

East Central Policies and Procedures



East Central Soccer District

Consolidated Policy Manual

Please note that this manual is a compilation of East Central and Wisconsin Youth Soccer Association policies from a variety of documents including the East Central By-laws, Rules and Regulations; and includes policy established by action of East Central Board of Directors. It is not intended to be a complete and all-inclusive policy document, but rather, a resource on the most frequent policies utilized in the day-to-day activities administered by East Central District League, club and/or team. Additional district, league and/or club policy may be applicable. If you have questions, please do not hesitate to contact East Central Director of Operations.

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Preface

The policies of East Central Soccer District are established by the East Central Board of Directors. These policies established minimum guidelines to be followed by the member clubs, leagues and teams throughout the East Central Soccer District. Questions regarding these policies should be forwarded to the club board representative, club president and/or the East Central Director of Operations for discussion at an East Central Board of Directors meeting.

S.A.F.E. (Safe and Fun for Everyone)

Environment

The role of the East Central Soccer District is to promote and nurture the advancement of the sport of soccer in the East Central Soccer District. East Central Soccer District strives to provide a safe environment that fosters mutual respect and offers our children the opportunity to develop athletically and socially. As such, the East Central Soccer District requires that coaches, referees, volunteers and administrators do not have a history of criminal or violent behavior. East Central has adopted (subject to any contrary requirements in state or local laws) criteria established by the United States Soccer Federation regarding the prohibition of sexual and physical abuse.

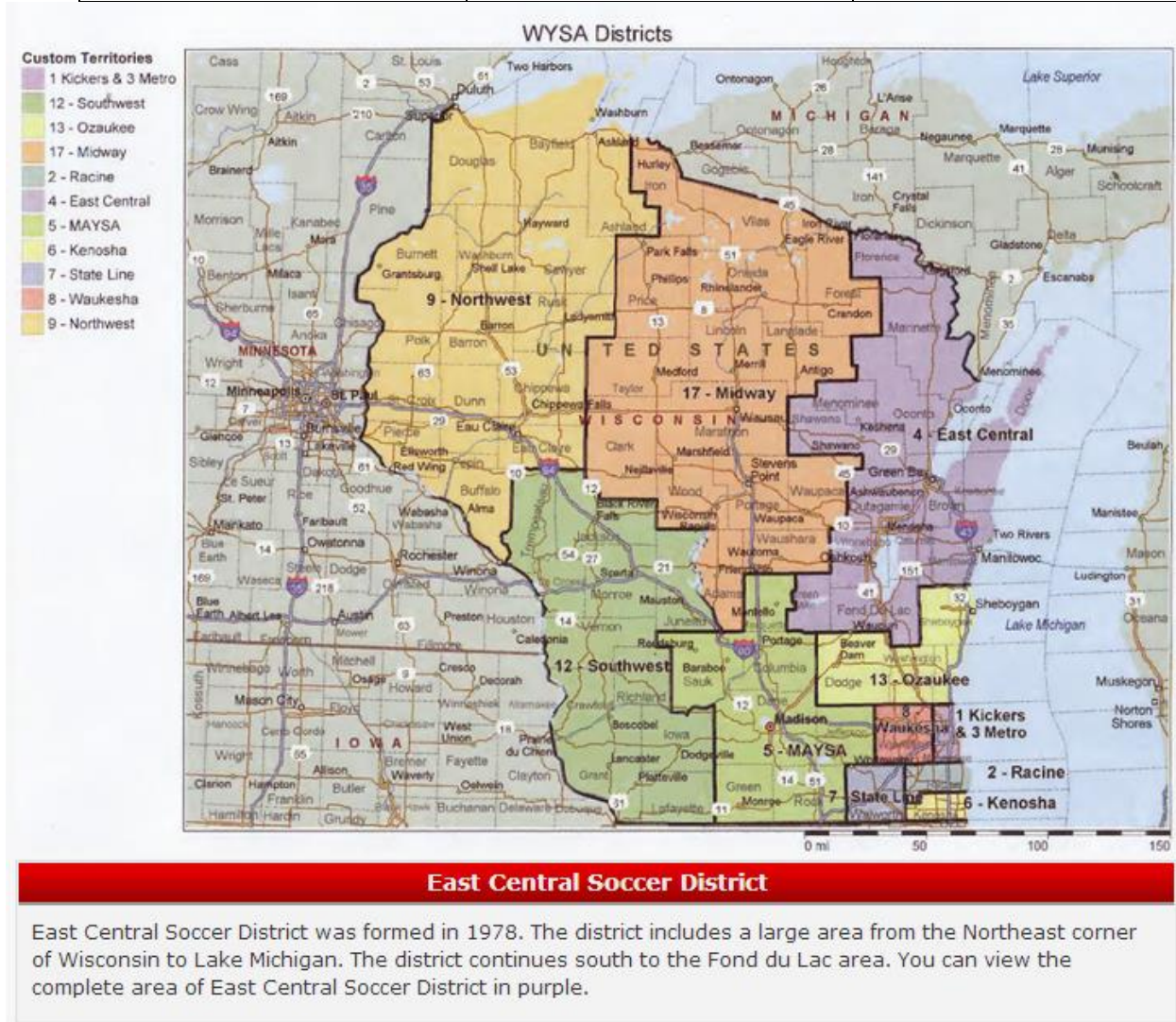
WYSA has a mandatory coach pass policy. All Coaches and Assistant Coaches must hold a state issued coach pass card to be present on the sidelines during any competition. Coach passes provide individual membership to WI Youth Soccer Association and serve as our Risk Management process. Approved passes are valid for a period of approximately 2 years.

