

Boylston Youth Soccer Association

Policies and Procedures

RULES OF PLAY

Current M.Y.S.A. rules shall be in effect except as specifically stated otherwise in these bylaws or as amended by the leagues in which Boylston Youth Soccer participates.

Youth Soccer Seasons

BYSA has two seasons: Fall (September through mid-November) and Spring (April through mid-June)

The Soccer Year

MYSA defines the soccer year as running from August 1st thru July 31st. The soccer year definition is used to determine age group eligibility.

Player Eligibility

Players are eligible for participation in Boylston Youth Soccer if they are under the age of 18 as of August 1st for the current soccer year and meet one of the following criteria:

- They are a Boylston Town Resident.
- They are a full time student in a Boylston school via school choice.
- They are a member of the Tahanto Middle, Junior Varsity or Varsity soccer teams.

Note: If a team roster cannot be satisfied from players meeting the above criteria, the Board, at its discretion, may accept players from surrounding towns to complete a team roster.

Registration Process

In order to participate in Boylston Youth Soccer, a player must be properly registered by submitting a fully complete, registration, with proper payment before the registration deadline.

The Board, at its discretion, may accept registrations after the registration deadline. These registrations are termed late registrations and are restricted as follows:

1. Late registrations may be subject to additional fees, those fees may vary depending on how long after the registration deadline a registration is submitted.
2. Late registrations will be returned if roster space is not available for the player.

Registrations that are not properly submitted will be considered never submitted. Registrations will be considered late if not properly re-submitted by the registration deadline.

Registration Fees

Registration fees are set by the Board before each soccer season. Fees cover field, referee, equipment, award and league expenses and are adjusted with increases or decreases in these expenses.

Refund Policy

- U10 and up prior to NVYSL team submission
- U8, prior to team commitment to inter-league towns
- U6 prior to the start of season.

Refunds outside of these timeframes will be considered on a case by case basis and are subject to board approval.

Dates for each of these deadlines will be posted when registration opens each season.

Player Grouping

The league shall be subdivided into playing sections according to age. The specific age groupings are as follows:

Under 6 (Children who are at least 4 and under 6 as of August 1st for the current soccer year)

Under 8 (Children who are at least 6 and under 8 as of August 1st for the current soccer year)

Under 10 (Children who are at least 8 and under 10 as of August 1st for the current soccer year)

Under 12 (Children who are at least 10 and under 12 as of August 1st for the current soccer year)

Under 14 (Children who are at least 12 and under 14 as of August 1st for the current soccer year)

Under 16 (Children who are at least 14 and under 16 as of August 1st for the current soccer year)

Under 18 (Children who are at least 16 and under 18 as of August 1st for the current soccer year)

League Structure

BYSA offers three categories of play.

- League Play: This is play in a formal MYSA affiliated league. BYSA current participates in the Nashoba Valley Youth Soccer League (NVYSL). This level of play is offered to age groups U10 and up. Play is divided by gender and is both competitive and recreational. Management of scheduling and rules of play is governed by NVYSL. Team placement is determined by the BYSA board.
- Inter-Town: Inter-Town play is play between Boylston and its surrounding towns. Play may be co-ed or divided by gender, and is purely recreational. This level of play is offered to the U8 age group. Management of team formation, scheduling and rules of play is done by the U8 coordinators in the participating towns, with approval from their respective boards.
- Intra-Town: Intra-town play is play purely among Boylston players. This level of play is purely educational, co-ed and there are no fixed teams. The U6 coordinator will determine the scheduling and structure of the U6's weekly education sessions.

Levels of Play and Roster Limits

The number of player on the field at one time, in addition to the maximum number of players on a given team is defined as follows each age group:

Age Group	Level of Play	Roster Limit
U6	3 v 3	None
U7	4v4	8
U8	5v5	9
U10	6v6	11
U12	8v8	15
U14 and up	11v11	18

League Team Formation

Determination of how teams are formed and placed within a league is determined by the Board. Factors used by the board to determine team make-up and level of play are the number of registrations, the age and skill level of the players. In certain cases tryouts may be utilized to determine the skill levels of players.

