

Livermore Youth Soccer League
Standard Operation Procedures (SOPs)



Livermore Youth Soccer League Standard Operation Procedures (SOPs)

Revised: October 2008

| | | |
|-----------------|---|-----------|
| SOP I. | ADMINSTRATION | 2 |
| SOP II. | LEAGUE STRUCTURE | 4 |
| SOP III. | YOUTH PROGRAM GENERAL GUIDELINES | 5 |
| SOP IV. | HOUSE PROGRAM..... | 7 |
| SOP V. | HIGH COMPETITION PROGRAM..... | 13 |
| SOP VI. | OPERATIONS | 17 |
| SOP VII. | LSYL SUB COMMITTEES..... | 17 |
| SOP IX. | SOP AMENDMENTS..... | 18 |

Livermore Youth Soccer League Standard Operation Procedures (SOPs)

SOP I. ADMINISTRATION

SOP I.1 *League Goals*

SOP I.1 (a) It is the goal of the Livermore Youth Soccer League (LYSL) to provide a league in which all registered youth players can enjoy the sport of soccer in a fair and fun environment, in adherence to the LYSL Mission Statement.

SOP I.2 *General Conduct*

SOP I.2 (a) Each team shall be responsible for the conduct of its players, coach, manager, team assistants and parents and it is the responsibility of each team to ensure that its actions, on or off the field, do not bring disrespect upon this league.

SOP I.3 *Board Authority on the Field*

SOP I.3 (a) LYSL Executive Board members, HC Representatives (HC Reps) and Age Group Coordinators (AGCs) have the authority to address issues that violate league rules as they arise on the field. As little impact as possible should be made to the game in play. Such interjections shall not interfere with or supersede the registered referee's authority on or around the field of play.

SOP I.4 *Rules of Governance*

SOP I.4 (a) LYSL acknowledges and shall adhere to the most current version of the governing hierarchy rules of soccer in the order of authority listed below. LYSL policies shall not supersede or minimize the rules of these bodies of authority.

SOP I.4 (b) "Bylaws of USSF, Inc" (FIFA)

SOP I.4 (c) "Policy on Players and Playing Rules" (USYSA)

SOP I.4 (d) "Rules of Play" (USSA)

SOP I.4 (e) "Team Manual" (CYSA-North)

SOP I.5 *S.O.P. Modifications*

SOP I.5 (a) The LYSL Standard Operating Procedures "SOP." may be modified at any time, according to the SOP Committee guidelines listed in the Subcommittee section SOP VII.5.

SOP I.6 *Registration Process*

SOP I.6 (a) The primary method for league registration for LYSL shall use an on-line tool. This on-line tool should be user friendly and explain the complete registration process on the very first page. The last page collects a mandatory credit/debit card payment and prints a receipt.

SOP I.6 (b) With an assumed league schedule of games starting at the end of August or beginning of September, LYSL needs time for open registration, team formation and practice. As such, open LYSL league on-line registration may begin in February. On-line registration shall close on May 15. This period of time shall be called "Open Registration"

SOP I.6 (c) From May 16 through August 31 (the likely start of league games), new registration is dependent upon placement on an existing team as determined by the appropriate Age Group Coordinator (AGC) or High Comp Representative. This period of time shall be called "Late Registration". Registration during this period of time shall include an extra late fee assessment for an amount specified for that season by the LYSL Full Board. There are no guarantees for team placement with late registration!

SOP I.6 (d) From the September 1 through the end of the season, there may be unique situations where new registration is needed in order to fill critical vacancies on an existing team. Under these circumstances, "Mid Season Registration" may be allowed at the discretion of the AGC or High Comp Rep. The league registration cost shall follow the following guide line but may be modified by the Executive Board for that season. (Additionally, High Comp may also reduce the High Comp fee for said player.)

Livermore Youth Soccer League Standard Operation Procedures (SOPs)

- SOP I.6.d.(i) Mid Season league registration cost:
Any registration processed in September: 80% of league registration
Any registration processed in October: 30% of league registration
Any registration processed in or after November: \$25

SOP I.6 (e) *Late Registration Process*

SOP I.6.e.(i) Players wishing to be considered for late registration shall follow the procedure shown on the LYSL website.

- 1) Complete a Registration Wait List Application.
- 2) Complete a CYSA form 1601.
- 3) Provide a copy of the player's birth certificate if the player has not been a LYSL member the previous season.
- 4) Write a check for the league registration plus late fee (The check will be destroyed by LYSL if the player is not placed that season. The check will not be returned.)
- 5) Drop all of the above off in the mail slot at the LYSL office or mailed to LYSL

SOP I.6.e.(ii) Placement on a House team will be "first come/first served" as determined by the date of the Registration Wait List Application is received by LYSL. (If there is a dropped player, such as a disbanded team, then that player shall go to the top of the wait list.)

SOP I.6.e.(iii) When availability is determined, the AGC/HC Rep shall contact the player to verify if there is still interest and to provide information on what the player needs to do (if anything) in order to complete late registration. The AGC/HC Rep shall contact the Registrar saying that this player is allowed to register and shall turn over the 1601 and check.

SOP I.6.e.(iv) The Registrar shall process the player's registration, add the player's information to the registered player database include receipt of payment, get the check to the Director of Finance for processing, and notify the AGC/HC Rep that the player is now fully registered.

SOP I.6.e.(v) The AGC/HC Rep shall then contact the player indicating that they may now join the team. (Please note that the player may not participate with the team until the completion of registration due to insurance coverage.)

SOP I.6 (f) *Mid Season Registration Process*

SOP I.6.f.(i) Mid Season registration is a unique situation that arises from a coach with a critical need for a player addition. The coach communicates this need to the AGC/HC Rep.

SOP I.6.f.(ii) For House, a player may come from remaining names on the wait list. For HC, the coach may request a specific player that is known to be available and possess the skills necessary.

SOP I.6.f.(iii) The registration process follows the late registration process of SOP I.6.e (iii) through (v).

SOP I.6 (g) *Registration with Financial Aid*

SOP I.6.g.(i) League registration for players requesting financial aid shall be per the Registration Financial Aid Policy. This SOP defines the process of registration with financial aid (FA)

SOP I.6.g.(ii) Since on-line registration is completed with a payment, those wishing to be considered for financial aid cannot use the on-line registration tool

SOP I.6.g.(iii) Interested applicants shall follow the process defined on the LYSL web site. They may download a Financial Aid Application Form from the LYSL web site under the Registration Financial Aid Policy. Following the instructions on the form, the applicants shall mail in the application with any support documents to LYSL or drop the forms and documents off at the LYSL office. Applicants shall also obtain, complete and send in a CYSA form 1601 with their FA application.

SOP I.6.g.(iv) The Financial Aid application shall be processed by the Director of Finance or designate. The application and supporting documents shall be reviewed for completeness and qualification per the policy. The supporting documents will be destroyed (not returned) by LYSL once they have been verified and processed for financial aid consideration.