District

East Central Soccer District is one of the geographic areas designated for the purpose of registering players and the operation of leagues where applicable. Districts are governed by the clubs designated to a respective district. Each district shall meet a minimum of every six months and forward information as required in the WYSA Constitution and By-Laws.

Month	All Club Board Meeting	Executive Board Meetings
January		X
February	X	
March	X	
April		X
May	X	
June		X
July	X	
August	No scheduled meeting	No scheduled meeting
September	X	

October		X
November	AGM	
December	No scheduled meeting	No scheduled meeting



Membership

1. Clubs

Clubs within East Central Soccer District help govern the direction of the district and decide how the East Central League will be managed and operated. Clubs are required to send a representative to the all-club membership meetings.

2. Leagues

Groups of teams formed together for soccer competition, usually at the exact same age structures. In order to form a league affiliated within the WYSA or its member districts or

its member clubs, an application and operating rules must be submitted to the WYSA Board of Directors in advance of the start of the next player registration year. (Aug 1)

2.1 Leagues within East Central Soccer District

- Competitive
- Recreational
- Academy
- Adult

3. Players:

All players must register to a club and may not be rostered to more than one club or team.

East Central Meetings

1. Annual General Membership Meeting

The AGM will be conducted in the fall and shall be primarily for the purpose of electing officers, confirming appointments to the board and approving By-Law changes.

2. All-Club Board Meetings

East Central All-Club Board Meetings will be held at a time and location designated by the president. The purpose of the meetings will be to discuss and conduct business pertinent to the operation of soccer in the district. Each club's voting strength is defined in the East Central By-Laws. The voting structure within the member club is established by the club's constitution and by-laws. All clubs are expected to attend all of East Central All-Club Board meetings. There is a one-time meeting grace applied to the first missed meeting per calendar year. Clubs missing more than one meeting will be fined \$50.00 per missed meeting. Any club not current in attendance or payment of fine may be put in "not in good standing" by the district.

3. Executive Board Meetings

Executive Board Meetings will be held as needed to discuss East Central Soccer District Business

Playing Rules and Regulations

1. Competitive Leagues

A competitive player is one who tries out for a team to play in a competitive league

1.1. How teams are formed

- 1.1.1 The East Central District will follow the Wisconsin Youth Soccer Tryout Policy. http://www.wiyouthsoccer.com/Assets/wyosoccer_assets/pdf/Tryout+Policy+1415.pdf
- 1.1.2 Current tryout dates: <http://www.ecdsoccer.org/page/show/167570-policies>
- 1.1.3 East Central recruitment rules. No personal contact by club coaches or club representative with registered players for the purpose of recruiting players may occur before the allowable tryout period. This means the player or family members cannot be contacted in any way before the published tryout dates. A

club may use passive means to communicate tryouts by posting dates through their website or club newsletter anytime during the year.

1.1.3.1 Once a team of no less than **9** players for age groups U-13 and above and **7** players for U-11 and U-12 is registered with East Central, recruitment of these players is forbidden. A registered player is one that has completed a club registration form and has formally accepted a position (in writing) with the club for a specific team. A registered player is bound to that team/club for the duration of the registration year; which runs August 1 through July 31. Any requests to change clubs/teams must be done in accordance with the Wisconsin Youth Soccer Association Transfer Policy.

