



# UNITED SOCCER ASSOCIATION

Handbook and By-Laws

For use during the 2013-2014 Season  
Revised January 2013  
Adapted 1983

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Notes:

- 1) Sections One and Two were substantially re-written and the changes approved at the August 2005 Area Assembly.
- 2) The Table of Contents was re-arranged and approved at the August 2006 Area Assembly. An ad-hoc committee rechecked sections One and Two and made additional updates in February 2007.
- 3) Section & Sub-section headings revised in August 2008 allow for auto generated table of Contents

# **Section 1. USA SOCCER LEAGUE STRUCTURE**

## **I. OVERVIEW**

The name of this organization shall be United Soccer Association, which shall be referred to as **USA, Inc.** A non-profit educational organization which will be structured as a non-profit corporation under the provisions of Arizona Revised Statutes and paragraph 501(c) (7) of the Internal Revenue Code.

The object and purpose of **USA, Inc.** shall be to organize, promote, and administer youth soccer competition under the "Sanction of the Arizona Youth Soccer Association (AYSA)".

The territory covered by this league shall be the North West Metropolitan Area of Glendale and the City of Peoria.

The representative colors of this organization shall be red, white, and blue. Where a masculine pronoun is used in this document, both sexes are represented.

If this Association dissolves for any reason, its properties and assets shall become the property Of the AYSA to be put in trust until a new association can be formed.

### **Composition of Board of Directors**

- I. Executive Director
- II. Assistant Director
- III. Treasurer
- IV. Secretary
- V. Division Representatives

Notes: see Section II. C, D, E, and F for descriptions, duties, and responsibilities.

### **Who has a Voice and a Vote in the USA Soccer League Structure**

- I. At Special or Board meetings:
  - A. Voting Members: Each elected/appointed member has a voice and vote, including the ability to make and second motions
  - B. Non-Voting Members: Any member who does not hold a primary position on the Board.

#### **I. Officers**

- A. Officers elected (4-14)
  1. Executive Director
  2. Assistant Director
  3. Treasurer
  4. Secretary
  5. Division Representatives

- B. Appointed positions
  - 1. Registrar
  - 2. Field Coordinator
  - 3. Referee Coordinator
  - 4. Webmaster
  - 5. Jamboree Coordinator

These positions shall be appointed by the Executive Director, with the approval of the Board of Directors, for a term of one year.

## II. Finance and Budgeting

### A. Budgeting Preparation:

1. The Executive Director and Treasurer will solicit budget information from all officers prior to drafting the budget for the following year. The Treasurer will provide each Officer with information about actual expenses for the previous five years to assist them in providing feedback.
2. The Executive Director and Treasurer will draft a budget for the coming year and present it to the Board of Directors in May of each year. The Treasurer must include funding for all items approved by prior Board actions. The budget presented to the Board must include all line items to assist in understanding.
3. The Board will consider the proposed budget and make such modifications as it deems fit. The budget will be the first and priority of the Treasurer each May.
4. Should the budget recommendation be rejected by the Board, the Treasurer and Executive Director will immediately meet to prepare a revised budget, taking into consideration any discussion during the meeting. This process will continue until a budget is approved or a motion to defer passes. This action may only be taken after three rejections of the modified budget.

### B. Administration of the budget:

1. The approved budget will be administered by the Treasurer. The Treasurer will use a standard reporting format and will notify the Board of any overages or problems.
2. The appropriateness of expenditures during the year will be addressed by the Treasurer to the Board which will decide the appropriateness of the expenditure.
3. All funds of the Officers, Board and League will be administered by the Treasurer.
4. All contributions received from registrations, individuals, fundraisers, and sponsorships designated for a particular use or uses will serve to increase the budget of that designated use.
5. The expenses and revenues related to sales of any item outside of registration shall be separate line items separate from other operating expenses and included in the reports of the Treasurer.

- C. A prudent reserve of the greater of \$10, 000 or  $\frac{1}{4}$  of the League's operating expenses in the previous calendar year shall be maintained in a separate account. Should the reserve drop below the amount, a plan will be affected by the Treasurer to bring the

account back to that level. The prioritization of funding will be addressed through the budget process as a line item within the next annual budget.

- D. The Treasurer is directed to procure, implement, and maintain modern accounting tools for the management of the League's financial affairs. And funds expended toward this effort must first be reviewed and approved by the Board.

