



**RULES, REGULATIONS,
POLICIES
and
PROCEDURES
of the
SAN RAMON SOCCER CLUB**

**San Ramon Soccer Club, Inc.
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www.sanramonsoccer.org

Affiliated with the California Youth Soccer Association (CYSA), the United States Youth Soccer Association (USYSA) and the United States Soccer Federation (USSF)

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INTRODUCTION

The purpose of this document is to give Members of the San Ramon Soccer Club (SRSC) a basic understanding of the Club's operations and a general sense of the structure of the youth soccer in N. California. This is a companion document to the document titled "Rules of Play of the San Ramon Soccer Club". Much of the information in these Rules, Regulations, Policies and Procedures has been distributed throughout the Club in one form or another, while other portions may be documented here for the first time. As the "Rules of Play" are of more 'every day' use to the Club's coaches, text applicable to this topic has been extracted from this more wide-ranging document and published as a separate document.

The intent is to provide the Membership with a reference they can use to answer many of the questions that arise each year, as well as to provide an ongoing communication medium that can be revised and improved over time. The "master" version will be posted on the Club's website – www.sanramonsoccer.org -- so any version not obtained directly from the website prior to reference must be considered as potentially out of date.

This document does not attempt to explain it all, nor is it desired to duplicate information that is readily available elsewhere, so where feasible, such sources will be referred to from herein. More specific information regarding the form and structure of SRSC can be found in the Club's Constitution and By-Laws. Additional information regarding youth soccer in N. California can be found in the CYSA team manual, which is issued annually, and on the CYSA web site, www.cysanorth.org.

GOAL AND MISSION

The purpose of SRSC shall be to develop, promote and administer the game of soccer among boys and girls 4 to 19 years of age within the territory of SRSC for all skill and competitive levels of soccer. The goal and mission shall be to educate each SRSC player in mental and physical fitness, to develop pride and community spirit, and to teach sportsmanship, regardless of race, creed and/or ability.

BOARD OF DIRECTORS

The Board of Directors (BoD) of SRSC consists of sixteen voting Members elected by the General Membership. BoD members serve a two year term with eight BoD positions to be elected each year at the Club's Annual General Meeting (AGM), which is held in January of each year. Six of these BoD Members are classified as Officers (Executive Committee) and have designated responsibilities. Specific responsibilities of this body are found in Section 2.01 of the SRSC Constitution and By-Laws (revised March 1st, 1998). Other BoD Members and additional non-voting Associate BoD Members attend to such tasks and functions as assigned by the BoD President.

BoD Members, and many of the Associate BoD Members are listed on the Directory page of the SRSC web site.

SCHOLARSHIP PROGRAM COMMITTEE

A Scholarship Program Committee shall be formed to administer the Club's financial aid program. The Scholarship Program Committee is made up of the President, Treasurer, and the Scholarship Program Director (the latter may be a full BoD Member or an Associate BoD Member). If any member of the Scholarship Program Committee cannot participate in its deliberations, either for conflict of interest or other reasons, the President may appoint an alternate from within the ranks of the full BoD Members, who shall participate until the original member is able to participate without restriction.

It is the responsibility of the Scholarship Program Committee to establish criteria to be used to review applications for scholarships, and to review, and approve or otherwise, all applications.

The Scholarship Program Director is responsible for overall management of the Scholarship Program, including the establishment and/or amendment of any forms, processes and/or any other documents or other communications regarding the Program, and is also responsible for the dissemination of forms and other documentation to the membership when requested as well as the collection and protection of completed applications.

BOARD MEETINGS

There are four main types of meeting:

1. General Membership meeting (AGM), held annually in January for the purpose of electing a BoD, considering By-Law changes, and any other business as requested of the General Membership of the Club (SRSC Constitution Section 1.08, 2.02; revised March 1st, 1998).
2. BoD meeting scheduled to meet on a monthly basis for the purpose of conducting the business of the Club. These meetings are always open to the General Membership but may occasionally adjourn to a closed session to discuss and consider disciplinary or legal matters, or other sensitive issues (SRSC Constitution Section 1.08, 2.02; revised March 1st, 1998).
3. Special BoD Meeting, which may be requested by either the President or four BoD Members to address a specific item. A member-at-large may generate a Special Board Meeting by convincing the President or four BoD Members to call for one. The SRSC Constitution requires the Membership to be notified at least fifteen days prior to a Special BoD Meeting, or for any proposed changes to the Constitution or By-Laws at the AGM. "Notifying" may include direct mail to Members' homes, advertising in local papers, or posting to the Club's web site, as determined by the BoD.
4. Executive Board Meetings, which are held on a monthly basis (approximately two weeks after/before the regular Board Meetings identified in item 2 above), and attended by the BoD's Executive Committee.

GUEST AND MEMBER-AT-LARGE ATTENDANCE POLICY

Guests are welcome at any regular (i.e., non-Executive) BoD meeting without prior announcement to the SRSC BoD. All Guests will be recognized during the public comment section of the meeting.

PARLIAMENTARY PROCEDURE

SRSC BoD Meetings will operate using Robert's Rules of Order, with any modifications being adopted in a majority vote of the BoD. This will temporarily suspend Robert's Rules of Order.

VOTING/RECORDING OF VOTES

The outcome of all motions placed before SRSC BoD will be recorded in the Minutes of that Meeting. Vote shall be by a show of hands. The Ayes, Nays and Abstentions will be counted and recorded. Directors voting Aye, Nay or Abstaining will be recorded by name.

VOTING BY E-MAIL

If an issue is urgent and requires a motion for action, **and** there is a strong belief that it must be dealt with in advance of the next scheduled BoD Meeting, that issue may be considered by an e-mail vote among the BoD. Only issues of substance and/or extreme urgency should be referred to an e-mail vote, as to do so deprives the issue of much of the discussion and consideration of opinions that is typically forthcoming and of value when an issue is addressed during a standard BoD Meeting. An e-mail issue review and vote will be allowed (a) at the discretion of the majority of the Executive Committee, and (b) if a matter is determined to be urgent enough and warrants full BoD review and decision through an e-mail vote. E-mail votes will observe the following procedure:

1. The proposer is responsible for fully documenting the issue as well as for answering any questions raised by the BoD during the review period. Responses to any questions should be forwarded to the entire BoD.
2. The VP Administration (or delegate) will be solely responsible for sending out the documentation for review, calling the motion, collecting responses, and publishing the results.
3. The review period will be a minimum of 72 hours after distribution of the issue's documentation. Once the review period is complete, the motion will be called with an additional 72 hours for BoD members to respond to the call. E-mail votes require the same number of votes as a motion would require at a regular BoD meeting: a majority of those voting with the number voting considered those present for the vote. If eight or fewer are present for the vote, the item will be tabled to the next scheduled BoD meeting for lack of a quorum.

MINUTES

Minutes shall be kept of all SRSC Meetings. Any Member of SRSC may request in writing the Minutes of any meeting of the organization. The SRSC Secretary shall keep on file the copies of all Minutes. The Minutes of each monthly Board Meeting will be posted on the SRSC web site for a period of one year.

Minutes will also reflect any motions called, with results thereof, for any issues sent for e-mail vote during the period between the prior and current BoD Meetings.

AGENDA ITEMS

All items of business not considered under standing reports on the SRSC BoD Meeting Agenda must be listed under New or Unfinished Business. Such items must be submitted to the SRSC Secretary no later than one week prior to the next scheduled Meeting. Due notice of such items will be given to all BoD Members. Any business not on the Agenda may be excluded from consideration until the next scheduled Meeting.