1.1.4 Mass Communication. Clubs or teams may start mass communication of tryouts two weeks prior to this date.

a. Acceptable recruiting alternatives two weeks prior to club tryout date include:

- Mass media advertising
- Public display of signs
- Mass mailing

b. Acceptable recruiting alternatives during the tryout period:

- Individual phone calls
- Directed mailings

c. Unacceptable recruitment, at any time, by teams or clubs includes:

- Use of other team's rosters
- Contacting players at League or other Club's events or functions
- Distribution of material at another club's location

1.1.5 Recruiting Violations

No personal contact with players for the purpose of recruiting players may occur before the allowable tryout period as established by the WYSA policy or member district. This means the player or family members cannot be contacted in any way before the published tryout dates. Coaches may be suspended from coaching and/or the team may be prevented from playing in sanctioned activities if violations of the recruiting restriction are confirmed. Recruiting and tryouts end 30 days before the start of the season or if a player has signed with a team.

1.2. Competitive Player Transfers

1.2.1. Player roster transfers are limited to three per team within the club per WYSA registration year. This policy applies to all teams (recreational & competitive). This policy limitation does not include newly registered players added to a

roster or players added to a roster as the result of disbanding of a previously existing team (see 6.3.6 below).

1.2.2. The number of interclub (between clubs) transfers allowed by a player in a registration year is to be limited to one.

1.2.3. Transfers over the limit may be granted on a case-by-case basis by the district president.

1.2.4. This policy takes effect once the roster is set and approved by the club/district registrar.

1.3. Competitive Player Transfer Policy (competitive/classic/select players only)

See WYSA transfer policy

http://www.wiyouthsoccer.com/Assets/wysoccer_assets/pdf/Comp+Player+Transfer+Policy+1113.pdf

2. Recreational and Academy League

A recreational player is one who is assigned to a team that plays in a recreational league

2.1 How teams are formed

2.1.1 Recreational teams are formed each year

2.1.1 Teams are formed on geographical area or random selection.

2.1.1 All teams under the age of U10 are considered recreational teams.

2.1.1 WYSA has adopted an "Age Exemption Policy" whereby districts may adopt policy permitting overage players to be rostered under certain conditions:

- a. Must be initiated by the parent.
- b. No more than 2 players per team.
- c. Player must not be more than 6 months older than the normal August 1 deadline.
- d. Requires club approval

The full policy may be view at:

http://www.wiyouthsoccer.com/Top_Navigation/About_Us/policies.htm

2.2 Recreational Player Transfers

Player roster transfers are limited to three per team within a club per WYSA registration year. This policy applies to all teams (recreational and competitive).

Transfers over the limit may be granted on a case-by-case basis by the district president.

2.2.1 This policy takes effect once the roster is set and approved by the club/district registrar.

- 2.2.2 Player transfers on recreational teams that are within the same club (intraclub transfer) may be administered by the district registrar.
- 2.2.3 Player transfers on recreational teams that are between clubs (interclub transfer) must complete the “WYSA Recreational Player Transfer Request form” which may be found on the WYSA website.
 - a. If the transfer is between clubs within the same district, the form is to be submitted to the district for approval and administration as defined by the district. The district may charge a fee for this administrative service.
 - b. If the transfer is between clubs within different districts, the form is to be submitted to the State Office for administration. There will be no fee charged for this administrative service
 - c. Upon receipt of the Player Transfer Request Form, the district (intradistrict transfer) or the WYSA executive director (interdistrict transfer) will send the transfer request form to the club president of the team the player is requesting to be released from; to ascertain the club’s allowance or objection to the transfer request. If approved, the signed transfer request form will then be sent to the club president of the team the player is requesting to join to ascertain the club’s acceptance of the player. One sentence.
 - d. The district registrar or State Office will complete the transfer in League One once it has been approved by both clubs.
- 2.2.4 Players age appropriate at U10 and under teams are all considered recreational players. Therefore, U10 and under players may not be allowed to play up more than two single age group levels from the age group that they should actually be rostered to.
- 2.2.5 No Travel permits will be issued for U8 and younger teams for out of state travel.
- 2.2.6 Awards for U10 and younger recreational teams in a tournament will be participation awards.
- 2.2.7 Each player shall play at least half of the game, provided they meet the club’s established requirements.
- 2.2.8 Recreational teams have no more than half of the team returning from the previous season (teams must rotate at least 50% of the team roster from registration year to registration year.) In Wisconsin, this included no more than 5 returning players.
 - a. This may be relaxed in areas where the community may be challenged to form multiple teams. A request to waive this rule **must be submitted to the WYSA Board of Directors.**

