



# Soccer Bylaws

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ADVISORY BOARD EFFECTIVE**

*11 February 2004*

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## TABLE OF CONTENTS

ARTICLE	I	PURPOSE AND OBJECTIVE _____	1
ARTICLE	II	ORGANIZATION _____	1
		Administration _____	1
		Players/Teams _____	1
		Referees _____	3
ARTICLE	III	ELIGIBILITY AND REGISTRATION _____	4
		Eligibility _____	4
		Registration _____	4
ARTICLE	IV	HOUSE PROGRAM PROCEDURES _____	5
		Player Assignments _____	5
		Uniforms _____	5
		Equipment _____	6
		Game Procedures _____	6
		Under Five (5) _____	6
		Under Six (6) _____	9
		Under Seven (U-7) _____	11
		Under Eight (U-8) _____	14
		Under Nine (U-9) and Under Ten (U-10) _____	17
		Under Eleven (U-11) and Under Twelve (U-12) _____	19
		Under Thirteen (U-13) through Under Nineteen (U-19) _____	22
		Championship _____	26
		All-Stars _____	27
		Post-Season Tournaments _____	27
		Protests _____	28
		Conflict of Interest _____	29
ARTICLE	V	TRAVEL PROGRAM PROCEDURES _____	29
		New Team Formation _____	29
		Coach Selection and Criteria _____	30
		Player Selection _____	31
		Uniforms _____	33
		Equipment _____	33
		Fund Raising and Sponsors _____	33
		Game Procedures / Protests _____	34
		Tournaments _____	34
ARTICLE	VI	FPYC INVITATIONAL TOURNAMENTS _____	35

<b>ARTICLE</b>	<b>VII</b>	<b>CONDUCT/DISCIPLINE/APPEALS/CONFLICT OF INTEREST</b>	<b>35</b>
		Standards of Conduct _____	35
		Discipline _____	36
		Conduct and Disciplinary Appeals _____	37
		Conflict of Interest _____	38
<b>ARTICLE</b>	<b>VIII</b>	<b>AMENDMENTS TO BY-LAWS</b>	<b>38</b>

**APPENDICES**

<b>APPENDIX</b>	<b>A</b>	<b>ORGANIZATION CHART</b>	<b>A-1</b>
<b>APPENDIX</b>	<b>B</b>	<b>VOLUNTEERS' POSITION DESCRIPTIONS</b>	<b>B-1</b>
<b>APPENDIX</b>	<b>C</b>	<b>HOUSE TOURNAMENT SEEDINGS</b>	<b>C-1</b>
<b>APPENDIX</b>	<b>D</b>	<b>RULES FOR SETTLING TIE GAMES IN DETERMINING HOUSE LEAGUE SEASON CHAMPIONS AND IN POST-SEASON HOUSE TOURNAMENTS</b>	<b>D-1</b>
<b>APPENDIX</b>	<b>E</b>	<b>REFEREE AUTHORITY</b>	<b>E-1</b>
<b>APPENDIX</b>	<b>F</b>	<b>PROGRAM AND TEAM FUND RAISING POLICY</b>	<b>F-1</b>
<b>APPENDIX</b>	<b>G</b>	<b>TRAVEL TEAM FINANCIAL REPORT</b>	<b>G-1</b>

## ARTICLE I - PURPOSE AND OBJECTIVE

The purpose and objective of the Fairfax Police Youth Club (FPYC) Soccer Program is to provide youth an opportunity to develop athletic skills, physical fitness, and good sportsmanship characteristics through participation in a team soccer program under the auspices of the Fairfax Police Youth Club.

## ARTICLE II - ORGANIZATION

### A. Administration

1. The administrative structure of the FPYC Soccer program is outlined in Appendix A. The duties and responsibilities for each volunteer position are specified in Appendix B.
2. The Director of Soccer (DOS) or his/her designee will be the final arbitrator for all matters pertaining to the functioning of the program except as otherwise provided in these By-laws.

