

**Livermore Youth Soccer League (LYSL)  
Standard Operating Procedures (SOPs)**



**Livermore Youth Soccer League  
Standard Operation Procedures (SOPs)**

Revised: 21 January, 2010

Approved by the LYSL Full Board

**Livermore Youth Soccer League (LYSL)  
Standard Operating Procedures (SOPs)**

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**1.0 ADMINISTRATION**

**1.1 League Goals**

It is the goal of the Livermore Youth Soccer League (LYSL) to provide a league in which all registered youth players can enjoy the sport of soccer in a fair and fun environment, in adherence to the LYSL Mission Statement.

**1.2 Board Authority on the Field**

LYSL Executive Board members, HC Representatives (HC Reps) and Age Group Coordinators (AGCs) have the authority to address issues that violate league rules as they arise on the field. As little impact as possible should be made to the game in play. Such interjections shall not interfere with or supersede the registered Referee's authority on or around the field of play.

**1.3 SOP Modifications**

The LYSL Standard Operating Procedures "SOP." may be modified at any time, according to the SOP Committee guidelines listed in the Subcommittee section 9.2.2.

**1.4 Finance**

**1.4.1 Reimbursement**

This procedure serves as reference material for organizations or individual who wish to have their expenses reimbursed by LYSL. The LYSL Executive Board may pre-approve an expense for appropriateness; however final approval is subject to Full Board approval. All expenses must be within reason for the occasion that generated the expense. All expenses must be submitted with original receipts.

To increase the likelihood that expense may be reimbursed, it is strongly encouraged that all requests are made in writing and pre-approved by the Executive Board prior to incurring the cost. Requests for reimbursement are not guaranteed to be honored. LYSL reserves the right to disallow or deny a reimbursement request for reasons that can include expense not being in line with policies or goals of the league, extraordinary costs, or limitation of available funds. Reimbursement will only be made in the form of a check from a league account. Reimbursement procedures should be completed within forty-five (45) days upon receipt of proper written request.

Proper written request such as letter or email from requesting organization or individual with detailed terms and conditions of obligations from both the requester and LYSL should be submitted to:

Attn: Director of Finance  
Livermore Youth Soccer League  
PO Box 881, Livermore, CA, 94551-0881

**1.4.2 Refund Request Process**

This procedure serves as reference material for individuals who wish to have their registration expense refunded by LYSL. The process and the Refund Form can also be found on the LYSL website.

After registration a number of circumstances can occur that would generate a request for a refund of those fees, including:

- a) disinterest or dissatisfaction in placement
- b) movement out of area
- c) desire to play in a different league
- d) health issues

All refund requests for LYSL registration fees 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. All refund requests for Rec Plus fees must be in writing using the same league form and postmarked or emailed no later than June 7 of the playing year. Refund requests must contain the following information to ensure proper handling:

- a) player's full and legal name
- b) player's age group (or birthday)
- c) address at time of registration
- d) name of Parent/Guardian requesting refund
- e) reason for refund request
- f) name and address for mailing of refund
- g) number of check used for registration, if known (expedites process)

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Proper written request such as a letter or email for LYSL registration refund from requesting organization or individual with detailed terms and conditions of obligations from both the requester and LYSL must be submitted to:

Attn: Director of Finance  
Livermore Youth Soccer League  
PO Box 881, Livermore, CA, 94551-0881

Registration refund procedures should be completed within forty-five days (45) days upon receipt of proper written request.

#### **1.4.3 League Financial Aid Application**

This procedure serves as reference material for individuals who wish to apply for financial aid to cover or supplement LYSL League registration cost. This procedure does not address financial aid for High Comp.

Financial Aid requests must be submitted in writing and contain the following information to ensure proper handling:

- a) Name of player
- b) Player's date of birth
- c) Address
- d) Phone number
- e) Parent's (legal guardians) name
- f) Type of proof used to show financial need
- g) Proper written request such as a letter or email must be submitted to:

Attn: LYSL Director of Finance – Financial Aid  
Livermore Youth Soccer League  
PO Box 881, Livermore, CA, 94551-0881

LYSL shall notify all applicants by May 20th. Financial aid applicants are allowed to attend High Comp try-outs before May 20<sup>th</sup> since try-outs are not limited to registered LYSL members.

Refer to the LYSL Rules and Policies for the conditions and limitations for registration financial aid. Refer to the LYSL website for the conditions, limitations, and application form.

#### **1.4.4 High Comp Financial Aid Application**

This procedure serves as reference material for registered players who wish to request Financial Aid for the High Comp playing program as a member of LYSL

- a. Financial requests must contain the following information to ensure proper handling:
- b. Proper written request such as a letter or email for LYSL fundraising approval must be submitted to:

Attn: High Comp Treasurer  
Livermore Youth Soccer League  
PO Box 881, Livermore, CA, 94541-0881

- c. Financial Aid approval procedures should be completed within thirty days (30) days after the deadline to apply.

Refer to the LYSL Rules and Policies for all conditions for High Comp Financial Aid. Refer to the LYSL website for the application form.

#### **1.4.5 Fundraising Requests**

This procedure serves as reference material for teams who wish to conduct a fundraising event as a member of LYSL.

Fundraising requests must contain the following information to ensure proper handling:

- a. Fundraising event
  - What funds will be used for
  - Date(s) event will be held
  - Team/group reason for donation request
  - Name and contact information of adult in charge of the donation process
  - Insurance requirements of event/location
- b. Donation Request
  - What funds will be used for
  - When donation request will be made and from who
  - Team/group reason for donation request
  - Name and contact information of adult in charge of the donation process
- c. Proper written request such as a letter or email for LYSL fundraising approval must be submitted to:

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Attn: Fundraising Coordinator  
Livermore Youth Soccer League  
PO Box 881, Livermore, CA, 94551-0881

Fundraising approval procedures should be completed within fourteen days (14) days upon receipt of the proper written request. Refer to the LYSL Rules and Policies for request requirements

**1.4.6 Mailing Using LYSL Assets**

This procedure addresses 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. The following is the process for obtaining permission:

Write up the proposal explaining the request for communication under the LYSL name. Include the following information:

- a) Purpose for the communication (donation request, information flier, etc.)
- b) Method of communication (email, postal mail, flier, etc)
- c) How and when will the communication be distributed

The written communication should be clear regarding its purpose. LYSL information (mailing address, phone, and website) must appear within the communication. Contact information for this specific event, request, etc must appear within the communication (team coach, event coordinator). All proposed advertisements must be with the permission of those specific companies (with no guarantee of publication given before Exec board approval). Note: Bulk mail is not allowed to have advertisements regarding insurance policy, travel arrangements, and credit/debit card offers to members of mailing organizations. This is prohibited by law!

Mailing format:

- a) Title on front page
- b) Contain less more than 25% advertising content
- c) Have an "identification statement" printed win the first 5 pages (who the organization is)
  - Document Title
  - Organization's legal name "Livermore Youth Soccer League" must appear on the outside of the of the mail piece in a prominent place
  - Organization's legal Return Address is required. Must be the LYSL PO Box 881
- d) Submit proposal and a draft of the communication to the LYSL Executive Board (allow up to two weeks for approval).
- e) Payment of mailing costs must be made in full at time of mailing to the LYSL Finance Officer. Include a copy of the final product with the payment

Proper written request such as letter or email for LYSL endorsement from requesting organization or individual with detailed terms and conditions of obligations from both the requester and LYSL should be submitted to:

Attn: Director of Finance  
Livermore Youth Soccer League  
PO Box 881, Livermore, CA, 95441-0881

Approval procedures should be completed within thirty days (30) days upon receipt of proper written request. Refer to the appropriate paragraph in the LYSL Rules and Policies for detailed requirements.

**1.4.7 Endorsement Process**

This procedure serves as reference material for external organizations or individuals who wish to have their functions, events, images, or other interest endorsed by LYSL.

Proper written request such as letter or email for LYSL endorsement from requesting organization or individual with detailed terms and conditions of obligations from both the requester and LYSL should be submitted to:

Attn: President  
Livermore Youth Soccer League  
PO Box 881, Livermore, CA, 95441-0881

Proof of event insurance and indemnification to LYSL before final approval may be given. Endorsement procedures should be completed within forty-five (45) days upon receipt of proper written request from event organizer. Refer to the LYSL Rules and Policy document for all of the conditions and limitations to receive LYSL endorsement. Endorsement policy can also be found on the LYSL website.

