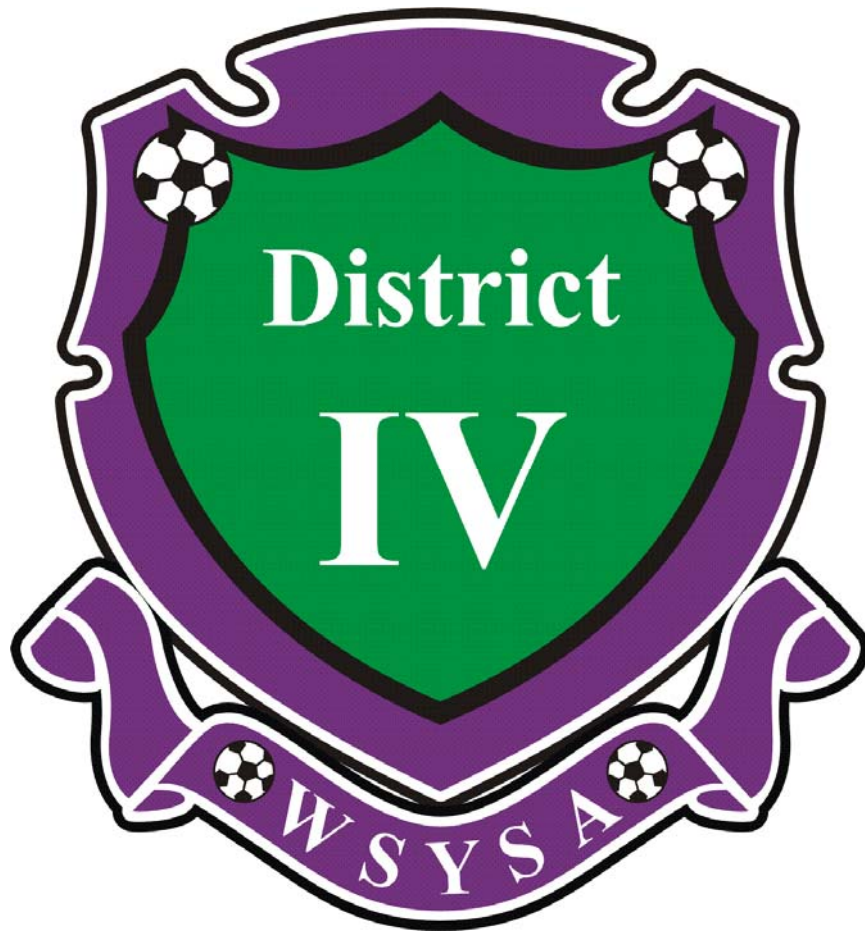


# WSYSA DISTRICT IV



## OPERATING PROCEDURES

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**MATCH LENGTHS**

<b>AGE</b>	<b>MATCH LENGTH</b>	<b>OVERTIME PERIODS</b>	<b>BALL SIZE</b>	<b>CIRCUM FERENCE</b>	<b>WEIGHT</b>
Under 19	45 min halves	15 min halves	#5	27"-28"	14-16oz
Under 18	45 min halves	15 min halves	#5	27"-28"	14-16oz
Under 17	45 min halves	15 min halves	#5	27"-28"	14-16oz
Under 16	40 min halves	15 min halves	#5	27"-28"	14-16oz
Under 15	40 min halves	15 min halves	#5	27"-28"	14-16oz
Under 14	35 min halves	10 min halves	#5	27"-28"	14-16oz
Under 13	35 min halves	10 min halves	#5	27"-28"	14-16oz
Under 12	30 min halves	10 min halves	#4	25"-26"	11-13oz
Under 11	30 min halves	10 min halves	#4	25"-26"	11-13oz

TABLE # 1

NOTE\* - OVERTIME PERIODS are only utilized in playoff matches.

Regular Season games do not contain Overtime Periods.

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# District IV Operating Procedures

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## I. GENERAL RULES

### ARTICLE 1. GOVERNING OF LEAGUES

The organization of leagues and competition for District IV sponsored Leagues shall be governed by the Operating Procedures set forth herein, unless rules of a specific competition determine otherwise.

### ARTICLE 2. SEASON

#### Section A. Seasonal Year

1. The seasonal year of District IV shall be defined by Washington State Youth Soccer Association (WSYSA).

#### Section B. Playing Season/s

1. Fall League season to be established per WSYSA guidelines. Other League seasons to be determined by the District IV Board.

### ARTICLE 3. DISTRIBUTION/CHANGES TO OPERATING PROCEDURES

#### Section A. Approving Changes

1. The District IV Operating Procedures shall be changed from time to time in accordance with the District IV Bylaws.

#### Section B. Changes Effective

1. No change to these Operating Procedures shall be made retroactive.
2. Changes are effective immediately, unless otherwise noted on the revision.

#### Section C. Publishing/Distribution of Changes

1. The Secretary/Administrator shall publish the corrected/updated version of the Operating Procedures on the District IV Web Site ([www.d4soccer.org](http://www.d4soccer.org)) within thirty (30) days of Board approval.
2. Copies of Operating Procedures shall be made available via the District IV Web Site ([www.d4soccer.org](http://www.d4soccer.org)) to each Club participating in District IV play and the applicable Referees by their Association. The latest version will be posted at least two weeks prior to the first scheduled match of the season.
3. Each Club shall be responsible for distributing current District IV Operating Procedures to each coach and Club Officer prior to the first match of each season or within thirty days of approved changes.

## II. PLAYERS/TEAMS/LEAGUES

### ARTICLE 4. REGISTRATION

#### Section A. Definitions

1. Of Youth Players
  - a. The term "Youth" as applied to the District IV shall mean an amateur player who has not attained his or her 19th birthday before the first day of August of the seasonal year in which he or she applies for registration.
2. Of Teams
  - a. Recreation  
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.
  - b. Competitive  
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.

#### Section B. Player Age Classification for Team Formation

1. All member Associations shall form teams of equal age groupings as follows for all competitions unless otherwise approved by the Board of Directors. Age groupings on teams shall be comprised of players who, on the first day of August of the current seasonal year are:

## District IV Operating Procedures

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Under 19 years of age  
Under 18 years of age  
Under 17 years of age  
Under 16 years of age  
Under 15 years of age  
Under 14 years of age  
Under 13 years of age  
Under 12 years of age  
Under 11 years of age.

### Section C. Association Registrars

1. All member Associations shall have an Association Registrar, who shall be responsible for the proper registration of players within that Association, including obtaining proof of age and assignment to teams.
2. In addition to the responsibilities and authorities defined in WSYSA Rule 204.2, Administrative Responsibilities, the Association registrar, on behalf of the Member Association and its affiliated clubs, shall be responsible for the following:
  - a. Provide any registration information as required to the WSYSA office;
  - b. Ensure proper registration information for all teams, players and team staff are submitted to the WSYSA office as defined in the Registrar's Handbook, to include initial team rosters and adds, releases, and transfers to team rosters;
  - c. Verify voluntary player releases with parents;
  - d. Maintain a current list of club registrars (names, addresses, phone numbers, email addresses) to provide to the WSYSA office;
  - e. Be familiar with all State-sponsored Application deadlines and Registration/rostering cutoff dates.

### Section D. Player Registration

1. All players must register annually through member Clubs in accordance with WSYSA, District IV and applicable Association Rules and Guidelines to participate in all activities of District IV.
2. No team may allow unregistered players to practice with a team, nor may any coach, Club, or Association official place a player in a reserve status.
3. A properly executed indemnity and/or medical release form signed by the parents or guardian of the player shall accompany the player to all sanctioned events.
4. Should a District Per Player Fee Assessment be in effect, each Member Association will pay District IV that Per Player Fee Assessment on the date their registration data is due to WSYSA. The District IV Treasurer will conduct a reconciliation with the Member Associations for any additional players added during the season at the completion of the particular playing season.

### Section E. District IV Team Scheduling Fees

1. District IV Team Scheduling fees:

	Team Classification	Scheduling Fee Per Team Per Season Commencing Spring 2010
a.	Recreational Team (U10 and below) Scheduling Fees	\$18.00
b.	Recreational Team (U11 and above) Scheduling Fees	\$90.00
c.	D4 Competitive Team Scheduling Fees	\$100.00/\$150.00*
d.	District IV WSYL & WSYDL Team Scheduling Fees	\$100.00/\$150.00*
e.	District IV Out of District (PDL, CYL, District I, II, III, etc.) League Team Scheduling Fees	\$100.00/\$150.00*

\* \$100 for 10 or less Game Season, \$150 for 11 or more Game Season

2. Clubs will be provided an invoice after the scheduling meeting by the Treasurer via the District

## District IV Operating Procedures

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IV Website. Clubs will pay the billed amount to the Treasurer within three weeks (21 days) after the District IV scheduling meeting. Payment after three weeks (21 days) by the clubs is considered late.

### Section F. District IV Team Registration Procedures

1. Description –

- a. It is the goal of District IV to provide the following Fall League Structure should there be a sufficient number of Washington Youth Soccer registered teams available of sufficient caliber.