Livermore Youth Soccer League Standard Operation Procedures (SOPs)

SOP I.6.g.(v) With a specified budget for financial aid, the Director of Finance shall grant financial aid to all qualified applicants on a first come/ first served method until the budget has been exhausted. From that point on, all FA request shall be rejected. The web site should be updated accordingly.

SOP I.6.g.(vi) Once FA has been granted, the CYSA 1601 registration form shall be processed by the Registrar as any other player with the exception that the database indicates FA instead of payment.

SOP I.7 *Initial Team Formation Process*

SOP I.7 (a) LYSL team formation begins with the identification of players for High Comp teams. HC try-outs and team formation process is defined by SOP V.7.

SOP I.7 (b) High Comp try-outs for the U9 to U13 players should be completed no later than April 15. High Comp try-outs for the U14 to U19 players should be completed by the end of April. If a Livermore team is participating in the CYSA State Cup finals, then try-outs for that specific age group (U14 to U19) may be postponed until the end of State Cup with team formation identified no later than May 15th.

SOP I.7 (c) Prior to HC try-outs for a specific age group, High Comp should download the list of players in that age group from the registration database. This list should be the basis player tracking and identification during the try-out process.

SOP I.7 (d) Once the players have been identified for the High Comp team and they have made a commitment to that team, then the HC Rep needs to identify all of the selected players in the on-line database. Identification should include Division 1 or Division 3 and maybe the specific team (coach or team name).

SOP I.7 (e) Once the Division 1 and 3 HC players in the database have been identified, then the HC Rep should contact the appropriate AGC that the database can now be used to sort the remaining LYSL players into House teams.

SOP I.7 (f) After the AGC has identified the players for each House or Rec Plus team, then the AGC should also identify each player in the database as to which team (by coach) that each player is assigned.

SOP I.7 (g) AGC and the HC Rep shall print the CYSA 1601 registration form for each player that they are responsible and provide this to the coach to obtain a signature.

SOP I.8 *High Comp/House Player Transfers*

SOP I.8 (a) If there is a situation where a previously identified HC player needs to be placed into the House or Rec+ League, then the HC Rep shall first ensure that said player has been informed of the change and is willing to play in the House or Rec+ league. If the player is willing to move to House, then the HC Rep shall then contact the appropriate AGC and identify the player that need to change. That AGC shall place that player on a House team and then change the status in the on-line database.

SOP I.8 (b) If a HC team needs an additional player after try-outs, then that coach should communicate the need to the appropriate HC Rep, who then informs the appropriate AGC of a desire to move some House player to High Comp.

SOP I.8 (c) The HC Rep and the AGC should work together to arrive at a solution that has minimal impacts to the HC or House teams. (Neither High Comp or House is more important than the other to cause significant hardships on the other.)

SOP I.8 (d) Once a House player has moved to High Comp, then the HC Rep shall change that player's status in the on-line database. The HC Rep shall notify the AGC when this process is complete: player has accepted HC placement and conditions; and paid HC fees.

SOP II. LEAGUE STRUCTURE

SOP II.1 *House Program*

SOP II.1 (a) The House program is open to all registered U5-U19 LYSL players from that wish to participate. The main focus of this program is for the players to learn basic soccer skills appropriate to their age group and have fun.

Livermore Youth Soccer League Standard Operation Procedures (SOPs)

SOP II.2 *High Competition Program*

SOP II.2 (a) The High Competition “High Comp” program is open to registered U9-U19 LYSL players that wish to participate after participating in a “tryout” and receiving an invitation from the Director of High Comp. The main focus of this program is for the players to learn soccer skills appropriate to their age group and participate in games against other highly competitive teams and have fun.

SOP II.3 *Program Subcommittees*

SOP II.3 (a) There are several subcommittees in LYSL that support the functionality of the player programs. Subcommittees are created to help facilitate the smooth operation of the player programs and the league.

SOP III. YOUTH PROGRAM GENERAL GUIDELINES

SOP III.1 *Team Rosters*

SOP III.1 (a) All LYSL team rosters are comprised of players that have been officially assigned to a particular team. For the House Program, only the Age Group Coordinator shall be the authority to set player and team assignments. In the High Comp Program, the HC Reps shall be the authority to set player and team assignments.

SOP III.1 (b) No player shall be permitted to practice or play without being first officially registered by the appropriate authority.

SOP III.2 *Players*

SOP III.2 (a) All U9-U19 players shall have a legal player pass to participate in tournaments or league games.

SOP III.3 *Coaches*

SOP III.3 (a) All LYSL coaches shall be responsible individuals and must be twenty (21) years or older to be assigned as the Head Coach of a team.

SOP III.3 (b) All LYSL House Head coaching assignments are nominated by the Age Group Coordinator. The Director of House has the final approval. In the High Comp Program, coaching assignments are approved by the High Comp Committee the HCC or designee shall be the authority to set coaching assignments.

SOP III.3 (c) Coaches may pick their own assistant coach and/or team manager. These selections must be approved by the appropriate AGC or HCC or designee as to their selection. Assistant coaches and team managers must be responsible individuals that are at least 18 years of age and have completed the necessary forms and approved by the league. All coach staff positions are subject to final approval of the Director of House for House teams; Director of High Comp for High Comp teams.

SOP III.3 (d) All Coaches, Assistant Coaches, and Team Managers must have a completed and accepted CYSA Form 1628 with the league registrar and an approved pass. Passes are not transferable from one team to another.

SOP III.4 *Field Placement*

SOP III.4 (a) On the field during a game, the team area is designated for the coach, assistant coach, team manager and players only. All other observers are to be located on the opposite side of the field.

SOP III.4 (b) Players and coaches shall be on the side of the field that is considered the most inaccessible in order to make it easier for the spectators to observe the game.

SOP III.4 (c) There may not be more than one (1) Head Coach, two (2) Assistant Coaches, and one (1) team manager in the team area at any given time during game play.

SOP III.4 (d) No coach, substitute or player is to be anywhere but in the team area or playing field (as appropriate) during the game.

SOP III.4 (e) The home team shall pick which side of the half way mark to occupy.

SOP III.4 (f) All players and coaches in the team area (technical area), and spectators shall be a minimum of

Livermore Youth Soccer League Standard Operation Procedures (SOPs)

three (3) feet away from the touchline/sideline.

SOP III.5 *During A Game*

SOP III.5 (a) Once a game begins, the referee or game monitor is in full charge of the game, in accordance with CYSA-N "Team Manual", 3:08:12.

SOP III.5 (b) During any game, no one (Player, Spectator or Coach) may enter the field at any time without the permission of the referee or game monitor in charge of the game.

SOP III.6 *Injuries*

SOP III.6 (a) Should any substantial injury on the field occur during a practice or a game, a CYSA Youth Soccer CASE Report must be filed within 48 hours after the incident with CYSA and the LYSL Insurance Coordinator.