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**1.5 Registration Process**

**1.5.1 On-Line Registration Tool**

The primary method for league registration for LYSL shall use an on-line tool. This on-line tool should be user friendly and explain the complete registration process on the very first page. The last page collects a mandatory credit/debit card payment and prints a receipt.

**1.5.2 Open Registration**

With an assumed league schedule of games starting at the end of August or beginning of September, LYSL needs time for open registration, team formation and practice. As such, open LYSL league on-line registration may begin in February. On-line registration shall close on May 15. This period of time shall be called "Open Registration".

**1.5.3 Late Registration**

From May 16 through August 31 (the likely start of league games), new registration is dependent upon placement on an existing team as determined by the appropriate Age Group Coordinator (AGC) or High Comp Representative. This period of time shall be called "Late Registration". Registration during this period of time shall include an extra late fee assessment for an amount specified for that season by the LYSL Full Board. There are no guarantees for team placement with late registration.

**1.5.4 Mid Season Registration**

From the September 1 through the end of the season, there may be unique situations where new registration is needed in order to fill critical vacancies on an existing team. Under these circumstances, "Mid Season Registration" may be allowed at the discretion of the AGC or High Comp Rep. The league registration cost shall following the following guide line but may be modified by the Executive Board for that season. (Additionally, High Comp may also reduce the High Comp fee for said player.)

**1.5.4.1 Mid Season Registration Costs**

Mid Season league registration cost:

- Any registration processed in September: 80% of league registration
- Any registration processed in October: 30% of league registration
- Any registration processed in or after November: \$25

**1.5.5 Late Registration Process**

**1.5.5.1 Process**

Players wishing to be considered for late registration shall follow the procedure shown on the LYSL website.

- Complete a CYSA form 1601
- Provide a copy of the player's birth certificate if the player has not been a LYSL member the previous season.
- Write a check for the league registration plus late fee (The check will be destroyed by LYSL if the player is not placed that season. The check will not be returned.)
- Drop all of the above off in the mail slot at the LYSL office or mail to LYSL

**1.5.5.2 Wait List Order of Placement**

Placement on a House team will be "first come/first served" as determined by the date of the application that was received by LYSL. (If there is a dropped player, such as a disbanded team, then that player shall go to the top of the wait list.)

**1.5.5.3 Placement Availability**

When availability is determined, the AGC/HC Rep shall contact the player to verify if there is still interest and to provide information on what the player needs to do (if anything) in order to complete late registration. The AGC/HC Rep shall contact the Registrar saying that this player is allowed to register and shall turn over the 1601 and check.

**1.5.5.4 Registrar's Responsibility**

The Registrar shall process the player's registration, add the player's information to the registered player database including receipt of payment, get the check to the Director of Finance for processing, and notify the AGC/HC Rep that the player is now fully registered.

**1.5.5.5 AGC Responsibility**

The AGC/HC Rep shall then contact the player indicating that they may now join the team. (Please note that the player may not participate with the team until the completion of registration due to insurance coverage.)

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**1.5.6 Mid Season Registration Process**

**1.5.6.1 Start of the Process**

Mid Season registration is a unique situation that arises from a coach with a critical need for an additional player. The coach communicates this need to the AGC/HC Rep.

**1.5.6.2 Player Placement**

For House, a player may come from the remaining names on the wait list. For HC, the coach may request a specific player that is known to be available and possess the skills necessary.

**1.5.6.3 Registration Process**

The registration process follows the late registration process of paragraph 1.6.5.1 to 1.6.5.5.

**1.5.7 Registration with Financial Aid (FA)**

**1.5.7.1 Financial Aid Policy**

League registration for players requesting financial aid shall be per the Registration Financial Aid Policy. This SOP defines the process of registration with financial aid (FA).

**1.5.7.2 On-Line registration Tool for Financial Aid**

Since on-line registration is completed with a payment, those wishing to be considered for financial aid cannot use the on-line registration tool.

**1.5.7.3 Applicant Process**

Interested applicants shall follow the process defined on the LYSL web site. They may download a Financial Aid Application Form from the LYSL web site under the Registration Financial Aid Policy. Following the instructions on the form, the applicants shall mail in the application with any support documents to LYSL or drop the forms and documents off at the LYSL office. Applicants shall also obtain, complete and send in a CYSA form 1601 with their FA application.

**1.5.7.4 Financial Aid Application Processing**

The Financial Aid application shall be processed by the Director of Finance or designate. The application and supporting documents shall be reviewed for completeness and qualification per the policy. The supporting documents will be destroyed (not returned) by LYSL once they have been verified and processed for financial aid consideration.

**1.5.7.5 Granting Financial Aid Criteria**

With a specified budget for financial aid, the Director of Finance shall grant financial aid to all qualified applicants on a first come/ first served method until the budget has been exhausted. From that point on, all FA request shall be rejected. The web site should be updated accordingly.

**1.5.7.6 Registrar's Responsibility**

Once FA has been granted, the CYSA 1601 registration form shall be processed by the Registrar as any other player with the exception that the database indicates FA instead of payment.

**1.6 Initial Team Formation Process**

**1.6.1 Initial Sorting of Players**

LYSL team formation begins with the identification of players for High Comp teams. HC try-outs and team formation process is defined by section 5.5.

**1.6.2 High Comp Player Identification**

High Comp try-outs for the U9 to U13 players should be completed no later than April 15. High Comp try-outs for the U14 to U19 players should be completed by the end of April. If a Livermore team is participating in the CYSA State Cup finals, then try-outs for that specific age group (U14 to U19) may be postponed until the end of State Cup with team formation identified no later than May 15<sup>th</sup>.

**1.6.3 List of Available Players (HC and House)**

Prior to HC try-outs for a specific age group, High Comp should download the list of players in that age group from the registration database. This list should be the basis player tracking and identification during the try-out process.

**1.6.4 High Comp Responsibility for HC Player Identification**

Once the players have been identified for the High Comp team and they have made a commitment to that team, then the HC Rep needs to identify all of the selected players in the on-line database. Identification should include Division 1 or Division 3 and maybe the specific team (coach or team name).

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#### **1.6.5 List of Available Players (House Only)**

Once the Division 1 and 3 HC players in the database have been identified, then the HC Rep should contact the appropriate AGC that the database can now be used to sort the remaining LYSL players into House teams.

#### **1.6.6 Player Placement on a Team**

After the AGC has identified the players for each House or Rec Plus team, then the AGC should also identify each player in the database as to which team (by coach) that each player is assigned.

#### **1.6.7 CYSA 1601 Forms**

AGC and the HC Rep shall print the CYSA 1601 registration form for each player that they are responsible and provide this to the coach to obtain a signature.

### **1.7 High Comp / House Player Transfers**

#### **1.7.1 Moving a HC Player to House**

If there is a situation where a previously identified HC player needs to be placed into the House or Rec+ League, then the HC Rep shall first ensure that said player has been informed of the change and is willing to play in the House or Rec+ league. If the player is willing to move to House, then the HC Rep shall then contact the appropriate AGC and identify the player that needs to change. That AGC shall place that player on a House team and then change the status in the on-line database.

#### **1.7.2 HC Teams Needs a Player**

If a HC team needs an additional player after try-outs, then that coach should communicate the need to the appropriate HC Rep, who then informs the appropriate AGC of a desire to move some House player to High Comp.

#### **1.7.3 Communication and Cooperation Between HC and House for Transfers**

The HC Rep and the AGC should work together to arrive at a solution that has minimal impacts to the HC or House teams. (Neither High Comp or House is more important than the other to cause significant hardships on the other.)

#### **1.7.4 Completion of Transfer Process**

Once a House player has moved to High Comp, then the HC Rep shall change that player's status in the on-line database. The HC Rep shall notify the AGC when this process is complete: player has accepted HC placement and conditions; and paid HC fees.

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**2.0 LEAGUE STRUCTURE**

**2.1 House Program**

The House program is open to all registered U5-U19 LYSL players from that wish to participate. The main focus of this program is for the players to learn basic soccer skills appropriate to their age group and have fun.

**2.1.1 Rec Plus Program**

The Rec Plus program is part of the House Program. It differs from House in that there is an additional fee to cover additional costs (including but not limited to field rentals and professional training fees). The Rec Plus Program is open to all LYSL registered players within the specified age groups. Try-outs are not permitted for placement. However, placement cannot be guaranteed based upon the available number of teams. As such, the limited placement will be first come/first served based on the date of Rec Plus registration.

All Rec-Plus parents must sign and date the “explanation of Rec-Plus” form after being accepted into the Rec-Plus program. If dropping out, said player will be guaranteed a spot on a “house” team up to June 7 of that playing season. After, June 7, said player will be placed on the waiting list with the Date being that of notification of desire to drop the Rec-Plus program.

