

Mother Lode Youth Soccer League (MLYSL) General Policies & Procedures 2023



Mother Lode Youth Soccer League
PO Box 1504, Jackson, California 95642

Part of
California Youth Soccer Association North



Updated 2023

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Authority

The Mother Lode Youth Soccer League (MLYSL) is governed by its Constitution and Bylaws, and General Policies and Procedures adopted by the Board of Directors, the Constitution and Bylaws, Specific Rules and Procedures of California Youth Soccer Association North (Cal North), and the rules established by the United States Youth Soccer Association (USYSA) and United States Soccer Federation (USSF).

According to the Mother Lode Youth Soccer League Bylaws, the General Policies and Procedures of MLYSL shall be reviewed annually, and recommended changes shall be forwarded in writing to the MLYSL Board of Directors no later than 30 days prior to the February regular meeting. An amendment to the General Policies and Procedures shall be deemed adopted by a simple majority vote of the League Board of Directors.

The Board of Directors can adopt specific rules each year without the vote of the membership provided that the rules are not inconsistent with the Constitution and Bylaws of the League.

The Board shall have the authority to approve and require approval of any procedures, appointments, and interpretations of League Policy made by any committees of this organization not explicitly provided for in the Constitution and Bylaws.

Administration Policy

Purpose - The MLYSL believes in the importance of transparency in the governance of the organization. The MLYSL understands its duty to effectively communicate information to the members of the organization. In that regard, the MLYSL will strive to keep all records up to date and provide easy access to current documents and actions by the governing Board of Directors.

1. World Wide Website - The MLYSL shall maintain a website for the purpose of posting current MLYSL information, contacts, activities, schedules, calendars, and any other information beneficial for coaches, players, parents, and the community.

No personal player information shall be posted to the site including home telephone numbers and addresses. Any MLYSL Board member's personal information shall be posted with the approval of the individual Board member.

2. Calendar of Events - All MLYSL activities including meetings, clinics, and tryouts shall be consolidated and maintained by the MLYSL Web Master and posted on the MLYSL website.

MLYSL Board Members are responsible for providing information to the MLYSL Web Master for inclusion on the calendar.

3. Information Technology - The MLYSL shall explore and implement to the maximum extent possible use of the latest information technology tools, including electronic mail and an MLYSL website.

4. Electronic Mail (email) - The fastest means available to disseminate information and to communicate between MLYSL, district, state level positions, and agencies is through email. MLYSL shall provide an email account for all MLYSL board positions.

5. Meeting Minutes - The MLYSL Secretary shall record all meeting minutes for all annual and regular meetings of the MLYSL. Committees that meet as a working group require no minutes; however, a full report shall be given at the next scheduled Board of Directors meeting. In the absence of the MLYSL Secretary, the MLYSL President shall appoint an acting secretary who will record the minutes.

At no time shall minutes include what members, favorable or otherwise, specifically said. Only the recording of the report, vote, or decision is required. MLYSL Board members may request that their individual vote be recorded on specific topics.

Reports from board members and committees shall be included as attachments.

6. Filing – Redacted minutes shall be posted on the MLYSL website.

7. Board Member Listings - A listing of MLYSL board members including position, name, address, preferred telephone number and email address shall be produced by the MLYSL Secretary for use by the MLYSL. This information shall only be used for conducting business required of the board position. The information shall not be provided to anyone outside the League without the consent of the Board member.

8. Team Packets - Annually the MLYSL should prepare and assemble items that will be provided to each team.

- a) Board of Directors Contact Information
- b) Reference page including how to access MLYSL Constitution, Bylaws, General Policy and Procedures and Specific Playing Rules.
- c) Team Uniform
- d) Team Roster
- e) Game Schedule
- f) Picture Schedule

9. Postal - MLYSL shall maintain a post office box year round.

10. Printing Services - The MLYSL shall coordinate and bear the cost of all MLYSL level communications, Seasonal tryout flyers, recreational registration flyers (returning players and school distribution), stamps, Annual Appreciation Dinner and MLYSL Annual General Meeting notification.

Coaches' Code of Conduct

Purpose - Coaches are role models. They play a leading role in helping our children learn good sportsmanship and self-discipline. MLYSL believes that coaches have a responsibility to inspire our children through the fundamental principles of teamwork and fair play, while focusing on the fun of soccer. MLYSL believes that coaches are, first and foremost, teachers who have a duty to assure that their actions and words promote important life skills and the development of good character in our children.

The primary goal of the recreational soccer program of MLYSL is for the players to have fun within a learning/teaching environment. The recreational program is not about winning, it is about teaching, so that children have fun, learn to love the game of soccer, and to become as skilled a soccer player as possible. The most enjoyable aspect of soccer for the players is kicking the ball.

In line with this purpose statement, the MLYSL requires all coaches and assistant coaches to follow the Coaches' Code of Conduct at all times during their participation as coaches with MLYSL. The Coaches' Code of Conduct shall state the following:

1. I understand the importance of providing a positive experience and environment for the players

As a coach, I understand that MLYSL has given me the privilege and primary responsibility for developing players – not only with regard to their soccer skills but their life skills as well. I will always put their well-being first. I will strive to ensure that the players have a positive soccer experience. I will teach my players basic skills, techniques and strategies, and I will give all my players the opportunity to improve their skills, gain confidence, and develop self-esteem at practice and in games. I will arrive on time to practices and games wearing proper soccer attire at all times.

I will never ridicule or shout at players when they make a mistake or when the team loses a game.

I have a responsibility and duty to let players “play the game” and for this, I set the tone. I will limit my coaching during games by refraining from continual commentary and instructions to my players. I understand that running “play-by-play” commentary during games drags the team down in the long run and suggests that I have not adequately prepared my team for the match.

In addition, I'm responsible for the conduct of my players and spectators on our side of the field, specifically as it relates to the referees, other coaches, and opposing players. I will monitor my sidelines to ensure there is no coaching by parents. “Go”, “Shoot”, “Send it” and other similar comments are interpreted as instructions and as such are not acceptable. No matter how good the intentions are, I will insist that parents not shout instructions to players. Also, I will demand spectators not yell or complain to referees or officials during or after games. I will continue to stress that spectators should offer unlimited vocal support and positive encouragement for all players after good plays.

I am committed to improving my knowledge of the game through coaching education and various training programs, and I will prepare for each game by creating a strategy suitable for the competition.

2. I understand that soccer is more than the scoreboard

I understand that the score of a game comes second to the safety and welfare of all my players. I agree to put winning in its proper perspective. I understand that the children I coach today will remember many of the things I do and say when they are adults. I will show unwavering respect for all players, parents, the officials, and the opponents.

3. I understand my role as a coach when it comes to opposing teams

I understand that I represent MLYSL and the community at large. I will demonstrate good sportsmanship at all times. I will not coach, nor allow my players to play, with intent to cause injury to opposing players. I will strive to ensure that neither I nor my players and spectators display hostile behavior towards opposing coaches, opposing players, and opposing parents or family members. I will actively discuss with my players the importance of character, ethics, and sportsmanship. I will never allow or participate in any type of boastful celebrations, or other actions that demean individuals or the sport. I will be gracious in victory and accept defeat with dignity. At the end of each game, my players and I will give our opponents a handshake, and I will instill respect in pre- and postgame rituals.

4. I understand the importance of allowing referees to judge the game

I will let referees judge the game. I will endeavor to instill in my players and my sideline spectators a respect for referees. I understand that my attitude can influence my players and spectators. I will display a controlled, restrained, and sportsmanlike attitude toward referees at all times.

5. I will abide by the laws of the game

I understand that I am responsible for understanding and competing within the letter and the spirit of the Laws of the Game. I will teach my players to understand and play within the letter and spirit of the Laws as well. I will never, knowingly or intentionally, violate any provision of my Club or League playing time guidelines or other rules and guidelines established by MLYSL.

6. I understand that I represent MLYSL and the Community in general

I agree to conduct myself with dignity and to maintain the highest standards of conduct as a coach with MLYSL. I will always display good sportsmanship and fair play, and I will encourage the same from my players, colleagues, parents, and spectators.



Mother Lode Youth Soccer League Coach Policy Form



1. I will place the safety and welfare of all players before the value of winning.
2. I will always show respect for players, other coaches, and game officials.
3. I will lead by example, demonstrating fair play and sportsmanship at all times.
4. I will demonstrate knowledge of the rules of the game, and teach these rules to my players.
5. I will treat everyone with dignity. I will not use abusive or insulting language.
6. I will report inappropriate behavior or infractions by any MLYSL coach, parent, and player, regardless of the situation.
7. I will be prepared to check in with the referee of each game with player and coach passes. I recognize that missing and / or ineligible players will forfeit said players the opportunity to play.
8. I understand that if a player is not present for check in procedure prior to the start of the game, it is at the sole discretion of the referee when that player will be checked in.
9. I will correctly COMPLETE a game card prior to each game. If I am the first coach to complete the card, I will complete my section and leave the card at the referee shed for the second coach. If I am the second coach, I will complete my section of the card and deliver the card to the center referee for the game. Upon completion of the game, I will verify my team's score on the game card and initial it.
10. I will not knowingly jeopardize the eligibility and participation of an athlete.
11. Coach's actions on sidelines, during games, and at practice, shall be in the spirit of "good sportsmanship" at all times. Profanity, profane gestures, arguing, inciting disruptive behavior by spectators and/or players, or any conduct not in the spirit of good sportsmanship, shall require disciplinary action from MLYSL.
12. When a player is presenting a discipline problem the coach is responsible for notifying the Area Coordinator and Coach Coordinator immediately to seek a resolution to the problem.
13. Alcohol, tobacco, anabolic agents, illegal drugs and unauthorized prescription drugs shall not be possessed, consumed or distributed before, during or after any game or practice or at any other time at the field and/or game complex.
14. I will not insult, criticize, yell at, attempt to "educate", or otherwise approach any referee except in the common practice of checking in and operating the team during games. Referee concerns/disputes are to be handled according to District VIII and Cal North policy.
15. I understand that for any MLYSL/Cal North event, function, or otherwise that I must participate according to all rules, with the understanding that is my responsibility to obtain that information. I will always have in my possession or at the site where I am responsible for my player's physical well-being a properly filled out and signed Player Registration/Medical treatment release form and properly processed present on my team at any sanctioned game, or other "team" activity approved by MLYSL/Cal North. All such activities must be League/District/Cal North approved.

Failure to comply may result in the following:

1st Step = verbal contact by MLYSL Board Member – and/or

2nd Step = suspension and /or probation for a minimum of seven (7) days - and/or 3rd

Step = suspension and/probation for a minimum of one (1) month.

NOTE: If the offense is great enough the offending person(s) may be banned from all MLYSL events permanently.

NOTE: Any individual charged with a violation of this Code of Ethics shall be afforded due process as defined in MLYSL's Specific Rules before the implementation of any suspension unless MLYSL deems an immediate suspension is necessary to protect personnel.

I have read and understand the above.

Name _____ Date _____

Signature _____



Mother Lode Youth Soccer League Coach Ethics Form



1. It is my duty to teach all the kids on my team how to enhance their soccer skills individually and collectively. It is my duty to teach the kids on my team how to work and train together to achieve reasonable goals as a team.
2. It is my duty to discourage cheating, gamesmanship tactics, foul play, and unsportsmanlike conduct by the players on my team and the team coaching staff. I will set a high standard of integrity for my staff and players.
3. I will not allow my players, parents or assistant coach to commit referee abuse, dissent, or disrespect before, during, or following a game. I will set the proper example for my team when dealing with the referees. If a referee does not have control of a game I will not confront the referee or complain/dissent, I will contact a MLYSL league official, or I will make contact with the nearest assistant referee and "request" that the referee bring the game under control. If the referee is unable or unwilling to bring the game under control and I believe that by continuing the game I am risking a serious injury to one or more of my players I will contact a league official immediately. I will not confront a referee in an abusive manner under any conditions.
4. I will not verbally, mentally, or physically abuse my players. I will do everything in my power to make myself the best possible coach for my players. I will make the same commitment to becoming a better coach that I ask my players to make to become better players over the course of a seasonal year.
5. I will treat my players in the manner that I would like to be treated if the situation was reversed; my players were the coach and I was one of the players.
6. I will be on time for all my team training sessions and will do everything I can to be "early" and prepared to begin a training session at the predetermined time. I will make my training sessions as interesting, rewarding, and fun for the players as possible. I will run short, efficient, well thought out training sessions at all times.
7. Before, during, and after games I will maintain proper control of myself, coaching staff, players, and spectators associated/affiliated with my team.
8. I will never harass, attempt to intimidate, or be rude to any individual that is checking credentials prior to the start of any game, during league play or tournament play. I will be courteous to all league officials at all times.
9. My team and I will not do anything to bring dishonor to, or embarrass MLYSL, District 8 or Cal North by our actions on or off the playing field.
10. Youth have a greater need for example than criticism; I will be the primary soccer role model. I will conduct myself in a positive manner. I understand that coaching is motivating players to produce their best effort, inspiring players to learn and encouraging players.