SOP III.6 (b) Should an injury on the field occur during a practice or a game that requires a doctor's attention, the player must have a written release from his doctor before returning to practice or game play. The release should be given to the coach to pass along to the Insurance Coordinator and the appropriate HC Rep and AGC informed of the player's return to active status.

SOP III.6 (c) Each coach must carry a signed medical release form (CYSA Form 1601) with a parent or legal guardian's "wet" signature to all league games, tournaments, jamborees, and practice sessions for every player on the team roster.

SOP III.7 *Safety*

SOP III.7 (a) Player equipment shall adhere to all current requirements of LYSL and higher authorities to be permitted to participate in games. In the end, the referee's determination is final.

SOP III.7 (b) LARPD deems whether fields are open or closed for play, including those on school property. Upon the fields being open for play, the referee shall be the sole judge to determine whether the playing field is usable and playable prior to and during the game, in accordance with CYSA-N "Team Manual", 3:08:12.

SOP III.8 *General Conduct*

Livermore Youth Soccer League Standard Operation Procedures (SOPs)

SOP III.8 (a) All coaches, assistant coaches, and players will conduct themselves in a manner that displays good sportsmanship and fair play, both on and off the field at all times.

SOP III.8 (b) Observers present at LYSL practices and games are subject to the same rules of conduct as the players and coaches.

SOP III.8 (c) “Coaching” from the sidelines is permitted ONLY under the following conditions:

SOP III.8 (d) No mechanical or electronic devices of any kind may be used.

SOP III.8 (e) The tone of the voice is informative and positive and not a harangue.

SOP III.8 (f) The remarks or gestures are not to be derogatory toward any referee, coach, player or observer; even if was not heard by that person.

SOP III.8 (g) No word, comment, or gesture made by anyone to incite a referee, coach, player or observer will be tolerated. Disruptive behavior of any kind will not be tolerated.

SOP III.8 (h) All LYSL activities on and off the field are to remain alcohol, tobacco product and drug free.

SOP III.8 (i) Violations of LYSL policies are cause for immediate ejection from the game and field and are subject to review by the LYSL Disciplinary Committee.

SOP III.8 (j) Ejection from Game –

SOP III.8.j.(i) Coaches, Assistant Coaches or Team Manager - In the event a coach, assistant coach, or team manager is ejected for misconduct; the referee shall report the incident to the league, tournament or district. Additional disciplinary action(s) may be taken at the discretion of the League, District or Tournament Disciplinary Committee. Suspended coaches, assistant coaches, or team managers may not attend matches while serving out a suspension.

SOP III.8.j.(ii) Player - In the event a player is ejected for misconduct, the referee shall report the incident to the league, tournament or district. Additional disciplinary action(s) may be taken at the discretion of the League, District or Tournament Disciplinary Committee.

SOP III.8.j.(iii) Spectator – The Coach is responsible for the conduct of spectators during all games and as such, may be ejected by the referee in the event of an incident while the game is being played. In the event a coach is “booked” during a game, the offending spectator(s) may be brought before the Disciplinary Committee. If the incident occurs after the completion of the game, the referee or anyone involved may submit a written complaint against the individual(s) and forward to the appropriate League representative for dispensation.

SOP III.9 *Violations*

SOP III.9 (a) The League reserves the right to enact disciplinary action on any individual (Coach, Parent, Player or Spectator) accused of misconduct involved with LYSL.

SOP III.9 (b) Any violation of CYSA or LYSL Guidelines, Policy, PIM, Standard Operating Procedure, or other published rules is subject to review and potential disciplinary action by the Disciplinary Committee.

SOP III.9 (c) Any violation deemed not to be under the jurisdiction of an LYSL Disciplinary Committees will be referred to the LYSL Executive Board for dispensation.

SOP IV. HOUSE PROGRAM

SOP IV.1 *Definition*

SOP IV.1 (a) All LYSL House teams are registered with CYSA District III as Division 4 teams.

SOP IV.2 *General Philosophy*

Livermore Youth Soccer League Standard Operation Procedures (SOPs)

SOP IV.2 (a) All players assignments, team formation, and coach selection should be done with the welfare of the entire player membership foremost in mind. The good of the players should not be placed secondary to expediency, “must win at all cost” philosophies, or false pride on the part of the adults involved.

SOP IV.2 (b) Team formation should proceed with the ultimate goal of balanced team play within each age group.

SOP IV.3 *Age Groups*

SOP IV.3 (a) The age group of a player is defined as how old that player is on July 31 of the playing year. Age Brackets are defined as follows:

SOP IV.3.a.(i) Under 5 - Those who are 4 years old on July 31st of the playing year.

SOP IV.3.a.(ii) Under 6 - Those who are 5 years old on July 31st of the playing year.

SOP IV.3.a.(iii) Under 7 - Those who are 6 years old on July 31st of the playing year.

SOP IV.3.a.(iv) Under 8 - Those who are 7 years old on July 31st of the playing year.

SOP IV.3.a.(v) Under 9 - Those who are 8 years old on July 31st of the playing year.

SOP IV.3.a.(vi) Under 10 - Those who are 9 years old on July 31st of the playing year.

SOP IV.3.a.(vii) Under 12 - Those who are 10 or 11 years old on July 31st of the playing year.

SOP IV.3.a.(viii) Under 14 - Those who are 12 or 13 years old on July 31st of the playing year.

SOP IV.3.a.(ix) Under 16 - Those who are 14 or 15 years old on July 31st of the playing year.

SOP IV.3.a.(x) Under 19 - Those who are 16, 17 or 18 years old on July 31st of the playing year.

SOP IV.3 (b) Players must play within their own age group. Players may not play below or above their age group.

SOP IV.3 (c) Exceptions would be cases where legal precedence or law overrules the league guidelines. Such exceptions must be brought up before the Director of House for review and a final decision.

SOP IV.4 *Age Group Coordinator Procedures*

SOP IV.4 (a) Similar procedures for all age groups are encouraged to promote consistency in process.

SOP IV.4 (b) The procedures for all age groups should indicate the direction and goals to be attained. They should contain enough flexibility to allow the mechanics to differ from one age group to another where it makes sense.

SOP IV.5 *Team Formation*

SOP IV.5 (a) Under normal conditions, the High Comp teams will be formed prior to the house teams. Those members not selected for the High Comp teams shall be automatically placed in the pool of house players.

SOP IV.5 (b) Boys and girls play on separate teams. Boy and girl teams do not play each other in scheduled season games.

Livermore Youth Soccer League Standard Operation Procedures (SOPs)

SOP IV.5 (c) Teams should be formed to promote a balanced and fun playing experience. The players should be allowed the opportunity to learn new skills and enjoy the game.

SOP IV.5 (d) The AGC shall determine the total number of house teams within an age group, under the recommendation of the Director of House.