### B. Players/Teams

1. The soccer program consists of three activities: house, travel and youth challenge.
2. The house program will be divided into one Under 5 Division which will be co-ed (boys and girls combined), two Junior Divisions (one boy's and one girl's) and two Senior Divisions (one boy's and one girl's). Girls may play in boy's leagues on an exception basis if so requested by the girl's parents/legal guardian. This exception is not applicable to boys.
  - a. The U-5 Division will consist of registrants at least 4 years old unless approved by DOS. The Junior Division will consist of registrants U-6 through U-14; and, the Senior Division will consist of players U-15 to U-19.
  - b. Leagues within each Division will be organized by player's date of birth in accordance with applicable VYSA established age divisions.
  - c. Although it is desirable for each league, with the exception of the U-6's, to be comprised of players of a single age group, groupings of consecutive age groups may be allowed as directed by the DOS.
  - d. The number of teams in each age division will be determined by the League Director and approved by the Boy's or Girl's Commissioner based on the number of registrants and the availability of coaches.

- e. The appropriate League Director with the advice and consent of the Boys or Girls Commissioner and the DOS will determine the number of teams and team size.
  - f. The number of outside teams to participate in FPYC division play will be determined by the League Director and approved by the Commissioners and the DOS. FPYC prefers that all outside teams comply with these FPYC By-laws. When not practical, FPYC By-law applicability will be determined on a case by case basis by the appropriate League Director/Commissioner and the DOS.
  - g. Proof of de-carding is necessary for travel players to play on house teams. Travel players may **not** participate on a house all-star team.
3. The FPYC travel program will be divided into two divisions (one boy's and one girl's).
- a. Boy's teams will be affiliated with the National Capital Soccer League (NCSL); girl's teams with the Washington Area Girls Soccer League (WAGSL); and boy's and girls teams affiliated with the Old Dominion Soccer League (ODSL)
  - b. Age groupings and player eligibility will be governed by the respective rules of NCSL, WAGSL and ODSL. All participants in the FPYC Soccer Program will be eligible to try out for approved travel teams.
  - c. FPYC may pay NCSL, WAGSL and ODSL membership dues for each travel team.
  - d. FPYC may assess a higher season registration fee to travel players.
  - e. FPYC travel teams and officials are subject to all FPYC rules and procedures.
4. The FPYC Youth Challenged Division (YCD) provides mentally and/or physically challenged youth, who are ambulatory, an opportunity to develop athletic skills, physical fitness, and good sportsmanship characteristics through participation in a team soccer program under the auspices of the FPYC. The organizational structure of the YCD shall be similar to that of other divisions within the club. A Youth Challenged Commissioner will have administrative responsibility for the division and will report to the Deputy Director of Operations who will be the final arbitrator for all matters pertaining to the functioning of the program. The division will consist of only house teams and will be open to participants from age five through and including age eighteen. The Commissioner, with the approval of the DOS, may establish different divisions and group players according to age and/or gender.
5. FPYC travel team coaches serve conditionally subject to approval. FPYC reserves the right to review the performance of its travel coaches on a seasonal basis and to counsel, discipline, or dismiss any coach for violations of these By-laws or where such action is deemed to be in the best interests of the team, its players, or the FPYC soccer program. Any person may bring concerns about the performance of any travel coach to the

attention of the respective Travel Commissioner for review and decision regarding the need for further action.

### C. Referees

1. House leagues may use paid referees to be assigned by the Director of Referees. They will be paid by FPYC according to a scale set by the DOS. Funds for this purpose will be drawn from regular registration fees, not from special assessments. Volunteer referees, including parents, spectators, etc., as the situation warrants, may be used at the discretion of the Director of Referees, League Director, by agreement of the coaches, or as otherwise provided by these By-laws.
2. All actions and decisions of said referees are as binding and final as if done by paid referees.
3. In accordance with directives from the Virginia Youth Soccer Association (VYSA), the following VYSA rules are added verbatim to FPYC referee information.

a. REFEREE ABUSE

The Adjudication Committee is instructed to conduct a hearing when it has reason to believe that a spectator has abused a referee or assistant referee. If the committee finds the abuse did occur, the club of the offending spectator will be fined as follows:

	Minimum	Maximum
1 <sup>st</sup> Incident	\$ 500.00	\$ 500.00
2 <sup>nd</sup> Incident	\$ 500.00	\$1,000.00
3 <sup>rd</sup> Incident	\$1,000.00	\$2,500.00

A club found to have abused a referee or assistant referee a third time will, in addition to being fined, be placed on 2 year probation. Any additional incidents of referee abuse or assault while the club is in probation will result in the club being placed in “Bad Standing” for a minimum of one year.

