereafter, FY 2004 and beyond, the amount to be distributed each year by NDYSA from the Grant Fund will not exceed the amount of interest earned on NDYSA investments from the past fiscal year--September 1 thru August 31-- by more than 110%. The Grant Fund will be monitored as a separate dollar amount by the NDYSA Financial Officer.

III. Application Process and Deadline. Soccer organizations may submit a Grant Application Form to NDYSA (See VII below). Any incomplete application will be returned to the requesting organization. Applications must be post marked on or before November 1. Application must be received by NDYSA by November 15. NDYSA President will designate three members from the current Board of Directors to serve on the Grant Review Panel. The Grant Review Panel will be the reviewing/ approving/disapproving authority for all completed Grant Applications. Applications will be reviewed for approval (disapproval) by Jan 15.

IV. Grant Review/Approval/Disapproval. The Grant Review Panel will approve for dispersal from the Grant Fund the amount designated in paragraph II. The NDYSA Finance Officer will be consulted prior to completing the Grant Review Process to ensure the amount that may be dispersed that fiscal year is known to the exact dollar.

Grant Applications may be submitted for amounts up to \$2,000. Grants may be approved for partial or full amounts at the discretion of the Grant Review Panel. Decisions of the Grant Review Panel will be approved by the Board of Directors. Winners will be announced and their checks presented at the Annual General Membership (AGM). If a representative is not present at the AGM to accept the Award Check, then it will be mailed to directly to the organization mailing address.

V. Number of Times Grant Can Be Submitted. An organization is not limited to how many times they may submit or resubmit a Grant Application in subsequent years.

VI. Record Keeping. Copies of Approved and Disapproved Grant Applications will be maintained and filed for a minimum of two years in the NDYSA State Office.

VII. NDYSA Grant Application (under separate page).



**North Dakota Youth Soccer Association  
Grant Application**

**Application Deadline: Must be Post Marked by December 1**

Name Of Organization Requesting This Grant \_\_\_\_\_  
Street Address Of Org. \_\_\_\_\_ State \_\_\_\_\_ Zip Code \_\_\_\_\_  
Person To Contact \_\_\_\_\_ Phone # \_\_\_\_\_  
E-Mail Address \_\_\_\_\_ Date Of Application \_\_\_\_\_

Answer the following questions. Please use a separate pages if necessary. . You may submit supporting documents such as club budgets, estimates of repair/work, price lists, etc. Mail completed grant request to: NDSYA, 3022 Walnut Street, Grand Forks, ND, 58201.

- 1. Purpose Of Grant (one sentence) \_\_\_\_\_  
\_\_\_\_\_
- 2. How Will This Grant Directly Improve/Effect Soccer Within Your Club/Community? \_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

- 3. Grant Request Amount (not to exceed \$2,000) \_\_\_\_\_
- 4. Total Organizational Budget For Current Fiscal Year \_\_\_\_\_
- 5. Dates Covered By This Budget (Month/Day/Year) \_\_\_\_\_
- 6. Total Program Or Activity Budget \_\_\_\_\_
- 7. Dates Covered By This Program Or Activity Budget (Month/Day/Year) \_\_\_\_\_
- 8. Program Or Activity Name (If Applicable) \_\_\_\_\_

**-----NDYSA Grant Review Panel Use Only-----**

Date Application Received \_\_\_\_\_ Is The Applicant A Member Of NDYSA? \_\_\_\_\_  
Has The Applicant Paid The Current Year Membership Fee? \_\_\_\_\_  
Is The Applicant A Member In Good Standing In NDYSA? \_\_\_\_\_  
Is This Grant Application Complete? \_\_\_\_\_ If Not, Date Returned \_\_\_\_\_

Names/Signatures Of NDYSA Board Of Directors Reviewing This Grant (minimum of 3)  
1. \_\_\_\_\_  
2. \_\_\_\_\_  
3. \_\_\_\_\_

Grant Is Approved \_\_\_ Grant Is Disapproved \_\_\_ Grant Is Approved for \$ \_\_\_\_\_ Date \_\_\_\_\_

**NORTH DAKOTA YOUTH SOCCER ASSOCIATION  
PLAYER /ADULT PROTECTION PROGRAM**

**Purpose:**

To protect and provide a safe and healthful environment to the players participating in NDYSA's sanctioned Affiliate Members, programs (Rec- ODP), and tournaments.