By signing this Coach Ethics agreement, I am committing my team to play in MLYSL for this seasonal year, and will abide by all the rules and policies thereof.

Signature _____

Name _____

Date _____

Spirit Rule

Eight (8) Goal Rule for Recreation Play

No coach shall run the score up on another team during recreational (Class IV) play during the fall season, which includes the year end Jamboree. Running up the score constitutes an 8 goal advantage, meaning that a team cannot be more than 8 goals ahead of their opponent.

1st Offense	WARNING
2ND Offense	One (1) Game Suspension
3rd Offense	Coach Rights removed for Season and/or disbarred from MLYSL for a time period from one (1) year to permanently.

The primary goal of the recreational soccer program of MLYSL is for the players to have fun within a learning/teaching environment. The recreational program is not about winning. It is about children having fun, learning to love the game of soccer, and to become as skilled a soccer player as possible. Please talk with other coaches and/or the coach coordinator about how to control the game **before** it is 8-0. If in the first 10 minutes of the game you have a 3-0 lead, then a different game strategy becomes necessary. There are many ways to control excessive scoring on an opponent. For specific examples, please inquire with a Field Marshal and/or Board Member.

Team Formation and Coach Selection

Purpose – To ensure all players have the opportunity to play soccer no matter what their skill level is and to have fair and knowledgeable coaches.

1. **Team Formation** - Each team in each age group and each area will be formed by the Area Coordinator(s) for that specific area. If an Area Coordinator is a coach for an age group, with multiple teams, a non-biased board member will assist with the team formation for that age group. As a board member having a child in the age bracket, you should not be picking teams even if you are not coaching

The Coach's child and Assistant Coach's child will be placed on their team. Children of sponsors will be placed accordingly. Coach requests, buddy requests and special requests will be honored to the fullest extent possible but are not guaranteed. Siblings or players living in the same house and who are in the same age group will be kept together unless otherwise noted by the parents.

U6 and U8 teams will be co-ed. U10 and above will be gender specific during fall recreation season. During team formation, MLYSL will strive for equal age and gender distribution.

Players will be placed on teams in an area according to physical address. Any exceptions must be approved by the respective Area Coordinator(s).

Players registering for league play after the team formation process has been completed will be assigned to teams by the MLYSL Registrar.

The Board reserves the right to combine players from two or more areas to form teams if one or more areas have an insufficient and/or excess number of players in any age group. Players who do not wish to play on a combined team may withdraw from the league and get a refund per the MLYSL Refund Policy.

Under no circumstances will team members be allowed to decide whether or not a player can be on a team.

A player may be a member of only one recreational MLYSL team at any time.

Players will be placed on teams on a first come, first serve basis according to registration date.

MLYSL may use "special circumstances" for assigning players to allow participation of players with special needs, Accommodations may be considered if the league is provided with written request from the parents or legal guardians, and a doctor's note.

There will be No new teams formed after team formation date unless needed and approved by the board.

Stacking of teams is to be discouraged. Stacking is the process of placing players with above average skills on one team to produce a more competitive team. This can be accomplished by the coach requesting specific players or parents requesting specific coach.

2. **Coach Criteria** – To be considered as a coach, both Head Coach and Assistant Coach, for MLYSL you must be at least 16 years of age. Minors who are head coaches must have an assistant coach who is at least 18 years old and who will be present at all team functions. Coaches must also work toward obtaining Cal North coaching license, minimum level “F”.

Each Coach and Assistant Coach must successfully complete Cal North risk management process (Live Scan) prior to any MLYSL practice and/or game.

Coaches and assistance coaches, sharing the responsibility for the same team shall be registered as coaches and recognized as such. They will have all rights and years credited to them equally.

3. **Coaching Conflict**- When two or more eligible adults want to coach the same team the following criteria, in **NO** established order of importance, will be considered:

- Returning coach for that age group
- If they are already a Head Coach for another team during the same season
- Coach moving up in age group
- The person who has coached the longest for MLYSL with verifiable documentation
- Coach with the highest license
- Past disciplinary issues
- Past seasons Coach Evaluations

Each applicant may be interviewed by panel selected by the Board of Directors. Recommendations will be presented to the full Board of Directors for the final decision.

4. **Practice Times** – Coaches shall not exceed one (1) hour of practice time for the U6 and U8 players and one and a half hours (1-1/2) for all other age groups, limited to two (2) practices per week. This shall include all levels of recreational (Division 4) teams. The practice time includes warm-up, drills & skills and cool down. This is the total amount of time you have the field space for your team practice.

- Area Coordinators will assist with assigning practice times and locations.

Fields Policy

Purpose - MLYSL is committed to providing quality soccer fields necessary for the League and its Affiliated Clubs to thrive. The quality and quantity of the fields continues to be the number one issue for MLYSL. Effective short and long range planning field development is crucial to the overall health of the organization. All League members are the eyes and ears of this organization and are empowered to bring information about problem field conditions, potential practice sites, and information about future parks and schools that can provide additional fields.

- 1. Assignment & Assessment of Fields** – Area Coordinators will assign field location and times for each team in their area with practice field information. Recreational seasonal game locations and times will be given to each coach at the annual mandatory coaches meeting.
- 2. Field Standards** -. The established league standard field sizes for all age groups used for all short and long range field planning are:
 - U6 – approx. 60 feet wide by 90 feet long
 - U8 – approx. 60 feet wide by 90 feet long
 - U10 – approx. 105 feet wide to 165 feet long
 - U12 – approx. 141 feet wide by 225 feet long
 - U15 and above – approx. 225 feet wide by 336 feet long

Due to field availability in Amador County, field sizes may differ from the ideal dimensions

- 3. Field Inventory** – The MLYSL Vice President shall maintain a complete inventory of all fields including location, field dimensions, goal type and dimensions, restroom and parking availability, and the provider.
- 4. Field & Facility Use Permits** – Field use permits shall be prepared and submitted annually by MLYSL Area Coordinators for practice fields in their areas.
- 5. Liability Insurance** – For each field or group of fields utilized, MLYSL shall provide, prior to September 1 of each year, a Certificate of Insurance in the name of the field provider, agency, and private field property owner. Individual Certificates of Insurance will not be provided for each field or school within an agency.
- 6. Private Property Owner Agreements** - Written agreements between MLYSL and private property owners shall be coordinated and approved by the MLYSL Board of Directors. The agreements may be year-to-year or multi-year and must provide specifics about the field, the property owner responsibilities, team responsibilities, rules for use, and the amount of fee, if any, for use of the field.
- 7. Field Equipment Inventory** - The MLYSL Vice President shall maintain a complete inventory of all field equipment maintained by MLYSL. Field equipment is defined as portable goals, if issued, nets (including bag and stakes), and corner flags.

8. Field Equipment Assignment - MLYSL shall provide goals (permanent, temporary, or portable), nets with bag and stakes, and a set of corner flags upon the initial establishment of a game field. MLYSL shall provide subsequent goal replacements.

9. Portable Goals -. MLYSL may provide portable goals for specific game fields.

Field and Equipment Timeline		
Month	Vice President	Field Coordinator
January – March	<input type="checkbox"/> Update field inventory with new fields <input type="checkbox"/> Prepare field assignment	<ul style="list-style-type: none"> • Inventory club equipment. • Solicit information regarding jamborees and camps
April	<input type="checkbox"/> Issue Field Assignments	<ul style="list-style-type: none"> • Gather information for field inventory updates • Field equipment inventory due at meeting • Jamboree & camps information due at meeting
June		<input type="checkbox"/> Field improvement plans due at meeting
July	<input type="checkbox"/> Coordinate on Major Field Improvement Plans	<ul style="list-style-type: none"> • Portable Restroom Requests due at meeting • Field improvements status report due at meeting
August		<ul style="list-style-type: none"> • Recreational practice schedules due at meeting • Field improvements status report due at meeting
November		<input type="checkbox"/> Post-season Field Assessments due at meeting

10.Noise Makers – At no time may any noise makers be present or used at a Cal North District VIII event.

Failure to remove a noise maker from the field will result in game being forfeited.

11.Alcohol – We are a youth organization and therefore prohibit alcohol or controlled substance use before, during or immediately after a game. Any player, team official, or any other member of this Organization, who violates this prohibition, shall be subject to disciplinary action and/or suspension by the Board of Directors.

12.Tobacco – For the health and safety of our children, the MLYSL soccer complex is a tobacco free area.

13.Speed Zones – The City of Lone has a posted 10 MPH speed limit inside Howard Park and the soccer complex. MLYSL supports this speed limit and will notify law enforcement as needed when the speed limit is violated.

No Pets Policy

NO pets (including small dogs) are allowed at Cal North District 8 events, including practice and games. MLYSL defines “PET” as any domesticated or tamed animal kept for companionship or pleasure. This provision does not apply to a “service animal,” which is defined by the Americans with Disabilities Act (ADA) as any dog that is individually trained to do work or perform tasks for the benefit of an individual with a disability, including a physical, sensory, psychiatric, intellectual, or other mental disability.

FAILURE TO REMOVE PET FROM FIELD WILL RESULT IN GAME BEING FORFEITED.

A Field Marshal shall contact the offending party with the instruction “to leave the soccer complex” (See below map for complex area). A Field Marshal will alert the coach on that side of the field that the game may be forfeited. A Field Marshal will also inform the opposing coach that the game may be forfeited.

If the “PET” is not removed after clear instruction to do so, then a Field Marshal shall signal the Center Referee to call the game.

If the offending party is between fields and the Field Marshal cannot determine which game the party is watching, the Field Marshal shall alert both teams on each field.

Field Marshal

Purpose – The General Policies and Procedures and Specific Playing Rules have been established to ensure safety and fairness is had by all involved in MLYSL. Field Marshals are present to enforce these General Policies and Procedures and Specific Playing Polices.

Field Marshals are members of the Board of Directors of MLYSL.

The Field Marshal may be called upon to investigate problems that arise which are outside of the responsibilities of the referee. It is recommended that a minimum of five (5) Field Marshals be assigned to the fields during regular season. Those Field Marshals without a specific need to work the Information Booth shall walk the playing field area periodically. Other Board members (if present) may be requested to aide a Field Marshal who may need assistance in an emergency or to handle more than one issue.

One (1) Board member shall be present in the coach/referee area (information booth) to answer all questions, locate needed forms, sign out pinnies, etc. Pinnies will be counted at sign out and counted again at their return. Coach shall be liable for all unreturned pinnies, including cost to replace. This Board member will not be on active field duty.

Duty Starts between 7:00AM -7:30AM (you should arrive at least one hour prior to the first scheduled game on that day). Open the equipment shed to allow first scheduled teams to get equipment to set up the fields as necessary. Make sure the Referee Coordinator is present and has the referees assigned to the first games, and the referees have the necessary equipment, whistle, cards, flags, etc. Make sure the Coach Coordinator is present and has game cards for the day in place. Equipment shed is to remain closed and locked if necessary to prevent equipment loss.

