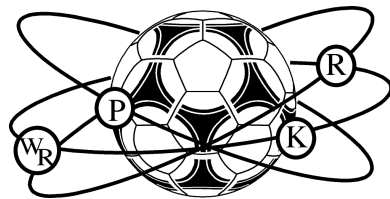


# **TRI-CITIES YOUTH SOCCER ASSOCIATION**

## **Bylaws Rules of Competition Guidelines**



*REVISED 12/22/1999  
FINAL FORMAT 04/08/2001*

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**1.0 IDENTIFICATION**

The identification of this organization shall be the Tri-Cities Youth Soccer Association (T-CYSA). This Association is and shall be a non-profit organization. For purposes of administration, the Association will be divided into five Clubs. Players in the U-6 through U-11 age groups are governed under the recreational guidelines, which are administered through four city clubs (Kennewick, Pasco, Richland, and West Richland Clubs). The boundaries of the city clubs are generally those of the represented cities.

Players in the U-12 through U-19 age groups participate in district and state play, which is administered through the Three Rivers Soccer Club. The Washington State Youth League (WSYL) and the district 6 Rules of Competition govern play for these age groups.

This Association shall maintain full affiliation with the Washington State Youth Soccer Association (WSYSA), and all activities shall be subject to the Constitution, Bylaws, and Rules of Competition of the WSYSA.

**2.0 PURPOSE**

The purpose of this Association is to promote the game of soccer and to provide opportunities for youth under the age of 19 who register with us to play affiliated soccer at a level commensurate with their ability and interest. We will emphasize sportsmanship, skill, teamwork, fitness, and achievement through the playing of the game, and provide educational opportunities to further develop players, coaches, referees, and administrators.

**3.0 ORGANIZATION****3.1 Members**

The members of the Association shall consist of the properly registered, dues-paid players, coaches, and administrators who come under the Association jurisdiction and subscribe to its purpose and abide by its Bylaws, Rules of Competition, and Guidelines.

**3.2 Voting Members**

The authority of the Association shall be vested in its voting members, who will exercise their authority by electing a Board of Directors to govern the Association. Voting members shall be coaches of affiliated teams or Board members. Each voting member has one vote, regardless of how many times they qualify. Voting members who are not present at the Annual General Meeting may designate in writing an alternate to cast their vote.

**3.3 The Board of Directors****3.3.1 Authority and Responsibility**

The Board of Directors has the authority and responsibility to conduct all business functions, enforce Bylaws, develop Rules of Competition and Guidelines, and represent the Association in all matters.

**3.3.2 Board Members**

The Board of Directors shall consist of twelve (12) elected members: seven officers and five club directors. The officers are elected by the voting members at the Annual General Meeting. The club directors are elected by their respective clubs. These Board members conduct business according to the Bylaws and Guidelines of T-CYSA. A Board member may serve for only two elected terms (4 years), after which he/she may not serve in any capacity until a period of one (1) full term (2 years) has lapsed since his/her last service on the Board. Paid staff of T-CYSA cannot serve as Board members.

**3.3.2.1 T-CYSA Officers**

The following board members shall be elected at the Annual General Meeting (AGM): President, Vice President of Administration, Vice President of Competition, Vice President of Development, Director of Communications, Treasurer, and Tournament Director. The term of office shall be two (2) years, with one-half of the Board positions becoming open each year. The President, Treasurer, and Vice President of Competition shall be elected at the AGM in even numbered years. The Vice Presidents of Administration and Development, Director of Communication, and Tournaments Director are elected in odd numbered years. Ten (10) percent of the voting members must cast ballots in order to validate the election.

When the President is unable to fill his/her term of office, the Board shall elect a current Board member as President, until the next scheduled AGM. When a member of the Board, other than the President, resigns or is unable to complete his/her term of office, the Board shall be empowered to fill the vacancy until the next regularly scheduled AGM at which time the voting members will elect an individual to fill this vacancy. The Board positions will be restored to their normal voting cycle at subsequent AGMs.

**3.3.2.2 Club Directors**

T-CYSA has four Recreational Club Directors and a Three Rivers Soccer Club Director. Recreational Club Directors shall be elected every two (2) years by the coaches in their respective Clubs. The Kennewick and Pasco Club Directors will be elected at the fall coaches meeting, term effective November 1, in even years. The Richland and West Richland Club Directors will be elected at the fall coaches meeting, term effective November 1, in odd years. In the event of a vacancy, the Board may appoint a temporary Club Director to serve until the next coaches meeting.

The Three Rivers Soccer Club Committee will appoint the Three Rivers Soccer Club Director. The Club Committee will elect a Club Director in odd-numbered years at a meeting of the Club Committee held after the T-CYSA AGM, but before coach selection for the following year's team. If the Club Director leaves office before the completion of his/her term, the Club Committee will convene to elect a person to serve for the remainder of the term.

**3.3.2.3 Removal of Board Members**

Any Board Member may be removed upon a two-thirds vote of the Board. Such a vote shall only be taken at a regularly scheduled Board Meeting as defined in 5.2. Upon removal of a Board Member under this section, the Board may select a replacement in accordance with 3.3.2.1 or 3.3.2.2.

Such a replacement shall only serve until the next AGM, at which time the position will be open for replacement by a vote of the members of the Association. The position shall again become open and restored to the normal election cycle at the next scheduled AGM as specified in 3.3.2.1.

**3.3.2.4 Delegation of Authority**

Each Board Member may appoint deputies or assistants as required. The assistants have the authority to represent the Board Member at Board Meetings. However, they only have the authority to vote if written approval is obtained from the Board Member.

**3.3.3 Ex Officio Board Members**

Ex officio board members are volunteer staff who manage important functions within TCYSA, such as Head Referee, Facility Manager, and Coaching Directors. Ex officio Board members cannot vote at Board Meetings unless delegated in writing by an absent Board member. Ex officio Board members are appointed by specific Board Members as stipulated under section 4.0.

**4.0 RESPONSIBILITIES OF BOARD MEMBERS**

All Board members are required to follow the Bylaws and Guidelines that pertain to the duties of their office and support majority decisions made by the Board of Directors.

**4.1 President**

The President shall oversee all activities of T-CYSA and the work of the Board Members, and shall serve as Chairperson at the Annual General Meeting and all Board meetings. The President shall see that all Bylaws, Rules of Competition, and Guidelines of T-CYSA are executed. The President may establish committees and appoint administrators as required. The President is responsible for hiring, supervising, and providing performance evaluations for the Office Manager and other paid staff in T-CYSA. Performance evaluations for paid staff will be presented to the Board on a yearly basis.

**4.1.1 Office Manager/Paid Staff**

The Office Manager and paid staff are part-time employees of T-CYSA. The Board of Directors approves hiring of all part time staff and sets general guidelines on the responsibilities and operation of these positions within the T-CYSA organization. Although any Board Member may request the service of the staff, the President is the direct supervisor and will prioritize staff responsibilities. The office manager shall order equipment and supplies for recreational teams and the T-CYSA Complex.

**4.2 Vice President of Administration**

The Vice President of Administration shall preside over T-CYSA business in the temporary absence of the President, and maintain a current copy of the Bylaws and Guidelines. Each year at the May Board meeting, the VP of Administration will present a draft schedule of important T-CYSA activities for the year. The VP of Administration shall oversee 1) the registration of all T-CYSA players, and oversee employee(s) who have been delegated as the T-CYSA Registrar, 2) the Facility Manager(s), who may be volunteers or employees of T-CYSA, and 3) improvements and special projects at the T-CYSA Complex.

**4.2.1 Registrar**

Registration responsibilities are assigned to office employees by the VP of Administration. Responsibilities include 1) maintain membership database, official team rosters, and all information required by the WSYSA, 2) implement procedures for the registration of Association members in accordance with T-CYSA Bylaws and Guidelines and WSYSA regulations, 3) maintain mailing lists of members, coaches, and Board members, and 4) prepare a membership summary yearly for the AGM and T-CYSA newsletter.

**4.2.2 Facility Manager(s)**

The Facility Manager is responsible for maintenance activities and preparation of fields at the T-CYSA complex. Responsibilities include 1) control over field orientation and removal of damaged fields from use, 2) repair and lining of fields for league and tournament play, 3) participation in meetings with the City of Pasco regarding the care of complex fields, and 4) quarterly reports to the Board on field conditions.

**4.3 Vice President of Development**

The VP of Development shall schedule and coordinate all State license coaching clinics, and shall participate in the formation of the teams and selection of coaches for the Three Rivers Soccer Club. The VP of Development will appoint and oversee Coaching Directors for the Recreational and Three Rivers Soccer Clubs. The Director of Development shall schedule and coordinate additional development opportunities for players and coaches at all levels.

**4.3.1 Coaching Directors**

The coaching directors will advise and assist the Director of Development with the organization and implementation of coaching and player development programs. This includes 1) develop and implement technical curriculum activities such as the Center of Excellence Youth Camps, U12 Development Training Programs, and Coaching Workshops, 2) advise the Board on appropriate age group competition formats within the Association, 3) recommend coaching priorities for different age groups and skill levels, 4) advise the Director of Development on appropriate guidelines, policy, and procedures for managing and selecting coaches, and 5) communicate and link WSYSA and U.S. Youth Soccer player and coach development initiatives to T-CYSA.

**4.4 Vice President of Competition**

The Vice President of Competition shall oversee all T-CYSA competition, including recreational and competitive league play and tournaments. This individual oversees the TCYSA Head Referee and judicial functions (Recreational Rules and Protest Committee) as required. The Vice President of Competition schedules all T-CYSA league play.

**4.4.1 Head Referee**

The Head Referee shall schedule and coordinate classes to train and certify referees. The Head Referee shall appoint Referee Coordinators for the four (4) Recreational Clubs to coordinate referees for home matches. The Head Referee shall maintain a list of licensed referees.

**4.5 Tournament Director**

The Tournament Director is responsible for organizing and hosting T-CYSA-sponsored tournaments and jamborees. Responsibilities include 1) scheduling and sanctioning of TCYSA tournaments through WSYSA, 2) tournament organization, 3) announcements and summaries of tournaments for the T-CYSA newsletter, and 4) preparation of an annual summary report and finances of tournaments for the AGM.

**4.6 Director of Communications**

The responsibilities of the Director of Communications shall include: 1) record minutes of Board meetings and the Annual General Meeting and submit a copy to the T-CYSA office, 2) administer T-CYSA interactions with the news media, 3) coordinate team photographs for all T-CYSA teams, 4) compile and mail a newsletter to coaches and players reporting on T-CYSA activities at least three times per year, and 5) maintain an Internet web site to help communicate accurate and timely information to Association members and increase the interest, support and participation of other soccer organizations.

**4.7 Treasurer**

The Treasurer shall 1) oversee the paying of bills and requests for reimbursement, which will be the responsibility of the Office Administrator, 2) present financial reports at the monthly Board meeting and a yearly report at the Annual General Meeting, 3) prepare a financial summary for the newsletter at least once a year, 4) prepare and maintain the Association tax-exempt status report and income tax filings, 5) prepare an annual budget, 6) approve the time cards of the Office Administrator and other paid staff, and 7) coordinate T-CYSA money-making activities and special projects.. The Treasurer is responsible to maintain and enforce adequate accounting procedures to safeguard the assets of T-CYSA.

**4.8 Club Directors**

The Club Directors are elected by their respective clubs and represent their club on the Board of Directors. When a club reaches 60 teams, the President may convene a committee to determine whether a new club should be formed. This committee will make recommendations to the Board for the boundaries of the new club. The President will then submit the proposed new club at the next scheduled AGM for approval and recognition in the Bylaws.