## **Section 2. The USA Soccer Board Positions**

### **A. Elections and Eligibility**

1. Elections are held at the end of every season, generally during the Jamoboree or the Tournament.
2. The Executive Director, Assistant Director, Treasurer, Secretary, Division Representatives are elected by a simple majority. Any alternates are automatically nominated.
3. The Executive Director and Assistant Director must have at least 2 years of experience in an organized sport league.
4. The nominees for Treasurer should have computer and financial experience, and the job description of the Treasurer should be read prior to nominations being taken.

### **B. Officers**

#### **1. Executive Director**

- a. The executive director shall facilitate the operations of **USA, Inc.**
- b. He/She shall remain in office for a period of one year and shall be elected by a majority vote of those members present at the general elections held at the end of each soccer season.
- c. He/She shall assume the chair for all General, Board, and Special meetings; and will be responsible to see that all elected and appointed board members are notified of any such meeting.
- d. Attendance to all general, board, and special meetings is mandatory for the director, unless previous commitments are unavoidable.
- e. All elected board members shall report directly to the Executive Director.
- f. All appointed positions shall be appointed by the Executive Director unless special arrangements have been properly noted by the Board.
- g. The Executive Director shall appoint all vacancies of elected positions. All such appointments must be approved by a majority vote from the remaining elected members.
- h. The Executive Director shall have one vote, in the case of a tie for the issue to be completed.
- i. The Director will help lend assistance to USA coaches, focusing on pre-season/early in the season. Once the season is underway, the director will serve as the middle man between the Referee Coordinator and the public, handling/assisting with supervising league officials.
- j. The Director will organize and maintain the Coaches Corner page on the USA website, for coaches to turn to for assistance and education. This page will be used to provide coaches an outlet for drills, skill building and general soccer information, updated Bi-weekly by a determined day.

#### **2. ASSISTANT DIRECTOR**

- a. Assistant Director shall assist the Executive director in facilitating the operations of **USA, Inc.**
- b. Attendance to all general, board, and special meetings is mandatory for the assistant director, unless previous commitments are unavoidable.

- c. The Assistant shall take the place of the Executive Director in all matters when the Executive Director is unavailable. He/She must be familiar with the procedures as set forth in *Roberts' Rules of Order*
- d. The Assistant shall have one vote in all matters decided by the Board.
- e. The Assistant shall be elected for a term of one year by a majority vote of those members present at the general elections held at the end of each soccer season.
- f. The Assistant shall be responsible for seeing that any board member unable to attend any meeting shall be informed of all matters covered at that particular meeting.
- g. The Assistant shall keep a list of volunteers and assist the Executive Director in finding volunteers for any positions that become available.
- h. In the case where the position of Executive Director is vacated during any season, the Assistant shall assume his responsibilities until the Board can name a replacement to that position.
- i. The Assistant Director will order league uniforms, keep record of equipment distribution: i.e. soccer balls, uniforms (including sizes and colors) and order league trophies and coaches plaques in a timely manner.
- j. The Assistant Director will also arrange and coordinate with a photography company to be available for league pictures no later the 4<sup>th</sup> week of league play.

### **3. TREASURER**

- a. Maintains and is a signer on all checking and other accounts for the League General Fund, Technology Fund, Prudent Reserve and any other accounts authorized by the Board.
- b. Responsible for accurately recording contributions to and disbursements from accounts.
- c. Responsible for timely disbursement of funds for bill payments and other authorized payments.
- d. Prepares annual budget as outlines.
- e. Presents quarterly and annual financial reports for approval.
- f. Attends and participates in Board meetings.
- g. Advises the Board at meetings.
- h. The treasurer shall keep an accurate set of books and give a financial accounting to the Board of Directors.
- i. He must also see that the accounts of USA, Inc. have two Board Members signatures and must at no time be overdrawn.
- j. The treasurer shall be elected by a majority vote of the members present at the general election held at the end of each soccer season. In the case where no treasurer is elected, the Executive Director shall appoint that position with the approval of the board.
- k. The treasurer shall have one vote.
- l. If anytime a board member requests an audit, two board members must be appointed by the Executive Director prior to the end of the Association's fiscal year to accrue the treasurer's records. The treasurer shall provide the auditors with whatever information is required by them to perform their duties.