You may want to inspect the fields for dangerous material such as glass, rocks, etc. and assist in setting up field equipment if necessary. The morning Field Marshal(s) shall be responsible for making sure the rest rooms are clean and stocked as necessary.

At the minimum of every two hours, the restrooms will be inspected and stocked for supplies and swept.

Active Field Duty is defined as roaming the fields and looking for safety problems i.e. unattended and lost children, faulty equipment, persons in the technical area (coach box) or sitting in the goal zone, and enforcing the no pet's policy. Be prepared to answer questions from players, coaches, or parents. If you do not know the answer, check with the other Field Marshals. If the answer cannot be determined, make note of the question and give the information to the President, Vice President, etc. until the question can be answered. Follow up with person(s) asking the questions.

From time to time parents and players make complaints. Most of the complaints are minor but are major issues with the person who brings the matter up. Please encourage the parent or player to complete a complaint form. This will help the Board when it comes time to pick coaches. If the problem needs immediate attention and the Board member assigned to the Information Booth or Field Marshal feels that he/she can solve the problem then they shall do so. Most questions can be answered by looking in our League Handbook or the Cal North Team Manual (both are located at the Information Booth). If the problem is complex, or is not in the immediate need of being resolved, make

a note of the complaint on the Game Day Log Sheet and put in the "Concern Form" box to be discussed at end of day.

Coaches concerns are to be filled out on the "Coaches Concern Form" located at the Information Booth. These forms are to be put in the "Concern Form" box, by no later than the end of the day; the League President or his/her designee, is to go over every concern form and make the appropriate response. All "Concern Forms" must be answered and filed in the "Concern Form" Binder.

Review the game schedule for the day and remind last teams playing on each field that it is their responsibility to turn in equipment and collect garbage or any other items left in/around their field. It is your responsibility to see that this is done.

At end of day, Field Marshals shall check to see that all equipment has been returned and stored in proper location. Make sure all signed out pinnies have been returned, if not please make note of last sign out so the Board can follow up. Field Marshals shall pickup all trash at the fields, haul garbage to the dumpster and complete a final clean of restrooms. Please make sure the shed and information booth is clean and organized for next week's game. Make sure all doors are locked and gates are closed (locked if necessary) as you leave.

Final and proper cleaning of MLYSL Restrooms to be done each and every game day including Bill Meyer League shall be done as follows:

1. Spray all fixtures with foaming cleaner and or bleach, swept floors to remove all paper and large pieces of debris
2. Scrub fixtures if necessary, then hose down bathroom with water to remove all dirt and grim
3. Now attached "miracle grow" bottle filled with sanitizer and spray down all fixtures, walls and floors in the restroom
4. Close and lock doors

Financial Policy

Purpose - MLYSL understands its duty to the community to establish sound financial policies and controls. MLYSL will take all steps necessary to ensure that its income and expenditures are properly accounted for and protected. It is the purpose of these financial policies to provide consistent application of conduct and proper internal controls to safeguard the assets of MLYSL while performing the duties as described in the Bylaws and these Policies and Procedures. To this end, all funds raised and dispersed in the name of MLYSL will be managed in such a way that the tax-exempt status of MLYSL will not be endangered.

- 1. Oversight Committee** – MLYSL Executive Committee shall be responsible for review and recommendations of policy and procedure updates to the financial policy. Any issues jeopardizing the financial and/or non-profit status of MLYSL shall be reported immediately to the MLYSL President.
- 2. Audit Subcommittee** – MLYSL may convene an Audit Subcommittee or obtain an independent auditor to review all Affiliated Club and MLYSL transactions and verify proper documentation. The programs shall be assessed for overall fiscal soundness to ensure monies are properly expended and that there is no evidence of mismanagement.
- 3. Non-Profit Status** - The Mother Lode Youth Soccer League, Inc. is a California State Corporation and a Federal 501(c.)3 designated non-profit organization. Affiliated Clubs that consistently fail to comply with these policies and procedures may be placed in “bad standing” by the MLYSL Executive Board, and their existing rights with regard to their accounts and monies shall be suspended by the MLYSL Executive Board.
- 4. Bank Accounts** - All MLYSL and Affiliated Club bank accounts shall be established as a member of Mother Lode Youth Soccer League, Inc., and are, therefore, assets of the MLYSL Corporation. At no time shall an Affiliated Club have an account outside of the corporation unless granted by the MLYSL Board of Directors.
- 5. Designated Account for Soccer Fields** - MLYSL shall account separately for development of fields for MLYSL and for the refurbishment of fields that have an estimated cost over \$1,000.
- 6. Requests Related to Fields** - Requests from any outside individual or Affiliated Club to enhance, repair, or refurbish any field must be in writing. The written proposal shall contain any cost estimates provided by any proposed vendor. Copies of the written proposal and attachments shall be provided to all MLYSL Board Members no later than 10 days prior to the meeting in which the presentation will occur. All field projects must be approved by the MLYSL Board of Directors prior to initiation of work.
- 7. Budgets** – The MLYSL and each Affiliated Club shall establish an annual budget. The budget amounts shall be based on estimated expenses for the coming year and the previous year(s) historical financial data. The Affiliated Clubs may retain a balance from the prior year of \$2,500. At the end of the calendar year, any amount exceeding \$2,500 shall be transferred to the MLYSL general account. If any Affiliated Club amounts or a portion of any amounts are restricted for a project in the upcoming year, an MLYSL Designated Restricted Fund Project Request form shall be and provided by the Affiliated Club to the MLYSL Treasurer. Restricted

Fund Projects must be approved by the MLYSL Board of Directors. Once approved by the MLYSL Board of Directors, MLYSL shall retain the funds until the Affiliated Club requests the designed funds from MLYSL for payment.

Affiliated Club budgets are required to be submitted to the MLYSL Treasurer along with their Annual Club Affiliation form. The MLYSL Treasurer shall not distribute of funds to any Affiliated Club prior to submission of the Affiliated Club's budget.

If any Affiliated Club's actual income falls short or expenses exceed budgeted amount, the MLYSL Treasurer shall inform the Affiliated Club's Board of Directors in writing. If any estimated expenses are higher than that budgeted by MLYSL or the Affiliated Club, approval of the expense shall require a vote of the Affiliated Club or the MLYSL Board of Directors as applicable. Any Affiliated Club that experiences financial difficulties must notify the MLYSL Treasurer and MLYSL President immediately.

8. League Expenses - MLYSL shall cover expenses associated with one Cal North session of league play (Fall, Winter, or Spring) for all players including initial field equipment, and annual field and light use fees, referee training and compensation, coach training and fingerprinting, and player tryouts.

9. Club Requests for Payment - Any Affiliated Club requests made to MLYSL for payment of any expenses are to be submitted in writing. Receipts, invoices, etc., must be attached. If any receipts are lost or misplaced, there will be no reimbursement.

10. MLYSL Account Registers - Each account shall maintain an account register either manual or electronic to record all transactions of the account. A copy shall be included with the monthly reconciliation.

11. Record Keeping – MLYSL and each Affiliated Club shall establish a separate book for each account to maintain proper record keeping. All books shall be forwarded to the MLYSL Treasurer by January 15 of each year for auditing and subsequent storage. The Affiliated Clubs shall make a copy of all necessary information, if desired. The book may be in electronic form with appropriate hard copy attachments. At a minimum, the book shall contain:

- ✓ Budget
- ✓ Quarterly Actual and Budget Statement
- ✓ Monthly Transactions (by Month)
- ✓ Bank Statements (including cancelled checks if provided by the bank, may be sub-located)
- ✓ Deposits with documentation
- ✓ Check requests with documentation
- ✓ Account Register
- ✓ Financial Report

12. Reconciliation and Reports - Monthly reconciliation and reports are required by the MLYSL Treasurer to monitor the financial condition of MLYSL and the Affiliated Clubs.

13. Quarterly Budget Report and Actual - A quarterly budget report and actual shall be provided by the MLYSL Treasurer to the MLYSL Board and Affiliated Clubs for review.

- 14. Donations** - Any Affiliated Club, registered team, or player that receives \$250 in cash, services, or materials from a company or individual shall submit the name of the company or individual to the MLYSL Treasurer. MLYSL shall deposit the funds and issue the proper letter to the donor for their records. The intended recipient shall provide to the MLYSL Treasurer within 15 days a letter describing the designated purpose of the donation. Upon receipt, the MLYSL Treasurer shall issue a check to the intended recipient. If a letter is not received by the intended recipient within the allotted time or the designation purpose is not within the guidelines for acceptance of the donation, the amount shall be return to the donor.
 - 15. Coach and Referee Training** - MLYSL shall reimburse the cost of approved "F" licensing course for coaches and the initial referee training sponsored by other organizations outside of MLYSL. The individual shall complete in writing a request for reimbursement, attach a copy of the license and submit to the MLYSL Boards of Directors. Costs and compensation for additional training will be the responsibility of the individual.
 - 16. Independent Contractors** - MLYSL may engage in agreements with independent contractors for services. In line with the MLYSL Bylaws, all contracts with businesses, entered into by MLYSL, must be signed by the league President, after approval by the Board of Directors. Board of Directors approval may be obtained via telephone or email for this purpose. The Board of Directors shall make policies that guide the development of effective contracts that protect the business interest of the MLYSL.
 - 17. Annual Filings** – The MLYSL Treasurer shall assemble the necessary information from the book keeping service, if utilized, in preparation for the annual state and federal tax filings. MLYSL shall solicit and engage the services of a local accounting firm to annually prepare the required forms and statements.
 - 18. Non-Sufficient Checks** – Any check returned to MLYSL for non-sufficient funds or on a closed account will be charged a \$25.00 return check fee.
- Any player, coach or sponsor that has an outstanding balance MUST pay by Certified Funds (cash, money order or cashier's check) for the outstanding balance and any future transactions with MLYSL.**

Fundraising Policy

Purpose – MLYSL desires to keep its registration fees affordable to families. As a result, it may be necessary and desirable from time to time for the MLYSL to employ specific fundraising programs.

1. **Positive Image** - Fundraising activities shall appropriately reflect a positive image for MLYSL. No fundraising activities shall be associated with fireworks, tobacco, alcohol, or illegal drugs.
2. **Approval of Activities** - Any fundraising activity sponsored by MLYSL shall be approved by the Board of Directors before implementation.
3. **Fundraising** - All profits generated through internal and external MLYSL activities shall have a designated purpose. At no time shall any funds be disbursed to any individual or any company for anything other than programs that support MLYSL.
4. **Fundraising Activities** - Internal MLYSL fundraising projects are those projects that directly involve soccer such as tournaments, “soccerfests”, jamborees, and club paraphernalia where the primary participants are within the soccer community. External MLYSL fundraising projects include, but are not limited to, entertainment book sales, car washes, yard sales, and candy sales in which the primary participants are the general public. All external fundraising activities shall be reported to the MLYSL Treasurer in order to ensure proper reporting of funds generated.
5. **Fundraiser Participation** – Fundraisers are optional. Participation in fundraising activities is encouraged, but not required.

