



Clovis Youth Soccer Association (CYSA) General Procedures

3. General Procedures

3.01 Rules of Play

3.01.01 Only those players currently registered with CYSA and in good standing may participate in a CYSA sanctioned game; or if player cards are required, only those players possessing a current laminated USYSA player pass card may participate in a scheduled League game. Violation of this rule may result in forfeiture of all games in which the offending player participated.

3.01.02 Any team not present to start a game with the number of minimum players required by the present official within 10 minutes of the scheduled starting time, shall forfeit the game. Game clock starts at regular scheduled game time regardless if both teams are present. Time will not be added at any point of the game.

3.01.03 No regularly scheduled CYSA game may be postponed except by referee (in case of field conditions) or CYSA authority.

3.01.04 If, for any reason, a game is not played for the full time period, the following rules shall apply: a game abandoned at, or before half-time shall be declared void and must be rescheduled, if at all possible, before the next regularly scheduled game. A game abandoned in the second half of the game shall be considered a completed game.

3.01.05 The length of game and ball size shall conform with CYSA guidelines:

- Little Strikers — 10 minute halves, size 3 ball (up to 5 minute halftime break)
- U-6 — 20 minute halves, size 3 ball (up to 5 minute halftime break)
- U-8 — 20 minute halves, size 3 ball (up to 5 minute halftime break)
- U-10 — 25 min halves, size 4 ball (up to 5 minute halftime break)
- U-12 — 30 minute halves, size 4 ball (up to 5 minute halftime break)
- U-14 — 35 minute halves, size 5 ball (up to 5 minute halftime break)

If divisions are combined, the lower amount of time and smaller size of ball will be used.

Tie breaking procedures in tournaments will be determined seasonally by the Board of Directors.

3.01.06 Two uniform Jerseys and socks colors will be chosen by the CYSA BOD. These uniforms will be used for 2 to 3 years or until the company quits manufacturing the same style. Solid black shorts without pockets are required. The teams listed as Home on the schedule will wear the lighter color and Visitors shall wear the darker.

Conflict of Uniform Colors: In tournament play the home team shall be responsible for changing jerseys should there be a conflict in uniform color



Clovis Youth Soccer Association (CYSA) General Procedures

3.01.07 Player Pass Cards: Only those players possessing a current laminated USYSA player pass card may participate in a scheduled League game. Violation of these rules shall result in a forfeiture of all games in which the offending player participates. Use of these cards in recreational league play shall be determined seasonally by the CYSA BOD.

3.01.08 Referee Fees: Referee fees will be collected in the initial registration.

3.02 Game Conduct and Discipline

3.02.01 Any player or coach ejected from a game by the referee will be reported to the Vice President and Registrar for disciplinary action.

3.02.02 A player or coach ejected from a game shall stand suspended for the duration of that game and the next scheduled game.

3.02.03 Any additional suspension handed down by CYSA shall apply to scheduled CYSA and/or tournament games. CYSA will report suspension to the tournament director.

3.02.04 CYSA may recognize suspensions or like rulings of co-equal soccer leagues or associations of which official notification has been received.

3.02.05 Coaches and assistant coaches are responsible for the actions of its players and coaches and are required to take all possible precautions to prevent spectators threatening or assaulting officials or players before, during, or at the conclusion of the game.

3.02.06 Coaches are expected to display good sportsmanship and gentlemanly conduct while on the field of play.

3.02.07 CYSA, as per NMYSA, does not permit coaching from outside the coaching box. No coach, substitute player, or spectator shall be allowed beyond the coaching box or behind the goals, at either end of the field while play is in progress.

3.02.08 When conditions exist within a CYSA team which reflect poor management and/or are not in the best interest of soccer or CYSA, then the BOD shall have the power to investigate such conditions and make recommendations to correct them.

3.02.09 Parent and /or spectator harassment or abusive criticism of player, referee or coaches' performance during CYSA games will not be tolerated by the CYSA. (Such unsportsmanlike conduct will be treated with a yellow card for the first offense and a red card for the second offense). These penalties are to be given to the coach of the offending team's spectators/parents. Coaches and teams will occupy the opposite side of the field from parents/fans between the 18 yard lines at all times.