**4.8.1 Recreational Club Directors**

Each Recreational Club Director is responsible for the administration of recreational soccer in their respective club. These responsibilities include 1) formation of recreational teams; 2) placement of properly registered players; 3) recruitment and management of coaches; and 4) reservation of properly lined and netted playing fields for home games. The Club Directors ensure that all coaches have filled out the Washington State Patrol Background forms and provide listing of this information to the T-CYSA office.

The Recreational Club Directors may recruit volunteer staff to carry out the functions of the club and will provide the T-CYSA office administrator a listing of all club staff volunteers to direct member questions. Outgoing Club Directors will provide new Club Directors with a proper indoctrination.

Each Club Director will be part of the Rules and Protest Committee.

**4.8.2 Age Group Coordinators**

The Club Directors may appoint Age Group Coordinators to assist them as necessary. Major responsibilities include team formation and coordination. The person selected shall not be affiliated with that division as a coach, assistant coach or parent of a player in that age group.

**4.8.3 Three Rivers Club Director**

The Director of Three Rivers Soccer Club will provide for organization and reorganization of teams; ensure all District and WSYL players are properly registered; recruit coaches; and make coaching assignments with the approval of the coaches selection committee.

The Director of Three Rivers Soccer Club shall ensure each team coach has a full schedule at the higher levels of competition and that the administration of the select program is consistent with the Association Bylaws, Rules of Competition and Association Guidelines. The Director of Three Rivers Soccer Club shall also ensure the payment of entry fees for all league competition.

**5.0 MEETINGS**

All Association meetings shall be open to the public. The current edition of Robert's Rules of Order shall be used as a guide to govern the conduct of the meetings, if not otherwise specified by these Bylaws.

**5.1 Annual General Meetings**

The Annual General Meeting shall take place during the fall season. Notification of the Annual General Meeting will be made at the Fall Coaches meetings, and a reminder will be sent out no later than one week before the AGM. Proposed Bylaw changes and the recommendations of the nomination committee will be posted on the T-CYSA website and available at the Complex office 30 days prior to the AGM.

A quorum of 10 percent of the voting members is required to pass Bylaw changes and elect officers. If a quorum is not present at the AGM, the Board shall send out ballots to all voting members not present at the AGM. The combined votes of the AGM and returned ballots will be tallied at the next monthly Board meeting. If a quorum of voting members has been established through the combined votes, the election results will be validated.

**5.1.1 Order of Business**

The order of business for the Association at the Annual General Meeting shall include Minutes, Communications, Officer Reports, Unfinished Business, Reports, Proposals, Elections, New Business, General, and adjournment.

**5.2 Board Meetings**

The Board meetings shall be held on the first Wednesday of each month. A quorum of two-thirds of the Board members is required to vote or approve actions. Ex officio Board members are encouraged to attend monthly board meetings and report on activities. Although the monthly Board meetings are open to the public, the Board may close a portion of the monthly Board meeting to discuss such matters as employee appraisals and salary action.

If there is not enough business to warrant a meeting during any given month, the President may cancel said meeting. The President of T-CYSA may call any additional meetings as necessary

**6.0 FINANCIAL REQUIREMENTS****6.1 Fiscal Year**

The fiscal year of T-CYSA begins January 1 and ends December 31.

**6.2 Audit**

The financial books and accounts of the Association shall be audited by a Certified Public Accountant a minimum of every two years. Within thirty (30) days of the end of the fiscal year, a balance sheet shall be issued to the Board Members. The audit will be made available to any member upon request.

**7.0 RULES OF COMPETITION (Refer to Section 2, *Recreational Rules of Competition*)**

The Board shall adopt Rules of Competition governing team play, and eligibility. These rules shall be binding on all teams or affiliated teams involved in intra-T-CYSA league play. No amendments to the rules shall be effective for the season competition unless they are adopted and published at least thirty (30) days before the first scheduled game of the season. The Club Directors shall provide one (1) copy for each registered team each season. Copies will be provided for referees and officers.

**7.1 Amendment of Rules**

Any team or individual desiring to amend the Rules of Competition shall submit the proposed amendment in writing to the VP of Competition, who shall refer the proposed amendment to the Rules and Protest Committee. The Committee's recommendation shall be made at a Board meeting. The proposed amendment shall be adopted, rejected or modified within thirty (30) days of submittal.

A two-thirds (2/3) favorable vote of the Board members is required for approval.

**7.2 Interpretations**

At any time, the Board may interpret the Rules or render decisions on matters not covered by the Rules. Such decisions/interpretations shall be binding on all teams for that season of play. The ruling shall be included in the next association newsletter.

**7.3 Training of Referees**

All teams, before playing Association matches, should provide an individual for training as a referee; these individuals should be willing to officiate at least half the number of matches that the team they represent plays in a season.

**8.0 GUIDELINES** (Refer to Section 3, *Guidelines*)

The Board of Directors shall adopt a set of Guidelines that provides implementing instructions on T-CYSA matters. A favorable vote of two-thirds of the Board members is required to establish or revise a guideline.

**9.0 BYLAW AMENDMENTS**

Proposals to amend the Bylaws must be presented at a Board meeting at least sixty (60) days before the Annual General Meeting. Proposed Bylaw Amendments shall be considered at the Annual General Meeting. A majority vote of the eligible voting members present is required to amend the Bylaws, providing a quorum of ten (10) percent of the voting members is present or achieved as outlined in section 5.1.

**10.0 INDEMNIFICATION**

Pursuant to RCW 24.03.043, as now exists or as may hereafter be amended or replaced, and RCW 23B.08.320 and RCW 23B.08.500 through 600, as now exist or as may hereafter be amended or replaced, the Association may indemnify a Director, Officer, Employee, or Agent of the Association as otherwise permitted by law. It is the intent of this Bylaw to authorize indemnification in accordance with law.

## SECTION 2

## RECREATIONAL RULES OF COMPETITION

### 1.0 RULE ONE: RULES OF PLAY

NOTE: These Rules of Competition govern only Recreational and/or small sided game play under the authority of the Tri-Cities Youth Soccer Association (T-CYSA). The Washington State Youth Soccer Association (WSYSA) District Six Rules of Competition govern District play. WSYSA Rules of Competition govern State play.

The basic rules of play shall be Federation Internationale de Futbol Association (FIFA) Laws and Interpretations then current as set forth in its publication "Laws of the Game and Universal Guide for Referees," except as specifically modified below. In matters of judgment, as they pertain to the basic rules, the referee shall be the sole authority and his/her decision shall be final. A summary of the guidelines for the recreational level games are provided in Table 1

**Table I. Recreational Level Game Guidelines**

Age Level	Number of Field Players	Number of Players on Team	Goalkeeper	Ball Size	Length of Halves (min)	Regular Substitution	Direct/ Penalty Kicks	Free Kick Exclusion Radius (yd)	Offside Calls
U-11	9	12	Yes	4	30	Free	Yes	8	Yes
U-10	7	10	Yes	4	30	Quarter	Yes	7	Yes
U-9	5	8	Yes	4	25	Quarter	Yes	6	No
U-8	4	7	Yes	3	25	5 minutes	No	5	No
U-7	3	6	No	3	20	4 minutes	No	5	No
U-6	3	6	No	3	20	4 minutes	No	5	No

#### 1.1 Field of Play

Each Club shall be responsible for the condition and marking of its fields, and for a game ball for each team and goal nets for each Club. Each Club is responsible for delivering nets and flags to the field for matches. The team listed first on the official match schedule shall be the home team, and shall have the choice of the side of the field for spectators and substitute players. Players not on the field, and all spectators, must remain two yards behind the touch line

**Table 2. Optimum Recreational Field Information<sup>1</sup>**

Age Level	Field		Penalty Box		Penalty Spot Distance	Penalty Arc Radius	Goal Box		Center Circle Radius	Goal	
	Length	Width	Width	Depth			Width	Depth		Height	Width
U11	75 - 80	50	36	15	10	8	16	5	8	6.5 - 7 ft	18 - 21 ft
U10	60	40	30	12	9	7	14	5	7	6.5 - 7 ft	18 ft
U-9	45	35	25	10	7	6	10	4	6	6.5 ft	15 ft
U-8	35	25	N/A	N/A	N/A	N/A	25	6	N/A	4 ft	9ft
U-7	30	20	N/A	N/A	N/A	N/A	20	6	N/A	3 ft	9 ft
U-6	30	20	N/A	N/A	N/A	N/A	20	6	N/A	3 ft	9 ft

<sup>1</sup> All dimensions except for goal dimensions are given in yards

U-6, 7, & 8 teams play on a field marked by cones. It is the responsibility of the home team to set up the field with cones and markers. Dimensions may be paced off. In addition, U-8 coaches are provided with a portable goal. Both coaches need to bring their goal for the game field (cones can be used if a goal is forgotten).

U-9, 10, & 11 teams play on marked fields with goals and nets. These fields essentially contain all of the markings of a full-size field, but are scaled to the age group and number of players. Because these fields contain goals and penalty areas, the FIFA Laws pertaining to these areas are in force unless specifically modified in these rules of competition.

**1.2 Match Duration**

Matches shall start at the appointed time, with grace time allowed at the discretion of the referee.

**Table 3. Match Duration**

Age Group	Match Duration	Stoppage	Ball Size
Under 11	2 x 30 minute halves	Half	4
Under 10	4 x 15 minute quarters	Quarter	4
Under 9	4 x 12.5 minute quarters	Quarter	4
Under 8	2 x 25 minute halves	5 minutes	3
Under 7	2 x 20 minute halves	4 minutes	3
Under 6	2 x 20 minute halves	4 minutes	3

**1.3 Number of Players****1.3.1 U-11**

Each team shall field up to NINE players. Teams shall require eight players to start play and seven to continue play.

**1.3.2 U-10**

Each team shall field up to SEVEN players. Teams shall be required to have six players to start play and five to continue play.

**1.3.3 U-9**

Each team shall field up to FIVE players. Teams shall be required to have four players to start play and four players to continue play.

**1.3.4 U-8**

Each team shall field up to FOUR players. Teams are required to have three players to start and three players to continue play. There is a goalkeeper at this level and above.

**1.3.5 U-6 & U-7**

Each team shall field up to THREE players. Teams are required to have three players to start and to continue play. There is no goalkeeper at this level of play. No player may handle the ball when it is in play.

**1.4 Substitution**

Substitutions should be made quickly. The clock does not stop for substitutions. Any time used for substitution will shorten the amount of playing time. All players must have the opportunity to participate in at least half of the match. Substitution during a match shall be allowed only as follows:

**1.4.1 For an Injured Player**

If the referee stops the match for an injured player, and calls the coach onto the field to attend to the player, that player must be substituted. For U-10 and younger, a player so removed may be returned to the field at either team's goal kick or at the discretion of the referee.

**1.4.2 U-6 & U-7 Play**

U-6 and U-7 play will be stopped every four minutes for substitutions. All players who are out will enter play.

**1.4.3 U-8 Play**

U-8 play will be stopped every five minutes for substitutions. All players who are out will enter play.

**1.4.4 U-9 and U-10 Play**

During an interval midway through each half the referee shall stop play for substitutions. At this point, sidelined players will take the field unless unable to play. This is referred to as the end of the quarter. Play should be stopped for the quarter when the ball is out of play (throw-in, goal kick, after a score). It doesn't have to be exactly at the quarter time (12.5 or 15 minutes).

**1.4.5 U-11**

Substitutions may be made after the referee has been notified and has signaled approval of the substitution. Substitutions may be made before a team's own throw-in, either team's goal kick, after either team's goal, after an injury when the referee stops play, or for a cautioned player.