RESPONSIBILITIES

The BoD must balance their responsibilities to the Club as a whole against the issues dealing with any individual issue. Fiduciary responsibilities and General Member advocacy must enter into every decision before the Board.

All parties in attendance at SRSC BoD Meetings must conduct themselves in a civil and professional manner. Failure to do so may result in expulsion from the Meeting.

CONFIDENTIALITY

SRSC shall not provide Social Security Numbers or similarly confidential information through electronic mail, nor will it request others to provide such information through that medium.

SRSC VOLUNTEER POLICY

THE NEED

Providing a successful soccer environment for several thousand youth players requires an enormous amount of volunteer effort. Approximately 30,000 to 40,000 volunteer hours are required each year. Coaching is the biggest commitment, with more than 300 coaches and assistant coaches required, each spending from 50-70 hours at the Recreational level, to as much as 300 hours at the Competitive levels. A large number of referees is also required in order to officiate the approximately 800 games each year that are hosted at the Under 9 and older levels. In addition to these highly visible positions, many, many hours of behind-the-scenes work are also required to make the program a success, including snack bar duty, picture day coordination, field marshaling, tournament and Jamboree coordination, field set-up, and so forth. In recent years, the number of players has grown faster than the number of volunteers, and SRSC finds it necessary to create a policy requiring volunteer work from every family, in order to continue to provide a high quality soccer program.

THE POLICY

Every family who has a child playing in SRSC from the Under 7 to Under 19 level is required to provide a minimum of four hours volunteer service, as assigned by SRSC. This volunteer service must benefit the Club and not be just an individual team function. A family with more than one child playing is only obligated to meet this single minimum of four hours service. SRSC collects a volunteer fee at the time of registration, and a family may elect to forfeit this fee in lieu of volunteering. Families are encouraged to volunteer rather than to forfeit this extra fee, but SRSC understands that for some families the time is simply not available, so this fee option is provided. Also, if it is found that more players register to play than there are teams available, a player whose family commits to volunteer will be placed on a team prior to a player whose family elects to forfeit the fee in lieu of volunteering. Families with children playing only in the Under 5 or Under 6 age groups are exempt from this required volunteer work, but are still encouraged to volunteer.

THE OPTIONS

At the time of registration, each family will be asked to commit to a specific volunteer duty. These volunteer duties may include but are not limited to: coaching; snack bar duty; picture day; try-outs; team parent (one per team only); tournaments/jamborees (including field marshaling); refereeing; “culture keeper”; “general volunteer” (whose specific duties are to be determined by SRSC as the season progresses), etc. Again, a final option is to forfeit the volunteer fee.

THE MECHANICS

Volunteer work is tracked by various coordinators. The Program Coordinators of the boys' and girls' programs certifies coaching and assistant coaching assignments; the Referee Coordinator certifies referee participation, the Team Parent Coordinator certifies team parent assignments, and the Snack Bar Coordinator certifies the snack bar hours worked. The Volunteer Coordinator manages the "General Volunteer" program. Families who volunteer as a "General Volunteer" may be contacted by the Club for work as the need arises; if a family is not contacted then it is their responsibility to actively pursue a volunteer duty before the end of each playing season, otherwise their volunteer fee will be forfeited. If a family cannot agree to an initial assignment due to a schedule conflict, the family will be asked to provide another date(s) when they can commit to being available. Should a family either fail to show up at a volunteer assignment or fail to agree to a volunteer commitment after two contacts by a coordinator, they will be noted as failing to meet their volunteer obligation and will forfeit their volunteer fee.

All signed Volunteer Reimbursement Forms must be submitted for Board Member approval and processing no later than December 31st of the year for which the volunteer service relates.

COACH VOLUNTEERS

In an effort to encourage parental involvement with coaching, SRSC recognizes volunteer coaches and up to two volunteer assistant coaches per team at age U7 and above with an incentive payment in the form of a full or partial refund of a player's registration fee (depending on age group and being head coach versus assistant coach), in addition to refunding the volunteer fee. This is payable at the same time as, or after, reimbursement of the volunteer fee. Coaches that act as head coach or assistant coach for multiple teams are eligible for multiple registration fee credits. Under no circumstances can incentive payments for the same family group exceed the total of player registration fees paid by that family group.

Payment of the incentive, or refund of the volunteer fee applies only if all the following conditions have been met:

- The CYSA Coach Registration Form (form 1628) has been completed by the applicant, and processed to completion by SRSC (and CYSA as appropriate), prior to commencement of coaching responsibilities;
- Pass the Club background check;
- Coaching responsibilities last entire team season;
- The respective Age Group Coordinator agrees that the coach or assistant coach did, indeed, act in that capacity (this is usually indicated by the Age Group Coordinator signing the Volunteer Reimbursement Form before it goes to a Board Member for payment authorization);

- The Player Evaluations for the coach/assistant coach's team for the season have been completed and turned in to the respective Age Group Coordinator.

OTHER REIMBURSED VOLUNTEER POSITIONS

The BoD can direct that volunteer positions other than coaches being refunded all or a portion of their registration fees paid and their volunteer deposit. For example, Age Group Coordinators (AGCs) will be refunded their registration fees on the same basis as Recreational coaches.

FAILURE TO VOLUNTEER

Should a family fail to meet its volunteer commitment the family shall forfeit the volunteer fee, and may be subject to additional fees at the discretion of the SRSC BoD, payment of which is due before any child in the family is permitted to register to play soccer the following season.

SRSC PLAYER REGISTRATION

NOTIFICATION

The BoD will approve an appropriate number of registration dates as deemed necessary. Notification of registration dates, times, and locations will be mailed to each family with a player currently registered with SRSC. This notification will be posted no later than ten days prior to the first scheduled registration.

Optionally, in addition, notices of registration may be distributed to the public schools in San Ramon and may also be available at the San Ramon Community Center. Other methods of public notification (SRSC, District III and CYSA web sites, newspaper, public access television local radio stations, posting of banners, etc.) will be utilized as approved by the Registrar(s) and the BoD.

REGISTRATION FEES

Registration fees shall be established based on the projected operational costs of SRSC, as well as on the establishment and maintenance of an appropriate financial reserve. The BoD shall approve registration fees for the upcoming season no later than December of each year. Registration fees shall be announced in any registration notification that is distributed to the Membership. Every applicant for Membership in SRSC shall register for the current seasonal year and submit the appropriate fees.

REGISTRATION DATES and LATE FEES

Normal registration will be held from March 1 to April 30th. After this period, late fees will be applied to registration fees in an amount decided upon by the BoD.

WAIVER OF FEES

In accordance with the Club's Scholarship Program, a portion of the registration fees (or other SRSC fees) may be waived due to financial hardship, but this only applies to SRSC families. A request for a waiver of fees must be submitted to and approved by the Scholarship Program Committee, who shall document any fees waived. A list of such waivers, including player's name, age group and CYSA number shall be submitted to CYSA District III when all registration has been concluded for the seasonal year. Submission to CYSA is for the express purpose of obtaining outreach funds for reimbursement. Requests for a waiver of fees shall be handled as a confidential matter.

SCHOLARSHIP PROGRAM

The amount of funds available for the Scholarship Program is determined annually through the Club's budgeting process. The Program is funded as a non-specific expense – supported by a portion of all Club income (registration

fees, tournament fees, snack bar income, etc.) If an amount is donated specifically for the Scholarship Program, the amount is held in a unique balance sheet account until used to either replace or augment the existing Scholarship Program budget (depending on the donor's wishes).

The Scholarship Program includes specific amounts for recreational players (Division 4) and for competitive players (Divisions 1, 2 and 3), and each category of applicants (recreational or competitive) is considered separately.