The Adjudication Committee’s decision is a final decision of VYSA.

b. REFEREE ASSAULT

The Adjudication Committee is instructed to conduct a hearing when it has reason to believe that a coach, player, team official, or spectator at a game sanctioned by VYSA has assaulted a referee or assistant referee. If the committee finds the assault did occur, the club of the assailant will be fined as follows:

	Minimum	Maximum
1 <sup>st</sup> Incident	\$1,000.00	\$1,000.00
2 <sup>nd</sup> Incident	\$1,000.00	\$2,500.00
3 <sup>rd</sup> Incident	\$2,500.00	\$5,000.00

A club found to have assaulted a referee or assistant referee a third time will be placed in “Bad Standing” for the remainder of the seasonal year in which the offense occurred and for the following seasonal year. Nothing in this motion is meant to restrict the actions of the Adjudication Committee with regard to any sanctions it may levy against a coach, player or team official found to have assaulted a referee

The Adjudication Committee’s decision is a final decision of VYSA.

c. FINES

FPYC further incorporates into the above statements that it is the responsibility of the offending party to pay any fines incurred from their actions. Failure to adhere to the imposed fine and/or probation will result in removal from the FPYC organization. FPYC reserves the right to collect such fines, including reasonable attorney fees, due to failure to pay.

### **ARTICLE III - ELIGIBILITY AND REGISTRATION**

#### **A. Eligibility**

1. No applicant will be refused membership because of inability to pay registration fees or to purchase a uniform.
2. A player must be formally registered for FPYC soccer prior to practicing or playing with a house team.

#### **B. Registration**

1. Registration will consist of the completion of necessary forms and the payment of the proper registration fee. The Director of Registration or the DOS or his/her designee because of hardship or extraordinary circumstances may waive such fee. A partial registration fee may be assessed.
2. The DOS, with the advice of the Soccer Advisory Board will set the dates and times for soccer registration.
3. The DOS will set all registration fees.
4. A parent or legal guardian must register applicants under the age of eighteen (18).
5. Late registration will be accepted for house play, but not after the first scheduled league game except with specific approval of the League Director or appropriate commissioner or designee.

6. Registration will be effective on a seasonal basis, spring or fall. Participants may also register for other FPYC activities during these periods.

## **ARTICLE IV - HOUSE PROGRAM PROCEDURES**

### **A. Player Assignments**

1. The appropriate League Director will make a player's team assignment. The neighborhood concept will be adhered to as long as the overriding goal of equitable distribution of talent is achieved. All registrants will be assigned to a team as long as vacancies exist in the appropriate age group.
2. No player may play up in the U5, U6 or Junior Divisions, except as permitted by the DOS or his/her designee. Such exceptions are to be granted on a per season basis, and only because of unusual circumstances such as in the case of a parent who is the head coach. Any player who is in a Senior Division may play up.
3. No tryouts will be held for house teams.
4. Siblings of the same gender and age group must be placed on the same team, unless requested otherwise by the parent or guardian.
5. Coaches may not trade players. Only the League Director may change Player assignments.
6. Once team assignments have been made, coaches must report dropouts to the League Director no later than seven (7) days after the vacancy is identified.
7. PLAYER/TEAM ASSIGNMENTS ARE FOR ONE SEASON ONLY (SPRING OR FALL). Senior Division teams may remain intact.
8. All players participating in the FPYC soccer program (including outside teams) must be on the roster approved by the League Director. If not, any games in which such persons play shall be subject to being forfeited, in accordance with the protest procedures found in Article IV, H (pp. 20-21).