Inclement Weather Policy

Purpose - The health and safety of soccer players and the condition of soccer fields is a top priority for MLYSL. Poor weather conditions not only contribute to the damage of soccer fields, but, more importantly, inclement weather conditions can present a hazard to players and spectators. Coaches, referees, tournament and League officials have the overall responsibility for the safety of players during practices and games. MLYSL adopts the following policy regarding inclement weather conditions:

1. **Lightning** - Lightning can strike as far as 10 miles from the area where it is raining or even where it is not raining. If you can hear thunder, you are within striking distance. MLYSL will follow the recommendation of the National Severe Storms Laboratory, which provides that athletic participation will cease when lightning is detected within 6 miles. For purposes of this policy, a 30 second flash-to-bang count will be utilized (see calculations below).
 - A. Practice and games will be delayed by a minimum of 30 minutes if the flash of lightning and its thunderclap occur within 30 seconds or less of one another. Practice and games shall not resume until 30 minutes after the last sound of thunder is heard or lightning is seen.
 - B. Referees and coaches shall direct players and spectators to leave the field for safe shelter, which includes their hard-top vehicles with the windows closed or some other sturdy enclosed substantial structure. (Dugouts and picnic shelters are not suitable, safe structures during a lightning storm.) While there is not a place absolutely safe from the lightning threat, some places are safer than others. The best option is a large building with electric and telephone wiring and plumbing to provide a safe pathway for the current to the ground.
 - C. All individuals and teams have the right to leave a site or activity, without fear of repercussion or penalty, in order to seek a safe structure or location if they feel that they are in danger from impending lightning activity.
 - D. In the event a game must be suspended because of conditions that make it impossible to continue play within a reasonable time on the same day, the MLYSL Board shall cancel the game and it will not be rescheduled.
 - E. Once the game has begun, the referee may suspend the game without the concurrence of both coaches, but MLYSL strongly encourages a conference between the head referee and the coaches before a decision is reached. Referees shall wait in a safe location close to the site and be prepared to continue the game unless the head referee declares the game officially concluded. The determination of the outcome of any shortened game or any replay will be made by the MLYSL.
 - F. Prior to continuation of the game, the teams shall be afforded sufficient time to warm up as determined by the coaches. A maximum time of 10 minutes is considered sufficient.
 - G. If a suspension is temporarily warranted by lightning; the remainder of the game may be shortened by agreement of the coaches or ordered by the head referee.
 - H. If the game is cancelled once it has begun, the referees are entitled to the full game fee.

Facts about Lightning – Calculating Flash-to Bang

It takes the sound of the bang of a thunderclap five seconds to travel one mile, lightning flash is seen instantaneously. Therefore, for every five seconds between the flash of lightning and the bang of thunder, lightning is one mile away.

- A thirty second Flash-to-Bang count means lightning is 6 miles away.

- The average length of a lightning bolt is 3-6 miles long.
- The average speed of a thunderstorm is 25 MPH. □ Lightning can strike from a clear blue sky.

Lightning Don'ts

- Avoid isolated trees or other tall objects, bodies of water, sheds, fences, convertibles, tractors, bikes and motorcycles. Avoid leaning against vehicles.
- Avoid using shower facilities within a safe structure and do not use showers or plumbing facilities during a thunderstorm.
- Trees are not good options for shelter during a thunderstorm, especially lone or single trees.
- Do not lie flat on the ground. If caught outdoors with no shelter stay away from the tallest objects, crouch down with only the balls of your feet touching the ground. Try to minimize your body's surface area and minimize contact with the ground.
- Avoid using land line telephones except in emergency.
- Once inside a building, stay away from corded telephones, electrical appliances, lighting fixtures, radios or microphones and electric sockets and plumbing. Do not watch lightning from open windows or doorways. Inner rooms are preferable.
- Avoid large groups. Stay several yards away from other people. Don't share a bleacher bench or huddle with other players.

First Aid for Lightning Strikes

- Call 911. Get medical attention as quickly as possible.
- If the victim has stopped breathing, begin rescue breathing. If the heart has stopped beating, a trained person should give CPR. If the person has a pulse and is breathing, address any other injuries.
- Check for burns in two places. The injured person has received an electric shock and may be burned, both where struck and where the electricity left their body. Being struck by lightning can also cause nervous system damage, broken bones, and loss of hearing or eyesight. People struck by lightning carry no electrical charge and cannot shock other people.

2. **Ozone and PM 2.5 – Spare the Air Advisories** - Air pollution is a health risk to everyone in the Sacramento region. MLYSL games and practices shall be cancelled when the Air Quality Index (AQI) for ground-level ozone/PM 2.5 pollution, where practice is being held, is 150 Unhealthy or above. Current conditions can be found at this website: <http://www.sparetheair.com/aqirealtime.cfm>

While practices and games must be cancelled if the local AQI is above 150, coaches should avoid strenuous practices and take frequent water breaks during periods of air quality that may be unhealthy for sensitive groups (levels of 101-150). Coaches shall issue no penalty for children and families if they elect to stay home from practice or games due to health reasons.

3. **Inclement Weather – Park Closures** – MLYSL will follow the procedures established by the City of Lone when it comes to park closures and game cancellations. Extreme weather conditions that may result in game cancellations will be evaluated by Field Marshals on a case-to-case basis. League officials will notify coaches to the fullest extent possible; however, some cancellations may occur at a moment's notice.

Parent Sideline Ethics Policy

Purpose - Parents play an important role in helping their own children and other players learn good sportsmanship and self-discipline. They must set an example when it comes to demonstrating the importance of working together, to sacrifice for the good of the team, to enjoy winning, and to deal appropriately with defeat. MLYSL encourages parents to enjoy youth soccer for what it is — CHILDREN HAVING FUN. Coaches, parents, and spectators should be role models of good behavior on the sidelines.

1. **SPECTATORS** must stand or sit 3 feet behind “side line” (touch line). No one will be allowed to stand or sit behind the penalty area. Spectators will be allowed to sit or stand 5 yards beyond the goal line between the corner flag and the penalty area. This is for the safety of the players and the assistant referees. Soccer is no different than any other organized sport which keeps a safe distance between spectators and the participants.
2. **Do Not Abuse the Officials.** Be POSITIVE! CHEER! ENCOURAGE! Good play for all players playing. Children hear your tone of voice more than your words, so even if you think you are being positive, your voice may tell a different story. In MLYSL, the main goal is that the kids have a good time. They just want to play and not have their parents yelling at them throughout the game. Cheer for good plays by both teams. Your child may have friends on the other side of the field.
3. **Support your coach in a positive manner**, they are volunteering time to coach and teach your child the game of soccer. Please volunteer and assist where needed on your child’s team.
4. MLYSL understands that the competitive nature of soccer can provoke extreme emotions. MLYSL also acknowledges that there will be questionable and (seemingly) incorrect calls or decisions made during the course of a game. **Regardless of how wrong the referee decision might seem to be, MLYSL has a ZERO-TOLERANCE POLICY concerning dissent shown toward referee decisions.**

If you notice something that bothers you please speak to the Coach, otherwise come to the Information Booth and fill out a Spectator Concern Form.



Mother Lode Youth Soccer League Parent Agreement



Player's Name (print) _____

The below listed responsibilities and code of conduct has been written toward the goal of ensuring a positive, safe, and fun experience for the players and all other participants of the game.

Parent Responsibilities:

- Bring players to the field on time for practices and games
- Encourage players to obey the rules of the game and participate in fair play
- Volunteer my services to MLYSL when possible
- Enjoy games from designated spectator areas
- Comply with the MLYSL no pet policy at practice/game fields and inform invited family and guests of this policy
- Bring any concerns that arise to the Information Booth, a Field Marshal, or a Board Member so that they may be addressed by the League

Parent Code of Conduct:

- Conduct myself with good sportsmanship at all times
- Set a positive example by being encouraging, supportive and affirmative
- Respect opponents and celebrate both teams for their efforts
- Encourage players to be gracious upon a loss and generous upon a win
- Be respectful and supportive of coach decisions, requests, and parental sideline management
- Treat referees with respect, accept their decisions and refrain from voicing criticism

I understand and agree to the Parent Responsibilities and the Parent Code of Conduct. In cases of serious or multiple violations of this agreement, I am aware that MLYSL may find it necessary to take disciplinary action.

_____	_____	____/____/____
Parent/Guardian signature	Print Name	Date

_____	_____	____/____/____
Parent/Guardian signature	Print Name	Date



Mother Lode Youth Soccer League Spectator Concern Form



This form is to be filled out by the spectator who witnessed the incident only. Parents/Guardians having concerns should bring it to the attention of the coach.

Procedure

1. Please complete the form in its entirety and sign it.
2. Briefly describe the incident and rule or procedure you believe was broken.
3. Put completed & signed form in the "Game Concern" box on the same day as the incident.
4. ALL game concern forms will be reviewed that day.
5. A Board Member will answer your concern within one week.

Date _____ Game Time _____ Field _____
Age Group _____ Team Name _____ Coach _____

Concern:

Print Name _____ Signature _____
Phone Number _____

League Response:

League Use Only		
Referee Coordinator	Date	President
_____	_____	_____
Coach Coordinator	Date	Date
_____	_____	_____

Picture Policy

Purpose - MLYSL believes in the importance of emphasizing the positive culture of soccer. One way to reinforce this culture is through pictures and prints that remind families of the important values that are shared through team sports.

1. **Picture Packages** - MLYSL shall provide a picture package to each player with a minimum of a team picture and individual picture. The cost will be inclusive in the registration fees which cannot be declined by the team or the player in exchange for a reduction in the fee.
2. **Vendors** - The Board of Directors shall solicit vendors for bids and submit recommendations of vendor(s) selection to the Board of Directors for approval. The recommendation shall be based on the most cost-effective product while ensuring quality photographs and an efficient process.
3. **Designated Picture Days** - League picture days shall be scheduled and provided to each coach as soon as possible.

Game Suspension (Red Card/Send-Off)

Suspension The temporary withdrawal of rights and privileges such as, but not limited to: the right to play, coach, referee, or otherwise administer or participate (directly or indirectly) in the game of affiliated soccer. Any person or group (team, club, league, board, etc.) that has been suspended with all rights and privileges withdrawn unless specifically stated otherwise by the suspending authority.

Red Cards/Send-Off- Any player issued a red card (send-off for coach or spectator), shall leave the **Off** MLYSL Soccer Complex (i.e. they may not be a spectator for that game or any other games for the length of their suspension) **The MLYSL Soccer Complex shall be DEFINED as everything inside the outer ring of old Race Track, including but not limited to All Soccer Playing Fields, MLYSL Play Gym, MLYSL Parking Lots and MLYSL Bathrooms.**

Player Players are those youth registered to MLYSL, who may be assigned to a team and are involved in the pre-game, game, and post-game activities (on or off the field, in or out of uniform). Player shall be accompanied out by a parent or guardian. **Any red card violation will result in ejection from current game and automatic suspension for the following game. Once the PAD Committee has met, more games may be added depending on severity of the offense. A one game suspension may not be appealed.**

Coach Coaches are those adults registered to MLYSL, who are assigned to a team and are involved in the pre-game, game and post-game activities on or off the field. **COACHES SHALL RECEIVE DOUBLE THE PENALTY OF A PLAYER. Any send-off will result in ejection from the current game and an automatic suspension from the next two games. Once the PAD Committee has met, more games may be added depending on severity of the offense. A two-game suspension may not be appealed.**

RED CARD/SEND-OFF OFFENSES:

1. Serious Foul Play:

- a. Examples include, but are not necessarily limited to: tripping, holding, unlawfully charging or pushing an opponent, intentionally impeding an opponent and/or handling the ball denying an obvious goal-scoring opportunity; intentionally tripping, holding, pushing, unlawfully charging or tackling an opponent from behind in a dangerous and violent manner.

ALL AGE GROUPS – SUSPENSION FOR A MINIMUM OF ONE (1) GAME

2. Offensive, Insulting, Foul or Abusive Language:

- a. Examples include, but are not necessarily limited to: words uttered in frustration and, in the referee's opinion, loud enough to be heard outside the field of play.

- b. Examples include but are not necessarily limited to, words or actions directed towards any person.
- c. Second caution-able offense after having received a caution.

ALL AGE GROUPS – SUSPENSION FOR A MINIMUM OF ONE (1) GAME

3. Violent Conduct:

- a. Examples include but are not necessarily limited to, spitting or other unseemly act, on or at another person; striking or attempting to strike another player, team official or spectator; unlawfully entering field of play during an altercation.
- b. Pushing in an act of aggression, striking or attempting to strike a referee, linesperson (assistant referee) or fourth game official.

ALL AGE GROUPS – SUSPENSION FOR A MINIMUM OF ONE (1) GAME

ANY PLAYER RECEIVING RED CARD OR COACH SEND-OFF FOR VIOLENT CONDUCT OR ASSUALT, REFEREE ABUSE OR ASSUALT MUST HAVE SEND-OFF REPORT TURNED IN BY END OF PLAYING DAY. Send-Off Report must be sent to Cal North within 48 hours.

