

Section IV

POLICIES AND PROCEDURES

**MANSFIELD SOCCER
ASSOCIATION, INC.**

(Revised – June 2016)

I. Game Day Procedures

Game Day Status Information

- A. Do not use the City's Field Status Line (817-453-1467) to determine if games are being played on Saturdays or Sundays.
- B. Do not use the MSA phone Line (817-473-1177) to determine if games are being played.
- C. Check the Mansfield website (www.mansfieldsoccer.org) or call the **Mansfield Field Status Line 817-592-6393** to determine if games are being played and/or to get field closure information on game day.
- D. Soccer Games may be played even though it is raining.

Field Set-up

- A. First Game of Day – All MSA Fields have permanent nets installed on the goals. Corner flags will be deployed for the first game of the day.
- B. Last Game of Day - Coaches are responsible for taking the corner flags down and taking them to the storage facility. Flags from Fields 1, 2, 3 and 5A go to the South Referee Room, all others are to be taken to the North restroom/garage.

Uniforms and Equipment

- A. The home team is responsible to wear alternate-colored jerseys if a color conflict occurs. If the home team does not have an alternate colored jersey, pennies should be worn.
- B. For U5 and U6 teams, a reversible jersey may be available. If teams are issued a reversible jersey, home will wear the light colored side and visitors will wear the darker colored side.
- C. All players are required to have the proper equipment to participate. The referee will perform a check to determine the eligibility of players based on equipment.
- D. The home team is responsible for the game ball. The ball must be an appropriate size for the age group. U5 - U8 teams use a size 3 ball. U9 – U12 teams use a size 4 ball. U13 and up teams use a size 5 ball.

Coaches' Technical Area

- A. If the area is not marked, the technical area is bounded by the apex of the center circle on either side of the midway line.
- B. If teams are on the same side, the technical area extends from the midway line to the apex of the center circle on the teams bench side of the midway line.

Spectator Restraining Line

- A. Spectators are to be seated no closer than six (6) feet from the touchline and no closer to the goal that the top of the penalty area.
- B. No seating or coaching from behind the goal is allowed.

Game Report

Each coach will be given a game report by the referee before the match. Please refer to Game Report Procedure for more information.

II. Rescheduled Games Policy and Procedure

Prior to the establishment of the league schedule for a season, all coaches must notify, in writing, their Age Division Commissioner of dates that may conflict with the game schedule (including Tournament dates). No more than three (3) dates will be accepted. An effort to honor these requests will be made by the game scheduler but there is no guarantee that the requests will be met. Any other request after the league schedules have been established may be honored upon written request to the Age Division Commissioner and approval from the Referee Assignor and/or Director of Fields and Games. An absent star player(s) or conflict with another sport association is not sufficient reason to cause a game to be rescheduled.

As per North Texas Soccer Association rule 3.10.3 (9) For the purpose of this rule, all players participating in a Soccer Academy who are also registered with a NTSSA Member youth association recreational team shall, in the event of a conflict, consider the NTSSA recreational team to be their primary team and the Soccer Academy as a secondary commitment.

Full Day Rain Out

The first full day rain out will be automatically rescheduled for the first rain out date available. If the first date has passed then the rain outs will be made up on the next available rainout date.

Each subsequent full day rain out will be moved to the next available rain out date until there are no further make up dates available. Once there are no more make up dates available games will be made up at the discretion of the Executive board with games affecting standing having priority over all other games. (Exhibition games may or may not be re-scheduled – this is at the discretion of the Executive Board) Once the decision has been made to make up these games, scheduling will follow the “partial rain out” procedure.

It is important for coaches and commissioners to be aware of the rainout dates at the beginning of the season and be mindful of that fact when they are scheduling tournaments or other team events.

Partial Day Rain Outs

The age group commissioners will contact the Referee Assignor to obtain available field dates and times.

The age group commissioner will contact the coaches and provide:

1. Contact information for the opposing coach
2. The two coaches will be given 1 week (provided there is sufficient time, in the event there is a time restriction the commissioner has the authority to dictate a time frame and the coaches will be held accountable for the amended time frame) to work out a date and time that works for both teams.
3. The parameters that the coaches must adhere to in selecting a date to ensure that the time and place selected will work with all of the many variables based upon the information given by the Referee Assignor.