#### **4. SECRETARY**

- a. Keeps the minutes of meetings
- b. Provides copies of all minutes to the Executive Director for distribution.
- c. Notifies members of the Board Meetings in a timely manner.
- d. Attends and participates in all meetings.
- e. Acts as advisor to the Executive Director.
- f. Updates and maintains the League By-Laws and past actions books.
- g. The secretary shall keep an accurate record of all meetings, handle all correspondence, give notice of meetings, and correlate all areas.
- h. The Secretary shall hold office for a term of one year and shall be elected by a majority vote of those members present at the general meeting held at the end of each soccer season. In the case where no secretary is elected, the Executive director shall appoint that position with the approval of the board.
- i. The secretary shall have one vote.

#### **5. DIVISION REPRESENTATIVES (BOARD OF DIRECTORS)**

- a. Division representatives shall be elected by a majority vote of those members present at the general elections held at the end of each soccer season.
- b. Division representatives elected may be no less than four (4) in number per year and no more than fourteen (14) per year. Numbers will be determined by the number of age divisions in the league that year and the number of teams in each division for that year.
- c. Each age division shall have at least one representative and no more than two. If not enough representatives are elected to serve for the following year, then the positions needed may be appointed by the Executive Director and approved by those representatives that were elected.
- d. Each division representative shall have one vote in all matters before the board.

***Division Representatives cannot be a coach, spouse of a coach or related in any way to a player In his / her division.***

##### **A. Duties of Representatives**

- 1.** Shall be thoroughly familiar with **USA, Inc.** rules and regulations, so as to be in a position to interpret them.
- 2.** Be present at all meetings of the Association unless otherwise excused.
- 3.** Supervise public relations in their divisions.
- 4.** Promote adult interest in the youth soccer program and recruit desirable persons to assist the league.
- 5.** Inform coaches in their division of all decisions made by the board and any \

other information pertinent to their teams.

6. Organize teams, organize schedules, organize game times, and practice locations.

### **C. APPOINTED POSITIONS**

The following positions shall be appointed by the Executive Director, with the approval of the Board of Directors, for a term of one year:

- Registrar
- Field Coordinator
- Referee Coordinator
- Webmaster
- Jamboree Coordinator

#### **1. REGISTRAR**

Coordinate with Webmaster to monitor and arrange online registration. Collect registration forms and money from families choosing not to use online registration. Review applications to validate players. Keep account of up to date address, emails and phone numbers of each head coach, assistant coach, team parents, and team rosters. Advise the Board of any changes in rosters. Provide the Board with a list of coaches, assistant coaches, and team parents.

#### **2. FIELD COORDINATOR**

Unlock Sheds to nets, anchors, tie downs and trash cans at least 1/2 hour before the game playing time. Arrange teams to Setup/Tear Down the nets before/after first/last game. Keep nets in good condition. Let the Board know if equipment is defective or missing. Purchase gypsum to line fields. Turn in receipt to purchasing agent or treasurer. Keep track of lining equipment. Provide personnel to line fields weekly with aid from the league's coaches and parents. Oversee that fields are being marked correctly and completely. Bum in lines if facility allows it. Line a coaches' box for crowd control. Notify Director of unacceptable playing surfaces.

NOTE: It may be advisable to arrange a schedule with coaches for help on Fridays.

#### **3. REFEREE COORDINATOR**

Establish rules and regulations of games with the Board. Keep extra game balls, corner flags, linesmen flags, and score sheets. Provide clinics for inexperienced referees. Make sure all referees understand all of the Laws (F.I.F.A., AYSA, and **USA, Inc.** modifications). Schedule referees for games, (Game schedule provided by the Field Coordinator). Attend all Special, Board, and Coaches meetings when requested. Explain Laws of the Game to coaches at one or more coaches' meetings. All referees shall be paid according to the procedure determined by the board members. Referees are paid upon having coaches sign score sheet, then return the game balls, flags, and score sheet to head referee at the end of game. Keep track of all team standings by using score sheets from official games. "DO NOT PUBLICIZE THIS STANDING. Notify Executive Director of any unacceptable playing fields. Keep track of team standings by keeping records of all games.

NOTE: All scheduling that requires a draw from the hat must be done in front of the Board. Scheduling usage of fields with organizations must be done on a written contract basis.

#### **4. WEBMASTER**

The USA Webmaster will organize, maintain, and update the USA website as directed by the board. Updates and maintenance should be done as quickly as possible to ensure the best possible interaction with USA families and the general public.