**2.2 High Competition Program**

The High Competition “High Comp” program is open to registered U9-U19 LYSL players that wish to participate after participating in a “tryout” and receiving an invitation from the Director of High Comp to join a HC team. The main focus of this program is for the players to learn soccer skills appropriate to their age group and participate in games against other highly competitive teams and have fun.

**2.3 Program Subcommittees**

There are several subcommittees in LYSL that support the functionality of the player programs. Subcommittees are created to help facilitate the smooth operation of the player programs and the league.

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**3.0 YOUTH PROGRAM GENERAL GUIDELINES**

**3.1 Team Rosters**

**3.1.1 Authority for Team Rosters**

All LYSL team rosters are comprised of players that have been officially assigned to a particular team. For the House Program, only the Age Group Coordinator shall have the authority to set player and team assignments. For the House Rec Plus Program, only the Rec Plus Coordinator shall have the authority to set player and team assignments. In the High Comp Program, the HC Committee representatives shall have the authority to set player and team assignments.

**3.1.2 Player Participation Requirement**

No player shall be permitted to practice or play without being first officially registered by the appropriate authority.

**3.2 Players**

All U9-U19 players shall have a legal player pass to participate in tournaments or league games.

**3.3 Coaches**

**3.3.1 Head Coach Requirements**

All LYSL coaches shall be responsible individuals and must be twenty (21) years or older to be assigned as the Head Coach of a team.

**3.3.2 Authority to Select House Coaches**

All LYSL House Head coaching assignments are nominated by the Age Group Coordinator. The Director of House has the final approval. In the High Comp Program, coaching assignments are approved by the High Comp Committee (HCC) or its designee.

**3.3.3 Authority to Select Assistant Coaches and/or Team Managers**

Coaches may pick their own assistant coach and/or team manager. These selections must be approved by the appropriate AGC or HCC or designee as to their selection. Assistant coaches and team managers must be responsible individuals that are at least 18 years of age and have completed the necessary forms and have been approved by the league. All coach staff positions are subject to final approval of the Director of House for House teams or the Director of High Comp for High Comp teams.

**3.3.4 Coach Passes**

All Coaches, Assistant Coaches, and Team Managers must have a completed and accepted CYSA Form 1628 with the league registrar and an approved pass. Passes are not transferable from one team to another.

**3.4 Field Placement**

**3.4.1 Team Area**

On the field during a game, the team area is designated for the coach, assistant coach, team manager and players only. All other spectators are to be located on the opposite side of the field. (See Figure 1)

**3.4.2 Spectator Area**

Players and coaches shall be on the side of the field that is considered the most inaccessible in order to make it easier for the spectators to observe the game. (See Figure 1)

**3.4.3 Maximum Number of Adults with the Players During Games**

There may not be more than one (1) Head Coach, two (2) Assistant Coaches, and one (1) team manager in the team area at any given time during game play.

**3.4.4 Coaches and Player Location During a Game**

No coach, substitute or player is to be anywhere but in the team area or playing field (as appropriate) during the game. (See Figure 1)

**3.4.5 Home Team Side of Half Way Line**

The home team shall pick which side of the half way mark to occupy.

**3.4.6 Proximity to Playing Area**

All players and coaches in the team area (technical area), and spectators shall be a minimum of three (3) feet away from the touchline/sideline. (See Figure 1)

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**3.5 During a Game**

**3.5.1 Sole Authority During a Game**

Once a game begins, the referee or game monitor is in full charge of the game, in accordance with CYSA-N "Team Manual", 3:08:12.

**3.5.2 Permission to Come Onto the Field**

During any game, no one (Player, Spectator or Coach) may enter the field at any time without the permission of the referee or game monitor in charge of the game.

**3.6 Injuries**

**3.6.1 Reporting Injuries**

Should any substantial injury on the field occur during a practice or a game, a CYSA Youth Soccer CASE Report must be filed within 48 hours after the incident with CYSA and the LYSL Insurance Coordinator.

**3.6.2 Injuries Requiring a Doctor's Attention**

Should an injury on the field occur during a practice or a game that requires a doctor's attention, the player must have a written release from his or her doctor before returning to practice or game play. The release should be given to the coach to pass along to the Insurance Coordinator and the appropriate HC Rep and AGC informing them of the player's return to active status.

**3.6.3 Medical Release Forms**

Each coach must carry a signed medical release form (CYSA Form 1601) with a parent or legal guardian's "wet" signature to all league games, tournaments, jamborees, and practice sessions for every player on the team roster.

**3.7 General Conduct – Ejection from a Game**

**3.7.1 Coach, Assistant Coach, or Team Manager Ejection**

In the event a coach, assistant coach, or team manager is ejected for misconduct, the referee shall report the incident to the league, tournament or district. Additional disciplinary action(s) may be taken at the discretion of the League, District or Tournament Disciplinary Committee. Suspended coaches, assistant coaches, or team managers may not attend matches while serving out a suspension.

**3.7.2 Player Ejection**

In the event a player is ejected for misconduct, the referee shall report the incident to the league, tournament or district. Additional disciplinary action(s) may be taken at the discretion of the League, District or Tournament Disciplinary Committee.

**3.7.3 Spectator Ejection**

The Coach is responsible for the conduct of spectators during all games and as such, may be ejected by the referee in the event of an incident while the game is being played. In the event a coach is "booked" during a game, the offending spectator(s) may be brought before the Disciplinary Committee. If the incident occurs after the completion of the game, the referee or anyone involved may submit a written complaint against the individual(s) and forward to the appropriate League representative for dispensation.

**3.8 Violations**

**3.8.1 Disciplinary Action**

The League reserves the right to enact disciplinary action on any individual (Coach, Parent, Player or Spectator) accused of misconduct involved with LYSL.

**3.8.2 Disciplinary Committee Review**

Any violation of CYSA or LYSL Rule, Policy, or Standard Operating Procedure is subject to review and potential disciplinary action by the Disciplinary Committee.

**3.8.3 Executive Board Dispensation**

Any violation deemed not to be under the jurisdiction of an LYSL Disciplinary Committees will be referred to the LYSL Executive Board for dispensation.

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**4.0 HOUSE PROGRAM**

**4.1 Definition**

All LYSL House teams are registered with CYSA District III as Division 4 teams.

**4.2 General Philosophy**

**4.2.1 Best for All**

All players assignments, team formation, and coach selection should be done with the welfare of the entire player membership foremost in mind. The good of the players should not be placed secondary to expediency, “must win at all cost” philosophies, or false pride on the part of the adults involved.

**4.3 Age Groups**

**4.3.1 Player Age Determination**

The age group of a player is defined as how old that player is on July 31 of the playing year. Age Brackets are defined as follows:

**TABLE I Soccer Age Determination**

Soccer Age		Player’s Regular Age
Under 5	U5	Players who are 4 years old on or before July 31 <sup>st</sup> of the playing year.
Under 6	U6	Players who are 5 years old on or before July 31 <sup>st</sup> of the playing year.
Under 7	U7	Players who are 6 years old on or before July 31 <sup>st</sup> of the playing year.
Under 8	U8	Players who are 7 years old on or before July 31 <sup>st</sup> of the playing year.
Under 9	U9	Players who are 8 years old on or before July 31 <sup>st</sup> of the playing year.
Under 10	U10	Players who are 9 years old on or before July 31 <sup>st</sup> of the playing year.
Under 11	U11	Players who are 10 years old on or before July 31 <sup>st</sup> of the playing year.
Under 12	U12	Players who are 11 years old on or before July 31 <sup>st</sup> of the playing year.
Under 13	U13	Players who are 12 years old on or before July 31 <sup>st</sup> of the playing year.
Under 14	U14	Players who are 13 years old on or before July 31 <sup>st</sup> of the playing year.
Under 15	U15	Players who are 14 years old on or before July 31 <sup>st</sup> of the playing year.
Under 16	U16	Players who are 15 years old on or before July 31 <sup>st</sup> of the playing year.
Under 17	U17	Players who are 16 years old on or before July 31 <sup>st</sup> of the playing year.
Under 18	U18	Players who are 17 years old on or before July 31 <sup>st</sup> of the playing year.
Under 19	U19	Players who are 18 years old on or before July 31 <sup>st</sup> of the playing year.

**4.3.2 Age Grouping**

Players must play within their own age group. Players may not play below or above their age group.