### **B. Uniforms**

1. During game play, all players in the U5, U6 and Junior Divisions must wear standard FPYC uniforms (shirts, shorts and socks) approved by the DOS. These uniforms must be purchased from FPYC at a price set by the DOS. The jersey will be printed on the front with FPYC's logo. Numbers are not required. Senior Division uniforms, as approved by the DOS, must be Royal Blue and Gold in color and may be required to be numbered.

2. All players must wear shinguards under their socks. Cleats must conform to the specifications set forth in the FIFA laws.
3. Undergarments such as cycling shorts may be worn but must be of the same color as the shorts and not extend below the knee.

### **C. Equipment**

1. Each season, FPYC will furnish each team a soccer game ball and other equipment as deemed appropriate by the Director of Equipment (DOE) and/or the DOS.
2. All equipment provided remains the property of FPYC and must be returned upon request.
3. Coaches, League Directors and other officials should exercise reasonable care and control to ensure equipment entrusted to them is properly maintained, inventoried, and protected.

### **D. Game Procedures**

1. The latest official "Laws of the Game" established by FIFA will apply to all age groups (except as modified by the DOS in consultation with the Soccer Advisory Board) and as provided below.
2. The procedures of the **Under 5 Division** will be as follows: exceptions to any Under Five (U-5) By-laws must be approved by the DOS or his/her designee and, if granted, the exceptions are only for one season, (i.e., spring or fall).

#### **a. Number of Players**

- (1.) Team size will be a maximum of ten (10) players.
- (2.) Maximum number of players on the field will be three (3). The minimum will be two (2).
- (3.) Each player shall play a minimum of two full quarters. No player may play in the fourth quarter until all players have played three (3) full quarters.
- (4.) Goalkeepers will not be permitted in the Under 5 Division.
- (5.) Substitutions may be made between each quarter, exception for injury substitutions.

- (6.) Number of Games: FPYC will schedule a minimum of six (6) games for all teams to include a sufficient number of rain dates to insure completion of all games. The season may not be shortened to less than six (6) games without the approval of the DOS or his/her designee.

**b. The Field; Equipment; The Ball**

- (1.) Dimensions: length of field not more than 30 yards or less than 20 yards. Width not more than 20 yards or less than 15 yards. The length in all cases shall exceed the width. The recommended dimensions are 25 yards in length and 20 yards in width.
- (2.) Markings: a rectangular box marked with a halfway line across the field. A center circle with a three (3) yard radius. Four (4) corner arcs with a two (2) foot radius. The goal area shall be drawn as a semi-circle arc in front of the goal with its center point in the middle of the goal and its radius shall extend two (2) yards to the outside of the goal post.
- (3.) Goal: Maximum six (6) feet high and six (6) feet wide, minimum three (3) feet high and three (3) feet wide, this may be a PUG goal. The recommended goal is a temporary PUG goal.
- (4.) The ball will be size three (3).
- (5.) Players' equipment will be tennis shoes or soft cleated soccer shoes, shinguards, and the standard FPYC uniforms are mandatory.

**c. The Game and Laws**

- (1.) The game shall be divided into four (4) equal eight (8) minute quarters with two (2) minute breaks between quarters one (1) and two (2) and three (3) and four (4). There shall be a five (5) minute break between the quarters two (2) and three (3). All restarts shall be done by an Official rolling the ball into play.
- (2.) The game should be played with the dual field method of play, which is where there are two approximately equal fields, side by side a few yards apart, with coaches and players only between the fields. Players will rotate from Field 'A' to Field 'B' and as substitutes.
- (3.) Only players will be allowed on the playing field during play except for an Official for each team.
- (4.) Only coaches and players are permitted between the fields when the dual field method of play is used. No parents, spectators or coaches are allowed at the end of the field between the touchlines.