Selection of Coaches

Returning head coaches from the previous season retain that position if returning and coaching the same gender and age group as the prior season.

If there are not enough teams to allow all returning head coaches to retain their position, the coach the board deems to be the most qualified, will be the head coach and the other candidate(s) will be assistant coaches

To determine a coaches qualifications the board will look at overall coaching experience, coaching certifications/licenses and overall contribution to the league.

If there are no returning coaches at the age level, we look at BYSA coaches from the prior season moving up into the age group. Generally when a coach moves up from one level to the next they will retain their position as a head coach in the new age group.

If multiple coaches move up, the process for multiple coaches returning in an age group will be used to determine the head coach.

If we have no returning coaches and no coaches moving up, we look to those who have volunteered to coach.

For coaching volunteers we look at any prior BYSA coaching experience (i.e. coached in the fall but not the spring), overall coaching experience, coaching certifications/licenses, overall contribution to the league and whether or not a coach has a child playing in the age group.

Parents of players will generally be given preference assuming their experience and knowledge is reasonably similar to that of other interested candidates.

Playing Up/Playing Down

A child generally will play in the age group where his/her birthday falls within the parameters of the age groupings set for by MYSA. Exception requests may come from the player's parent, Age Group Coordinator or a coach, and must be formally presented to the Board. The Board will vote on all requests for a player to play in a different age group. The Board will consider the recommendations of the (releasing and receiving) Age Group Coordinators; (releasing and receiving) coaches; and Board members who have observed the player's level of play. All decisions to permit a player to play in a different age group are guided by the following principles:

- Playing in lower/higher age group allows the player to play with his/her classmates.
- If, in the opinion of the Age Group Coordinators and Coaches in the lower and upper Age Groups, the player would not be allowed to develop their skills properly in their assigned age group.
- If, in the opinion of the Age Group Coordinators and Coaches in the lower and upper Age Groups, the player's physical size is significantly different from the other players in the age group and playing that player in their assigned group would cause a safety issue for either the player himself/herself, or the other players in the age group.
- If, in the opinion of the Age Group Coordinators and Coaches in the lower and upper Age Groups, playing up would have a detrimental impact on the competitiveness or ability to field a team in the

player's Age Group.

- Only in cases where a player is being considered to play up, if, in the opinion of the Age Group Coordinators and Coaches in the lower and upper Age Groups, there is a need in the higher age group for additional players to satisfy roster requirements. (Tryouts would generally be used in these situations to select players to move up unless obvious candidates exist.)
- For league teams, the ability to play down is governed by the league.

Playing Up and Playing Down request will only be considered if space is available in the age group the player wishes to move to. No player properly registered before the registration deadline will be prevented from playing in order to accommodate a player playing up or down.

Uniforms

Uniforms are purchased through BYSA. Uniform purchase information is on the registration form. Players in the U6-U8 age groups are expected to wear a BYSA t-shirt with appropriate shorts and socks of the players choosing. Players U10 and up are required to wear a BYSA uniform [shirt, shorts & socks].

Equipment

- a. Each player must wear a pair of cleats or sneakers.
- b. It is mandatory that each child wear protective shin guards. A child will not be allowed to play without shin guards.
- c. Articles which constitute a danger to a player or to other players must be removed, i.e. jewelry, earrings, watches, barrettes, chains, belts, head covering with any visor or protrusions etc. Medic Alert bracelets or necklaces must be securely taped in place.
- d. Players with casts or splints, even padded, or exposed unpadded metal on orthopedic braces cannot play.
- e. Any player with glasses should wear straps to hold them in place or wear protective goggles.
- f. It is also highly recommended that players wear mouth guards.

Awards

The BYSA will provide seasonal participation awards for U6 through U10 players. Awards for players in the older age groups will be at the discretion of the Board.

Tournaments

Requests for BYSA to sponsor a tournament team will addressed on an individual basis by the Board.

