

**Livermore Youth Soccer League (LYSL)
Rules and Policies (Rs&Ps)**



**Livermore Youth Soccer League
Rules and Policies**

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Approved by the LYSL Full Board

**Livermore Youth Soccer League (LYSL)
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1.0 ABOUT THIS DOCUMENT

1.1 Introduction

This document addresses rules of conduct/behavior and rules of a more organizational nature. It does not address rules of play, but there may be some overlap. This document is the culmination of previous Livermore Youth Soccer League (LYSL) policies, of previous Policy Interpretation Memorandums (PIMs), of previous “rules” in the LYSL Standard Operating Procedures (SOP), of existing CYSA Team Manual, and of existing US Club Soccer rules. The rules in this document that can be traced to their origin in the CYSA Team Manual or in the list of US Club rules are not merely included in this document as reference. They are LYSL rules as defined in this document. If the CYSA or US Club rules are ever modified, then both version of the rule applies to LYSL membership. If the revised CYSA or US Club rules are revised such that they are in direct conflict with the LYSL rule, then the CYSA or US Club rule takes precedent so long as LYSL is still affiliated with CYSA or US Club Soccer.

1.2 Applicability

This document applies to all LYSL membership. It is understood that membership applies to all players, parents (or legal guardians) of players, coaches, assistant coaches, team officials, elected or appointed LYSL officers, and all contractors of LYSL during the period of time that they are participating or performing their LYSL functions.

1.3 Rules of Governance

Unless there is some rule in direct conflict with a rule from a LYSL parent or affiliated organization, then all LYSL rules take precedence. However, it is also understood that any rule of a parent or affiliated organization that is not addressed in this LYSL rule document also applies to all LYSL membership.

“Bylaws of USSF, Inc” (FIFA)

“Policy on Players and Playing Rules” (USYSA)

“Rules of Play” (USSA)

“Team Manual” (CYSA-North)

US Club

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2.0 BEHAVIOR RULES

2.1 General Conduct

Each team shall be responsible for the conduct of its players, coach, manager, team assistants and parents and it is the responsibility of each team to ensure that its actions, on or off the field, do not bring disrespect upon this league.

2.2 Sportsmanship

All coaches, assistant coaches, and players will conduct themselves in a manner that displays good sportsmanship and fair play, both on and off the field at all times.

2.2.1 Overly Excessive Scoring During House Games

While player development is important, the aspect of “having fun” is very important for the House/Recreation League. As such, the following policy has been enacted to better ensure that the losing team does not get too discouraged by a very lopsided score. The winning team shall not score more than a four goal differential in the recreational program from u-9 to U14. Any score that is more than a four goal differential, then the winning team will lose one (1) point of their three (3) point win so they would only get two (2) points for that game.

2.3 Spectators Conduct

Spectators present at LYSL practices and games are subject to the same rules of conduct as the players and coaches.

2.4 Alcohol, Tobacco, Drug Free

The use and/or consumption of any alcoholic beverages or controlled substances, immediately before, during or immediately after the playing of any youth soccer game, is expressly prohibited.

2.5 Coaching

2.5.1 “Sideline Coaching”

Coaching from the sidelines, giving direction to one’s own team on points of strategy and position, is permitted provided:

- a) No mechanical devices are used.
- b) The tone of voice is informative and not harangue.
- c) No coach, substitute, player, or spectator is to be anywhere but at his/her bench area during the game. A team’s bench area shall be that area one (1) yard from the touchline and extending to ten (10) yards, one way, from the half-line only.
- d) No coach, substitute, player or spectator is to make derogatory remarks or gestures to the referee, other players, substitutes, or spectators.
- e) No coach, substitute, or player is to use profanity.
- f) No coach, substitute, player, or spectator is to incite, in any manner, disruptive behavior of any kind.

2.6 Offensive Language

Offensive and vulgar language is always unacceptable. All LYSL officials should model good communication skills. Language that is denigrating in nature, content or tone or refers to one’s gender, race, national origin, disability, sexual orientation or religion is unacceptable. Inappropriate language, including language targeting officials, opponents, players, or spectators may be grounds disciplinary actions

2.7 Referee Abuse/Assault

Misconduct against referees may occur before, during and after a match, including travel to and from the match. Misconduct may also occur at later times when directly related to the duties of a game official as a referee. Misconduct will be classified as referee abuse or referee assault.

1. (a) Referee abuse is a verbal statement or physical act not resulting in bodily contact which implies or threatens physical harm to a referee or the referee's property or equipment.
(b) Abuse includes, but is not limited to the following acts committed upon a referee: using foul or abusive language toward a referee; spewing any beverage on a referee's personal property; spitting at (but not on) the referee; or verbally threatening a referee. Verbal threats are remarks that carry the implied or direct threat of physical harm.
2. (a) Referee assault is an intentional act of physical violence at or upon a referee.

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(b) Assault includes, but is not limited to the following acts committed upon a referee: hitting, kicking, punching, choking, spitting on, grabbing or bodily running into a referee; head butting; the act of kicking or throwing any object at a referee that could inflict injury; damaging the referee's uniform or personal property, i.e. car, equipment, etc.

The penalty for referee assault for all age groups will be suspension for a minimum of one (1) year and review by the Board of Directors regarding further disciplinary action.