**4.3.3 Age Grouping Exceptions**

Exceptions would be cases where legal precedence or law overrules the league guidelines. Such exceptions must be brought up before the Director of House for review and a final decision.

**4.4 Age Group Coordinator Procedures**

**4.4.1 Process Consistency**

Similar procedures for all age groups are encouraged to promote consistency in process.

**4.4.2 Process Flexibility**

The procedures for all age groups should indicate the direction and goals to be attained. They should contain enough flexibility to allow the mechanics to differ from one age group to another where it makes sense.

**4.5 Team Formation**

**4.5.1 HC Player Removal from the Pool of Players for House**

Under normal conditions, the High Comp teams will be formed prior to the house teams. Those members not selected for the High Comp teams shall be automatically placed in the pool of house players.

**4.5.2 Separate Teams for Boys and Girls**

Boys and girls play on separate teams. Boy and girl teams do not play each other in scheduled season games.

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**4.5.3 Balanced Teams**

Every effort is made to form balanced teams. However, due to geographical team selection constraints, the random team selection process cannot guarantee balanced team formations. It is always possible that one team may exceed the skill level of other teams. Try-outs or any level of player skill determination is not allowed within the House Program. Without any knowledge of player skill levels, team selection is truly random. LYSL does not honor requests for specific coaches or teams to ensure that this randomness is not circumvented.

**4.5.4 Number of House Teams**

The AGC shall determine the total number of house teams within an age group, under the recommendation of the Director of House.

**4.5.5 Number of Teams Per Divisions**

Whenever possible, there shall be at least 5 teams in a division. Eleven (11) teams are preferable to allow for variety of play; six (6) teams in a division are also acceptable.

**4.5.6 Roster Sizes**

Minimum and maximum number of players allowed on a roster varies with the age group and are subject to change with the number of available players. The minimum shall be the minimum number of players to field a team. The minimum is subject to external influence, such as low registration or players that drop from the program, which are out of the control of the league.

**TABLE II Roster Sizes**

Soccer Age		Maximum	Minimum
Under 5	U5	8	6
Under 6	U6	8	6
Under 7	U7	8	6
Under 8	U8	9	6
Under 9	U9	13	7
Under 10	U10	13	7
Under 11	U11	15	7
Under 12	U12	15	7
Under 13	U13	15	7
Under 14	U14	15	7
Under 15	U15	18	7
Under 16	U16	18	7
Under 17	U17	18	7
Under 18	U18	18	7
Under 19	U19	18	7

**4.5.7 Different Divisions**

When there are too many teams in one age group, the AGC may split the teams into different groups or divisions. The division has no significance regarding ability. The purpose of the group is to allow a reasonable schedule to be formed for teams to play each other an even number of times.

**4.5.8 Random Selection**

Due to paragraph 4.5.9 School/Geographical Criteria for Team Placement, it is impossible to guarantee balanced teams. Per CYSA rules, the House playing program has no try-outs to determine player capability. Without player knowledge, team placement is totally random within the confines of 4.5.9.

**4.5.9 School/Geographical Criteria for Team Placement**

The primary consideration when sorting players into teams is by the school that they attend. If that is insufficient, then geographic location of the player is used. Level of skill or potential shall not be a consideration or is even known.

**4.5.10 Requests for a Specific Coach**

Requests for a particular coach or pairing with another player (other than sibling) will not be honored. This is in the best interest of a random team placement. However, requests to not be placed with a single particular coach or a particular player may be considered.

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#### **4.5.11 Final Determination of the Number of Players**

As soon as the AGC knows the number of players in the age group for House, the number of players and divisions for the age group will be communicated to: Director of House; Schedule Coordinator; Registrar; Awards Coordinator; Uniform Coordinator; and Director of Operations. Coaches need not yet be identified to do this.

#### **4.5.12 Registration Wait List Process**

If, upon the close of registration by the Exec Board of Directors, there are additional boys/girls that wish to register, then they will be put on a "Wait List". The list will include their name, address, phone number, birth date and the date of assignment to the "Wait List".

##### **4.5.12.1 Re-Opening of Registration**

If during the course of a season the registration re-opens within an age group, any team whose roster has dropped below the minimum limit may be assigned players from the "Wait List".

##### **4.5.12.2 Wait List Maintenance**

The "Wait List" for each age group will be maintained by the appropriate Age Group Coordinators.

##### **4.5.12.3 Priority for Wait List**

The priority of assignment of players is by the date entered onto the "Wait List".

##### **4.5.12.4 Team Disbandment**

Should it occur that a formed team must be disbanded for any reason, then these players will be given top priority on the "Wait List".

#### **4.5.13 Registration Refunds**

Previously paid, registered players that remain unplaced by August 1 may request a refund.

#### **4.5.14 Player Transfers**

Once the team rosters have begun to be distributed by the AGC, only a parent or guardian (if player is less than 18 years of age) may initiate a player transfer request. Coaches do not have the right to trade, draft or otherwise influence the makeup of teams. All transfers to a House team must be known by the AGC and approved by the Director of House. If a player is on a team's roster, an official transfer form must be completed. All appropriate conditions for a transfer must be met prior to the transfer completing.

#### **4.5.15 Roster Final Authority**

The decision on team formation is made by the AGC. The Director of House has final roster approval.

#### **4.5.16 Coach Selection**

The intent is to select the best possible coaches in all age groups.

##### **4.5.16.1 Selection Criteria**

When there is competition for coaching positions, the following criteria will be used to select a coach (not necessarily listed in order):

- Coaches returning to the age group (with no prior disciplinary action) will be given strong consideration.
- Demonstrated ability to follow CYSA and LYSL guidelines and polices successfully.
- Prior experience and/or knowledge of the age group.
- Success in communication with the player, parents, league representatives, fellow coaches, and other associated personnel of the league.
- Success in meeting league and team obligation and realizing the potential of past teams.
- Time available to devote to the team.
- Personal athletic training and past sports experience. Specific coaching and/or referee clinics, licenses, badges, and ratings.
- Coach candidates with negative track records, poor communication, or too little time to devote to the team will not be considered a viable candidate.
- During team formation, regard for available coaches shall also be considered.

In situations where there are more than one coach in the given geographical area, then the incumbent coach, followed in priority by the one with the most experience shall have the team from that area.

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#### **4.5.16.2 More Than One Coach in the Same Geographical Area**

If more than one coach resides in the same geographical area, then only one of those coaches shall be assigned to the team from that area. The other available coach shall be offered (if available) an adjacent area. However, it should be understood that the team practices should be in the area where the majority of the team resides and not in the area that the coach resides.

#### **4.5.16.3 Coaching Multiple Teams**

##### **4.5.16.3.1 Same Age Group**

No coach may be assigned as a Head Coach, Assistant Coach or Team Manager to more than one team in the same age group in the league.

##### **4.5.16.3.2 Different Age Groups**

A Head Coach, Assistant Coach, or Team Manager may not be assigned to more than two teams in the league at the same time.

#### **4.5.16.4 Coaches With Children as Players**

Once teams are formed, coaches will be placed according to the placement of their associated player (usually son/daughter), if applicable. Coaches without an associated player will be placed where there is need.

#### **4.5.16.5 Exceptions to Selection Process**

It is a fact that there are times when not enough experienced coaches are available to choose from. In this circumstance, it may not be possible to follow the entire selection process.

#### **4.5.16.6 Executive Board's Right to Overrule Normal Selection Process**

The above guidelines are meant to be followed under normal circumstances. However, the Exec Board reserves the rights to make the final decision to overrule this procedure if a particular applicant were considered detrimental to the league, or where an obvious injustice in team assignments would result.

### **4.6 Team Identification**

#### **4.6.1 Team Determination**

Team names shall be determined by the teams and are subject to final approval by the AGC.

#### **4.6.2 Appropriate Team Names Only**

Names shall not be derogatory, profane, or otherwise inappropriate in any manner.

#### **4.6.3 No Duplicated Team Names**

Names shall not be duplicated within an age group in the same playing group. This may extend to the entire age group, at the AGC's discretion. This is to avoid confusion.

### **4.7 Uniforms**

#### **4.7.1 LYSL Uniforms**

Player uniforms (jersey, shorts, and socks) must conform to the approved LYSL Team Uniforms as defined by the LYSL Board.

#### **4.7.2 Uniform Requirement**

Players must be in full uniform to be permitted to participate in scheduled games. The final decision on the field belongs to the Referee.

#### **4.7.3 Uniform Numbering**

The team uniforms must be individually and uniquely numbered for High Comp teams. For the House and Rec Plus programs, it is impossible to guarantee individually and uniquely numbered uniforms. The goal keeper jersey must be unique and distinguishable from either playing teams' uniforms.