- (5.) The ball is out of bounds when it has entirely crossed the touchline or goal line.
- (6.) There shall be no off-side.
- (7.) All fouls and misconduct calls will result in an indirect free kick with opponents three (3) yards away. **THE OFFICIAL MUST EXPLAIN ALL INFRACTIONS TO THE OFFENDING PLAYER.**
- (8.) No penalty kicks will be taken during these games.
- (9.) All throw-ins, goal kicks and corner kicks will be treated as restarts and shall be a roll in by an official

**d. Coaches and Parent Responsibilities**

- (1.) Coaches are responsible for conduct of parents, players and spectators along the sidelines. Coaches and players will shake hands after all games.
- (2.) League standings and game scores will not be maintained.
- (3.) The coach is responsible for adjusting player positions and substitutions in order to develop player skills and maintain an equal level of competition during games. Running up substantial (5 or more) score differentials is not in accordance with FPYC's stated purpose of developing good sportsmanship.
- (4.) Officials: There are no referees, and an Official (coach/parent, game manager, coordinator or other designated person) may be used to keep the playing environment fun, safe and focused on the child. An Official will keep time, enforce the rules, stop and restart play. No negative comments by coaches, parents or players will be allowed or tolerated towards a game official. . Concerns or recommendations should be directed to appropriate League Director, Director of Operations or the Director of Soccer.
- (5.) Team pictures: all players should be advised of the time and place by their coach.
- (6.) Awards: FPYC provides for all registered players to receive a participation patch and an award.
- (7.) All coaches are expected to abide by the letter and spirit of these procedures. Failure to do so will result in one warning by the appropriate League Director. If follow-up warning is issued, the matter may go to the Rules and Appeals Committee for disciplinary action.

3. The procedures of the **Under 6 Division** will be as follows: exceptions to any Under Six (U-6) By-laws must be approved by the DOS or his/her designee and, if granted, the exceptions are only for one season, (i.e., spring or fall).

**a. Number of Players**

- (1.) Team size will be a maximum of ten (10) players.
- (2.) Maximum number of players on the field will be three (3). The minimum will be two (2).
- (3.) Each player shall play a minimum of two full quarters. No player may play in the fourth quarter until all players have played three (3) full quarters.
- (4.) Goalkeepers will not be permitted in the Under 6 Division.
- (5.) Substitutions may be made between each quarter, exception for injury substitutions.
- (6.) Number of Games: FPYC will schedule a minimum of six (6) games for all teams to include a sufficient number of rain dates to insure completion of all games. The season may not be shortened to less than six (6) games without the approval of the DOS or his/her designee.

**b. The Field; Equipment; The Ball**

- (10.) Dimensions: length of field not more than 30 yards or less than 20 yards. Width not more than 20 yards or less than 15 yards. The length in all cases shall exceed the width. The recommended dimensions are 25 yards in length and 20 yards in width.
- (2.) Markings: a rectangular box marked with a halfway line across the field. A center circle with a three (3) yard radius. Four (4) corner arcs with a two (2) foot radius. The goal area shall be drawn as a semi-circle arc in front of the goal with its center point in the middle of the goal and its radius shall extend two (2) yards to the outside of the goal post.
- (3.) Goal: Maximum six (6) feet high and six (6) feet wide, minimum three (3) feet high and three (3) feet wide, this may be a PUG goal. The recommended goal is a temporary PUG goal.
- (4.) The ball will be size three (3).
- (5.) Players' equipment will be tennis shoes or soft cleated soccer shoes, shin guards, and the standard FPYC uniforms are mandatory.