2.8 President Standards

The President of LYSL is the only individual that has signature responsibility for any contracts as provided by the By-Laws of LYSL. The President cannot have the appearance of being directly or indirectly working for any Independent Contractor, Organization, or Coach (House or High Comp) within LYSL during their tenure as President of LYSL. The President must appear at all times impartial to any party other than LYSL and the players participating within the league.

2.9 Executive and High Comp Committee Board Standards

In order to prevent the appearance of potential for conflict of interest, no member or spouse of the Livermore Youth Soccer League Executive Board or High Comp Committee may serve on either executive board during their employment as an Independent Contractor or Sub-Contractor for an Independent Contractor in the service of Livermore Youth Soccer League.

2.10 Full Board Standards of Conduct

In order to preserve the standards of the league and maintain an accurate reflection of those standards, the actions and communications of the board members must remain professional, appropriate, and within the scope of their position on the board at all times.

2.11 Age Group Coordinator Standards

Age Group Coordinators of LYSL are responsible for the formation of recreational House teams. They maintain the standings and resolve issues as they arise in the course of the season. Age Group Coordinators must appear at all times impartial in their decisions and process, without bias to any particular party or team. To that end, Age Group Coordinators may not be a coach (or spouse of a coach) in the same Gender and Age Group that they are appointed to during their tenure.

2.12 Age Group Coordinator Relationship Limitations

Age Group Coordinators of LYSL are responsible for the formation of recreational House teams. As such, they must appear at all times impartial in their decisions and process, without bias to any particular party or team. To that end, Age Group Coordinators may not be a direct family member or legal guardian of a player in the gender and Age Group that they are appointed to. Immediate family includes: child, step-child, adopted child, foster child, niece or nephew, or other obvious and close relationship that may have the potential to create bias team formations, wittingly or unwittingly.

2.13 Use of League Name

In order to properly maintain the image and mission of the league, it is forbidden to use the name of the Livermore Youth Soccer League or otherwise represent the views of the league without the knowledge and permission of the Executive Board of Livermore Youth Soccer League.

2.14 Use of League Assets

It is expressly forbidden to use league field or office equipment, field or office supplies, or other league owned assets without the knowledge and permission of the Executive Board of Livermore Youth Soccer League. This includes intellectual properties, such as LYSL generated mailing lists or player information. Assets may only be used solely by the league and not for use by a private enterprise or for purposes outside the best interests of the league.

2.15 Conflict of Interest Policy

This Conflict of Interest Policy governs the activities of the Executive Board, the Full Board and staff of Livermore Youth Soccer League (LYSL). It is the duty of all LYSL board members and staff to be aware of this policy, and to identify conflicts of interest and situations that may result in the appearance of a conflict and to disclose those situations/conflicts/or potential conflicts to LYSL President, or other designated person, as appropriate. This policy provides guidelines for identifying conflicts, disclosing conflicts and procedures to be followed to assist LYSL manage conflicts of interest and situations that may result in the appearance of a conflict.

a) Questions about the policy should be directed to the Director of Administration or the President.

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- b) A conflict of interest arises when a board member or staff member has a personal interest that conflicts with the interests of LYSL or arise in situations where a board/staff member has divided loyalties (also known as a “duality of interest”). The former can result in situations that result in inappropriate financial gain to persons in authority at LYSL which can lead to financial penalties and violations of IRS regulations. Similarly, situations or transactions arising out of a conflict of interest can result in either inappropriate financial gain or the appearance of a lack of integrity in LYSL decision-making process. Both results are damaging to LYSL and are to be avoided.
- c) Board members and staff will annually disclose and promptly update any disclosures previously made.
- d) Board and staff member will disclose conflicts as they arise as well as to disclose those situations that are evolving that may result in a conflict of interest. Advance disclosure must occur so that a determination may be made as to the appropriate plan of action to manage the conflict. Staff should disclose to the President or Director of Administration as soon as they are aware of the conflict/potential conflict or appearance of a conflict exists.
- e) For each interest disclosed, the Executive Board will determine whether the organization should: (a) take no action or (b) disclose the situation more broadly and invite discussion/resolution by the full board of what action to take, or (c) refrain from taking action and otherwise avoid the conflict. In most cases the broadest disclosure possible is advisable so that decision-makers can make informed decisions that are in the best interests of the organization.
- f) Typically, the person with the conflict may be asked to recuse him/herself from sensitive discussions or voting so as not to unduly influence the discussion or resolution of the conflict.

2.16 Sexual Harassment Policy

Any form of harassment, sexual or otherwise, is prohibited within Livermore Youth Soccer league (LYSL). It is unlawful and against LYSL policy. LYSL is legally responsible to take action against harassing conduct.

- a) Harassment is verbal or physical conduct that denigrates or shows hostility or aversion toward an individual because of that person’s race, skin color, religion, gender, national origin, age, or disability. Harassment can also occur if conduct is directed towards a person’s relatives, friends, or associates. Harassment does one of more of the following:
 - Has the purpose or effect of creating an intimidating, hostile, or offensive environment
 - Has the purpose or effect of unreasonably interfering with a individual’s performance
 - Otherwise adversely affects an individual’s opportunities within LYSL
- b) If you are a LYSL member and feel that you are being harassed while engaged in LYSL activities or if you are not a LYSL member but are being harassed by an LYSL member while they are engaged in LYSL activities, then report the behavior to the LYSL President or Director of Administration. Allegations of harassment will be promptly investigated and treated with the strictest confidence.
- c) Any LYSL member who engages in harassing behavior is subject to LYSL disciplinary measures.
- d) Anyone has the legal right at any time to raise the issue of harassment without fear of reprisal.