#### **5. JAMBOREE COORDINATOR**

The Jamboree coordinator will develop, organize and execute the end of the season Jamboree. Fundraising throughout the soccer season will help create the budget for this event, networking with USA families to find possible vendors to donate time and supplies and coordinating volunteers to assist with Jamboree tasks. The Jamboree will fall on the weekend before the USA tournament each year.

1. Appointed personnel or coaches should hold only one position on the Board at one time.
2. All appointed positions shall have one vote on the board.
3. No board member shall have more than one vote.
4. All appointed positions will have one vote at general meetings as a general member.

#### **D. COACHES**

A youth coach is anyone coaching boys or girls between the ages of five and nineteen. Schedule and hold practices. All coaches must complete and submit an AYSA Volunteer Disclosure Form, AYSA Code of Conduct form as well as a USA Coaches Code of Conduct Form. Notify field coordinator or Area representative of a playing field that is not usable. Attend all coaches meetings. If there is no way that a coach can attend a meeting, He/She must have at least one representative from his/her team attend. Be knowledgeable on soccer rules and regulations. Keep own crowd control at all games. Notify Registrar of any changes in the team personnel, including the coaching staff. (This also is to be done when, email, phone numbers or address are changed). Notify his/her team of any schedule changes. Hold parent meetings to keep them informed of the Association's activities. Distribute/Collect Parent Players Code of Conduct forms, any other necessary USA forms. Provide volunteers for functions that are needed within the Association. Provide weekly volunteers to aid with field set up. Designate an alternate team contact, (in case a coach is not reachable by phone, first preference: Assistant coach; second preference: team parent.) Notify Division rep of location where practices are to be held. Pick up trash after each game their team plays on. If first game of the day, be there one half (1/2) hour early to get nets and flags to set up the goal posts. If the last game of the day, take down nets and flags and return them to the shed.

## **Section 3. Operations of the League**

### **1. Meetings**

General meetings shall be held at least once per soccer year. Attendance should include all parents of playing members, coaches, assistant coaches, elected, and appointed board members. Coaches may be informed verbally or in writing at least one week prior to the meeting by their representative. Coaches shall contact the parents of their respective teams. General elections for the following year are to be held at a general meeting at the end of each soccer season. All members are entitled to one vote. Members are all coaches and assistants, all parents with children playing on a team with **USA, Inc.** and all appointed and elected board members currently holding office. Nominations shall be taken and elections shall be by roll call ballot. Board meetings shall be held as deemed necessary with attendance by all elected personnel. Before adjournment a date shall be set for the following board meeting and where it is to be held. The board may require the presence of any appointed personnel, if necessary, at any board meeting. All board meetings shall be open to all members of **USA, Inc.** for the purposes of observation only. If any member of **USA, Inc.** wishes to speak at a meeting, they must contact the Executive Director, who in turn will see that they are put on the agenda. Notice of intent to be on the agenda must be done at least 24 hours before the scheduled meeting. Otherwise, no guarantee can be made that they will appear on the agenda for that meeting.

Special meetings may be called by the Board at anytime as needed. At least one week's notice shall be given to all coaches, who are responsible to inform their parents of such meeting. If general members or coaches have a grievance, they may call a special meeting and have the Board Members explain their actions. There must be at least fifty (50) percent of the coaches and/or Membership involved in the request for such a grievance meeting to be called. These members should let their interest in the meeting be known to the Board in writing.

#### **A. GENERAL MEMBERSHIP VOTE**

At the discretion of the Board of Directors, a meeting of the general membership may be called for the purpose of voting on any given issue. A majority vote of those members present will decide that issue. If any occasion arises that is not fully covered by this Association's bylaws, then the Board of Directors shall have the power to decide what course of action needs to be taken.

### **2. BETTING AND GAMBLING**

Betting or gambling in any form on any game is forbidden. Any official or player who violate this rule shall be brought before the Disciplinary Committee for disciplinary action. No official, player, or spectator may have any alcoholic beverages or any intoxicating substances during any **USA, Inc.** games or tournaments. Any person who violates this rule shall be summoned before the Disciplinary Committee for disciplinary action.

