

# Mansfield Soccer Association

## Coaches Handbook

As Amended through 2024 Annual General Meeting

# Table of Contents

Section I. MSA Bylaws

Section II. MSA Playing Rules and Regulations

Section III. Code of Ethics

Section IV. Policies and Procedures

# Section I

# BYLAWS

## MANSFIELD SOCCER ASSOCIATION, INC.

(Revised – June 2023)

# **MANSFIELD SOCCER ASSOCIATION, INC.**

## **Bylaws**

These are the Bylaws of the Mansfield Soccer Association, Inc. (the "Association") duly adopted on *June 29, 2002*, at an organizational meeting of the Board of Directors named in the Articles of Incorporation of the Association.

### **ARTICLE I – OFFICES**

The principal office of the Association in the State of Texas shall be located in the City of Mansfield, County of Tarrant, and the State of Texas. The Association may have such other offices, either within or outside the State of Texas, as the Board of Directors may determine or as the affairs of the Association may require from time to time.

#### Registered Office and Registered Agent

The Association shall have and continuously maintain in the State of Texas a registered office, and a registered agent whose office is identical with such registered office, as required by the Texas Non-Profit Corporation Act. The registered office may be, but need not be, identical with the principal office of the Association, and the Board of directors may change the address of the registered office from time to time.

### **ARTICLE II – MEMBERSHIP IN ASSOCIATION**

This Association shall be comprised of youth and adults who have become members of the Association by application to and approval of the Board of Directors and who also adhere to the Bylaws, Rules and Regulations, and Policies and Procedures of the Association. Any player may become a member of the Association upon submission to and approval by the Registrar of the Association of a properly executed Application form, birth certificate, and payment of all fees. Any adult who agrees to abide by the Bylaws, Rules and Regulations, Code of Ethics, and Policies and Procedures of the Association may become a coach upon the signing of a Coach's Agreement and the approval of the Board of Directors and continue coaching, subject to removal for cause by the Association. Coaching is a privilege not a right and the Association reserves the right to deny anyone including a returning coach this right subject to the policies and procedures of this Association.

Members shall include those persons holding office in the association, even though they have no children playing.

Any member of the Association (or coach, team or official) may be expelled and his or her membership canceled, forfeited or suspended unilaterally by the Association's Board of Directors or through its consideration of a recommendation of the Appeals and Disciplinary Committee or he or she may be censured by the Appeals and Disciplinary Committee and/or by

the Association's Board of Directors for a violation of the Association's Bylaws, Rules and Regulations or for conduct prejudicial to the interests of the Association.

The Association will honor all orders of suspension of players; coaches or referees issued by this Association or any other North Texas State Soccer Association Member or United States Soccer Federation Member Organization.

An annual membership is established as being from August 1 through July 31 of the following calendar year.

Voting Members include the Executive Board, the Board of Directors, Coaches, Recreational Players who have reached 18 years of age, and parents of recreational players who are under 18 years of age. Membership is open to all persons as described in these bylaws. Membership shall not be denied to any person on the basis of race, color, religion, sex, or national origin.

Each family shall have one vote no matter the number of children enrolled in MSA. A member or family may have voting privileges under more than one category but under no condition may a member vote twice. (example: 3 children playing for MSA = 1 parent vote. If a parent of these children is also a coach – the coach shall have one vote and the other parent shall have one vote). Persons must be present at the vote in order to cast a vote.

### **ARTICLE III – GOVERNMENT OF ASSOCIATION**

#### Government of Association

This Association shall be governed by its members, which shall consist of the Board of Directors and the recognized delegates from each registered team in good standing, each of whom shall be entitled to one vote. No delegate shall be entitled to more than one vote. Only the designated delegates may introduce anyone to speak provided they have the permission of the chair. The designated delegate shall be the coach of the team unless otherwise specified in writing. There shall be no vote by proxy.

#### Affiliation with the North Texas State Soccer Association

This Association shall be directly affiliated with and comply with the authority of, the North Texas State Soccer Association and shall represent all its members and respective interests in and before the North Texas State Soccer Association.

#### Superseding Authority of the North Texas State Soccer Association Rules

The Association recognizes the superseding authority of the rules of the North Texas State Soccer Association.

#### Territory of the Association

When originally formed, the territory under jurisdiction of this Association is defined as being the part of Texas that was within the boundaries of the Mansfield Independent School District. This Association recognizes that North Texas State Soccer Association no longer has Association boundaries therefore other than North Texas there is no specific territory to define.

#### Jurisdiction

This Association shall have jurisdiction over all members, administrators, referees, coaches, assistant coaches, managers, registered players, teams, parents, and other persons affiliated with such teams. Each member will adhere to these Bylaws and Rules and Regulations and will

comply with the authority of the Association. If the Association is presented with substantiated evidence that a Member is not adhering to these Bylaws and Rules and Regulation, the Association will ask the Appeals and Disciplinary Committee to investigate the allegations and take necessary action.

#### Fiscal Year

The fiscal year of the Association shall be from September 1 to August 31 of the following year.

#### Books and Records

The Association shall keep correct and complete books and records of account and shall keep minutes of all meetings at its principal office.

#### Resignation

Any director, committee member, officer or agent may resign by giving written notice to the President. The resignation shall take effect at the time specified therein, or immediately if no such time is specified. Unless otherwise specified therein, the acceptance of such resignation shall not be necessary to make it effective.

#### Amendments to Bylaws

These Bylaws may be altered, amended or repealed, or new Bylaws may be adopted, at any meeting of the Association by a two-thirds (2/3) vote of the total present membership, provided, however, that all members have been given ten (10) days notice, including a written copy of the proposed changes or proposed changes posted on the Association's web site. Amendments to the Bylaws may be made from the floor at the Annual General Meeting without advance notice and approved or adopted by a two-thirds (2/3) vote of the total membership present.

#### Amendments to Policies and Procedures, Rules and Regulations, Code of Ethics

The Policies and Procedures, Rules and Regulations, and Code of Ethics may be altered, amended, or repealed, or new policies, procedures, rules, regulations or codes adopted at any Board of Director meeting by a simple majority of the quorum.

### **ARTICLE IV – MEETINGS OF THE ASSOCIATION**

#### Place of Meeting

All meetings of the Association shall be held at such place as shall be designated by the President. All meetings of the Association will be open to the members and the general public. Executive sessions may be called by a two-thirds (2/3) approval of the Board of Directors or a Committee to discuss personnel or legal matters.

#### Annual General Meeting

An Annual General Meeting of the Association shall be held each year during the month of June, on a day to be selected by the President, at which the members shall elect officers in accordance with Article VII hereof, and transact such other business as may be properly brought before the meeting. A quorum is not required for this meeting as long as notices of such meetings were properly given. The order of business for such meeting shall be:

Roll Call

Approval of Minutes of Last Meeting

Reports of Officers

Reports of Directors  
Old Business  
New Business  
Elections  
Good of the Game  
Adjournment

#### Board of Directors Meetings

The meetings of the Board of Directors shall be held on the third Monday of each month unless rescheduled by the Executive Committee. A quorum for the transaction of regular business at this meeting shall be established by 50% plus 1 of the Board of Directors being present. If the meeting is changed, then notice must be given. A super-quorum shall be required for creating or abolishing a Board of Director position and for amending the bylaws. A super-quorum is defined as 2/3 of the Board of Directors being present.

Once a quorum is established, all actions taking place at the meeting shall be legal regardless of the number present at the time of a vote, providing the meeting had not been previously legally adjourned.

#### Special Meeting

Special meetings of the Association for any purpose or purposes, unless otherwise prescribed by statute or by the Articles of Incorporation or by these Bylaws, may be called by the President or by a petition of 20% of the designated delegates from registered teams in good standing. Business transacted at all special meetings shall be confined to the purpose stated in the notice of the meeting. A quorum is not required for this meeting so long as notices of such meeting were properly given.

#### Emergency Actions

Any three (3) voting members of the Executive Board (which may include the President) may take emergency action on matters demanding immediate attention when it is impractical or impossible to call a meeting and shall report their actions to all Board of Director members in writing within three (3) days. This report may be given by electronic mail.

#### Notice of Meetings

Written, printed or electronic notice stating the place, day and hour, of a meeting, and the purpose or purposes for which the meeting was called, shall be delivered not less than ten (10) nor more than fifty (50) days before the meetings, either personally, or by mail, by or at the direction of the President, to each delegate or Board Member of record entitled to vote at the meeting unless otherwise provided in these Bylaws. If mailed, such notice shall be deemed to be delivered when deposited in the United States mail addressed to the delegate or Board Member at their address as it appears on the records of the Association, with postage thereon prepaid. Notice of Board of Director meetings may be given by posting the date, time, and location on the Association's website within the time frame listed above. Notice may also be given by electronic mail when addressed to the address on file with the Association.

#### Proxy

There shall be no vote by proxy for any meeting.

## ARTICLE V – NOTICE

### Manner of Giving Notice

Whenever, under the provisions of applicable statutes, the Articles of Incorporation or these Bylaws, notice is required to be given to any delegate or Board Member of the Association and no provisions are made as to how such notice shall be given, it shall be construed to mean personal notice, shall be given in writing, by mail or electronic mail, postage paid, addressed to such delegate or Board Member at the address or electronic address appearing on the records of the Association. Any notice required or permitted to be given by mail shall be deemed given at the time when the same is thus deposited in the United States mail as aforesaid.

### Waiver of Notice

Whenever any notice is required to be given to any delegates or Board Members of the Association under the provisions of applicable statutes, the Articles of Incorporation or these Bylaws, a waiver thereof in writing, signed by the person or persons entitled to such notice, whether before or after the time stated in such notice, shall be deemed equivalent to the giving of such notice. Attendance at a meeting shall constitute a waiver of notice of such meeting, except where a person attends for the express purpose of objecting to the transaction of any business on the grounds that the meeting is not lawfully called or convened.