4. Referee Abuse/Referee Assault:

Misconduct against referees may occur before, during and after a match, including travel to and from the match.

Misconduct may also occur at later times when directly related to the duties of a game official as a referee.

Misconduct will be classified as referee abuse or referee assault.

a. Referee Abuse

- i. Referee abuse is a verbal statement or physical act not resulting in bodily contact which implies or threatens physical harm to a referee or the referee's property or equipment.
- ii. Referee abuse includes, but is not limited to the following acts committed upon a referee: using foul or abusive language toward a referee, spewing any beverage on a referee's personal property; spitting at (but not on) the referee; verbally threatening a referee with remarks that carry, imply or direct threats of physical harm.

ALL AGE GROUPS – SUSPEND FOR A MINIMUM OF ONE (1) GAME

b. Referee Assault

- i. Referee assault is an intentional act of physical violence at or upon a referee committed before during, or after a match, even later times if it is match related such as at work or at home. For the purpose of this rule, "intentional act" shall mean an act intended to bring about a result which will invade the interests of

another in a way that is socially unacceptable. Unintended consequences of the actions are irrelevant.

- ii. Referee assault includes, but is not limited to, the following act committed upon a referee: hitting, kicking, punching, choking, spitting on, grabbing or bodily running into a referee; the act of kicking or throwing any object at a referee that could inflict injury; damaging the referee's uniform or personal property (i.e., car, equipment, etc.).

THE PENALTY FOR REFEREE ASSAULT FOR ALL AGE GROUPS WILL BE SUSPENSION FOR A MINIMUM OF ONE (1) YEAR AND REVIEWED BY THE BOARD OF DIRECTORS REGARDING FURTHER DISCIPLINARY ACTION.

Any referee assault is AUTOMATICALLY sent to Cal North for further review.

League Documentation on Disciplinary Matters

1. Any party that is referred to the League for disciplinary actions will have documentation placed into the League archives. This documentation will have an effect upon the party seeking to attain any future League positions, or to maintain an existing position. Disciplinary action against any party will be reviewed during the selection of any party to a League position. Disciplinary documents shall be kept for a five-year (5) period and then discarded. This League reserves the right to bar any person from League activities that shows a disregard/disrespect for the youth around them, players or referees, or the rules of this organization.
2. The Disciplinary Documentation for any person that has been banned from MLYSL will be kept in League Archives for 25 years

Protests, Appeals, and Disciplinary Action (PAD)

Purpose – MLYSL is committed to ensuring that all coaches, players, officials, and other members of the League conduct themselves in an ethical and sportsmanlike manner. In furtherance of this Policy, the MLYSL shall convene a PAD Committee to investigate complaints against a player, coach, manager, team assistant, league officer, referee or spectator. The PAD Committee shall also review all red cards and send-offs. The PAD Committee may impose disciplinary action and sanctions against those said individuals.

1. Sanctions

Coaches may be administratively sanctioned for violating MLYSL rules and policies as they apply to games. A sanction is defined as a violation that results in a send-off or other administrative penalty deemed appropriate by the PAD Committee and/or MLYSL Board of Directors.

2. Members of PAD Committee

The PAD Committee shall be chaired by the MLYSL President.

The committee shall consist of an active coach for a team currently involved in MLYSL, an interested adult that does not have a child currently involved in MLYSL and a Board member that is listed on the current registering roll. In the event of a conflict of interest, the conflicted committee member shall be excused and the remaining committee members will select a replacement.

The Committee shall meet during the season as required. The PAD Chairperson shall keep written records of PAD proceedings and correspondence.

All teams playing in MLYSL shall come under jurisdiction of the PAD Committee.

3. Committee Procedures

PAD proceedings shall be conducted in conformance with the Cal North Protest and Appeals Manual, where appropriate, and with all rules and directives of Cal North District VIII. All issues will be submitted to the PAD Committee in writing and considered at the hearing.

Affected parties shall be notified by writing of PAD Committee proceedings. The written notice shall contain a brief statement of the reasons for the initiation of the proceedings. Affected parties should be allowed by the PAD Committee to appear before the PAD to present any facts and/or make any comments concerning the incident in question.

A written report may be submitted by the affected parties, detailing the events leading up to the incident. The reports shall be submitted to the PAD Chairperson. The PAD Committee may base decisions on the reports filed by the concerned parties.

The PAD Committee shall meet when necessary with the location, time, and day to be set by the PAD Chairperson.

If a complaint involves a referee, the PAD Committee shall consult with the Referee Coordinator during the proceeding. Referees directly involved in the incident may be called by the PAD Committee to clarify any questions that may arise.

If a complaint involves a coach, the PAD Committee shall consult with the Coach Coordinator during the proceeding.

Any person submitting a written complaint and/or concern form shall be notified of receipt by the PAD Chairperson. Written notice of PAD decisions, which outline the penalty determined and the appeal process and timelines to be followed, shall be sent to the affected party as soon as applicable.

4. Referee Procedures

In the event of a send-off of a player or coach, the referee must complete the game card and a Send-Off Report. It is the responsibility of the referee to deliver the completed Send-Off report to the "Concern form box" at the Information Booth by end of playing day. Referees shall contact the Referee Coordinator to inform him/her that a Send-Off report is forthcoming.

Upon receipt of the completed Send-Off Report, the PAD Chairperson will convene a PAD meeting to determine the appropriate penalty, if any, related to the send-off(s).

The Cal North Constitution will be used as a guideline to determine the penalty. Any deviation from Cal North Constitution will be determined by the PAD Committee as deemed appropriate.

Game suspensions shall be served in MLYSL games and Cal North approved tournaments.

Any player or coach receiving two (2) red cards and/or send-offs during the MLYSL season shall be disbarred by the MLYSL.

During a game, a player receiving a caution may be substituted at the discretion of the coach and remain out of the match until the next substitution opportunity.

5. Referee Rulings

Not Grounds for Hearing – During a game, a referee's judgment call stands and shall not be the subject for an appeal or the basis for a hearing.

Coach Conduct Discussion Procedure

1. Referees having concerns with coach's conduct and/or behavior will fill out a *Coach's Conduct Report* form.
2. Concerns will include, but not limited to coaches continually questioning calls/dissent, warning and cautions given to a coach, intimidating or aggressive behavior by a coach, and questioning the authority or integrity of a referee by a coach.
3. The form will be given to the Referee Coordinator by end of playing day.
4. The PAD Committee will review the coach's conduct report using the MLYSL ByLaws, Policy & Procedures and the guidelines in the Cal North Coach's Manual.
5. The PAD Committee will determine an action plan for the coach based on MLYSL By-Laws, Policy & Procedures, the Cal North Coach's Manual, and the Laws of the Game.
6. The PAD Committee and the Coach will sign the *Coach's Conduct Discussion Form*.



Mother Lode Youth Soccer League Coach Conduct Discussion



Name of Coach _____
 Team Name _____
 Game Date _____ Age Group _____
 Field _____ Game Time _____

MLYSL values our volunteers and sets high standards for coach conduct and behavior. It has been brought to the PAD Committee attention that our league rules for coach conduct and behavior needs to be discussed with you. The PAD Committee and you discussed your conduct and behavior on the following date, time and location.

Date _____ Time _____

Location _____

League Concerns _____

MLYSL By-Laws, MLYSL Policy & Procedures, Cal North Guidelines, or Laws of the game: _____

 Action plan for Coach (complete after meeting) _____

PAD Chairperson: _____ Date _____

PAD Committee Member _____ Date _____

PAD Committee Member _____ Date _____

PAD Committee Member _____ Date _____

Coach _____ Date _____



**Mother Lode Youth Soccer League
Referee - Coach Conduct Report**



Game Date _____ Field _____

Game time _____ Age Group _____

Home Team _____ Vistors _____

Name of Coach _____

Referee (Center) _____

Referee _____ (A/R)

Referee

(A/R) _____

Check all the appropriate boxes:

- Dissent
- Unsporting Behavior
- Warning or Caution given
- Intimidating Behavior
- Aggressive Behavior
- Questioning the Authority of the Referee
- Questioning the Integrity of the Referee
- Other _____

Give an explanation of what took place during the game:

Report made by _____ Date _____

Recognition and Awards Policy

Purpose – MLYSL believes that an environment rich in motivation and recognition will achieve positive results for the organization, and more importantly for the children it serves. For volunteers who generously give of their time, energy, and creativity, recognition is critically important to ensure their continued commitment to the organization. For players, public recognition builds self-esteem, motivation, and pride in themselves, their abilities, and their community.

1. **Special Recognition** - As deemed appropriate, the Board of Directors may award community members, departing Board members, coaches, teams, players or others for their service to MLYSL.
2. **Coach of the Year Award** – The Board of Directors will accept nominations for Coach of the Year from parents, other coaches, board members and referees. The Coach Coordinator will review all nominations and select the Coach of the Year. In the event of a conflict involving the Coach Coordinator, the President will review all nominations and make the selection. The Coach Coordinator and/or President may solicit information or advice from other parties to assist in the selection.
3. **Referee of the Year Award** – The Referee of the Year award is open to returning referees only. The Board of Directors will accept nominations for Referee of the Year from parents, coaches, board members and other referees. The Referee Coordinator will review all nominations and make the selection. The Referee Coordinator may solicit information or advice from other parties to assist in the selection.
4. **Rookie Referee of the Year Award** – The Rookie Referee of the Year award is open to all first year referees. The Board of Directors will accept nominations for Rookie Referee of the Year from parents, coaches, board members and other referees. The Referee Coordinator will review all nominations and make the selection. The Referee Coordinator may solicit information or advice from other parties to assist in the selection.
5. **Most Improved Referee Award** – The Most Improved Referee award is open to all referees. The Board of Directors will accept nominations for Most Improved Referee from parents, coaches, board members and other referees. The Referee Coordinator will review all nominations and make the selection. The Referee Coordinator may solicit information or advice from other parties to assist in the selection.

Referee Program/Training

Purpose: MLYSL is committed to providing quality referees for all soccer matches. Therefore, MLYSL will maintain ongoing training for its referees to ensure that refereeing standards continue to improve and the laws of the game are applied consistently.

MLYSL allows referees who are 14 years and older. The 14 through 18-year-old referees are usually avid soccer players from our league. While these referees may be young, they are not new to soccer.

- 1. Laws of the Game & Licensing** All referees must know and understand the “Laws of the Game.” They must be licensed for the current year and be in good standing with MLYSL.
- 2. Cal North Risk Management (Live Scan)**
All MLYSL adult referees shall complete Live Scan and obtain approved status prior to their first game.
- 3. Recreational Referees**
MLYSL will assign referees for U6 through U15 games. All referees assigned to these games shall maintain a Grade 8, or higher license as appropriate for the game.
- 4. Referee Apparel**
All Referees must maintain MLYSL assigned referee yellow shirts, shorts and referee socks. Replacement uniforms are at the expense of the referee. Uniforms should fit appropriately and be in good condition.
- 5. Registration**
MLYSL will pay registration fees for first year referees. Returning referees will responsible for their annual registration fees.
- 6. Concussion Training**
All referees shall complete required concussion training and provide the certificate of completion to the MLYSL Registrar.
- 7. Referee Absence**
If in the event MLYSL is unable to assign a referee to a game, the Referee Coordinator and/or a Field Marshal will assign a temporary replacement who has successfully completed the Live Scan process, such as a Field Marshal, Coach and/or an Assistant Coach.

Referees Zero Tolerance Policy

MLYSL understands that the competitive nature of soccer can provoke extreme emotions. MLYSL also acknowledges that there will be questionable and (seemingly) incorrect calls or decisions made during the course of a game. **Regardless of how wrong the referee decision might seem to be, MLYSL has a ZERO-TOLERANCE POLICY concerning dissent shown toward a referee's decisions.**

For the protection and welfare of the officials, any heckling, yelling or other forms of dissent shown toward any decision made by a referee will not be tolerated. **MLYSL will require coaches to be responsible for the behavior of the respective sidelines.** In the event a referee is required to stop a game due to sideline behavior, **immediate expulsion of the offending spectators and/or the Coach may result.** Expulsion of coaches and spectators will be automatic and cannot be appealed.