SOP IV.5 (e) Whenever possible, there shall be at least 5 teams in a division. Eleven (11) teams are preferable to allow for variety of play; six (6) teams in a division is also acceptable.

SOP IV.5 (f) Minimum and maximum number of players allowed on a roster varies with the age group and are subject to change with the number of available players. The minimum shall be the minimum number of players to field a team. The minimum is subject to external influence, such as low registration or players that drop from the program, which are out of the control of the league.

SOP IV.5.f.(i) Under 5 - Maximum players on roster is 8; minimum is 6.

SOP IV.5.f.(ii) Under 6 - Maximum players on roster is 8; minimum is 6.

SOP IV.5.f.(iii) Under 7 - Maximum players on roster is 8; minimum is 6.

SOP IV.5.f.(iv) Under 8 - Maximum players on roster is 9; minimum is 6.

SOP IV.5.f.(v) Under 9 - Maximum players on roster is 13; minimum is 7.

SOP IV.5.f.(vi) Under 10 - Maximum players on roster is 13; minimum is 7.

SOP IV.5.f.(vii) Under 11/12 - Maximum players on roster is 15; minimum is 7.

SOP IV.5.f.(viii) Under 13/14 - Maximum players on roster is 15; minimum is 7.

SOP IV.5.f.(ix) Under 15/16 - Maximum players on roster is 18; minimum is 7

SOP IV.5.f.(x) Under 17/19 - Maximum players on roster is 18; minimum is 7.

SOP IV.5 (g) When possible (depending on the number of players in an age group), different groupings or division of recreational play may be established. These divisions shall be designated as colors such as, as: Blue, Red, Green, Yellow, Purple, Orange, Brown, etc. The purpose of the group is to allow a reasonable schedule to be formed for teams to play each other an even number of times. There may be situations that teams may be scheduled in an even number of games against each others

SOP IV.5 (h) Within each division the attempt shall be made to balance the teams so they may have a similar makeup to each other, as recommended by CYSA.

SOP IV.5 (i) The primary consideration when sorting teams is geographic location. Other considerations may be number of years of soccer experience or age within the age group. Level of skill or potential shall not be a consideration.

SOP IV.5 (j) Requests for a particular coach, location, etc. have lowest priority of consideration when forming teams. If requests are considered, they are handled on a case-by-case basis only. However, requests to not be placed with a single particular coach are to be strongly considered.

SOP IV.5 (k) As soon as the AGC knows the number of players in the age group for House, the number of players and divisions for the age group will be communicated to: Director of House; Schedule Coordinator; Registrar; Awards Coordinator; Uniform Coordinator; and Director of Operations. Coaches need not yet be identified to do this.

SOP IV.5 (l) Wait List: If, upon the close of registration by the Exec Board of Directors, additional boys/girls that wish to register, they will be put on a "Wait List" which will include their name, address, phone number, birth date and the date of assignment to the "Wait List".

SOP IV.5.1.(i) If during the course of a season the registration re-opens within an age group, any team whose roster has dropped below the minimum limit may be assigned players from the "Wait List".

SOP IV.5.1.(ii) The "Wait List" for each age group will be maintained by the appropriate Age Group Coordinators.

SOP IV.5.1.(iii) The priority of assignment of players is by date entered onto the "Wait List".

Livermore Youth Soccer League Standard Operation Procedures (SOPs)

SOP IV.5.1.(iv) Should it occur that a formed team must be disbanded for any reason; these players will be given top priority on the “Wait List”.

SOP IV.5 (m) Previously paid, registered players that remain unplaced by August 1 may request a refund.

SOP IV.5 (n) Once the team rosters have begun to be distributed by the AGC, only a parent or guardian (if player is less than 18 years of age) may initiate a player transfer request. Coaches do not have the right to trade, draft or otherwise influence the makeup of teams. All transfers to a House team must be known by the AGC and approved by the Director of House. If a player is on a team’s roster, an official transfer form must be completed. All appropriate conditions for a transfer must be met prior to the transfer completing

SOP IV.5 (o) The decision on team formation is made by the AGC. The Director of Players has final roster approval.

SOP IV.5 (p) Coach Selection

SOP IV.5 (q) The intent is to select the best possible coaches in all age groups.

SOP IV.5 (r) When there is competition for coaching positions, the following criteria will be used to select a coach (not necessarily listed in order):

SOP IV.5.r.(i) Coaches returning to the age group (with no prior disciplinary action) will be given strong consideration.

SOP IV.5.r.(ii) Demonstrated ability to follow CYSA and LYSL guidelines and polices successfully.

SOP IV.5.r.(iii) Prior experience and/or knowledge of the age group.

SOP IV.5.r.(iv) Success in communication with the player, parents, league representatives, fellow coaches, and other associated personnel of the league.

SOP IV.5.r.(v) Success in meeting league and team obligation and realizing the potential of past teams.

SOP IV.5.r.(vi) Time available to devote to the team.

SOP IV.5.r.(vii) Personal athletic training and past sports experience. Specific coaching and/or referee clinics, licenses, badges, and ratings.

SOP IV.5.r.(viii) Coach candidates with negative track records, poor communication, or too little time to devote to the team will not be considered a viable candidate.

SOP IV.5.r.(ix) During team formation, regard for available coaches shall also be considered.

SOP IV.5.r.(x) If more than one coach resides in the same geographical area, then only one of those coaches shall be assigned to the team from that area. The other available coach shall be offered (if available) an adjacent area. However, it should be understood that the team practices should be in the area where the majority of the team resides and not in the area that the coach resides.

SOP IV.5.r.x.(1) In situations where there is more than one coach in the given geographical area, then the incumbent coach, followed in priority by the one with the most experience shall have the team from that area.

SOP IV.5.r.x.(2) No coach may be assigned as a Head Coach, Assistant Coach or Team Manager to more than one team in the same an age group in the league.

Livermore Youth Soccer League Standard Operation Procedures (SOPs)

SOP IV.5.r.x.(3) A Head Coach, Assistant Coach, or Team Manager may not be assigned to more than two teams in the league at the same time.

SOP IV.5.r.x.(4) Once teams are formed, coaches will be placed according to the placement of their associated player (usually son/daughter), if applicable. Coaches without an associated player will be placed where there is need.

SOP IV.5.r.x.(5) It is a fact that there are times when not enough experienced coaches are available to choose from. In this circumstance, it may not be possible to follow the entire selection process.

SOP IV.5 (s) The above guidelines are meant to be followed under normal circumstances. However, the Exec Board reserves the rights to make the final decision to overrule this procedure if a particular applicant were considered detrimental to the league, or where an obvious injustice in team assignments would result.

SOP IV.6 *Team Identification*

SOP IV.6 (a) Team names shall be determined by the teams and are subject to final approval by the AGC.

SOP IV.6 (b) Names shall not be derogatory, profane, or otherwise inappropriate in any manner.