Age	Gender	Division
U11	B/G	1, 2, 3
U12	B/G	1, 2, 3
U13	B/G	1, 2, 3
U14	B/G	1, 2, 3
U15	B/G	1, 2, 3
U16	B/G	1, 2, 3
U17	B/G	1, 2, 3
U18	B/G	1, 2, 3
U19	B/G	1, 2, 3

- b. Each Division will be scheduled to play as follows:
1. Division 1 = 10/12 Match Season (as determined by the District IV Dir/Comp and District IV Competition Committee)
  2. Division 2 = 10/12 Match Season (as determined by the District IV Dir/Comp and District IV Competition Committee)
  3. Division 3 = 10/12 Match Season (as determined by the District IV Dir/Comp and District IV Competition Committee)
- c. Returning/New Team Definitions: -
1. Returning Team –
    - a. Any previous year/season U12 and above team having 8 or more players return from the prior year/season is considered to be a Returning Team.
    - b. Any previous year/season U11 team having 6 or more players return from the prior year/season is considered to be a Returning Team.
  2. New Team –
    - a. Any previous year/season U12 and above team having less than 8 players returning from the prior year/season is considered to be a New Team.
    - b. Any previous year/season U11 team having less than 6 players returning from the prior year/season is considered to be a New Team.
- d. The District will utilize a Promotion/Relegation system in an attempt to place teams in the proper competitive level based upon a team's performance.
1. The following criteria will be used to evaluate/determine how Promotion/Relegation will be utilized
    - a. Promotion on 3 Categories -
      - Win 70% or more of league matches;
      - AND a goal differential of 2 or more;
      - OR an average goal against of 1 or less.
    - b. Relegation on 3 Categories -
      - Lose 70% or more of league matches;
      - AND a goal differential -2 or more;
      - OR an average goal against average of 3 or more
    - c. Promotion will work as follows:
      - Recreational Teams
        - Following the completion of the season, the District IV Scheduler and Director of Competition will identify each of the recreational

## District IV Operating Procedures

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- teams whose record indicates they should be promoted. Such notification will be brought to the attention of the applicable club at the next meeting of the District IV Competition Committee. This will allow the club to review the team's status and possible placement options with the team prior to the time decisions need to be finalized. The club will be responsible for representing the team when placements are to be finalized and is to keep the team informed as to its final placement status.
- The proposal/recommendation will be for this team (should it return for the following season) move up one division if possible. If not possible, they will be requested to play in a Competitive Bracket at their own age or move up to the next older age group in Div2 or Div3.
  - The final decision for the promotion of a recreationally formed team into a competitive bracket will be made by the District IV Dir./Comp and the District IV Competition Committee when they finalize all competitive team placements for the upcoming season. Such teams are to submit a District IV Competitive Play Application which will enable them to submit their preferences and be tracked for appropriate placement.
  - Final decision for the promotion of a recreationally formed team either up one division or to play up one year in Div2 or Div3 will be made by the club's present at the Annual District IV Scheduling Meeting.
  - Clubs that regularly place teams outside of competitive values established by the rules of Promotion/Relegation will have their placement rights revoked.
  - Competitive Teams will have the choice to play up to the next older competitive age group or request to play out of the District. This final decision will be made by the District IV Dir/Competition and the District IV Competition Committee during the District IV Competition Committees placement meeting. The club will be responsible for representing the team when placements are to be finalized and is to keep the team informed as to its final placement status.
- d. Relegation will work as follows:
- Recreational Teams:
    - Following the completion of the season, the District IV Scheduler and Director of Competition will identify each of the recreational teams whose record indicates they should be relegated. Such notification will be brought to the attention of the applicable club at the next meeting of the District IV Competition Committee. This will allow the club to review the team's status and possible placement options with the team prior to the time decisions need to be finalized. The club will be responsible for representing the team when placements are to be finalized and is to keep the team informed as to its final placement status.
    - The proposal/recommendation will be for this team (should it return for the following season) to move down one division if possible. If not possible, it will be recommended that the team play in the next age group down to allow for the team to have some success.
    - Final decision for the relegation of a recreationally formed team either down one division or to play down one year in Div2 or Div3 will be made by the club's present at the Annual District IV Scheduling Meeting.

## District IV Operating Procedures

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- Competitive Teams will move into a lower (less competitive bracket) as determined by the District IV Dir/Competition and the District IV Competition Committee.
  - In some cases, the District IV Dir/Competition and the District IV Competition Committee may recommend that a team (should it return) be moved into a proper age Div2 or Div3 bracket. Such recommendation must be approved by the team's club and face final approval by the club's present at the Annual District IV Scheduling Meeting.
- 2. The District IV Competition Committee will provide recommendations to the District IV Board of Directors via the District IV Dir/Competition as to final placement of all District IV Competitive Teams not participating in the WSYSA State League. This pertains to teams participating in the District IV Div 1 and also which teams, if any, should be released to play out of district.
- 3. If the District IV Competition Committee believes there are an insufficient number of teams to form a District IV Division1 bracket in any specific age division, they will request the District IV Director of Competition recommend to the District IV Board of Directors to either:
  - a. Form a combined age District IV Division 1 bracket
  - b. Or these teams should be released to play in another district.
- 2. District IV Competitive Play Application.
  - a. The District IV Competitive Play Application it to be used by the District to track the desires and final placement of any/all District IV teams desiring to play or being asked to play at a competitive level for any/all league seasons.
  - b. Any District IV competitively formed team or recreationally formed team wishing or being asked to play in a competitive bracket either within or outside the District is to submit a District IV Competitive Play Application by the deadline specified by the District IV Administrator. This requirement includes all District IV teams wishing to play in the Washington Youth Soccer State League or any Non Washington Youth Soccer League.
    - 1. Those recreationally formed District IV teams playing in a District IV Competitive Leagues may have their Competitive League games rescheduled to accommodate their entry in the President's Cup state competition for recreational teams if their intention to participate in the Presidents Cup is noted on their District IV Competitive Play Application and state rules allow.
- 3. District IV requires the following items to be properly completed by the deadline specified on the District IV Website:
  - a. All Teams with Staff Members properly identified and approved by the club and association registrars
    - 1. The Team Staff must contain the Risk Management number for all team officials.
    - 2. Teams, whose Staff Risk Management information is not provided as specified, will not be scheduled.
    - 3. In the event a coach has not yet been assigned, the team will be scheduled if the club assigns a Board Member to fulfill the coach's duties.
  - b. Applicable League Fees as specified in Article 4 Section E.1.
- 4. A team may be considered defunct if it fails to maintain the minimum number of players during the league season, or if responsible Association or Club officers determine that the team has disbanded.
- 5. Any Association having a team fold or team add or change its bracketing after the District IV Scheduling Meeting which causes a rescheduling of play for the applicable group/division will be fined \$200.00 per bracket rescheduled payable to District IV.
- 6. Team placement change requests will not be accepted after the published deadline.
- 7. Fines assessed for improper registration and rescheduling may be appealed by the association to a District IV Hearing Committee appointed by the District IV Commissioner by forwarding a written letter of appeal, within two weeks of notification of the fine, to the Director of Competition. The District IV Hearing Committee will review the appeal where it will be upheld, waived, or modified.

## District IV Operating Procedures

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### **Section G. Ineligible Players/Coaches**

1. Any team playing a player who is over-age, as classified in ARTICLE 4, Section B, or otherwise ineligible to play, as a result of improper or late registration, disciplinary action, or other suspension, shall forfeit the game(s) in which such a player takes part.
2. Any team which has a member of its staff participate in a match (including being present on the sideline), that is ineligible to coach/participate as a result of disciplinary action or other suspension, shall forfeit the game(s) in which such a staff member takes part and also be subject to further disciplinary action, as defined by ARTICLE 11.
3. Any coach, Club or Association Officer who knowingly allows an ineligible or over-age player or ineligible staff member to participate in any League, Cup or Tournament match without prior approval of the District IV Board, shall be subject to disciplinary action, as defined by ARTICLE 11.

### **Section H. Falsification of Records**

1. Willful falsification of records, by any person, shall be grounds for suspension from future participation in District IV sponsored Leagues.

### **Section I. DISTRICT IV Recreational Waiver Requests (i.e., Requesting a U17 Team with one U17 player to participate in a District IV Sponsored U16 League)**

1. District IV will follow the approved Washington Youth Soccer Medical Playdown Waiver Policy. No other waiver requests will be accepted or entertained.
2. Any coach, Club or Association Officer who knowingly allows a team requiring an approved Washington Youth Soccer Medical Playdown Waiver to play in a District IV League without the approved waiver, shall be subject to disciplinary action, as defined by ARTICLE 11
3. Any Washington Youth Soccer Medical Playdown waiver approved by Washington Youth Soccer will only be in effect for that specific playing season.

## **ARTICLE 5. PLAYER MOVEMENT**

### **Section A. Player Assigned to a Team Roster**

1. Each member Association shall have the authority to assign youth players according to its own Bylaws and operating procedures provided they do not violate those of higher authority (District IV, WSYSA)

### **Section B. Player Release/Transfer Procedures**

1. Release and transfer of a player rostered on a team (competitive or recreational) to any other team shall be in accordance with WSYSA and applicable Association procedures.

### **Section C. Deleting Players from a Roster**

1. Players may be deleted from a team after the registration is submitted to WSYSA, in accordance with WSYSA Regulations.

### **Section D. Player Poaching**

1. Any team, whether through its coach, assistant coach, manager, Club or Association officer, representative, parents, or players, attempting to induce a registered player under the jurisdiction of this District to transfer from his/her rostered team during the playing season, shall be deemed to have committed a poaching offense, and shall be subject to disciplinary action by the District IV Board.
2. Scouting of players during the season for the purpose of offering invitations to future tryouts for subsequent seasons is not a poaching offense.

## **III. RULES OF COMPETITION**

## District IV Operating Procedures

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### **ARTICLE 6. RULES OF COMPETITION/SCHEDULING**

#### **Section A. Governing/Pertaining To**

1. All teams participating in leagues governed by District IV shall be subject to these rules.
2. The District IV League Scheduler (Scheduler) will perform all league scheduling functions under the direction of the Director of Competition in accordance with the District IV rules and regulations.