2.17 Sexual and Physical Abuse

This association opposes sexual and physical abuse. To the extent permissible under applicable law, the Board of Directors and members shall adopt procedures consistent with this policy consistent with criteria established by USSF.

2.18 Inappropriate Player Interaction

All coaches, assistant coaches, trainers and team officials are required to abide by this requirement. Inappropriate physical contact with players is strictly prohibited. Social interactions with players less than 18 years of age (such as dating, parties without parental involvement and private one on one situations) are prohibited. Violations of these rules may result in immediate suspension from all LYSL activities and initiation of disciplinary proceedings.

Physical contact should be limited to that necessary and appropriate to teach a skill, treat an injury, console or congratulate a player. In the instance of teaching a skill, minimal contact should be involved and none which places the adult in a position of power or intimidation.

A participant (other than a parent or legal guardian) being alone in a one on one situation with a player is inappropriate. If an adult is alone with a player then the adult should do so in a visibly public site.

There are those participants who are expressive by using their hands to give a pat on the back, a rub of the head, or other acts of touching to show appreciation or indicate a job well done. In a public setting those acts, when not done in an overly familiar manner, are understood.

There should never be such touching in a one on one situation. Even the hint of inappropriate contact with a player may be enough to create an impression of inappropriate contact with children. Participants should act in a defensive mode so that there is no air of impropriety.

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2.19 Criminal Background Check Policy

The purpose of this policy is to provide a good faith effort to protect the safety and well being of the children who participate in Livermore Youth Soccer League programs and activities.

- a) Any person wishing to volunteer in Livermore Youth Soccer League (hereinafter referred to as 'LYSL' or 'the League') shall be subject to a criminal background check, with a strong focus on the following:
 - Coaches, Assistant Coaches and Managers of sports teams
 - Officers, board members, and staff who lead or organize children's activities
 - Referees
- a) Any person wishing to volunteer or provide contracted services to LYSL as a coach, assistant coach, manager, for any League activities affiliated with California Youth Soccer Association North (CYSAN) must complete a CYSAN 1628 Risk Management form each year and submit a signed paper copy to the League. Should CYSAN adopt a wholly electronic application process, then the application must be wholly completed per CYSAN's application instructions. A current CYSA risk management assessment clearance is required to participate in LYSL activities affiliated with CYSA.
- b) Any person wishing to volunteer or provide contracted services to LYSL as a coach, assistant coach, or manager for any League activities affiliated with U.S. Club Soccer must complete the U.S. Club Soccer Online Risk Management Assessment. A current risk management assessment clearance is required to participate in LYSL activities affiliated with U.S. Club Soccer.
- c) Any person wishing to volunteer or provide contracted paid services to LYSL as a coach, assistant coach, manager, officer, board member or staff must submit a complete and signed LYSL Criminal Background Check Release. All requested information must be provided by the applicant, including Social Security number, driver license number (or other state issued photo I.D. if the applicant does not drive) and date of birth. Applicant fingerprinting will be performed by the Certified California Department of Justice Livescan Fingerprint Provider designated by LYSL.

ADMINISTRATION:

- d) LYSL has designated the holders of the offices of President and Director of Administration as the LYSL Child and Volunteer Protection Committee (CVPC). These are the only individuals responsible with the administration of this policy.
- e) To ensure compliance with all applicable laws, the LYSL President and Director of Administration, are the only persons authorized to initiate, review or have access to criminal background reports. In all cases, the results of any criminal background check must be kept strictly confidential. These reports must be kept in a locked, secure location, for a period as indicated by applicable law or until the person is no longer a volunteer, whichever is later.
- f) LYSL shall process the criminal background checks in a timely fashion such that the most sensitive criminal background checks can be completed prior to the start of any playing season.
- g) Criminal background checks are performed on an ongoing basis throughout the year. The responses on the CYSA 1628 Risk Management Form may target certain individuals for automatic background checks.
- h) Individuals not cleared through the CYSA or US Club Soccer Risk Management Programs for participation in activities affiliated with these respective organizations shall not be permitted to participate in League activities.
- i) Individuals cleared through the CYSA or US Club Soccer Risk Management Programs for participation in activities affiliated with these respective organizations must also be cleared through LYSL's Criminal Background Check.
- j) The Notice of Duty to Review Criminal Record process is initiated by the CVPC. When a negative determination is made, a copy of the criminal conviction report received by the CVPC must be sent to that applicant in an envelope marked "Confidential – to be opened by addressee only," along with the Notice of Duty to Review Criminal Record cover letter.

CLEARANCE REQUIREMENTS:

- k) If a conviction is disclosed or discovered, the LYSL Child and Volunteer Protection Committee must make a decision on whether or not the applicant may be used based on the following guidelines and partial Table of Convictions. As used in this policy, the term conviction refers to a conviction entered after a trial, after a guilty plea or after a plea of no contest/nolo contendere.