In general, the Scholarship Program covers a portion of registration fees as well as a portion of Club-levied fees as identified below or as determined by the BoD Members at their sole discretion. At a minimum, a player's family is required to pay \$40 for registration, a Volunteer Fee (at the prevailing published rate), and at least 50% of applicable approved Club-levied fees.

The Scholarship Program will fund a portion of Club-imposed program fees (team training fees; competitive/Rec+ program fees; mandatory camp fees), but will not fund any external fees or costs (e.g., tournament fees or uniform costs).

In order to be considered for inclusion in the Scholarship Program, players' families are required to submit a Club-provided application form within a Club-defined timeframe as published on the Club's website. Different timeframes may be applicable to families of recreational or competitive players. Applications received after the deadline may be declined for consideration, at the sole discretion of the Scholarship Program Committee. The application form will be made available prior to the commencement of the application period, and at a minimum requires: family information (e.g., parent/guardian names, address, phone number, e-mail address); player information (e.g., name, date of birth, division of play, team affiliation (if available)); a statement of financial need explaining the general financial condition that may warrant consideration, together with any supporting documentation as determined by the Scholarship Program Committee; a breakdown of Club fees the family is requesting for consideration.

As the completed application form and any spreadsheet or other computer document derived is likely to contain very sensitive and/or personal information, access to the information is strictly limited to the Scholarship Program Committee. The information will be kept secured at all times and shall be destroyed at the end of the seasonal year, except as may be required for accounting and/or tax purposes.

For each category of applicant (recreational or competitive player), the Scholarship Program Committee reviews all applications within that category at one time. The review criteria established by the Scholarship Program Committee are used to assess the worthiness of each application and to establish a relative weight to each application. The weight and the established funding limits are

used to establish the total requested funding for the Program for each of the recreational and competitive player categories. For each category, the maximum amount of scholarship funds available shall be no more than 90% of the amount budgeted for that category. The purpose of this limit is to provide a small pool of funds for worthy, late registrations or other emergencies. Should the total requested funding be equal to, or less than, 90% of the amount budgeted for that category, the total requested funding is granted. Should the total requested funding exceed 90% of the amount budgeted for that category, requested funding is reduced proportionately for all players until the adjusted total requested funding is equal to, or less than, the 90% limit.

REGISTRATION FORMS

The BoD shall approve a registration form, which complies with any format required by CYSA.

A properly completed registration form must be on file with SRSC for each player. Where signatures are required, and where the registration form is generated as a by-product of an online registration process, an acknowledgment of compliance with that requirement may be held in the relevant computer file(s) in lieu of a signature, except as noted below. Each form must include the player's legal name, date of birth, residential address (mailing addresses such as a PO Box are not acceptable), phone number, the parent's or guardian's name(s), the player's age group, the player's CYSA number, and a statement applicable to SRSC's parent participation policy. Players who have attained the age of eighteen at the time of registration may complete the form themselves.

Every player must have on file the approved USYSA "hold harmless" statement and consent for medical treatment.

A printed copy of the registration form is required to be in the possession of the coach of a team to which a player is assigned. All sections of the form requiring a signature must be signed in original ink by the parent or guardian of the player (or the player him/herself if over the age of eighteen).

REGISTRATION PROCEDURES

All registration procedures must be in compliance with CYSA and USYSA regulations. Any playing Member of SRSC shall be a player who is not younger than four years of age and who has not reached the age of nineteen prior to August 1st immediately preceding the start of any seasonal year in which they apply for Membership.

A player may register with another league (club). Once a player pass has been issued, that player is bound to that team for the entire seasonal year except as modified by CYSA transfer and release procedures.

Each player must have an acceptable proof of age on file with the Registrar. Acceptable proof of age shall consist of one of: a birth certificate, birth registration issued by an appropriate government agency, Board of Health records, passport, alien registration card issued by the United States Government, a certificate issued by the Immigration and Naturalization Service attesting to age, or a certification of an American citizen born abroad issued by the appropriate government agency. Hospital certificates, baptismal or religious certificates will not be accepted.

No player may participate in SRSC programs until all required paperwork is on file with the Registrar.

LATE REGISTRATION

Any player wishing to register with SRSC after April 30th will be considered a late registrant. Late registrants will be placed only after each timely registrant is assured of a position on a team. Following the formation of teams, late registrants will be placed if there is space availability and shall be considered on a first-come-first-served basis. Late registrants are subject to a late registration fee as described earlier in this document.

RETURNING PLAYERS

With the exception of U5 and U6 players, each player who is currently registered with SRSC and who fails to register for the upcoming season by August 1st will be subject to a late fee at the then-published rate. The fee shall be assessed and collected by the Registrar.

NEW PLAYERS

All players who are new to SRSC or who were not registered in the previous season are exempt from the late fee.

WAIT LISTS

Late registrants will be placed on wait lists until space availability is determined. No Division 4 SRSC player with any previous history of play with SRSC shall be displaced in order to place a late registering Division 4 player.

REGISTRATION FEE REFUNDS

With the exception of a cancellation fee, a refund in full will be made when a written request dated prior to July 1st of the current registration year has been received by SRSC. The Registrar will remove the player's registration paperwork from the active files and will notify the appropriate BoD Member handling refunds of the request for refund. The Registrar will annotate the request as whether or not there are players in the same family still participating in order to ensure that the refund will be issued at the appropriate fee level. The refund will be issued in a timely manner.

Recreational (Division 4) players who are seriously injured before the first league game will be refunded their registration fee (to include volunteer fee) less the \$25 cancellation fee. To obtain a refund, the player must provide written proof from their physician stating the player is unable to participate in soccer for the remainder of the season.

Recreational players (Division 4) who move their residence outside of the CYSA District 3 and 4 boundaries before the first league game will be refunded their registration fee (to include volunteer fee) less the \$25 cancellation fee.

Rec+ players who are seriously injured (requires written proof from physician that the player will be unable to participate for the remainder of the season) or moves their residence outside of the CYSA District 3 and 4 boundaries, will receive refunds of their Rec+ fees as follows: 100% refund if before Rec+ training commences; 60% if prior to Rec+ Kick-Off Tournament; no refund if on or after the first day of the Rec+ Kick-Off Tournament.

Competitive (Division 1,2 and 3) players who are seriously injured before the first league game will be refunded their registration fee (to include volunteer fee) and competitive fees (including coaching fee, training fee) based on the following time line: Prior to June 30th, the player will receive 100% refund; from July 1 to the Friday before the first day of league play, the player will receive 50% refund of fees; starting the first day of league play, there are no refunds of fees. For Division 1, 2 and 3 players, the injury will require a written statement from a physician stating the player's inability to participate for the remainder of the season. For Division 2 and 3 players moving, they will receive refunds based on the time line if they move outside the District 3 and 4 boundaries. For Division 1 players to receive a refund due to moving based on the time line, the player will have to move outside of the boundaries of CYSA-North.

Division 1,2 and 3 players requesting a transfer to another club or league will be refunded a percentage of the competitive fees based on the following timeline: Prior to June 30, the player will receive 100% refund of competitive fees; from July 1 to the Friday before the first day of league play, the player will receive 50% refund of competitive fees; starting the first day of league play, there are no refunds of competitive fees. Also, if a Division 1,2 or 3 player chooses to not continue playing for the season with SRSC due to transfer to another club or league or lack of interest and has already received his/her playing credential, the player is responsible for all competitive fees.

NON-PAYMENT OF FEES – IMPACT ON FUTURE REGISTRATION

Individual players and teams that have outstanding fees owed to SRSC may be denied registration for future seasons and tournaments (including State Cup), as well as tryouts. Upon payment of outstanding balances, the individuals and teams involved will be allowed to resume registrations.