#### **Section B. Playing of Scheduled Matches/Tournaments**

1. All league matches must be played on the day at the time scheduled by the Scheduler.
  - a. Requests for rescheduling of any match must be submitted in writing and signed by the home club's President or VP of Competition supporting and requesting the reschedule to the Scheduler a minimum of fourteen (14) days before the regularly scheduled match time, except in the case of an emergency as approved by the Scheduler.
  - b. Failure of a team to appear for or have a sufficient number of players to legally start a regularly scheduled match will result in the following:
    1. Forfeiture of the match by the team failing to appear or having an insufficient number of players (less than seven (7) to start).
    2. During league play the home club of any team having a forfeiture as determined by the Scheduler will be assessed a \$100.00 fine for the first occurrence. A second forfeiture may constitute a withdrawal from the league and the team's home club will be fined an additional \$200.00.
    3. Should both teams fail to appear or have a sufficient number of players to start, both teams will be:
      - a. Considered as game not played within the league standings.
      - b. Fined according to ARTICLE 6 Section B.1.b.2 above.
  - c. The Scheduler may notify a team that their match will not be played as scheduled and therefore, they will not need to show up for that match. This is the only acceptable reason for a team to be granted prior permission not to show for a scheduled match.
2. If a reschedule is approved, the match shall be rescheduled by the Scheduler. It shall be the Scheduler's responsibility for contacting the applicable Referee Assignor. Marking of the field and any other business necessary for the completion of the rescheduled match shall be the responsibility of the home team Club.
3. No team may participate in any tournament during the District IV scheduled season without the permission of the District Board. League matches have priority over tournament matches, with the exception of the Canadian Exchange and District IV approved tournaments.
  - a. All teams desiring to play a District IV approved tournament must submit their intent in writing no later than the scheduling meeting.
  - b. Teams participating in the District IV Recreational league and approved (see a. above) as participating in the Wenatchee tournament will have the following restriction applied:
    1. Games will not be rescheduled.
    2. Teams identified as participating in the Wenatchee tournament will be paired when there is an opportunity, to play against each other and the regular game will be listed as a non-played game. If teams are not to be matched, the non-participating team will be notified of the forfeiture and having a break in their schedule that weekend.
  - c. Any coach, Club President or Association President that does not meet this requirement will be required to appear before a District IV Hearing Committee appointed by the District IV Commissioner.
4. When league matches are suspended due to one or both team's participation in the Canadian Exchange or any District IV approved tournament, it will be the responsibility of the Scheduler to notify the affected teams through their Association's Representative.
5. No team may participate in any tournaments not sanctioned by District IV, WSYSA, or USYSA.

#### **Section C. League Format/Formation**

## District IV Operating Procedures

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1. Complete game schedules shall be compiled and distributed by the Scheduler via the District IV Website.
2. The Scheduler may, at his/her own discretion, schedule some fall season Recreational League matches to be played on weekdays or on both a Saturday and Sunday on a weekend to ensure recreational seasonal play is concluded prior to commencement of the WSYSA President's Cup.

### **Section D. Point System to Track Season Results**

1. A point value will be assigned for wins, ties, and losses in the WSYSA District IV Fall Season only. A win will count three (3) points, a tie one (1) point, and a loss zero (0) points. The spring league will be purely recreational with no standings being kept.
2. The division champion will be decided by the number of points accrued during the season as outlined in Section D.1.above.
3. Ties will be resolved as follows:
  - a. First, head to head competition results will be used as a tiebreaker.
  - b. Fewest goals against.
  - c. Best goal differential: All league games. (Capped at a maximum of 4 for any one match)
  - d. Should a tie still exist, teams will share the placement and the next level of award will not be awarded (example: Tied for first – both are co-champions and a second place is not awarded.)

### **Section E. Providing Season Schedule to Associations**

1. The Scheduler will be responsible for providing the league schedule to each Association and its clubs via the District IV Website.

### **Section F. Responsibility of Marking/Setting up Fields**

1. It shall be the responsibility of each home team to provide for the proper marking of the fields.
2. It is mandatory that all fields have goals. (The Referee may abandon the match prior to its start at his/her discretion for lack of nets).
3. Where possible, a "Spectator Line" shall be included. This line is to be two (2) yards from the touch line and run the length of the touchline - from the top of one penalty box (18 Yard point) to the top of the other Penalty Box (18 Yard Point). The "Spectator Line" shall be marked in a color other than white and shall be a definite, bold color, preferable orange.

### **Section G. Reporting of Match Results**

1. Match results are to be input by a member of each team's staff (coach, assistant coach, manager) no later than 10:00 p.m. on Sunday evening via the District IV website, [www.d4soccer.org](http://www.d4soccer.org) as specified under **Coach: FAQ – How to Submit Match Reports**.

### **Section H. Team Standings/Tom Higby Sportsmanship Standings**

1. No Standings will be kept for the spring league.
2. Current Team standings will be made available after the first week's matches are reported on the District IV website, [www.d4soccer.org](http://www.d4soccer.org). The Tom Higby Sportsmanship Program is being modified at this time and therefore will not be used during the Fall 2008 Season as previously implemented..

### **Section I. ABANDONED Matches**

1. All ABANDONED matches will be replayed in their entirety, forfeited or score at abandonment let stand as determined by the District IV Board unless specified otherwise in these rules and regulations. All replays will be scheduled by the Scheduler.
2. If a match is abandoned due to the misconduct of one of the teams or a member of one of the teams, that team shall not profit by the abandonment.
3. If both teams have been notified of a scheduled match and one team fails to show, following a fifteen (15) minute grace period, the game will be forfeited to the showing team, with a score of 1-0, subject to review by the Board. The referee shall count the number of players present and abandon the game. Penalties/fines shall be assigned as specified in ARTICLE 6 Section

## District IV Operating Procedures

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- B.1.b.2.
4. If both teams have been notified of a scheduled match and both fail to show, within fifteen (15) minutes of the scheduled match time, the referee shall abandon the match and notify the Director of Competition and Scheduler. Penalties/fines shall be assigned as specified in ARTICLE 6 Section B.1.b.2.

### **Section J. Miscellaneous**

1. Players wearing prosthetic or orthopedic devices must have written WSYSA permission to play in such devices before being allowed to compete.
2. No alcoholic beverages shall be permitted at any scheduled match or team practice. 3. Saturday games will not begin before 9:00 A.M. and Sunday games will not begin before 10 A.M. unless requested by both club teams involved. All games will end no later than 10:00 P.M. Exceptions may be granted by the District IV Board.

### **Section K. Pre-Game and Post-Game Procedures**

District IV Game Roster Sheets will be available on the District IV website, [www.d4soccer.org](http://www.d4soccer.org). Coaches or managers may either print the .pdf file and complete the form by hand or may fill out the form On-Line by typing in the necessary game information and then print the Game Roster Sheet page (each page has two (2) Game Roster Sheets).

1. Pre-Game Procedures  
Prior to the start of each game the coach is to present to the referee two (2) copies of the District IV Game Roster Sheet. The Game Sheet is to include the players' names and jersey numbers as well as the basic game information.
2. Post-Game Procedures  
At the conclusion of the game, the coach is to acquire from the referee a copy of their opponents designated District IV Game Roster Sheet. This sheet will be used to report the game results on the District IV website, [www.d4soccer.org](http://www.d4soccer.org), before 8 P.M. on Sunday evening.

## **ARTICLE 7. AWARDS**

### **Section A. District IV will provide the following:**

1. District IV Division 1 brackets will be provided a plaque and medals for the first place team.
  - a. In the event that a division has 5 or more teams in a single age group, the second place team will also be recognized with medals. A plaque and first place medals will be given to each team should two or more teams in a division remain tied for First Place at the end of the season as outlined in ARTICLE 6, Section D and second place will not be awarded.
2. District IV Division 2 and 3 brackets will be provided medals for the first place team.
  - a. In the event that a division has 6 or more teams in a single division, the second place team will also be recognized with medals. First place medals will be given to each team should two or more teams in a division remain tied for First Place at the end of the season as outlined in ARTICLE 6, Section D and second place will not be awarded.
3. No awards will be given for spring league.
4. Awards for any other league will be determined by the District IV Board.

## **IV. MATCH PROCEEDINGS**

## **ARTICLE 8. REFEREE AND FIELDS**

### **Section A. Governing/Pertaining to**

1. All teams participating in District IV governed leagues shall be subject to these rules.

### **Section B. Abandoning a Match**

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1. To declare a field unplayable due to adverse weather/field conditions at the time of the scheduled match, will be the prerogative of the Referee or the agreed upon official. He/She will then notify the Director of Competition and Scheduler via phone/e-mail within 24 hours of the scheduled match.
2. If the Referee or the agreed upon official abandons a match due to disciplinary actions and/or the number of eligible players on a team drops below the minimums allowed, he/she will notify the Director of Competition and Scheduler via phone/e-mail within 24 hours of the scheduled match.

### **Section C. No Assigned Referee Present**

1. Failure of a scheduled referee to show up will not be the cause for canceling the match, after a fifteen (15) minute grace period.
2. A substitute official should be chosen upon the agreement by both coaches, and his/her decision shall be final. In any case, both teams should check the 'no referee' box when they report the score on the District IV home page. It is recommended that each team have at least one licensed referee affiliated with it.
3. In the event a Referee cannot be chosen to the agreement of both coaches, the coaches themselves shall referee, each coach will referee one half of the match, the toss of a coin will decide who referees which half.

### **Section D. Problem with an Official/Referee**

1. In the case of a non-licensed official, in addition to reporting the problem in your match report, a detailed report shall be written and submitted through your club and association to the District IV Director of Competition. The Board shall have the right to suspend or bar from officiating in matches under its jurisdiction, any individual who, by word or action, displays an attitude detrimental to this District's purposes and principles, or who willfully violates the Constitution, Bylaws, or Operating Procedures of this District and WSYSA.
2. In the case of a licensed official, in addition to reporting the problem in your match report, a detailed report shall be written and submitted through your club and association to the President of the appropriate Referee Association via the District IV Director of Competition.