**1.5 Players' Equipment****1.5.1 Equipment**

Before the start of the match the referee shall ensure that each player's equipment is in proper order and that no player is wearing anything that may endanger him/her or any other player. No player shall be allowed to play with a hard or soft cast (that includes being wrapped with padding). Players may wear extra protective clothing in cold weather, provided the proper team uniform is worn outermost. Shin guards are mandatory equipment to be worn at all practices and matches. **PLAYERS NOT WEARING SHIN GUARDS SHALL NOT BE ALLOWED TO PLAY IN A MATCH OR TO PRACTICE.**

**1.5.2 Uniform**

Each coach shall ensure that every player wears a proper uniform consisting of a T-CYSA jersey (blue and gold reversible with white number), T-CYSA (or matching) socks, white shorts, and gym or soccer shoes. No player is allowed to play in street clothes. The home team wears blue.

**1.5.3 Names and Patches**

Team or individual names may be attached to jerseys. The location of such names is limited to a single line on the backside of the jersey, centered above the numerals, in letters no higher than two inches. Soccer patches may be attached to the white shorts.

**1.6 Officiating****1.6.1 Game Referees**

The Association will assign referees to officiate each match with the authority assigned as specified in the FIFA "Laws of the Game." Each coach must provide one person to act as a club linesman during the match. The duty of the club linesman is to show, under the supervision of the referee, which team will take possession of the ball after it crosses the touch line or the goal line. The referee shall submit misconduct reports and reports of Cautions and Ejections (yellow and red cards) to the Head Referee within 48 hours after completion of the match. The referee is encouraged to communicate with the players by explaining penalties and rules when necessary.

U-6, U-7 & U-8 - The Coach, Assistant Coach or a parent of the home team will act as the referee. The designated team referee should complete the Grade 9 referee clinic. A licensed referee may referee at this level in order to gain experience in the art of refereeing.

**1.6.2 Substitute Referee**

Failure of the scheduled referee to show up will not be cause for canceling the match. A substitute official must be chosen upon agreement by both coaches, and his/her decisions will be final. If one of the coaches is chosen to referee a match, the coach will delegate all coaching responsibilities to team's assistant coach or a parent volunteer for the duration of the game. During play, coaching from the referee's position (e.g., telling players where to position themselves and other game strategy) is not allowed.

**1.6.3 Charging the Goal Keeper**

NOTE: "Control of the ball" includes the goalkeeper holding the ball on the ground with one or both hands or any part of the hands, arms, legs or body. The referee is the sole person to determine if there is control by the goalkeeper. The referee should consider safety of the goalkeeper as the top priority.

In all play, no player shall make physical contact with the goalkeeper within the goal box, or harass the goalkeeper, or attempt to play the ball once the goalkeeper has control of the ball in any manner and to any degree. For infringements of this special rule, an indirect free kick shall be awarded and the referee can issue a potential caution depending on the severity of the infraction. For the extreme case, the send off of a player can result.

**1.7 Coaching****1.7.1 Coach Required**

No team shall enter competition unless supervised by a responsible person approved by the Club Coordinator. No coach shall be the coach of record of more than one team at once.

**1.7.2 Coach's Equipment**

Each coach must keep in his or her possession at all matches, practices, and tournaments, etc., a copy of the team roster, and a copy of each player's registration form to show proof of age, registration, birth date, medical release, and emergency medical information, etc.

**1.7.3 Rostered Players**

During any match, the referee may at his or her discretion call upon any player to identify himself or herself. Playing with an ineligible player is a very serious offense, and shall be grounds for match forfeiture and judiciary action toward the coach as decided by T-CYSA.

**1.7.4 Rules of Conduct**

Coaches shall abide by the following rules of conduct during the match. "The match" means the time during which a team and its coach are on or about the field of play, including the time immediately preceding the start of a match, the time between periods of play, and the time immediately following the conclusion of a match. The referee will enforce the "Laws of the Game" from the time he arrives at the match location until the time he leaves. The violation of any part of these Rules shall be deemed as cause for ejection from the match.

**1.7.4.1** A coach or spectator shall not, during the match, dispute or question by word or gesture the calls or decisions of the referee or linesmen.

**1.7.4.2** A coach or spectator shall not call out alleged fouls, or otherwise indulge in a running commentary of infractions of the rules of the game.

**1.7.4.3** A coach or spectator shall not indulge in intimidating tactics, by word or by gesture, to any player, coach or fan of the opposing team.

**1.7.4.4** A coach may address the referee with appropriate conduct at the following times:

- a. Before the start of a match.
- b. To draw his or her attention to an injured player of either team.
- c. If addressed by the referee.
- d. At half time.
- e. At the conclusion of the match.
- f. In cases where necessary for free substitution.

**1.7.4.5** A coach may enter the field of play only before the start of a match, at half time, or to aid an injured player when signaled onto the field by the referee.

**1.7.4.6** A coach shall not enter into any dispute, by word or by gesture, with any player, coach or fan of the opposing team during the match. Any disputable matter should be reported to the referee and, if it is a matter of judgment, the referee shall settle the dispute. His/her decision shall be final. If the referee is unable to settle the matter, he/she shall report it to the T-CYSA Board of Directors for a ruling.

**1.7.4.7** Positive coaching from the touch lines, such as giving direction or points of strategy and position to one's own team is allowed. Negative or disruptive coaching is not allowed.

**1.7.4.8** The coach is responsible for the behavior of spectators on the sideline. Violation of Rule 1.8C by a spectator shall be deemed as having been committed by the respective coach. Cautions or Ejections issued by the referee for spectator misconduct shall be issued to the coach.

**1.7.4.9** No coach, player, substitute, or spectator is to use profanity.

## **1.8 Additional Micro-Mod Rules of Play**

### **1.8.1 U-6 & U-7 Rules of Play:**

In addition to the above rules, the following modified rules shall govern play in the U-6 and U-7 age levels.

**1.8.1.1** There is no goalkeeper; no player may handle the ball.

**1.8.1.2** A goal is disallowed if one of the cones marking the goal is knocked over, regardless of angle or direction.

**1.8.1.3** All infringements (tripping, handling the ball, etc.) are punished by an indirect free kick. There are no direct free kicks or penalty kicks. The offside rule is not enforced at this level of play.

**1.8.1.4** All opposing players must be at least five (5) yards from the ball on free kicks, corner kicks, kick-offs and goal kicks.

**1.8.1.5** Foul throw-ins will be repeated by the player who made the foul after the referee explains the correct procedure.

For specific information on playing a U-6, 7 game, a summary of the game rules (Micro Soccer Rules for U-6 & 7) is provided to all coaches and team referees.

### **1.8.2 U-8 Rules of Play:**

In addition to the above rules, the following modified rules shall govern play in the U-8 age level.

**1.8.2.1** There is a goalkeeper at this age level. He/she may handle the ball only in their goal area of the field.

**1.8.2.2** All infringements (tripping, handling the ball, etc.) are punished by an indirect free kick. There are no direct free kicks or penalty kicks. The offside rule is not enforced at this level of play.

**1.8.2.3** All opposing players must be at least five (5) yards from the ball on free kicks, corner kicks, kick-offs and goal kicks.

**1.8.2.4** Foul throw-ins will be repeated by the player who made the foul after the referee explains the correct procedure.

For specific information on playing a U-8 game, a summary of game rules (Micro Soccer Rules for U-8) is provided to each coach and team referee.

**1.8.3 U-9 Rules of Play:**

In addition to the above rules, the following modified rules shall govern play in the U-9 age level.

**1.8.3.1** There is no foul for offside; however, goals scored from deliberately positioning players in an offside position (near the opponent's goal) to gain an advantage may be disallowed at the referee's discretion. A free kick by the non-penalized team restarts play.

**1.8.3.2** Unlike previous years on cone fields, a goal kick must leave the penalty area before being played as specified in FIFA Laws. If the goal kick does not leave the penalty area, it is retaken.

**1.8.3.3** At this level and above referees may call both direct and indirect free kicks.

**1.8.3.4** Because of the wide range in player's abilities and the experience of grade 9 referees, slide tackling is not allowed at this age.

For specific information on playing a U-9 game, a summary of game rules (Mod Soccer Rules for U-9) is provided to each coach and team referee.

**1.8.4 U-10 and U-11 Rules of Play:**

At U-10 and U-11 FIFA Laws are enforced unless specifically modified under these rules of competition. The free kick exclusion radius is 7 yards for U-10 and 8 yards for U-11. Offside is enforced. A summary of game rules (Mod Soccer Rules for U-10; Mod Soccer Rules for U-11) is provided to each coach and team referee.

**2.0 RULE TWO: MATCH SCHEDULING**

All matches scheduled by the Director of Competition must be played on the day and time, and at the field designated. Under certain conditions teams may need to reschedule. Matches may be called at the field at match time by the referee due to weather and/or field conditions, provided that both teams are at the field on time, and with the minimum number of players to start the match. Matches may be rescheduled by the respective City Club Coordinator.

The following steps must be followed to reschedule a match:

- a. The coach obtains the consent of the opposing coach and of the City Club Coordinator to reschedule.
- b. The coach notifies the Referee scheduler to cancel the original referee.
- c. The coach obtains, as needed, a new field and playing time from the City Club Coordinator or Director of Competition.
- d. The coach obtains a referee from a list of willing referees provided by the Referee Coordinator.

NOTE: A Referee Coordinator will not reschedule a match under any circumstances. Rescheduling a match without notification, such that a referee is needlessly sent to a field at which no match is played, may result in disciplinary action for the coach(es) involved.

**3.0 RULE THREE: DISCIPLINARY ACTION**

Any player or coach ejected from a match by the referee will automatically be suspended from the team's next regularly scheduled match. Three yellow cards received by a single player or coach during a season, Fall or Spring, shall be considered equivalent to a red card, and the player or coach will be suspended from his or her team's next regularly scheduled match. Misconduct reports shall be submitted to the T-CYSA Head Referee within 48 hours after completion of the match.

**4.0 RULE FOUR: REFEREE'S CODE**

When refereeing a soccer match, the referee should be guided by the following three concepts: SAFETY, FAIRNESS, and FUN.

**SAFETY:** If in the opinion of the referee, a player is doing something that is not safe for that player or other players on the field, corrective action should be taken. Enforcement of the laws of the game should usually ensure a safe game for all players. Common sense (the unwritten eighteenth law of soccer) should also be a good guidepost when refereeing the game of soccer.

**FAIRNESS:** You as a referee are a neutral independent agent participating in the soccer match. You are there to enforce the laws of the game to ensure fairness in their application. Without a fair application of the laws of soccer, the game of soccer digresses into a brawl between two groups of players.

**FUN:**After safety and fairness are established for a particular soccer match, fun can occur for the participants. Without

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**Guideline Number I: Association Financing****1.0 PURPOSE**

The purpose of this guideline is to establish and clarify T-CYSA financial practices and to provide a uniform guideline by which funds are generated and spent by the Association.

**2.0 SCOPE**

This guideline applies to the Tri-Cities Youth Soccer Association, its Clubs (i.e., Richland, Kennewick, and Pasco) and their respective member teams.

**3.0 POLICY****3.1 General**

It is the goal of the T-CYSA to provide financial support to promote the game of soccer for youth up to the U-19 age group. Further, it is the Association's policy to provide equal support to all members.

T-CYSA funds are generated by three mechanisms:

- a. Player fees,
- b. Contributions from businesses and individuals, and
- c. Association fund raising projects (i.e., tournaments or sales promotions) approved by the T-CYSA Board of Directors.

**3.2 Association Fund Disbursements**

Funds generated by the three mechanisms noted above are redistributed to Association members by providing various services such as: coaching and referee schools and aids; acquisition, maintenance and upgrading of playing fields; State and National affiliation services; and other provisions outlined by the T-CYSA Board of Directors in the annual budget.

Contributions and sponsorships are to be disbursed by the T-CYSA Board of Directors to ensure equal and fair distribution of funds to its members. Association expenditures exceeding \$1,000 must receive approval by the Board of Directors.