### **3. CHANGES IN BYLAWS**

The board of directors shall be responsible to make any necessary deletions, additions, or changes to these bylaws. Proposals for any such changes may be brought to the Board for consideration. The Board shall vote on all changes to these bylaws. A majority vote of at least two thirds (2/3) of the Board is necessary to make any motion for changes to the bylaws. The general membership may override a Board's decision on bylaw changes by a vote of three fourths (3/4) of the total membership voting against the said changes. If a majority vote of at least three Fourths (3/4) of the general membership is not attained, the changes will stand as made by the Board.

### **4. DIVISION ORGANIZATION**

The league shall consist of divisions. Each division shall have at least one division representative, voted by **USA Inc.**, constituents.

The divisions shall be as follows:

- a. Age Group/Length of Games/Ball Size
- b. Under 14 / 70 min. (2-35 min. Halves)/ #5
- c. Under 12 / 60 min. (2-30 min. Halves)/ #4
- d. Under 10 / 50 min. (2-25 min. Halves)/ #4
- e. Under 8 / 50 min. (2-25 min. Halves)/ #3
- f. Under 6 / 40 min. (4-10 min. Quarters)/ #3

There may be additional in house changes to allow for modifications to be made by the Board. The in house tournament overtime rules shall be set by the tournament director with the Board's authorization.

### **5. REGISTRATION**

Players will be placed in each age group per AYSA age group listings and will be eligible to play for the complete soccer season.

#### **A. PROOF OF AGE.**

*1.* Any player can be called upon to prove their legal age by the Board, the Disciplinary Committee, the Registrar, or by a majority vote of the teams in any division. Proof of age shall consist of a photo copy of a Birth Certificate, Board of Health Records, Passport or Alien Registration Card issued by the United States Government, or Certificate of Naturalization issued by the Immigration and Naturalization Service. Hospital records are not accepted, per AYSA.

#### **B. REGISTRATION PROCEDURES**

The **USA Inc.**, registrar must have on file birth certificates or other proof of age, as specified in bylaws, of all players. Registration forms should have the birth dates portion initialed by above persons to validate the birth certificates are on file.

There is to be a "registration" cutoff date established. After that date, players will be assigned to teams. Any child desiring to register after the cutoff date will be placed on a waiting list.

### **C. POST REGISTRATION PROCEDURES**

Priorities assigning players to teams:

- A. age should determine players' division.
- B. place coach's child on team
- C. place returning players on teams where requested.
- D. place on teams where preferences are stated (i.e. to play on a given team with a given player) only during specified early registration dates.
- E. Place players within same family on same team whenever possible, unless parents or guardians have stated desires otherwise.
- F. Places players on teams that practice as close as possible to their homes
- F. An even male/female ration should be followed
- G. If new teams are to formed, try to spread out experienced "draftees" on these new teams.
- H. Place less experienced players on new and existing teams to fill up teams as evenly as possible.
- I. Younger players may play in a higher division with approval of coach and parent permission slip signed.
- J. Once they have moved up they may not return to their normal age group, unless approved by the Board

### **D. AFTER TEAMS HAVE BEEN ESTABLISHED AS SPECIFIED:**

- a. Players registering after the registration cutoff date will be put on a waiting list. The players should be placed on a team according to the post registration priorities specified.
- b. Placement shall be terminated by last registration date set by the board of **USA Inc.** in the normal playing season.
- c. No tryouts shall be permitted except for select team tryouts described herein.

### **6. How Robert's Rules of Order apply to USA Soccer Meetings**

The function of Robert's Rules is simply to make it possible for a large body of people to discharge their responsibilities in a limited period of time. To judge whether Robert's Rules conflict with this, consider the following statement from the introduction to the official version of those Robert's Rules: "American Parliamentary Law is built upon the principle that rights must be respected: rights of the majority; of the minority; of individuals; of absentees; and of all these together." Insofar as possible, important matters to come before the Assembly should arise via the 'panel system.' This system provides that, in order that a large number of questions can be dealt with during the Assembly business meeting, each should be referred to the appropriate panel, preferably before the meeting. The voting members of these panels are registered voting members of the Assembly, so that

it can be said that their output reflects ultimately the experience of the groups. Each panel has time to consider carefully the items coming before it, and to present to the Assembly as a whole its recommendations for Assembly action. Although some of these recommendations will create discussion on the Assembly floor, most are acted on promptly, and it is only in this way that the Assembly can attend to all the business before it. According to Robert's Rules, "nine times out of ten the report of a panel decides the action of the Assembly." The order of the panel reports is specified in the agenda. Each panel report contains recommendations, each of which is taken up, in turn, for discussion and acceptance or rejection. Each recommendation by the panel becomes automatically a seconded motion and ready for discussion.