Clovis Youth Soccer Association (CYSA) General Procedures

3.02.10 Verbal criticism of the referee during the game by coaches, players or spectators will not be allowed.

3.02.11 These acts that constitute referee abuse or assault are the jurisdiction of NMYSA. They should be reported immediately by the referee to the State Youth Referee Administrator (SYRA) who will determine from the game reports and other documents of the report if the charge does constitute assault or abuse and the state association will notify the person of the charge and set up a hearing. See the NMYSA rules section 3.14.03 Level 3. "The committee shall be the initial hearing for all allegations of violation of USSF Rules pertaining to referee/linesman assault and/or abuse..." Physical violence and/or personal attacks will not be tolerated from any coach, player, parent/guardian, spectator or team before, during, or after a game or tournament. Physical violence and personal attacks shall include, but shall not be limited to, such things as: hitting, kicking, choking, slapping, spitting at or on, violently grabbing or bodily running into another person with intent to knock them down, the act of throwing any object at another person or vehicle such as rocks, sticks, pipe, bottles or cans, shoes or any other object that could inflict injury or damage. The CYSA BOD will enforce the state's decision pertaining to violations, which could include, but not be limited to, game suspension, suspension for a calendar year, and/or team suspension.

NOTE: All CYSA members are charged with the responsibility of seeing that this rule is known to every player, coach, parent/guardian, spectator, and referee.

3.02.12 The President, Vice President, and/or the Officer of the Day shall have the authority to stop and/or terminate any game for just cause with the permission of the referee.

3.01.13 Any coach who accumulates a second in-game ejection or who is reported to the board for inappropriate behavior during any soccer related activity may be suspended by the CYSA Board and/or reported to NMYSA for further disciplinary action. Any parent or fan who displays inappropriate behavior towards a ref, a player, a coach, or another fan will be removed from fields and may face further disciplinary action including a ban from attending further games.

3.03 Referees

3.03.01 All games played under the jurisdiction of CYSA shall be officiated by referees approved by the CYSA BOD.

3.03.02 In case the designated referee fails to appear, a designated Officer of the Day must be contacted to find an available referee. As a last resort, a referee shall be appointed by mutual agreement between opposing team coaches.

3.03.03 Should a referee become incapacitated during the progress of a game from any cause that would prevent him from continuing, he shall turn control of the game to any other qualified referee, or person mutually agreed upon by both team coaches, who shall conduct the game to its conclusion in accordance with the By-Laws.



Clovis Youth Soccer Association (CYSA) General Procedures

3.03.04 The referee shall be the sole judge on the field of play and his decision is final.

3.03.05 Referees shall not officiate in any scheduled CYSA game if relatives of the referee are participating in the game. Excluding makeup games.

3.03.06 Any card (yellow or red) issued during any CYSA scheduled game will be followed by a written report by the referee. This report shall be given to the President or Vice President or the CYSA Association within a 48 hour time period. Any report not filed with the above-mentioned officers within the required time frame, automatically voids the issued card.

3.04 Game Protests

3.04.01 Any team protesting a game must, through its coach, verbally notify the referee and the opposing coach of such protest before leaving the field of play. A formal protest in writing stating all the known facts shall then be sent to the Vice President, together with a filing fee of \$25.00, and postmarked within three days after the game. Protests submitted after the due date or without the filing fee will be considered void. If the protest is upheld, the filing fee will be returned.

3.04.02 Protests based on referees' judgment calls will not be allowed.

3.04.03 Should any person or team want to appeal any protest decision, the line of authority will be: from the CYSA to the District Commissioner to the BOD of the NMYSA, to USSF, and to FIFA.

3.04.04 Teams that wish to file a grievance concerning suspected rules violation by another team in the CYSA must do as follows:

1. Send a written request presenting all details of the alleged rules violation to the Vice President not later than two weeks (14 days) after discovery of violation. Disposition beyond the review state, e.g. full Committee review, will be determined by a vote of the BOD.
2. Post a \$25.00 filing fee at the time the grievance is filed. Grievances submitted after the due date or without the filing fee will be considered void. If the grievance is upheld, the filing fee will be returned.

3.05 Responsibilities

3.05.01 Coach Responsibilities: Each coach is responsible for providing a safe, challenging, educational, fun soccer experience for his/her team. He/she is expected to behave in an exemplary sportsmanlike manner at all times (A coach may be dismissed, in accordance with the by-laws, for unsportsmanlike conduct). Each coach is also expected to maintain or increase his/her soccer knowledge and coaching skills by attending workshops or clinics, obtaining progressively higher coaching license levels,



Clovis Youth Soccer Association (CYSA) General Procedures

and/or playing the game. Each coach is also expected to register in Stack Sports as either a coach, assistant coach, or team manager and fill out all requested information in the electronic form for a background check and pass said background check. Each coach is also expected to complete concussion training and Safe Sport training. Each coach is also expected to review all CYSA Rules, Constitution, By-Laws, and General Procedures. Registration in Stack Sports, background check, and said training courses **MUST** be completed prior to receiving the team roster.