**Background:**

As awareness increases about the risks associated with individuals working with children who abuse their authority by committing sexual, physical, mental and emotional abuse, there is a need to provide a means of protection. In August 1994, the United States Youth Soccer Association (USYSA) approved the KidSafe Program and placed it into effect immediately. As a part of this program, the USYSA charged each state organization with the responsibility of developing a written program outlining safety guidelines and procedures.

**Position Statement:**

NDYSA and its Affiliate Members shall not knowingly permit any person convicted of a crime against persons, a crime of violence, or the sale of illegal substances within the last 15 years to become or remain in any volunteer position for the organization. If background checks reveal convictions of any crimes within the past 15 years from the date of application, the person's application shall be rejected or s/he will be dismissed from any position s/he holds in the organization. Any convictions occurring more than 15 years ago may be considered by the Risk Manager in the determining of the applicant's suitability for the position, but will not automatically disqualify the application. (See NDYSA Player Protection Policies)

**Applicability:**

The policy applies to any of the following that have regular contact with those defined as "Players," as stated in the Player/Adult Protection Guidelines (included in this document):

- A. Coaches, assistant coaches and coaching-related positions
- B. Trainers
- C. Team Managers/Responsible Adults affiliated with the team
- D. Board of Directors or managers of all Affiliate Members, leagues and organizations associated with NDYSA, including those serving on the NDYSA Executive Board and Operating Committee Members
- E. All employees of NDYSA
- F. All independent contractors who enter into contracts with NDYSA, if they have contact with those identified as "Players"

**Responsibilities:**

Note: The NDYSA Board of Directors has identified the State Coach as the Statewide Risk Manager to assist and advise Affiliate Members in this endeavor.

**1. Affiliate Member Board of Directors or Presidents will:**

Designate a local Risk Manager and alternate to serve as the liaison to the NDYSA State Risk Manager (SRM).

Ensure that all affected volunteers comply with this policy.

Ensure complaints of abuse are investigated and reported to the NDYSA-SRM.

**2. Affiliate Member Risk Managers will:**

- a) Serve as liaison to the NDYSA-SRM.
- b) Distribute and collect Disclosure Statements completed by those positions as defined.
- c) Forward all Disclosure Statements to the State Risk Manager for potential background checks and administration of any necessary discipline.
- d) Receive and forward to the SRM, complaints of violations of the guidelines and policies, including complaints of physical or sexual abuse of a player. Complaints of such abuse should be reported immediately to the local law enforcement authorities.
- e) Advise the local Board of Directors on modifications, additions and enforcement of guidelines and policies.

**3. State Risk Manager will:**

- a) Ensure that all Affiliate Members comply with the guidelines and policies.
- b) Serve as liaison to the Affiliate Member Risk Managers and will be responsible for sharing information, publications, materials and ideas to better prepare Affiliate Member RM's for this duty. In addition, the State Risk Manager shall conduct training for Affiliate Member Risk Managers on how to handle complaints and determine appropriate discipline for guideline violations.
- c) Contract with a reliable agency to perform background checks on persons designated by these policies.

Determine if a person should be excluded from participation or involvement in NDYSA programs, based on the information received through the disclosure statements or background checks.

Notify applicants or existing members in writing by certified mail of their rejection or expulsion.

Notify the State Coaching Director and the NDYSA Board of Directors of the unacceptability of an applicant or member.