### **Section E. Suitability of Field**

1. Upon his/her arrival at the field, the Referee shall inspect the marking of same to determine suitability for play.
2. If the Referee finds that the field is not adequately marked for play, or does not have goals with nets or is hazardous, he/she may abandon the match, and report the circumstances to the Director of Competition within 24 hours of the scheduled match.
3. The Referee, if compensated, shall receive compensation for the abandoned match, and the responsible Club shall be assessed an additional fee for the rescheduled match, if played.
4. Referees may, at any time, be called upon by the proper authority to explain the circumstances applicable to abandoning a match due to field conditions.

## **ARTICLE 9. RULES OF PLAY/GAME CONDUCT**

### **Section A. Exceptions to F.I.F.A. Law (General)**

1. All matches under the jurisdiction of this District shall be conducted under the rules of F.I.F.A., as from time to time revised, authorized by the International Football Association Board, and modified by USYSA/WSYSA and District IV as specified in this ARTICLE.
2. 11/side Matches shall not continue with fewer than seven (7) players on a side.
3. The duration of matches, ball size, ball weight, ball dimensions, and overtime periods for each age group shall be as depicted in Table # 1.
4. In all U-11 matches and below, no player shall make physical contact with the goalkeeper within the penalty area or attempt to play the ball once the goalkeeper has control of the ball IN ANY MANNER and to any degree whatsoever.
5. In all U-12 matches and above, no player shall make intentional physical contact with the goalkeeper WITHIN THE GOAL AREA, harass the goalkeeper, or attempt to play the ball once the goalkeeper has control of the ball in any manner and to any degree whatsoever.

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6. NOTE: Also included in "having control of the ball" is, if the goalkeeper holds the ball on the ground with one or both hands.
7. During the match, any player that has any exposed bleeding shall immediately be removed from the playing field (substitution is allowed) and cannot reenter the game until the bleeding is stopped and the blood cleaned off of the player.

### **ARTICLE 10. GAME CONDUCT** **Section A. Coaching/Coaches**

*Note: Some District IV Clubs have adopted a field policy in which all game participants (Coaches, Managers, Trainers & Players) are on one side of the field and all spectators on the other vice each team (Coaches, Managers, Trainers, Players & spectators) having its own sideline. District IV believes that this is a Club decision based upon their home fields and therefore the statements below have been modified to allow for such differences. Please note those items below marked with an "\*" – meaning it may be different based upon the club's field policy.*

1. Coaching from the sidelines, giving directions to one's own team on points of strategy and positioning, is permitted in all District IV play providing the Coaching is:
  - a. Done from at least two (2) yards behind the touchline and within their own technical area.
  - b. By not more than two (2) persons, one (1) identifying himself/herself as "Coach", and one (1) as an assistant prior to the commencement of the match.
  - c. No mechanical or electronic device may be used.
  - d. The tone of voice should be informative.
- \*2. Should the home club's field policy allow, the home coach will choose which side he/she prefers, the visiting team must take the opposite side if field conditions permit. Otherwise, the home coach will choose which side both teams will occupy and which technical area the home team will stay in. The visiting team will remain in the other technical area on that side of the field and all spectators will remain on the opposite side of the field.
  - a. A coach's failure to comply upon request of the Referee may result in his/her ejection.
  - b. All coaching must be done from one side of the field if each team has its own sideline. Otherwise, all coaches must confine himself/herself to their half of the field. In any case, no team may have coaches on both touchlines.
3. Team Coaches/Assistants should assist in ensuring that anyone ejected or asked to leave from a match immediately leave the playing field area. Failure to leave the area may, at the discretion of the Referee become just cause for the abandonment of the match.
4. A coach will be subject to ejection by the Referee without any warning by the Referee.
  - a. An assistant coach may then be permitted to continue coaching the team and assume all duties and responsibilities of the coach should the coach be ejected.
  - b. If a coach has been ejected, for any reason, the coach will be ineligible to coach until the ejection has been reviewed by the District IV Disciplinary Committee. If suspended he/she may not be present on the field or sidelines with the team prior to or during the matches or practices.
5. Any coach who removes his/her team from the field prior to the completion of a match, must appear before a District IV Hearing Committee appointed by the District IV Commissioner to explain his/her actions prior to his/her next scheduled match.
6. Coaches must be eighteen (18) years of age or older, unless written approval of their club's Board is obtained. An adult must be present at each match if the coach is under eighteen. The adult must occupy a place on the sidelines with the players, and shall be responsible for that team before, during, and after the match. No team will be allowed to take the field unless this requirement is met.
7. Coaches shall be responsible for their assistants, players, substitutes, and spectators.
  - a. Spectators and/or parents who interfere with the progress of the match, shall be warned or sent off by the Referee or by a responsible officer of the Association or District IV, present at the field. Responsible "officer" shall mean any elected officer of the Club, Association, and District IV or in their absence, the coach.
  - b. Spectators will not be allowed behind the goal area, or within two (2) yards of the touchline, or beyond the top of the penalty box. Persons desiring to photograph the match from these areas shall obtain permission from the Referee before the start of the match. Said person shall not coach, cheer, or in any way distract the players or

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- official.
- c. Whenever conditions warrant, according to game officials (Referee and/or Assistant Referee), coaches, substitutes, players and spectators may be asked to move back further than the minimum 2 yards from the touch line to enable an Assistant Referee (AR) to perform their function unhindered and in a safe manner. Such a request is to be honored immediately and without question
- d. Any spectator violating the Rules of Competition or interfering with the progress of a match shall be asked to leave the field.
  - 1. The Coach of the team concerned is responsible for removal of the spectator.
  - 2. Failure to do so may result in an abandoned game.
  - 3. The Club concerned shall take action to see that the problem does not occur again.
- 8. Upon request from the Referee, the coach shall be required to give his/her name, the name of any assistant, player, substitute, or spectator to the Referee.
- 9. Before the game, each coach shall complete and submit to the Referee two (2) copies of the District IV Game Roster Sheet. Prior to submission to the referee, the District IV Game Roster Sheet must show the following:
  - a. The name of the coach.
  - b. The name of the team.
  - c. The date.
  - d. The game ID number.
  - e. The level/division of the team.
  - f. The name and jersey number of each player.
- 10. At the completion of each game, the referee will give each coach a completed and signed copy of their opponent's District IV Game Roster Sheet.

### **Section B. Substitutions/Playing Time**

- 1. The number of substitutions within a match shall be unlimited and be made with the consent of the referee during any stoppage.
- 2. In any case, a substitute may not enter the field of play until he/she has been given a signal to do so by the Referee.
- 3. Substitutes shall enter and exit at the half line.
- 4. Players not on the field of play must remain in an area along one touchline, at least two yards from the touchline and between the penalty areas.
- 5. All players of a team participating in District IV Division 2 or 3 competition, which are in attendance, in uniform, physically fit and eligible are required to play in the match, or the match will be declared a forfeit.

### **Section C. Uniforms/Player Equipment**

- 1. All uniforms shall have a six (6) inch minimum size number on the back of the jersey. Numbers shall not be duplicated on the same team and will be legible. Players without numbers will not play. All jerseys will be the same color.
  - a. A proper uniform shall consist of shorts, jersey, socks, shinguards and footwear. All players will have their socks pulled up covering the shinguards entirely (shinguards must be under the socks).
  - b. Gloves, tights, pantyhose, long underwear, warm-up or sweat pants, stocking caps, sweatshirts or similar long sleeved shirts may be worn providing such items are form fitting. The jersey and shorts shall be worn as the outermost garments.
  - c. Headbands and wristbands may be worn by any player.
  - d. Bandannas will not be worn by any player.
  - e. Goalkeeper may also wear a soft-billed baseball style cap, kneepads, elbow pads, and sweat pants provided such attire is not potentially hazardous to the game.
  - f. No other player other than the goalkeeper shall wear kneepads or elbow pads without District IV permission.
  - g. A player not in proper uniform shall not be allowed to play.
  - h. Shinguards are mandatory for all players in District IV League play.
  - i. It is recommended that all male goalkeepers wear a protective cup.

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- j. It is recommended that a mouth guard be worn over braces (Orthodontic).
  - k. It shall be the coach's responsibility to see that players are properly attired.
2. In the event of two teams appearing in the same colors, the home team shall change colors unless the following specific conditions exist, in which case the visiting team will change:
- Both teams (Home and Visitor) are either a KPYSA or NSYSA Team and the Home Team is wearing its club colors and the Visiting Team is not.

Association	Club	Colors (Jersey/Short/Alternate)
<b>KPYSA</b>	Bremerton	Blue and White
	Central Kitsap	Red and Black or White
	FC Crush	Light Blue and Orange
	North Mason	White and Red
	South Kitsap	Green and White
	South Kitsap (Club Select)	Maroon and White
	Tracyton	Orange and Black
	WestSound FC	Any combination of Red, Black, Silver and White
<b>NSYSA</b>	Bainbridge Island	White/Royal/Green
	Jefferson County	Teal/Black/Silver
	North Kitsap	Gold/Royal/White

- 3. If the goalkeeper's shirt is similar to the opposing team's colors, the goalkeeper must change his/her color.
- 4. It will be the responsibility of the home team to have a game ball properly inflated, at game time.