## ARTICLE VI – BOARD OF DIRECTORS

### Board of Directors

The business and affairs of the Association shall be managed by its Board of Directors, which shall consist of the Executive Board, Directors, and Commissioners, each of whom will be entitled to one vote, subject to the rules of voting by the president as provided in his duties and powers. The Board of Directors shall transact all business of the Association and shall have the power to enforce the Laws of the Games, Rules of the North Texas Association, the United States Soccer Federation and its respective members, and the Bylaws and Rules and Regulations of this Association. The Board of Directors shall also hear appeals of decisions of the Appeals and Disciplinary Committee.

### Election of Executive Board

The Executive Board shall consist of five (5) officers elected by the Membership and the Board of Directors for a term of 2 years. Any board member that desires to seek election of another office must first resign the office he or she is holding prior to the election. Elections shall be held at the Annual General Meeting according to the following schedule:

President	<i>(Elected even years)</i>
1 <sup>st</sup> Vice President	<i>(Elected even years)</i>
2 <sup>nd</sup> Vice President	<i>(Elected odd years)</i>
Treasurer	<i>(Elected odd years)</i>
Secretary	<i>(Elected even years)</i>

Nominations for the Executive Board shall be submitted to the President in writing (personal delivery, regular mail, or electronic mail) no less than ten (10) days prior to the Annual General Meeting or may be made at the Annual General Meeting from the floor.



Elections of uncontested offices may be held by hand count or by acclamation. Elections of contested offices shall be in writing by ballot either pre-printed or handwritten.

Directors:

Director's positions shall be created and abolished by the Board of Directors based on simple majority of a super-quorum (2/3 of the Board of Directors). The President shall appoint Directors at the May Board of Directors Meeting for a two year term according to the following schedule:

Director of Referees	Appointed even years
Director of Field and Games	Appointed even years
Director of Coaches	Appointed odd years

Appointments shall be confirmed by a simple majority of the existing Board of Directors at the May meeting.

Commissioners:

Commissioner positions shall be created and abolished by the Board of Directors based on simple majority of a super-quorum (2/3 of the Board of Directors). The President shall appoint Commissioners at the May Board of Directors Meeting for a two year term regardless of the position.

The President shall have the authority to combine or divide Commissioner positions during the soccer year based on the membership numbers and needs. The combination or division shall be ratified by a simple majority of a super-quorum (2/3 of the Board of Directors).

The appointment of commissioners shall be confirmed by a simple majority of the existing Board of Directors at the May meeting. No age group commissioner may also be a coach in that age group for the Association without an exception approved by the Board of Directors.

Coaches

The head coach of each team shall have voting rights at all Board of Directors meetings, provided they are in good standing.

Removal

Any member of the Board of Directors shall be required to resign following a vote of no confidence in his or her ability to remain in office. 20% of Association Members may petition for such vote. The petition must be submitted in writing to the Board of Directors, which in turn, will review the petition within fifteen (15) days of receipt of such petition. The vote of no confidence must be passed by a two-thirds (2/3) majority of all the Board of Directors. If an officer receives this vote of no confidence, they are automatically suspended from the board.

Attendance at Meetings

A Board of Director member not attending three (3) consecutive meetings will have their office declared vacant unless the Executive Board excuses such absences. Any office which becomes vacant shall be filled in accordance with the provisions of vacancies below.

Vacancies in a Director or Commissioners Office

The President shall appoint a Member to serve in an acting capacity for any Director or Commissioners' office vacancy until the next Board of Directors Meeting is held and the appointment is confirmed by a simple majority of the Board of Directors.

### Vacancies in the Executive Board

In the case of a vacancy in the office of the President or 1<sup>st</sup> Vice President, the position shall be filled by the 1<sup>st</sup> Vice President or 2<sup>nd</sup> Vice President as applicable. In the case of a vacancy in the Secretary or Treasurer position, the President shall appoint a Member to serve in an acting capacity until the next Board of Directors meeting when an election shall take place. Notice of the vacancy and the election shall be given to each Member by mail, electronic mail, or through posting on the home page of the Association webpage at least ten (10) days before the meeting. Nominations may be given at this meeting from the floor.

### Compensation

The Board of Directors shall serve without salary for their services. Any Board of Director member may be reimbursed for expenses approved by the budget and/or the Board of Directors.

### Reports

With the exception of the President, all Board of Directors of this Association shall report the functions of their office, orally or in writing, at each regular meeting of the Association.

### Parliamentarian

The First Vice President shall act as Parliamentarian, using "Roberts Rules of Order, Newly Revised" as a guide.

### Minutes

The Board of Directors shall keep regular minutes of its proceedings. The minutes shall be placed in the minute book of the Association. Minutes shall be approved at the next Board Meeting.

### Grievance Involving Board of Directors Members

A member of the Board of Directors can be a member or official of a team, or club. In the event of any grievance involving such organization, he or she may not act in its behalf nor be entitled to vote on the grievance.

## **ARTICLE VII – OFFICERS, EMPLOYEES AND AGENTS: Powers and Duties**

### President

The President of the Association shall preside at all Association meetings. He/She shall cast the deciding vote in the event of a tie at any meeting, or may waive the right to do so. He/She may appoint delegates to any meetings of the members. He/She shall submit an annual report orally or in writing at the Annual General Meeting and said report shall become part of the minutes of such meeting. He/She shall be responsible for ensuring that all the members with check signing authority are bonded. He/She shall have the power to enter contracts on behalf of the Association. He/She is empowered to take prudent and reasonable action in cases not covered in these Bylaws, and such authority is implicit in the office.

### 1st Vice President

The 1st Vice President shall succeed to the office of President in the event that office becomes vacant. He/She shall serve in that office until the next regularly scheduled Board of Directors meeting, at which time the Board of Directors will appoint a President to serve until an election can be held at the next Annual General Meeting. The 1<sup>st</sup> Vice President shall succeed to the

powers of President in his/her absence. He/She shall be responsible for seeing that the administrative policies and operations of the Association are carried out. He/She shall chair the Appeals and Discipline Committee and shall report the activities of this Committee, orally or in writing, at each regular meeting of this Association. The 1<sup>st</sup> Vice President shall be Co-Chairman of the Rules and Regulations and Bylaw Committee.

#### 2<sup>nd</sup> Vice President

The 2<sup>nd</sup> Vice President shall succeed to the powers of 1<sup>st</sup> Vice President and President in their absence. He/She shall be responsible for seeing that the administrative policies and operations of the Association are carried out. The 2<sup>nd</sup> Vice President shall be in charge of team photographs, trophies and patches. The 2<sup>nd</sup> Vice President shall be Co-Chairman of the Rules and Regulations and Bylaw Committee.

#### Secretary

The Secretary shall keep minutes of all meetings. All minutes shall be approved at the next meeting of the same type. The Secretary will keep all approved minutes in a book and have this book available for review by all Board of Directors and Association members, He/She shall see that all notices are duly given in the accordance with the provisions of these Bylaws, be custodian of the minutes, keep a register of the address of each director which shall be furnished to the Secretary by such director, handle all correspondence assigned by the President. Additionally, the Secretary shall issue written minutes of all meetings, which shall be made available prior to the commencement of the next meeting.

#### Treasurer

The Treasurer shall serve as the financial officer of the Association and shall be responsible for coordinating budget appropriations, complete financial reconciliation and report in writing, prior to each scheduled Board of Directors meeting, a balance sheet and income statement. The reporting will be itemized by category and listed in the following manner: Activity during the month, Accumulative to date; Approved budget; Difference (plus or minus). He/She shall chair the Budget and Finance Committee and shall review and initial all contracts by this Association that require financial oversight. He/She shall require all checks for an amount over \$2000.00 to have two (2) authorized signatures and shall be bonded. The person or persons receiving the check may not be either of the authorized signatures on the check. All financial records are available for review by any Member.

#### Director of Referees

The President shall appoint the Director of Referees for such term as prescribed by the Board of Directors. The Director of Referees shall be a registered USSF Referee and shall be the Chairman of the Referee Committee and shall report the activities of this Committee, orally or in writing, at each regular meeting of this Association. The Director of Referees shall oversee the approval of league game schedules.

#### Director of Fields and Games

The President shall appoint the Director of Fields and Games for such term as prescribed by the Board of Directors. The Director of Field and Games shall be Chairman of the Fields and Games Committee and shall report the activities of this Committee, orally or in writing, at each regular meeting of this Association. The Director of Fields and Games will be responsible for field maintenance.

### Director of Coaches

The President shall appoint the Director of Coaches for such term as prescribed by the Board of Directors. The Director of Coaches shall be the Chairman of the Coaches Committee and shall report the activities of this Committee, orally or in writing, at each regular meeting of this Association. The Director of Coaches shall be responsible for holding coaches meeting prior to the start of each soccer season, for coordinating and recording coaches' certification through NTSSA.

### Age Group Commissioners

All Age Group Commissioners shall be responsible for team formation within the jurisdiction of the Association for their age group. They shall be members of the Rules and Regulations and Bylaw Committee and be advisor to the Coaches Committee. They shall be responsible for arbitration of issues/infractions involving coaches, assistant coaches, managers, registered players, team representatives and/or teams within their jurisdiction. Problems of a more serious nature shall be reported to the Appeals and Disciplinary Committee.

### Special Commissioners

Special Commissioners may be appointed by the President with their duties and time of office to be defined by the President at the time of appointment. Approval of the appointment shall be by the Board of Directors in the manner previously defined.