**3.3 Fund Raising**

Fund raising by recreational teams is not encouraged and recreational team sponsorships by local businesses are not permitted. Individuals or groups of parents from member teams are not prohibited from supporting their team under this policy provided they do so without violation of other T-CYSA policies. All recreational team fund raising events must be pre-approved by the City Coordinator.

**3.4 Three Rivers Soccer Club**

Three River Soccer Club teams are expected to be self-supporting with regard to uniforms, travel expenses, tournament fees, and team-specific equipment needs. Sponsorships and fund raising activities are allowed if the activity is pre-approved by the Three Rivers Soccer Club Director.

**3.5 Personal Fund Reimbursement**

Personal funds, expended with Board of Directors approval for the benefit of the Association and its members, will be reimbursed only if appropriate documentation (for example, an expense receipt) is provided. A written reimbursement request form is to be completed with the expense documentation attached. Reimbursement requests must be submitted to the T-CYSA office and approved by a Board member before reimbursement funds are released.

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**Guideline Number 2: Recreational Team Formation****1.0 PURPOSE**

The purpose of this guideline is to provide a uniform method for team formation based on the neighborhood concept. The neighborhood concept allows the child the opportunity to participate in soccer with a familiar peer group. The concept is further directed to removing the burden from the parent of providing transportation.

**2.0 DEFINITION AND SCOPE**

This guideline applies to the formation of all T-CYSA recreational teams, U-6 through U-11. The U.S. Youth Soccer Association defines recreational by stating, "the use of tryouts, invitations, recruiting or any like process to roster a player selectively to any team on the basis of talent or any ability is prohibited." Under this definition, *parents cannot request a specific coach or team*, but they may request that their child be placed on a team near their neighborhood or school. Requests cannot always be honored. Likewise coaches cannot request specific players. Coaches may request the status of any player who was rostered to their team within the last year.

Conflict of Interest: Volunteers should not be involved in team formation issues, which affect their child's team. As stated in the Association Bylaws, an age group coordinator cannot be assigned to form teams that involve his/her child.

**3.0 TEAM FORMATION PRINCIPLES****3.1 Team Formation**

Teams are formed, at the appropriate time, by assigning roughly equal numbers of players to each team. The players' places of residence will determine the team to which they are assigned, with team members assigned by neighborhood or school. Players will not be placed on a team roster until the Coordinator has received a valid registration, with appropriate fees paid, form from the Registrar. Players who register before established registration deadlines are guaranteed a place on a team unless a coach cannot be identified. When a new team needs to be formed in a neighborhood, the coordinator will seek to balance the number of new and returning players by revising the neighborhood grouping of teams. Registration fees will be refunded if a player cannot be placed on a team. Players who deliberately falsify information on their registration form are subject to suspension.

**3.2 Neighborhood Boundaries**

Neighborhood boundaries are determined by the Coordinator to enclose geographical areas so that the neighborhoods will be relatively compact and will support a single team. Neighborhood boundaries will likely be different for different age groups and will probably vary from year to year. Neighborhood boundaries cannot always be consistent with school boundaries. Parents whose children attend a private school may request that their child be placed according to neighborhood or, alternatively, their child's private school (if there is a volunteer coach from that school for that age group). Requests cannot always be honored.

**3.3 Exceptions**

During team formation, coaches' children will automatically be assigned to the coaches' team.

## Guideline Number 2: Recreational Team Formation

### 3.4 Playing Up

The Association policy on play up is that there is NO OVERRIDING developmental reason for a player between U-6 and U-11 to play up on an older recreational team unless it is TO STAY WITH HIS/HER SCHOOL PEER GROUP. If this requirement is met, players wishing to play up must have their parents/guardian petition the city coordinator each year at the time of registration. It is the responsibility of the parent to submit the correct documentation as required by the coordinator at the time of registration.

### 3.5 Time of Team Formation

The majority of teams are formed in July, prior to the fall season. Occasionally, teams may be formed in the spring with the Club Coordinator's consent. There is no guarantee of membership on the same team from year-to-year. The number of teams is established no less than four weeks before the first game. Rosters are provided to the coaches two weeks before the first game. Additional players may be assigned from late registrations.

### 3.6 Late Registration

Players registering after the established deadline are assigned on a "first-come, first-served" basis, regardless of neighborhood. A player registering after the deadline can only be placed after all players who precede that player by date of registration are placed on teams that have a coach. A returning player registering after the deadline is not guaranteed placement on their neighborhood team unless space is available.

### 3.7 Coed Teams

U-6 teams are coed unless there are insufficient registrants to form a coed team. In the event that there are not enough players to form a single sex team, a coed team may be formed at the discretion of the coordinator.

### 3.8 Acceptance of Rosters

Coaches do not have the prerogative of rejecting specific players presented to them on their rosters.

## 4.0 TEAM ROSTERS

Each Club shall annually make available to the Registrar the team roster form in which the Clubs shall list the age division and name of team, names, addresses and phone numbers of coaches and players and the coach and players' birth dates, per WSYSA requirements.

### 4.1 Team Sizes

Age Group	Field Players	Optimum Team Size	Maximum Team Size
U-6	3	6	7
U-7	3	6	7
U-8	4	7	8
U-9	5	8	9
U-10	7	10	11
U-11	9	12	13

Special cases that call for exception to the above rule must be mutually agreeable to the Club Coordinator and Coach. The coordinator must receive verbal approval from the coach for additional players over the optimum team size.

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**Guideline Number 2: Recreational Team Formation****4.2 Submission of Roster**

The submission of a roster binds all players on the roster to that team and that Club for the duration of that seasonal year, unless that player is granted a transfer or moves away from the territorial boundaries of the Club. In the case where a player drops soccer or moves away, the club registrar may do an administrative drop from the team roster after verifying the player's status.

**5.0 SPRING SEASON****5.1 Player Placement**

Spring registrants are placed by filling vacancies on existing teams, based on club, according to the following priorities.

- a. New registrants from that club will be assigned on a "first-come, first-served" basis.
- b. If a registrant's neighborhood team is full, the player will be assigned to another team, designated by the Coordinator. If a registrant declines to play on a non-neighborhood team, the player can be put on a list of pool players for first preference should an opening occur in their neighborhood. In this case, the next player by date of registration will be offered the vacancy.

**5.2 New Team**

If new registrations are so numerous that a new team must be formed, team reorganization may be considered. The Coordinator, in consultation with the affected coaches, may reassign players as deemed necessary.

**5.3 Consolidation**

If dropouts are so numerous that team consolidation is required, adjacent teams will be consolidated in a way that influences the smallest number of teams.

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**Guideline Number 3: Coaching****1.0 PURPOSE**

The purpose of this guideline is to establish methods and goals for coaches.

**2.0 POLICY**

Coaches shall make every effort to teach each player the individual and team skills of soccer in a fair and constructive manner.

**3.0 METHODS AND GOALS**

Players need to learn the individual skills necessary to play at their age group level of soccer. Coaches should take great care to see that they learn these skills and develop methods of teaching them to the players. The well-played game requires good teamwork and good sportsmanship. Coaches should study the game of soccer.

The coach's responsibility is also to ensure that he/she and all players know the rules of soccer and the rules of play. A coach must set the example of good sportsmanship and is responsible for the behavior of both the players and their fans. For the good of the game, disputes with fans, players, and officials are avoided at all costs. Coaches are strongly urged to take advantage of the clinics and coaching aids made available by T-CYSA.

To take advantage of the limited time allowed for organized practice and games, the coach must be well prepared and organized. Practices should concentrate on the maximum exposure to all players rather than on participation by any one, or a few players at a time. All coaches should show a positive and educational attitude to all players during any match or practice.

Competition is a part of every game, and a competitive spirit is a wholesome virtue. However, the end to which competition is directed can often be misplaced because of an overpowering desire to win at all costs. We encourage competitiveness to keep trying when you're losing, to play your own game, to challenge a better opponent. We discourage special tactics to protect a lead, or running up lopsided scores. The team's standing should not be the measure of success but the rate of improvement in individual and team play.

It is T-CYSA's goal to make every effort to make our program an enjoyable and rewarding soccer experience for all involved.

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**Guideline Number 4: Referees****1.0 PURPOSE**

To define the roles and responsibilities of the T-CYSA Head Referee, Team Referee, Club Referee Coordinators, and Referees. To identify the appropriate referee clinic for the team referee and to explain the incentives provided by T-CYSA to volunteer referees.

The success of the T-CYSA depends upon developing referees in addition to players and coaches. The T-CYSA shall actively encourage adults to learn and practice the art of soccer refereeing. It is in the best long-term interest of T-CYSA to encourage adults to become active USSF-registered referees. Furthermore, it is critical that new officials gain experience and confidence by refereeing younger age matches before officiating higher level matches of older players.

**2.0 SCOPE**

These policies shall apply to teams registered with the T-CYSA. Representatives of T-CYSA shall expect compliance with this policy and require teams to have adult referees who are active in the Tri-City area referee pool.

**3.0 TEAM REFEREE REQUIREMENTS****3.1 Team Referees (adults, 18 years and older)****3.1.1 Recreational League Teams:**

Each team shall have a referee who is associated with the team and has attended either a USSF Grade 9 Associate Referee clinic for small-sided games or USSF Grade 8 Referee clinic. Each U10 and U11 recreational league team shall have a team referee who is associated with the team and has attended a USSF Grade 8 Referee clinic. The team referee shall officiate at least the number of home matches the team he/she represents plays in a season. Team referees of U6, U7, U8 and U9 teams are to officiate the team's home matches. Team referees of U10 and U11 have the option to either officiate their team's home matches or to participate in the referee pool of their City Club and accept match assignments from the City Club Referee coordinator.

**3.1.2 Three Rivers Club Teams:**

Each T-CYSA Three Rivers Club team (Metro, District 6 Select, and WSYL) shall have an adult team referee who has completed the USSF Grade 8 Referee clinic, is currently registered with the USSF, and who actively participates in the referee pool. The team referee obtains match assignments from the Tri-Cities Soccer Referee Association (TCSRA). The team referee shall strive to officiate at least 10 matches per season.

**3.2 Youth Referees (younger than 18 years of age)**

Youth referees can play a valuable role in the Tri-City area soccer community. By attending an instructional referee clinic and practicing the art of refereeing the youth gain a different perspective on the game and may develop into a better player and/or provide refereeing services for a considerable period.

A youth referee should be at least 14 years of age to referee the middle of a T-CYSA recreational match. Exceptions to this requirement can be approved by the T-CYSA Head Referee or Director of Competition. Assistant referees may be of any age relative to the players.

**4.0 RESPONSIBILITIES OF REFEREES****4.1 T-CYSA Head Referee**

- a. Shall arrange USSF Grade 10, 9 and 8 Referee clinics at appropriate dates. USSF Grade 8 and 9 Referee clinics should be offered before the start of the fall and spring seasons.

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**Guideline Number 4: Referees**

USSF Grade 10 clinics are arranged on an as-needed basis. The T-CYSA Head Referee is responsible for obtaining clinic roster information including names, addresses and phone numbers of clinic participants within two weeks of the conclusion of a clinic. The T-CYSA is responsible for payment of clinic fees to the Washington Referee Committee.

- b. Shall actively participate with the TCSRA and encourage dialogue between the two organizations. The T-CYSA Head Referee shall arrange an informal meeting between the two groups at least once a year. The meeting will be an opportunity to introduce new ideas and strategies to improve the quality of soccer refereeing in the Tri-Cities and maintain good relations between the two organizations.
- c. Shall review referee-related invoices for appropriateness and forward to the T-CYSA office for payment.
- d. Shall recruit a Referee Coordinator for each City Club, with the assistance of the City Club coordinator, and shall direct the activities of the City Club Referee Coordinators.
- e. Shall, at the conclusion of a Grade 8 referee clinic, distribute a list of new referees to the City Club Referee Coordinators.
- f. Shall provide a list of U9, U10 and U11 recreational league team coach names and phone numbers to each City Club Referee Coordinator, within their respective City Club, two weeks prior to the start of fall or spring season.