## V. DISCIPLINARY PROCEEDINGS

### ARTICLE 11. DISCIPLINARY

#### Section A. Authority

- 1. In accordance with WSYSA Rules and Regulations, any player, coach, parent, spectator or person associated with a team that is accused of assaulting a referee or assistant referee shall be subject to the authority of the WSYSA Disciplinary Committee.
- 2. As a condition of Association with District IV, players, coaches, parents, and member Clubs shall be subject to the authority of the District IV Disciplinary Committee.
- 3. Teams, coaches, assistant coaches, players, managers, Club officers, representatives, and parents shall be subject to the disciplinary authority of the league within which the team is participating, and/or the District IV Board.
- 4. Coaches and other team officials shall be subject to all rules pertaining to misconduct contained herein, including cautions, ejections and suspensions. Any other individuals who may be reasonably construed as being associated with a team such as relatives and spectators shall also be subject to the jurisdiction and authority of the District. Any coach or team official shall be held responsible for the actions of any individual(s) at any match that, in the opinion of the referee, is a supporter of that team.
- 5. A plea of ignorance to any published District IV, Association, WSYSA, USYSA or F.I.F.A. rule shall not be considered an excuse for violating same. Coaches are responsible for educating their players on the rules.

#### Section B. Notes and Definitions

- 1. **Caution** – Issued by the Referee to a Player for exhibiting unacceptable actions. Shown a yellow card, refer to US Soccer's "laws of the game".
- 2. **Expelled/Expulsion** – Notification by the Referee to a Team Official that their behavior is irresponsible and that they must now leave the complex and its immediate surroundings. No coaching from behind a fence or from the parking lot or via cell phone use.
- 3. **Irresponsible Behavior**

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- a. "Irresponsible Behavior" is a verbal statement or action that impedes, distracts, interferes or delays in any manner a referee (including assistant referees or fourth officials) from the duties of his/her game management.
- b. Irresponsible Behavior does not include assault or abuse of a referee under USSF Policy 531-9 or Washington Youth Soccer Rule 214.4 (which must be heard by the Washington Youth Soccer Appeals Committee). Irresponsible Behavior is applicable to all participants defined as a Team Official below. Where a Team Official is charged with a violation of USSF Policy 531-9 and/or Washington Youth Soccer Rule 214.4, the Team Official may also be charged with Irresponsible Behavior. The panel hearing the charges of violation of USSF Policy 531-9 and/or Washington Youth Soccer Rule 214.4, may determine at the same time if Irresponsible Behavior occurred. It is not necessary that there be a finding of a violation of USSF Policy 531-9 or Washington Youth Soccer Rule 214.4 for there to be a finding of a violation of Irresponsible Behavior. Where a Team Official is not charged with a violation of USSF Policy 531-9 and/or Washington Youth Soccer Rule 214.4, the Irresponsible Behavior charge shall be heard by the applicable Disciplinary committee.
4. **Penalty Points** – Will be accumulated over the seasonal year.
  - a. Cautions (Yellow Cards)/Warnings will be accumulated at one (1) point each
  - b. Ejections (Red Cards)/Expulsions will be accumulated at three (3) points each
  - c. Second Caution will be accumulated at two (2) points each
5. **Player** – For the purposes of this rule, "player" includes the players on the field of play, substitutes on the sideline and players formally on the field who have been substituted out of the match.

**Note** *Registered/Rostered players who are sitting on the bench in the technical area, but who are not eligible to play in the match (disciplinary action, injury, etc) are to be considered a Team Official for the purposes of this rule.*
6. **Reports of Misconduct:** Include reports of Cautions (Yellow Cards), Sendoffs (Red Cards), Warnings, Expulsions and any other supplemental reports submitted by a game official(s).
7. **Sanctions:** The Disciplinary Committee adjudicating a Report of Misconduct may not impose a sanction that exceeds those provided herein (minimums) without notice and an opportunity for a hearing. A more severe sanction may be imposed for more serious offenses. The Disciplinary Committee may also forward any report of misconduct on to any other appropriate committee for action, and shall forward any cases involving assault or abuse under USSF 531-9 or Washington Youth Soccer Rule 214.4 to the Washington Youth Soccer Appeals Committee.
8. **Seasonal Year** – Is defined in the Washington Youth Soccer Bylaws.
9. **Sendoff** – Issued by a Referee to a Player for unacceptable actions. Shown a red card, refer to US Soccer's "laws of the game". A Player Sent Off may not participate in remainder of the game including any handshake following the game or award ceremony following an event.
10. **Team Official** – For the purposes of this rule, "team official" includes anyone officially allowed in the technical area who is not a rostered player or substitute (or substituted player) for the match (i.e. coaches, assistant coaches, managers, trainers) and other medical support persons, together with any other persons formally associated with the team which the rules of competition allow (i.e. parents, other relatives, other spectators).
11. **Types of Suspension:**
  - a. **Game Suspension:** Suspension from a specific number of league and/or state cup games with the team the Player/Team Official was associated with at the time of Ejection/Expulsion.
  - b. **Limited Suspension:** Suspension from specific activities within Washington Youth Soccer and affiliates of the US Soccer Federation as specified by the suspending body in their letter of determination/suspension.
  - c. **Full Suspension (time suspension):** Suspension of a defined time duration from all activities within Washington Youth Soccer and affiliates of the US Soccer Federation. A Player/Team Official under "Full Suspension" is not considered in good standing as a member of Washington Youth Soccer until the expiration of the suspension.
  - d. **Indefinite Suspension:** Suspension of a defined time duration from all activities within Washington Youth Soccer and affiliates of the US Soccer Federation until the Player/Team Official has complied with all the conditions of their sanctions as specified by the suspending body in their letter of determination/suspension. A Player/Team Official under "Indefinite Suspension" is not considered in good standing as a member of Washington Youth Soccer until they have completed all conditions specified by the suspending body in their letter of determination/suspension.

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**Note** *A Team Official on suspension barring them from viewing a match is not permitted in the complex where that match is to be held during the match, this includes warm-up time and a reasonable amount of time after the match to allow the teams to leave.*

12. **Warning** – Notification by the Referee to a Team Official that their behavior is at risk of being considered irresponsible.

### **Section C. Disciplinary Notification Procedures**

1. Reported misconduct shall be a Referee misconduct report from a match, Supplemental Report from a match or a letter of concern by a Club or Association official, another coach or referee.
2. Member Clubs are responsible for ensuring that their members named in the above are aware of the District's Disciplinary Policy.

### **Section D. Noncompliance of Disciplinary Committee Findings**

1. If an affiliated Association fails to correct a problem of spectator, coach and/or player conduct, the matter shall be brought to the attention of the District IV Board with the following possible results:
  - Suspension from team participation of a player whose parents are guilty of an offense.
  - Suspension of the coach and/or players, as a team for the remainder of the season.

### **Section E. Administration**

1. The Disciplinary Committee shall assess penalties for misconduct in accordance with District IV and WSYSA procedures.
2. Adjudication of Misconduct Reports and Notification of results will be performed in accordance with the WSYSA District IV Disciplinary Policy (D4 Policy # 004).
3. The offender shall be notified of his/her right of appeal and the appeal procedure via the District IV Letter of Disciplinary Determination and Notification.
4. All penalties assessed shall be considered open-ended. All records and Disciplinary Committee decisions shall be part of the person's record as long as they remain affiliated with District IV.
5. Any suspension from league matches will carry over to the next regular playing season if necessary.
6. Copies of misconduct reports, supplemental reports and letters of concern will be made available to the applicable party/s only at the specific Disciplinary Committee hearing/s for the applicable offense.

### **Section F. Appeals to Disciplinary Committee Rulings**

1. Decisions of the District IV Disciplinary Committee may be appealed to the WSYSA Appeals Committee.
2. All appeals must be in accordance with WSYSA procedures (i.e. Rule 603).

### **Section G. Referees**

1. The referee is to submit a written misconduct report for any carded Player(s) and/or Warned/Expelled Team Official(s) to the District IV disciplinary system within forty-eight (48) hours following the completion of the match.
2. Officiating crew other than center referee are to submit a written supplemental report when they have information to contribute regarding unusual facts of the game (fights, ejection of team officials, providing the center referee with facts of which he was not aware, etc.)

### **Section H. Players**

1. Players may receive Cautions and Sendoffs.
2. Players are shown cards when issued by the official.
3. A player Sent-Off will be ineligible to participate in their next regularly scheduled match. A more severe penalty may be applied by the Disciplinary Committee.

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4. Players that accumulate three yellow cards during the league season will be ineligible to participate in the next regularly scheduled league match. The player will sit out one additional match for each additional yellow card or warning received during the league or cup season.
5. Yellow card accumulation from league play will not carry into state tournament play. Any player receiving their third or subsequent yellow card in the tournament competition will be required to sit out their next match. Proof of a sit out must be sent to the Disciplinary Committee.
6. Suspension Guidelines for Players:
  - **SERIOUS FOUL PLAY**  
Suspended for a minimum of one (1) match  
Examples include, but are not necessarily limited to: when a player, in a violent or dangerous manner intentionally holds, trips, pushes, charges or tackles an opponent from behind.
  - **VIOLENT CONDUCT**  
Suspended for a minimum of two (2) matches  
Examples include but are not necessarily limited to: striking or attempting to strike another player, team official or spectator, or unlawfully entering the field of play during an altercation.
  - **SPITTING AT ANOTHER PERSON**
    - (i) Suspended for a minimum of two (2) matches for spitting at another person.
    - (ii) Suspended for a minimum of three (3) matches for spitting on another person.
  - **DENYING GOAL BY HANDLING THE BALL**  
Suspended for a minimum of one (1) match.
  - **DENYING GOAL BY OTHER UNLAWFUL MEANS**  
Suspended for a minimum of one (1) match.
  - **FOUL OR ABUSIVE LANGUAGE**
    - (i) Suspended for a minimum of one (1) match.  
Examples include, but are not necessarily limited to: not directed at another. Foul or abusive language said loud enough for the game official to hear, but not directed at a specific individual. Includes, racial, sexual, religious or ethnic slurs.
    - (ii) Suspended for a minimum of two (2) matches  
Examples include, but are not necessarily limited to: directed at another. Word or actions directed at an individual. Includes, racial, sexual, religious or ethnic slurs.
    - (iii) Suspended for a minimum of three (3) matches  
Examples include, but are not necessarily limited to: directed at a referee. Word or actions directed at an individual. Includes, racial, sexual, religious or ethnic slurs. Includes racial harassment, sexual harassment, ethnic slurs.
  - **SECOND CAUTION/WARNING**  
Suspended for a minimum of one (1) match. Receives a second caution in the same match, resulting in a red card ejection.