### Registrar

The President shall appoint the Registrar for such term as prescribed by the Board of Directors. The Registrar shall maintain a record of all players, handle registration with NTSSA and shall keep a record of voting members. The Registrar shall be responsible for field marshal assignments. In general, the Registrar shall perform all the duties incident to the office of Registrar and the Board of Directors may assign such other duties as appropriate from time to time. The Registrar is not a voting member of the Association. The same person may hold the office of Registrar and Office Manager at the same time.

### Office Manager

The Office Manager shall be appointed by the President and approved by the Board of Directors by a majority vote of a regular quorum. The Office Manager shall be a paid employee of the Association and shall not be considered a voting member. The Office Manager shall perform all duties necessary to maintain the office of the Association and other such duties as assigned by the Executive Board. The same person may hold the office of Office Manager and Registrar at the same time.

### Referee Assignor

The President shall appoint the Referee Assignor for such term as prescribed by the Board of Directors. The Referee Assignor shall maintain a record of all referees; handle all league game and Association sponsored tournaments referees' assignments. The Referee Assignor shall be a registered USSF referee in good standing.

## **ARTICLE VIII –COMMITTEES**

From time to time, it may be necessary to form committees to investigate and report to the Board of Directors or to a specific Board Member. Committees, if necessary, shall be appointed by the appropriate chairman who shall record in the minutes of the meeting if the appointment is for a limited time period or until further notice.

### Appeals and Disciplinary Committee

Upon notice and investigation of a violation of an Association or NTSSA by-law, rule, regulation, code of ethic, polity or procedure, the 1<sup>st</sup> Vice President (Chairman) shall appoint a minimum of three Members to hear an Appeals and Discipline proceeding. Appointments shall be made after sending notification to the Membership for the need for volunteers for this appointment. Effort will be made to not appoint anyone who may be in a position to not be fair or impartial, who may have a conflict of interest either with the person or the issue, or who may have a personal interest in the outcome of the proceeding. A new panel shall be appointed for each complaint to be heard. Nothing prevents a Member from serving on more than one Appeals and Discipline hearing panel within any given year or time frame. The Chairman shall notify those parties involved in an Appeals and Disciplinary hearing within three (3) days, in writing, of the rulings of this Committee. This notice may be by electronic mail. The Director of Referees or his/her delegate shall serve as an advisor to the Appeals and Disciplinary Committee.

### Budget and Finance Committee

The Treasurer as Chairman may appoint two (2) members to serve on this committee. It shall work with the President of the Association to submit a proposed budget for the Association for the upcoming fiscal year to the Board of Directors one (1) month prior to the Annual General Meeting. It shall report the status of the budget to the Members at the General Membership Meetings. An annual examination shall be conducted by an agency appointed by the Board of Directors. The agency shall be instructed to make any recommendations to improve the Association record keeping processes. The Budget and Finance Committee shall not include a salaried employee of the Association.

### Rules and Regulation and Bylaw Committee

It shall be composed of the 1<sup>st</sup> Vice President and 2<sup>nd</sup> Vice President as Co-Chairman, with the Director of Referees, the Director of Coaches, the Director of Field and Games, and up to four (4) Commissioners as members. It shall be responsible for reviewing the Association's Rules and Regulations and Bylaws and proposing changes as necessary. All proposed changes shall be presented to the membership for approval.

The Committee shall maintain a list of rules and regulations enacted by the North Texas State Soccer Association and shall provide all coaches and team administrators with a copy of the Association's Rules and Regulations and Bylaws. This may be done by posting on the Association's website.

## **ARTICLE IX - PROCEDURE FOR APPEALS**

In no event shall any person or persons or organization under the jurisdiction of this Association resort to the Courts until all appeal procedures as defined in the by-laws or policies and procedures have been exhausted. For violations of this rule, the offending party shall be subject to the sanctions of suspension and fines set forth by the United States Soccer Federation, and shall be liable for all expenses incurred by the Association and its officers and members in defending each court action, including but not limited to court costs, attorney fees, reasonable compensation for time spent by the Association officers and members in responding to and defending against allegations in the actions, including responses to discovery and court appearances, travel expenses, and the expenses for holding special meetings necessitated by the Court action.

Procedure for Filing Appeals: Procedure for filing appeals shall be as follows:

1. All appeals to the Appeals and Disciplinary Committee must be submitted in writing and received within five (5) days of the appealed decision. A \$50.00 fee (cash or cashier's check) shall accompany all appeals. If the Committee upholds the appeal, the fee will be returned. If it is denied, the fee will be forfeited to the treasury of this Association.
2. This Committee, at its discretion, may, when requested in writing to do so, waive the time limit for filing appeals but in no case shall an extension of more than ten (10) days be granted.
3. All appeals to this Committee must be made in writing to the Appeals and Disciplinary Chairman (1<sup>st</sup> Vice President) or the President of the Association. In cases of controversy as to timely receipt of appeals, the postmark date (postage meter not acceptable) will govern. Email submission of the appeal is sufficient if delivered to both persons listed above. The fee must be delivered to the soccer office in the time frame given.
4. Upon receipt of appeal, properly submitted, the Chairman of the Committee shall set a time and place for the hearing and will serve notice to all appropriate parties. Such hearing settings are solely the responsibility of the Committee, but all such hearings should be scheduled within ten (10) days of receipt of the appeal and the appealing party is bound to present all information and evidence relative to the appeal at the hearing.
5. Decisions of the Appeals and Disciplinary Committee may be appealed to the Board of Directors of this Association. Procedures for filing appeals with the Board of Directors shall be exactly (including time limit and filing fee) as for filing with the Appeals and Disciplinary Committee except that all material shall be submitted to the President, who shall serve notice to all concerned parties of the receipt and the time and place for the hearings.
6. Any decision of a Board Member or Standing Committee may be appealed to the Appeals and Disciplinary Committee.
7. Decisions of the Board of Directors may be appealed to the North Texas State Soccer Association. Appeals must be submitted, in writing, to the North Texas State Soccer Association within five (5) days of the Board of Directors decision and accompanied by the fees set forth in the Bylaws of the North Texas State Soccer Association.
8. All decisions at all levels of the appeal process shall stand and be in full force and effect until changed by a higher authority.

## **ARTICLE X - RULES AND REGULATIONS**

Except as otherwise specified under the Rules and Regulations of this Association herein, Rules of Play of the United States Soccer Federation and its National Associations of which North Texas State Soccer Association and this Association is a member, will apply in all competitions.

## **ARTICLE XI – PLAYER REGISTRATION**

### Registration with MSA

All players shall register with MSA on or before the registration deadline. The Board of Directors shall publish the registration dates no less than two (2) weeks prior to the beginning of registration.

Age Division

Players will be allowed to “play up” in a higher age division in accordance with NTSSA Bylaws. Under certain circumstances, a player may be allowed to “play down” with approval of the Board of Directors and NTSSA. (A parent request, doctor note and letter from MSA approving the request must be sent to NTSSA for approval)

Missed Season

See Policies and Procedures

Siblings

See Policies and Procedures

Team Practices

A team may not practice until rostered. MSA strongly recommends that no team shall have more than three events or activities per week. This rule will be suspended during preparation for tournament play.

**ARTICLE XII – LEAGUE SEASON**

Schedules

The Board of Directors or their delegates shall determine the starting date, number of league games, and scheduling.

Postponed Games

Any regular season game called off due to adverse weather conditions before the beginning of the second half of play shall be classified as “postponed”. Every effort will be made to reschedule these games.

Forfeited Games

If a team is unable to play a scheduled game they shall give at least 72 hours notice to the league scheduler, their commissioner, and the Director of Referees that they will be taking a forfeit. If a team fails to show up for a scheduled game without notice as prescribed above, the team may be responsible for the referee expenses incurred by the Association and/or a \$50.00 fine. If charged for these expenses the team will not be allowed to participate in any games until they are paid. These games will not be made up.

Rescheduled Games / Full Day Rain Out / Partial Day Rain Out

See Policies and Procedures

## **ARTICLE XIII – COMPETITIVE OPERATIONS**

MSA reserves the right to partner with a competitive club to provide all levels of soccer to the children of Mansfield. The Competitive Club Partner (CCP) shall register all players and teams through MSA and the Director of the CCP shall be responsible for providing records of policies, procedures, contracts, and player paperwork to the Registrar of MSA.

Competitive program players, parents, coaches, managers, and spectators are bound by the Rules of Ethics and Policies and Procedures of MSA that are not specific to recreational players.

Players registered through the CCP, their parents, and the coaches of the CCP shall not be considered “Members” as defined in these bylaws and do not have a vote.

A Memorandum of Understanding between MSA and the CCP may be entered into and amended as necessary to detail specific agreements between the entities. This Memorandum of Understanding shall be approved by the Director of the CCP and the Executive Board of MSA.

## **ARTICLE XIV - MISCELLANEOUS**

### Adherence to NTSSA Bylaws

MSA agrees to abide by and adhere to the NTSSA Bylaws. MSA does, however, reserve the right to adopt additional by-laws, rules, regulations, policies and procedures.

### Approval of Motions

Unless specifically stated otherwise in the by-laws, rules regulations, code of ethics, policies or procedures, a motion shall be passed or approved upon a majority (51%) vote of the quorum.

### Quorum

For Board of Director meetings and all meetings or voting where the quorum is not established specifically in the by-laws, rules, regulation, code of ethics, polices or procedures, a quorum is established by 50% plus one of the Board of Directors being present.

### Super Quorum

For the creation or abolishment of a Director or Commissioner position and for any other time in which a super-quorum is needed as stated in the by-laws, rules, regulation, code of ethics, polices or procedures, a super quorum is defined as 2/3 of the Board of Directors being present.



## Section II

# PLAYING RULES AND REGULATIONS

MANSFIELD SOCCER  
ASSOCIATION, INC.