**4.2 League Referees**

- a. Referees shall strive to officiate matches primarily in the interest of player safety.
- b. To be assigned matches, the referee shall be currently registered with the USSF.
- c. The referee shall seek guidance and input from qualified peers to improve his/her performance.
- d. The referee shall be knowledgeable of the rules relevant to the match assignment, recognizing the rule differences between age groups and leagues.
- e. The referee shall submit game reports and misconduct reports to the appropriate governing body in a timely manner.
- f. Referees of Three Rivers Club matches are paid according to the fee schedule agreed upon by the TCSRA and T-CYSA and submit match records to the TCSRA for payment by TCSRA.
- g. Non-USSF registered referees may officiate in an emergency situation, i.e. if a referee does not show up to a match. (Failure of a scheduled referee to show up for a match will not be cause for canceling the match. A substitute official must be chosen upon agreement by both coaches and his/her decisions will be final. WSYSA Rule 301.6).
- h. Each referee shall have a current WSYSA Employee/Volunteer background check on file with the WSYSA.

**4.3 Club Referee Coordinators**

- a. The City Club Referee Coordinators are under the direction of the T-CYSA Head Referee.
- b. The City Club Referee Coordinator shall provide a list of U9, U10 and U11 recreational league team referee names, addresses and phone numbers to the T-CYSA Head referee by the second week of the fall and spring seasons.
- c. The City Club referee Coordinators may assign matches to USSF-registered referees as necessary.
- d. The City Club Referee Coordinator will assume the home team's referee will cover the match unless otherwise notified (at least 48 hr prior to the start of the match).
- e. The City Club Referee Coordinator will attempt to assign referees to matches when the home team has an adult referee participating in the City Club referee pool.

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**Guideline Number 4: Referees****5.0 REFEREE CLINICS AND REGISTRATION****5.1 USSF Grade 8 Referee Clinic**

New, volunteer, adult (18 years or older) referees: The T-CYSA shall pay the USSF Grade 8 referee clinic registration fee, the USSF registration fee and provide a basic referee start kit to each new, volunteer adult referee. (The basic referee starter kit consists of; jersey, socks, flags, whistle and wrist lanyard, and red/yellow card wallet.) In return for T-CYSA's investment, the new volunteer referee shall commit to officiate 10 T-CYSA matches for free. These matches may be for any age, either as a referee or assistant referee, regular season or tournament. Once this obligation is met, the new referee may be paid for his/her services.

It is the responsibility of the individual referee to ensure that they meet the spirit of their agreement with the T-CYSA. The 10-match obligation should be met within 1 year. If a referee cannot meet their obligation, they shall reimburse the T-CYSA for the expenses of training and equipment.

New, Non-volunteer referees: New referees who desire to enter the referee pool and immediately be paid for their services are required to pay the clinic registration fee, the USSF registration fee, and provide their own officiating equipment. Upon successful completion of the referee clinic and USSF registration the new referee may begin to immediately officiate for pay.

It is in the best interest of new referees to gain experience and confidence by officiating "middles" of small-sided games prior to officiating more challenging matches of older players.

**5.2 USSF Grade 9 Associate Referee Clinic**

The Grade 9 clinic is intended to introduce new referees and coaches to the basic laws of the game as they pertain to small-sided matches where the offside rule is not enforced (U9 and younger in T-CYSA administered matches). It is the desire of the T-CYSA to encourage all interested persons to become familiar with the Laws of the Game. The T-CYSA shall pay the clinic fee for all attendees. The T-CYSA shall provide a whistle with wrist lanyard to all participants free of charge who agree to officiate small-sided games. T-CYSA does not pay the USSF registration fee for Grade 9 referees.

**5.3 USSF Grade 10 Assistant Referee Clinic**

This course is intended for those who will register with the USSF as an Assistant Referee. Each attendee will pay a nominal registration fee to the T-CYSA and is encouraged to register with the USSF to be considered as an active, knowledgeable assistant referee.

**5.4 Annual Re-registration of Volunteer Referees**

The T-CYSA shall promote the registration of volunteer referees. The T-CYSA shall pay the annual USSF registration of referees who have voluntarily refereed (without pay) at least four matches in the preceding calendar year. The T-CYSA Head Referee shall administer this process.

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**Guideline Number 5: Player Transfers****1.0 PURPOSE**

The purpose of this guideline is to establish a policy for player movement from one registered team to another within the seasonal year that complies with the WSYSA rules.

**2.0 SCOPE**

This policy applies to all Tri-Cities Youth Soccer Association Clubs and teams.

**3.0 POLICY**

All players registered on a team are bound to that team for the seasonal year unless properly transferred.

**4.0 TRANSFER**

A player transfer is defined as the movement of a registered player from one registered team to another registered team within T-CYSA during the seasonal year. The Club Coordinator and Registrar must approve all transfers.

**4.1 Seasonal Year**

For T-CYSA the seasonal year is September 1 through August 31. During this time a player can be registered in only one Association and on only one team at a given time.

**4.2 Limits to Player Movement**

A team shall be limited to a total of three (3) transferred players per season. The maximum number of players per team is eighteen (18).

**4.3 Open Period**

Registered players may try out for existing teams and play on those teams in preseason competitions without a transfer after the end of the regular season and tournaments (Washington State Championship Cup and Washington State Association Cup) for that player and team. Thus an open period exists from the last scheduled spring game until new teams are formed for the fall. This allows summer teams to compete in other association tournaments.

A Club wishing to transfer a player shall complete the WSYSA Transfer form. The transfer is not effective until approved by the Registrar. A player may be transferred to another team during the season only if:

- a. Player's team disbands.
- b. Player moves to a new address and the increased travel distance makes it impractical to continue with the original team.
- c. The Coordinator, in consultation with the affected coaches, in rare circumstances, determines that it is in the best interest of the player and his/her teammates to do so. Such transfers are to be reported to the Board of Directors.
- d. A recreational player who is a designated alternate for a Three Rivers Soccer Club team is authorized to transfer to that team.

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**Guideline Number 6: Three Rivers Club**  
**(WSYL, DISTRICT SELECT AND METRO LEAGUE)****1.0 PURPOSE**

To establish the guidelines for administering the T-CYSA Three Rivers Soccer Club (hereafter, the Club) in Washington State Youth League (WSYL), District 6 Select League and Metro League, to establish a Club Committee, and to define the responsibilities and authorities of the Club Committee.

**2.0 SCOPE**

The Club will be the administrative body for all traveling teams within the T-CYSA. T-CYSA Select Advanced Development Program (ADP) teams ages U-12 and older will compete at the District level or at the WSYL State level. All T-CYSA Metro teams will compete at the appropriate level as scheduled by the Metro League Coordinator or District 6 Director of Competition.

**3.0 CLUB OBJECTIVE**

Provide a soccer program with multiple levels of participation based upon standards of play available in state and district league competition. The Three Rivers Soccer Club will provide opportunities for player participation through team formation and administration at each level of league competition according to a player's motivation and capability.

Our goals are to:

1. Promote the game of soccer, with an emphasis on acquisition of soccer skills to enable realization of a player's personal goals in the game, and
2. Present a higher standard of soccer for those players and families willing to make a higher level of commitment. The Club will set standards of training excellence, provide guidance, encouragement and support of player development methods at all levels. In addition, the Club will provide opportunities and guidance to those athletes who strive for further participation on state, regional or national Olympic Development teams, collegiate and/or professional programs.

**4.0 CLUB COMMITTEE**

The Club Committee shall consist of each Club team's head coach and manager, and the following elected and appointed Club officers:

1. Club Director
2. Club Secretary
3. Club Registrar
4. WSYL, District Select, and Metro League Coordinators
5. T-CYSA Director of Development
6. T-CYSA Coaching Director

Each member shall have one vote. The Club Secretary shall record the minutes of each Club Committee meeting. Copies of Club Committee meeting minutes shall be provided to all members of the T-CYSA Board of Directors.

The Club Director is responsible for implementing these guidelines with all Club Teams and has the authority to interpret these guidelines and make decisions for the good of the Club in areas not specifically addressed. The Club Director has the responsibility to ensure that the T-CYSA Club program complies with all WSYSA, District 6 and T-CYSA rules and regulations.

The Club Committee collectively may interpret these guidelines in areas not specifically addressed in order to provide appropriate guidance to the Club Director. The Club Committee may adopt rules of operation to assure continuity of function.

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**Guideline Number 6: Three Rivers Club**  
(WSYL, DISTRICT SELECT AND METRO LEAGUE)

The Club Director will convene meetings of the Club Committee after coach selection but before team tryouts, after completion of the tryouts, before the start of the fall season, and on other occasions as needed.

**5.0 CLUB DIRECTOR**

The Club Committee will elect a Club Director in odd-numbered years at a meeting of the Club Committee held after the T-CYSA Annual General Meeting but before coach selection for the following year's teams. If the Club Director leaves office before the completion of his/her term, the Club Committee will convene to elect a person to serve for the remainder of the term.

The Club Director shall have overall responsibility for all Club teams participating in district, state, regional or national competition. Specific duties are as follows:

1. Provide liaison between the T-CYSA Board of Directors and the District 6 Director of Competition.
2. Provide leadership as Chair of the Club Committee and take guidance from the Club Committee.
3. Coordinate the formation of Club teams and selection of coaches.
4. Appoint coordinators responsible for team formation for WSYL, District 6 Select and Metro teams. These coordinators shall assist the Club Director in other duties as requested.
5. Appoint a Club Registrar to assist in registering Club team members.
6. Appoint a Secretary to record meeting minutes.
7. Attend District 6 Board meetings.
8. Provide a single point of contact for teams that regularly play outside the Association.
9. Establish and administer a Club budget.
10. Send an informational letter on the Club and hold an orientation meeting for all U-11 players and U-12 recreational players within T-CYSA by early February each year.
11. Maintain a list of qualified evaluators for team formation.
12. Provide means to evaluate coach's performance during the year.

**6.0 TEAM FINANCING**

Club teams are expected to be self-supporting. Club teams will be responsible for team fees to cover the cost of scheduling, referees and other administrative expenses. The costs of uniforms, practice equipment and tournament entry fees are the responsibility of the Club teams. Club teams are allowed to solicit contributions for sponsorships from appropriate outside organizations. The Club Director shall approve sponsors and placement of sponsors' logos.

**7.0 REPORTING GAME SCORES**

Each Club team will follow the current rules regarding the reporting of game scores per their league. Each team is also responsible for reporting all regular season and tournament game scores to the newspaper by appointing one representative (coach or parent) to call in game scores.

**8.0 DISCIPLINE PROBLEMS**

The Club Director may take disciplinary or corrective actions for minor offenses. More severe internal Club problems that require a formal hearing will be referred to the Club Coaches Ethics Committee for action. It is the responsibility of the Club Director to ensure that the corrective actions are implemented.

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**Guideline Number 6: Three Rivers Club**  
(WSYL, DISTRICT SELECT AND METRO LEAGUE)

Any problems that arise between coach, players, or parents should first be referred to the coach. The coach should attempt to resolve the problem. If the coach is unsuccessful, the problem should be referred to the Club Director, then to the T-CYSA Board of Directors. If the Club Director or the T-CYSA Board of Directors cannot resolve the problem to everyone's satisfaction, the only remaining recourse is the player's voluntary resignation from the team. Players who resign from a team have no assurance that they will be assigned to another T-CYSA team.

If sufficient players refuse to participate on a team after the season has begun such that the team must fold and be removed from competition, those players will not be considered for other Club teams for the remainder of that season. To be considered for District Select or WSYL teams the following season those players must petition the T-CYSA Board of Directors to explain their actions. Teams in the middle of a season must be strongly encouraged to stay together to complete that season.