2.3 WYSA Age Exemption Policy

http://www.wiyouthsoccer.com/Top_Navigation/About_Us/policies.htm

If a State level teams elects to play in the East Central League, they are to play in a competitive appropriate league as determined by East Central.

3. Adult

An adult player is an individual who at least is a senior in High School or has reached the age of 17.

3.1 How teams are formed

3.1.1 Adult Recreational teams are formed each year

3.1.2 Teams are formed on geographical area or random selection.

3.2 Adult player transfers are handled by Wisconsin Soccer League.

4. WYSA Player Club Pass Policy

http://www.wiyouthsoccer.com/Top_Navigation/About_Us/policies.htm

5. WYSA Pool Rosters Policy

http://www.wiyouthsoccer.com/Assets/wysoccer_assets/pdf/Pool+Rosters.pdf

6. Coaching Requirements

5.1 Coaching Education Guidelines

All coaches working with U10 and younger teams are required to have, at minimum, a G/Y1 level coaching certificate.

All coaches working with U11 through U14 competitive and state league teams are required to have, at minimum, an E level coaching certificate. Additionally, all coaches working with U15 and older classic level teams playing in a competitive level league must maintain a minimum of an E level certificate. All coaches working with U15, Midwest Regional League and state league teams are required to have, at minimum, a "D" level coaching certificate.

WYSA recognizes that the NSCAA National Diploma, National Diploma and Premier diploma (held for at least 12 months) satisfies the WYSA's coaching credential requirements needed to obtain a coach pass card. A coach possessing the NSCAA National Diploma or higher does not receive a license from WYSA but only fulfills the coaching credential requirements.

Holders of the NSCAA National Diploma or above working with U6, U8 and U10 players are strongly encouraged to obtain a G/Y1 certificate or State youth license.

The WYSA Coach License and Compliance policy may be found here:

http://www.wiyouthsoccer.com/Top_Navigation/Coaches/Licensing_Requirements.htm

5.2 Coaches' Responsibilities and Behavior Guidelines

Coaching is a privilege granted by clubs and parents and with this privilege comes responsibilities. Coaches should keep in mind their position as role models for their players. The coaches set the tone in sportsmanship for the players and spectators. Coaches should remember that soccer is more than "winning at all cost." The object of youth sports should be:

1. Enjoyment
2. Skill Development
3. Participation in a team sport
4. The development of good sportsmanship

The coach, the primary influence on the players, determines if the objectives of the State Association for youth soccer players are met.

The State Association expects coaches to abide by the following guidelines:

1. Coaches should participate in the post-game handshake.
2. Coaches should refrain from negative coaching from the sidelines and refrain from yelling at players, opponents and game officials from the sidelines.
3. Coaches are required to have in their possession a WYSA issued coach pass card. To obtain a WYSA coach pass card, a coach must complete the coach registration/risk management form and submit it on-line to the State Association along with a headshot photo and the appropriate registration fee. This element is a part of the State Association's risk management program and is a requirement of membership with the US Youth Soccer Association.

5.3 Coach Send-off/Warning

5.3.1 Any coach cited for a warning in an official game report or harassing a referee during the post-game "Verification Meeting" will be suspended at the discretion of the East Central Coaching Commissioner. If a coach is ejected at any time during the game, that game may be declared a forfeit.

5.3.2 Coach Misconduct:

- a. Coaches in the East Central Leagues are expected to exhibit the highest level of sporting behavior and are responsible for the attitudes and behavior of their assistant coaches, players and spectators.