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- l) Any application form that does not contain honest answers or that misrepresents the number, type or gravity of any such conviction(s) will not be approved irrespective of the nature of the offense or the time that has transpired since the conviction.
- m) Any individual on probation or required to complete a court ordered rehabilitation or other such program following a conviction for a crime appearing on the Table of Convictions will not be considered to serve as a volunteer or independent contractor until all terms and conditions established by the court have been satisfied and proof of completion submitted to LYSL.
- n) Any person convicted of a crime against or otherwise involving a minor at any time will not be approved to be a volunteer.
- o) Most felony convictions will result in a negative determination. Evidence of multiple convictions, either felony or misdemeanor, are likely to also result in a negative determination. Where a conviction is remote in time or where the applicant's conduct since the conviction(s) indicates rehabilitation or lack of risk to the membership and the league, some leeway may be provided, but only with the concurrence of the CVPC.
- p) Persons convicted of a crime of violence or other serious crime against a person (including major sex offenses) within the prior 20 years should be disqualified from any position listed in policy paragraph #1 above.
- q) Persons convicted of a theft related crime or fraud within the prior 15 years should be disqualified from any position involving the handling of funds or property.
- r) Persons convicted of a serious substance abuse crime within the past 10 years should be disqualified from any coaching position or any position that leads children's activities.
- s) Persons convicted of less serious crimes of violence, substance abuse or one of the listed miscellaneous crimes within the past 5 years should be disqualified from any coaching position or any position that leads children's activities, except as noted under sections 3.1.8.1 or 3.1.8.2.
- t) Persons convicted of possession of less than one ounce of marijuana within the preceding 3 years will be disqualified from holding the position of team coach or assistant coach. Persons convicted of possession of less than one ounce of marijuana within the preceding 3 years *may* be accepted for other volunteer or independent contractor positions with the understanding that they are prohibited from driving any child or LYSL volunteer other than immediate family members to or from any LYSL activity.
- u) DUI: Persons convicted of driving while under the influence within the preceding 3 years will be disqualified from holding the position of team coach or assistant coach. Persons convicted of driving under the influence within the preceding 3 years *may* be accepted for other volunteer or independent contractor positions with the understanding that they are prohibited from driving any child or LYSL volunteer other than immediate family members to or from any LYSL activity.
- v) If any discretion is exercised in the application of this policy, it must be exercised in a uniform manner, so that substantially similar convictions and circumstances result in substantially similar treatment of potential volunteers. The specific results leading to a negative determination must remain confidential unless the applicant is willing to reveal the results to the CVPC.
- w) Situations where discretion is exercised must be disclosed to the parents of the team(s) associated with the individual for whom the application of the policy is being modified. Written consent from the subject coach, volunteer, contractor or board member must be made before such disclosure is made. If consent to disclosure is not granted then the individual is disqualified from service.
- x) Because of the serious implications to the entire LYSL organization must comply with the decisions made by the LYSL Child and Volunteer Protection Committee under this policy.

The following tables are only a partial list of possible offenses.

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TABLE I Violent Crimes & Serious Crimes Against a Person

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|---|----------------------------------|
| Aggravated Assault | Hit and Run Causing Injury/Death |
| Aggravated Battery w/ Firearm | Kidnapping |
| Armed Robbery | Murder |
| Arson | Possession of Explosives |
| Assault | Preventing a 911 Call |
| Attempted Murder | Terrorism |
| Battery | Reckless Homicide |
| Blackmail | Robbery |
| Child Abandonment | Second Degree Murder |
| Child Abduction | Stalking |
| Child Pornography | Solicitation for Murder |
| Cruelty to Animals | Tampering w/Food or Drugs |
| Domestic Battery | Threatening Public Officials |
| Endangering the Life or Health of a Child | Treason |
| Exploitation of a Child | Unlawful Restraint |
| Extortion | Vehicular Car Jacking |
| Harboring a Runaway | Vehicular Endangerment |
| Hate Crime | Violation of Order of Protection |
| Home Invasion | |

TABLE II Less Serious Crimes Against a Person

| | |
|-----------------------------------|---------------------|
| Harassment | Intimidation |
| Harassment of Jurors or Witnesses | Obscene Phone Calls |
| Involuntary Manslaughter | Simple Assault |
| Restraining Order | |

TABLE III Sex Offenses

| | |
|---|--------------------------------|
| Bigamy | Lewd and Lascivious Behavior |
| Child Pornography | Obscenity |
| Criminal Sexual Abuse | Pandering |
| Criminal Sexual Assault | Pimping |
| Criminal Transmission of HIV | Prostitution |
| Distribution/Sale of Pornography to a Minor | Public Indecency |
| Indecent Solicitation of a Child | Sex with a Minor |
| Indecent Exposure | Sexual Exploitation of a Child |
| Keeping a Place of Prostitution | Solicitation of a Sexual Act |

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TABLE IV Theft-related Crimes

| | |
|------------------------------------|--------------------------------|
| Bid Rigging | Looting |
| Bid Rotating and Kickbacks | Money Laundering |
| Bribery | Misuse of Credit Card |
| Burglary | Possession of Burglary Tools |
| Check Kiting | Tax Evasion |
| Fencing Of Stolen Goods | Theft of Intellectual Property |
| Forgery | Ticket Scalping |
| Industrial Espionage | Welfare Fraud |
| Interference with Public Contracts | |

TABLE V Fraud

| | |
|--------------------------|---------------------|
| Deceptive Sales | Mail and Wire Fraud |
| Fraudulent Advertisement | Odometer Fraud |
| Insurance Fraud | Public Aid Fraud |

TABLE VI Serious Substance Abuse Crimes

| | |
|---|--|
| Abuse of Prescription Medicines | Possession of Marijuana, more than one ounce |
| Criminal Drug Conspiracy | Possession of Illegal Substances |
| Distribution of Alcohol to Minors | Sale or Manufacture of Illegal Substances |
| Illegal Transportation of Controlled Substances | |