To avoid such unpleasant confrontations MLYSL suggests that the Coach take the following direct actions.

1. Discuss with your team parents MLYSL's policy of **ZERO TOLERANCE.**
2. Most disagreements occur because of the lack of knowledge or understanding of the nuances of the rules. Soccer laws (rules) are different from other sports **INCLUDING HIGH SCHOOL SOCCER.** Obtain, read and attempt to understand the Laws of the Game.

In the event of dissent, the referee shall have the following options:

1. To stop play until the administration of sanction is complete
2. To request the assistance of the Field Marshal or a board member for any purpose
3. To request a coach and/or spectators leave the field (send-off)
4. Abandon the game. An abandoned game is the equivalent of a loss for the offending team.

Sanctions for dissent may not be appealed and shall be as follows.

In the event of a send-off, the coach and/or offending spectator(s) shall receive:

1. Initial offense: Automatic two game suspension
2. Additional offenses: Will be referred to the PAD Committee for further disciplinary action, including but not limited to suspension from all MLYSL functions for the remainder of the season.

Registration Policy

Purpose - The purpose of the policy is to ensure continuity and unity within the registration process. Registration of players will be consistent with District VIII and Cal North constitutions, bylaws, and policies and procedures. At the same time, MLYSL will regard collection and retention of personal information very seriously and will strictly observe all player and family privacy with respect to all information collected.

1. Player Registration Windows - The recognized programs for MLYSL are:

CLASS IV Recreational

Fall Recreational: Regular = Spring (generally from March/April until May)

Any forms received after close of regular registration will be considered late and subject to late fees. Late player registrations will be accepted on a space available basis.

Bill Meyer: Team Formation= Beginning Date as set by District
Fill-ins = To be determined by Registrar

Competitive League(s):

To be determined by MLYSL Board of Directors

- 2. Competitive League(s) Registration** - players shall submit their registrations via the current MLYSL process. MLYSL shall establish a due date for teams to be submitted to allow time to comply with District requirements. A team will not be formed unless all players have paid.
- 3. Recreational Program Player Registration** - New and returning recreational players shall submit their registrations via the current MLYSL process. Registration information will also be available on our website (www.mlysl.com).
- 4. Registration Fees** - Registration fees are as follows:
 - All registration fees will be set by the MLYSL Board of Directors at the February Board Meeting on a year to year basis.
 - Discount for multiple players in same family: second player and beyond is regular registration fee less \$10.
 - Discounts apply to recreational fees only.
 - All reduced registration fees will be set by the MLYSL Board of Directors each year.
- 5. Team Area Definition** - The team area of a player is based upon the physical home address listed on the registration form. MLYSL follows the ACUSD school boundaries. If asked or questioned about a player's address, player's family must provide utility bill for proof of address. Resident player(s) who registered during the regular fall registration period will be given priority for their respective area team(s). Team area transfer requests will be honored after resident player(s) are rostered. Late registrations will be rostered on a space available basis.

6. Registration - Every player playing in MLYSL shall complete the current online registration process and upload a current photo. New players must also upload a copy of their birth certificate.

7. Buddy Request (U6 & U8 Players Only) - Buddy requests will be available as part of the online registration process.

- Player must be a current U6 or U8 age division by their date of birth.
- Only one buddy per player may be requested.
- Both players must request each other during online registration. ➤ Request is subject to space availability on a team's roster and is not a guarantee.

8. Special Requests - Special requests will be available during online registration.

A. Special Requests are required for the following:

- **Playing outside of Team Area**
- **Playing for a specific Coach**
- **No Coach Request-** A parent may request for their child not to be placed with a specific coach.
- **Other special requests-** To be reviewed by Registrar and/or Board of Directors

Parents may also attend the March, April or May MLYSL Board meetings to voice a concern and/or special request.

All Special are subject to approval by the MLYSL Board of Directors at the June meeting. Any requests that are granted shall be for the current soccer season only. Once a special request is granted, the player shall be registered to the appropriate team for the current season. Once a special request is honored, it shall not be reversed.

8. Requests to Play-Up - Move up requests shall be made via the MLYSL "Play-Up Request form" and must be initialed and signed by the Parent and/or Guardian. The completed "PlayUp Request form" will be provided to the Registrar. Upon request of a player & the parents, and approval of the MLYSL Board of Directors, a player may play up one age group category. Please remember the player will spend three (3) years in that age division. Any additional play-up requests for subsequent years be approved by the MLYSL Board of Directors.

9. Late Registration - Late Registration and late fees will begin at the close of the regular registration period. **NO SPECIAL REQUESTS are granted with late registration.** Players registering after the registration deadline are placed in a Player Pool. Players must complete the entire registration process. Late fees will be assessed for all registration packets received after the regular registration period. The registration will not be processed until the player is placed on a team. Player Pool players are placed on a first come, first served basis per age

division players. All late registrations go the Team Area that needs players (this may not be your team area). There will be **no new teams formed**.

Late Fee Schedule – The late fee schedule shall be as follows:

- Close of regular registration through May 31st is \$10
- June 1st through June 30th is \$15
- July 1st through July 31st is \$20
- After August 1st is \$25

12. Refund Policy - MLYSL registration fees are refundable on the following schedule:

- Prior to June 30: Full refund less Cal North Player fees and insurance
- July 1 to July 31: 50% refund less Cal North Player fees and insurance
- After August 01: **No refund**

13. Requests to Play Down - Play down requests for medical reasons will be handled via consultation with the Area Coordinator and MLYSL Registrar. Written release by a Health Care Professional may be required. There are no other play downs allowed.

14. Rosters – Fall Recreational Rosters will be frozen as of the first game of each year. No transfers from team to team will be allowed.

15. Transfer Policy - Recreational U15 and below - NONE. **Bill Meyer** - Transfers are to be processed per the District procedures. A fee may be charged by the District. A player may move from one team to another team if there is space available. The MLYSL transfer fee of \$30.00 shall accompany the request. The request shall be forwarded to the MLYSL Board of Directors for approval or denial. If the request is denied, the fee will be refunded.

16. Coaching Registration - Coaches and assistant coaches must complete:

- A good recent photo --no sunglasses, masks or hats that cover the face, not too dark or too light and it needs to look age appropriate.
- Reading the **Coach Policy** section in Playing Policy and Procedures
- Get fingerprinted with Capital Live Scan. MLYSL will provide dates to have this done. You only need to do this one time.
- Complete the Center for Disease Control (CDC) concussion training for coaches as required by law.

A coach's pass will not be printed or distributed to a coach without a completed registration. There must be a pass-carrying coach or assistant coach present with the players at all times. It is the coach's responsibility to complete the registration process and ensure they are in possession of their pass PRIOR to the first practice. ONE (1) Head coach PER TEAM in all age groups. Assistant coaches must complete the same registration process as the Head Coach; they can be assigned to a team by MLYSL Board of Directors or Head Coach with the approval of MLYSL Board of Directors.

17. **Requests for Scholarships** - Reduced Registration fees (**printed on ORANGE paper**) - Only requests completed on the MLYSL approved "**Reduced Registration Request Form**", initialed and signed by parents with minimum registration fee, volunteer fee and submitted at time of registration will be considered. Requests for scholarships must be made in person at a face-to-face registration event. Proof of income is required by submitting either **(1)** a copy of your previous tax year's **1040 Federal Income Tax Form** (from the individual who claimed the player as a dependent). **THE TAX RETURN MUST SHOW THE CHILD'S NAME AS A DEPENDENT.** The Federal Income Tax form serves as proof of financial need as indicated upon the applicant's Scholarship Application. **(2)** A copy of your "**Passport to Services**" from the Amador County Department of Social Services. Reduced fees cannot be granted without receiving sufficient proof of income. Upon approval of the MLYSL Board of Directors, if the registrant is unable to pay the entire amount at one time, he/she may pay the amount in installments. The Scholarship request only covers the current registration fees. Scholarship applicants are not eligible for sibling discounts. Late scholarship requests are subject to late fees.

MLYSL will require a Volunteer Deposit of \$25 per Scholarship family to be paid by close of the regular registration period. This deposit will be reimbursed upon completion of 4 hours of volunteer service to the League. There are many jobs that you may complete to fulfill our volunteer requirement. If you choose not to volunteer, your deposit will be forfeited and your child will not be able to apply for Reduced Registration the following year.

18. **Insurance Claims** - When a player, coach, or official is injured while practicing, or playing, etc., a Youth Soccer Case Report (Incident Report) **shall be completed within 48 hours and forwarded to the MLYSL Registrar.** The Youth Soccer Case Report can be found on the league website (www.mlysl.com) and at the Information Booth. Alternatively, the form may be downloaded at the www.calnorth.org website. The MLYSL Registrar shall process the form and forward it to District. There is also general information on the accident insurance program and how to file a claim once the primary insurance carrier has paid their share of the claim on the www.calnorth.org website.

19. The Parent Conduct Policy will be available on the league website (www.mlysl.com).

20. **League Mailing Address:**

MLYSL
P.O. Box 1504
Jackson, CA 95642

Reduced Registration Policy

The MLYSL Board of Directors offers a reduction in the cost for soccer registration fees for applicants that otherwise may not be able to afford to pay. MLYSL will regard collection and retention of personal information very seriously and will strictly observe all player and family privacy with respect to all information collected.

Requests are to be completed on the “**Request for Reduced Registration Form**”. Parents must complete and sign scholarship request form. Scholarship request form, proof of income, Volunteer Deposit form and the minimum registration fee must be submitted at time of registration. **Proof of income is required by submitting a copy of your previous tax year’s 1040 Federal Income Tax Form (from the individual who claimed the player on their tax form).** The above forms serve as proof of financial need as indicated upon the applicant’s Scholarship Application. Scholarship money cannot be granted without receiving sufficient proof of income. Upon approval of the MLYSL Board of Directors, if the registrant is unable to pay the entire amount at one time, he/she may pay the amount in installments. **Full payment must be received by League Registrar no later than close of regular registration period.**

- **The Scholarship request only covers the current registration fees.**
- **VOLUNTEER FEES ARE NOT WAIVED WITH SCHOLARSHIP.**
- **The MLYSL Board requires the parent or guardian of the player to four (4) hours of volunteer time. If Volunteer time is not completed then you cannot apply for Reduced Registration the following year,**
- **APPLICATIONS SUBMITTED WITHOUT PROOF OF INCOME CANNOT BE CONSIDERED.**

If the total household income is the same or less than the amounts on the income scale, your child *may be* eligible for reduced registration.

Income Eligibility Guidelines:

<u>Household size</u>	<u>Weekly</u>	<u>Monthly</u>	<u>Annually</u>
1*	\$398	\$1,723	\$20,665
2	\$539	\$2,333	\$27,991
3	\$680	\$2,944	\$35,317
4	\$821	\$3,554	\$42,543
5	\$961	\$4,165	\$49,969
6	\$1,102	\$4,775	\$57,295
7	\$1,243	\$5,386	\$64,621
8	\$1,384	\$5,996	\$71,947

*A household of one means a foster child is his/her sole support.

The following is the definition of income: Income is defined as any monies earned before any deductions such as income taxes, social security taxes, insurance premiums, charitable contributions, and bonds. It includes the following: (1) monetary compensation for services including wages, salary, commissions, or fees; (2) net income from non-farm self-employment; (3) net income from farm self-employment; (4) social security; (5) dividends or interest on savings or bonds or income from estates or trusts; (6) net rental income; (7) public assistance or welfare payments; (8) unemployment compensation; (9) government civilian employee or military retirement or pensions or veteran payments; (10) private pensions or annuities; (11) alimony or child support payments; (12) regular contributions from persons not living in the household; (13) net royalties.