Indoor Soccer

Requests for BYSA to sponsor an indoor soccer team will addressed on an individual basis by the Board.

GAME SCHEDULING

Game Times

The Board of Directors will establish annually the playing times for each group and will provide this information to the Age Group Coordinators and any BYSA affiliated leagues.

Game Cancellations

Games may be canceled in one of 3 ways.

- The fields are declared unplayable and the fields are closed. In this case all games are canceled for all or part of a day. This will be posted on the BYSA (<http://www.boylstonyouthsoccer.org/>) and NVYSL (<http://nvysl.eyenab.com/fields.php>) Web Sites, and sent out via email from the Field Manager.
- The referee may elect to cancel a game if he/she feels the field is unsafe, even if the fields have not been generally closed.
- Mutual agreement of BOTH coaches. This should only be where it is unreasonable to play the game due to:
 - the weather
 - In some cases, the weather conditions may be acceptable for older players, but not for younger players. In these cases the fields would be open, but coaches of younger players may use their discretion to determine if they should play.
 - A large number of players being unavailable due to some type of special event (i.e. First Communion). Again this is at the coaches' discretion and should only be done with mutual agreement.
 - Nashoba coaches MUST get approval from their age director at least 10 days prior to the regularly scheduled game time before agreeing to reschedule.

When a game is canceled, it is the HOME coaches' responsibility to do the following.

- Make sure the referee(s) assigned to your game knows that the game has been canceled.
- Send an email to our Referee Coordinator
- Notify your Age Group Coordinator of the cancellation.
- Nashoba coaches, notify our Nashoba Representative.

Make-Up Game Scheduling

1. For canceled games, it is the HOME coaches' responsibility to reschedule the game.
2. Work out a mutually agreeable time with the opposing coach.
3. Notify the BYSA Referee Coordinator at least 1 WEEK before the rescheduled game to schedule a referee.
4. Under NO circumstances should you schedule your own referees. Referees are paid, and it is the referee coordinator job to ensure that all referees have equal access to games.
5. Notify the Field Manager if you will be playing at any time other than your normal practice time.
6. Do not assume that a field is free on a given night!
7. Nashoba coaches, notify our Nashoba Representative.

PRACTICE SCHEDULING

Practice Times

The Board of Directors will establish practice times prior to each season

Field Scheduling

Practice times will be allocated by the Field Manager who will attempt to balance coach's requests against efficiently allocating the available field time. Each team will be allocated an initial practice night, starting with the older/more competitive teams, down to the younger/least competitive teams. Once the initial practice times have been established, teams will be given the opportunity to select additional practice times based on field availability.

Field Maintenance

1. Make an effort to keep our fields in good condition.
 - a. Move goal areas around to avoid excessive wear in front of the goals.
 - b. Use the far end of fields, not just the near end.
 - c. Walk the field, clean debris, fill in holes.
 - d. Avoid practicing if the fields are wet.
 - e. Absolutely no parking on the grass at any field.
2. Support field preparation day.
3. Obey the Hillside Gym Rules.

GENERAL CONDUCT

All personnel participating in the activities sponsored by BYSA shall conduct themselves in a manner that promotes good citizenship, good sportsmanship, and the good form of soccer. Persons exhibiting unacceptable behavior shall be subject to penalties ranging from temporary suspension from participation in league activities to permanent expulsion from BYSA. Behavior considered unacceptable shall include but not be limited to:

2. Deliberate violation of BYSA policies and procedures
3. Abuse of trust of the BYSA
4. Use of foul and abusive language
5. Directing physical or verbal threats towards any individual
6. Directing verbal abuse toward any individual
7. Physical or verbal assault towards any individual
8. Possession or use of illegal drugs or alcohol at any BYSA activity

Zero Tolerance

Anyone associated with BYSA assaulting a player, official, coach, parent, spectator or member of an opposing team will be removed permanently from the BYSA. This includes practices, scrimmages, league and tournament games.

If, at any time, the conduct of a player, parent of a player or team coach is determined to be detrimental to the BYSA, or the good of soccer, such persons shall be subject to [the Problem Escalation procedure set forth below, including sanctions](#).