### **4.8 Rules of Play**

#### **4.8.1 Laws of the Game**

The "Laws of the Game" as incorporated by CYSA will prevail as the rules that LYSL will enforce. Any LYSL-specific modifications will be noted in the last approved "LYSL Rule Modifications". However, the Referee's decision on the field is final.

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**4.8.2 LYSL Rule Modifications**

The “LYSL Rule Modifications” may be reviewed and modified for the year prior to the official start of the LYSL Soccer season, August 1.

**4.8.3 Authority to Make Changes**

Changes to the “LYSL Rule Modifications” are overseen by the Director of House and subject to final approval by the Executive Board and the LRA Steering Committee.

**4.8.4 Rule Hierarchy**

Any “LYSL Rule Modifications” modifications shall not violate the “Laws of the Game”.

**4.8.5 Referee While on the Field Has Ultimate Authority**

Registered Referees assigned to LYSL games are the final authority and decision maker on the field of play and may overrule LYSL modifications with due cause.

**4.9 Games**

**4.9.1 Sanctioned by the Scheduler**

All games must be sanctioned and approved by the LYSL Scheduler.

**4.9.2 Start/End Time**

All games shall be started and completed on time. The official start of a game is when it was scheduled (00:00). If a team does not have the minimum number of players to field a team, the Referee or game monitor may grant a grace period. The game clock shall be started at 5 minutes after the official start (00:05) during this grace period. If there are not two teams able to field the minimum number of players by 15 minutes after the official start of the game, the game shall be forfeit (00:15).

**4.9.2.1 Insufficient Number of Players**

Should a team not have the minimum number of players to compete in a game, the game is declared non-sanctioned.

**4.9.2.2 Re-Distribution of Players**

Both teams may equalize the number of players on the field should one team be at a disadvantage in number of available players. While this is not mandatory, it is in the spirit of recreational soccer and its goals. Such games will be allowed to turn in a game score for standings, should that apply.

**4.9.2.3 Adjusting Game Time**

Should a game begin late, halves will be equally shortened to compensate.

**4.9.2.4 No Overtime Play for House Games**

House games shall conclude at the end of regular play. There is no overtime or tie breakers. Tie scores stand.

**4.10 Playing Time**

**4.10.1 50% Rule**

House players shall each be given one-half (50%) of the available playing time of every game (including LYSL tournaments or other games).

**4.10.2 Exceptions to 50% Rule**

Playing time during games may be reduced only for disciplinary or health reasons. If playing time is reduced, the appropriate parent and AGC shall be notified of the affected player as soon as possible as to the time reduction that occurred and the reason for the reduction.

**4.11 Scoring**

**4.11.1 When to Keep Score**

Scoring shall be done on U9 and above age groups. No official scores will be recorded or publicized for age groups below U9.

**4.11.2 Point System Scoring**

Scoring shall be done on a point system: three (3) for a win; one (1) for a tie; zero (0) for a loss.

**4.11.3 Points Awarded for Games Not Played**

Games that are not played due to uncontrollable circumstances, such as a rainout will be awarded a 1-1 tie in the standings. The league reserves the right to define “uncontrollable circumstances” on a case-by-case basis.

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#### **4.11.4 Referee Abandonment Games**

Games that are halted due to Referee abandonment shall be reviewed by the Director of House as to their disposition.

#### **4.11.5 Forfeited Games**

Games that are forfeit, such as when a team fails to appear or one team cannot field the minimum number of players, are awarded a 1-0 win for the team present on the field with at least the minimum number of players and ready to play. Should both teams be unable to field a team, a loss will be awarded to each team.

#### **4.11.6 Criteria for Selecting Division Champion**

Standings for age groups U9 and above shall be calculated in the following order:

- Points – the total points earned by a team for the season.
- Head-to-Head – the total number of wins by a team against the tying team(s) directly. Ties beyond that shall be calculated in the following order:
- Goal Differential – with a maximum of a five (5) goal different being utilized for each game. Goal for – goal against per game with a maximum of 5 per game.
- Goals Against – the least number of goals scored against the team during the entire regular scheduled season.
- Goals For – the most number of goals scored by the team during the entire regular scheduled season with a maximum of 5 goals allowed per game to be applied toward the standings.
- Coin Toss – a coin toss to be done between the tying teams. The higher number team (6 would be “higher” than 1) is Heads; lower number team is Tails.

#### **4.12 Game Cards**

##### **4.12.1 CYSA Game Card**

A standard CYSA game card shall be used for each game and provided by the League.

##### **4.12.2 Home Team Provides Game Card**

The Home (Green jersey) team is responsible for supplying the game card.

##### **4.12.3 Completion of Game Cards**

Game cards must be filled out with the entire team roster players’ full name, jersey number, and CYSA number. Signatures of both Head coaches are required.

##### **4.12.4 Submitting Game Cards**

At the conclusion of the game, the Referee shall be responsible for submitting the game card to the proper authority. When a registered Referee is not present, the Game Card shall still be completed. Upon completion of the game, the Home team shall be responsible for submitting it to the appropriate Age Group Coordinator within 24 hours upon completion of the game.

#### **4.13 Awards**

##### **4.13.1 All House Players**

Awards are given to all House players that participate in the regular season. Suitable awards will be arranged for by an appointed Awards Coordinator within the approved LYSL budget.

##### **4.13.2 Award Distribution**

Awards will be given out in a timely manner by the AGC to the Head Coach of every team upon the completion of the regular season.

#### **4.14 City House Tournament**

##### **4.14.1 Tournament Possibility**

Each season, as circumstances permit, LYSL may offer a House City Tournament.

##### **4.14.2 Separate Tournament for Boys and Girls**

The Tournament can be conducted on a single weekend, normally one weekend for boys and a separate one for girls.

##### **4.14.3 Tournament Format**

The format will consist of Group “A” and Group “B”. Teams within a group play each other once.

##### **4.14.4 Tournament Scoring System**

Scoring shall be done on a point system: three (3) for a win; one (1) for a tie; zero (0) for a loss.

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#### **4.14.5 Points Awarded for Tournament Games Not Played**

Games that are not played due to uncontrollable circumstances, such as a rainout will be awarded a 1-1 tie in the standings. The league reserves the right to define “uncontrollable circumstances” on a case-by-case basis.

##### **4.14.5.1 Referee Abandonment Games**

Games that are halted due to Referee abandonment shall be reviewed by the Director of House as to their disposition. Under most circumstances the game will be considered null and void. Null games do not earn any points and are not rescheduled.

#### **4.14.6 Championship Games**

Championship games will be played on the second day. First place teams from each group place each other for first (1<sup>st</sup>) and second (2<sup>nd</sup>). Second place teams from each group play for third (3<sup>rd</sup>) and fourth (4<sup>th</sup>) place awards. Remaining teams will play participation awards. In the case of an odd number of teams, the last place team will not participate in a championship game.

##### **4.14.6.1 Championship Game Duration**

Every game is 25 min halves, no more than 15 minute and not less than 5 minute half time. All games start on time, subject to the same rules as the regularly scheduled House games.

##### **4.14.6.2 Preliminary Game Tie Breakers**

There is no overtime or kicks from the penalty mark. Preliminary game ties are broken by the following determination in order of priority:

- Points – the total points earned by a team during the prelims of the tournament.
- Head-to-Head – the total number of wins by a team against the tying team(s) directly during the prelims of the tournament. Ties beyond that shall be calculated in the following order:
- Goal Differential – with a maximum of a five (5) goal different being utilized for each game. Goal for – goal against per game with a maximum of 5 per game.
- Goals Against – the least number of goals scored against the team during the prelims of the tournament.
- Goals For – the most number of goals scored by the team during the prelims of the tournament with a maximum of 5 goals allowed per game to be applied toward the standings.
- Coin Toss – a coin toss to be done between the tying teams. The higher number team (6 would be “higher” than 1) is Heads; lower number team is Tails. This is a last resort, but prelims must have a winner; getting teams back to the field is not feasible.

##### **4.14.6.3 Championship/Consolation Game Structure**

Championship/Consolation games will be held in the following manner:

- Group “A” 1<sup>st</sup> place plays Group “B” 1<sup>st</sup> place for tournament 1<sup>st</sup> and 2<sup>nd</sup> place.
- Group “A” 2<sup>nd</sup> place plays Group “B” 2<sup>nd</sup> place for tournament 3<sup>rd</sup> and 4<sup>th</sup> place.
- Group “A” 3<sup>rd</sup> place plays Group “B” 3<sup>rd</sup> place for tournament 5<sup>th</sup> and 6<sup>th</sup> place.