At the beginning of each season a minimum of half of all registration fees must be collected before player passes will be released to players. The balance of outstanding fees must be collected prior to the end of August or player passes will be held by SRSC until all fees are collected.

LEVELS OF PLAY

DIVISION 1

This level represents the highest level of soccer offered by CYSA leagues (clubs). The teams are defined by CYSA as being age pure (classified by the oldest player). Players are selected through a series of tryouts. Coaches who are approved by the BoD are responsible for organizing their age group tryouts at locations and on dates approved by the Club. All players registered with SRSC are entitled to attend tryouts in their prescribed age group. Coaches will select a team based on their own expertise in evaluating youth soccer players. SRSC will field teams in the following age groups whenever possible: U-9, U-10, U-11, U-12, U-13, U-14, U-15, U-16, U-17 and U-19. Division 1 teams at U-12 and above participate in the Golden State Soccer League. **Division 1 teams below U-12 participate in the District III Al Caffodio playing league.** Rules which govern these leagues are distributed at the relevant coaches' meetings. These teams are also eligible to apply for tournaments on dates designated by CYSA and USYSA. **The U-9 "A" team will have no U-8 players.**

Division 1 teams will be coached by a professional (paid) coach.

DIVISION 1 COMMITMENTS

Division 1 teams require nearly a year-round commitment from the player as well as the player's family. Tryouts are in early spring, with teams being selected soon thereafter. Tournament play usually begins in late June or early July and continues throughout the summer months. League play begins following Labor Day and continues until mid-November. The U-15 through U-19 age groups must suspend their team activities until the end of the high school season (mid-November through mid-March); U-9 through U-14 teams will continue tournament play into the winter months. The State Cup tournament begins in January for U-11 through U-13 age groups and will be completed in late February or early March. The U-14 through U-19 age groups will commence State Cup play in late March with finals being held in May. Teams winning their preliminary round of State Cup play will advance to the next level of play (round of 16, quarter finals, semi-finals, finals are all single elimination rounds). Disciplinary matters related to league and tournament games are handled by the relevant league Games Committee.

DIVISION 2

The Division 2 level is very similar in all respects to the Division 1 level, including the commitment required, with the primary difference being that a team playing at Division 2 is considered, in essence, to be a "B" team for the age group in which the Division 1 team plays. These teams are also defined as being age pure (classified by the oldest player), and are formed by drafting players who have attended the scheduled tryouts but who were not selected for the Division 1

teams. SRSC is not bound to field any teams at this level, but will do so where sufficient players of high potential exist to form a team, and where there is a collective desire to do so. Potential relevant age groups are: U-9, U-10, U-11, U-12, U-13, U-14, U-15, U-16, U-17 and U-19. Division 2 teams at U-12 and above participate in the “B” division of the Golden State Soccer League. Division 2 teams below U-12 participate in the District III Al Caffodio playing league. Rules which govern these leagues are distributed at the relevant coaches’ meetings. These teams are also eligible to apply for tournaments on dates designated by CYSA and USYSA.

Division 2 teams will be coached by a professional (paid) coach.

DIVISION 3

Formerly known as Developmental or Upper House. These teams are defined as U-9, U-10, U-11, U-12, U-13, U-14, U-15, U-16 and U-19. Teams are formed by drafting players who have attended the scheduled tryouts but who were not selected for the Division 1 or Division 2 teams. In the event that there is more than one Division 3 team in an age group, an “A” and “B” team, etc., will be formed (where “A” is considered to be generally more accomplished than “B”, etc.). If multiple teams within an age group are considered by the coaches organizing the tryouts to be of approximately equal accomplishment, the teams will be selected via a serpentine draft or in some manner determined by the Club’s Director of Coaching and Player Development, and as approved by the BoD.

This level of play is developmental with the purpose being to provide more advanced training and playing opportunities than are available at the Division 4 level and with the intent of preparing players for advancement to Division 1 teams. The number of Division 3 teams in any given age group will be based on the number of registered players and skill level in that age grouping.

Division 3 teams are coached by volunteers. Team families may vote to procure professional coaching which will be provided by SRSC at published rates.

DIVISION 3 COMMITMENTS

Division 3 players and families can anticipate a commitment level similar to that of the Division 1 teams. Division 3 teams participate in the District III Al Caffodio playing league. Rules governing this league are distributed at the coaches’ meeting. Post-season play consists of District Championship and, for those teams that qualify, Association Cup (the State Championship for Division 3 teams). Tournaments normally begin in early August and continue through early December.

U-9 and U-10 COMPETITIVE TEAM STRUCTURE

To the extent possible, the U-9 and U-10 competitive age groups will form teams that are equal in skill level. The goal at these younger competitive ages, where

playing ability changes rapidly, is to provide an environment where each player has the most opportunity to advance his/her skills at different positions and receive training that is “soccer age” appropriate for each player.

DIVISION 4

Also known as Recreational. SRSC teams are grouped in single year age groupings for U-5 through U-10, and two year groupings for U-12 through U-16, and a three year grouping covering U-17 through U-19. Players who attend tryouts but who are not selected for Division 1, 2 or 3 teams will be placed on Division 4 teams. Players who register with SRSC but who do not attend tryouts will be placed on Division 4 teams.

Teams shall be organized at the beginning of each season so as to provide sufficient capacity for new players moving into San Ramon based upon recent experience. Teams are normally based on area of players’ residence. Other factors, including ratio of younger to older players, coaches’ area of residence, and parity of teams based on prior year(s)’ player evaluations (if available) are also considered. The goal of SRSC is to have teams comparable in competitive ability. Players are assigned to teams by Age Group Coordinators and/or the Boys/Girls Program Coordinator.

“REC+”

Starting with the 2003 season, SRSC introduced an additional tier of Recreational play, designated as Rec+, which was expanded in 2004 for the U-10, U-12 and U-14 age groups. Beginning with the 2009 season, U-10 and U-12 players will have the choice of playing Rec+ or “regular” recreational soccer. The number of Rec+ teams may be limited to ensure there is a minimum of six “regular” recreational teams at those age levels. All recreational players at the U-14 age level will play in the Rec+ program.

Rec+ meets all the requirements of Division 4, but has the purpose of providing more playing opportunities than are available within the Division 4 “regular” Recreational program. It is also somewhat more intense, requiring a greater commitment, than the “regular” Recreational program, thus could be thought of as a “bridge” between Division 4 and Division 3, to a certain extent preparing players for advancement to Division 3, or as providing a somewhat “detuned” experience for players who may have found Division 3 not to their liking.

Rec+ teams compete in a league with other local soccer clubs, thus playing league matches in both San Ramon and surrounding cities, as well as taking part in Jamborees or Tournaments hosted by SRSC and other soccer clubs. Tournament play outside of the regular league games, and other Rec+-specific programs (such as a Trainer and a pre-season clinic) incurs an additional financial cost for players within the Rec+ program. Some of these additional fees may be collected as part of the player registration process.

Rec+ is open to all SRSC players and no tryouts occur or are permitted, but in order to preserve the integrity of the “regular” Recreational program, the number of Rec+ teams that are formed is limited at the discretion of the BoD. Acceptance to the Rec+ program is on a first-come-first-served basis, and players are encouraged to sign up for the program through the registration process. Players are allocated to teams as decreed by the SRSC BoD or designated representative, with the goal of achieving balanced teams.