Problem Escalation Procedure

Problems, complaints, and issues related to the operation of BYSA, its teams, or Board of Directors, including those arising from perceived violations of the BYSA General Conduct policy as described above, will be resolved according to the following procedure.

Step 1: The team coach should attempt to resolve incidents or issues, including those arising out of the General Conduct and Zero Tolerance Policy, with the BYSA player or parent (if applicable), within 2 calendar days of the incident.

Step 2: If Step 1 is unsuccessful or otherwise inappropriate under the circumstances, the applicable team coach or aggrieved party should contact the applicable Age Group Coordinator who should attempt to resolve the matter within 2 calendar days of receipt of notice that the matter remains unresolved.

Step 3: In the event Step 1 or Step 2 are unsuccessful or if following the process outlined above is inappropriate under the circumstances, the coach, Age Group Coordinator, or aggrieved party may file a written complaint directly with the BYSA Board's Sportsmanship Director within 10 calendar days of occurrence of the incident. Under the direction of the Sportsmanship Director, the Sportsmanship Committee will review and investigate the complaint and make recommendations to the Board, within 7 calendar days of receipt thereof, concerning such complaints, including as to any appropriate disciplinary measures and related external communications. Such recommendations may include but are not limited to the imposition of sanctions upon the individual(s) deemed to have been in violation of BYSA's General Conduct Policy such as oral or written warning(s), temporary suspension from participation in BYSA programs and activities, or permanent expulsion from BYSA programs and activities.

Within five (5) calendar days of receipt of the recommendation of the Sportsmanship Committee, the

Collins, Christine 8/22/2013 10:14 AM

Deleted: suspension from participating in the BYSA soccer programs

Board will decide, by a simple majority vote, to accept or reject in whole or in part the Sportsmanship Committee's recommendations.

Any individual deemed to have been in violation of BYSA's General Conduct Policy may request the Board reconsider its decision within 7 calendar days of the Board decision. Any such Board decision upon reconsideration will be final.

Misconduct by Individuals Not Associated With BYSA

Misconduct by players, coaches, parents, or other individuals affiliated with another league should be reported to the BYSA President. The President will promptly inform the applicable league of the misconduct.

Civil Disobedience

Persons who continue to violate BYSA's General Conduct Policy after being asked to refrain from such activity, may be referred to local law enforcement officials. .

ROLES AND RESPONSIBILITIES

Duties and Responsibilities of Coaches

1. Abide by the rules
 - Know and abide by BYSA's Bylaws, Policies and Procedures.
 - Know and abide by the rules of the game.
 - Know and abide by the Referee Zero Tolerance Law (Addendum A).
 - Know and abide by the MYSA Coaches Code of Conduct (Addendum B).
 - Know and abide by the rules of the league you are participating in.
2. Take responsibility for the actions of your players, parents, assistant coaches and yourself.
 - Control the emotions of the players, assistant coaches and parents of the players.
 - Inform players, assistant coaches and parents of the need for appropriate behavior.
 - Speak to those who are not behaving properly.
3. Provide a positive influence to the players as follows:
 - Ensure that all players who meet the specified practice requirements play at least 50% of the game.
 - Provide players the opportunity to play all positions.
 - Teach appropriate skills for the age level of the player.
 - Reinforce positive player action
 - Reward effort, regardless of outcome
 - Give compliments sincerely and honestly
 - Provide positive, constructive criticism
 - Listen to player's concerns
4. Provide leadership to players as follows:
 - Prompt and consistent attendance at games and practices
 - Exercise self-control at all times
 - Demonstrate good sportsmanship at all times
 - Show patience for and tolerance of player's mistakes
 - Show respect for referees and opponents
 - Coaches should make every attempt not to run up the score against opposing teams
5. Communicate effectively:
 - Review the BYSA, league and team rules with the players, assistant coaches and parents at the beginning of each season.
 - Insure your players and parents know games times and locations.
 - Confirm home game time and field location with you opponents.
 - Ensure your team, your opponent, your referee and your Age Group Coordinator are aware of any schedule changes.
 - **Inform the BYSA Board of the nature and circumstances of any serious injury to a player.**
6. Coaches are encouraged to attend license certification courses