**Mother Lode Youth Soccer League
Request for Reduced Registration
CONFIDENTIAL**



Player #1 Name _____
 Player #2 Name _____
 Player #3 Name _____
 Parent/Guardian _____
 Address: _____
 Phone Number: home _____ cell _____
 Email: _____ layer
 Reason for Application: _____

Financial Eligibility: Please attach a copy of (1) front page of your previous year's tax return (1040) or (2) a copy of your "Passport to Services" from the Amador County Department of Social Services. **Must show name of Parent and the child(ren) listed as dependants.** Scholarship money cannot be granted without receiving sufficient proof of income. Parents with a player(s) participating in the scholarship program will be required four (4) volunteer hours added. Parents should expect to help with any of the organization's activities or events. Failure to participate will result in the loss of future scholarships.

- I/We agree to comply with all terms of the MLYSL Reduced Registration Policy
- I/We agree to work 4 Hours of volunteer time
- I am/we are hereby applying for financial aid from MLYSL to benefit the player(s) named above.
- I/we certify that all information submitted in and with this application is truthful and accurate.

Signed: _____ Date signed: _____

Printed Name: _____

Registrar Use Only:	
Registration Fees _____	Date _____
Volunteer Fees Received _____	Date _____
Volunteer Contract _____	Date _____ 44



Mother Lode Youth Soccer League Volunteer Form



MLYSL will require a **Volunteer Deposit of \$25 per family** to be paid by close of regular registration period. This deposit will be refunded upon completion of 4 hours of volunteer service to the League. There are many jobs that you may complete to fulfill the volunteer requirement. If you choose not to volunteer your deposit will be forfeited and your child will be unable to apply for Reduced Registration the following year.

PLAYERS NAME

AGE GROUP

_____	_____
_____	_____
_____	_____
_____	_____

I hereby agree to the conditions set forth by the Mother Lode Youth Soccer League and understand that if I do not fulfill my 4-hour volunteer requirement by Nov 1, of seasonal year my \$25 deposit will be forfeited and my child(ren) will be unable to apply for Reduced Registration the following year. _____ (initial)

Parent/Guardian Name: _____ (print)

Signature: _____

Date: _____



Mother Lode Youth Soccer League Volunteer Contract



Parent Name _____

Parent Phone _____ CELL _____

Parent Email _____

Select three (3) choices: 1-first choice; 2-second choice; 3-third choice

- _____ Field Set Up (set-up starts at 7:00AM)
- _____ Field Take Down (take down starts following last game of day)
- _____ Picture Day (getting teams ready, may assist parents with forms)
- _____ Field Preparation Day
- _____ Game Day Duty (pick up trash and clean restrooms)
- _____ Jamboree Day Preparations
- _____ Jamboree Day Booth
- _____ Coach/Assistant Coach/Board Member
- _____ AGM (invitations, set up and clean up)
- _____ Coach Meeting (forms, binders, etc)
- _____ Uniforms (sorting by team and put in bag)
- _____ Fundraiser Project



**Mother Lode Youth Soccer League
Volunteer Rebate Form**



This form is needed to obtain the \$25 rebate/refund of your MLYSL volunteer fee, which was paid at registration, in exchange for performing 4 hours of volunteer service for MLYSL.

Form must be signed (at bottom) by MLYSL Board Member.

FAMILY NAME: _____

JOB PERFORMED: _____

DATE AND TIME JOB PERFORMED: _____ (board initial)

JOB PERFORMED: _____

DATE AND TIME JOB PERFORMED: _____ (board initial)

JOB PERFORMED: _____

DATE AND TIME JOB PERFORMED: _____ (board initial)

JOB PERFORMED: _____

DATE AND TIME JOB PERFORMED: _____ (board initial)

PLEASE PROVIDE MAILING ADDRESS TO WHICH YOU WOULD LIKE THE VOLUNTEER REBATE MAILED:

PLEASE MAIL THIS FORM TO THE FOLLOWING ADDRESS:

**MOTHER LODE YOUTH SOCCER LEAGUE
PO BOX 1504
JACKSON, CA 95642**

Authorized MLYSL Board Member Signature:

Printed name of authorized person: _____

Team Names & Recreational Uniforms

Purpose: MLYSL understands the value that team names and uniforms provide for community identification and player camaraderie. At the same time, MLYSL wants to ensure that team names are appropriate and chosen in the positive spirit of soccer. With that stated purpose, MLYSL adopts this policy for team names and uniforms

1. Teams may select a personalized team name to use; however, official team designation will be assigned by the MLYSL Registrar. No team shall adopt and utilize a team name that can be construed as offensive or obscene by the local community. The MLYSL Board of Directors shall be responsible for enforcing this policy.
2. All recreational uniforms shall be purchased by MLYSL through a MLYSL selected vendor. All recreational teams will be provided with no more than one uniform for each player. All players shall wear the uniform that is issued by MLYSL for the current season.

Zero Tolerance Policy-Player and Sideline Conduct

Purpose - MLYSL Referees are a valuable part of the League's soccer program. The MLYSL soccer program cannot operate effectively without them. Each coach, player, and spectator shall at all times support the Referee and Assistant Referees. Negative or critical comments directed to any member of the Referee crew will not be tolerated by MLYSL. MLYSL will move to sanction coaches, players, and spectators for their violation of this Policy.

- 1. Support of Referees** - No one is to address a Referee in a negative manner immediately before, during, or after the game. It is the responsibility of ALL coaches to maintain the highest standards of conduct for themselves, their players, and supporters in all matches. Abusive and obscene language, violent play, violent conduct, fighting, and other behavior detrimental to the game will not be tolerated. A coach's responsibility for Referee support and spectator control includes the times prior to, during, and after the game at the field and surrounding areas.
- 2. Coaches' Communications with the Referee and Assistant Referees** – Coaches, players, and sideline spectators may NOT address any member of the Referee crew during play except for:
 - Responding to a Referee-initiated communication.
 - Making a request for substitutions.
 - Pointing out emergencies or safety issues, such as an injured player on the field.
 - To request clarification of any call provided the request is courteous and non-argumentative.

A Referee may stop the game and remind coaches of MLYSL's Zero Tolerance Policy.

A Referee may caution any coach for his/her failure to abide by this Zero-Tolerance Policy.

Any coach, who continues to violate this Policy after first being cautioned by a Referee, may thereafter be sent-off by the Referee and instructed to leave the field.

A Referee may send-off a coach for any egregious action, including, but not limited to, abusive language or any implied or actual threat of physical abuse. A prior caution is not required. The Referee shall simultaneously instruct the coach to leave the field.

Thereafter, the ejected person must depart the soccer complex. If the ejected person fails to leave the field, the Referee may abandon the game.

Nothing in this Policy shall be construed to limit the Referee's discretion as granted by MLYSL, the Cal North or FIFA Rules of the Game.

- 3. Spectator Communications with the Referee and Assistant Referees** - Negative or critical comments by spectators directed to any member of the Referee crew will not be tolerated.

A Referee may stop the game and request the assistance of all coaches to remind the spectators of MLYSL's Zero Tolerance Policy.

A Referee may thereafter stop the game and caution the coach as a warning that the Policy continues to be violated.

Thereafter, the Referee may instruct a coach to direct the spectators to leave the field. If the coach refuses, the Referee may send-off the coach, and direct the coach to leave the soccer complex along with the offending spectators. If the ejected coach and spectators fail to leave the field, the Referee may abandon the game.

A Referee may send-off a spectator for any egregious action, including, but not limited to, abusive language or any implied or actual threat of physical abuse. A prior caution is not required. The referee shall simultaneously instruct the spectator to leave the soccer complex.

Thereafter, the ejected person must depart the soccer complex. If the ejected person fails to leave the field, the Referee may abandon the game.

A Referee may request assistance from a Field Marshal in removing any coach or spectator who has been sent-off.

4. **Team Captain** –The team captain is encouraged to respectfully communicate with a Referee. A Referee may direct his/her comments to a coach through a team captain.
5. **Referee Notification and Send-Off Report** - Should a referee eject any player, coach, or sideline spectator, and/or abandon a game, he/she shall immediately notify the MLYSL Referee Coordinator. A written Referee Send-Off Report, outlining the pertinent facts of the send-off and/or the abandonment of game shall be sent by the Referee to the Referee Coordinator within 24 hours.

If a game is abandoned prior to completion, the offending team shall be granted a loss for league standings.

Zero Tolerance Against Abuse Policy

Purpose - MLYSL is committed to providing a safe environment for its members and participants and to preventing abusive conduct in any form. Every member of this organization is responsible for protecting our participants and ensuring their safety and well-being while involved in sponsored activities.

MLYSL promotes good sportsmanship throughout the organization and encourages qualities of mutual respect, courtesy, and tolerance in all participants, coaches, officials, and volunteers. We advocate building strong self-images among the youth participants. Children with strong self-images may be less likely targets for abuse. Similarly, they may be less likely to abuse or bully others around them.

To this end, MLYSL establishes the following guidelines of behavior and procedures for our staff, volunteers, and participants. All members of this organization, as well as parents, spectators, and other invitees are expected to observe and adhere to these guidelines.

1. Abuse of any kind is not permitted within our organization. This means we do not tolerate physical, sexual, emotional, or verbal abuse or misconduct from our players, coaches, officials, volunteers, parents, or spectators.
2. Physical and sexual abuse, including, but not limited to, striking, hitting, kicking, indecent or wanton gesturing, lewd remarks, indecent exposure, unwanted physical contact, any form of sexual contact or inappropriate touching, are strictly prohibited within MLYSL.
3. Emotional abuse or verbal abuse is prohibited. These include, but are not limited to, such forms of abuse such as yelling, insulting, threatening, mocking, demeaning behavior, or making abusive statements in regard to a person's race, gender, religion, nationality, ethnicity, sex, or age.
4. MLYSL is committed to providing a safe environment for our players, participants, and staff. We do so by appointing all coaches, officials, and volunteers – and anyone affiliated with our organization – as protection advocates. Every member of this organization is responsible for reporting any cases of questionable conduct or alleged mistreatment toward our members by any coach, official, volunteer, player, parent, sibling, or spectator.
5. We recommend that every activity sponsored by MLYSL put a “buddy system” in place. Each youth participant should be assigned a buddy during sponsored activities. No child should go anywhere – to the bathrooms, locker rooms, or other location – without his or her buddy.

6. To further protect our youth participants, as well as coaches, officials, and volunteers, we strongly advise that no adult person allow him or herself to be alone with an unrelated child or with any group of children during sponsored activities. In particular, we recommend that coaches and other adult members of this organization:
 - Do not drive alone with an unrelated child participant in the car;
 - Do not take an unrelated child alone to the locker room, bathrooms, or any other private room;
 - Only provide training or individual coaching with the assistance of another adult or the child's buddy;
 - If you must have a private conversation with a youth participant, do it within view of others, in the gym or on the field, instead of in a private office;
 - Coaches and other adult members of this organization should not socialize individually with nonrelated children outside of sponsored events.
7. We encourage parents to become as active as possible in sponsored activities, games, practices, and other events. The more parents are involved, the less likely it is for abusive situations to develop.
8. When traveling overnight with youth players, children should be paired up with other children of the same gender and similar age. No coach, parent, or other adult should be alone in a hotel room with an unrelated child. Children should be supervised by adults while in hotels at all times.
9. MLYSL will respond quickly to any and all allegations of abuse within this organization. This information will be communicated to the authorities for investigation and will be reviewed by the organization's Board of Directors. The alleged offender will be notified of such allegations promptly.
10. Any person accused of sexual or physical abuse may be asked to resign voluntarily or may be suspended by the Board of Directors until the matter is resolved. Regardless of criminal or civil guilt in the alleged abuse, the continued presence of the person could be detrimental to the reputation of the organization and could be harmful to the participants. A person who is accused but later cleared of charges, may apply to be reinstated within the organization. Reinstatement is not a right, and no guarantee is made by MLYSL that he or she will be reinstated to his or her former position.

District Cup Policy

Purpose – MLYSL is committed to providing our players with additional opportunities to play and experience the wonderful game of soccer at the recreational level. At the culmination of the fall recreation season, Cal North hosts a recreational tournament known as the “District Cup.” The top teams from each recreational league in the district are invited to play, with the chance of continuing on to additional recreational tournaments in California. While MLYSL demands good sportsmanship and appropriate behavior at all times, healthy competition can benefit our players by instilling pride and a winning spirit. This policy shall serve as a guideline for MLYSL participation in District Cup.