OLYMPIC DEVELOPMENT PROGRAM

USYSA sponsors the Olympic Development Program throughout the United States. District III offers ODP teams in the U-14, U-15 and U-16 and U-17 age groups. Age groups are based on the current calendar year rather than the seasonal year. Age groups are designated as follows:

<u>Age In Current Calendar Year</u>	<u>ODP Age Grouping</u>
13	U-14
14	U-15
15	U-16
16	U-17

Players in these age groups who are selected to the District ODP teams will participate in ODP play days against other District ODP teams. Based on their performance with the District ODP team, players will be invited to attend State ODP tryouts. Players who are 17 or 18 years of age in the current calendar year are eligible to try out directly for the State ODP, as there are no District teams in those age groupings. Players who excel in the State ODP may be invited to attend Regional ODP camp and be named to the Regional ODP team or the National team for their age group. ODP tryout dates will be announced to all eligible players in SRSC. SRSC will issue a \$150 stipend upon receiving a written request from any SRSC player selected to participate in the State ODP. To be eligible for this stipend, the player must either reside in San Ramon or have played for SRSC for three or more consecutive playing seasons. Participation in the ODP does not interfere with participation in the SRSC league program, as the ODP operates concurrently with league teams and the league schedules are adjusted to allow for the ODP play dates.

ASSIGNING PLAYERS TO TEAMS

TRYOUTS FOR COMPETITIVE TEAMS (Teams in DIVISIONS 1, 2 & 3)

All players are welcome to try out for the Division 1, 2 or 3 teams, held annually in the March to May timeframe. To participate in tryouts, a player must be registered with CYSA.

All players who wish to try out for a Division 3 team are also encouraged to try out for the appropriate higher level team(s), as the tryouts for all teams within an age group are usually held together. Attendance is required at a minimum of two tryout sessions, and players must understand that skipping any tryout session may place them at a disadvantage over other players who have attended more tryout sessions. Coaches are under no obligation to hold additional tryout sessions for players who were unable to participate in the scheduled tryouts, but will usually hold one or more make-up tryout sessions.

Coaches organizing the tryouts are encouraged to contact each registered player in their age group and invite them to the tryouts.

After teams have been initially selected it is possible for various reasons during the season for a player to move up to a higher level team. Among the reasons are: a player may develop more than was expected; a player could have been injured at the time of the tryouts; a player could have simply had a poor tryout; and injuries or moves in the higher level team could create an opening for another player to join the higher level team. SRSC encourages all players to play at the highest possible level they seek, including supporting these mid-season moves. However, SRSC also wants to be sensitive to the needs of the team being left behind since sometimes such a move could significantly weaken the departed team by the loss of the player. Consequently, once the initial team rosters have been set, any moves to a higher level team must be approved by the Club's Director of Coaching and Player Development, prior to actual contact with the player or the player's family.

Approval will be based on the following criteria, in order: player's best interests; the player's ability to have an immediate, substantial and sustained impact on the team the player is joining; and the likely impact on the team the player is leaving.

Players not selected for a Division 1, 2 or 3 team will be placed in the pool of players for Division 4 teams. The head coach organizing a tryout for an age group is expected to personally contact the family of each player not selected to inform them of the decision, prior to the roster for that age group being posted. Any player not attending tryouts will automatically be placed on a Division 4 team in their age group.

PLAYING OUTSIDE OF A DESIGNATED AGE GROUP

Players are required to play in their own age group, except in the following cases:

1. If SRSC does not field a team at the Division 1, 2 or 3 level in the player's age group, the player may try out for and be eligible for selection by the next higher age group.
2. A player who fulfills all registration and tryout requirements and is subsequently not selected for the Division 1 team in his/her age group is then eligible for selection by the Division 1 coach in the next higher age group. No member of SRSC or their representative may solicit a coach to "pass over" any Division 1 player candidate for the purpose of being selected to the next highest age group.
3. The player has previously been approved by the BoD to play in a higher age group.
4. Due to physical disability or handicap, a Division 4 player may be allowed to play in a lower age group. However, in the event of that team advancing to post-season tournament play, CYSA's policy in the past has been that the older player is not allowed to play in those post-season tournaments. Playing in a lower age group requires BoD approval and will be reviewed each year.
5. The SRSC BoD deems it necessary to move player(s) to a higher age group in the best interest of the Club. (For example, if the ability to form a team depends on relocating some players from one age group to another, or a player on a waiting list can fill a vacancy on a higher age group team.)
6. Occasionally, a player may have such extraordinary ability that the best thing for that player is to play in a higher age group. This requires BoD approval. This will only be granted upon careful inspection by the BoD and certification by the coach that the player will be a "star starter" in the higher age group.

At the Rec+ (Division 4) level, where there is limited space available in the program, a player requesting and sanctioned to play outside of a designated age group may inadvertently deny a playing opportunity to another player within that sanctioned age group. Players so sanctioned shall be placed on a waiting list for that age group until such time that it is determined whether or not space exists. If it transpires that no space exists within the sanctioned age group, the requesting player shall be returned to the originally designated age group, and shall retain all rights with respect to seniority with respect to that age group when teams are formed.

PLAYER ASSIGNMENT IN THE EVENT OF A SHORTAGE OF COACHES (DIVISION 4 PLAYERS)

In the event there are an insufficient number of coaches to support the number of players registered, families of the teams without coaches will be afforded the opportunity to volunteer to coach. In the event there are no volunteers to coach, the team will be disbanded and the impacted players will be placed on teams with coaches as space is available. Such placement will be done based on

families who volunteer in a role as one of: Age Group Coordinator, Coach, Assistant Coach, or active referee, then on a lottery basis if there is insufficient space to absorb all impacted players.

REQUESTING A TEAM ASSIGNMENT (DIVISION 4 PLAYERS)

Requests for a placement of Division 4 players with any particular coach and/or player will not be considered. In the case of members of the same household who are in the same age group/gender classification, an exception can be made. A request to place those players on the same Division 4 team will be allowed.

PLAYER TRANSFERS (WITHIN SRSC)

Once a player has signed a player pass for a SRSC team, the player must have the permission of the BoD to transfer to another team. All transfers must be in accordance with CYSA transfer procedures. In order to assess the impact to the league and to both teams involved, all potential transfers are to be discussed and approved by the VP Programs (Competitive or Recreation), the Director of Coaching and Player Development, and the Registrar prior to the player or parent(s) being approached.

INTER-LEAGUE/INTER-DISTRICT PLAYER ACCEPTANCE

SRSC is a community based and City of San Ramon co-sponsored league, but players who do not reside in San Ramon may be accepted. U-5 players who are non-residents of San Ramon will be placed on teams only if space is available following placement of registered San Ramon residents.

RESIDENCY REQUIREMENTS FOR SRSC TEAMS

There are no residency requirements for Division 1 teams.

Division 2 and 3 team rosters in the U-9 through U-14 age groups are required to include a minimum of 80% San Ramon residents.

In those age groups in which the Dublin United Soccer League does not field a team at a comparable Division 1, 2 or 3 level, Dublin residents are considered San Ramon residents, and will be included within the 80% minimum, and not counted as a non-resident player.

Exceptions to these minimums require BoD approval.

CREDENTIALS

Each player playing in the U-7 or older program must have a properly endorsed USYSA player pass and a USYSA membership form signed in original ink by the player's parent/guardian (or the player, if over 18).

All team officials (coach, assistant coach, team manager and the like) must have a properly endorsed USYSA coach pass.

It is recommended that each coach or team manager compile a binder containing all of these credentials as well as a copy of each player's birth certificate and a health history form for each player.