Collins, Christine 8/22/2013 10:09 AM

Deleted: a

Collins, Christine 8/22/2013 10:10 AM

Deleted: b

Duties and Responsibilities of Players

1. Use 100% of your talents at all times to improve your soccer skills and contribute to the success of you team
2. Display a good attitude and sportsmanship. Learn the value of teamwork
3. Show respect for teammates, opponents, coaches and referees
4. Attend practices and games. Be on time
5. Shake hands with the opponents at the end of every game
6. Register by the required date
7. Wear the appropriate attire and do not wear jewelry
8. No profanity will be allowed

Duties and Responsibilities of Parents

1. Follow the rules and regulations of the BYSA program.
2. Register children during the required registration dates.
3. Attend games and practices and support their children and teams.
4. Insure that their children are at practices and games on time
5. Take the time to learn the rules of the sport
6. Exercise self-control at all times
7. Demonstrate good sportsmanship at all times
8. Show patience for and tolerance of player's mistakes
9. Show respect for referees and opponents.
10. Support coaches and allow him or her to coach your child.
11. Coaches coach, Players play, Parents encourage!

Duties and Responsibilities of Referees

1. Work hard, be decisive, be consistent. The Referee must be in control of the game at all times
2. The referee should cover the field from end to end and side to side. Move into position quickly to make out of bounds calls.
3. Blow the whistle hard and immediately
4. Insure that you follow the rules appropriate to the League or age group on the field
5. All referees are encouraged to attend license courses
6. Report any harassment from coaches, parents or players to the BYSA Referee Director
7. Submit correct paperwork for payment in a timely manner

Addendum A

Referee Zero Tolerance Law

All coaches, all assistant coaches, all players, and all spectators shall support the referee before, during, and after the game. Failure to do so undermines the referee's authority and could create a hostile environment for players, the referee, coaches, assistant coaches, and all spectators, including participants in other matches. Consequently, BYSA has adopted the following rule:

NO ONE IS TO ADDRESS THE REFEREE DURING THE GAME!!!!

Coaches/Assistant Coaches - Allowable Exceptions:

During the game:

Responding to a referee initiating a communication

Making substitutions

Pointing out emergencies or safety issues

At half time or at the end of the game:

1. Asking a referee to explain a rule(s) in a polite and positive way
2. Giving polite and friendly feedback to a referee

ABSOLUTELY NO SARCASM, NO HARASSMENT, AND NO INTIMIDATION!!!!

Penalties:

1. 1st Minor Infraction - Referee should ignore
 2. 2nd Minor Infraction - Referee should issue a verbal warning
 3. 3rd Minor Infraction - Referee should issue a caution
 4. 4th Minor Infraction - Referee should issue an ejection
-
1. 1st Serious Infraction - Referee should issue a caution or ejection depending on the seriousness of infraction per FIFA.
 2. 2nd Serious Infraction - Referee should issue a caution or ejection depending on the seriousness of infraction per FIFA.

Accumulation of two cautions in one match is equivalent to an ejection.

Spectators - Allowable Exceptions:

During the game:

1. Responding to a referee initiating a communication
2. Pointing out emergencies or safety issues

At half time or at the end of the game:

1. Asking a referee to explain a rule(s) in a polite and positive way
2. Giving polite and friendly feedback to a referee

ABSOLUTELY NO SARCASM, NO HARASSMENT, AND NO INTIMIDATION!!!!

Penalties:

- 1st Infraction - Referee should stop the game and ask the coach to quiet the offending spectator.
- 2nd Infraction - Referee should stop the game, give a verbal warning to the coach, and ask the coach to warn the spectator that the next infraction will be an ejection or the referee will abandon the game.
- 3rd Infraction - The referee shall instruct the coach to direct the spectator to leave the field. The referee should abandon the game if the spectator does not leave the field.