1. The MLYSL Board of Directors shall vote each year on whether or not MLYSL will participate in the District Cup.
2. MLYSL will pay all required entry fees for each team participating in District Cup. MLYSL will not cover any expenses related to travel, lodging or food.
3. Only U10, U12 and U14 teams shall be eligible to participate in District Cup.
4. The top ranking team from each age and gender group will be eligible to participate in District Cup. Only regular league games will count toward standings. Jamboree games will NOT count toward standings.
5. In the event the top ranking team declines to participate, the second place team will be eligible to participate.
6. In the event of a tie in standings by two top ranking teams, both teams will be eligible to participate in District Cup.
7. If a team participating in District Cup does not have enough players to field a full team, the Coach may add eligible MLYSL players from other teams. All outside players added must be approved by the MLYSL Registrar and District Registrar.
8. If a team participating in District Cup does not have enough uniforms for all players, the Coach shall contact a Board member and request assistance in obtaining additional uniforms. The Board of Directors will determine the best course of action on a case-by-case basis.
9. The MLYSL Red Card/Send-off policy shall apply before and during the District Cup. Participation during District Cup may be affected if a coach and/or player receives a red card/send-off during MLYSL recreational league play.
10. All MLYSL rules regarding good sportsmanship, coach conduct and player/spectator conduct shall apply at all times during the District Cup as well as fair and equitable playing time for all players. Each team is a representative of MLYSL and we expect appropriate behavior.

Suspected Concussion Protocol

MLYSL is committed to protecting the health and overall well-being of our players. Our goal is to help educate coaches, referees, parents and players on the potential negative effects of a concussion and have a system in place to properly address possible concussions and/or head injuries.

In accordance with Cal North policy, California Assembly Bill 2007 and the U.S. Soccer player development Initiative, the following protocol will be utilized in the event of a suspected concussion at any MLYSL event, including practices, games and outside tournaments.

For Team Officials (Coach, Assistant Coach, Manager)

- 1) Any player suspected of sustaining a head injury who exhibits any signs or symptoms of a concussion shall be immediately removed from the athletic activity and shall not return to play without medical clearance in accordance with this policy.
- 2) Appropriate emergency medical attention shall be sought for the injured player.
- 3) Once proper medical attention has been provided to the player a team official shall provide the player's parents or guardian with a Cal North Concussion Notification Form. The Concussion Notification Form is located at the Information Booth, on the MLYSL website and on the Cal North website. If the parent and/or guardian was not present at the time of the injury the team official shall notify the parent and/or guardian as soon as possible and provide details of the injury and any aid rendered to the player.
- 4) A team official shall notify a Field Marshall or Board Member as soon as possible of the suspected concussion. The team official shall relinquish the player's player pass (if applicable) to a Field Marshal or Board Member.
- 5) In accordance with Cal North Policy, the player must be medically cleared to return to play by a **medical doctor** or **doctor of Osteopathy** who is trained in concussion treatment **and** management. The Concussion Notification Form must be completed in its entirety and signed by a **medical doctor** or **doctor of Osteopathy**. Medical clearance by a physician's assistant or registered nurse will not be accepted, and the Concussion Notification Form will be rejected.
- 6) The completed Concussion Notification Form shall be provided to the MLYSL President to be sent to Cal North for review and approval.
- 7) Upon approval by Cal North, the player pass will be returned to the coach and the player may return to full MLYSL activities.

For Field Marshals and/or Board Members:

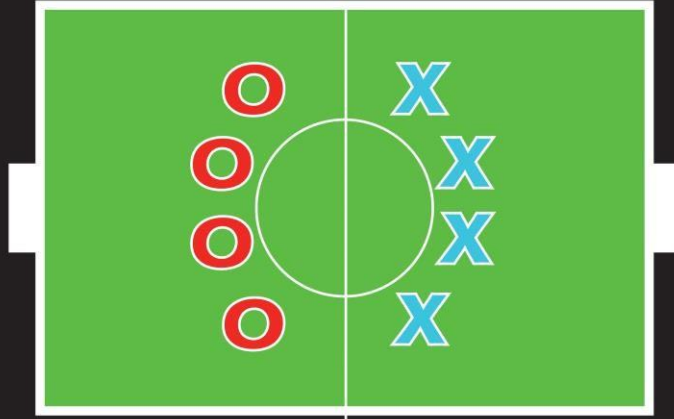
- 1) If a Field Marshal and/or Board Member witnesses a player sustain a head injury and exhibit any signs or symptoms of a concussion, the Field Marshal and/or Board Member shall contact the player's respective team official and ensure that the Suspected Concussion Protocol is followed.
- 2) If a Field Marshal and/or Board Member is notified of an uninvolved party of a player exhibiting suspected signs and symptoms of a concussion after sustaining a head injury, the Field Marshal and/or Board Member shall contact the player's respective team official and ensure that the Suspected Concussion Protocol is followed. The Field Marshal and/or Board Member may signal the referee to temporarily stop the game to determine if the player who sustained the head injury should continue to play.

For Referees:

- 1). If a referee observes a player exhibiting signs and symptoms of a concussion after sustaining a head injury, the referee shall stop play and not allow play to continue until the player has been removed from the game.
- 2) The player shall not be allowed to return to the game.
- 3) The referee shall file an incident report to the Referee Coordinator, describing the witnessed injury and signs and symptoms of the suspected concussion.

Field Diagrams

U6

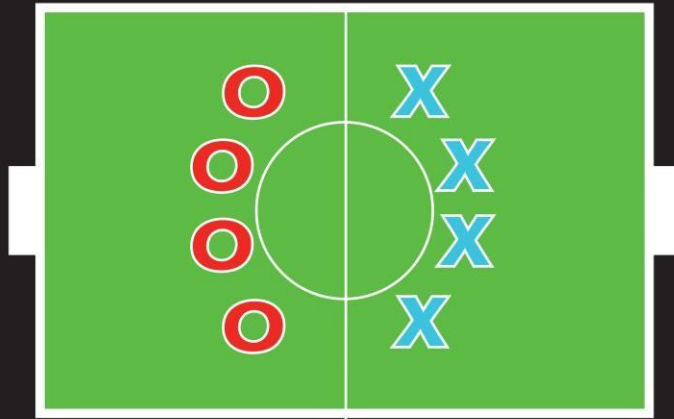


90'

60'

Players: 4 vs 4
Goalie: NO
Playing Time: 4x 8 min (32 min total)
Break Time: 3x 5 min
Ball Size: 3
Goal Size: 4'H x 6'L
Maximum Players per Team: 8

U8

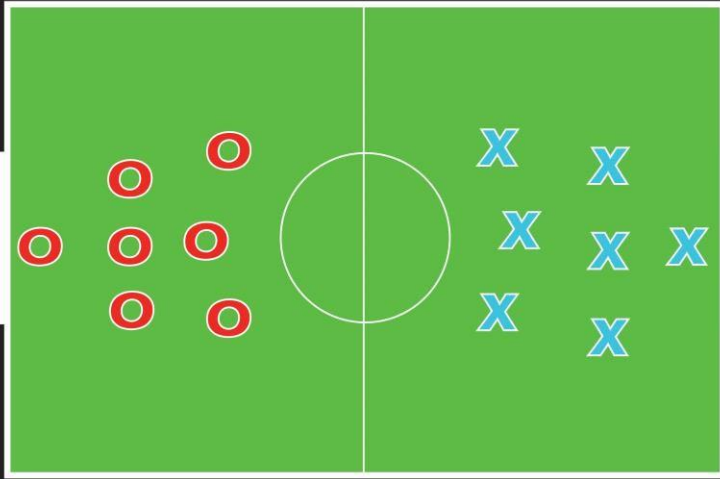


90'

60'

Players: 4 vs 4
Goalie: NO
Playing Time: 3x 15 min (45 min total)
Break Time: 2x 5 min
Ball Size: 3
Goal Size: 4'H x 6'L
Maximum Players per Team: 8

U10

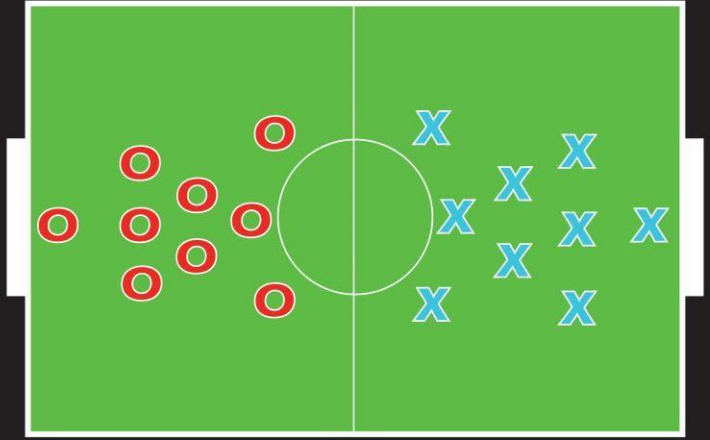


Players: 7 vs 7
Goalie: YES
Playing Time: 2x 25 min (50 min total)
Break Time: 1x 10 min
Ball Size: 4
Goal Size: 6.5'H x 18.5'L
Maximum Players per Team: 11

90'

141'

U12

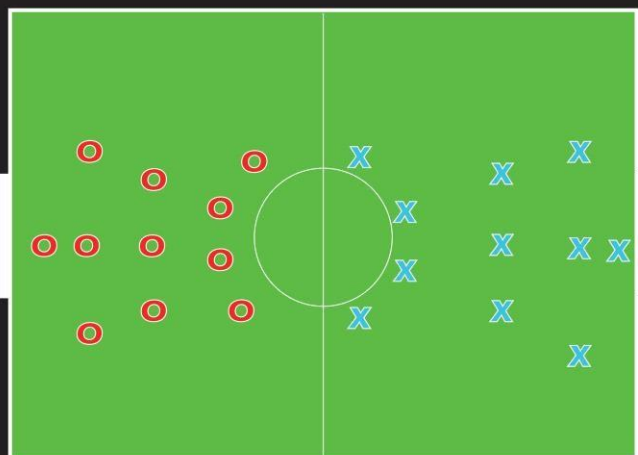


Players: 9 vs 9
Goalie: YES
Playing Time: 2x 30 min (60 min total)
Break Time: 1x 10 min
Ball Size: 4
Goal Size: 6.5'H x 18.5'L
Maximum Players per Team: 13

141'

225'

U14 and U16



Players: 11 vs 11
Goalie: YES
Playing Time: 2x 35 min (70 min total)
Break Time: 1x 10 min
Ball Size: 5
Goal Size: 8'H x 24'L
Players per Team: 13-18

225'

336'

NEW U.S. YOUTH SOCCER AGE MATRIX

SEASON

	2017	2018	2019	2020	2021	2022	2023	2024
2019							U6*	U6
2018						U6*	U6	U8
2017					U6*	U6	U8	U8
2016				U6*	U6	U8	U8	U10
2015			U6*	U6	U8	U8	U10	U10
2014		U6*	U6	U8	U8	U10	U10	U12
2013	U6*	U6	U8	U8	U10	U10	U12	U12
2012	U6	U8	U8	U10	U10	U12	U12	U14
2011	U8	U8	U10	U10	U12	U12	U14	U14
2010	U8	U10	U10	U12	U12	U14	U14	U16
2009	U10	U10	U12	U12	U14	U14	U16	U16
2008	U10	U12	U12	U14	U14	U16	U16	
2007	U12	U12	U14	U14	U16	U16		
2006	U12	U14	U14	U16	U16			
2005	U14	U14	U16	U16				
2004	U14	U16	U16					
2003	U16	U16						
2002	U16							

*Player must be 4 years of age on or before July 31 of the season being played

Howard Park Map

Howard Park – MLYSL SOCCER COMPLEX

NO PARKING