**c. The Game and Laws**

- (1.) The game shall be divided into four (4) equal eight (8) minute quarters with two (2) minute breaks between quarters one (1) and two (2) and three (3) and four (4). There shall be a five (5) minute break between the quarters two (2) and three (3). All restarts shall be done by an Official rolling the ball into play.
- (2.) The game should be played with the dual field method of play, which is where there are two approximately equal fields, side by side a few yards apart, with coaches and players only between the fields. Players will rotate from Field 'A' to Field 'B' and as substitutes.
- (3.) Only players will be allowed on the playing field during play except for an Official for each team.
- (4.) Only coaches and players are permitted between the fields when the dual field method of play is used. No parents, spectators or coaches are allowed at the end of the field between the touchlines.
- (5.) The ball is out of bounds when it has entirely crossed the touchline or goal line.
- (6.) There shall be no off-side.
- (7.) All fouls and misconduct calls will result in an indirect free kick with opponents three (3) yards away. **THE OFFICIAL MUST EXPLAIN ALL INFRACTIONS TO THE OFFENDING PLAYER.**
- (8.) No penalty kicks will be taken during these games.
- (9.) All throw-ins, goal kicks and corner kicks will be treated as restarts and shall be a roll in by an official.
- (10.) Goal kicks will be taken from anywhere inside the goal area. Three (3) yards must be allowed away from the ball.
- (11.) Corner Kicks: three (3) yards must be allowed away from the ball.

**d. Coaches and Parent Responsibilities**

- (1.) Coaches are responsible for conduct of parents, players and spectators along the sidelines. Coaches and players will shake hands after all games.
- (2.) League standings and game scores will not be maintained.

- (3.) The coach is responsible for adjusting player positions and substitutions in order to develop player skills and maintain an equal level of competition during games. Running up substantial (5 or more) score differentials is not in accordance with FPYC's stated purpose of developing good sportsmanship.
  - (4.) Officials: There are no referees, and an Official (coach/parent, game manager, coordinator or other designated person) may be used to keep the playing environment fun, safe and focused on the child. An Official will keep time, enforce the rules, stop and restart play. No negative comments by coaches, parents or players will be allowed or tolerated towards a game official. . Concerns or recommendations should be directed to the appropriate League Director, Director of Operations or the Director of Soccer.
  - (5.) Team pictures: all players should be advised of the time and place by their coach.
  - (6.) Awards: FPYC provides for all registered players to receive a participation patch and an award.
  - (7.) All coaches are expected to abide by the letter and spirit of these procedures. Failure to do so will result in one warning by the appropriate League Director. If follow-up warning is issued, the matter may go to the Rules and Appeals Committee for disciplinary action.
4. The procedures of the **Under Seven (U-7) Division** will be as follows: exceptions to any Under Seven (U-7) By-laws must be approved by the DOS or his/her designee and, if granted, the exceptions are only for one season, (i.e., spring or fall).
- a. Number of Players**
- (1.) Team size will be a maximum of twelve (12) players
  - (2.) Maximum number of players on the field will be four (4). The minimum will be three (3).
  - (3.) Each player shall play a minimum of two full quarters. No player may play in the fourth quarter until all players have played three (3) full quarters.
  - (4.) Goalkeepers will not be permitted in the Under 7 Division.
  - (5.) Substitutions will be made between each quarter, exception for injury substitutions.

- (6.) Number of Games: FPYC will schedule a minimum of eight (8) games for all teams to include a sufficient number of rain dates to insure completion of all games. The season may not be shortened to less than eight (8) games without the approval of the DOS or his/her designee.

**b. The Field; Equipment; The Ball**

- (1.) Dimensions: length of field not more than 50 yards or less than 40 yards. Width not more than 30 yards or less than 20 yards. The length in all cases shall exceed the width. The recommended dimensions are 50 yards in length and 30 yards in width.
- (2.) Markings: a rectangular box marked with a halfway line across the field. A center circle with a five (5) yard radius. Four (4) corner arcs with two (2) foot radius. The goal area shall be drawn as a semi-circle arc in front of the goal with its center point in the middle of the goal and its radius shall extend two (2) yards to the outside of the goal post. The penalty area shall extend ten (10) yards from each goal post and ten (10) yards into the field of play joined by a line drawn parallel with the goal line.
- (3.) Goal: maximum six (6) feet high and twelve (12) feet wide, minimum three (3) feet high and three (3) feet wide, this may be a PUG goal.
- (4.) The ball will be size three (3).
- (5.) Players' equipment will be tennis shoes or soft cleated soccer shoes, shinguards, and the standard FPYC uniforms are mandatory.