SOP IV.6 (c) Names shall not be duplicated within an age group in the same playing group. This may extend to the entire age group, at the AGC's discretion. This is to avoid confusion.

SOP IV.7 *Uniforms*

SOP IV.7 (a) Player uniforms (jersey, shorts, socks) must conform to the approved LYSL Team Uniforms as defined by the LSYL Board and CYSA-N "Team Manual" PIM 98-1

SOP IV.7 (b) Players must be in full uniform to be permitted to participate in scheduled games. The final decision on the field belongs to the referee.

SOP IV.7 (c) The team uniforms must be individually and uniquely numbered. The goalkeeper jersey must be unique and distinguishable from either playing teams' uniforms.

SOP IV.8 *Rules of Play*

SOP IV.8 (a) The "Laws of the Game" as incorporated by CYSA will prevail as the rules that LYSL will enforce. Any LYSL-specific modifications will be noted in the last approved "LYSL Rule Modifications". However, the referee's decision on the field is final.

SOP IV.8 (b) The "LYSL Rule Modifications" may be reviewed and modified for the year prior to the official start of the LYSL Soccer season, August 1.

SOP IV.8 (c) Changes to the "LYSL Rule Modifications" are overseen by the Director of House and subject to final approval by the Executive Board and the LRA Steering Committee.

SOP IV.8 (d) Any "LYSL Rule Modifications" modifications shall not violate the "Laws of the Game".

SOP IV.8 (e) Registered Referees assigned to LYSL games are the final authority and decision maker on the field of play and may overrule LYSL modifications with due cause.

SOP IV.9 *Games*

SOP IV.9 (a) All games must be sanctioned and approved by the LYSL Scheduler.

SOP IV.9 (b) All games shall be started and completed on time. The official start of a game is when it was scheduled (00:00). If a team does not have the minimum number of players to field a team, the referee or game monitor may grant a grace period. The game clock shall be started at 5 minutes after the official start (00:05) during this grace period. If there are not two teams able to field the minimum number of players by 15 minutes after the official start of the game, the game shall be forfeit (00:15).

SOP IV.9.b.(i) Should a team not have the minimum number of players to compete in a game, the game is declared non-sanctioned.

SOP IV.9.b.(ii) Both teams may equalize the number of players on the field should one team be at a disadvantage in number of available players. While this is not mandatory, it is in the spirit of recreational soccer and its goals. Such games will be allowed to turn in a game score for standings, should that apply.

Livermore Youth Soccer League Standard Operation Procedures (SOPs)

SOP IV.9.b.(iii) Should a game begin late, halves will be equally shortened to compensate.

SOP IV.9 (c) House games shall conclude at the end of regular play. There is no overtime or tie breakers. Tie scores stand.

SOP IV.10 *Playing Time*

SOP IV.10 (a) House players shall each be given one-half (50%) of the available playing time of every game (including LYSL tournaments or other games).

SOP IV.10 (b) Playing time during games may be reduced only for disciplinary or health reasons. If playing time is reduced, the appropriate parent and AGC shall be notified of the affected player as soon as possible as to the time reduction that occurred and the reason for the reduction.

SOP IV.11 *Scoring*

SOP IV.11 (a) Scoring shall be done on U9 and above age groups. No official scores will be recorded or publicized for age groups below U9.

SOP IV.11 (b) Scoring shall be done on a point system: three (3) for a win; one (1) for a tie; zero (0) for a loss.

SOP IV.11 (c) Games that are not played due to uncontrollable circumstances, such as a rainout will be awarded a 1-1 tie in the standings. The league reserves the right to define “uncontrollable circumstances” on a case-by-case basis

SOP IV.11 (d) Games that are halted due to referee abandonment shall be reviewed by the Director of House as to their disposition.

SOP IV.11 (e) Games that are forfeit, such as when a team fails to appear or one team cannot field the minimum number of players, are awarded a 1-0 win for the team present on the field with at least the minimum number of players and ready to play. Should both teams be unable to field a team, a loss will be awarded to each team.

SOP IV.11 (f) Standings for age groups U9 and above shall be calculated in the following order:

SOP IV.11.f.(i) Points – the total points earned by a team for the season.

SOP IV.11.f.(ii) Head-to-Head – the total number of wins by a team against the tying team(s) directly. Ties beyond that shall be calculated in the following order:

SOP IV.11.f.(iii) Goal Differential – with a maximum of a five (5) goal different being utilized for each game. Goal for – goal against per game with a maximum of 5 per game.

SOP IV.11.f.(iv) Goals Against – the least number of goals scored against the team during the entire regular scheduled season

SOP IV.11.f.(v) Goals For – the most number of goals scored by the team during the entire regular scheduled season with a maximum of 5 goals allowed per game to be applied toward the standings.

SOP IV.11.f.(vi) Coin Toss – a coin toss to be done between the tying teams. The higher number team (6 would be “higher” than 1) is Heads; lower number team is Tails.

SOP IV.12 *Game Cards*

SOP IV.12 (a) A standard CYSA game card shall be used for each game and provided by the League.

SOP IV.12 (b) The Home (Green jersey) team is responsible for supplying the game card.

SOP IV.12 (c) Game cards must be filled out with the entire team roster players’ full name, jersey number, and CYSA number. Signatures of both Head coaches are required.

SOP IV.12 (d) At the conclusion of the game, the Referee shall be responsible for submitting the game card to the proper authority.

SOP IV.12 (e) When a Registered referee is not present, the Game Card shall still be completed. Upon completion of the game, the Home team shall be responsible for submitting it to the appropriate Age Group Coordinator within 24 hours upon completion of the game.

Livermore Youth Soccer League Standard Operation Procedures (SOPs)

SOP IV.13 *Awards*

SOP IV.13 (a) Awards are given to all House players that participate in the regular season. Suitable awards will be arranged for by an appointed Awards Coordinator within the approved LYSL budget.

SOP IV.13 (b) Awards will be given out in a timely manner by the AGC to the Head Coach of every team upon the completion of the regular season.

SOP IV.14 *City House Tournament*

SOP IV.14 (a) Each season, as circumstances permit, LYSL may offer a House City Tournament.

SOP IV.14 (b) The Tournament can be conducted on a single weekend, normally one weekend for boy and a separate one for girls.

SOP IV.14 (c) The format will consist of Group "A" and Group "B". Teams within a group play each other once.

SOP IV.14 (d) Scoring shall be done on a point system: three (3) for a win; one (1) for a tie; zero (0) for a loss.

SOP IV.14 (e) Games that are not played due to uncontrollable circumstances, such as a rainout will be awarded a 1-1 tie in the standings. The league reserves the right to define "uncontrollable circumstances" on a case-by-case basis.

SOP IV.14.e.(i) Games that are halted due to referee abandonment shall be reviewed by the Director of House as to their disposition. Under most circumstances the game will be considered null and void. Null games do not earn any points and are not rescheduled.