(Revised – June 2024)

# MANSFIELD SOCCER ASSOCIATION, INC.

## Playing Rules and Regulations

### **Rule I Registered Players**

- 1.1 Only registered properly rostered players shall be permitted to play in competition under the auspices of this association. Coaches are responsible for reviewing their rosters at the beginning of each season as well as with the addition of any players. If there are any questions concerning a player's placement on a team that coach must bring it up to the age appropriate commissioner prior to signing and turning in the roster. If a coach does not bring the matter to the age appropriate commissioner prior to playing the first game or the next game after players have been added, then the coach by his actions has acknowledge that all of the players listed are properly rostered. A team, which uses unregistered player or improperly rostered player(s), shall automatically forfeit all games in which said player(s) participated. A Coach, Assistant Coach, or Administrator found to have knowingly allowed the use of an unregistered player(s) or a player(s) not properly rostered to their team shall be suspended from all soccer activities for a minimum of one (1) year.

### **Rule II Suspensions**

- 2.1 The MSA shall honor any and all orders of suspension of players, coaches, and referees issued by NTSSA or its affiliates. A team, which uses individuals under suspension, shall automatically forfeit all games in which the individuals participated.

### **Rule III Referees and the Referee System**

- 3.1 In compliance with USSF Rules, all referees serving MSA shall be registered with the USSF and NTSSA in accordance with current rules and regulations of the USSF National Referee Committee and the State Referee Committee.
  - 3.1.1 The use of unregistered referees is approved only in emergency situations: then, the captains or coaches of the two competing teams may decide on someone agreeable to both of them to officiate. In these circumstances, the decisions of that person, serving as an emergency referee are just as binding as if he were a registered referee.
- 3.2 The only approved referee system for all MSA and NTSSA competitions shall be the international Three-Referee system (a referee and two assistant referees) employing the FIFA Laws of the Game (as modified herein), officiating techniques and mechanics.
  - 3.2.1 In the event of a shortage of referees the highest-level games in progress shall have priority of available officials. This could result in a lower level game (U6,

U8, etc.) not having a registered official requiring coaches to officiate/control the game(s).

#### **Rule IV      Playing Age**

- 4.1      Except where prohibited by USSF rules, youth players may participate in older divisions, but may not play in younger divisions than their birth year dictates, except by approval of the NTSSA State Executive Committee.

#### **Rule V        Recruiting**

- 5.1      No coach, assistant coach, trainer, team representative, registered players, parents, or advertisement may offer any kind of inducement to recruit a player to play on their respective team. Forms of inducement include, but are not limited to: free t-shirts, free uniforms, etc. This rule applies to verbal discussions, letters, brochures, as well as other forms of advertisements. Failure to comply with this rule may result in the offending party being suspended from all soccer activities for a period of not less than one year. Complainant will file his/her complaint with the MSA Executive Committee, which shall render a decision. Either party may file an appeal of the Executive Committee's decision with the NTSSA Youth Commissioner, with further appeals being directed to the NTSSA State Executive Committee.

#### **Rule VI       Discipline**

- 6.1      MSA shall publish these rules on the Association's website and announce their location at the coaches meeting. The coach then has the responsibility to make these rules known to his/her team, with the further expectation that each player will share this information with his/her parents and spectators. If there are any differences between these rules and North Texas Soccer rules, North Texas Soccer rules apply.
- 6.2      Authority
- 6.2.1    All soccer members and participants within the jurisdiction of the MSA have requested to participate in our program. Therefore, these participants have agreed to abide by the Articles of Incorporation, Bylaws, and Rules and Regulations of MSA, as well as those of the NTSSA and its respective youth divisions.
- 6.2.2    MSA has made provisions to form an Appeals and Disciplinary Committee and to hold hearings – WITH THE PARTIES HAVING THE RIGHT TO BE PRESENT – on every player/coach/assistant coach cautioned or ejected and on referee's reports of serious misconduct by spectators and/or parents as required by subsequent sections of this rule.
- 6.3      Misconduct of Players/Coaches/Assistant Coaches
- 6.3.1    MSA operates and keeps records on a "CUMULATIVE CARD SYSTEM" for all players/coaches/assistant coaches. Accumulated cautions may result in

disciplinary actions including suspensions. Appeals of cards are not allowed except when the referee admits he made an error in the issuance of the card.

6.3.2 A "CUMULATIVE CARD SYSTEM" in league play will be operated as follows:

1. Yellow Cards. One game automatic suspension for the game following an individual's third league play yellow card. A two game automatic suspension for the game following such individual's fifth league play yellow card. A one game automatic suspension for the game following such individual's sixth league play yellow card. Cards are cumulative throughout the soccer year and card counts shall follow the player but not the team should the player switch to another team.
2. An individual receiving two yellow cards in a single game is suspended as if a straight red card was issued. The individual is suspended for the remainder of that game and the game following. The red card shall be added to the individual's and team's total red card count. The two yellow cards will not be added to the individual's total yellow card count.
3. Red Cards. An individual receiving their first league play red card shall be suspended for the remainder of the game in which the red card was issued and the game following. Automatic suspension, pending a hearing, from all NTSSA-sanctioned activities following such individual's second league play red card. The red card will be added to the individual's and team's total red card count.

Note: In cases where, during a single game, an individual receives a yellow card followed by a "straight red card" (as opposed to a red card issued solely as a result of a second yellow) both cards will be added to such individual's respective total of league play red and yellow cards and punished accordingly. If an A & D Committee determines that a red card was issued for an infraction that was not an "expulsion" offense in accordance with the FIFA Laws of the Game, such A & D Committee may reduce the red card to a yellow card and assess sanctions accordingly. The Member Association or Playing League may not, however, do away with the card altogether. A full report of this action must be sent to NTSSA.

1. Seventh Card. Any individual obtaining a seventh card in league play shall be immediately suspended pending a hearing with NTSSA A & D Committee (meaning any combination of yellow and red cards totaling seven).

6.3.3 For tournaments refer to the NTSSA rules located on their website.

6.3.4 The CUMULATIVE CARD SYSTEM prescribed by these rules defines the **minimum** disciplinary punishment to be taken. Nothing herein prevents MSA or NTSSA from enacting more severe sanctions.

6.3.5 A player receiving a yellow card in any game must immediately leave the field of play and may only re-enter the field at the next opportunity for substitution.

6.3.6 Any misconduct by a Coach justifying a report by a referee or any other person shall be directed to the State Appeals and Disciplinary Committee as well as to

the Member Association and/or Playing League with which the coach is affiliated. The Member Association and/or Playing League shall promptly (within seven (7) days after the receipt of the report) rule on the report and send its decision to the State A & D Committee. The State A & D committee will determine the extent of the punishment, if any, in addition to that taken by the Member Association.

- 6.3.7 The State A & D Committee will make its decision based entirely upon the written reports before it, including that of the affected coach, should he or she submit a report. The Committee will not hold hearings unless it, of its own volition, chooses to call one.
- 6.3.8 A coach whose conduct is less than exemplary to his or her players, parents, and spectators will be firmly dealt with by the Member Association or Playing League involved and the State A & D Committee.
- 6.3.9 Game suspensions for Yellow and Red cards (as set forth above) are to be served by the player/coach/assistant coach at the next scheduled game (including league, playoff, championship, cup, and local or state tournament games) that such individual's team is involved in. A suspension imposed by these rules shall be recognized by all affiliated organizations after proper notification. The lack of a hearing or referee report on the offense shall not affect such individual's suspension.
- 6.3.10 All game suspensions must be reported immediately to the State A & D Committee. The Member Association, Playing League or Tournament Officials making the report will forward a copy of any referee's Misconduct Report(s) which underlie the suspension. The State A & D Committee will determine the extent of punishment, if any, in addition to that prescribed by the Member Association, Playing League or Tournament Officials, taking into consideration the severity of the misconduct.
- 6.3.11 The State A & D Committee will issue its decision based entirely upon the officials' reports and any other written reports before it, including that of the affected individual, should he or she submit a report. The State A & D Committee will not hold a hearing unless it, of its own volition, chooses to call one because of the nature of the case.

#### 6.4 Misconduct of Spectators

- 6.4.1 Each team in MSA is responsible for the conduct of its spectators. The referee shall have the authority to caution and/or send off the coach or acting coach from the field for the misconduct of the spectators associated with the team. Therefore, the coach/assistant coach is expected to control his or her spectators, especially on non-enclosed fields. If he/she is unable to do so, then MSA shall take appropriate actions toward the identifiable, unruly spectator, or, if unidentifiable, toward the team itself. MSA shall report spectator misconduct to the State A & D Committee for review and further action if warranted.
- 6.4.2 Possible actions for misconduct of spectators may include, but shall not be limited to:
  - 1. Removal / Dismissal from the game

2. Report spectator to the Mansfield Police Department.
3. Require the team to forfeit any games at which the spectator is present on the touchline.
4. Require the offending team to pay for the presence of police at the game.
5. Revoke and/or refuse registration to the offending team.
6. Cause the spectator to be placed under a municipal peace bond.
7. Suspend the spectator from attending future matches.