TABLE VII Miscellaneous Substance Abuse Crimes

| | |
|----------------------------------|--|
| Driving Under the Influence | Possession of Marijuana, less than one ounce |
| Drunk in Public | Sale of Alcohol to a Minor |
| Possession of Drug Paraphernalia | |

TABLE VIII Miscellaneous Crimes

| | |
|---|---|
| Aggravated Discharge of a Firearm | Interference with Judicial Proceeding |
| Concealing or Aiding a Fugitive | Obstructing Justice |
| Criminal Damage to Property | Legislative Misconduct |
| Criminal Trespass | Obscene Phone Calls |
| Discrimination in Sale of Real Estate | Perjury |
| Disorderly Conduct | Reckless Conduct |
| Driving without a License | Reckless Driving |
| Driving without Insurance | Repeated Traffic Offenses |
| Environmental Crimes | Tampering with Public Records |
| Gunrunning | Unlawful Possession of Weapons |
| Identity Switching | Unlawful Use of Body Armor |
| Illegal Gambling | Unlawful Use, Sale, or Discharge of a Metal Piercing Bullet |
| Impersonating a Law Enforcement Officer | Vandalism |
| Unlawful Sale of Firearms | |

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3.0 EQUIPMENT SAFETY RULES

3.1 Player Equipment

Player equipment shall adhere to all current requirements of LYSL and higher authorities to be permitted to participate in games. In the end, the referee's determination is final.

3.1.1 Shin Guards (from CYSA)

All players must wear shin guards in any sanctioned event.

- a) Shin guards shall be worn properly in order to provide adequate and reasonable protection to the shin.
- b) Shin guards shall be professionally manufactured, age/size appropriate and unaltered.

3.2 LYSL Equipment

3.2.1 Securing Goals During the Game

During a game, all goals should be secured to the ground with the stake provided on each goal.

3.2.2 Securing Goals After the Game

At the completion of a game and if there is no other LYSL sanctioned team present and prepared to accept responsibility for the goals, the team(s) leaving the field shall take down the goals and properly secure them to the LYSL provided "anchor" locations. This ruling also applies to contracted Pro-Coaches and trainers that are using LYSL equipment.

3.2.3 Nets and Flags

At the completion of a game and if there is no other LYSL sanctioned team present and prepared to accept responsibility for the nets and flags, the team(s) leaving the field shall secure them in the LYSL provided lock boxes. This ruling also applies to contracted Pro-Coaches and trainers that are using LYSL equipment.

3.2.4 Equipment Not Available for Practice

All LYSL equipment on the field is the property of LYSL and may be used by the teams for sanctioned games only. This equipment is not available for practice sessions.

3.3 Authority to Close Fields

LARPD deems whether fields are open or closed for play, including those on school property. Upon the fields being open for play, the referee shall be the sole judge to determine whether the playing field is usable and playable prior to and during the game, in accordance with CYSA-N "Team Manual", 3:08:12.

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4.0 FINANCIAL POLICIES

4.1 Participation Regarding Financial Standing

Those wishing to participate in the league, including player registration and the scholarship program must be in good current financial standing with the league. Outstanding, unexcused debt can be cause to hold up participations in any league activity.

4.2 Registration Financial Aid Policy

Scope: LYSL offers a limited amount of financial assistance to help reduce the out of pocket costs associated with League Registration for low income members. This policy serves as reference material for individuals who wish to apply for financial aid to reduce their paid portion of the LYSL League Registration Fee. This policy does not address financial aid for the High Comp program fee. LYSL League Registration Financial Aid does not address other costs for items like uniforms, shoes, or shin guards.

Conditions: The following are the conditions and limitations to be considered for an LYSL League Registration Financial Aid Award:

- a) A completed aid application must be completed by applicant families.
- b) Only Livermore residents will be considered for LYSL registration financial aid.
- c) Applicants must have been members in “good standing” in order to be considered for financial aid.
 - For this policy, a member in “good standing” is defined to be a family that that has no outstanding unpaid debts to LYSL or no disciplinary issues.
 - The “good standing” clause does not apply to new members.
- c) The LYSL Executive Board does not guarantee complete or partial league registration awards for any applicant. A fixed amount of funding limits the money available for financial aid awards. If the number of financial aid requests exceeds the board approved financial aid funding budget, then the Executive Board has the right to limit the number of applicants and/or the amount of funding available to each participant.
- d) All financial aid applicants shall pay a minimum of \$35 of the league registration fee at the time of application.
- e) The LYSL Executive Board reserves the right to amend any conditions and limitations as the need arises.
- f) The financial aid application states that, upon demand by LYSL, applicants may be requested to provide proof of participation in a public assistance program(s) and/or proof of stated income. LYSL will not use this information for any other purpose and will destroy the documentation after it has been verified. If documentation is requested but not provided, the financial aid application may be disqualified.
- g) All financial aid requests must be received or post marked by May 15th. Mail notification will be sent out to all applicants no later than May 30th notifying the applicants of the awards and any additional payment due in order to complete registration. Financial aid applicants shall complete registration fee balance payment by June 30th to be placed on a team. As noted in section d), additional money may be required from financial aid applicants in addition to the \$35 provided with the application. If the required additional payment is not received by June 30th, then LYSL will cancel the pending registration for the Financial Aid applicant and return the \$35 payment received with the application.