SOP IV.14 (f) Championship games will be played on the second day.

SOP IV.14 (g) First place teams from each group place each other for first (1st) and second (2nd). Second place teams from each group play for third (3rd) and fourth (4th) place awards. Remaining teams will play participation awards. In the case of an odd number of teams, the last place team will not participate in a championship game.

SOP IV.14 (h) Every game is 25 min halves, no more than 15 minute and not less than 5 minute half time.

SOP IV.14 (i) All games start on time, subject to the same rules as the regularly scheduled House games.

SOP IV.14 (j) Preliminary game ties are broken by the following determination in order of priority. There is no overtime or kicks from the penalty mark.

SOP IV.14.j.(i) Points – the total points earned by a team during the prelims of the tournament.

SOP IV.14.j.(ii) Head-to-Head – the total number of wins by a team against the tying team(s) directly during the prelims of the tournament. Ties beyond that shall be calculated in the following order:

SOP IV.14.j.(iii) Goal Differential – with a maximum of a five (5) goal different being utilized for each game. Goal for – goal against per game with a maximum of 5 per game.

SOP IV.14.j.(iv) Goals Against – the least number of goals scored against the team during the prelims of the tournament.

SOP IV.14.j.(v) Goals For – the most number of goals scored by the team during the prelims of the tournament with a maximum of 5 goals allowed per game to be applied toward the standings.

SOP IV.14.j.(vi) Coin Toss – a coin toss to be done between the tying teams. The higher number team (6 would be "higher" than 1) is Heads; lower number team is Tails. This is a last resort, but prelims must have a winner; getting teams back to the field is not feasible.

Livermore Youth Soccer League Standard Operation Procedures (SOPs)

SOP IV.14 (k) Championship/Consolation games will be held in the following manner:

SOP IV.14.k.(i) Group “A” 1st place plays Group “B” 1st place for tournament 1st and 2nd place.

SOP IV.14.k.(ii) Group “A” 2nd place plays Group “B” 2nd place for tournament 3rd and 4th place.

SOP IV.14.k.(iii) Group “A” 3rd place plays Group “B” 3rd place for tournament 5th and 6th place.

SOP IV.14.k.(iv) Tie Breaker: There must have a winner, so after regulation the teams go directly to Kicks from the Penalty Mark. There is no overtime play.

SOP IV.15 *Out-Of-City Tournaments*

SOP IV.15 (a) The DUSL Crossroads tournament is open to qualifying 1st place teams in Boys and Girls U10, U12, and U14 Division IV.

SOP IV.15 (b) Final determination of the qualifying LYSL teams shall be made by the AGC and Director of House.

SOP IV.15 (c) LYSL will pay the Crossroads tournament fees for qualifying LYSL teams.

SOP IV.16 *Scholarship Fund*

SOP IV.16 (a) The league may provide a scholarship fund for players to apply for financial assistance with registration fees, depending upon the availability of league assets.

SOP V. HIGH COMPETITION PROGRAM

SOP V.1 *High Comp Definition*

SOP V.1 (a) All LYSL High Comp teams are registered with District III as Division 1 or 3 teams or other sanctioning organization.

SOP V.1 (b) HC team names shall begin with “Livermore Elite”.

SOP V.1 (c) The HCC has the responsibility to manage the HC program.

SOP V.2 *General Philosophy*

SOP V.2 (a) All players assignments, team formation, and coach selection should be done with the welfare of the entire player membership foremost in mind. The good of the players should not be placed secondary to expediency, “must win at all cost” philosophies, or false pride on the part of the adults involved.

SOP V.2 (b) The HC Program is a more competitive level of play than the House program and it is expected that players will demonstrate the appropriate levels of desire, focus, and commitment in order to participate.

SOP V.2 (c) Team formation should proceed with the ultimate goal of being competitive in ability to other district teams in the same division.

SOP V.3 *Age Groups*

SOP V.3 (a) The High Comp teams are for the most part “age pure”, which means that all players are in the same single age group as defined below. There are some exceptions permitted by local playing leagues (AC and GSSL) but for the most part age purity is strongly encouraged.

SOP V.3 (b) The age group of a player is defined as how old that player is on July 31 of that playing year.

Livermore Youth Soccer League Standard Operation Procedures (SOPs)

SOP V.3 (c) Age Brackets are defined as follows:

- SOP V.3.c.(i) Under 9 – Those who are 8 years old on July 31st of the playing year.
- SOP V.3.c.(ii) Under 10 – Those who are 9 years old on July 31st of the playing year.
- SOP V.3.c.(iii) Under 11 – Those who are 10 years old on July 31st of the playing year.
- SOP V.3.c.(iv) Under 12 – Those who are 11 years old on July 31st of the playing year.
- SOP V.3.c.(v) Under 13 – Those who are 12 years old on July 31st of the playing year.
- SOP V.3.c.(vi) Under 14 – Those who are 13 years old on July 31st of the playing year.
- SOP V.3.c.(vii) Under 15 – Those who are 14 years old on July 31st of the playing year.
- SOP V.3.c.(viii) Under 16 – Those who are 15 years old on July 31st of the playing year.
- SOP V.3.c.(ix) Under 17 – Those who are 16 years old on July 31st of the playing year.
- SOP V.3.c.(x) Under 18 – Those who are 17 years old on July 31st of the playing year.
- SOP V.3.c.(xi) Under 19 – Those who are 18 years old on July 31st of the playing year.

SOP V.3 (d) Exceptions would be cases where legal precedence or law overrules the league guidelines. Such exceptions must be brought up before the Director of High Comp and the LYSL Executive Board for review and a final decision.

SOP V.3 (e) Boys and girls play on separate teams. Boy and girl teams do not play each other in scheduled season games.

SOP V.4 Coach Selection

SOP V.4 (a) TD has the responsibility for designing the qualifications for, interviewing and managing the HC coaches for LYSL.

SOP V.4 (b) The intent is to select the best possible coaches in all age groups.

SOP V.4 (c) Coach applications are submitted and evaluated by Technical Director (TD) with the assistance from the HCC.

SOP V.4 (d) In cases where the TD is unavailable or the position is vacant, a committee selected by the Director of High Comp (DHC) evaluates all HC coaching applicants. The committee will typically be comprised of the High Comp Committee (HCC) and should include technical experts such as trainers.

SOP V.4.d.(i) Should one of the committee members be one of the coaches (or spouse of a coach) in the same gender/division where coaches are being selected, that person will be excused from all discussions and decisions of coach selection for that division to prevent any appearance of a conflict of interest.

SOP V.4 (e) High Comp Coach selection process shall be fair to all candidates.

SOP V.4.e.(i) Candidates shall submit a written application to be considered for a coaching position.

SOP V.4.e.(ii) Applicants shall complete an interview process.