- f) Receive and investigate (from the affiliate member's Risk Manager) and complaints of violations of the guidelines and policies, except complaints of physical or sexual abuse of a player. Complaints of such abuse should be reported immediately to the local enforcement authorities.
- g) Compile a written report of each non-abuse violation investigated, including steps taken, persons spoken to, and findings regarding the allegation.
- h) Upon investigation, impose discipline on persons found to have violated the guidelines and policies.
- i) Notify the complainant and the accused of the findings regarding alleged violations and discipline imposed.
- j) Provide information regarding the right to appeal with the notification of findings.
- k) If decision is appealed, submit written report to Appeals Committee and appear at hearing.
- l) Advise the affiliate Board of Directors on modifications, additions and enforcement of guidelines and policies.

- m) Collect disclosure statements and have background checks performed insofar as the State staff, Board Members, volunteers for State tournaments or other persons involved with State-run events are concerned.
- n) Periodically review and update this policy as needed.
- o) Receive copies of all written reports of Affiliate Member Risk Managers regarding alleged player physical or sexual abuse and harassment. The State Risk Manager shall maintain confidential files of all abuse and harassment reports made against persons involved with the sport. Copies received shall be forwarded as required by USYSA.
- p) Upon request by an Affiliate Member Risk Manager, or in the event a complaint is made against a Risk Manager or a member of his/her immediate family, investigate the complaint, make findings and determine the appropriate discipline, if necessary.

General Procedures:

1. A per player/coach fee will be collected to cover the expense of an external vendor or additional staff person performing the background checks.
2. Informational gathering:
  - A. Disclosure forms will be distributed annually and as needed.
  - B. Volunteers/Staff must complete a disclosure form upon initial appointment and every two years thereafter.
  - C. Background checks will be conducted under the auspices of the State Risk Manager.
  - D. All information provided to the Affiliate Member and forwarded to the State Risk Manager is to be held in strictest confidentiality.
3. Notification:
  - A. All notification must be conducted in writing and delivered by certified mail. If the State Risk Manager determines that a person should be excluded from participation in NDYSA programs, a request for their resignation (within ten days of receipt of the letter) shall be included.
  - B. Both complainant and accused must be notified of any findings.
  - C. Information regarding the appeals process must be made available, in writing, at the time of notification of decision.
4. Appeals Process:
  - A. Either party in a complaint may appeal the decision rendered by the State Risk Manager.
  - B. Appeals will follow the NDYSA/USYSA guidelines. Please refer to the YSA/USYSA Administrative Rulebook for appeals procedures.
5. Failure to Comply:
  - A. If an Affiliate Member does not identify a Risk Manager, the roles and responsibilities of that position will fall to the President or Executive Officer.
  - B. If an Affiliate Member allows a person to continue to participate after information

indicates that individual should be excluded, that Affiliate Member will be in violation of the stated policies and guidelines and liable to disciplinary action from NDYSA. The penalties for failing to comply are as follows:

1. First Violation – The Affiliate Member may be assessed up to a \$500 penalty.
2. Second Violation – The Affiliate Member may be assessed up to a \$500 penalty and the Affiliate Member and its teams will not be allowed to compete in or host any NDYSA sponsored events or tournaments.
3. Third Violation – The Affiliate Member may have its NDYSA affiliation revoked for up to two years.

C. If an applicant or existing volunteer refuses to provide information for a Disclosure Statement, they will automatically be excluded from further participation in the organization.