## 6.5 Misconduct and Punishment of Teams

- 6.5.1 If a team, as defined as the players/coaches/assistant coaches, has accumulated a total of thirty (30) cards in any soccer year, the Member Association and/or Playing League shall notify the team and the State A&D Committee. The team will be fined \$100 payable to NTSSA within thirty (30) days of receiving notice of thirty (30) cards. The coach and the players of said team may also be required to appear before the Member Association and/or Player League Disciplinary Committee to explain the team's continued misconduct. If desired, the Member Association and/or Playing League may waive the holding of a local hearing and refer the matter to the State A&D Committee. Failure of the Member Association or Playing league to notify the State A&D Committee within fourteen (14) calendar days of a team's cards totaling thirty (30) will result in a fine of \$100 per week for each week such notice is late. Red cards or send offs assessed against that team's spectators or against that team during tournament play will be reviewed to ascertain team misconduct tendencies.
- 6.5.2 MSA and the NTSSA will not hesitate to deny teams within their respective jurisdictions, the privilege of further participation in all or selected soccer activities within their respective jurisdictions for repeated and/or serious offenses considered to bring the game into disrepute.
- 6.5.3 The MSA and the NTSSA hold the team and coach jointly responsible for the conduct of his/her players, parents, and spectators.
- 6.5.4 A coach whose conduct is not considered to be exemplary to his/her players, parents and spectators will be firmly dealt with by the A & D Committees of both the MSA and the NTSSA. The MSA Board of Directors can remove a coach from their position if the Board feels they are not representing MSA in a respectable manner.

## 6.6 Misconduct Toward a Referee

- 6.6.1 NTSSA has exclusive jurisdiction over assault or abuse of officials, both referees and assistant referees, in any competition by NTSSA or MSA. This jurisdiction includes:
1. All USSF registered referees.
  2. Any non-licensed person serving in any emergency capacity as a game official.
  3. Any coach, parent, or assistant referee serving as a game official.

- 6.6.2 If there is an assault/abuse of any game official by any person, including players, coaches, or spectators, a report of the alleged assault and/or abuse will be submitted immediately to the NTSSA.
1. Referee assault is an intentional act of physical violence at or upon a referee (an act intended to bring about a result that will invade the interest of another in a way that is socially unacceptable. Unintended consequences of the act are irrelevant.) Assault includes but is not limited to the following acts committed upon a referee: hitting, kicking, punching, choking, spitting on, grabbing or bodily running into a referee; head butting; the act of kicking or throwing any object at a referee that could inflict injury; damaging the referee's uniform or personal property, i.e. car, equipment, etc.
  2. The player, coach, manager, or official committing the referee assault is automatically suspended as follows:
    - a. For a minor or slight touching of the referee or the referee's uniform or personal property, at least 3 months from the time of the assault;
    - b. Except as provided in clause (c) or (d), for any other assault, at least 6 months from the time of the assault;
    - c. For an assault committed by an adult and the referee is 17 years of age or younger, at least 3 years; or
    - d. For an assault when serious injuries are inflicted, at least 5 years.
- 6.6.3 Referee abuse shall include, but not be limited to verbally threatening a referee.
1. Referee abuse is a verbal statement or physical act not resulting in bodily contact, which implies or threatens physical harm to a referee or a referee's property or equipment. Abuse includes, but is not limited to the following acts committed upon a referee: using foul or abusive language toward a referee; spewing any beverage on a referee's personal property; spitting at (but not on) the referee; or verbally threatening a referee. Verbal threats are remarks that carry the implied or direct threat of physical harm. Such remarks as, "I'll get you after the game" or "You won't get out of here in one piece", shall be deemed referee abuse.
  2. Should the A & D committee determine the action referee abuse as explained in (1) above, it shall impose not less than a three (3) game suspension. A formal hearing will not be held unless it is requested.
- 6.7 The Appeals and Disciplinary Chairman may offer a one game suspension to a coach, assistant coach, parent, or spectator when the infraction of a by-law, rule, regulation, policy, or procedure is deemed to be minor in nature. This suspension is a waiver of the right to have a formal appeals and disciplinary hearing and the decision to accept the suspension or to have an appeals and disciplinary hearing lies solely with the coach, assistant coach, parent, or spectator.
- 6.8 Abandonment of Game Due to Team Misconduct
- 6.8.1 If the referee abandons a match for any reason based on the conduct of a team (player, spectator, coach, assistant coach, manager, parent), the score shall be recorded as a 3-0 loss for the team causing the abandonment

## **Rule VII      Game Protests**

- 7.1      There are only two acceptable causes for the protesting of a game after it has been played. They are:
- 7.1.1    A team knowingly plays an unregistered, ineligible or suspended player;
- 7.1.2    There has been an obvious error made in the application of the Laws of the Game that directly affects the outcome of the match, and the referee acknowledges it.
- 7.2      No protests can even be entertained if they are based on judgment decisions made by the referee during play. The Laws of the Game clearly state in Law V (Referees) that ...”A referee shall be appointed to officiate each game...his decision are to be final, so far as the result of the game is concerned”. A game cannot be protested because one coach, or both coaches, for that matter think the referee was incompetent. This is a matter to be handled through the local referees’ group or the State Referee Committee.
- 7.3      Any protest relating to the grounds, goal posts, crossbars, or other appurtenances of the match shall not be considered unless an objection had been lodged with the match referee before the commencement of the match. The referee shall require the responsible team to remove the cause of the objection if this is possible, without unduly delaying the process of the match.
- 7.4      Any protests must be filed in writing by the coach within seventy-two (72) hours of the alleged occurrence. Said protest may be filed with the A & D Chairman or the President of the Association within seventy-two (72) hours of the alleged offense. The written protest shall be accompanied by a cashier’s check, certified check, or cash in the amount of fifty dollars (\$50.00). Email delivery to both persons listed above is sufficient notice however the fee must be received in the soccer office in the time prescribed. The A & D Chairman shall then be responsible for convening a meeting of the A & D Committee within seven (7) days from the date the written protest was received, to consider the protest. If the protesting team prevails, the fifty dollars (\$50.00) shall be refunded. If the protest is disallowed, the fifty dollars (\$50.00) shall accrue to the treasury of the association.

## **Rule VIII      MSA Rules of Competition**

- 8.1      MSA adheres strictly to the FIFA Laws of the Game. However, in accordance with the recommendations of the USYSA (United States Youth Soccer Association) and the NTSSA (North Texas State Soccer Association), the MSA has adopted the following modifications to the FIFA Laws of the Game for youth competition:
- |   |   |
|---|---|
| 1. Size of the fields                       | For various age groups – Law I          |
| 2. Size of the ball                         | For various age groups – Law II         |
| 3. Number of Players<br>(and substitutions) | Varies from Law III                     |
| 4. Assistant Referee                        | Allowing for Assistant Referee – Law IV |
| 5. Duration of Game                         | For various age groups – Law VII        |
| 6. Charging Goalkeeper                      | Law XII                                 |



## 8.2 Law I – The Field of Play

Realizing that we must generally accept and play upon fields furnished by the various municipal parks departments, the following are recommended field and goal sizes:

<u>Age Groups</u>	<u>Field Width</u>	<u>Field Length</u>	<u>Goal Size</u>
U13 - U19	Rec. 70 yds.	Rec. 120 yds.	8 ft x 24 ft.
U11 – U12	Rec. 50 yds.	Rec. 75 yds.	7 ft. X 18 ft.
U9 - U10	Rec. 40 yds.	Rec. 60 yds.	7 ft. x 18 ft.
U8	Rec. 30 yds	Rec. 50 yds	6.5 ft x 12 ft.
U7	Rec. 20 yds.	Rec. 30 yds.	4.5 ft x 9 ft.
U5 - U6	Rec. 20 yds.	Rec. 30 yds.	4 ft. x 6 ft.

## 8.3 Law II – The Ball

Ball sizes for various age groups will be as follows:

<u>Age Groups</u>	<u>Ball Size</u>
U13 and above	Size #5
U9 – U12	Size #4
U5 – U8	Size #3

## 8.4 Law III – Number of Players

1. MSA recognizes the Modified Player Development Program for Under 6, Under 8, Under 10, and Under 12. These age divisions will adhere to the small sided rules as follows:

U5 - U6	Three (3) players – No Goalkeeper
U7	Four (4) players – No Goalkeeper
U8	Five (5) players – one may be a designated Goalkeeper
U9 - U10	Seven (7) players – one must be a designated Goalkeeper
U11- U12	Nine (9) players – one must be a designated Goalkeeper

### 2. Substitution Rule

- At throw-in – by both teams IF the team in possession calls for a substitution;
- On a goal kick – by either team;
- After a goal is scored – by either team;
- At an injury when the referee stops play – by either team;
- When a caution (yellow card) is given – for the player being cautioned;
- For Under 6 and Under 8, the “Quarter Substitution System” shall be utilized. The referee will hold up the game for substitutions at a normal stoppage of the game (restarts, goal kicks, etc.) at a time nearest to one half the way through each regular half time period.
- All players must play at least 50% of the game. In addition for U5 through U8 no player shall play all four quarters if enough players are present.

### 3. Minimum Number of Players Required to Play a Game

- Under 5 and Under 6, which normally fields 3 players, must have a minimum of 3 players present to start a game. It is acceptable to borrow a player from the opposing team if necessary to keep from playing short.

- b. Under 7, which normally fields 4 players, must have a minimum of 3 players present to start the game. It is acceptable to borrow a player from the opposing team if necessary to keep from playing short
- c. Under 8, which normally field 5 players, must have a minimum of 4 players present to start the game. It is acceptable to borrow a player from the opposing team if necessary to keep from playing short
- d. Under 9 and Under 10, which normally fields 7 players, must have a minimum of 5 players present to start the game.
- e. Under 11 and Under 12 – which usually normally fields 9 players to start, must have a minimum of 7 players present to start the game.
- f. Under 13 – Under 19, which normally fields 11 players to start, must have a minimum of 7 players present to start the game.

8.5 Law IV – Players’ Equipment

- 1. Each player shall have a number on the back of his/her jersey not less than six (6) inches in height. Numbers must be a different color than the shirt and must be visible across the field.
- 2. All players are required to wear shin guards in games. Shin guards must be completely covered by socks.
- 3. No jewelry is allowed, especially pierced earrings.
- 4. No metal or hard plastic material is to be worn. This includes barrettes, beads, and clips.