#### **A. Current Guidelines**

1. USA seeks "substantial unanimity" on all important matters of policy; this is interpreted as at least a two-thirds vote. This includes all Structure changes. (Robert's Rules assume that the decision of the majority is the decision of the assembly.)

2. Structure Change is defined as: Any action which alters the eligibility, duties, responsibilities and/or manner of election of: Officers, Coordinators, Administrative Committee members and Agenda Committee members; and their respective meetings, in any way, are Structure Changes.

3. Structure changes are presented at one meeting, announced at the next, and then are voted on at the following Meeting. Simple majority is 50% plus one vote.

4. Because the number of members present at the meeting varies from time to time during the rotation, the phrase "two-thirds vote" is taken to mean "two-thirds of the registered voters who are present and voting on that particular motion. After the establishment or rejection of any matter, the minority will always be given an opportunity to speak to its opposition.

5. A lot of the detail of Robert's Rules exists to forestall the use of "parliamentary maneuvers"; that is, the use of the rules to frustrate the wishes of the majority. USA's nature is such that while Board members have different opinions on many issues, everyone wants to achieve the "group conscience" of the meeting. The legitimate rights of the minority are protected its observance throughout the meeting.

6. People who wish to speak to a topic, including "call the question", are called on in order. Each may speak for approximately two minutes; no speaker should speak for a second time to a topic, until all who wish have spoken at least once. This is an "informal rule" according to Robert's Rules.

7. Voting can be by show of hands or by written ballot for or against the motion except for elections of officers, which are done by written ballot.

8. Specific Robert's Rules that come up often:

a. Any motion which has the effect of limiting discussion on a topic requires a two-thirds vote. This applies particularly when someone "calls for the question". This motion is made in order, requires a second, is not discussed, and requires a two-thirds vote. If passed, discussion on the motion before the Assembly ceases, and the Assembly proceeds immediately to vote on it.

b. If the motion to "call the question" is not passed, discussion continues on the original motion before the Assembly.

c. From time to time a request to reconsider a motion is made. According to Robert's Rules, such a request can be made in the form of a motion, but only by

someone who had voted with the winning side of the action and now wishes to change their vote. According to Robert's Rules, a simple majority is enough to cause reconsideration but no action can be reconsidered twice. This request may be made only on the day of the original action.

## 7. Flow of a Motion

(See Flow Chart following Section below on Procedures)

### 1. Definitions

**Motion:** To officially request that a specific action be taken

**Second:** All motions must be seconded by another individual who supports the motion.

If there is no second the motion dies.

**Discussion:** To talk about the pros and cons, and ask questions about a motion on the floor.

**Amendable:** To amend or alter a seconded motion on the floor. Only the individual who made the motion may amend it, and the individual who seconded the motion must agree with the amendment. *A recommendation from panel is not amendable on the Assembly floor.*

**Majority:** (Simple Majority) 50% plus one, of the voting members present.

**Substantial Unanimity:** 2/3 of the voting members present.

**Structure Change:** An action that would affect the structure of the Arizona Area. Structure Changes must be presented in writing in the Agenda at one assembly, read at the following assembly, and voted on at the next assembly. Requires a 2/3 majority vote to pass.

**Minority Opinion:** A stated or written opinion on a motion given by an individual who voted on the minority, ("losing") side of the motion.

**Motion To Reconsider:** When a stated minority opinion results in causing one or more individuals who voted in the majority on the motion, to change their mind about how they voted, this person may request that the motion be reconsidered. (Needs a second)

**Motion To Table:** To put a motion in suspension indefinitely. A tabled motion will stay tabled (but will continue to appear on the agenda under old business) until a motion is made and seconded to un-table the tabled motion.

**Plurality Vote:** Most Votes

### 2. Protocol

a. Whenever addressing the Assembly, do so from the microphone. (Motions, seconds, amendments, comments, debates, points, etc.)

b. Motions die if they do not receive a second.

c. Remember to play nice! (No hitting, swearing, biting, etc.)

d. Chairperson decides



e. RULE 62

### 3. Procedures

(a.k.a. Additional Things To Holler From The Microphone)

Other Procedures that may take place during the discussion of a motion are:

a. Point of Order: To object to a procedure or to a personal affront

b. Point of Information: To request or give information

c. Point of Privilege: To comment about noise, room temperature, etc.