Tie Breaker: There must have a winner, so after regulation the teams go directly to Kicks from the Penalty Mark. There is no overtime play.

#### **4.15 Out-Of-City-Tournaments**

##### **4.15.1 Crossroads Tournament**

The DUSL Crossroads tournament is open to qualifying 1<sup>st</sup> place teams in Boys and Girls U10, U12, and U14 Division IV.

##### **4.15.1.1 Qualifying Teams**

Final determination of the qualifying LYSL teams shall be made by the AGC and Director of House.

##### **4.15.1.2 Fee Payment**

LYSL will pay the Crossroads tournament fees for qualifying LYSL teams.

#### **4.16 Scholarship Fund**

The league may provide a scholarship fund for players to apply for financial assistance with registration fees, depending upon the availability of league assets.

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**5.0 HIGH COMPETITION PROGRAM**

**5.1 High Comp Definition**

**5.1.1 Team Classification**

All LYSL High Comp teams are registered with District III as Division 1 or 3 teams or other sanctioning organization.

**5.1.2 High Comp Team Name**

HC team names shall begin with “Livermore Elite”.

**5.1.3 High Comp Committee Responsibility**

The HCC has the responsibility to manage the HC program.

**5.2 General Philosophy**

**5.2.1 Best for All**

All players assignments, team formation, and coach selection should be done with the welfare of the entire player membership foremost in mind. The good of the players should not be placed secondary to expediency, “must win at all cost” philosophies, or false pride on the part of the adults involved.

**5.2.2 HC Commitment**

The HC Program is a more competitive level of play than the House program and it is expected that players will demonstrate the appropriate levels of desire, focus, and commitment in order to participate.

**5.2.3 Competitive Goal**

Team formation should proceed with the ultimate goal of being competitive in ability to other district teams in the same division.

**5.3 Age Groups**

**5.3.1 Age Pure Teams**

The High Comp teams are for the most part “age pure”, which means that all players are in the same single age group as defined below. There are some exceptions permitted by local playing leagues (AC and GSSL) but for the most part age purity is strongly encouraged.

**5.3.2 Player Age Group Determination**

The age group of a player is defined as how old that player is on July 31 of that playing year. Age Brackets are defined per Table I.

**5.3.3 Age Group Exceptions**

Exceptions would be cases where legal precedence or law overrules the league guidelines. Such exceptions must be brought up before the Director of High Comp and the LYSL Executive Board for review and a final decision.

**5.3.4 Separate Teams for Boys and Girls**

Boys and girls play on separate teams. Boy and girl teams do not play each other in scheduled season games.

**5.4 Coach Selection**

**5.4.1 Technical Director Responsibility**

Working with the High Comp Committee (HCC), the Technical Director has the responsibility of recommending the qualifications for the High Comp coaches. The Technical Director shall also participate in the interviewing process for all High Comp coach candidates. For the situation of Pro-Coaches, the Technical Director shall make recommendations to the HCC. During the season, the Technical Director shall help with the managing of the HC coaches for LYSL.

**5.4.2 Selection Intent**

The intent is to select the best possible coaches in all age groups.

**5.4.3 Coach Evaluation**

Coach applications are submitted to the Director of High Comp. The applicants are evaluated by the Technical Director (TD) who then provides input to the Director of High Comp and the HCC for the final selection.

**5.4.4 Coaching Evaluations If There Is No Technical Director**

In cases where the TD is unavailable or the position is vacant, a committee selected by the Director of High Comp (DHC) evaluates all HC coaching applicants. The committee will typically be comprised of the High Comp Committee (HCC) and should include technical experts such as trainers.

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**5.4.4.1 Recuse**

Should one of the committee members be one of the coaches (or spouse of a coach) in the same gender/division where coaches are being selected, that person will be excused from all discussions and decisions of coach selection for that division to prevent any appearance of a conflict of interest.

**5.4.5 High Comp Coach Application Process**

High Comp Coach selection process shall be fair to all candidates:

- Candidates shall submit a written application to be considered for a coaching position.
- Applicants shall complete an interview process.
- A more detailed evaluation procedure shall be followed in cases of:
  - More than one applicant for a same position
  - The applicant did not coach in the LYSL High Comp program last year
  - Any open concerns or questions exist with an applicant

**5.4.6 Coach Disciplinary**

If a selected coach fails to comply with the rules and standards of the league, the affected party may submit a complaint regarding the coach to the Disciplinary Board.

**5.4.7 Coach Training Program**

The TD with assistance by the HCC shall establish a coaching training program. All head coaches shall attend the training. Assistant coaches and team managers are encouraged to attend as well.

**5.4.8 HC Coach May Not Be a House Coach**

A coach assigned to a High Comp team may not be a member of the coaching staff on a House team.

**5.5 High Comp Training Program**

**5.5.1 Technical Director Responsibility**

The TD recommends the HC training program for the season to the HCC. The recommended program shall be in line with the goals of the HC program and the league. The number of training sessions and team fee structure shall be determined on a season by season basis by the HCC. Once initiated, the TD shall manage the training program and the Trainers/Pro-Coaches on behalf of the HCC.

**5.5.2 Responsibility to Procure Trainers**

The TD shall procure the trainers for the season and submit their names for approval to the HCC. While it is highly preferable that trainers or paid coaches have the appropriate coaching license, it is mandatory that they have some equivalent training or qualifications to make them acceptable for consideration for the age group they are coaching in. The TD shall also consider their previous training performance within LYSL or other leagues when making the recommendations. The Technical Director cannot express or imply any contractual obligations on behalf of LYSL.

**5.6 High Comp Team Try-Outs**

**5.6.1 Fair Opportunity**

The purpose of the tryouts is to ensure that all players are offered a fair opportunity to tryout and be considered for a High Comp team.

**5.6.2 Try-Out Preparation**

The schedule, evaluation staff and format are determined annually by the TD, with assistance by the HCC.

**5.6.3 Special Accommodations**

Accommodations may also be made for special try-out process time and date for individual players that are not available for the regular scheduled try-outs, but this must be approved by the TD and HCC.

**5.6.4 All May Participate in Try-Outs**

All registered LYSL players U9 and above are invited to participate in the High Comp try-out. Players do not need to be a LYSL registered player in order to attend HC try-outs. Players are allowed to participate in try-outs and then register in LYSL if they are selected.

**5.6.5 One Attendance at Try-Outs Mandatory**

All Players must attend at least one tryout to be considered for a team unless the tryout coordinator is notified of an excused absence (sick, injured).

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**5.6.6 Try-Out Process**

**5.6.6.1 List of All Registered Players**

Prior to try-outs in any specific age group, HC should obtain a down load of all registered players from the Registrar.

**5.6.6.2 Logging In**

On the day of try-outs, all players attending try-outs should be “logged in” by checking the name from the registration list or hand entering the players that are not on the registration list.

**5.6.6.3 Tracking Players**

HHC should track all players that attend try-outs and the number of times that they attend.

**5.6.6.4 Coding HC Players in Database**

At the end of try-outs and team selection, HCC should code all players in the electronic registration data base that were selected and confirmed on a HC team.

**5.6.6.5 Players Selected But Not registered**

Players selected for a HC team that were not on the registration list should be entered as a placeholder on the registration down load until the Registrar places them in the registration data base. HCC should verify later on that these players did register.

**5.6.6.6 Coding Participating Players Not Selected**

HCC should also code those players in the registration data base that were not selected but attended try-outs. This gives the AGC a heads up of potential roster changes.

**5.6.6.7 Transfer of Registration List to House**

After HCC finishes with the registration data base with coding the HC players and those that attended try-outs, the AGCs should be informed by the HCC that they can start forming House teams from the data base.

**5.7 Team Selection**

**5.7.1 Players Selected from Try-Out Participants**

High Comp teams should be selected from the list of available players that participated in the High Comp try-outs.

**5.7.2 High Comp Player Selection Criteria**

The selected coach or Pro-Coach may submit a proposed team roster at the end of try-outs. However, the final roster approval is granted by the Director of High Comp with the HCC based upon the player evaluations provided by the TD in cooperation with selected trainer evaluators. The selection should be based on the following:

- Player ranking within team from the previous year.
- Team needs to improve in specific areas. The team should not be rebuilding every year.
- New players should be given the edge in final assessment.