A. Examples of unsportsmanlike behavior in CYSA may include, but are not limited to:

1. Excessive Aggression: Overly physical play, such as unnecessary pushing, shoving, or tripping, that goes beyond typical contact for the age group;
2. Taunting or Trash-Talking: Players mocking, insulting, or verbally intimidating opponents, which can lead to negative emotions or escalations on the field;
3. Arguing with Referees: Players or coaches questioning calls in a disrespectful manner or showing visible frustration with officials;
4. Running Up the Score: Teams continuing to aggressively score when they're already leading by a large margin, rather than focusing on teamwork or sportsmanship;
5. Refusing Handshakes: Players or coaches not participating in post-game handshakes or refusing to acknowledge the other team's efforts;
6. Time-Wasting Tactics: Purposely delaying play to prevent the opposing team from having a chance to score, such as slow substitutions or taking excessive time for goal kicks;
7. Celebration Excesses: Performing exaggerated or prolonged celebrations that come across as boastful, especially when the game is already won.

While this list focuses on more common forms of unsportsmanlike behavior, this list is not an exhaustive list and should not be taken as such. Any unsportsmanlike behavior undermines the spirit of recreational youth sports, where emphasis should be on fun, skill development, and respect for others.

3.05.02 Player Responsibilities: Each player is responsible for putting forth his/her best effort, cooperating with the coach and teammates, and at all times behaving in a sportsmanlike manner. Each player is expected to be on time for practices and games, and to wear the appropriate equipment. Shin guards are mandatory. If a player cannot attend a practice or game, the player is expected to inform the coach when he/she



Clovis Youth Soccer Association (CYSA) General Procedures

cannot attend a practice or game. A player should give two weeks notice if he/she cannot attend a tournament.

3.05.03 Parent Responsibilities: Parents are responsible for obtaining a uniform for their child, for delivering their children to, and picking them up from, practices and games on time, for informing the coach in advance when their children cannot be at a practice or a game, and for volunteering to help with the team. Parents are expected to give positive, encouraging comments to their children both on and off the field. Parents are to refrain from making any coaching comments or negative statements of any kind during games to players on or off the field. Verbal abuse by parents of referees, coaches, or players, will not be tolerated. Such behavior can result in a red card for the coach, and a request for the offending parent to leave the field. Repeated offenses may result in barring a parent from the soccer field during all games and practices. Financial responsibility for a child's involvement in the program lies with the parent.

3.05.04 Financial Responsibility: Each team is individually responsible for all its financial obligations, and the League will not engage in the practice of advancing money. The League will pay NMYSA registration fees for a team only after the team has paid the League the full amount. Each team is responsible for submitting paperwork in a timely manner according to NMYSA rules.

3.06 Team/Coach/Placement Requests

3.06.01 Team/Coach requests can be taken but not promised. Factors such as number of players on each team, ages of kids, playing capability, date of registration, etc. will be used in the disbursement of players on teams. Final decision will be with the registrar or BOD if there is a conflict of interest.

3.06.02 During regular registration – returning teams with open spots on their roster may have coach requests by parents until 75% of their team is full. The remainder of the roster will be filled by the registrar to keep the team at a recreational level. 100% of late registrations will go to teams with open spots.

3.07 Guest Players

3.07.01 A guest player must be registered with CYSA and on a recreation team. They cannot be registered just as a “house player” or a travel team player. Each player can guest play up to 3 times per season, but not on the same team for two consecutive games.

3.07.02 A team cannot use a guest player when it will leave the opposing team with a disadvantage in number of players. A team can use a maximum of 3 guest players on one game but only to achieve the number of players for minimum players needed or up to one sub if the opposing team has a sub. If both teams are using guest players, they can only get enough guest players to achieve what is needed for play. No subs on either team.



Clovis Youth Soccer Association (CYSA) General Procedures

3.07.03 Guest players cannot play on another team if it requires them to miss their own game.

3.07.04 If the guest player is a sub, the coach must play the original team players first and most of the game. The purpose of the sub guest player is just to give original players a break when needed.

3.07.05 Coaches or players caught abusing this procedure will lose the privilege and the game will be called a forfeit.

3.07.06 To be a guest player the coach must first report to the referee building and obtain a guest player form from a board member. That form is then taken to the official of that game at team check in. The referee will turn in this form with the scorecard at the end of the game.

3.08 Game Reschedule Requests

3.08.01 Each coach can have one game reschedule requests per season per team. After that they must rely on guest players or having an assistant coach, whatever the reason being.