## PLAYER PROTECTION POLICIES

### **NDYSA has adopted the following Player Protection policies:**

1. The Affiliate Member shall distribute to all members of the organization copies of the Player/Adult Safety Guidelines.
2. All applicants for positions as coaches, assistant coaches, athletic trainers, team managers/responsible adults, and Board Members shall return a completed Disclosure Statement to the Affiliate Member's Risk Manager prior to beginning their work with the organization's youth. The Risk Manager shall also have Informed Consent/Disclosure Statements signed by any other volunteer s/he deems necessary due to the volunteer's access to the youth of the organization.
3. The Affiliate Member will forward the Informed Consent/Disclosure Statements to the State Risk Manager to have background checks performed on 10% of all applicants for positions as coaches, assistant coaches, athletic trainers and board members. Background checks will not be repeated on an applicant more than once every four years. Background checks on volunteers not holding the positions specified above will be discretionary, not mandatory.
4. NDYSA and its Affiliate Members shall not knowingly permit any person convicted of a crime against persons, a crime of violence, or the sale of illegal substances within the last 15 years to become or remain in any volunteer position for the organization. If background checks reveal convictions of any crimes within the past 15 years from the date of application, the person's application shall be rejected or s/he will be dismissed from any position s/he holds in the organization. Any convictions occurring more than 15 years ago may be considered by the State Risk Manager in the determining of the applicant's suitability for the position, but will not automatically disqualify the applicant.
5. The Affiliate Member shall appoint a local Risk Manager to distribute and collect the Informed Consent/Disclosure Statements and to act as a liaison between the Affiliate Member and the State Risk Manager.

6. The Affiliate Member, and/or NDYSA, shall discipline persons found to have violated its Guidelines and Policies.
7. The State Risk Manager shall share information found in performing background checks with the Affiliate Member Risk Manager.
8. In the event the Affiliate Member receives a complaint of physical or sexual abuse of a player, the Risk Manager shall report the abuse to the local law enforcement authorities.
9. After a physical or sexual abuse complaint has been formally lodged with the local law enforcement authority, the Risk Manager shall inform the alleged offender, in writing, by registered mail, that s/he is suspended immediately from all activities within the organization until the complaint is dismissed.
10. If any complaint is filed with NDYSA regarding a violation of Player/Adult Protection Guidelines or the organization's Harassment Policies, other than physical or sexual abuse, the State Risk Manager shall speak to all parties involved, make a written report of the complaint and his/her findings, and shall make a decision regarding discipline (if appropriate). If either party, the complainant or the accused, wishes to appeal the decision or discipline rendered by the State Risk Manager, they may do so to the NDYSA Appeals Committee.
11. The Appeals committee shall hear the complaint in person or in writing. After hearing the complaint and any response, and reviewing the report of the State Risk Manager, the committee shall make its findings and determination.
12. The affiliate Member shall send copies of such reports regarding alleged physical or sexual abuse of a player to the State Risk Manager. The State Risk Manager shall maintain confidential files of all abuse complaints made against persons involved in the organization.

## **PLAYER/ADULT PROTECTION GUIDELINES**

### **DEFINITIONS**

For the purpose of this document, we will define **ADULT** as those persons in their roles as coach, assistant coach, board member, team manager or volunteer who works with, for or around **PLAYERS**. This would include anyone older than the age group they are interacting with; for example, a 15-year old assistant coach of a U-11 team would be considered an **ADULT** for the purposes of these guidelines.

**PLAYER** defines all persons who are members of or play on a soccer team. This definition does include those **PLAYERS** who participate at the U-19 level, even though they may be of legal age.

In the example of the 15-year old assistant coach: if s/he is also a rostered participant on a U-16 or higher team, that person is also subject to the guidelines applicable to a **PLAYER**.

## GUIDELINES

These guidelines recognize that the lines of authority and separation between adults and players must be recognized and respected. Generally, players are children and as such, deserve special protection. These guidelines provide that protection while setting levels of acceptable conduct for adults.

### Physical Contact

- A. **ADULTS** must be aware that any physical contact with **PLAYERS** can be misinterpreted. Physical contact should be limited to that necessary and appropriate to teach a skill, treat an injury, or console or congratulate a **PLAYER**. In the instance of teaching a skill, minimal contact should be involved and none which places the **ADULT** in a position of power and/or intimidation; for example, taking a **PLAYER** by the shoulders and physically moving them to another field or body position.
- B. Sexual contact of any kind or type is prohibited between **ADULTS** and **PLAYERS**, whether or not contact is consensual. [The exemption to this guideline would be in the event of player/coach spouses or legally-declared domestic partners.]