If a player from the previous season’s team did not make the team for the new season, then that player will receive a personal call from the TD or appropriate HC representative to explain the situation and reasons for the decision(s)

**5.7.3 Selection Order**

Teams are formed from the highest division to the lowest where the higher division completes its roster before the lowers division team in that age group is formed.

**5.7.4 Non-Competitive Teams Not Formed**

Teams that, in the opinion of the TD with assistance by the HCC, would not be competitors within their age group in the district playing program will not be formed. The goal of the program should not be to form teams for the sake of having teams; but to form teams that have a fair chance for a fun and competitive chance to have a successful season.

**5.7.5 Roster Finalization**

Once the Director of High Comp (DoHC), HCC, and TD have approved the roster after try-outs, the coach must call all players on the roster within 72 hours to notify them of their selection. If a player declines for any reason, the coach shall go to the first alternate on the roster and notify the DoHC of the change. The roster shall be considered finalized once all players have made the verbal and financial commitments (HC fee money).

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If any additional player(s) is needed for a HC team after June 1, the HCC will publish to general membership, via eNewsletter, an open tryout date no less than 72 hours prior to the scheduled date. The HCC will be permitted to actively recruit from the House Program, before, during, and after the regular playing season. However, any recruit must participate in the open tryout and all processes for the Request to Transfer player from House to High Comp must be strictly adhered to. Absolutely all intentions to recruit a House player after June 1 must be communicated directly to the Director of House prior to any announcements of an open tryout or verbal commitment or desire towards any player.

#### **5.8 Team Roster Changes**

##### **5.8.1 Objections**

Any changes to the team roster once it has been deemed final must be submitted to the DoHC and HCC for consideration. While it is the DoHC's final decision, input from the TD will be considered. Additionally, any objections by anyone to the placement may be considered by DoHC and HCC and ultimately by the Executive Board if appropriate.

##### **5.8.2 Changes After Golden Rod Completion**

Once a team "golden rod" roster has been created by the league Registrar, changes must be through the CYSA release, add, transfer, and guest player process.

#### **5.9 Player Transfers**

##### **5.9.1 Transfer Approvals**

Once a team roster is final, player adds and/or movement within the HC program must be approved by the HCC and the TD, subject to all governing bodies (i.e. CYSA) rules.

##### **5.9.2 Transfer Refund Policy**

A player that transfers to another team will be subject to the LYSL refund policy for any trainer and tournament fees paid or fundraising money raised with the original team.

##### **5.9.3 House to High Comp Player Transfers**

A player wishing to transfer from the House program to the High Comp Program must complete the following steps.

###### **5.9.3.1 First Step – Notify Age Group Coordinator**

The player's guardian (or a player of legal age) must notify the current House AGC and appropriate HC Representative of desire to change playing programs. Approval for transfer may be influenced by current team roster size of either team to be affected, player appropriateness for the program, or other similar considerations.

###### **5.9.3.2 Approaching the House Coach**

The appropriate House AGC the appropriate person for the HC Rep to initially approach the House coach with the request to transfer one of the players from the House team.

##### **5.9.4 Mid-Season Recruiting Not Allowed**

Actively recruiting players in-season from other High Comp or House teams or other leagues will result in disciplinary action.

##### **5.9.5 Registrar Responsibility**

Once the signatures are gathered, the form is turned into the league Registrar for processing through the league and the district.

##### **5.9.6 CYSA Transfer Policies**

All transfers are subject to CYSA transfer policies.

#### **5.10 Uniforms and Equipment**

Players uniforms (jersey, shorts, and socks) in the High Comp league must conform to the approved LYSL Team Uniforms as defined by the LSYL High Comp Committee and CYSA-N "Team Manual" PIM 98-1.

#### **5.11 Team Financial Reporting**

##### **5.11.1 Team Requirement**

All teams are required to provide team financial information to the LYSL Treasurer as requested.

##### **5.11.2 Bank Account Signers**

Coaches or their family members may not be signers on a team bank account.

##### **5.11.3 Two Signature Rule**

Team checks must be signed by two members of the team.

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**5.12           Playing Time**

**5.12.1        25% Rule**

High Comp players shall be given one-quarter (25%) of the available playing time over the season and not necessarily every game.

**5.12.2        25% Rule Exceptions**

Playing time during games may be reduced only for disciplinary or health reasons. If playing time is reduced, the appropriate parent and AGC shall be notified of the affected player as soon as possible as to the time reduction that occurred and the reason for the reduction.

**5.13           League Games**

**5.13.1        Playing League**

The LYSL HC Program may be affiliated with multiple parent soccer organizations: CYSA District III, US Club Soccer, etc. Depending how this is established by the HCC by age group, each team in the age group will fall under the jurisdiction and control of the appropriate parent organization for league play.

**5.13.2        League Standings**

League standings are maintained by the district.

**5.14           Tournaments**

**5.14.1        Tournaments Games**

As appropriate, High Comp teams may apply to any CYSA tournament following CYSA district rules or to any US Club tournament following US Club rules.

**5.14.2        Inter District Games**

Any practice games or sessions between one CYSA district team and another team from a different district must be sanctioned by the CYSA District Commissioner before the practice or session takes place.

**5.14.3        Tournaments Not Part of League Standings**

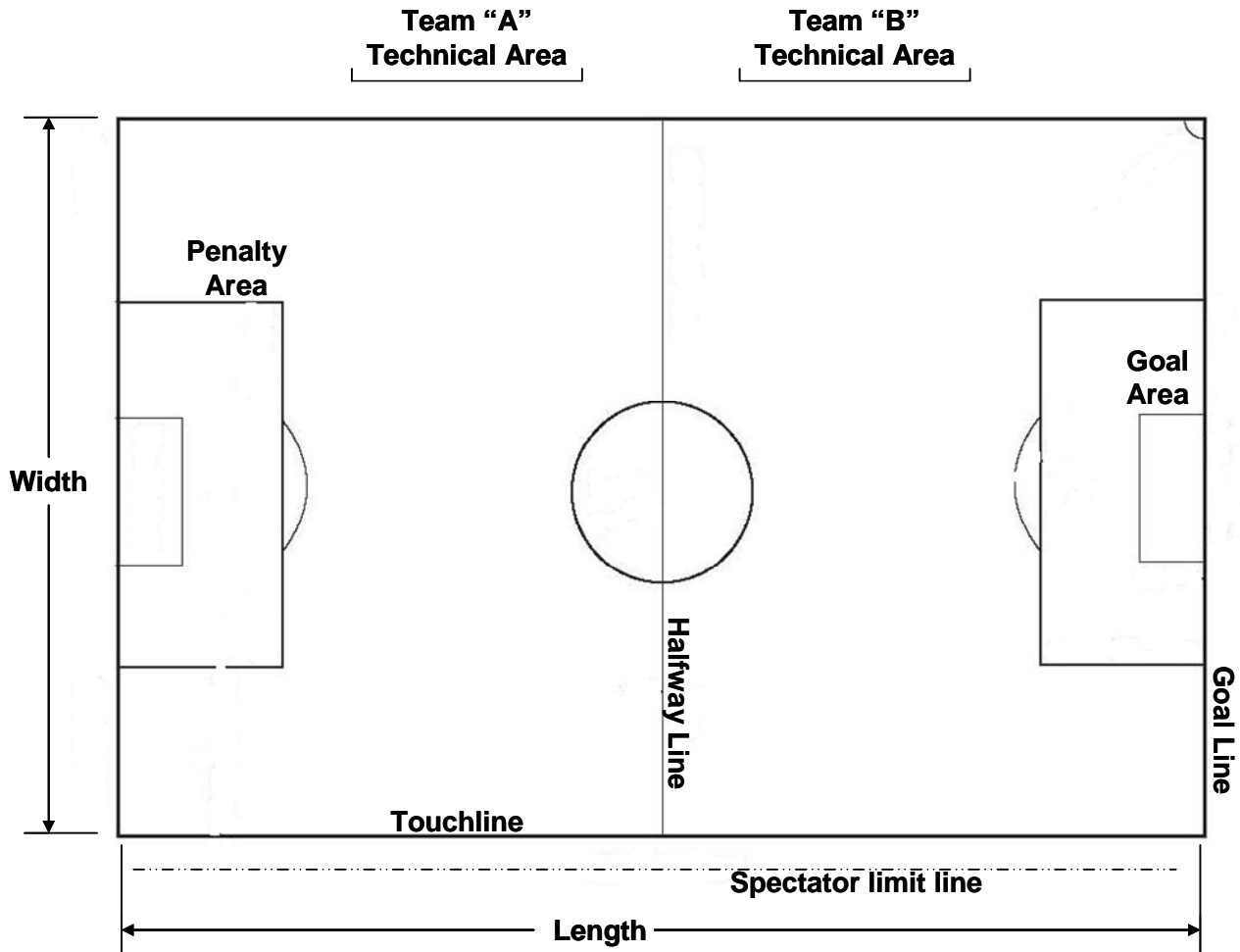
Tournament standings and scores do not count as part of the league scoring.