TEAM NAMES

Teams in Divisions 1, 2 and 3, and Division 4 Rec+ teams, shall be allowed to select the name of their choice so long as the name does not conflict with that of another team within the Club. Requests for the same name shall be resolved by the BoD or delegate using criteria that gives priority to the team that used the team name in the previous season, the team which submitted the request first, or the seniority of the team. Names selected shall reflect good taste and are subject to approval of the SRSC BoD.

Division 4 team names shall be assigned by the appropriate Age Group Coordinator. There shall be no duplication of team names within the same age group. Each age group shall have a theme or category, which governs the selection of team name. (Age group categories may include, but are not limited to, names beginning with the same letter of the alphabet, animal themes, etc.)

Only the prefix "San Ramon" will be used in identifying SRSC teams. "Alcosta", "San Ramon Valley", etc. will not be accepted by the Registrar for use on team credentials, nor will teams use any other designation when submitting their tournament applications or publicity.

TEAM FINANCES

Any problems, questions or concerns regarding team finances should be referred to the Club's Treasurer.

SRSC operates as a tax-exempt, non-profit 503(c) corporation and must adhere to all of the appropriate tax regulations. One of the benefits of this status is the ability to solicit and receive donations, which the donors can treat as deductions for income tax purposes.

Individual teams may be allowed to utilize the Club's tax status to solicit donations for their own operations or other types of appropriate fundraising. In order to be eligible for use of the Club's tax status, teams must agree to follow a number of rules established by the Club.

Each team which accepts contributions of any kind must:

- Establish one or more adults as the team treasurer(s);
- Establish a unique checking account for the team;
- Issue financial reports every two months (or more frequently if requested) to each of the participating families;
- Maintain appropriate documentation if funds or donations received: from each fundraising event; from each donor; from each participating family; from each sponsor*; and from all other sources. If a donor provides an "in kind" donation, a letter specifying the fair market value of the donation must be provided;
- Maintain appropriate documentation of funds disbursed: for each fundraising event; for coach and/or player training; for game travel expenses; for tournament entry fees and travel expenses; for team administrative expenses (bank fees, photocopying, etc.); and for any other expenses incurred;
- Identify and resolve any outstanding deficits or surpluses; when applicable, close the team's checking account and issue final financial reports within a reasonable period after the final game played by the team;
- Any deficit will be the responsibility of the participating families. SRSC is not responsible for any bills or debts incurred by any single team;
- Any surplus must be distributed in the following manner:
 - ◆ Any surplus up to but not exceeding the contributions of the participating families shall be distributed back to the participating families proportionally to the financial contributions made to the team by each family. In no instance shall the distributions exceed the contributions made by the participating families.
 - ◆ Any surplus which exceeds the contributions of the participating families shall be remitted to SRSC and will be held in trust and

* Appropriate use of sponsor's name and/or logo will be allowed on team warm-ups, bags, balls or other equipment. The sponsor name and/or logo will never be displayed on approved SRSC uniforms.

distributed proportionally in the subsequent season to the team treasurer of any player with continuing participation in SRSC. Unclaimed funds will remain in the SRSC General Fund. The Club Treasurer will disburse those funds as soon as team assignments are submitted to him/her and verified by the Registrar.

TOURNAMENT PLAY

TOURNAMENT PARTICIPATION

All teams are eligible to enter CYSA, out-of-state, or foreign tournaments. The CYSA tournament calendar lists each tournament sponsored by CYSA and indicates whether the tournament is for teams in Divisions 1, 3 or 4. (For the purposes of tournament play, Division 2 teams are considered to be Division 1.) Teams must pay for their own entry fees and submit a properly completed tournament application to their District III Tournament Coordinator in order to be considered for participation in the tournament. There are specific weekends designated for tournaments. League play is normally suspended during tournament weekends, however if a team is accepted to a tournament which conflicts with a league game, the coach must notify the league Match Secretary for his/her playing league in order to make arrangements to reschedule the league match. Tournaments are covered by rules as specified by the individual tournament. Protests, appeals and discipline for matters related to tournament games are handled by the PAD Committee for the individual tournament with a report being forwarded to the team's District Commissioner.

SRSC TOURNAMENT PARTICIPATION

All SRSC teams that are eligible to enter tournaments hosted by SRSC are required to participate in that tournament. SRSC teams will not be approved to attend any conflicting tournaments (CYSA, out-of-state, or international) without prior permission of the SRSC BOD.

Teams in the Division 1, 2, and 3 programs will only participate in tournaments approved by the Playing Event Committee. This committee is comprised of the Director of Coaching and Player Development, Boys and Girls Coordinators, and coaches from the various age groups.

STATE CHAMPIONSHIP TOURNAMENTS

At the culmination of regular season play, teams may have the option of competing in the State championship tournament for their level of play.

DIVISION 1 & DIVISION 2 TEAMS

Division 1 and Division 2 teams are encouraged to participate in the CYSA State Cup tournament. This is an open cup for age groups U-11 through U-19, which means that any team which applies properly will be accepted into the tournament. Teams are assigned strictly by age group and all teams participate in the preliminary round of play. Only the winners of the preliminary rounds will advance to the single elimination rounds. Any team winning a single elimination round will continue to advance in the tournament. A team that wins the State Cup in U-12 through U-19 will advance to the Far Western Regional Tournament. Teams winning the U-16 through U-19 age groups at the Far Western Regional Tournament will advance to the National Cup Tournament.

SRSC will reimburse each SRSC Division 1 or 2 team entering the CYSA State Cup tournament an amount equivalent to the entry fee for Division 3 and Division 4 teams into the District Qualifier tournament. SRSC teams which advance to the Far Western Regional Tournament shall, upon written request, be issued a stipend of \$2,000.00. This stipend will only be approved when Far Western Regionals take place at a venue outside of CYSA.

SRSC will issue a \$150.00 stipend to each player released by SRSC to participate on a District III State playing league team should that team qualify for the Far Western Regional Tournament.

DIVISION 3 & DIVISION 4 TEAMS

Division 3 and Division 4 teams may apply to participate in the CYSA Association Cup tournament. This is an open tournament, which means that any team that applies properly will be accepted into the tournament. Teams are assigned strictly by age group and all teams participate in the preliminary round of play. Teams winning the preliminary round of play will advance to the single elimination rounds, and will continue to advance with each win. Teams are responsible for registration and other fees associated with tournaments.

RECREATIONAL TOURNAMENTS AND JAMBOREES

SRSC U-7, U-8, U-9, U-10, U-12 & U-14 JAMBOREES (Except Rec+)

SRSC will hold a Jamboree for the U-7 through U-14 teams. The date(s) of the Jamborees will be indicated on the season schedule for the respective age group. Jamboree rules will be announced and distributed by the Age Group Coordinators before the commencement of the respective Jamboree. Teams will be notified of their Jamboree schedules as soon as possible upon arranging of the schedule. Each player will be awarded a souvenir at the conclusion of their matches.

DIVISION 4 TEAMS (Except Rec+)

Division 4 teams (but excluding Rec+ teams) within the U-12 age group may apply to participate in the CYSA American Cup tournament. This is an open tournament, which means that any team that applies properly will be accepted into the tournament. Teams are assigned to groups strictly by age group and all teams participate in the preliminary round of play, usually in tournament group format. Teams winning the preliminary round of play will advance to the single elimination rounds, and will continue to advance with each win. Teams are responsible for registration and other fees associated with tournaments.

Except for Rec+ teams, teams within Division 4 and within the U-10 through U-12 age groups may be invited to participate in a District III tournament open to Division 4 teams, popularly known as the Crossroads Tournament. This is an "invitation only" tournament, usually open only to the Champion team at each District III Club within the relevant age group. On occasions, other teams may be invited to participate. The entire tournament usually occurs over one weekend. Teams are responsible for registration and other fees associated with tournaments.