SOP V.4.e.(iii) A more detailed evaluation procedure shall be followed in cases of:

SOP V.4.e.iii.(1) More than one applicant for a same position

SOP V.4.e.iii.(2) The applicant did not coach in the LYSL High Comp program last year.

SOP V.4.e.iii.(3) Any open concerns or questions exist with an applicant.

SOP V.4 (f) If a selected coach fails to comply with the rules and standards of the league, the affected party may submit a complaint regarding the coach to the Disciplinary Board.

SOP V.4 (g) The TD with assistance by the HCC shall establish a coaching training program. All head coaches shall attend the training. Assistant coaches and team managers are encouraged to attend as well.

SOP V.4 (h) A coach assigned to a High Comp team may not be a member of the coaching staff on a House team.

Livermore Youth Soccer League Standard Operation Procedures (SOPs)

SOP V.5 *High Comp Training Program*

SOP V.5 (a) The TD establishes the HC training program for the season to supplement the coaches' training of the players. The program shall be in line with the goals of the HC program and the league. The number of training sessions and team fee structure shall be determined on season by season basis.

SOP V.5 (b) The TD shall procure the trainers for the season with the assistance of the HCC. It is preferable that trainers or paid coaches have the appropriate license or equivalent for the age group they are coaching in.

SOP V.6 *Team Tryouts*

SOP V.6 (a) The purpose of the tryouts is to ensure that all players are offered a fair opportunity to tryout and be considered for a High Comp team.

SOP V.6 (b) The schedule, evaluation staff and format are determined annually by the TD, with assistance by the HCC.

SOP V.6 (c) Accommodations may also be made for special try-out process time and date for individual players that are not available for the regular scheduled try-outs, but this must be approved by the TD and HCC.

SOP V.6 (d) All registered LYSL players U9 and above are invited to participate in the High Comp try-out. Players do not need to be a LYSL registered player in order to attend HC try-outs. Players are allowed to participate in try-outs and then register in LYSL if they are selected.

SOP V.6 (e) All Players must attend at least one tryout to be considered for a team unless the tryout coordinator is notified of an excused absence (sick, injured).

SOP V.6 (f) HC Try-out Process

SOP V.6.f.(i) Prior to try-outs in any specific age group, HC should obtain a down load of all registered players from the Registrar.

SOP V.6.f.(ii) On the day of try-outs, all players attending try-outs should be "logged in" by checking the name from the registration list or hand entering the players that are not on the registration list.

SOP V.6.f.(iii) HHC should track all players that attend try-outs and the number of times that they attend.

SOP V.6.f.(iv) At the end of try-outs and team selection, HCC should code all players in the electronic registration data base that were selected and confirmed on a HC team.

SOP V.6.f.(v) Players selected for a HC team that were not on the registration list should be entered as a placeholder on the registration down load until the Registrar places them in the registration data base. HCC should verify later on that these players did register.

SOP V.6.f.(vi) HCC should also code those players in the registration data base that were not selected but attended try-outs. This gives the AGC a heads up of potential roster changes.

SOP V.6.f.(vii) After HCC finishes with the registration data base with coding the HC players and those that attended try-outs, the AGCs should be informed by the HCC that they can start forming House teams from the data base.

SOP V.7 *Team Selection*

SOP V.7 (a) High Comp teams should be selected from the list of available players that participated in the High Comp try-outs.

SOP V.7 (b) Player selection for teams will be made by the TD in cooperation with selected evaluators. The selection should be based on the following:

SOP V.7.b.(i) Player ranking within team from previous

SOP V.7.b.(ii) Team needs to improve in specific areas. The team should not be rebuilding every year.

SOP V.7.b.(iii) New players should be given the edge in final assessment.

Livermore Youth Soccer League Standard Operation Procedures (SOPs)

SOP V.7.b.(iv) Selections must come from the top 18-20 ranked players by evaluators.

SOP V.7 (c) Teams are formed from the highest division to the lowest where the higher division completes its roster before the lower division team in that age group is formed.

SOP V.7 (d) Teams that, in the opinion of the TD with assistance by the HCC, would not be competitors within their age group in the district playing program will not be formed. The goal of the program should not be to form teams for the sake of having teams; but to form teams that have a fair chance for a fun and competitive chance to have a successful season.

SOP V.7 (e) Once the TD with assistance by the HCC, has submitted a roster where players have agreed to be on the team, the team is considered to be formed and final.

SOP V.8 *Team Roster Changes*

SOP V.8 (a) Any changes to the team roster once it has been deemed final must be submitted to the TD and HCC for consideration. While it is the TD's final decision, any strong objections by anyone to the placement may be reviewed by the HCC and ultimately by the Exec Board if appropriate.

SOP V.8 (b) Once a team "golden rod" roster has been created by the league registrar, changes must be through the CYSA release, add, transfer, and guest player process.

SOP V.9 *Player Transfers*

SOP V.9 (a) Once a team roster is final, player adds and/or movement within the HC program must be approved by the HCC and the TD, subject to all governing bodies (i.e. CYSA) rules.

SOP V.9 (b) A player that transfers to another team will be subject to the LYSL refund policy for any trainer and tournament fees paid or fundraising money raised with the original team.

SOP V.9 (c) A player wishing to transfer from the House program to the High Comp Program must complete the following steps:

SOP V.9.c.(i) The player's guardian (or a player of legal age) must notify the current House AGC and appropriate HC Representative of desire to change playing programs. Approval for transfer may be influenced by current team roster size of either team to be affected, player appropriateness for the program, or other similar considerations.

SOP V.9.c.(ii) The appropriate House AGC the appropriate person for the HC Rep to initially approach the House coach with the request to transfer one of the players from the House team.

SOP V.9 (d) Actively recruiting players in-season from other High Comp or House teams or other leagues will result in Disciplinary action.

SOP V.9 (e) Once the signatures are gathered, the form is turned into the league Registrar for processing through the league and the district

SOP V.9 (f) All transfers are subject to CYSA transfer policies.

SOP V.10 *Uniforms and Equipment*

SOP V.10 (a) Players uniforms (jersey, shorts, socks) in the High Comp league must conform to the approved LYSL Team Uniforms as defined by the LYSL High Comp Committee and CYSA-N "Team Manual" PIM 98-1.

SOP V.11 *Team Financial Reporting*

SOP V.11 (a) All teams are required to provide team financial information to the LYSL Treasurer as requested.

SOP V.11 (b) Coaches or their family members may not be signers on a team bank account.

SOP V.11 (c) Team checks must be signed by two members of the team.

SOP V.12 *Playing Time*

Livermore Youth Soccer League Standard Operation Procedures (SOPs)

SOP V.12 (a) High Comp players shall be given one-quarter (25%) of the available playing time over the season and not necessarily every game.

SOP V.12 (b) Playing time during games may be reduced only for disciplinary or health reasons. If playing time is reduced, the appropriate parent and AGC shall be notified of the affected player as soon as possible as to the time reduction that occurred and the reason for the reduction.