**c. The Game and Laws**

- (1.) The game shall be divided into four equal ten (10) minute quarters with two (2) minute breaks between quarters one (1) and two (2) and three (3) and four (4). There shall be a five (5) minute break between the quarters two (2) and three (3). Except for half-time, quarters will restart with a kick-off according to who had the last possession.
- (2.) The game should be played with the dual field method of play, which is where there are two approximately equal fields, side by side a few yards apart, with coaches and players only between the fields. Players will rotate from Field 'A' to Field 'B' and as substitutes.
- (3.) Only players and game officials will be allowed on the playing field during play.

- (4.) Only coaches and players are permitted between the fields when the dual field method of play is used. No parents, spectators or coaches are allowed at the end of the field between the touchlines.
- (5.) The ball is out of bounds when it has entirely crossed the touchline or goal line.
- (6.) There shall be no off-side.
- (7.) All fouls and misconduct calls will result in an indirect free kick with opponents six (6) yards away. **THE GAME OFFICIAL SHOULD EXPLAIN ALL INFRACTIONS TO THE OFFENDING PLAYER.**
- (8.) No penalty kicks are to be taken during these games.
- (9.) Throw-ins will be retaken one time if a player commits a foul. The Official shall explain the proper method.
- (10.) Goal Kicks will be taken from anywhere inside the goal area. Six (6) yards must be allowed away from the ball.
- (11.) Corner kicks: six (6) yards must be allowed away from the ball.
- (12.) No player shall be permitted in the goal area arc before the ball enters the goal area arc. If an attacking player enters the goal area before the ball enters the goal area and plays the ball, then a goal kick will be awarded unless no advantage is gained by the attacking team. If a defensive player enters the goal area before the ball enters the goal area and plays the ball, then a corner kick is awarded unless the defensive team gains no advantage.

**d. Coaches and Parent Responsibilities**

- (1.) Coaches are responsible for the conduct of parents, players and spectators along the sideline. Coaches and players will shake hands after all games.
- (2.) League standings and game scores will not be maintained.
- (3.) The coach is responsible for adjusting player positions and substitutions in order to develop player skills and maintain an equal level of competition during games. Running up substantial (5 or more) score differentials is not in accordance with FPYC's stated purpose of developing good sportsmanship.

- (4.) Officials: There are no referees, and an Official (coach/parent, game manager, coordinator or other designated person) may be used to keep the playing environment fun, safe and focused on the child. An Official will keep time, enforce the rules, stop and restart play. No negative comments by coaches, parents or players will be allowed or tolerated. Concerns or recommendations should be directed to the appropriate League Director, Director of Operations or the Director of Soccer.
  - (5.) Team pictures: all players should be advised of the time and place by their coach.
  - (6.) Awards: FPYC provides for all registered players to receive a participation patch and an award.
  - (7.) All coaches are expected to abide by the letter and spirit of these procedures. Failure to do so will result in one warning by the appropriate League Director. If a follow-up warning is issued, the matter may go to the Rules and Appeals Committee for disciplinary action.
5. The procedures of the **Under Eight (U-8) Division** will be as follows: exceptions to any Under Eight (U-8) By-laws must be approved by the DOS or his/her designee and, if granted, the exceptions are only for one season, (i.e., spring or fall).

**a. Number of Players**

- (1.) Team size will be a maximum of twelve (12) players
- (2.) Maximum number of players on the field will be four (4). The minimum will be three (3).
- (3.) Each player shall play a minimum of two full quarters. No player may play in the fourth quarter until all players have played three (3) full quarters.
- (4.) Goalkeepers will not be permitted in the Under 8 Division.
- (5.) Substitutions will be made between each quarter, exception for injury substitutions.
- (6.) Number of Games: FPYC will schedule a minimum of eight (8) games for all teams to include a sufficient number of rain dates to insure completion of all games. The season may not be shortened to less than eight (8) games without the approval of the DOS or his/her designee.