SRSC TOURNAMENT (Rec+)

SRSC will hold a Tournament for teams participating in the Rec+ program, generally prior to commencement of the regular league season. Tournament rules will be announced and distributed by the Rec+ Coordinator (or VP, Recreational Programs) before the tournament commences. Teams will be notified of their Tournament schedules as soon as possible upon arranging of the schedule. A trophy will be awarded to each team finishing in first through fourth place, and each player on those teams will be awarded a souvenir at the conclusion of their matches.

MUSTANG SOCCER TOURNAMENT (Rec+)

Mustang Soccer will hold a Tournament for teams participating in the Rec+ program. Dates for the tournament will be announced prior to commencement of the regular league season. Tournament rules will be announced and distributed by the Rec+ Coordinator (or VP, Recreational Programs) on behalf of Mustang Soccer before the commencement of the respective tournament. Teams will be notified of their tournament schedule as soon as possible upon arranging of the schedule. A trophy will be awarded to each team finishing in first through fourth place.

REC+ PLATE

SRSC will hold a Rec+ Plate competition in November for all SRSC Rec+ teams. Within an age group/gender classification, teams will play an equal number of games, with the points accrued through the competition's scoring system going into a common pool for all age groups of each gender. The tournament schedule will be announced during the regular league season, and the rules will be announced and distributed by the Rec+ Coordinator (or VP, Recreational

Programs) before the commencement of the tournament. A perpetual trophy (i.e., returning to SRSC each year) will be awarded to the team of each gender finishing in first place in accordance with the tournament's scoring system. The trophy will be presented at the SRSC Annual General Meeting.

DISTRICT III TOURNAMENT (Rec+)

Rec+ teams within Division 4 may be invited to participate in a District III tournament open to teams designated by CYSA as "enhanced recreation" (which includes Rec+). This is an "invitation only" tournament, usually open only to the Champion team at an age group from Clubs that operate an "enhanced recreational" program. On occasions, other teams may be invited to participate. The entire tournament usually occurs over one weekend. Teams are responsible for registration and other fees associated with tournaments.

US SOCCER LEAGUES AND TOURNAMENTS

At times, SRSC teams may compete in leagues or tournaments administered by US Soccer, such as Norcal. All costs associated with these competitions (including field usage fees, referees, etc.) will be passed on the SRSC team(s) concerned.

SRSC will not host games in these competitions that do not involve a SRSC team.

UNIFORM POLICY

SRSC maintains policies regarding the brand, colors, and consistency of uniforms for its teams at different levels of competition (Rec, Rec+ and Competitive) as well as between boys and girls. All players are required to follow these policies while representing SRSC at games. Uniform tops, shorts and socks fall under these policies, but not shoes, gear bags, and warmup suits which are team or individual choices. The BoD, at its discretion, determines the club uniform policies and can make changes to them as required.

REFEREES

SRSC LEAGUE PROGRAM

SRSC maintains a referee program, which is primarily assigned the responsibility of player safety and enforcement of the “Laws of the Game”. To qualify as a Class 8 referee, referees must earn a passing grade on a written examination in addition to attending 18 hours of training prior to receiving a referee license. A properly licensed referee at Class 8 or above will display the current year’s license in the form of the USSF badge, which is worn on the referee’s uniform. A Class 9 referee will display a similar badge, but without any reference to a specific year. A referee who is not in uniform and not displaying a current USSF badge will be considered a “club” referee.

Referee meetings are held during the season for the purpose of education and communications. Other programs are ongoing during the season and may include formal and informal assessments, on-field training, and various clinics. Currently licensed referees are paid by SRSC, based on the age group officiated and the services provided, either as a referee or assistant referee. The current referee fee structure is posted on the SRSC website. Fees may vary, or not be applicable, for certain events, as decided by the event coordinator.

Referees in uniform are provided with drinks, free of charge, from the Athan Downs snack shack (when it is open).

Special attention is paid to SRSC’s youth referees. It is the goal of the Youth Referee Program to develop youth referees and maintain their interest in the officiating.

MANDATORY REFEREE PROGRAM

In order to help ensure sufficient referees to support the Club’s needs, a mandatory Referee Partnership program applies to teams at all divisions of play. Specific details applicable to the program in any specific season are posted on the Club’s website, and may change from season to season, but generally the program targets all teams at specific age groups. Each team is required to

provide one or more licensed referees for a specific minimum number of games during the season attributable to that team's combined referee representative(s), with a failure to do so being offset by some form of penalty. Penalties may be financial (such as the Club withholding part or all of a deposit put up by the team at the beginning of the season), or by a denial of playing opportunities, such as by excluding the team from participation in the Club's Jamboree. If a monetary deposit is held by the Club on behalf of a team, and the team meets its refereeing commitment under the program, the deposit is returned to the team at or before the end of the season, either equal to the amount deposited or together with a bonus payment, as defined by the program specifics published at the commencement of the program for a specific season.

REFEREE ABUSE

Referee abuse will not be tolerated. Unlike other sports, the "Laws of the Game" specifically call out dissent as unacceptable behavior, and punishable by caution, send-off, or game abandonment in the most extreme of circumstances. SRSC will not tolerate referee abuse of any kind!

TEAM OFFICIALS

APPLICATIONS

Each year, all prospective team officials (coaches, assistant coaches, team managers and the like) must register through the Club's online registration system, which ultimately generates a CYSA Coach Registration Form and Team Management Disclosure Form (CYSA Form 1628). Information provided to SRSC is used for a background check, and for processing by CYSA. SRSC may deny an applicant the right to assume a position as a team official within SRSC, and is not obliged to provide a reason. All applicants must be eighteen years of age or older. **NO PERSON SHALL ASSUME A TEAM OFFICIAL POSITION AT ANY TIME DURING THE YEAR WITHOUT HAVING FOLLOWED THE PROCEDURE DOCUMENTED HEREIN.**

A limited number of openings may be provided to children aged 14 or older, in the capacity of Junior Coach. These applicants do not register through the Club's online registration system, but must complete the CYSA Coach Registration Form and Team Management Disclosure Form (CYSA Form 1628) and submit it to SRSC, and parents/guardians of the applicant will be required to sign a liability waiver form. With the agreement of the Head Coach, successful applicants will be placed with an age-appropriate team, who must have one or more adult coaches. Junior Coaches are not permitted to participate in team activities without an adult being present. SRSC reserves the right to deny an application for a Junior Coach position, without having to state a reason.

COACHING SELECTIONS

All coaches selected for SRSC teams playing at Divisions 1, 2 or 3 shall be approved by the BoD, taking into account recommendations from SRSC's Director of Coaching and Player Development. **The Director of Coaching and Player Development is not eligible to coach or train any SRSC team.** All BoD members shall exclude themselves from the selection process in any age group where a conflict of interest exists. The BoD shall be charged with selecting the best possible coaching candidate for each and every SRSC team, irrespective of the playing level of the team(s).

Coaching applications for teams playing at Divisions 1, 2 or 3 will be mailed in November to all returning coaches who have indicated a desire to coach during the subsequent season and to any other individuals who request an application.

No later than the February Board Meeting, a list of recommended coaches for the Division 1 and Division 2 teams will be presented to the BoD for approval.

A slate of candidates for the Division 3 teams' coaching positions will be presented to the Board no later than the April Board Meeting. The BoD will make final decisions regarding the number of Division 3 teams in each age group, and

which coaching candidates will be appointed to the teams. **Coaching appointments for Division 3 teams shall not be made until after player tryouts have taken place.**

Subsequent amendments or additions to the list of recommended coaches shall follow the same submission and approval process, with consideration being at the next Board Meeting.