### Social Contact

- A. **ADULTS** should not socialize or spend time alone with **PLAYERS** except at games, practices or team functions. An **ADULT** in a one-on-one situation with a **PLAYER** is generally inappropriate.
  1. **ADULTS** should avoid instances such as driving alone with a non -family **PLAYER**. However, in the event that a **PLAYER** remains on a field waiting for transportation, the **ADULT** should wait with the **PLAYER** on the field to guarantee the **PLAYER'S** safety and well being. (**ADULTS** should stress with their **PLAYERS'** parents the responsibility for safe and timely transportation to and from the field.)
  2. During out-of-town tournaments, a non-parent/custodian **ADULT** shall not share any sleeping arrangements with a **PLAYER** or **PLAYERS**.
  3. **ADULTS** should respect the privacy of **PLAYERS**. If shower or changing room facilities are available, schedules should be arranged so that **ADULTS** and **PLAYERS** have separate use. If using a changing room, **ADULTS** should provide privacy for **PLAYERS** to make necessary preparations before entering for pre/post-game discussions. In additions, **ADULTS** should not allow others to enter except by the expressed wish of the **PLAYERS** still present.

### Health and Well-being

- A. **ADULTS** share the responsibility for the **PLAYERS'** health while at practices, scrimmages and games. **ADULTS** should have **PLAYERS'** release forms and medical kits with them at all times. **ADULTS** are also responsible for seeing that the field conditions are safe for the **PLAYERS** and that the field equipment is in good, safe condition prior to the start of any activity.
- B. Head injuries resulting in disorientation should result in a **PLAYER** remaining out of the game.
- C. **ADULTS** transporting **PLAYERS** must model safe driving techniques and enforce seat belt use with **PLAYERS** and other vehicle occupants.

- D. **ADULTS** need to be aware of signs of neglect and abuse (physical, emotional or sexual) of the **PLAYERS**. Observations should be reported to the local law enforcement agency.

Language

- A. Offensive and insulting language by **ADULTS** or **PLAYERS** is unacceptable. **ADULTS** should model good communication skills.
- B. Language that is denigrating in nature, content or tone or refers to one's gender, race, national origin, disability, sexual orientation or religion is unacceptable.
- C. Inappropriate language targeting officials, opponents or spectators may be grounds for **PLAYER** penalties or **ADULTS'** removal from the game and/ or the premises.

**VIOLATIONS**

- A. Violations of these guidelines by **ADULTS** or **PLAYERS** will subject them to disciplinary actions, including but not limited to, warning, sanctions, suspensions or release by the Affiliate Member and/or NDYSA.
- B. Appropriate legal authorities may be called upon based on the nature of the violation.
- C. Anyone witnessing a violation of these guidelines should report the violation to the State Risk Manager/President Elect of NDYSA.



**NDYSA ADMINISTRATIVE HANDBOOK  
PROPOSED CHANGE  
FORM**

**THIS CHANGE IS PROPOSES BY** \_\_\_\_\_ **(name)**  
\_\_\_\_\_ **(club or title)**

**Today's date is** \_\_\_\_\_

**1. This Change effects page(s)** \_\_\_\_\_.

**2. Recommended Change is as follows:** \_\_\_\_\_  
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**3. Rational for this proposed change.** \_\_\_\_\_  
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\_\_\_\_\_  
\_\_\_\_\_.

**4. Reviewed by** \_\_\_\_\_ **(name)** \_\_\_\_\_ **(date)** \_\_\_\_\_

**5. Recommend Adoption** \_\_\_\_\_ **or Disapproval** \_\_\_\_\_

**6. Rationale:** \_\_\_\_\_  
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