The above Points may interrupt the speaker, do not require a second,

## Section 4. GAMES

### A. General

1. At the conclusion of a game, the referee is to hand in the score sheet/roster to the Board designated tabulator.

2. Any team delaying the start of a scheduled game more than fifteen (15) minutes without the authorization of the Board shall forfeit the game to the opponent.

3. A team must have at least 7 players to start a game. A team is only allowed a 5 minute delay if they have at least 7 players, in order to gain additional players. Players arriving after the start of the game are not allowed to play until the referee has had the opportunity to check the player's equipment.

4. In the event that both teams do not show up for a scheduled game, and the referee rules the ground playable, then both teams shall be assessed with a loss. If a tournament tie is involved, then both teams shall be declared out of further play in that tournament competition.

5. In tournament competition, divisions will be divided into flights based on the standings with the top teams playing each other, middle teams playing each other and bottom teams playing each other. 1<sup>st</sup>, 2<sup>nd</sup> and 3<sup>rd</sup> place medals are awarded in each flight in every division (U6 does not participate in the tournament). Flighting of the divisions will ensure competitive and fair games for all the teams, maximizing the fun for the kids.

6. The referee in all games shall be appointed by the Board or its delegate. They will set his fee. In the event of nonappearance of the appointed referee, the opposing team coaches must agree to a solution. The game is to be played and will be official. If agreement is impossible, then the matter will be referred to the Board for action. The referee shall comply with the **USA, Inc.** Score reporting procedure. Referees may at any time be called before the Disciplinary Committee or higher authority to explain their reports.

7. In any emergency, periods may be shortened before the start of the second half. Referees will notify both coaches of this action. If the referee determines that the weather is bad enough to shorten a game, he does not need the approval of the coaches.

8. The referee will keep score placing the scores on the roster/score sheet. Any discrepancy must be brought before the Board within two (2) days.

9. Coaching areas: The coaching areas should be on opposite sides of the field. On each side of each field of play, there shall be designated specific areas for each team's bench. The team boxes should be placed at least two (2) yards from the sideline. The team boxes shall extend ten (10) yards on each side of the halfway line or a total distance of twenty (20) yards. If the playing field does not permit coaching areas on opposite sides of the field, the team boxes and coaches' area should be placed at least two (2) yards from the sideline. The coaches' area will extend five (5) yards on each side of the halfway line and the team boxes shall extend from ten (10) yards on each side of the halfway line for a distance of twenty (20) yards.

10. Spectators' area: Spectators must remain at least four (4) yards from the sidelines. No spectators are permitted on the goal ends of the field. It is required that the spectators remain between the 18 yard boxes.

11. Players can protect themselves as follows: Arms folded across the chest, palms open, elbows down, and flush with the body. Elbows cannot be out. This is for protection only and not to be used to control the ball at the

discretion of the referee. Boys can protect their genitals in the same fashion.

## **B. YELLOW/RED CARDS**

On a red card, the referee will write down the player name and number on the game card and turn it over to the Disciplinary Committee, who must make a decision on a course of action before the next scheduled game.

Upon accumulating three yellow cards, by one player, the player card must be submitted to the Disciplinary Committee for action before the next scheduled game.

## **C. COACHING FROM THE SIDELINES**

Coaching from the sidelines is permitted provided:

- a. No mechanical devices are used.
- b. Tone of voice is formative and not abusive.
- c. Coaches and players must be inside the coaches' box.
- d. No coach, substitute or player is to make a derogatory remark or gesture to the referee, other players, substitutes, or spectators:
- e. No coach or substitute or player is to use profanity.
- f. No coach, substitute or player shall incite in any manner disruptive behavior. The penalty for the above shall be ejection from the game and disciplinary action will be taken by the Disciplinary Committee.

## **D. RULES OF PLAY**

The rules of play shall be the "Laws of the Game", as published by the F.I.F.A. All contests sanctioned by this Association shall abide by the "Laws of the Game," and the modifications as published by this Association.

## **E. SUBSTITUTIONS**

Each player is required to play for at least one half (1/2) in every scheduled game, unless the player is being disciplined for missing practices.

Substitutions may be made at the following times:

- a. Prior to a throw in your favor
- b. Prior to a goal kick by either team
- c. After a goal by either team
- d. After an injury by either team
- e. At half time

In any case, a substitute shall not enter the field of play until the player he is replacing has left, and then only after receiving a signal from the referee. Substitutes must enter the field of play at the halfway line.