Once both of the coaches have had an opportunity to discuss a date and/or the time frame given has passed:

1. Both coaches will email the Commissioner with the date and time they would like the game to be played. Coaches will be asked to provide two such acceptable dates.
2. The commissioner will contact the referee assignor and inform him of the date and time of the game and the Referee Assignor will confirm the game as on the schedule.
3. However, if the coaches cannot agree on a makeup time and date, the commissioner will provide the teams with a game time and place, if either team is unable to make that date they will forfeit that game.

When working with the commissioners and coaches it is important to keep the following in mind when working out a possible makeup date.

- Games not requiring referees may be scheduled at any time; however the age group commissioner must notify the Referee Assignor to assure that fields are available.
- Rescheduled games requiring referees must be approved by the Referee Assignor.
- At least three days notice of a reschedule (games rained out on Saturday may be played no earlier than the following Wednesday) must be given to the Assignor in order to arrange for the referees.
- Weeknight games start at 6:00 pm.
- U5 games may be scheduled at any time the fields are available. The age group commissioner will be responsible for rescheduling these games with the coaches. These games may or may not have a referee.
- U6 games may be scheduled at any time the fields are available as determined by the age group commissioner and coaches. These games may or may not have referees.
- Games regularly scheduled on full sized fields will be re-scheduled on weeknights or on Sunday afternoons as arranged by MPA, ASU or the Association age group commissioners and the coaches.
- U11 and U12 small sided games will be rescheduled to a Sunday as arranged by MPA or the age group commissioner and coaches. Games may be played on a weeknight if it is determined that there will be sufficient daylight for the games to be played.

Policy on Rescheduling of Games Due to Conflicts

1. If a coach/team requests a game to be rescheduled and the opposing coach/team agrees with the reschedule and the age group commissioner and Director of Referees are notified at least 72 hours before the original game, then the rescheduling request will be honored. The coaches will attempt to designate a convenient day and time for the reschedule working with the Director of Referees and the Director of Fields and Games.
2. If a coach/team request a game to be rescheduled and the opposing coach/team denies the request and the reason for the request is due to school function and/or UIL function –
 - a. If the school or UIL function will cause the team to forfeit due to not enough players to field the minimum number of players, then the rescheduling request will

be honored if at least 72 hours notice is given to the age group commissioner and the Director of Referees. The coaches will attempt to designate a convenient day and time for the reschedule working with the Director of Referees and the Director of Fields and Games.

- b. If the school or UIL function will not cause a forfeit then the rescheduling request will not be honored.

(The school or UIL function must cause the team to forfeit, not just to play without substitutes or without being able to field the optimal number of players. The missing players must all be involved in the school and/or UIL functions).

3. If a coach/team request a game to be rescheduled and the opposing coach/team denies the request and the reason for the request is not due to a school and/or UIL function, then the request will be denied.
4. If a rescheduling request is honored and the coaches cannot agree on a day and time for the make-up game, the Director of Referees and the Director of Fields and Games will offer three days/times to each coach requesting each coach to pick two of them. Whichever day/time both coaches chose will be the rescheduled game day/time.

III. Game Report Procedure

Under 9 – Under 19 - A game report is given to each coach/team manager at the beginning of the match and retrieved at the end of the match. The report is then turned into the referee assignor and/or the director of fields for review.

The referee is to report the winning team and score for any U9 and up match. (Please note that score is not kept below U9; however, scores for any game where the goal differential causes concern should still be noted by the referee and turned into the referee assignor.) Any other comments by the referee are listed in the referee remarks area.

In the remarks area, the coach may write any appropriate remarks including constructive criticism, positive remarks or any other items that would be deemed necessary for evaluation by the association. The coach is then to print his/her first and last name and the name of the team at the bottom of the sheet.

All items for the referee assignor, referee and coach should be printed neatly and legibly.

IV. Lottery Placement Procedures / Team Formation Procedures

Preparation for Lottery Placement Day

U5/U6

At the U5 and U6 age level, players may request to be placed on a specific team or to be placed with a specific player provided that the player has not been rostered on any NTSSA team before or if they have only played one season in MSA and did not request the team previously rostered on.

At U5 only – the age group commissioner shall attempt to place children on teams based on school attendance zones and/or neighborhoods when possible.

At both U5 and U6 there will not be a formal lottery. Players will be assigned randomly (other than #2 above) by the age group commissioner.

U7 and above

Players eligible to return to a roster or be placed on a roster before lottery placement are as follows. Prospective players who register during regular registration may be placed on a specific roster in this order:

A. Missing one season – Each season players will return to the team on which they were rostered the previous season unless a request is made by the player to be placed in the unassigned players pool. A player who has sat out one season is eligible to return to his/her team if space is available on that roster. Age Division Commissioners will ensure as much as possible, numerical equalization among teams. If a player is not rostered on a team for two or more consecutive seasons, they shall be required to use the lottery placement for rostering.