SOP V.13 *League Games*

SOP V.13 (a) The HC program falls under the jurisdiction and control of CYSA District III competitive playing programs.

SOP V.13 (b) League standings are maintained by the district.

SOP V.14 *Tournaments*

SOP V.14 (a) High Comp teams may apply to any tournament following CYSA district rules. U9 and U10 teams can only apply to Jamborees.

SOP V.14 (b) Any practice games or sessions between one CYSA district team and another team from a different district must be sanctioned by the CYSA District Commissioner before the practice or session takes place.

SOP V.14 (c) Tournament standings and scores do not count as part of the league scoring.

SOP VI. OPERATIONS

SOP VI.1 *Field Use*

SOP VI.1 (a) LYSL teams may only practice or play games on fields approved by and under the terms defined by the LYSL Assistant Director of Operations.

SOP VI.1 (b) Practice fields are to be shared. If another team shows up to practice, an attempt to reduce the original play/practice area will be made, if possible.

SOP VI.1 (c) LYSL and its membership are “guests” of the Livermore Area Recreation & Parks District (LARPD) and Livermore Valley Joint Unified School District (LVJUSD) fields and parks. LARPD and LVJUSD reserve the right to change the conditions and availability of the fields at any time.

SOP VI.1 (d) The Coach and the LYSL membership shall be responsible for cleaning up their areas after usage. This includes garbage, field, and equipment. Conditions may be reported to LARPD and LVJUSD for attention, if needed.

SOP VI.1 (e) If LARPD and LVJUSD close a field for any reason, it is closed. Play or practice on that field shall not continue until LARPD and LVJUSD determines that the field is open and available for play.

SOP VI.1 (f) Scheduling/Field Officer shall communicate complete, full-season schedule to the Referee Liaison, Field Equipment Manager, LARPD liaison and all AGCs.

SOP VI.2 *Field Equipment*

SOP VI.2 (a) The first teams onto the field are responsible to set up the goals. The last teams on the field (no teams are waiting to use the fields) are responsible for breaking down the goals and locking up the bars, nets, flags and other equipment.

SOP VI.2 (b) All LYSL equipment on the field is the property of LYSL and may be used by the teams for sanctioned games only. This equipment is not available for practice sessions.

SOP VII. LSYL SUB COMMITTEES

SOP VII.1 *League Disciplinary Committee*

SOP VII.1 (a) Referees will report disciplinary problems on the Referee Report citing explicitly facts and circumstances to insure a report with sufficient detail to enable the Disciplinary Committee to conduct a fair and unbiased hearing. Such reports will be delivered to the Referee Coordinator who will investigate the report for presentation to the Board. All concerned parties will be informed of the date and time of the Board hearing in order that they might be present, if so desired.

Livermore Youth Soccer League Standard Operation Procedures (SOPs)

SOP VII.1 (b)LYSL has a single Disciplinary Committee to address all playing program issues.

SOP VII.1 (c) Infractions and punishments not covered by the CYSA-N "Team Manual" shall be reviewed and ruled on by the Disciplinary Committee.

SOP VII.1 (d)The Disciplinary Committee will decide matters for violations of LYSL SOP, Constitutional, By-Law, PIMS, or CYSA violations that are not determined at the District III level or above.

SOP VII.1 (e)The LYSL Disciplinary Committee decisions may be appealed to the LYSL Appeals & Protest Chair.

SOP VII.1 (f) The LYSL Disciplinary Committee shall use as a guideline, the latest published revision of the "CYSA Protest, Appeals & Disciplinary Hearing Manual" when conducting notifications and hearings.

SOP VII.1 (g)It is recommended that this committee be comprised of the Chair and no less than three (3) or more than five (5) other members. It is recommended that a registered referee be asked to participate in an advisor (non-voting) capacity.

SOP VII.1 (h)LYSL Disciplinary Chair may not vote in matters before the committees unless a tie breaker vote is required.

SOP VII.1 (i) In the event that a decision affects team standings, the Disciplinary Committee will notify the appropriate House Age Group Coordinator or High Comp Representative of the appropriate information.

SOP VII.1 (j) In the event that a decision affects the Referee Association, the Disciplinary Committee will notify the LYSL/Referee Association Liaison of the appropriate information.

SOP VII.1 (k)LYSL Disciplinary Committee shall have the right to counter-appeal, as does the concerned parties, to the Protests and Appeals Committee.

SOP VIII. REFEREE SEND-OFF REPORTS

SOP VIII.1 (a) Full Disciplinary Committee hearings are not required when a Referee Report or Referee Send-Off Report (CYSA-N "Team Manual" 3:08:08) is submitted to the committee as a result of a House match. The committee shall define the action, if any, is to be taken.

SOP VIII.1 (b) Referee Reports or Referee Send-Off Reports resulting from High Comp matches are submitted to the District III Disciplinary committee for a decision .

SOP VIII.2 *Protest and Appeals Committee*

SOP VIII.2 (a) LYSL has a single Protest and Appeals Committee.

SOP VIII.2 (b) The LYSL Protest and Appeals Committee should be selected and chaired by the LSYL Protest and Appeals Chair.

SOP VIII.2 (c) The LYSL Protest and Appeals Committee shall use as a guideline, the latest published revision of the "CYSA Protest, Appeals & Disciplinary Hearing Manual" when conducting notifications and hearings.

SOP VIII.2 (d) The LYSL Protest and Appeals Committee members should be selected and chaired by the LYSL Protest and Appeals Chair. It is recommended that the committee be comprised of the Chair and no less than three (3) and no more than five (5) other members.

SOP VIII.2 (e) LYSL Protest and Appeals Chair may not vote in matters before the committee unless a tie breaker vote is required.

SOP VIII.2 (f) No member of the LYSL Protest and Appeals Committee shall simultaneously serve on any other LYSL Disciplinary Committee.

SOP IX. SOP AMENDMENTS

SOP IX.1 *Modifications*

SOP IX.1 (a) Modifications are those that would affect the document in less than 10 percentage of its verbiage and not have substantial change to the document's purpose and goals.

SOP IX.1 (b) Any LYSL member may bring the suggested revision in writing and with proper notification

**Livermore Youth Soccer League
Standard Operation Procedures (SOPs)**

to the LSYL Full Board for a motion to vote.

SOP IX.1 (c) If modifications pass a vote by the LSYL Full Board, then the modification shall be published and proper notification will be given to the general membership. SOP modifications become effective upon the date of passage by the Full Board unless otherwise stipulated in the provision.

SOP IX.2 *Document Review*

SOP IX.2 (a) An SOP Committee may be appointed by the LSYL President at any time to completely review the SOP.

SOP IX.2 (b) The S.O.P Committee may review and create a revision report that is presented to the LSYL Executive Board. This report will contain a recommendation on modifications to the SOP to be presented in writing and with proper notification to the LSYL Full Board for a motion to vote.

BOARD APPROVED