### **Section I. Team Official(s)**

1. May be issued Warnings/Expulsions by the game official.
2. Are not issued Cautions or Sendoffs.
3. Are not shown any cards by the game official.
4. Any Team Official who is Expelled from the field of play will be ineligible to participate in the next regularly scheduled match. A more severe penalty may be applied by the Disciplinary Committee.
5. Any Team Official that accumulates three (3) Warnings during the league season will be ineligible to participate in the next regularly scheduled league match. The Team Official will sit out one additional match for each additional Warning received during the league or cup season.

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6. Warning accumulation from league play will not carry into state tournament play. Any Team Official receiving their third or subsequent Warning in the tournament competition will be required to sit out their next match. Proof of a sit out must be sent to the Disciplinary Committee.
7. Suspension Guidelines for Team Officials:
  - **VIOLENT CONDUCT**  
Suspended for a minimum of two (2) matches  
Examples include but are not necessarily limited to: striking or attempting to strike a player, team official or spectator, or unlawfully entering the field of play during an altercation.
  - **SPITTING AT ANOTHER PERSON**
    - (i) Suspended for a minimum of two (2) matches for spitting at another person.
    - (ii) Suspended for a minimum of three (3) matches for spitting on another person.
  - **FOUL OR ABUSIVE LANGUAGE**
    - (i) Team Official: Suspended for a minimum of two (2) matches  
Examples include, but are not necessarily limited to: not directed at another. Foul or abusive language said loud enough for the game official to hear, but not directed at a specific individual. Includes, racial, sexual, religious or ethnic slurs.
    - (ii) Team Official: Suspended for a minimum of three (3) matches  
Examples include, but are not necessarily limited to: directed at another. Word or actions directed at an individual. Includes, racial, sexual, religious or ethnic slurs.
    - (iii) Team Official: Suspended for a minimum of four (4) matches  
Examples include, but are not necessarily limited to: directed at a referee. Word or actions directed at an individual. Includes, racial, sexual, religious or ethnic slurs. Includes racial harassment, sexual harassment, ethnic slurs.
  - **SECOND WARNING**  
Suspended for a minimum of one (1) match. Receives a second warning in the same match, resulting in an expulsion.

### **Section J. Point Violations**

1. When a Player/Team Official accumulates points as provide for in 605.6 b) - f) below, the Player or Team Official will be required to attend a hearing before the Disciplinary Committee to determine if the Player or Team Official should be suspended for a term not to exceed the remainder of the current seasonal year and the subsequent seasonal year. The Disciplinary Committee has the option of suspending the Player/Team Official, but allowing any suspended Player/Team Official to participate under probation. Should the Player/Team Official violate the probation, the Disciplinary Committee will notify the Player/Team Official of the reinstatement of the balance of the original suspension. The Player/Team Official may file a petition for reinstatement of their eligibility to compete on any team, or coach within WSYSA, accompanied by a nonrefundable filing fee of \$100.00 for a Player and \$250.00 for a Team Official.
2. Players that accumulate three red cards/ejections in a seasonal year will be subject to disciplinary actions.
3. Team Officials that accumulate three expulsions in a seasonal year will be subject to disciplinary actions.
4. Players that accumulate seven (7) points from red and/or yellow card accumulation during the seasonal year will be subject to disciplinary actions.
5. The coach of a team receiving fifteen (15) points accumulated from cautions/ejections/warnings/expulsions during the seasonal year, will be subject to disciplinary actions.
6. The coach of a team that has four (4) players who received red cards during the seasonal year will be subject to disciplinary actions.

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### **ARTICLE 12. GAME PROTESTS**

#### **Section A. Administration**

1. Protests arising from matches within the jurisdiction of District IV will be heard by a District IV Hearing Committee appointed as necessary by the District IV Director of Competition.
2. All protests are to be noted in the applicable Match Report and also must be phoned into the District IV Director of Competition within twenty-four (24) hours of the date of the match to which it relates (Sundays and Holidays included). A written protest must then be submitted, using the District IV **Notice to Protest** (available via the D4 website) in triplicate after review and endorsement by a Club Officer or Representative. This must occur within seventy-two (72) hours and be sent to the District IV Director of Competition. One copy of the protest shall be sent to the opposing team by the District IV Director of Competition within twenty-four (24) hours after receiving the protest. One copy shall be kept by the District IV Director of Competition in the event of an appeal to the WSYSA.
3. Any protest relating to the grounds, goal posts, bars, or other appurtenances of the field shall not be entertained by the District IV Hearing Committee unless notice with particulars was given by the objecting team as soon as it came to their knowledge, and an objection was acknowledged by the Referee before the commencement of the match, or during the match should these conditions become altered after the start of the match. The Referee shall require the responsible team to remove the cause of the objection, if this is possible, without delaying progress of the match.
4. The decisions of the District IV Hearing Committee shall be binding but subject to appeal to the WSYSA Appeals Committee. Appeals to the WSYSA Appeals Committee shall be made in accordance with WSYSA Rule 602.

#### **Section B. Protest Procedures**

1. The Referee and the opposing coach must be verbally notified, upon completion of the match, that the match shall be protested, except for player eligibility. The Referee shall report the verbal notification to the District IV Director of Competition.
2. Upon receipt of a properly submitted written protest (reference Section A above) by the District IV Director of Competition, the Director of Competition shall appoint a District IV Hearing Committee and to schedule a meeting prior to the next scheduled match, or in sufficient time to render a decision before completion of the current season, whichever is the least.
3. Every protest must be accompanied by a \$25.00 fee, refundable if the protest is upheld. (The \$25.00 fee cannot be a personal check.)
4. In the matter of protest, no party (player, parent, spectator, coach, team, Club, etc.) shall engage any legal counsel until all avenues of approach to protests are exhausted through the regular channels of organized soccer.
5. The Referee's decisions on points of fact connected with the play of the match, and those prerogatives granted to the Referee by the "Laws of the Game" as published by F.I.F.A. shall not be challenged.
6. Only violations of the Constitution, Bylaws, Rules and Regulations of this District, WSYSA, and misapplication of the "Laws of the Game" as published by F.I.F.A. shall be proper subjects to consider for protest or appeal.
7. Coaches or representatives of the teams involved in a protest as well as the match officials (Referee and Linesmen) shall be invited to the meeting of the District IV Hearing Committee. In the event invited parties, duly notified fail to appear, District IV Hearing Committee decisions will be rendered based on information available at that time.
8. The order of business shall be:
  - a. Introduction of all parties present.
  - b. Reading of the protest by the District IV Hearing Committee Chair.
  - c. Statement by a representative of the protesting team.
  - d. Statement by a representative of the opposing team.
  - e. Statement by the game official(s).
  - f. Questioning by the District IV Hearing Committee if desired.
  - g. Ruling on the protest by the Committee (in absence of any witnesses or spectators).
  - h. Informing teams involved of District IV Hearing Committee's decision shall be done in writing.

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9. The protest fee shall then be forfeited to District IV in the event the protest is denied and shall be returned if upheld. Persons required to attend proceedings, but found not at fault, will be reimbursed at a rate of twenty-five (25) cents per mile.
10. In dealing with any protest the District IV Hearing Committee may take into consideration the possession of the protesting team of any knowledge, which if properly used, might have obviated the protest.
11. All debate among the Committee members concerned with the protest shall be held in private.
12. Decisions made by the Committee shall be in writing; one copy to be retained by the District and one copy to each party involved.

### **Section C. Appealing Findings of District IV Hearing Committee**

1. Decisions of the District IV District IV Hearing Committee may be appealed to the WSYSA Appeals Committee. All appeals must be filed within seventy-two (72) hours of receipt of written notification of the Committee's decision.
2. All appeals must be in accordance with WSYSA Rule 602.

## **VI. ADMINISTRATION**

### **ARTICLE 13. STANDING COMMITTEES**

#### **Section A. Current Standing Committees**

1. The following Standing Committees have been authorized by the District IV Board of Directors:
  - a. Disciplinary Committee
  - b. Nominating Committee
  - c. Risk Management Committee
  - d. Recreation Cup Committee
  - e. Sportsmanship & Fair Play Committee
  - f. Fundraising Committee
  - g. Field Development Committee
  - h. Equipment Committee
  - i. Competition Committee
  - j. TOPSoccer Committee
  - k. Soccer To The Maxx Committee

#### **Section B. Disciplinary Committee**

1. The Disciplinary Committee is the responsibility of the Second Alternate Commissioner. It shall adjudicate match related misconducts and protests.
2. Committee Make-up –
  - a. The Committee Director shall submit a list of proposed committee members (3 to 7) via the 2nd Alternate Commissioner for approval by the District IV BOD on an annual basis.
  - b. No person sitting on a possible appeal board may sit on the District IV Disciplinary Committee as a voting member.
  - c. Once members have been approved, they will then be granted the appropriate access on the District IV website as Disciplinary Committee Members.
  - d. No Disciplinary Committee member shall sit as a member adjudicating an incident involving a bracket in which they or any member of their family are involved (i.e., BU17 District IV).
  - e. Three (3) members at a Disciplinary Committee hearing will constitute a quorum for this committee.
3. The District IV Disciplinary Committee shall review misconducts weekly via the District IV website throughout the season.
4. All debate among the Committee members concerned with the disciplinary action shall be conducted in private.