**9.0 COACHING**

Coaches at all levels of Club play are expected to follow the T-CYSA philosophy for the development of youth. Coaches' conduct during matches and training sessions is expected to be exemplary. Violations will be subject to investigation and will be dealt with in a manner consistent with T-CYSA rules. The Club Director will provide reports to the T-CYSA Board of Directors as needed. Coaches are encouraged to further develop their coaching skills by attending WSYSA and USYSA coaching clinics.

Coaches shall utilize current soccer coaching methods supported by Washington State Youth Soccer Association (WSYSA) and/or US Youth Soccer and be capable of teaching players in a constructive, positive learning environment.

Although it is acceptable for coaches to help out with other teams, on a part time or guest basis, Club coaches will be registered as a coach or assistant coach of only one Club team at a time. It is expected that the registered coach of record will be actively involved in team training and preparation of the team for league competition.

Players registered in T-CYSA must be given opportunity and access to ADP teams on the basis of soccer ability and not what High School program they may be attending or will attend in the future. Therefore, current High School coaches and immediate family members are not eligible to coach ADP teams and/or participate in ADP team formation within the T-CYSA.

Coaches are encouraged to provide playing time for all players in each game and to foster an environment where all players feel like an integral part of the team. They must also strive to assure harmony of the coaching staff, players and parents through open communication, fair and just treatment of players, and consideration of individual player needs within a team context.

**10.0 COACH SELECTION**

The Club Director will form a coach selection committee. The same evaluation-selection committee should do selection of coaches within a particular age group. The Club Director will be the administrative chair of the selection committee. Members of the committee shall not participate in the selection of a coach for the age and sex division in which they are coaching or have any children participating.

The Club Director will contact potential candidates to coach Club teams. Candidates must submit a written soccer resume to the committee before the scheduled coach selection process. In late Fall and before coach selection, the Club Director will send out coach evaluation forms to the parents of all players on teams U-11 and older. The committee shall interview each candidate and make a selection using the following criteria: coaching skills, sportsmanship, experience, ethics, license level, knowledge of the game, team performance, knowledge of T-CYSA and WSYSA rules, available evaluation forms from parents, judicial reports and other criteria as determined by the committee. Each of these criteria will be properly weighted as to importance in determining the best candidate for the position. Coaches should have a minimum of a D license, and a USSF National C license or higher is encouraged for ADP teams.

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**Guideline Number 6: Three Rivers Club**  
(WSYL, DISTRICT SELECT AND METRO LEAGUE)

District Select and WSYL coaches will be assigned for one year. Current coaches desiring continued appointment to a Club team must submit their request in writing to the Club Director before the scheduled coach selection process. District Select and WSYL coaches are expected to devote appropriate time to practice sessions and preparing for practices. Coaches are expected to attend all of the team's games, except for unforeseen circumstances. The coach selection committee should evaluate each coaching candidate's ability to meet this requirement.

The Club Director shall provide for monitoring and evaluation of each coach's performance during the year. Results of this evaluation will be used when considering the coach for succeeding years. If an existing coach has had a good track record the previous year and no other person has applied to coach that age group then an interview may not be required, but a written request to coach the following year is required before the scheduled coach selection process.

Coaches do not "own" the team they are assigned to coach once formed. Club teams are jointly administered by T-CYSA and the individual team leadership (team head coach, assistant coach, team manager, etc.).

Coaches are expected to plan and implement appropriate training curriculum, to prepare the team for competition, and to provide opportunities to play in league and tournament competition to facilitate player growth in the game.

**11.0 TEAM FORMATION**

A working committee appointed annually by the Club Director will establish the team formation process. This committee will prepare a Team Formation Procedure document. This procedure will be distributed to all members of the Club Committee prior to tryouts.

The order of team formation will be as follows: WSYL teams will fill their roster first. District Select team(s) will have the second selection. Metro teams will not have a field tryout.

**11.1 Field Tryouts for ADP Teams**

Player selection and team formation for U-12 to U-19 District Select and WSYL teams will be conducted via field tryouts. In general, player tryouts will be based upon evaluation in game conditions. From observation of free play at the tryout, the Evaluation Team will first establish the relative size of the player pool for selection. From the established pool, the assigned team coach(es) will have the opportunity to select players to form team(s) in accordance with T-CYSA's goals and objectives for the age group.

Player selections made by the assigned team coach(es) should have concurrence of the other members of the Evaluation Team. If, in the opinion of the Evaluation Team, player selections are not in accordance with particular age group goals and objectives (such as A/B team formation), the Evaluation Team may provide appropriate guidance during the selection process.

If enough players try out to form more than one team in a particular age and division, the Evaluation Team and Club Director will decide if other teams should be formed, based upon the numbers and level of skill of the players.

All players participating in the field tryouts will be required to submit, a copy of their birth certificate, a completed registration form, and the registration fee before they will be allowed to try out. The Club Director shall inform all players of the date, time and location of field tryouts.

All players who try out will be notified whether or not they made the team by the coach within three (3) days of the last day of field trials. Players must fulfill their obligation to their current team prior to the end of the spring season. A team meeting will be held with the coach, players and the parents of each player within two (2) weeks of the formation of the new Club teams to discuss team plans.

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**Guideline Number 6: Three Rivers Club**  
(WSYL, DISTRICT SELECT AND METRO LEAGUE)**11.2 Player Evaluation Team**

The Club Director will form a player Evaluation Team for the purpose of selecting each ADP team. The team shall consist of the assigned team coach(es) and a minimum of two independent evaluators.

Evaluators should have recent coaching experience at the appropriate level if possible; for example, U-16 to U-19 WSYL teams should be evaluated by coaches with experience at older WSYL or Olympic Development Program (ODP) levels.

**11.3 Number of Players**

Each ADP team will be required to select 16-18 players. Each team will not exceed the State limit of 18 players.

After completion of player selection, each coach may designate up to three (3) additional players as alternates. The list of alternates must be presented to the Club Director within one week after player selection, along with the list of players selected for the team. Alternate players will not be notified that they are alternates. Alternate status will expire on August 15 of each year.

The Club Director shall approve requests for player deletions, additions, transfers or releases. Player movement from or to a team is governed by WSYS rules of transfer, add/drop or release.

**11.4 Playing Up**

T-CYSA emphasizes that players should play within their own age division. Parents or guardians of players wishing to try out to play up on an older age division in Club District Select or WSYL must sign a request that the player be allowed to play up. Requests to play up more than one year are strongly discouraged. The Club will emphasize that there is no overriding developmental reasons for a player between U12-U14 to play up to an older age group Club team unless it is to stay within their school peer group.

However, at the tryout, the Evaluation Team shall determine if a play up should make the team. The Evaluation Team should evaluate and balance the needs of the player and the needs of the Club team. For Metro Division teams, play-ups will be allowed without a formal parental request if it is necessary for team formation, as determined by the Metro Division coordinator.

**11.5 Player Selection for Existing Teams**

Player selection for existing teams is expected to be a gradual strengthening process and not a wholesale change of players every year. Players are not protected during an open tryout process. Every player selected must qualify for the player pool. A goal of the team formation process is to attempt to maintain the WSYL Club team's league level from the previous year, where possible, and to maintain team stability at all levels. The Team Formation Procedure document will address procedures to implement these requirements. If the coach feels that injuries, or other circumstances have made it impossible for qualified players to participate in the tryout, a supplemental tryout may be scheduled for a later date, with approval by the Club Director.

Except for unusual circumstances that must be approved by the Club Director, all coaches and evaluators will attend all sessions, in order to evaluate all draft pool players. The evaluators and coaches will observe and evaluate the players present at the tryout to determine the size of the player pool.

Current players and new players trying out for the team will attend tryouts. The evaluators and coach will evaluate the players to first identify the tryout pool for the number of teams being formed. A coach will select players from the identified player pool using a process that is agreed upon by the Evaluation Team prior to selection.

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**Guideline Number 6: Three Rivers Club**  
(WSYL, DISTRICT SELECT AND METRO LEAGUE)**11.6 Additional Players**

If the number of players on an ADP team drops below what a coach feels appropriate, after all alternates have been added, or if an insufficient number of players have been selected after the normally scheduled tryout, the coach may add additional players through supplemental tryouts. Players must be registered with the T-CYSA to participate in a supplemental tryout. Players who have begun the regular league season with one team may not try out for another team in a supplemental tryout until the season is completed. Under exceptional circumstances, this restriction may be waived provided the Club Director determines that both affected teams remain viable. All unassigned eligible players must be notified of any additional supplemental tryouts, and all such tryouts must be scheduled with the Club Director.

**11.7 Special Requirements on Team Formation**

**U-12:** The transitional nature of the U-12 teams will be stressed, i.e., teams are only formed for one year and then new traveling teams are organized at the U-13 level. An effort will be made by the Evaluation Team to choose the maximum number of players. Teams are expected to keep expenditures for uniforms, etc. at a minimum during this transitional year. As many U-12 Club teams will be formed for both boys and girls as there is player talent, interest and commitment to form.

**U-13 WSYL:** Tryouts for the WSYL teams will be held such that State time-lines/deadlines can be met. WSYL teams are chosen first with open tryouts for all T-CYSA registered players. If enough players try out to form more than one team, the Evaluation Team and Club Coordinator will decide if additional team(s) should be formed.

**U-14 & Above:** Team formation will be by consensus of the Director of Development and the Club Director whether to form the teams on an A/B concept or to retain equal teams depending upon the results of the previous year, the number of returning players, and the recommendation of the Evaluation Team. The recommendation of the Evaluation Team will resolve any ties.

**11.8 Metro Team Formation**

Club Metro teams will be formed by the Club Metro League coordinator generally according to T-CYSA Guideline Number 2, "Team Formation" with the approval of the Club Director. Once their teams are in the Club, coaches and team managers will become members of the Club Committee and will be subject to the rules herein. The Metro Coordinator will select coaches for Metro teams. Out-of-town travel within District 6 will be required of Metro teams.

Metro teams may add unattached players during the season to fill their roster. All additions are subject to the approval of the Club Director and the T-CYSA Registrar, following normal WSYSA procedures for movement of players.

Club Metro teams may be required to play in a mixed age group depending on the number of teams available in the Club in any specific age group. Coaches should be prepared to play teams either one age group older or one younger. In some cases, Metro teams may be scheduled to play District Select teams.

**12.0 GUIDELINE AMENDMENTS**

Proposed changes to the Club Guidelines will be referred to the Club Committee. The Club Director will present the majority recommendation of the Committee to the T-CYSA Board of Directors for approval.

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**Guideline Number 7: Protests and Appeals****1.0 DEFINITIONS****1.1 Protests**

Protests are usually related to a specific game or administrative action, and are filed by an involved team official. Only those teams involved are permitted to protest a game result. Protests, on a specific game, cannot be filed by third parties, such as coaches from other teams or league or State administrators. Protests submitted to a competition authority (league, tournament, etc.) must be filed according to the protest procedure and rules of that competition. The protest must be based upon violation of the published rules of the competition, WSYSA Rules and Regulations, or FIFA Laws of the Game. The rights of protest and appeal within the rules of the competition must be exhausted before proceeding to the next level of authority defined herein.

**1.2 Appeals**

Appeals arise as the result of an adverse decision from a protest hearing, administrative action, disciplinary hearing, or lower level appeal. Only those parties to the original action, who are adversely affected by such decisions, shall be allowed to appeal. An appeal shall not have the effect of "staying" a previous ruling. Previous decisions remain in force, pending the result of the appeal.

**1.3 Disciplinary Hearings**

Disciplinary Hearings result from allegations of misconduct. Such misconduct must be a violation of a published rule, regulation, or procedure. A disciplinary committee shall only hear allegations of misconduct that are against individuals or entities within the jurisdiction of the convening authority. Only the elected and/or appointed officials of the T-CYSA Board of Directors or tournament committees may bring charges of misconduct. Referees are recognized as such officials in matters regarding game misconduct.