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**6.0 OPERATIONS**

**6.1 Field Size**

Soccer field size is based upon the age group of the players using it. Due to constraints such as available space, a range of field size is allowed.



**FIGURE 1. Soccer Field**

**TABLE III Recommended Soccer Field Size Per Age Group**

Soccer Age	Width (yards)	Length (yards)
U5 to U6	20	30
U7 to U8	30	50
U9 to U10	50	80
U11 to U19	60	100

**6.2 Field Use**

**6.2.1 Only Use Approved Fields**

LYSL teams may only practice or play games on fields approved by and under the terms defined by the LYSL Director of Operations.

**6.2.2 Shared Practice Fields**

Practice fields are to be shared. If another team shows up to practice, an attempt to reduce the original play/practice area will be made, if possible.

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#### **6.2.3 LYSL Guest on Fields**

LYSL and its membership are “guests” of the Livermore Area Recreation & Parks District (LARPD) and Livermore Valley Joint Unified School District (LVJUSD) fields and parks. LARPD and LVJUSD reserve the right to change the conditions and availability of the fields at any time.

#### **6.2.4 Field Clean Up After Use**

The Coach and the LYSL membership shall be responsible for cleaning up their areas after usage. This includes garbage, field, and equipment. Conditions may be reported to LARPD and LVJUSD for attention, if needed.

#### **6.2.5 Do Not Violate “Field Closed” Postings**

If LARPD and LVJUSD close a field for any reason, it is closed. Play or practice on that field shall not continue until LARPD and LVJUSD determines that the field is open and available for play.

#### **6.2.6 Schedule Communication**

Scheduling/Field Officer shall communicate complete, full-season schedule to the Referee Liaison, Field Equipment Manager, LARPD liaison and all AGCs.

#### **6.2.7 LYSL Event Vendor Access**

This document serves as reference material for individuals or private companies who wish to be allowed access to LYSL membership at a LYSL event. The term “access” is defined in this procedure as communication to LYSL members for the purpose of selling goods or services; or influencing opinion such as election campaigns. An “LYSL event” is defined as any activity organized by LYSL on property or facilities under temporary control by LYSL through a permit. Refer to the LYSL Rules and Policies document for the detailed policy that was established for situations where the benefit of access to LYSL membership does not serve LYSL as a whole or to a LYSL group.

Requests must be submitted in writing and contain the following information to ensure proper handling:

- a) LYSL event
- b) Date of the event
- c) Name of the individual or company
- d) Copy of business license
- e) Contact information for specified individual or company point of contact
- f) Purpose of the requested access
- g) How this access serves LYSL, youth soccer or youth sports in general
- h) Magnitude of access at the event in terms of size of booth or display (square footage of ground area covered) and the number of people in attendance
- i) Proof of insurance with LYSL added as “Additional Insured”
- j) Agree to release LYSL of any liability
- k) Check made out to LYSL for the amount of \$200. (If access is denied, then the check will be returned.)
- l) Proper written request such as a letter or email must be submitted at least 2 weeks prior to the event to:

Attn: LYSL President – Vendor Access  
Livermore Youth Soccer League  
PO Box 881, Livermore, CA, 94551-0881

### **6.3 Field Equipment**

#### **6.3.1 Goal Set-Up and Take Down Responsibility**

The first teams onto the field are responsible to set up the goals. The last teams on the field (no teams are waiting to use the fields) are responsible for breaking down the goals and locking up the bars, nets, flags and other equipment.

#### **6.3.2 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.

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**7.0 LYSL SUB COMMITTEES**

**7.1 League Disciplinary Committee**

**7.1.1 Referee Reporting**

Referees will report disciplinary problems on the Referee Report citing explicitly facts and circumstances to insure a report with sufficient detail to enable the Disciplinary Committee to conduct a fair and unbiased hearing. Such reports will be delivered to the Referee Coordinator who will investigate the report for presentation to the Board. All concerned parties will be informed of the date and time of the Board hearing in order that they might be present, if so desired.

**7.1.2 Single Disciplinary Committee**

LYSL has a single Disciplinary Committee to address all playing program issues.

**7.1.3 Infractions Not Addressed By CYSA Team Manual**

Infractions and punishments not covered by the CYSA-N "Team Manual" shall be reviewed and ruled on by the Disciplinary Committee.

**7.1.4 Violations of LYSL Documents**

The Disciplinary Committee will decide matters for violations of LYSL SOP, Constitutional, By-Law, PIMS, or CYSA violations that are not determined at the District III level or above.

**7.1.5 Appeals**

The LYSL Disciplinary Committee decisions may be appealed to the LYSL Appeals & Protest Chair.

**7.1.6 Appeals Process**

The LYSL Disciplinary Committee shall use as a guideline, the latest published revision of the "CYSA Protest, Appeals & Disciplinary Hearing Manual" when conducting notifications and hearings.

**7.1.7 Disciplinary Committee Membership**

It is recommended that this committee be comprised of the Chair and no less than three (3) or more than five (5) other members. It is recommended that a registered Referee be asked to participate in an advisor (non-voting) capacity.

**7.1.8 Disciplinary Chair Voting Rights**

LYSL Disciplinary Chair may not vote in matters before the committees unless a tie breaker vote is required.

**7.1.9 Disciplinary Rulings That Affect Standings**

In the event that a decision affects team standings, the Disciplinary Committee will notify the appropriate House Age Group Coordinator or High Comp Representative of the appropriate information.

**7.1.10 Disciplinary Rulings That Affect Referee Association**

In the event that a decision affects the Referee Association, the Disciplinary Committee will notify the LYSL/Referee Association Liaison of the appropriate information.

**7.1.11 Disciplinary Right To Counter Appeal**

LYSL Disciplinary Committee shall have the right to counter-appeal, as does the concerned parties, to the Protests and Appeals Committee.

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**8.0 REFeree SEND-OFF REPORTS**

**8.1 Disciplinary Committee Hearings Not Required**

Full Disciplinary Committee hearings are not required when a Referee Report or Referee Send-Off Report (CYSA-N "Team Manual" 3:08:08) is submitted to the committee as a result of a House match. The committee shall define the action, if any, is to be taken.

**8.1.1 District III Disciplinary Committee**

Referee Reports or Referee Send-Off Reports resulting from High Comp matches are submitted to the District III Disciplinary committee for a decision.

**8.2 Protest and Appeals Committee**

**8.2.1 Single Protest and Appeal Committee**

LYSL has a single Protest and Appeals Committee.

**8.2.2 Committee Selection Responsibility**

The LYSL Protest and Appeals Committee should be selected and chaired by the LSYL Protest and Appeals Chair.

**8.2.3 CYSA Guidelines**

The LYSL Protest and Appeals Committee shall use as a guideline, the latest published revision of the "CYSA Protest, Appeals & Disciplinary Hearing Manual" when conducting notifications and hearings.

**8.2.4 Committee Membership**

The LYSL Protest and Appeals Committee members should be selected and chaired by the LYSL Protest and Appeals Chair. It is recommended that the committee be comprised of the Chair and no less than three (3) and no more than five (5) other members.

**8.2.5 Protest and Appeals Committee Chairman Voting**

LYSL Protest and Appeals Chair may not vote in matters before the committee unless a tie breaker vote is required.

**8.2.6 Protest and Appeals / Disciplinary Committee Exclusions**

No member of the LYSL Protest and Appeals Committee shall simultaneously serve on any other LYSL Disciplinary Committee.

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**9.0 SOP AMENDMENTS**

**9.1 Modifications**

**9.1.1 Modifications Are Less Than 25% Changes**

Modifications are those that would affect the document in less than 25 percentage of its verbiage and not have substantial change to the document's purpose and goals.

**9.1.2 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.

**9.1.3 SOP Passage**

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. SOP modifications become effective upon the date of passage by the Full Board unless otherwise stipulated in the provision.

**9.2 Document Review**

**9.2.1 SOP Review Committee**

An SOP Committee may be appointed by the LYSL President at any time to completely review the SOP.

**9.2.2 SOP Review Committee Motion at Full Board Meeting**

The S.O.P 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 SOP to be presented in writing and with proper notification to the LSYL Full Board for a motion to vote.