Execution: Refer to the LYSL Standard Operating Procedures or the LYSL website for how to apply for registration financial aid.

4.3 High Comp Financial Aid Policy

This policy serves as reference material for registered players who wish to request Financial Aid for the High Comp playing program as a member of LYSL. Financial Aid is described as credit for high comp fees that is paid by in payment (in partial or in full) or not paid back at all.

Each year the High Comp Committee (HCC) under the League (LYSL) Budget process will determine the amount of money for this High Comp Financial Aid Fund. Conditions and limitations for apply for High Comp Financial Aid:

- a) All applicants must be in financial good standing with the league prior to application acceptance.
- b) All funds provided are for off setting HC Registration Fee’s ONLY and can not be used for any other purpose.
- c) All applicants must have been approved and placed on an Official HC TEAM ROSTER by the League Registrar.
- d) All applications must be received by the Financial Aid Coordinator or HC Treasurer (HCT) prior to the deadline cutoff date established by the (HCT). Cutoff date is: June 30th .

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- e) All aid provided is expected to be repaid in full by the end of the normal HC season unless an express waiver has been granted by the (HCT) and or (HCC). In either case the applicant has the responsibility to make sure repayment is made or a waiver granted.
- f) The acceptance of any application will be up to the review of the HC Treasurer with approval of HCC.
- g) Aid award will be determined by the following method; unless a special arrangement has been granted by (HCT).
 - Total amount of money in the fund will be divided by the number of applicants. With a maximum amount of \$150.00 per player for the 2005 Season.
 - If (a) results in an amount that is over the amount requested by any applicant the applicants account will be brought to the requested amount and the remaining money will be reintroduced into the fund.
 - The remaining funds after the process mentioned in (b) will than be divided again as in (a).
 - After the above steps (a, b & c) have been completed the HCT will adjust the aid amount back to the nearest dollar for purpose of awarding the aid amount.
 - It is the responsibility of the applicant and or applicant's team to make full payment of HC Registration Fee.

Refer to the Standard Operating Procedures (SOPs) of the LYSL website for the process of applying for High Comp Financial Aid.

4.4 Refund Policy

This policy serves as information material for individuals who wish to have their registration expense refunded by LYSL. LYSL charges league registration fees, which includes CYSA registration fees, in advance of a player being placed on a team. Certain registration oriented fees can not be refunded, such as the CYSA registration fee, any late fee or other fees (such as bank charges, non-refundable league costs incurred as direct result of the registration, or handling fees). Each year, the LYSL Executive Board assesses the non-refundable portion and applies this to all refund requests.

All refunds request must be in writing using the league's form (or facsimile thereof) and postmarked or emailed no later than August 31 of the playing year. Once a player has been dropped from the league, they can not be re-registered for that playing year in the league. Refer to the Standard Operating Procedures (SOPs) for the process of obtaining refunds or the LYSL website for the Refund Form.

4.5 Reimbursement Policy

This policy serves as reference material for organizations or individual who wish to have their expenses reimbursed by LYSL. Reimbursement refers to an act of dispersing league funds to cover expenses. In the course or performing league functions, duties, and related activities, internal and external organizations and individuals may request reimbursement for related expenses.

These expenses can include:

- a) complete or conduct courses for the further education and training of players, coaches, board members, and other related individuals
- b) attend and/or participate in meetings, conferences, trade shows, or other externally operated events that incur expenses such as fuel, lodging, meals, phone calls, and materials
- c) host and implement internal events, meetings, or other similar league events
- d) produce, distribute, mail league documents and information

Expenses that will not be reimbursed are those not in-line with the rules, guidelines or spirit of a youth sports organization, as well as, those against the law. These types of expenses may be, but not limited to:

- e) alcohol, smoking, or drug materials
- f) travel insurance, drinks, or in-flight expenses
- g) traffic or travel violations or fines
- h) frequent flier miles, hotel points or other such frequent retail user programs
- i) donations
- j) spouse or other guest expenses (unless also on similar league business)
- k) personal expenses
- l) in-room expenses (such as in-room pay-per-view movies or video games)

Refer to the Standard Operating Procedures for the process for obtaining reimbursement.

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4.6 Coach Training Reimbursement

LYSL may reimburse Livermore Coaches that have attended and completed the “F”, “E”, and “ED” courses offered by LYSL. In the event that a course (“F”, “E”, and “ED”) is not offered in Livermore, a coach may petition the board for reimbursement upon completion of the course taken in another location but subject to the limits imposed as if the course had been conducted in Livermore.

Livermore Coaches may be reimbursed one-half of the cost not to exceed \$250 for attending and completing the “D”, National “D” or “C” course or equivalent. This policy applies to Head Coaches and not to individuals hired solely as independent trainers within LYSL. Coaches seeking to attend the “A” or “B” (or an equivalent course) will need Executive Board approval for reimbursement (up to \$250) prior to attending and completing the course.

4.7 Fundraising

This policy serves as reference material for teams who wish to conduct a fundraising event as a member of LYSL. Fundraising is described as the act of conducting an event or requesting funds for a team or group. LYSL teams and programs conduct fundraising activities or make donation requests to gain funds for their team expenses.