**1.4 General Grievances**

A grievance is a complaint of a general nature, which is not based upon specific rule violations, or upon a specific administrative decision (or lack of decision). General grievances are not handled through protest, appeal, or disciplinary hearing processes. Grievances may be heard on an informal basis by the appropriate competition authority or the T-CYSA Board of Directors.

**2.0 MANDATORY CONDITIONS**

The hearing and adjudication of any protest or allegation of misconduct shall be completed within thirty (30) days of the filing of the cause of action. If a decision is not reached within this thirty (30) day period, the matter may be submitted to the next higher level without determination, and the fee submitted will be applied at the next level.

**3.0 RULES AND PROTEST COMMITTEES****3.1 Recreation League**

The Rules and Protest Committee shall hear and decide protests, appeals, and allegations of misconduct, and shall be composed of persons having no conflict of interest in the matters being heard, and having no association with the principal parties in the matters. The Rules and Protest Committee will consist of the Club Directors and the Director of Competition, who will chair the Committee. A Committee quorum requires three (3) members, one of whom shall be the Director of Competition. Should a dispute involve a Committee member, that member shall not deliberate or vote on the matter. The Director of Competition shall appoint one Committee member to make a written record (minutes) of all proceedings.

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**Guideline Number 7: Protests and Appeals****3.2 Three Rivers Soccer Club Coaches Ethics Committee**

The Three Rivers Soccer Club Director has the authority to take disciplinary or corrective actions for minor offenses by Three Rivers coaches or players. More severe internal Club problems that require a formal hearing are referred to the Club Coaches Ethics Committee. This committee is made up of coaches, managers, and parents who have volunteered to serve the Club in this capacity. The Club Director may chair the committee or appoint one of the members to chair it. The committee strictly follows the rules set forth on the WSYSA Administrative Handbook for scheduling and conducting disciplinary hearings. Please refer to the handbook for procedural details.

**4.0 FILING PROCEDURE** (Refer to Attachment 1, *Protest/Appeal Form*)

A protest, appeal, or allegation of misconduct must be filed in writing and must include:

1. The nature and specifics of the complaint.
2. A listing of the rules or procedures violated.
3. A statement of the desired resolution.
4. The filing of \$25 (money order or cashier's check).

If a protest or an appeal is rejected, waived, or upheld, the fee will be returned to the protestor or appellant. If a protest or appeal is denied, the fee will be deposited in the General Fund.

In the case of an appeal, the appeal must be placed in Registered U. S. Mail or Certified U. S. Mail, return receipt requested, within three days of receipt by the appellant of the prior adverse ruling, Sundays and Holidays excepted.

**5.0 DOCUMENTATION PROCESSING**

Upon filing of a protest, appeal, or allegation of misconduct, the Rules and Protest Committee shall institute the following procedures.

1. The appropriate action or response shall be determined by conducting a "validation/review" of the following:
  - a. Identify the principal parties involved.
  - b. Determine if they are in good standing.
  - c. For a protest, determine the protestor's right to lodge a protest.
  - d. For an appeal, determine if the appeal is directly related and germane to the decision of the original protest. If not, the appeal must be rejected and returned.
  - e. Determine if all the information necessary to adjudicate the matter and reach a decision is included. Such information may include, but is not limited to, names, addresses, phone numbers, minutes of previous hearings, applicable rules, referees' game reports, etc.
  - f. Determine if the matter has been filed with the proper authority.
  - g. Determine that specific charges are made, the rules allegedly violated are cited, and the desired resolution is stated.
2. Upon completion of the "validation/review," if all the information and documentation necessary to reach a decision are available, the principal parties are to be immediately notified of receipt of the complaint. This notification shall also include the date, time, and place of the hearing. If notification of the receipt of the complaint and the specifics of the hearing cannot be made at the same time, two separate notifications shall be required.

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**Guideline Number 7: Protests and Appeals****6.0 NOTIFICATION**

Sufficient time should be allowed for the parties to prepare and to appear. Unless the rules of the competition dictate sooner, the hearing shall be scheduled within a minimum of seven (7) and a maximum of fourteen (14) days following notification of the receipt of the complaint.

Notification of the receipt of a protest, appeal, or allegation of misconduct, and of the specifics of a hearing, shall be communicated to the principal parties at the same time and by the same method.

**6.1 Method**

Notification shall be accomplished by one of the following methods (in order of preference):

1. Telephone, with written follow-up sent by US Mail as described in 2. or 3. below.
2. Certified US Mail, return receipt requested.
3. Registered US Mail.
4. Hand delivery by a member of the Rules and Protest Committee or by a member of the T-CYSA Board of Directors.

**6.2 Content**

Notification shall contain the following:

1. A condensed restatement of the cause of action.
2. The date, time, and place of the hearing.
3. The type of hearing (open or closed) to be held.
4. What limits or restrictions (if any) will be imposed on testimony.
5. Whether or not testimony must be in written form, and the date by which such written testimony must be received.
6. Any other special requirements.
7. A copy of this Guideline of Protests and Appeals.

**7.0 EVIDENCE AND TESTIMONY**

All evidence, such as identification cards, team roster, referees' game reports, letters, proof of age documents, and other sources of written or printed information, shall be original or official only. No copies shall be acceptable. Proof of age documents shall conform to the rules of the competition and WSYSA Rule 4.3.2.

All testimony shall be limited to the principal parties, eye witnesses, and recognized authorities on the subject, such as the Registrar on registration matters. If a witness cannot appear at an open hearing, written testimony shall be accepted. Character witnesses and other third party witnesses shall not be allowed. Testimony in open hearing may be limited with respect to time.

**8.0 PROCEDURES FOR HEARINGS**

The method of holding a hearing may vary due to time, and whether it is for the purpose of hearing a protest or an appeal. Basically, hearings are of two types:

1. Open Hearings shall be held with the principal parties, witnesses for both sides, and all necessary evidence actually appearing before the members of the Rules and Protest Committee or the T-CYSA Board of Directors. Testimony from witnesses need not be taken in the presence of other witnesses, but the principal parties shall be present for all proceedings, except the deliberations of the Rules and Protest Committee or the T-CYSA Board of Directors.

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**Guideline Number 7: Protests and Appeals**

2. Closed Hearings require that all testimony and evidence be submitted in writing. The principal parties must submit all evidence, testimony, and arguments in written form, as specified by the notification. The original hearing of any protest or allegation of misconduct must occur in open hearing. An appeal may be heard in either open or closed hearings.

**9.0 AGENDA****9.1 All parties, including witnesses, will be brought into the hearing chamber.**

The following items will be described by the Chair:

1. Statement of case to be heard, including:
  - a. Names of parties involved.
  - b. Specific event involved.
  - c. Date of occurrence.
  - d. Rule numbers and description of rules allegedly violated.
  - e. Procedure for hearing, including:
    - 1) Plaintiffs and defendants are allowed to remain in the hearing chamber. All witnesses are to wait outside the hearing chamber.
    - 2) All written evidence should have been presented in advance for distribution and inclusion in the evidence packet.
    - 3) All written evidence presented at the hearing will be passed to the Chair.
    - 4) All questions/statements from involved parties will be addressed to the Chair, who will ask the appropriate individual for an answer or a rebuttal, if he deems it pertinent.
    - 5) Witnesses may be recalled after initial testimony for further testimony and/or clarification.
    - 6) Decisions will be made, and notification will be made within three (3) days in writing to both parties, including instructions for appeal.

**9.2 After all witnesses have been excused from the hearing chamber:**

1. Plaintiff will present case
2. Individual witnesses for the plaintiff will be called.
3. Defendant will present case.
4. Individual witnesses for the defendant will be called.
5. Any witnesses will be recalled as necessary.
6. Plaintiff will make closing statement.
7. Defendant will make closing statement.

**9.3 Open hearing will be adjourned. Parties will be excused. Hearing committee will deliberate.****10.0 DECISIONS**

The Committee hearing a protest, appeal, or allegation of misconduct shall decide each issue arising from the hearing. The Chair shall vote only when necessary to break a tie.

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**Guideline Number 7: Protests and Appeals****10.1 Method**

The decisions of the Committee, and any disciplinary sanction imposed, shall respond only to the specific issues and allegations contained in the complaint as filed. Any other issue and/or rule violation, which may become known or apparent during the hearing, shall be referred to either the convening authority or to a lower level authority. This referral may be accompanied by a recommendation for appropriate action. When such matters are referred, notice of the referral shall be included with the notification of decisions rendered.

Decisions shall be reduced to written form, and shall be forwarded to the principal parties within three (3) days of the conclusion of deliberations, Sundays and Holidays excepted. If a suspension is imposed upon an affiliated player or administrator (or on appeal, a suspension is overturned), the WSYSA office shall also receive a copy of the decision. Suspensions of players for less than thirty (30) days duration are exempt from this requirement.

**10.2 Notification**

Notification of the decisions of the Committee shall be communicated to the principal parties simultaneously and by the same method. Verbal communication of decisions shall not be permitted. Consideration should be given to ensure that the method chosen provides adequate notice to teams that are affected by the decision.

1. Notification shall be accomplished by one of the following methods (in order of preference):
2. Certified U.S. Mail, return receipt requested.
3. Registered U.S. Mail.
4. Hand delivery by a member of the Rules and Protest Committee or by a member of the T-CYSA Board of Directors.

Notification of the decisions shall include a statement of the procedure for appeal. The statement shall clearly indicate the appropriate level of jurisdiction, including the identity and address of the person and/or office to which the appeal must be directed, in accordance with the following:

1. Rules and Protest Committee decisions may be appealed to the T-CYSA Board of Directors.
2. T-CYSA Board of Directors decisions may be appealed to the District Commissioner of District Six of the WSYSA.

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**Guideline Number 8: Use of Facilities and Fields****1.0 PURPOSE**

To outline T-CYSA use of the Complex facility and fields and to define a procedure for the implementation of our responsibilities under our contract, "Land Use and Development Agreement, TRAC Soccer Complex," herein referred to as "contract" with the City of Pasco.

**2.0 AUTHORITY**

- 2.1** The T-CYSA Board of Directors is responsible for implementation of the Association's terms of said contract and is responsible for any violations of the contract by T-CYSA members or employees.
- 2.2** On or before January 15<sup>th</sup> and July 15<sup>th</sup>, the T-CYSA President will submit to the City of Pasco a schedule for use of the 15 fields by the association for the following six months. The Director of the Three Rivers Club and the Director of Tournaments will provide the schedule to the T-CYSA President for league play and tournament a minimum of one week before this deadline. In addition, the Facility Manager will indicate any problems with the field maintenance as indicated in the contract (Memorandum of Understanding: Field Maintenance Minimum Standards) that require the attention of the City of Pasco.
- 2.3** The T-CYSA President and Treasurer are responsible for ensuring that a lump sum of \$10,000 is paid to the City of Pasco each December for use of the complex by T-CYSA.
- 2.4** The T-CYSA Facility Manager will have control over field orientation and will notify the City of Pasco, as necessary, of any needed repairs to the turf and sprinkler system. In addition, the Facility Manager may remove any field(s) from use due to poor condition by notifying the affected users a week in advance. Reassignment of fields will be coordinated with the Director of the Three Rivers Club.
- 2.5** Non-T-CYSA use of the Facilities and Fields, proposed by association members, must be presented to the Board for approval.

**3.0 T-CYSA USE OF COMPLEX FIELDS AND FACILITIES**

(Refer to Attachment 2, *T-CYSA Complex Field/Meeting Room Reservation Request*)

Under the contract with the City of Pasco, T-CYSA has the right to reserve all of the complex fields biannually (January 15<sup>th</sup> and July 15<sup>th</sup>) for T-CYSA soccer activities. The priority for reserving fields is as follows: 1) tournaments, 2) weekend and Wednesday league play, 3) development clinics for players, coaches, and referees, and 4) player development opportunities including Olympic Development Program (ODP) and exhibition games.