8.6 Law V – Referees

- 1. In Under 6, Under 8, & Under 10, referees will explain all infractions briefly.

8.7 Law VI – Assistant Referees

- 1. Specifically trained and certified Assistant Referees and/or club linesmen may be used by MSA. Their infraction-calling authority is limited to ball in and out of play and direction of throw-ins. Assistant Referees may call goal kick and offside. Certified referees will be used as assistant referees for Under 12 and up.

8.8 Law VII – Duration of the Game

<u>Age Group</u>	<u>Length of Halves</u>	<u>Length of Overtime</u>
Under 19	Two 45 minute periods	No Overtime
Under 16	Two 40 minute periods	No Overtime
Under 14	Two 35 minute periods	No Overtime
Under 12	Two 30 minute periods	No Overtime
Under 10	Two 25 minute periods	No Overtime
Under 8*	Two 24 minute periods	No Overtime
Under 6**	Two 20 minute periods	No Overtime
Under 5***	Two 16 minute periods	No Overtime

\*Under 7 and Under 8 – Four 12 minute quarters; Two minute breaks after quarters 1 and 3. Five minute break at half time.

\*\*Under 5 and Under 6 – Four 8 minute quarters; Two minute breaks after quarters 1 and 3. Five minute break at half time.

#### 8.9 Law VIII – The Start of Play

Under 5 – Under 8 – Home team shall kick off the first and third quarters. Visitor / Away team shall kick off the second and fourth quarters.

Under 9 and above – Conform to FIFA

#### 8.10 Law IX – Ball In and Out of Play - Conform to FIFA

#### 8.11 Law X – Method of Scoring – Conform to FIFA

#### 8.12 Law XI – Offside

1. No offside for Under 6 or Under 8. Conform to FIFA for Under 9 and above play.

#### 8.13 Law XII – Fouls and Misconduct

1. Charging the goalkeeper in possession of the ball is NOT ALLOWED in any youth play. Possession is defined as “one or two hands on the ball, holding it, bouncing it, tossing it up in the air and then catching it, or patting it along the ground”.
2. It is not an intentional “hand-ball” offense for any player to attempt to protect the vital areas of his/her body (chest, groin, face) by placing hands or arms across them to protect them from being struck at close range by the ball. The match referee shall be the sole judge of whether the hands or arms were used deliberately to propel the ball.
3. Coaches and assistant coaches are subject to the same disciplinary procedures by the referee as are the players – i.e. cautions and/or ejections.
4. The following pertain to the Under 6 and Under 8 age groups:
  - a. Indirect free kicks for all fouls.
  - b. No penalty kicks.
  - c. Briefly explain all infractions to offending players.
  - d. Due to inexperience and for the safety of all players in the U5/6 and U7/8 age divisions, **NO slide tackling is allowed**. Slide tackling is basically the act of a player sliding on the pitch in an effort to tackle or take the ball away from another player. However, the mere act of sliding to stop the ball, make a pass, take a shot on goal or mere clumsiness, where opponents are not in danger or the immediate vicinity is not a foul. Any foul is at the sole discretion of the assigned referee.
5. The following pertains to U12 and below age groups:

Due to inexperience and for the safety of all players in the U12 and below age divisions, **NO heading of the ball is allowed**. The intentional heading of a ball in a game will result in an indirect free kick by the opposing team at the spot where the header occurred.

#### 8.14 Law XIII – Free Kick

1. All free kicks are indirect in Under 5 – Under 8. Players must be 3 yards away when free kick is taken.

2. Under 9 and Under 10, opponents must be 5 yards away before kick is taken.
3. Under 11 and above – conform to FIFA.

8.15 Law XIV – Penalty Kick

1. No penalty kicks in Under 6 and Under 8.
2. Under 10 and above, conform to FIFA.

8.16 Law XV – Throw-In

1. In Under 6 (no Throw-In) play will be restarted with a kick-in from where the ball went out of play. For Under 6, an opponent must be 3 yards away when the kick is taken.
2. In Under 7 (no Throw-In) play will be restarted with a kick-in from where the ball went out of play. For Under 7, an opponent must be 5 yards away when the kick is taken.
3. Under 8 and above, conform to FIFA.

8.17 Law XVI – Goal Kick – In Under 5 thru Under 8 all goal kicks will be taken from anywhere on the end line. Under 9 and Under 10 – all opposing team players must retire to behind the Build-Out line. U11 and above - Conform to FIFA

8.18 Law XVII – Corner Kick – Conform to FIFA

8.19 Goalkeeper in Possession of Ball – Under 9 and Under 10 – goalkeeper may not punt or drop kick the ball to release it. He/She must roll, throw, or pass the ball. Under 11 – Under 19 – conform to FIFA

**Rule IX      Miscellaneous Rules for Association Play**

- 9.1 If a team does not show up for a match, the referee will allow fifteen (15) minutes from the scheduled time, before declaring a forfeit against the absent team. **A coach and his team that fail to show up for a match without written 72 hour notice (email is sufficient) may be responsible for the referee expenses incurred by the Association and/or a \$50.00 fine. If charged for these expenses the team will not be allowed to participate in any games until they are paid. These games will not be made up.**
- 9.2 There shall be no more than a one (1)-player advantage throughout any game. The coach who has the full team may opt to play down to the number of his/her opponent's team. Any team who has less than the minimum players must field all available players. I.E. – The coach may not retain a player for the purpose of substitution. This rule applies to MSA League ONLY and does not apply to games played in the MPA League.
- 9.3 If there are uniform color conflicts, the home team has the responsibility of changing.
- 9.4 Players, coaches, fans, and spectators of opposing teams shall occupy opposite sides of the field. The home team shall occupy the North or West side of the field. The away/visitor team shall occupy the South or East side of the field.

- 9.5 Standings shall be computed as follows:
1. Total Points per Team: Each game shall be calculated as: Win – Three (3) points, Loss – Zero (0) points, Tie – One (1) points
  2. In the event of a tie, apply the following; First, head to head game results if only two teams are involved in the tie or if one team beat both of the other teams in the tie. Second, goal differential for the entire season (3 max for a win, -3 max for a loss). Third, fewest goals allowed for the season. Fourth, most number of shutouts. Fifth, flip on a coin
- 9.6 No tobacco products of any kind shall be used at or near the practice fields/complex or the game fields/complex. No electronic cigarettes “e-cigarettes” or vaping devices shall be at or near the practice fields/complex or the game fields/complex. Pets are not allowed at practice fields or game complex.
- 9.7 For U5 – U8 age groups only: if a team falls behind by 5 goals the team that is behind may add an additional player on the field and play one person up. The player may be added at any normal stoppage of play. They may continue to play one person up (for U5 and U6 - 4v3, for U7 and U8 - 5v4,) until the score comes back within two goals. At that time they must reduce back to the normal number of players on the field.
- 9.8 Tournament Costs - In the fall season, each age/gender division team U9 and above that plays in the highest bracket of their age division and places first in that division once final standings are complete is eligible for up to a \$300.00 reimbursement/stipend from Mansfield Soccer Association to play in a tournament of their choice.
1. If the team is eligible and wishes to participate in Tournament of Champions, they are solely responsible for all costs associated with TOC as TOC payments are due before standings are complete. If the team is in first place in the highest bracket at the end of the season, they will be reimbursed up to \$300.00.
  2. Eligibility for TOC shall be set out in a separate document which shall be available on the website and emailed to all teams who may be eligible to participate based on their standings at the first deadline.
  3. If a team finishes first in the highest bracket and wishes to participate in a tournament other than TOC, they shall provide the registrar a copy of their paid invoice for the tournament and up to \$300.00 shall be reimbursed to the team. If a tournament will allow a split payment, MSA may opt to pay the tournament directly.
  4. If a team pays for a tournament and receives a any reimbursement, an email shall be sent to all players and coaches with confirmation that a specific amount has been reimbursed to the team. The Coach is required to split any reimbursed amount to the paying players for that tournament. Under no circumstances shall any reimbursed amount be used to pay the coach or for coach incurred expenses.
  5. The team must use a MSA signed roster and allow and encourage each member of the team to participate. If the team is using a spring roster, players who played in the fall but not in the spring shall be given a first right of refusal to fill any guest player spots, if applicable, before guest player spots are opened up to other players.
  6. The tournament must be completed before June 30 of the current soccer year to be eligible for reimbursement.

## Section III

# CODE OF ETHICS

MANSFIELD SOCCER  
ASSOCIATION, INC.

(Revised – June 2024)

**MANSFIELD SOCCER ASSOCIATION**

# Code of Ethics/Conduct

## 1.1 NTSSA CODE OF ETHICS FOR COACHES

This code of ethics has been developed to clarify and distinguish approved and accepted professional, ethical, and moral behavior from that which is detrimental to the development of the sport of soccer. (The term "Coach" shall include, but is not limited to Head Coach, Assistant Coach(s), Manager/Trainer and/or Team Representative.)

### **ARTICLE I RESPONSIBILITIES TO PLAYERS**

1. The coach must never place the value of winning over the safety and welfare of players. Winning should be the result of preparation and discipline with emphasis placed on the highest ideals and character traits.
2. Coaches shall instruct players to play within the written laws of the game and within the spirit of the game at all times.
3. Coaches shall not seek unfair advantage by teaching deliberate unsportsmanlike behavior to players.
4. Coaches should not tolerate inappropriate behavior from players regardless of the situation.
5. Demands on players' time should never be so extensive as to interfere with academic goals and progress. Motivation for excellence should include academics as well as athletics.
6. Coaches must never encourage players to violate NTSSA recruitment, eligibility, or guest player rules and policies.
7. Under no circumstances should coaches authorize or encourage the use of medicinal or performance enhancing drugs. Players should be directed to seek proper medical attention for injuries and to follow the physician's instructions regarding treatment and recovery. At no time should a player be put at risk by returning from injury prematurely or by being forced to play while injured.