Conditions and limitations:

- a. All fundraising requests must be in writing and postmarked or emailed no later than three weeks prior to the event.
- b. Requirements for event insurance must be provided to the LYSL Insurance Coordinator with the request for fundraising approval. A fee of \$5 per insurance coverage will be required for each event not already covered by LYSL.
- c. Event or donation requests must comply with all league and/or CYSA and/or USYSA rules and guidelines.
- d. Fundraisers and requests for donations approval can only be considered for soccer related activities for the team or group making the request. These purposes may include such things as tournament fees, equipment needs, and/or training fees.
- e. Fundraisers and requests for donations approval can not be considered for the following types of reasons:
 - Non-soccer related activities
 - Uses not listed or disclosed to the operations and insurance coordinator
 - Personal expenses

Refer to the LYSL Standard Operating Procedures for Fundraising Request.

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5.0 OPERATIONAL POLICIES

5.1 Field Rights Policy

Field Rights will be determined by the following criteria:

- a) Scheduled Games
- b) If two or more games are scheduled for the same field, the following criteria shall apply:
 - i. The highest classification (Division 1 will have precedence over Division 3 over Division 4)
 - ii. The oldest age group
 - iii. Coin flip
- c) Sites that have been designated as the training site for high comp teams will have precedence unless item 1 or 2 above apply. The LYSL Game Scheduler will not schedule mid-week games at high comp training sites if other options are available.
- d) All other field situations are on a first come, first served basis, subject to LARPD permits. Each Coach should make a best effort to accommodate all teams on any given field.

5.2 House Uniforms

All House/Recreation teams shall wear the current official league uniform during LYSL sanctioned games. For league play, the “home” team shall wear the green jersey. The “away” team shall wear the white jersey.

5.3 High Comp Uniforms

All High Comp teams shall wear the current official league uniform during LYSL sanctioned games. For league play, the team shall wear their dark jersey during home games. The team shall wear the white jersey during games outside of Livermore. Teams should always be prepared to change uniforms if need be due to conflicts with the opposing team. The official LYSL HC uniform shall not be modified in any way such as adding other graphics, logos, or patches.

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6.0 LYSL GENERAL POLICIES

6.1 Endorsement Policy

This policy serves as reference material for external organizations or individuals who wish to have their functions, events, images, or other interest endorsed by LYSL. Endorsement refers to an act of support only, which does not incur any financial obligations.

LYSL takes the view that there are occasions that the endorsement of organizations or individuals with similar goals can be mutually beneficial. Consideration for LYSL to lend its endorsement will be partial dependant on the following list of attributes of the requesting party and/or its members or functions:

- a) Provides a service to youth soccer community;
- b) Assists members to keep up to date in youth soccer training, knowledge, concepts and approaches;
- c) Brings people with mutual interest together to share knowledge and experience;
- d) Promotes the development of youth soccer; and/or
- e) Promotes goals that coincide with the mission statement and goals of LYSL.

Despite the lack of financial obligation on the part of LYSL, the endorsement signifies LYSL's support and commitment of making the event relevant to LYSL, its member and the youth soccer community. The following criteria should be evaluated when LYSL is to consider endorsing an event:

- a) Nature of Event: the relevancy to the LYSL, its member and the youth soccer community;
- b) Requester: background, structure, resources and past dealings with the LYSL;
- c) Others: this includes benefits to LYSL members, possible conflict of interest and other considerations.

For events or individuals endorsed by LYSL, the following service options may be available to its organizer:

- a) Free insert or description or promotion in the LYSL newsletter or website; and/or
- b) Provide a quote of endorsement (approved by Executive Board).

For events or individuals endorsed by LYSL, the following services should be made available to LYSL:

- a) All direct expenses, including labor, label and additional postage costs are to be incurred by the event organizer; and/or
- b) Any promotional materials will be approved by LYSL.

In return for endorsement, LYSL appreciates the requestor to provide the following:

- a) Discount to all LYSL members for a minimum of ten (10) percent on event registration fees;
- b) Free display of LYSL's logo on the front page of relevant program brochures; and/or
- c) Free subscription/insert of LYSL promotional material into event documentation.

Refer to the LYSL Standard Operating Procedures and/or the LYSL website for the process to apply to LYSL endorsement.

6.2 League Endorsement of Other Organizations

In order to properly maintain the image and mission of the league, LYSL does not permit its name, logo, image or written materials to be copied, republished, excerpted, hypertext-linked to a Web site, or otherwise used for any commercial purpose, including advertising, or to suggest any endorsement, affiliation or sponsorship of any third-party product or service, without the prior written permission of LYSL. Accordingly, no entity or individual may, in any written, verbal or electronic communication, including but not limited to press releases, promotional materials, advertisements, articles, videotapes, emails, telephone calls or face-to-face discussions, state or imply in any way that LYSL has endorsed, recommended, approved, sponsored or taken any other position regarding any product or service without LYSL's prior written consent.

LYSL will not consider lending or otherwise transfer its endorsement to any external organization or individual without the initial process of the LYSL Endorsement Policy. Any endorsement from the league must be in strict adherence with the existing policies and procedures and not violate the expressed goals, rules nor implied intent of the bylaws and other league guidelines.