- 3.1** Complex fields may only be used for scheduled games and makeup games. Team practice sessions are not allowed. Exceptions may be made, with Board approval, for preparation for state cup, if the fields are in good condition. See 3.7 below.
- 3.2** A portion of the complex (~1-2 of the 15 fields) will be used as home game fields for the Pasco club for recreational teams (U6 to U11).
- 3.3** The remaining area will be used as home game fields for the Three Rivers Club.
- 3.4** Scheduled T-CYSA tournaments will have priority for field use. League and recreational home games should be avoided on tournament weekends.

**Guideline Number 8: Use of Facilities and Fields**

- 3.5** The championship field (field 15 in contract; currently labeled field 5) may only be used by U-15 through U-19 T-CYSA teams, giving preference in scheduling to the older age teams. If this field is overused (as indicated by the Facility Manager), permission for non-T-CYSA play will be eliminated first, followed by the younger T-CYSA teams.
- 3.6** The meeting room, building, and concession area are intended for T-CYSA activities only. Non-T-CYSA use of the building facilities must be approved in advance by the Board of Directors. The order of priority for meeting room use will be 1) regularly scheduled Board meetings (first Weds of every month); 2) coaching and referee training clinics; 3) club meetings, 4) referee/committee meetings, and 5) team meetings. The meeting room cannot be used by teams as a locker room.
- 3.7** Any team using a complex field for activities outside of league or tournament games must have a copy of a signed field use permit (see Attachment 1), which gives the team permission for the use of the field.

**4.0 NON-T-CYSA USE OF COMPLEX FIELDS**

(Refer to Attachment 3, *T-CYSA Field/Meeting Room Use Permit for Non-T-CYSA Activities*)

Any individual or team using T-CYSA facilities during T-CYSA scheduled days must have a copy of a signed use permit (see Attachment 2 for non-T-CYSA groups) in their possession.

- 4.1** Unscheduled times for remaining fields (excluding the championship field) may only be assigned by the City of Pasco to other soccer users one week prior to the desired use time. If a non-T-CYSA team requires the use of T-CYSA goals or equipment, T-CYSA must be notified in advance (see sections 4.4 and 4.5 below).
- 4.2** The championship field shall only be assigned to other soccer users by mutual agreement between T-CYSA and the City of Pasco, which shall not be unreasonably withheld by either party. Pasco High School will be given first consideration by the TCYSA Board for use of the championship field during available time periods. This Board approval must occur annually in advance of season play. T-CYSA may revoke permission for use of the championship or any of the other scheduled complex fields if 1) the field is in poor condition or 2) the grass is dormant and said use will harm the field as specified in sections 2.4 and 3.5 above, or 3) if the provisions specified in this guideline are being violated by any team.
- 4.3** If the Board approves the use of fields by Pasco High School during T-CYSA scheduled time periods, then Pasco High School will be notified by the Director of the Three Rivers Club of available times and fields after the Three Rivers league schedule has been finalized. Pasco High School should respond within one week of receiving this information so that a Master schedule can be finalized and made available at the complex office.
- 4.4** Non-T-CYSA teams will compensate T-CYSA for field lining (materials and labor) or any other labor costs incurred by T-CYSA required specifically for that game. These teams will provide their own nets and corner flags, unless the field is already set up for T-CYSA league play. T-CYSA will invoice responsible parties at the end of each season.
- 4.5** The meeting room, building, and concession area is intended for T-CYSA activities only. Non-T-CYSA use of the meeting room must be approved in advance by the Board of Directors and the user must have a signed use permit in their possession. The meeting room cannot be used by teams as a locker room.
- 4.6** T-CYSA carries insurance through the Washington State Youth Soccer Association (WSYSA). This insurance only covers WSYSA sanctioned play and T-CYSA league play. Therefore, non-

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**Guideline Number 8: Use of Facilities and Fields**

T-CYSA teams are required to provide a Certificate of Insurance naming T-CYSA as an additional insurer up to \$1,000,000 if the team plans on using T-CYSA equipment, such as goals, nets, or corner flags, or T-CYSA facilities.

- 4.7** Non-T-CYSA teams may not collect gate receipts at complex entry points (e.g., fence gates) when T-CYSA activities are taking place. Gate receipts may be collected, as long as these fees do not violate section 11 of our contract with the City of Pasco, at a mutually agreed upon location adjacent to the game field. The collection point must be clearly identified as a non-T-CYSA function and not impede T-CYSA activities.
- 4.8** No pets are allowed on the complex property. Only authorized vehicles are allowed on the complex grass or fields. Authorized vehicles include golf carts and field equipment/vehicles operated only by T-CYSA or the City of Pasco Parks and Recreation Department. Teams are not allowed to drive vehicles on the complex grass.
- 4.9** T-CYSA reserves the right to require a cleaning deposit or rental fee for the meeting room by non-T-CYSA organizations.

# PROTEST / APPEAL FORM

Type of action requested:       PROTEST                       APPEAL

**Date:**  
**Protest/Appeal filed by:**  
**Name:**  
**Address:**  
**City:**  
**State/Province:**  
**Country:**  
**Zip Code:**  
**Telephone number (Including Country and Area Code):**  
**Affiliation:**

**Protest/Appeal filed by against:**  
**Name:**  
**Address:**  
**City:**  
**State/Province:**  
**Country:**  
**Zip Code:**  
**Telephone number (Including Country and Area Code):**  
**Affiliation:**

**Date of Protested Incident or Decision :**  
**Location of Protested Incident or Decision :**

**Event In Which Protested Incident or Decision Occurred:**

**Description of Incident or Decision:** (Please describe the incident being protested or the decision being appealed. Include the names, addresses, and phone numbers of any witnesses you cite. Attach any pertinent information. Use an additional sheet if necessary. Thank you.)

# T-CYSA Complex Field/Meeting Room Reservation Request

6160 Burden Road Pasco, WA 99301

(509) 544-0276 fax: (509) 542-0395

E-mail: T-CYSA@bossig.com ~ Website: <http://www.T-CYSA.org>

Requestor: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

Event: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Approved : \_\_\_\_\_ Date: \_\_\_\_\_

## MEETING ROOM

1. Written request/authorization is required. An approved copy of the request form will be returned to the requestor authorizing the event, date and time and must be in their possession during the event.
2. Reservations can be made no more than 4 weeks in advance.
3. Room set-up is the responsibility of the user. Arrangements for access and set-up must be arranged with the office manager.
4. At the conclusion of meeting all table and chairs must be stacked and returned to the storage area. Garbage must be removed and dumped in the outside dumpster.
5. The office, storage, and concession area are strictly off limits, with the exception of returning tables and chairs to the storage area.
6. Children must have adult supervision at all times (inside and out). An adult must make sure all children are picked up before leaving.
7. Before leaving, walk the exterior of the building and ensure all doors are locked.
8. T-CYSA reserves the right to refuse any request or may require a cleaning/damage deposit.

## EQUIPMENT REQUESTED

Tables \_\_\_\_\_ Chairs \_\_\_\_\_ Overhead Projector \_\_\_\_\_ TV/VCR \_\_\_\_\_

Other \_\_\_\_\_

## FIELD USAGE

1. Complex fields are used for league play, educational/development clinics, tournaments, and other special events. League games will take priority over any other request. **THERE IS NO PRACTICE ALLOWED AT ANY TIME.**
2. Written request/authorization is required for everything with the exception of league play. An approved copy of the request form will be returned to the requestor either authorized or rejected (with reason) and field number/s assigned. The coach or instructor must have the copy in his possession during event.
3. Help us to keep high quality fields and play on assigned field/s only. Field assignments are based on turf conditions.
4. No unauthorized vehicles are allowed on the fields.
5. No pets allowed.
6. For safety reasons please **DO NOT TIP THE GOAL POSTS** or allow children to hang from them.
7. Please pick up all trash and place in dumpster.
8. T-CYSA reserves the right to refuse any request or may require a deposit.

## FIELD/S & EQUIPMENT REQUEST

How many fields requested \_\_\_\_\_ Nets \_\_\_\_\_ Flags \_\_\_\_\_ Other \_\_\_\_\_

Reason/Field Assignment: \_\_\_\_\_

APPROVED / REJECTED BY: \_\_\_\_\_ Date: \_\_\_\_\_

*Approved request form must be in your possession at all times or you will be asked to vacate the premises.*

**Nets and flags must be arranged with Bob Vopalensky (627-2701)  
Referees arrangements must be made with the Tri-Cities Referee Association (627-3491)**

# T-CYSA Field/Meeting Room Use Permit for Non-T-CYSA Activities

6160 Burden Road Pasco, WA 99301

(509) 544-0276 fax: (509) 542-0395

E-mail: T-CYSA@bossig.com - Website: <http://www.T-CYSA.org>

Requestor: \_\_\_\_\_ Organization: \_\_\_\_\_ Date: \_\_\_\_\_

Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

\_\_\_\_\_ E-mail: \_\_\_\_\_

Event: \_\_\_\_\_

Date: \_\_\_\_\_ Time: \_\_\_\_\_ Expected Attendance: \_\_\_\_\_

Requesting Use of: Field \_\_\_\_\_ Meeting Room \_\_\_\_\_

Approved : \_\_\_\_\_ Date: \_\_\_\_\_

T-CYSA Assigned Field # _____
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## FIELD USAGE

1. Fields are for soccer use only. T-CYSA League games will take priority over any other request. NO PRACTICE SESSIONS ALLOWED.
2. The coach or instructor must have a copy of this use permit during the scheduled event. A signed copy of the use permit will be returned to the requestor and field number/s assigned.
3. Non-T-CYSA teams will compensate T-CYSA for field lining (materials and labor) when the costs incurred are specifically for this activity. T-CYSA will invoice responsible parties at the end of each season.
4. Teams will provide their own nets and corner flags unless the field is already set up for T-CYSA league play. For safety reasons DO NOT TIP OR MOVE THE GOAL POSTS or allow children to hang from them.
5. No unauthorized vehicles are allowed on the fields.
6. No pets allowed.
7. Non-T-CYSA groups or organizations are required to provide Certificate of Insurance naming T-CYSA as an additional insurer up to \$1,000,000.
8. Non-T-CYSA groups cannot collect gate receipts at complex entry points when T-CYSA activities are taking place.
9. T-CYSA reserves the right to refuse any request or may require a deposit.

## MEETING ROOM

1. Written request/authorization is required. An approved copy of the request form will be returned to the requestor authorizing the event, date and time and must be in their possession during the event.
2. Reservations can be made no more than 1 week in advance.
3. Room set-up is the responsibility of the user. Arrangements for access and set-up must be arranged with the office manager. The meeting room cannot be used by teams as a locker room.
4. At the conclusion of meeting all table and chairs must be stacked and returned to the storage area. Garbage must be removed and dumped in the outside dumpster.
5. The office, storage, and concession area are strictly off limits, with the exception of returning tables and chairs to the storage area.
6. Before leaving, walk the exterior of the building and ensure all doors are locked.
7. T-CYSA reserves the right to refuse any request or may require a cleaning/damage deposit.

By signing this agreement my group or organization agrees to the above rules for use of complex fields and facilities. I understand that this permit is not valid for field use without a current Certificate of Insurance on file at the T-CYSA office.

\_\_\_\_\_  
Signature of Authorized Representative of Group

\_\_\_\_\_  
Date

\_\_\_\_\_  
T-CYSA Representative

\_\_\_\_\_  
Date

\_\_\_\_\_  
Certificate of Insurance

\_\_\_\_\_  
Received Date

\_\_\_\_\_  
Initials

*Approved request form must be in your possession at all times or you will be asked to vacate the premises.*