- b. In the event the referee determines the conduct of the coach is detrimental to the game, the referee may ask the coach to leave the immediate vicinity. Immediate vicinity shall be defined as sufficient distance from the playing field where the offending party cannot cause additional disruptions to the game. This is considered the “out of sight and out of sound principle”.
- c. Any time a coach is sent off the field, the referee must report it in Game Officials.
- d. When a coaching send-off report is received by the East Central Coaching Commissioner, the coaching commissioner will investigate the incident and recommend an appropriate response, in consultation with the coach’s club president, to the East Central Association President. Repeat offenses will factor into the severity of the response. This response can take the form of one or more of the following:
 - Suspension from one game (automatic) to lifetime dependent upon the severity of the incident.
 - Attending and completing an anger management course (Cost to be borne by the coach and/or club for which they coach)
 - Attending and completing an introductory referee training course (Cost to be borne by the coach and/or club for whom they coach).
 - Probation
- e. If the response (decision) includes anger management training or introductory referee training, these courses must be completed at the next opportunity or the coach will be suspended until the course has been completed.
- f. An investigation can be initiated by a signed letter or e-mail from a third party. The response to this investigation can take the same form as a send-off report.
- g. Decisions may be appealed per the East Central Appeals process with a \$75.00 appeal fee being posted within 48 hours of being advised of the decision. The appeal will be heard within 20 days of the appeal being accepted. If the decision is overturned or modified the appeal fee will be returned to the appellant.

7. Referees

- 6.1 Referee Game Fees_ See Rules Summary for Referee fees
<http://www.ecdsoccer.org/page/show/167570-policies>

6.2 Referee Assignors

Only referee assignors with an appropriate level of licensing may schedule referees for WYSA sanctioned competitions, including leagues and tournaments. Club presidents will be asked to fill out and return to the SYRA the name and contact information on their licensed referee assignor.

6.3 Game Officials

Wisconsin Referee Unit has selected Game Officials as the scheduling software to be used for all referee assignments in Wisconsin.

8. Hearings and Appeals

Appeals and the appeals process will be handled in accordance with the State Association Policy under the following conditions:

7.1 Involving Leagues and League Play

a. In-house league: (Intra-club league)

- (a) Appeals will be first addressed by the club
- (b) Then at the district level
- (c) Then at the State Association level

If the in-house league/club wishes to establish an appeals fee, this fee shall not exceed \$25 per appeal. If the district wishes to establish an appeals fee, this fee shall not exceed \$125 per appeal. At any level, if the appeal is overturned, then the appeals fee shall be returned to the appellant.

b. Recreational or Competitive League:

- (a) Appeals will first be addressed at the district level
- (b) Then at the State Association level. If the district wishes to establish an appeals fee, this fee shall not exceed \$75 per appeal. The State Association appeals fee shall not exceed \$125 per appeal. At any level, if the appeal is overturned, then the appeals fee shall be returned to the appellant.

c. State League:

- (a) Appeals will first be addressed by the state league.
- (b) Then at the State Association level. The appeal fee at the State Association level shall not exceed \$125 per appeal. If the appeal is overturned, then the appeals fee shall be returned to the appellant.

7.2 Involving Disputes within Teams, Clubs, Districts and/or the State Association

a. Teams:

- (a) Appeals will first be addressed by the club
- (b) Then at the district level

- (c) Then at the State Association level. If the club wishes to establish an appeals fee, this fee shall not exceed \$50 per appeal.
If the district wishes to establish an appeals fee, this fee shall not exceed \$75 per appeal. If the State Association wishes to establish an appeals fee, the appeals fee shall not exceed \$125 per appeal. At any level, if the appeal is overturned, then the appeals fee shall be returned to the appellant.
- b. Clubs:
 - (a) Appeals will first be addressed at the district level
 - (b) Then at the State Association level.
If the district wishes to establish an appeals fee, this fee shall not exceed \$75 per appeal. The State Association appeals fee shall not exceed \$125 per appeal. At any level, if the appeal is overturned, then the appeals fee shall be returned to the appellant.
- c. Districts:
 - (a) Appeals will be addressed at the State Association level. The State Association appeals fee shall not exceed \$125 per appeal.
At any level, if the appeal is overturned, then the appeals fee shall be returned to the appellant.
- d. State Association:
 - (a) Appeals will be addressed by the State Appeals Board. The State Association appeals fee shall not exceed \$125 per appeal.
If the appeal is overturned, then the appeals fee shall be returned to the appellant.

GLOSSARY OF TERMS

These definitions apply to these policies and the by-laws of East Central Soccer District

Affiliate - a properly recognized member club of the WYSA

Amateur Sports Act – the Ted Stevens Olympic and Amateur Sports Act (*chapter 2205 of title 36, United States Code.*)

Board of Directors – the Board of Directors of WYSA established under Article 5008 of the WYSA Constitution.