6.3 LYSL Event Vendor Access Policy

LYSL has organized events that gather several LYSL members which may be considered as an opportunity for individuals or private companies. While this LYSL event may be held on public property, the permit obtained by LYSL means that LYSL has exclusive use and is responsible for this property during the time period of the permit. Therefore, LYSL has the responsibility to control access to the property or facility during this time period. The LYSL President, as

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spokesman for the LYSL Executive Board, has sole authority to approve or deny individual or private company access to LYSL membership at any LYSL event. The following are the conditions and limitations for approved access:

- a) Individuals or companies requesting access shall be relevant to youth soccer or youth sports.
- b) Individual or company shall clearly post the intent of the access and in no way state or infer a direct association with LYSL.
- c) Individual or company shall be required to show proof of insurance.
- d) LYSL shall not be held liable for anything that results from specified individual or company.
- e) Individual or company representative agree not to interfere with the primary function of the LYSL event and agree to abide with all rules and authorities at the event. Approval rights or future requests may be revoked if individual/company fails to abide by the rules.
- f) Individual or company shall be responsible for adherence to all City ordinances.

Refer to the SOP or the policy posted on the website for permission procedures.

6.4 Official League Documents

League information should always be aligned to the official league documentation. Significant league information should be created and distributed by appropriate league officials only. Consistency of message and accuracy of information is also to the benefit of all members.

- a) Bylaws outline the structure of the league. They must exist and be up-to-date with all governing bodies, including the State of California at all times. Bylaws require a full membership vote after successfully passing a Full Board successful vote as per the Bylaws Amendment article.
- b) The Rules and Policies document provides specific guidance on “what to do or what not to do”. Changes require a majority vote of the Full Board to be approved.
- c) Standard Operating Procedure (SOP) document provides specific guidance on “how to do things”. Changes require a majority vote of the Full Board to be approved.
- d) Fliers, Handbooks, and other informational items must be aligned with existing official league documentation. New items must be submitted to the Exec Board for approval at least two weeks prior to release. Modified existing items need only be submitted for notification purpose prior to release. All such documentation will be presented at the next Full Board meeting for public notice.

Documentation approved by the league will be marked as “Board Approved” with revision date listed. All documentation and information shall be made publicly available within a reasonable time frame. All documentation shall be available via website or other public method and available in written form upon request.

6.5 Mailing Policy

This policy governs all materials mailed, email, or advertising utilizing the Livermore Youth Soccer League (LYSL) name, club logo/banner. Usage without LYSL Executive Committee approval is subject to disciplinary action under LYSL guidelines.

Additionally, different groups or individuals within LYSL may wish to conduct league business or communications using the LYSL’s bulk mailing rate that the league has as a registered non-profit organization. Such uses of the bulk mailing rate include: league or team fundraising activities; communications of league (or related) events; and/or newsletters. In order to use the bulk mailing rate or any mailing distribution to LYSL membership;

- a) Mailings must be in line with current league goals and policies
- b) Mailings must be pre-approved in writing by the Executive Board
- c) Requests are considered on a case-by-case basis. Approval of one request does not guarantee approval of the same request in the future.
- d) Only the approved (and no additional information or enclosures) communication may be sent under the LYSL banner/logo
- e) Permission to release communications under the league name is given on a case-by-case basis. Approval of one communication does not extend to any other, no matter how closely related they may be

Refer to the Standard Operating Procedures (SOPs) for the process of obtaining permission to use the LYSL bulk mailing rate.

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7.0 DISCIPLINARY ACTION

7.1 Cause for Disciplinary Action

Send-Offs Reports (Red Card) initiated during a game may generate additional disciplinary action beyond the somewhat automatic disciplinary action for a specified rule infraction. Any infraction of any rule or policy in this document may generate disciplinary action.

7.2 Disciplinary Committee Procedures

Provided below is the list of procedures for the Disciplinary Committee:

- a) All verbal or written complaints regarding violations of CYSA Rules, LYSL Constitution, LYSL By-Laws or other governing documents are to be forwarded to the League Disciplinary Committee Chairperson.
- b) It is the responsibility of the Disciplinary Committee Chairperson to assign the appropriate resources to investigate the complaint.
- c) Upon completion of the investigation, the results will be presented to the Disciplinary Committee Chairperson for review. If required, a "Notice of Hearing" shall be sent.
- d) The Disciplinary Committee Chairperson will conduct the hearing based upon the current CYSA Protest, Appeal and Disciplinary Hearing Manual.

7.3 Protest and Appeal Hearing Procedures

Protests and Appeal Hearings will be conducted under the guidance of the current CYSA Protest, Appeal and Disciplinary Hearing Manual. The appointed chairperson will be responsible to create a committee that shall consist of 3 or 5 members to hear all protests or appeals for Livermore Youth Soccer League.

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8.0 AMENDMENTS TO RULES AND POLICIES

8.1 Modifications

8.1.1 Modifications Are Less Than 40% Changes

Modifications are those that would affect the document in less than 40 percentage of its verbiage and not have substantial change to the document's purpose and goals.

8.1.2 Any LYSL Member May Suggest Revision

Any LYSL member may bring the suggested revision in writing and with proper notification to the LSYL Full Board for a motion to vote.

8.1.3 Approval of Rules and Policies Revision

If modifications pass a vote by the LYSL Full Board, then the modification shall be published and proper notification will be given to the general membership. Modifications become effective upon the date of passage by the Full Board unless otherwise stipulated in the provision.

8.2 Document Review

8.2.1 Review Committee

A Rules and Policies Review Committee may be appointed by the LYSL President at any time to completely review the document.

8.2.2 Review Committee Motion at Full Board Meeting

The Committee may review and create a revision report that is presented to the LYSL Executive Board. This report will contain a recommendation on modifications to the Rules and Policies to be presented in writing and with proper notification to the LSYL Full Board for a motion to vote.