B. Sibling Requests - At the request of the parent or guardian, siblings may be placed on the same roster provided that all MSA and NTSSA by-laws, rules, regulation, policies, and procedures other than those concerning random lottery placement are followed. (Example: younger child may play up on older sibling's team but older sibling may not play down absent NTSSA permission).

1. If both / all siblings involved are new to MSA, they will be placed in the lottery but will both or all be rostered on the same team according to the first sibling name drawn.
2. If one child is currently rostered on a MSA team and the sibling is eligible (age, gender) to play on that team, the sibling shall be placed on that team's roster provided space is available. If space is not available on that roster, the sibling group may enter the lottery placement as if they were new to MSA.
3. Should a conflict arise between a returning player missing one season and a sibling attempting to be rostered, the returning player shall be rostered on that team first provided that the returning player registers during regular registration.
4. A sibling who registers during regular registration and is placed on a roster may not be removed to accommodate players (returning or missing one season) who register after regular registration.
5. A request to place siblings on the same team must be submitted by the parent or guardian at the time of registration and in any event before lottery

placement. A request received after lottery placement shall not be considered for that season.

C. Friend Request - A player may request to be placed on a specific team or to be placed with a specific player provided that the requesting player has not been rostered on any NTSSA team roster within the previous year (2 soccer seasons).

Prior to Lottery night, the age division commissioner shall:

1. Assign all returning players to their perspective teams.
2. Contact each returning coach and inform him/her of the registered returning players. This will allow the coach to inform the commissioner of any players he/she expected back and it will give the coach an opportunity to contact and verify those not registered did not plan on returning.
3. Print out each team roster for the lottery placement.
4. Print out two copies of a list of all unassigned players in the lottery placement.

The Age Group Commissioner shall bring the following to the player lottery placement meeting:

1. Printed rosters of teams with all their returning players
2. Printed list of all unassigned players
3. Numbers to be pulled for the lottery placement or extra unassigned player list to be drawn.

U7 - U12 Lottery placement day Policies and Procedures

- A. All MSA board members are to meet at the lottery placement location 30 minutes prior to the start of the lottery placement so they can be assigned a lottery placement partner. An executive board member should also be present at each of the lottery placements being conducted to ensure they are following policies and procedures.
- B. Every lottery shall be conducted by the age division commissioner or a Board of Directors member and shall be witnessed by at least one disinterested person.
- C. A participating Executive Board Member should be available to observe each lottery placement. The Executive Board Member cannot have a relative playing in that age division.
- E. Either numbers shall be written next to the unassigned player pool and those same numbers placed into a container to draw from or the unassigned player pool document shall be cut into strips and the unassigned players names placed into the container.
- F. The age group commissioner shall determine in which order the teams will draw players from the unassigned pool of players. He or she or their designate shall then draw enough numbers or names from the container to fill each team's roster, team by team. The age group commissioner shall attempt to keep the rosters as even as possible concerning the number of players on the roster.
- G. The age division commissioner shall document on the Team Roster and on the unassigned player list which team each child is placed onto.

U13 and Above Committee

U13 and above teams shall be formed by Committee. This committee shall consist of the age group commissioner and the Executive Board. Prior to lottery night, the Age Group Commissioner shall place players on rosters using the prescribed methods above (returning player, missing one season, sibling request, friend request). If a player wishes to be rostered on a particular team and does not meet the requirements of the approved exceptions to team formation, the matter will be

presented to the Committee in person or by email for approval. If the Committee does not approve the placement, an appeal may be made by the player to the entire Board of Directors. Players in the unassigned pool shall be randomly assigned to teams at lottery night using lottery procedures to make the team rosters as even as possible.

H. Maximum number of players per team.

Age Division	Ideal Number of Players	Maximum Number of Players
U5 & U6	5	6 – coach must agree
U7 & U8	7	8 – coach must agree
U9 & U10	9	10 – coach must agree
U11 & U12	11	13 – coach must agree
U13 – U15	15	18 – coach must agree
U16 & UP	16	22 – coach must agree

Player Lottery Placement Completion

- A. All original paperwork is to be kept by the division commissioner to be entered into the online system. All updates to the system must be made within five days after the player lottery placement.
- B. A copy of all paperwork should be given to the Registrar at the end of the lottery placement.

Late-registering players

The age division commissioner should take care of randomly assigning these players.