#### **Section C. Nominating Committee**

1. The Nominating Committee is the responsibility of the Secretary. It shall consist of a Director and as many other members deemed necessary by the District IV Board. It shall collect and

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maintain a record of nominations for Executive Board positions.

### **Section D. Risk Management Committee**

1. The Risk Management Committee is the responsibility of the First Alternate Commissioner. It shall consist of a Director and as many other members deemed necessary by the District IV Board. This committee shall be responsible for ensuring that all administrators, other volunteers, or employees at the district level have completed the Employee/Volunteer Background Check process as specified in the most current WSYSA Administrative Handbook.

### **Section E. Recreational Cup Committee**

1. The Recreational Cup Committee is the responsibility of the Director of Competition. It shall consist of a Director and as many other members deemed necessary by the District IV Board. This committee shall be responsible for administration and coordination of all District IV Recreational Cup tournament related activities.

### **Section F Sportsmanship & Fair Play Committee**

1. The District shall annually appoint a Committee on Sportsmanship and Fair Play ("Committee"). The Commissioner shall appoint a Chair and together with the Chair, appoint additional members to the Committee. The Commissioner will attempt to have every Club represented on the Committee
2. Responsibilities - The District IV Committee on Sportsmanship & Fair Play shall be responsible for fostering a spirit of sportsmanship and fair play within District IV soccer activities and teams.
3. The primary duties of the committee are:
  - a. Field Presence – The Committee members shall themselves, and with representatives of the Clubs within District IV, attend games within District IV both unscheduled and unannounced and, also, scheduled and announced to the Clubs. The Committee shall wear T-shirts or other apparel to identify themselves as Committee members and shall talk to parents, coaches, and players about the role of sportsmanship and fair play.
  - b. Monitoring – The Committee shall monitor the overall level of sportsmanship and fair play in District IV by reviewing match related comments posted on the website and establishing communications with the Disciplinary Chair and the head of KPRSA on specific problems (individuals, teams, parents, clubs) and on exemplary examples of sportsmanship and fair play.
  - c. Communicating – The Director shall communicate with Association and Club Presidents on concerns or problems arising from coaches, players, parents, or teams within the District.
  - d. Awarding – The Committee shall also be responsible for administering any District IV sportsmanship and fair play award programs. The Committee may also, from time to time, make District IV sportsmanship and fair play awards, consistent with any budget established for this purpose. Awards may be to particular individuals (coaches, players, parents) or to teams.
  - e. Reporting – The Committee shall prepare an annual report ("the State of Sportsmanship & Fair Play in District IV") which shall include a discussion of the overall level of sportsmanship and fair play in District IV, successes or achievements, problem areas or concerns, and areas of improvement for next year. The report shall be provided to the Board of Directors for review and approval, and then be provided to Association and Club Presidents.
  - f. Other duties may be assigned from time to time by the District VI Commissioner

### **Section G. Fundraising Committee**

1. The Fundraising Committee is the responsibility of the Director of Fundraising. It shall consist of a Director and as many other members deemed necessary by the District IV Board. This committee shall be responsible for the solicitation of funding assistance from various sources to support WSYSA District IV operations. Examples of areas of funding support include:
  - a. Obtain funds from Silverdale Rotary Duck Bucks.

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- b. Register with United Fund of Kitsap County. Promote individual giving to United Fund be designated to WSYSA District IV whether or not WSYSA District IV is registered with United Fund of Kitsap County.
- c. Organize a fundraiser soccer match in the District featuring a high profile team (i.e. Seattle Sounders, US National Team, National Champion Youth Team).
- d. Solicit funds from local merchants.
- e. Support efforts to have tournaments in District that would give a portion of the proceeds to WSYSA District IV. An example would be the WSYSA Championship Cup/Commissioners Cup semi-final and/or final matches.

### **Section H. Field Development Committee**

1. The Field Development Committee is the responsibility of the District IV Commissioner. It shall consist of a Director and as many other members deemed necessary by the District IV Board divided into two groups as follows:
  - Task Team – working group.
  - Advisory Group – comprised of representatives from each member organization.
2. It is desired that each member of the Task Team be a member of a distinct profession that would be useful in the process of developing fields within the district (i.e. legal, financial (such as banking or investing), land development, insurance, etc.) It is also desired that each member of the Task Team have ties to other fundraising and non-profit social entities.
3. This committee shall be responsible as follows for:
  - Task Team - development of soccer fields/complexes for District IV and to assist the member clubs/associations for the development of soccer fields within their own particular areas within the District as approved by the District Board.
  - Advisory Group – to act as a resource for the Task Team by providing as requested both periodic guidance and assistance.
4. The Committee, primarily via the Task Team, is to perform the following:
  - a. Organize support for field development within District IV among professional and public organizations.
  - b. Be the working arm of District IV for Field Development within the District
5. The Director will:
  - a. Be charged with organizing work and avenues for Task Team and/or Advisory Group members to proceed
  - b. Authorize activities under the general direction of the District IV Board.
  - c. Keep the Advisory Group portion of the Committee advised as to any and all projects being worked on.
  - d. Report to the District IV Board via the District Commissioner who is responsible for oversight of this committee.
6. Committee Members will:
  - a. Task Team will execute the above activities.
  - b. Advisory Group will assist the Task Team as requested by the Committee Director.

### **Section I. Equipment Committee**

1. The Equipment Committee is the responsibility of the District IV Commissioner. It shall consist of a Director and as many other members deemed necessary by the District IV Board. This committee shall be responsible for procurement of equipment for the District and its member clubs/associations using the buying power of the district to obtain equipment at the best prices possible.

### **Section J. Competition Committee**

1. The Competition Committee is the responsibility of the District IV Director of Competition. It shall consist of the District IV Director of Competition as the Chair and one appointed representative from each member club and association.
2. Responsibilities – The District IV Competition Committee shall be responsible for the review of and recommendation to the District IV Board Of Directors the makeup of the various levels of competition to be conducted within the District with the intent of providing the best level of

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3. competition for the benefit of the majority within the district.  
The primary duties of the committee are:
  - a. Review District IV Competitive League Applications to determine proper placement of teams for league play.
  - b. Determine if there is sufficient competition within the District at each level to conduct an In-House District IV Division 1 bracket.
  - c. Review existing data to make recommendations to the clubs for the Promotion/Relegation of Teams throughout the various District IV brackets of competition.
  - d. Make Rule Change Proposal recommendations to the District IV BOD via the District IV Dir/Competition concerning District IV League Structure and Rules. Any such proposals must first be approved during a meeting at which a quorum is present and passes by a Super Majority vote (75% minimum) of the voting members in attendance before the proposal is forwarded to the District IV BOD for review.
4. Meetings – The District IV Director of Competition shall schedule meetings of the District IV Competition Committee to meet at least twice annually as follows:
  - a. At the completion of the Fall Season to review the performance of all brackets from the fall season with the intent to identify those teams that should be reviewed for promotion/relegation for the next fall season.
  - b. Prior to the annual District IV Scheduling Meeting to make final recommendations (via simple majority of voting members in attendance):
    1. to be taken to the District IV BOD for approval of the proposed bracketing for the upcoming District IV Fall Season and placement of all competitive teams. This includes recommendations as to which teams should be released to play in other out of district leagues.
    2. to be taken to the District IV Scheduling Meeting for final placement of teams for the District IV Fall Leagues
  - c. Quorum – the following list of attendees shall constitute a Quorum for this committee:
    1. Chair – (votes only in the case of a tie)
    2. Minimum of eight (8) voting representatives (club and/or association) identified as voting members on the District IV website
    3. No member may sit on the committee as a representative for more than one organization at any one time
    4. If a quorum of voting members is not attained at the meeting called to make recommendations on league placement for the upcoming fall season, the District IV Dir/Comp is directed to bring forth to the District IV BOD the recommendations of the committee based on the majority of the voting members present and to inform the BOD of the lack of the quorum present at this committee meeting.
5. Membership –
  - a. Each District IV member club and association is to appoint one individual to sit on this committee as that organizations representative. They are to ensure that the individual they appoint is:
    1. knowledgeable about the player makeup, strengths and weaknesses of their individual teams
    2. Effective Fall 2008 - Knowledgeable of all levels of play within the state, and has attended at least one U14 LPT in the last three years.
  - b. Each member club/association is responsible to ensure that their representative is properly identified on the District IV website (via the District IV Administrator) by June 1st of each year as a member of this committee. Only those properly identified will have voting rights.
  - c. It is recommended that each member club/association representative be either their organization's Director of Coaching or VP/Competition.
  - d. Each member club/association is recommended to have their organization's registrar accompany their one voting representative to this committee's meetings to ensure that the committee has the best information available to make knowledgeable team placement recommendations
  - e. Failure of an organization (club/association) to have their voting representative attend a meeting will negate that organizations opportunity to have a voice in this important process.

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- f. Individual team coaches are not to attend the meetings of this committee to voice their opinion as to where their team should be placed. All such recommendations/desires from individual coaches should be made to their club's representative.

### **Section K. TOPSoccer Committee**

1. The TOPSoccer Committee is the responsibility of the First Alternate Commissioner. It shall consist of a Director and as many other members deemed necessary by the District IV Board. This committee shall be responsible for administration and coordination of all TOPSoccer within District IV.