3.08.02 Requests must be made at least four (4) days in advance, no later than 7:00 p.m., the Tuesday evening before the regularly scheduled game. Requests are to be given to the Scheduling Administrator. Rescheduled games must be played on a game day at the discretion of the Scheduling Administrator.

3.08.03 Rescheduled games must be played before the end of the season or the team requesting the reschedule will assume the forfeit.

3.08.04 Any coach caught canceling and/or rescheduling games without notifying the Scheduling Coordinator may be charged with a two (2) game suspension.

3.09 Draft System for U-14 Division – (When applicable)

The draft is an attempt to maintain a competitive U-14 league. The draft will work as follows:

3.09.01 Any player who was on a team for the previous season may opt to remain on that team or they may request to go back into the draft process. The only special request a player is allowed to make is to not be assigned to the same team that they were on last year if they choose to do so.

3.09.02 Any player coming up from the U-12 division will automatically be sent into the draft system. Players who are new to the U-14 division may not stay with teams that they have played with previously; they must be selected through the draft process. Players who are children of the coach or assistant coach of a U-14 team may request to stay with their parent's team. All other players must be selected through a draft process.



Clovis Youth Soccer Association (CYSA) General Procedures

3.09.03 Individuals who are to be drafted will be required to attend one of two practice sessions prior to the actual draft. The practice sessions will allow coaches to assess the players who will be drafted so each coach will have the ability to make an informed decision about the players they will be drafting.

3.09.04 After the practice sessions, the coaches will meet to draft each player. The draft process will be based on the record of the team from the previous year. The team with the most losses will have the first pick in the draft, the team with the second to most losses will have the next selection and so forth until the team with the fewest losses selects a player. The rotation that is established in the initial draft will remain the same throughout the draft process and throughout the rest of the season. Coaches will continue to draft players until the pool of players have all been selected using the same rotation.

3.09.05 Any U-12 coach who wishes to move up to the U-14 division must take over an existing team that has no coach at the beginning of the season.

3.09.06 New players who arrive after the draft process will be added to teams using the same rotation that was established in the draft process.

3.09.07 Special circumstances always arise. The board reserves the right to make the final decision for any team placement. If a team or player has a special request, the request must be made in writing to the board for consideration. Similarly, if the board feels that players or coaches are attempting to bypass the draft process in any way or purposefully attempting to add players to a team rather than following the rotation as it was designed, the board may choose to reassign the player to a different team. All decisions made by the board are final.

3.09.08 Teams who travel more than 25 miles to play at CYSA are exempt from this draft process. All members of the team must live at least 25 miles from Clovis to be exempt. Any player living within 25 miles of Clovis will be required to follow the normal draft process.

3.10 Special Incentive for Volunteer Head Coaches and Board Members

3.10.01 Head coaches who are the legal guardian of and are coaching their child(ren)'s team(s) will receive a refund of **only** the paid CYSA registration fee, upon passing of the background check, and completion of all required trainings for one (1) child, per team coached by said legal guardian. This refund may not be transferable to any other family member or friend of the head coach. In other words, if the head coach is the aunt, uncle, cousin, grandparent, etc...of a family member that they are coaching, they may not receive the refund of the CYSA registration fee unless they are the legal guardian of said child.

3.10.02 Board members, who are the legal guardian of a child registered in and playing



Clovis Youth Soccer Association (CYSA) General Procedures

with CYSA will receive a refund of **only** the paid CYSA registration fee, upon completing one (1) full year on the BOD and for the upcoming season registration after their first year on the BOD. This refund may not be transferable to any other family member or friend of the board member. In other words, if the board member is the aunt, uncle, cousin, grandparent, etc...of a family member of a registered child in the CYSA league, they may not receive the refund of the CYSA registration fee unless they are the legal guardian of said child.

3.11 Concession Stand

3.11.01 Each soccer season year, before the start of the Fall season (which includes the following Spring season), persons who have their food handlers license and business license, and who want to run the concession stand for the Fall/Spring season may attend a BOD meeting at their earliest convenience (and no later than the July meeting) to bid or request to run the concession stand. They must advise the BOD of their intent to bid/request to run the concession stand at least three (3) days prior to the meeting so that they may be added to the meeting agenda. They will come to the BOD with their bid/request, knowing prior to this meeting that they will donate back to CYSA, for being allowed to run the concession stand, twenty percent (20%) of their profits, to be paid in full, by the end of the last game day for the Fall season and again, for the Spring season. The BOD will advise the individual(s) whose request is being granted for the Fall/Spring soccer year, as immediately as possible, after the August meeting has been adjourned.