## **F. DISCIPLINARY COMMITTEE**

The disciplinary committee (herein called the committee) shall be made up of the Executive Director as chairperson, Head Referee, and one coach from each division. Each division shall appoint its disciplinary representative to the committee. Division representative of the team in question may attend as a nonvoting member. In the event that any voting member is involved in the situation under review, they shall withdraw themselves from the committee for that meeting and an alternate shall be named.

The discipline representative of the division involved shall attend the meeting. Hearing date shall be set within four (4) days of the alleged violation. The committee shall have the right and authority to suspend, bar completely, or otherwise discipline any player, coach, team assistant, scorekeeper, referee, or division representative from any division or team for just cause, and to also hear any violations of league policy. Should any person, team, or division want to appeal any decision, the line of authority shall be: from the person to the team, from the team to the division rep; from the division rep to the disciplinary committee, from the committee to the Board of Directors; from the Board of Directors to the AYSA District Representative.

### **1. PROTEST**

The committee shall deal with all protests arising out of any Association games. The Protest shall be in written form (typed or printed), in triplicate, to the Secretary and shall be accompanied by a \$25.00 fee. Protests are to be sent to the secretary by registered or certified mail within two calendar days following the date of the match. The proper fee must be enclosed. The protest fee will be returned if ruling is in favor of the protest. It shall not be returned if denied, unless the committee is over ruled by a higher authority. Only violations of the rules and regulations of this association shall be proper subjects to consider for protest.

### **2. DISCIPLINARY RULINGS AND MINIMUM PUNISHMENTS**

Coaches and/or players guilty of fighting, pushing, or shoving, any coach, official, or player before, during, or after any game shall receive from a four game to a one year suspension. Coaches and/or players guilty of using profanity either by word or sign against any player, coach, spectator, referee, or any league official shall receive a minimum of a one game suspension. Coaches and/or players guilty of making threatening gestures against other players, coaches, spectators, referees, or league officials shall receive a two game suspension. Coaches and/or players sent off the field by the referee shall receive a minimum of a one game suspension.

Second violation of the same offense requires a suspension of one calendar year. Third Violation of the same offense shall be followed by a lifetime suspension from the league. Any coach who is serving a suspension must remain away from the playing fields. Any violation will result in a forfeiture of that game.

### **3. MISCONDUCT REPORT**

Whenever a red card is issued either to a player, coach, or other assistants, the referee issuing that card must submit a detailed written report immediately following that game along with the game sheets. The referee's attendance at the disciplinary meeting held to review that situation is not mandatory, but the Head Referee must attend. The referee may attend if he so desires. This bylaw supersedes all other FIFA rule on disciplinary action.

### **4. APPEALS TO DISCIPLINARY RULINGS**

For anyone wishing to appeal any decision made by this disciplinary committee, their appeal must be submitted in writing by registered mail to the Executive Director, within 48 hours following the decision made by the disciplinary committee. It shall be accompanied by a \$25.00 fee. This fee will be returned if their appeal is upheld. The appeal shall be heard by the Board of Directors. In the event the appeal is denied, the person making that appeal can then take their appeal to AYSA in accordance with that Association's rules and procedures.

### **G. PLAYER TRANSFER, RELEASE, AIVD ROSTER LIMIT**

- a. Any player assigned to a team is bound to that team for the entire seasonal year unless:
- b. The original team suspends operation for the remainder of the seasonal year:
- c. They move to a new address, a distance which, in the opinion of the Board would make it impractical for them to continue with the original team;
- d. Their current team gives them a release. When a team disbands and that fact is officially recognized, acknowledged, accepted, and noted by this Association, any player of that team may request to be transferred to another team OR where there is an opening on another team. Any transferring player, regardless of circumstances, will assume financial responsibilities necessary for securing a proper playing uniform for his new team. There shall be no refunds given to any member of a team, disbanded or otherwise. A team is limited to a total of three (3) transferred players per seasonal year.
- e. Player roster: No team shall have more than 18 players registered at anytime.
- f. Poaching: Any team which, through its responsible officers or representatives, attempts to induce a registered player of any **USA, Inc.** team to leave their team before the end of the current season shall be deemed to have committed an offense and shall be dealt with by the Disciplinary Committee.