Club – an organization affiliated with a National State Association, which has an identifiable membership of youth soccer players on whose behalf the organization conducts or engages in youth soccer activities. A **club** (sometimes referred to as “leagues” or “local association”) is the basic administrative unit of US Youth Soccer.

District – A geographical subdivision of the territory of a National State Association.

Federation – United States Soccer Federation, Inc.

FIFA – Federal International de Football Association of which the US Soccer Federation is the national association member of the United States.

Good Standing – A team or organization shall be considered in **good standing** if all of its players have been properly registered with their National State Association or approved organization and so long as the team or organization is not subject to any disciplinary sanctions prohibiting travel or hosting imposed by the National State Association, US Youth Soccer or approved organization.

Guest Player – A registered player participating in a competition for a team to which the player is not rostered for purposes of league play.

League – A structured group of four or more teams joined for the purposes of inter-team play under a common set of administrative and competition rules.

1. **Recreational League** – An intra or interclub league in which:

- i* The use of tryouts, invitations, recruiting or any like process to roster players selectively to any team on the basis of talent or ability is prohibited.
- ii*. The club or district administering the league accepts as participants in the league any and all eligible youths (subject to reasonable terms of registration).
- iii*. A system of rostering players is employed for the purpose of creating a fair or balanced distribution of playing talent among all teams participating.

- iv.* League rules require that each player play at least one-half of each game except for reasons of injury, illness or discipline.
2. **Classic League** – An interclub league in which the use of tryouts, invitations, recruiting or any like process to roster players selectively to any team on the basis of talent or ability is permitted and one or more league rules restrict the manner in which players may be rostered to participating teams.
 3. **State Premier League, First Division** – An interclub league, managed by the State Association, in which no rule restricts the manner in which players may be rostered to participating teams, except for rules which define and prohibit unethical recruiting behavior; or limit the participation of players previously rostered to another team. Second Division leagues may be established
 4. **Midwest Regional League** – (MRL) An interstate league, managed by Region II of the US Youth Soccer Association, in which no rule restricts the manner in which players may be rostered to participating teams, except for rules which define and prohibit unethical recruiting behavior; or limit the participation of players previously rostered to another team.
<http://www.midwestregionalleague.com/>
 5. **Wisconsin Developmental Academy- (WDA)** The Wisconsin Developmental Academy (WDA) is a program for boys and girls age U11-U18. Inclusion in this league will be club-based rather than team-based. To be considered for participation, clubs will need to meet certain requirements for accreditation and maintain standards that ensure sustainability, transparency and accountability; most importantly, a safe and constructive playing, working and learning environment for players, officials and coaches.
http://www.wiyouthsoccer.com/Left_Navigation/Leagues/Wisconsin_Developmental_Academy.htm

National State Association An affiliated member association of US Youth Soccer representing all leagues, clubs, teams and players within the territory assigned the National State Association by US Youth Soccer.

Youth Player – An individual who has not reached the age of 19 years prior to August 1 immediately before the start of any registration year. A player who reaches 19 years of age during a registration year is allowed to complete that registration year.

Adult Player- An individual who at least is a senior in High School or has reached the age of 17.

Registration – The signing of an intent to play the sport of soccer and the paying of fees to become a member of US Youth Soccer and the National State Association.

Team – a group of soccer players playing on the same side in soccer games as a recognized entity organized for the purpose of playing the sport of soccer.

1. **Classic Team** – a team which participates in a classic league. Also referred to as *select* or *competitive*
2. **State League** – a team which participates in First Division or Premier League
3. **Recreational Team** – a team which participates in a recreational league
4. **Tournament Only Team** – a team assembled for the purpose of competing exclusively in tournaments.

State Association – Wisconsin Youth Soccer Association (WYSA) the administrative body within a territory determined by US Youth Soccer to carry out US Youth Soccer’s programs for youth players.

US Soccer – The United States Soccer Federation (USSF), the national governing body of soccer in the United States; recognized by FIFA and the United States Olympic Committee.

US Youth Soccer – the United States Youth Soccer Association, Inc., a national association member of US Soccer as per the Federation by-laws.

USOC – the United States Olympic Committee that is the corporation established under the Amateur Sports Act to oversee all amateur athletic activity in the United States.