Communications among players and referees are governed by the FIFA Laws of the Game.

REFEREE SUPPORT

Everyone, especially coaches and assistant coaches, shall provide support to the referees at all times.

- Coaches are responsible for assistant coaches', players', fans', and their own behavior.
- Any coach who does not comply with a referee's request to deal with a fan shall be issued a misconduct as deemed appropriate by the referee.
- Anyone responsible for the verbal or physical assault of a referee prior to, during, or following a game will be subject to review by the Board of Directors.
- Any team/town that refuses to provide the name and address of the responsible person(s) for the verbal or physical assault on a referee will be subject to review by the Board of Directors.

Addendum B

MYSA Coach's Code Of Conduct

The Board of Directors of the Massachusetts Youth Soccer Association and the leaders of the affiliated Leagues are concerned about the conduct of all coaches and referees during games at all levels, from recreational to premier to ODP.

We want to ensure that games are fair, positive and enjoyable experiences for all of the children and adults involved. A soccer game should be friendly and unifying - a spirited social and athletic occasion for players, coaches, referees and spectators.

To clarify expectations of coach conduct, we jointly expect all coaches to conform to this code of conduct.

- Before, during and after the game be an example of dignity, patience and positive spirit.
- Before a game introduce yourself to the opposing coach and to the referee.
- During the game you are responsible for the sportsmanship of your players. If one of your players is disrespectful, irresponsible or overly aggressive, take the player out of the game at least long enough for him/her to calm down.
- During the game you are also responsible for the conduct of the parents of your players. It is imperative to explain acceptable player and parent behavior in a preseason meeting. Encourage them to applaud and cheer for good plays by either team. Discourage them (you may need to be forceful and direct) from yelling at players and the referee.
- During the game you are also responsible for the conduct of spectators rooting for your team.
- During the game do not address the referee at all. If you have a small issue, discuss it with the referee calmly and patiently after the game.
- If you have a major complaint, or if you think the referee was unfair, biased, unfit or incompetent report your opinion to your League. Your reactions will be taken seriously if they are presented objectively and formally.
- After the game thank the referee and ask your players to do the same.

We stress two points:

- Referees - especially young and inexperienced ones - are like your players and you in that they need time to develop. You can play an important role in helping them improve by letting them concentrate on the game. You can help by encouraging them, by accepting their inevitable, occasional mistakes and by offering constructive post-game comments. On the other hand, you could discourage and demoralize the referees by criticizing their decisions, by verbally abusing them and inciting - or even accepting - your own players' overly aggressive behavior.
- Your example is powerful, for better or worse. If you insist on fair play, if you concentrate on your players' enjoyment of the game and their overall, long-term development, and if you support the referee, your players and their parents will notice. If you encourage (or allow) your players to play outside the rules, if you're overly concerned about results, and if you criticize the referee harshly, your players and their parents will also notice.

- Think about what you're doing during a game! Uphold the Spirit of the Game! If you follow the expectations described above, the Spirit of the Game will be alive and well in Massachusetts and will grow, along with the enjoyment of all.

Revision History

Version	Author	Date	Description
1.0	Jake Milano	June, 1994	Initial version
2.0	Hardy Green	August 29, 2002	Complete revision
3.0	Joe DiCeglie	February 24, 2008	Split By Laws in a Constitution, By Laws and Policies and Procedure Added policies and procedures covering 8 v 8 play at U12. Removed references to Assabet Valley Youth Soccer. Formatting changes
4.0	Joe DiCeglie	May 23 rd , 2011	Moved Scheduling section from Policies and Procedures to this document. Moved General Conduct section from this document to Policy and Procedures. Removed Addendums related to General Conduct

5.0	Christine Collins	March 27, 2014	Consolidated Policies & Procedures and Bylaws to create one document entitled "Policies & Procedures." Added Problem Escalation Procedure. Adjusted Play Up/Play Down Criteria and clarifications regarding Board approval.
-----	-------------------	----------------	--