### **ARTICLE II RESPONSIBILITY TO NTSSA AND MEMBER ASSOCIATIONS**

1. Adherence to all NTSSA and Member Association rules and policies, especially those regarding eligibility, team formation, recruiting, and guest players are mandatory and should never be violated. It is the responsibility of every coach to know and understand these rules.
2. Player development and the growth of the player through participation are essential to the growth of the sport. Additionally, the coach must behave in such a manner that the principles, integrity, and dignity of the sport are maintained.

3. Any problems that cannot be resolved between coaches should be referred to the appropriate League Commissioner, Board Member on Duty, Member Association, or NTSSA Commissioner.

### **ARTICLE III      RESPONSIBILITY TO THE LAWS OF THE GAME**

1. Coaches should be thoroughly acquainted with and demonstrate a working knowledge of the laws of the game of soccer. Coaches are also responsible to ensure that their players understand the intent as well as the application of the laws.
2. Coaches must adhere to the letter and spirit of the laws of the game. Those coaches who circumvent the rules to gain advantage have no place in soccer.
3. Coaches are responsible for their players' actions on the field and must not permit them to perform with the intent of causing injury to opposing players.
4. If coaches permit, encourage, or condone performance, which is not in the letter or spirit of the laws, they are derelict in their responsibility to players, Member Associations, NTSSA and the sport worldwide. The coach must strive constantly to teach good sporting behavior.

### **ARTICLE IV      RESPONSIBILITY TO OFFICIALS**

1. Officials must have the support of coaches, players, and spectators. Criticism of officials undermines their purpose in the game. Coaches must always refrain from criticizing officials in the presence of players.
2. Coaches should strive to develop a line of communication with officials, giving each an opportunity to better understand the problems relating to their specific area. This section shall not be taken as an encouragement to debate referee decisions during the match.
3. On game day, officials should be treated with respect before, during, and after the game. Officials should be addressed as "Referee" or "Mr./Ms. Referee" and not by name. Professional respect should be mutual and there should be no demeaning dialogue or gesture between official, coach, or player. Coaches must not incite players or spectators or attempt to disrupt the flow of play.
4. Comments regarding an official should be made in writing to the appropriate organization assigning the official.



## **ARTICLE V            RESPONSIBILITIES REGARDING SCOUTING AND RECRUITING**

1. It is unethical to scout any team, by any means whatsoever, except in regularly scheduled games.
2. The use of videotape or motion picture equipment to scout an opponent's regularly scheduled games for the purpose of recruiting is unethical.
3. All NTSSA rules pertaining to recruiting shall be strictly observed by the coach, manager, or any team representative.
4. It is unethical to recruit player(s) actively playing for another team.
5. It is unethical for a player to be recruited or enticed from the Olympic Development Program (ODP) setting, either by his ODP coach or any other coach, manager, parent or team representative.
6. When discussing the advantages of his organization, the coach has an ethical obligation to be forthright and refrain from making derogatory remarks regarding other coaches, teams, and organizations.
7. It is unethical for any coach to make a statement to a prospective athlete which cannot be fulfilled; illegal to promise any kind of compensation or inducement for play; and immoral to deliver same.
8. Allegations of illegal or unethical recruiting are very serious and should be based on concrete facts rather than hearsay and innuendo. While documentation of recruiting violations is essential, the use of videotape and other electronic equipment is discouraged.

## **ARTICLE VI            RESPONSIBILITY OF PUBLIC RELATIONS**

1. Coaches have a responsibility to promote the game of soccer to the public. Comments and critiques of governing bodies, teams, coaches, players, parents, or the media should be positive and constructive, never prejudicial or inflammatory.
2. When asked to give a recommendation concerning team, camp, coach or organization, it is in the best interest of all concerned if no less than three referrals are given in order to provide a professional unbiased source of information.
3. Coaches have the responsibility to assist their players in conducting themselves properly when in public while representing their team, Member Association, and NTSSA.
4. Publicly predicting a win is folly and serves no useful place in a coach's public image.

5. Comments stressing injuries, team, personnel conflicts, or disciplinary problems as an excuse for a loss or unsuccessful endeavor are detrimental and should be avoided.
6. It is unethical for a coach to solicit alumni, parents, booster club, or managers to pressure organizations, Member Associations, or NTSSA to alter established rules. The coach must not attempt to influence these organizations in political or financial dealings outside the framework of their own rules and bylaws.
7. The media should be allowed access to the players for comment. Players should be instructed in how to conduct themselves during an interview.

## **ARTICLE VII      GAME DAY AND OTHER RESPONSIBILITIES**

1. A coach's behavior must be such as to bring credit to himself, his organization, and the sport of soccer. This is never more evident than on the day of the contest.
2. Rival coaches should meet prior to the game and exchange friendly or professional greetings. While the concept of rivalry is wholly embraced, it cannot take precedence over exemplary professional conduct.
3. During play, coaches have a responsibility to be as inconspicuous as possible. Coaches shall exhibit a respectful attitude towards players. The coach must confine him/herself to the coaching area. The attitude of the coach towards officials, spectators, opposing players and coaches should be controlled and undemonstrative.
4. It shall be unethical for a coach to have any verbal altercation with an opposing coach or bench during the game. Hostile physical contact with a player is considered highly unethical.
5. The coaches foremost post game responsibility is his/her team.
6. Coaches should use their influence on unfriendly spectators that demonstrate intimidating behavior towards officials and opposing teams.
7. Coaches must act in a professional manner at all times when in the presence of players, whether at games, practices, or in any other setting. A coach demonstrating behavior that could be considered by a reasonable person to be irrational, inappropriate, or unbecoming an adult will not be tolerated. Examples of such behavior include, but are not limited to, the following:
  - Lewd gestures or remarks
  - Overly critical remarks
  - Ranting and raving
  - Snide or demeaning remarks
  - Threatening behavior or remarks

- Physical confrontations
- Temper outbursts
- Abusive or publically offensive language

**1.1.1** All Member Associations are directed to form their own ethics committee and to hold hearings -- WITH THE PARTIES HAVING THE RIGHT TO BE PRESENT -- on alleged violations of the Code of Ethics when properly submitted.

## **1.2 NTSSA PARENT'S CODE OF CONDUCT**

1. Children have more need for example than for criticism. Attempt to relieve the pressure of the competition, not increase it. A child is easily affected by outside influences.
2. Be kind to your child's coach and officials. The coach is a volunteer, giving of personal time and money to provide a recreational activity for your child.
3. The opponents are necessary friends; without them your child could not participate.
4. Applaud good plays by your team and by members of the opposing team.
5. Do not openly question an official's judgment and honesty. Officials are symbols of fair play, integrity, and sportsmanship.
6. Accept the results of each game. Encourage your child to be gracious in victory, and to turn defeat into victory by working towards improvement.
7. Remember your child is involved in organized sports for their enjoyment, NOT YOURS!
8. Encourage your child to always play by the rules.
9. Teach your child that honest effort is as important as victory so that the result of each game is accepted without undue disappointment.
10. Remember that your child learns by example. Children mimic what their parents say. Criticism of the coach, officials, teammates, and/or opponents fosters bad attitudes and can only lead to a negative experience for your child.
11. Parents should remember that a coach has an entire team of players to consider when making decisions regarding position, playing time, substitutions, and strategy. The team does not revolve around one player.
12. A parent must never misrepresent to their team their child's eligibility to play on that team, and must be honest in dealings with NTSSA and Member Associations (including playing leagues).

13. A parent must never be verbally or physically violent or threatening with any coach, parent, player, or representative of their Member Association or NTSSA.
14. Additionally, a parent demonstrating behavior that could be considered by a reasonable person to be irrational, inappropriate, or unbecoming an adult will not be tolerated. Examples of such behavior include, but are not limited to, the following:
  - Lewd gestures or remarks
  - Overly critical remarks
  - Ranting and raving
  - Snide or demeaning remarks
  - Threatening behavior or remarks
  - Physical confrontations
  - Temper outbursts
  - Abusive or publically offensive language

### **1.3 CODE OF CONDUCT FOR USSF/NTSSA REGISTERED REFEREES AND ASSIGNORS**

1. I pledge that I will faithfully enforce the Laws of the Game and any special Rule of the Competition of the League(s) I am officiating for without prejudice or favoritism to any player, team or coach.
2. I recognize that it is my professional duty to constantly keep abreast of any changes in the Laws or Rules of Play and to keep myself physically fit and my training refreshed.
3. I will constantly strive to improve my own refereeing techniques and always accept sincere, constructive criticism from fellow referees or official assessors without malice.
4. I pledge that I will make myself available, whenever possible, for game assignments for which I am qualified.
5. If I am a State or National USSF referee, I acknowledge that my first responsibility is to State or USSF-assigned games and that I will make myself available for these assignments regardless of conflicts with local playing associations or with leagues that I may be active in as a player or as a coach.
6. I do hereby acknowledge my fellow referees' total authority over any matches over which they are duly assigned to officiate, and I pledge that I will never interfere with the carrying out of their prescribed duties, before, during, or after a match.
7. I understand that any criticism of fellow referees should be limited to constructive criticism in quiet, private referee-to-referee discussions, and then never within hearing distance of players, coaches, or spectators.