### **Section L. Soccer To The Maxx Committee**

1. The Soccer To The Maxx Committee is the responsibility of the First Alternate Commissioner. It shall consist of a Director and as many other members deemed necessary by the District IV Board. This committee shall be responsible for administration and coordination of the Soccer To The Maxx Jamboree within District IV.

## **ARTICLE 14. RISK MANAGEMENT PROCEDURES**

### **Section A. Administrative Procedures**

1. The following steps define the processing required for District IV to be in compliance with WSYSA Risk Management requirements:
2. The Secretary shall compile and maintain a roll of all District IV administrators, volunteers, and employees. This roll shall contain the full name and birth date of each member listed.
3. Each District IV officer shall be responsible for providing full name and birth date information of administrators, volunteers, and employees that fall within his or her area of responsibility to the Secretary. In addition, the Secretary shall be kept informed of any changes, additions, or deletions.
4. The Secretary shall provide a current copy of the District IV Roll to the District IV Risk Management Committee Director any time that the roll changes.
5. The District IV Risk Management Committee Director shall check the roll to ensure that all administrators, volunteers, or employees listed have completed the Employee/Volunteer Background Check process as specified in the most current WSYSA Administrative Handbook.
6. The District IV Risk Management Committee Director shall inform the First Alternate Commissioner of any administrators, volunteers, or employees listed on the roll that has not completed the required Risk Management process.
7. The First Alternate Commissioner shall contact any administrator, volunteer, or employee identified as not having completed the required Risk Management Process, assess the situation, and take appropriate action. This action can be any of the following:
8. Inform that person that he or she may not participate as a District IV administrator, volunteer, or employee until the situation has been resolved. In this case, the Commissioner shall be informed of the action taken.
9. Instruct that person how to begin the Risk Management Process and inform that person that he or she may not participate as a District IV administrator, volunteer or employee until he or she has completed the Risk Management Process. In this case, both the Commissioner and the District IV Risk Management Committee Director shall be informed.
10. Allow that person to participate if it is positively determined that he or she has satisfactorily submitted the Risk Management paperwork to the state and the state has confirmed that the individual is cleared to participate. In this case, the District IV Risk Management Committee Director shall be informed of action taken.

## **ARTICLE 15. AD HOC COMMITTEES**

### **Section A. Ad Hoc Committees**

1. Ad Hoc Committees are formed for a specific purpose, case, or situation at hand and for no other.
2. The District IV Hearing Committee will be an Ad Hoc Committee within District IV.

### **Section B. District IV Hearing Committee**

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1. The District IV Hearing Committee is the responsibility of:
  - a. The District IV Commissioner when the committee is convened by the District IV Commissioner.
  - b. The District IV Director of Competition when the committee is convened by the District IV Director of Competition.
2. The committee shall consist of:
  - a. The Chair appointed by the convening authority. The convening authority can elect to appoint themselves as the chair.
  - b. At least 3 but no more than 5 members appointed by the convening authority in addition to the chair.
    1. Member Association Representatives may be appointed to the committee, but not if the hearing involves their association.
    2. The committee may be convened to hear matters as specified in the District IV Operating Procedures.
    3. The committee will follow the hearing procedures delineated in WSYSA Rule 602 (Protests, Appeals, and Administrative Hearings).

## VII. APPENDIXES

### APPENDIX A. DISTRICT IV ADMINISTRATOR JOB DESCRIPTION

#### Section A. Role of the Administrator.

The District Administrator functions as the administrative hub of the district concerning the District's year-round activities. The Administrator assists the Commissioner and the other District board members with the day-to-day activities and functions of the District. The Administrator will work closely with all the District IV Board Members. The Administrator should be well versed in basic soccer knowledge and WSYSA and District IV rules and regulations, possess advanced computer knowledge in Microsoft Office programs, possess excellent communication, listening and telephone skills and be well organized.

#### Section B. Administrator Duties:

1. The District IV Administrator reports to and takes directions regarding priority of numerous requests for admin help from the Commissioner.
2. Support the District IV Board Members as requested in accordance with District IV rules and regulations.
3. Attend all District IV Board Meetings and other meetings as designated by the Commissioner.
4. Coordinate the District IV Risk Management program under the direction of the 1st Alternate Commissioner and District IV rules and regulations
5. Maintain the District IV Web Site under the direction of the 2nd Alternate Commissioner and District IV rules and regulations.
6. Act as the District IV League Scheduler under the direction of the Director of Competition and District IV rules and regulations.
7. Assist the Secretary with the following:
  - To prepare and distribute District IV Meeting Packages (Agenda, Officer Reports, Draft Minutes for Approval, etc.) to the District IV Board prior to Board Meetings.
  - To take accurate minutes at all the meetings, including copies of all items distributed.
  - To E-mail the draft minutes to the Board after initial review by the District IV Secretary/Commissioner and bring a few copies to the next meeting.
  - To post Draft and Approved District IV Meeting Minutes on the District IV WEB Site.
8. Pick up District IV mail (Silverdale Post Office) at least 2-3 times/week and route mail to the appropriate District Board Members. Respond to mail addressed to the Administrator.
9. Maintain a calendar of events and milestones on the District IV Web site. Keep the Board informed of the milestone dates and what is needed from them.
10. Maintain/setup files of district minutes and other documents as directed by the Commissioner and in accordance with the District IV rules and regulations.

**APPENDIX B. DISTRICT IV TOM HIGBY SPORTSMANSHIP AWARD**

**Section A. Overview.**

1. The Tom Higby Sportsmanship Award is to honor those teams participating in a District IV Fall Recreational League (Div2, Div3, etc., U11 and Above only) who are recognized from within the District IV soccer community for their outstanding display of sportsmanship.

**Section B. Rating System**

1. Teams are rated on their sportsmanship in each week's game when the opposing team reports the game score on the District IV website.
2. Points are to be awarded in each match – 1-4 as follows:

**The Rating Scale:**

- 4= Outstanding**
- 3= Average**
- 2=Below Average**
- 1=Poor**

**Each team should be considered to be starting each game at a 3.**

**Format below:**

**Ranking #**

- **# of Misconducts**
- **Statements of Behavior**

Example of highest ranking in this format:

**#4**

- No red cards/expulsions; no yellow cards/warnings
- Team displays above average sportsmanship in every detail below:
  - All players **cooperate fully** and **respectfully** address officials about rule interpretations and calls. Coach/Captain **exhibits full control** over him/herself, their team, and fans.
  - The Coach, Team and Fans displays respectful conduct towards the opposing team, officials, spectators, and teammates (e.g. retrieving balls after they go out-of-bounds). Regardless of score or game situation, team aims to create a positive atmosphere for all (e.g. complimenting and encouraging everyone involved with the game).
  - Team does not intentionally run up the score if leading by a large margin.
  - Team picks up after self (i.e. throwing away empty water/Gatorade bottles and organizing caps).
  - Players respond to official's warnings and requests.
  - Limited number of personal fouls, no rough fouls.

**#3**

- No red cards/expulsion; no yellow cards/warnings
- Team displays above average sportsmanship in every detail below:
  - All players cooperate fully and respectfully address officials about rule interpretations and calls.
  - Coach/Captain exhibits full control over him/herself, their team, and fans.
  - The Coach, Team and Fans displays respectful conduct towards the opposing team, officials, spectators, and teammates (e.g. retrieving balls after they go out-of-bounds).

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- Regardless of score or game situation, team aims to create a positive atmosphere for all (e.g. complimenting and encouraging everyone involved with the game).
- Team does not intentionally run up the score if leading by a large margin.
- Team picks up after self (i.e. throwing away empty water/Gatorade bottles and organizing caps).
- Players respond to official's warnings and requests.
- Average number of personal fouls, no rough fouls.

### #2

- No red cards/expulsions; 1 yellow card/warning
- Team displays below average sportsmanship:
  - Coach/Captain and Fans consistently engages in verbal dissent of officials, opponents, teammates, and spectators.
  - Coach/Team Captain exhibits little control over team, spectators, and/or him/herself (e.g. throwing or kicking the ball out of frustration after a play or call).
  - Team members consistently engage in rough play (e.g. excessive pushing and malicious fouls).
  - Team members engage in excessive trash talking that is offensive and disrespectful.
  - Above average number of personal fouls.

### #1

- 1 red card/expulsion; 2 or more yellow cards/warnings (Unacceptable)
- Coach/Team Captain and Fans displays poor sportsmanship and is completely uncooperative.
  - The Coach/ Team Captain have no control over him/herself, teammates, and/or spectators.
  - Team creates an unsafe and hostile environment to the point where a field supervisor and/or officials have to step in and stop the game (e.g. verbal and physical threats, punching, fighting). Other examples may include multiple ejections or joining in an altercation that has started (e.g. goalies, spectators, or other participants leaving their respective areas).
  - Excessive number of personal fouls.

To properly record a 4 or a 1, the individual submitting must also include comments in the Coaches Report justifying the ranking.

### **Section C. Evaluation**

1. At the conclusion of the Fall Season, the District IV Sportsmanship and Fair Play Committee will review all the Sportsmanship Points and Misconducts awarded to each applicable team for that Fall Season.
2. The District IV Sportsmanship and Fair Play Committee will then determine if any team and/or teams are to be awarded the Tom Higby Sportsmanship Award for the Gender/Age/Bracket they were playing in for that Fall Season.
3. It is possible that either of the following conditions can exist:
  - No team in a bracket will be deemed qualified to be awarded the Tom Higby Sportsmanship Award

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- One (1) or more teams may be deemed qualified to be awarded the Tom Higby Sportsmanship Award.
4. The decision as to which team/s (if any) will be awarded the Tom Higby Sportsmanship Award will rest solely with the District IV Sportsmanship and Fair Play Committee.