Contesting a Lottery Placement

There is no contesting a lottery placement unless definitive, physical proof can be provided that lottery placement day policies were not followed. If a parent, coach or board member questions the validity of any division lottery placement, they must have proof that the lottery placement was not conducted within defined policies. If you feel compelled to contest a lottery placement then you must provide, in writing, your accusations along with the proof. This should be turned into the executive board within 24 hours of the lottery placement.

Mansfield Soccer Association Field Marshal Duties

1. Wear the provided orange vest to identify yourself to the officials, coaches and spectators. These vests are stored in the referee area behind the concession stand. Also, check out a field marshal radio that is stored in the back room of the concession stand. Keep the radio with you at all times during your field marshal shift. Instructions for radio use are attached.
2. Make sure that coaches, spectators and players do not enter the field of play at any time unless instructed to do so by the referee.
3. Make sure that each team's players, coaches and spectators take position on opposite sides of the field.
4. Make sure that the field is free of debris to provide a safe playing environment.
5. A professional demeanor is very important when dealing with problems that arise with the referees, coaches and spectators. Specifics are important here. Please file a written report listing names, telephone numbers, and a description of the problem.
6. Please caution any coach or spectator that gets overzealous in their actions or words. This includes making derogatory remarks to the referees, the other coaches, or other spectators. If the situation does not cease, ask the offender to leave the complex or wait the remainder of the game in their vehicle. If they refuse, contact the Field Marshal in Charge who will address the problem. Be very careful to try to calm the individual or situation and not add to the problem.
7. It is recommended that you either carry a cellular phone with you in case there is an emergency or have the knowledge of someone who does so that you may dial 911.
8. Occasionally, you will be asked directions to a field so be aware of the set up of the sports complex. The map is attached.
9. If you observe any misuse or abuse of the sports complex, please address the individual and contact the Field Marshal in Charge.
10. Absolutely no animals are allowed at the Mansfield Sports Complex during MSA events.
11. If there is a missing child, you must follow the guidelines that are implemented for such an emergency.
12. Our number one concern is for the safety of the referees, players and spectators. If you see anything that appears to be a detriment to safety, stop the unsafe act, assess the situation, and then address the situation in an appropriate manner.

13. Make sure that coaches remain in the coach's box marked at the center of the field (mid-field circle if not marked). Spectators should remain near the center of the field and are not permitted in the areas directly behind the goals.
14. You DO NOT have authority to override a referee's decision or interfere in the game play.
15. Please make periodic stops by the restroom facilities to curb any attempts at vandalism. Also, check the toilet paper in each restroom. If necessary, refill toilet paper. Extra toilet paper is located in the referee room.
16. At the end of your shift, return the field marshal vest to the referee room. Also, return the radio to the proper holder in the concession stand and check out on the sheet.

V. Missing Child Procedure

1. The field marshal who is notified of the missing child should notify, via radio, the board member in charge.
2. The board member in charge should confirm that there is a missing child with a reliable source. Please obtain important information that would help locate the child such as gender, race, height, weight, hair and eye color and clothing that the child was wearing at the time of disappearance. Obtain a picture of the child, if possible.
3. Using the field marshal radios, relay all information regarding the missing child to all field marshals on duty.
4. The board member in charge should have a field marshal lock the front gate while another contacts the police by dialing 911. Again, relay all, important information to the police.
5. The board member in charge should begin organizing a search of the Mansfield Sports Complex starting at the concession stand then fanning out to the baseball fields, playground, other games, parking lot and wooded areas. Enlist the help of other board members and coaches at the Mansfield Sports Complex to cover the area quickly.
6. Allow only the police inside the Mansfield Sports Complex to take over the operation and continue to be of service as requested by the Police Department. Allow no one out of the complex until directed to do so by the board member in charge or the Police Department.

VI. Lightning Detection Policy and Procedure

THORGUARD ADVANCED WEATHER WARNING SYSTEM:

A Lightning Prediction System

Mansfield Soccer Association (MSA) has invested in an early warning severe weather prediction system by purchasing and having the systems installed at the Hardy Allmon Soccer Complex and the Mansfield Sports Complex. The systems were purchased and installed by Mansfield Soccer Association and dedicated to the City of Mansfield for the continued care and maintenance by the City for the safety and protection of the youth and adult players, coaches, fans, spectators and members of the community.

The systems, through electrostatic sensors and basic computer models, automatically measures changes in electrostatic fields, both activity and intensity, and atmospheric conditions. These measurements of conditions are used to predict the probability and likelihood of the occurrence of lightning strikes, before lightning actually occurs, as a storm or weather condition approaches.