8. As a registered USSF/NTSSA referee, I will always strive to conduct myself in the highest professional manner possible, including refraining from indulging in arguments or name-calling with coaches and/or spectators.
9. I also acknowledge that if I am also a coach, player, or spectator, that my conduct towards, and my respect for, my fellow referee doing my game is more closely noticed by all concerned. I will, therefore, strive to set a very high standard of personal conduct under these circumstances to serve as an example to all.
10. I understand that I should wear only the approved USSF referee uniform with the current badge of the highest grade I am qualified for, and that my uniform be clean, neat, and in a good state of repair. I also understand that if I am a coach that I am not to wear my uniform while coaching my team.
11. I further understand that I should not partake of any type of alcoholic beverage before any game assignment, and that I should never smoke, eat, or drink while actually officiating.
12. I hereby pledge that I will always faithfully carry out my duties and obligations as a USSF referee registered with the North Texas State Soccer Association; and that I do hereby acknowledge and accept the jurisdiction of the local NTSSA-affiliated playing association I may be refereeing for, the NTSSA and USSF, and their respective Referee Committees, where applicable, over my actions, conduct, and performance as a registered USSF referee.
13. I furthermore understand that I may be disciplined, to include being placed on probation, suspended, or refused referee registration for significant or repetitive breaches of this Code of Conduct or any of its articles or provisions.

**USSF CODE OF ETHICS FOR REFEREES** (as established per USSF Policy 531-11)

1. I will always maintain the utmost respect for the game of soccer.
2. I will conduct myself honorably at all times and maintain the dignity of my position.
3. I will always honor an assignment or any other contractual obligation.
4. I will attend training meetings and clinics so as to know the Laws of the Game, their proper interpretation and their application.
5. I will always strive to achieve maximum teamwork with my fellow officials.
6. I will be loyal to my fellow officials and never knowingly promote criticism of them.
7. I will be in good physical condition.
8. I will control the players effectively by being courteous and considerate without sacrificing fairness.

9. I will do my utmost to assist my fellow officials to better themselves and their work.
10. I will not make statements about any games except to clarify an interpretation of the Laws of the Game.
11. I will not discriminate against nor take undue advantage of any individual group on the basis of race, color, religion, sex or national origin.
12. I consider it a privilege to be a part of the United States Soccer Federation and my actions will reflect credit upon that organization and its affiliates.

**USSF CODE OF ETHICS FOR ASSIGNORS** (as established per USSF Policy 531-11)

1. I will maintain the utmost respect for referees and other officials of the game and I will conduct myself honorably at all times.
2. I will make the assignments based on what is good for the game and what is good for the referee.
3. As a member of the United States Soccer Federation, my actions will reflect credit upon the organization.
4. I will contribute to the continuous development of referees in the National Referee Development Program.
5. I will conduct myself ethically and professionally in the assignment process.
6. I will respect the rights and dignity of all the referees and I will not criticize them unless it is in private, constructive, and for their benefit.
7. I will offer equal opportunity to all qualify referees and I will not discriminate against or take undue advantage of any individual or group on the basis of race, color, religion, sex or national origin.
8. I will cooperate fully in the timely resolution of any grievance hearing or complaint.
9. I consider it a privilege to be a part of the United States Soccer Federation and my actions will reflect credit upon that organization or its affiliates.

**1.4 NTSSA CODE OF ETHICS FOR EXECUTIVE COMMITTEE, STATE COMMITTEE MEMBERS, AND MEMBER ASSOCIATION ADMINISTRATORS**

None of us arrives at any administrative level, volunteer or not, without spending some "grass roots" time somewhere. We are appointed or elected to our positions because enough people had confidence in us, appreciation for what we had done in the past and

assurance that we could lead them in a positive, productive future. This responsibility of accepting such a challenge, especially in a volunteer capacity, must have some guidelines.

It is important to remember that as board members we are very high profile. It is equally important that we remember that we are primarily a service organization and that we treat fellow volunteers as partners with a common goal - the organization, development and promotion of soccer. We should maintain high standards and serve by example.

*Have respect for the game, players, officials, parents, coaches, member association volunteers and fellow board members and deal with them in a patient, courteous and consistent manner.*

*Criticism channeled through the proper quarter should be educational, constructive, balanced and positive. Under no circumstances should it be demeaning or detrimental to the self-respect of the individuals involved.*

*Administrators should be informed and available. As facilitators they should know the right questions, have the ability to elicit the right answers and foster creativity with accountability within their committee or area.*

*Regarding committeemen and other volunteers: they should be praised for time spent and jobs well done; their suggestions welcomed, evaluated and conclusions communicated to them. Abilities should be recognized and encouraged.*

*Above all - courtesy, self-control and loyalty. We are role models for the youngest players to the newest association. Our responsibility is to serve them well as we work toward our common goal.*

## Section IV

# POLICIES AND PROCEDURES

MANSFIELD SOCCER  
ASSOCIATION, INC.

(Revised – June 2024)



## **I. Game Day Procedures**

### Game Day Status Information

- A. Please call the **Mansfield Field Status Line at 817-592-6393** to determine if games are being played and/or to get field closure information on game day. This line is updated around 7:30 a.m. on weekends.
- D. Soccer Games may be played even though it is raining.

### 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, each player shall purchase a reversible jersey. The 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 than the top of the penalty area.
- B. No seating or coaching from behind the goal is allowed.

### Game Report

Each coach shall sign the game report after the match. It is the coaches' responsibility to ensure the accuracy of the game score and the misconduct reported.

## **II. Rescheduled Games Policy and Procedure**

Prior to the establishment of the league schedule for a season and no later than the coaches meeting, all coaches must notify, in writing, their Age Division Commissioner and the League Scheduler of dates that may conflict with the game schedule (including Tournament dates). No more than three (3) individual 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 Scheduler, Referee Assignor and 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.*

#### Rescheduling Games Due to Rain / Weather Concerns / Field Closure

Games that are cancelled due to rain, weather concerns, and/or field closures will be rescheduled to the first available day and time. Reschedules may occur on any day of the week and/or the scheduled rain out day. 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. Reschedules will be posted at least 3 days prior to the rescheduled date and time **when possible**.

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.

#### Policy on Rescheduling of Games Due to Conflicts (MSA League ONLY)

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, the Scheduler, and Director of Referees are notified at least 72 hours before the original game, then the rescheduling request will be honored.
2. If a coach/team requests 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, the Scheduler, and the Director of Referees.
  - 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 requests 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 possible when rescheduling request is honored the Scheduler working with 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 utilized by the referee crew to record the game score and misconduct of players, coaches, and spectators. Each coach shall ensure the accuracy of the score and the misconduct and sign the game report after each match.

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.

Any issues, concerns, or comments regarding referees shall be directed to the Director of Referees via email. Any issues, concerns, or comments regarding the field conditions shall be directed to the Director of Field and Games via email. Any issues, concerns, or comments regarding the misconduct of players, parents, coaches, and/or spectators shall be directed to the 1<sup>st</sup> Vice President (A&D Chair) via email. All email addresses can be found on the Associations website.

### **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 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. Players Returning from the Prior 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.
- B. Missing one season – A player who has sat out one season is eligible to return to his/her team if space is available on that roster.
- C. 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.
- D. 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 two (2) soccer seasons.

Age Division Commissioners will ensure as much as possible numerical equalization among teams.

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 designee 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
U7	7	8
U8	8	10
U9 & U10	9	12
U11 & U12	11	16
U13 – U14	15	18
U15 & UP	16	22

**Player Lottery Placement Completion**

- A. All copy of all 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 three (3) days after the player lottery placement.
- B. The original 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. The Board Member on Duty has a cellular phone provided by the Association. Please write down that phone number in case you need him/her during your shift..
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, please notify the Board Member on Duty. 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.
9. If you observe any misuse or abuse of the sports complex, please address the individual and contact the Board Member on Duty.
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 players, coaches, referees, 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 BMOD shed (adjacent to the Concession Stand).

16. At the end of your shift, return the field marshal vest to the referee room. Check out with the Board Member on Duty.

#### **V. Missing Child Procedure**

1. The field marshal who is notified of the missing child should notify 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. 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.
4. 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.
5. 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**

##### ADVANCED WEATHER WARNING SYSTEM: A Lightning Prediction System

Mansfield Soccer Association (MSA) and the City of Mansfield have invested in an early warning severe weather prediction system for the safety and protection of the youth and adult players, coaches, fans, spectators and members of the community.

The system, 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 system sounds one long blast of its horn warning of danger, while a strobe light flashes throughout the period of danger. When the threat of severe weather clears the strobe light turns off.

When the systems alert of eminent danger, all soccer practices, matches and activities are suspended immediately. If during a game, the referees will record 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 must exit the complex and sit in their cars. Standing under the awnings, in the bathrooms, or in the parking lot are not considered safe areas.

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. Games in which players have taken the field and begun play in the second half will not be made up. Other games will be rescheduled.

If weather and field conditions permit continuance of play after the weather system signals 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. Do not leave the complex parking lot until the fields are officially closed. If games resume play and a team cannot take the field due to missing players they shall forfeit the game.

## **VII. Practice Fields Policy and Procedure**

The City of Mansfield allocates practice fields to MSA. These include complex fields and certain school locations. It is the coach's responsibility to know if fields are closed. The rain out line (817-592-6393) is updated on weekdays around 3:30 p.m. **If the practice fields are closed, teams are prohibited from practicing on them.** If fields are closed and a team practices the team is subject to a \$50 fine and shall forfeit the game immediately following the practice. The team shall not be allowed to participate in games until the fine is paid. These games will not be made up.

### 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. 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 other than a competitive club partner as described herein.

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

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.

Other than the CCP, Competitive Clubs will need to provide:

- Club Fact Sheet
- Club Bylaws
- Fees - \$300 administrative fee
  - \$30 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.

Competitive Teams, other than CCP, registering with MSA are not given practice fields. Players, parents, and coaches of competitive teams including the CCP are not considered “members” and do not have a vote.

### **IX. Accepting Already Formed Teams Policy and Procedure**

1. MSA will not accept any pre-formed teams from any NTSSA association except upon an exception 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.