Coach candidates who are coaching at any San Ramon high schools shall not be limited to the age or gender at which they can coach in SRSC. Assignments of these coaches shall be at the discretion of the DCPD and subject to BoD approval.

All coaching applicants will be expected to attend or send a representative to attend all coaches meetings and applicable tryout sessions.

PROFESSIONAL COACHES

All coaches for Division 1 and 2 teams will be professionals, in so far as they receive payment for their services. **All coaches for the U-9 and U10 competitive teams (Divisions 1, 2 and 3) will be paid professionals.** Division 3 teams may have a professional coach, at the discretion of SRSC and team families. All such coaches are required to execute a contract with SRSC, and will receive payment directly from SRSC (NOT from the team(s) that they coach).

COACHING LICENSE

SRSC encourages each coach and assistant coach to obtain a CYSA coaching license. The levels are as follows: CYSA F, CYSA E, CYSA E/D, CYSA D, USYSA (National) D, C, B, or A. The F, E and E/D licenses are issued to each coach fulfilling the clinic attendance requirements. The D, C, B and A license courses have stringent classroom and on-field requirements. A license applicant must pass each area of requirements in order to qualify for the coaching license. The requirements are progressively more demanding with each higher level of coaching license.

SRSC will reimburse licensing fees for each currently registered SRSC coach/trainer obtaining a NSCAA, USF, CYSA or USYSA national coaching license, subject to the coach committing in writing to provide up to one year of service as a coach/trainer to SRSC with effect from attainment of the above referenced license. The reimbursement can include room and board expenses when overnight stay is required in order to attend the training course. Additionally, reimbursement for equivalent coaching courses may be granted by pre-approval of the SRSC BoD. In any case, no more than \$500.00 per fiscal year will be reimbursed per applicant in the first year of that applicant's service with SRSC, no more than \$750 in the second year, and no more than \$1,000 in the third year or beyond. The reimbursement will be issued upon the Club's

Director of Coaching and Player Development, and the Treasurer, receiving proof of attendance and successful completion of the course.

COACHES' BEHAVIOR

SRSC requires all of its coaches to be role models of professional and courteous behavior. Coaches (and other volunteers) are an essential ingredient to the success of the Club. All adults are reminded that the purpose of SRSC is for the benefit of the children playing the game. Verbal abuse directed towards players, parents or referees will not be tolerated in games or practices. Any team official who takes action that is detrimental to children will be referred to the SRSC disciplinary committee for further action.

Of particular note is coaches' and/or parents' treatment of game officials. If a coach, parent or team engages in abusive behavior directed at a game official, the referee has been instructed to suspend the game. In the event of a suspension for this reason, the game will be declared a forfeit by the abusing side and further disciplinary action may be warranted.

SPORTSMANSHIP

Sportsmanship shall be demonstrated by all members of SRSC. Any reports to the contrary will be reviewed by the appropriate Age Group Coordinator with a final report to the BOD. If further action is warranted, a referral will be made to the SRSC PAD Committee.

TOBACCO, ALCOHOL AND CONTROLLED SUBSTANCES

The use of, consumption of, **or being under the influence of** any alcoholic beverage or controlled substances at any game, practice **or other SRSC-sponsored or related event** is prohibited. This applies to everyone: players, coaches, officials, parents and supporters. Breaking this policy will result in disciplinary action, which may include expulsion from the Club and/or banishment from the field of play.

The use of tobacco products is prohibited on all school fields. CYSA and SRSC strongly discourage the use of tobacco products within 25 yards of any activity involving youth players.

PROTESTS, APPEALS, AND DISCIPLINE

DISCIPLINARY COMMITTEE

The SRSC Disciplinary Committee shall consist of the Executive Committee (President, VP Competitive Programs, VP Recreational Programs, VP Administration, **VP Finance, and VP Operations**) and the SRSC Referee Coordinator. The Committee will convene as necessary to consider disciplinary issues as they arise. Disciplinary issues include, but are not limited to: cautions and send-offs (players and coaches), coach behavior, parent behavior, referee behavior, violations of SRSC constitution, bylaws, rules, regulations, policies or procedures. Any disciplinary action taken will be communicated in writing within 48 hours of the meeting of the Disciplinary Committee. In the case of send-offs, SRSC follows the disciplinary guidelines set forth by the District III Al Caffodio Games Committee with regard to suspension and probationary periods. These guidelines may be consulted at the CYSA website www.cysanorth.org.

PROTESTS AND APPEALS

The SRSC Protest and Appeals Committee shall be composed of three or more persons including one SRSC Board Member, one coach, and one referee. The Committee shall have the responsibility for hearing matters pertaining to violations of the SRSC Constitution, bylaws, rules, regulations and general procedures of this Corporation, or misapplication of the "Laws of the Game".

Only violations of the SRSC Constitution, bylaws, rules, regulations and general procedures of SRSC or misapplications of the "Laws of the Game" shall be proper subjects to be considered for action. Protests and appeals are to be in writing and delivered to the Chair of the Protests and Appeals Committee within two calendar days of the action being protested or appealed. The fee of \$25.00 must accompany the protest and appeal, and will be returned if the Committee votes to uphold the protest and appeal. Any decision rendered by the Committee may be appealed to the full BoD and then, if need be, to District III or to the CYSA Protest and Appeals Committee as per CYSA Constitution, bylaws, rules and regulations. Upon rendering a decision, SRSC shall forward a copy of its evidence, findings and decision to the District III or CYSA office for future reference. All pertinent data must be forwarded within fourteen days of the decision by SRSC. In the matter of protest and appeals, no person associated with the operation of SRSC shall invoke the aid of the courts of any State or of the United States without first exhausting all available remedies within the appropriate soccer organization, including final appeal to the Annual General Meeting of the United States Youth Soccer Association.

Any appeal filed at the Club level should be mailed, along with a \$25.00 check made payable to SRSC, to:

San Ramon Soccer Club,
Protest and Appeals Committee
C/O The President
PO Box 491
San Ramon, CA 94583
925-828-9590

Any appeal filed at the District III level should be mailed, along with a \$25.00 check made payable to CYSA District III, to:

District III Protests and Appeals Committee
C/O District Commissioner
PO Box 10433
Pleasanton, CA 94588

HEARING PROCEDURES

In all hearings conducted under these arrangements, the parties shall be accorded:

1. Notice of the specific charges or alleged violations in writing and possible consequences if the charges are found to be true;
2. Reasonable time between receipt of the notice of charges and the hearing within which to prepare a defense;
3. The right to have the hearing conducted at a time and place so as to make it practicable for the person charged to attend;
4. A hearing before a disinterested and impartial body of fact-finders;
5. The right to be assisted in the presentation of one's case at the hearing;
6. The right to call witnesses and present oral and written evidence and argument;
7. The right to confront witnesses, including the right to be provided the identity of witnesses in advance of the hearing;
8. The right to have a record made of the hearing if desired;
9. A written decision, with reasons for the decision, based solely on the evidence of record, issued in a timely fashion;
10. The notice of any substantive and material action of the hearing panel in the course of the proceedings; and
11. Quality concerning communications, and no *ex parte* communication is permitted between a party and any person involved in making its decision or procedural determination except to provide explanations involving procedures to be followed.

OPPORTUNITY TO PARTICIPATE

Fair notice and an opportunity for a hearing shall be accorded to any player, coach, trainer, manager, administrator, or official before the Club may declare that individual ineligible to participate in any Club program or competition.