The systems sound three (3) short blasts of its horn warning of danger, while a strobe light flashes throughout the period of danger. When the threat of severe weather clears, the horn sounds a single long blast of the alarm and the strobe light turns off.

When the systems alert of eminent danger, MSA Officers, Board Members in Charge, Field Marshals and Referees are instructed to suspend all soccer matches and activities, while recording time and circumstances within the match at the time of suspension to facilitate the ultimate restart of the match when weather conditions allow. All players, coaches, fans, spectators and guests are to be sent from the fields to their cars for protection from the severe weather. If within a reasonable time the weather systems do not clear and the ultimate field conditions do not allow for restart of play, a MSA Board Member will cancel and terminate all remaining matches until conditions are acceptable to commence play. The MSA Board will ultimately determine dates and times of all cancelled and terminated matches to be re-scheduled.

If weather and field conditions permit resumption of play after the ThorGuard systems signal an all-clear, all players, coaches, fans, spectators and guests will be summoned from their vehicles for the soccer matches to resume from the point in time of their suspension of play.

VII. Practice Fields Policy and Procedure

There are 2 city parks in Mansfield that are contracted by MSA to be used for practice fields. They are:

Philip Thompson Practice Complex
1701 N. Holland
4 U10 fields
5 U8 fields

5 U6 fields

Hardy Allmon Practice Complex
Walnut Creek Drive at Magnolia Street
2 U12 & Up fields

Additionally, each season the city will designate or allocate certain schools as soccer practice locations to be used by MSA.

Procedure for Distributing the Practice Slots

Practice times and fields are distributed at the Coaches Meeting, which is held before each season starts. It is the responsibility of the commissioner of each age group and the coaches to get each team signed up and then to forward that schedule to whomever is in charge of the website. All teams will receive one practice a week. If there are enough available spots for a second practice, the commissioner will then distribute a second practice time.

During the off-season, the City of Mansfield should be contacted directly for use of these fields.

VIII. Competitive Teams Registering with MSA Policy and Procedure

Competitive teams/clubs are not limited geographically or otherwise and may choose a home association to be registered in. MSA has no duty to register any specific competitive team or club.

Allowing or disallowing a competitive team or club to register using MSA as their home association is the decision of the Executive Board. At team or club that was rostered previously with MSA may be denied registration for any reason or for no reason.

Once a team or club has registered using MSA as their Home Association, an Appeals & Disciplinary hearing will be required to suspend a player, coach, or manager during that soccer year.

Registering using MSA as the home association for one soccer year does not guarantee acceptance by MSA for subsequent years. MSA has no duty to register a team or club upon the completion of the current soccer year. MSA will notify the team or club of their intention not to be the home association in a timely manner so that the team or club may seek an alternative association.

If MSA chooses not to be the home association for a team or club, MSA will provide releases for players and/or coaches if required.

What you need to register "HOME" Association in Mansfield:

- Club Fact Sheet
- Club Bylaws
- Fees - \$100 administrative fee (\$50 per season fall and spring)
 - \$25 for each player

- \$5 for each coach, assistant coach and manager.
- Birth Certificate for each player
- USYSA Registration form for each player – the name on the form **MUST** match the name on the Birth Certificate or sufficient documentation must be presented to indicate otherwise.
- North Texas Roster – only players that you have USYSA Registration forms and birth certificates for can be on the roster.
- Blank NTSSA roster forms are available on the NTSSA website.
- Risk Management forms and a copy of the Drivers License for each Coach, Assistant Coach, and Team Manager on the roster (these must be submitted with each team he/she coaches or manages, names must be the same as on the Driver's License)

Teams are responsible for all other cost, not MSA.

Teams must conform to MSA Bylaws, Rules and Regulations, Policies and Procedures.

IX. Accepting Already Formed Teams Policy and Procedure

1. MSA will not accept any pre-formed teams from any NTSSA association unless the following criteria have been met and approved by the Executive Board:

A. Previous season NTSSA roster must be presented proving all players were on the team.

2. MSA will not accept any pre-formed teams from an association other than NTSSA such as the YMCA, etc. unless the following criteria has been met and approved by the Executive Board:

A. Previous season roster must be presented proving all players were on the team.

B. The teams must be U11 or older.

C. No player may have been rostered on a NTSSA team prior to this.

Any additional players needed to fill roster will be assigned using the lottery placement from the MSA pool per MSA and NTSSA bylaws.