**b. The Field; Equipment; The Ball**

- (1.) Dimensions: length of field not more than 50 yards or less than 40 yards. Width not more than 30 yards or less than 20 yards. The length in all cases shall exceed the width. The recommended dimensions are 50 yards in length and 30 yards in width.
- (2.) Markings: a rectangular box marked with a halfway line across the field. A center circle with a five (5) yard radius. Four (4) corner arcs with two (2) foot radius. The goal area shall be drawn as a semi-circle arc in front of the goal with its center point in the middle of the goal and its radius shall extend two (2) yards to the outside of the goal post. The penalty area shall extend ten (10) yards from each goal post and ten (10) yards into the field of play joined by a line drawn parallel with the goal line.
- (3.) Goal: maximum six (6) feet high and twelve (12) feet wide, minimum three (3) feet high and three (3) feet wide, this may be a PUG goal.
- (4.) The ball will be size three (3).
- (5.) Players' equipment will be tennis shoes or soft cleated soccer shoes, shin guards, and the standard FPYC uniforms are mandatory.

**c. The Game and Laws**

- (1.) The game shall be divided into four equal ten (10) minute quarters with two (2) minute breaks between quarters one (1) and two (2) and three (3) and four (4). There shall be a five (5) minute break between the quarters two (2) and three (3). Except for half-time, quarters will restart with a kick-off according to who had the last possession. A throw-in is recommended.
- (2.) The game should be played with the dual field method of play, which is where there are two approximately equal fields, side by side a few yards apart, with coaches and players only between the fields. Players will rotate from Field 'A' to Field 'B' and as substitutes.
- (3.) Only players and game officials will be allowed on the playing field during play.
- (4.) Only coaches and players are permitted between the fields when the dual field method of play is used. No parents, spectators or coaches are allowed at the end of the field between the touchlines.
- (5.) The ball is out of bounds or a goal scored when it has entirely crossed the touchline or goal line.
- (6.) There shall be no off-side.

- (7.) All fouls and misconduct calls will result in an indirect free kick with opponents six (6) yards away. **THE GAME OFFICIAL SHOULD EXPLAIN ALL INFRACTIONS TO THE OFFENDING PLAYER.**
- (8.) No penalty kicks are to be taken during these games.
- (9.) Throw-ins will be retaken one time if a player commits a foul. The Official shall explain the proper method.
- (10.) Goal Kicks will conform to FIFA rules with the following exception:
  - a. Goal kick may be taken anywhere within the goal area arc
  - b. Opponents must be outside the penalty area
- (11.) Corner kicks: opponents must be six (6) yards away from the ball.
- (12.) No player shall be permitted in the goal area arc before the ball enters the goal area arc. If an attacking player enters the goal area before the ball enters the goal area and plays the ball, then a goal kick will be awarded unless no advantage is gained by the attacking team. If a defensive player enters the goal area before the ball enters the goal area and plays the ball, then a corner kick is awarded unless the defensive team gains no advantage.

**d. Coaches and Parent Responsibilities**

- (1.) Coaches are responsible for the conduct of parents, players and spectators along the sideline. Coaches and players will shake hands after all games.
- (2.) League standings and game scores will not be maintained.
- (3.) The coach is responsible for adjusting player positions and substitutions in order to develop player skills and maintain an equal level of competition during games. Running up substantial (5 or more) score differentials is not in accordance with FPYC's stated purpose of developing good sportsmanship.
- (4.) Officials: There are no referees, and an Official (coach/parent, game manager, coordinator or other designated person) may be used to keep the playing environment fun, safe and focused on the child. An Official will keep time, enforce the rules, stop and restart play. No negative comments by coaches, parents or players will be allowed or tolerated. Concerns or recommendations should be directed to the appropriate League Director, Director of Operations or the Director of Soccer.
- (5.) Team pictures: all players should be advised of the time and place by their coach.

- (6.) Awards: FPYC provides for all registered players to receive a participation patch and an award.
  - (7.) All coaches are expected to abide by the letter and spirit of these procedures. Failure to do so will result in one warning by the appropriate League Director. If a follow-up warning is issued, the matter may go to the Rules and Appeals Committee for disciplinary action.
6. The procedures of the **Under Nine (U-9) and Under Ten (U-10) Division** will be as follows: exceptions to any Under Nine (U-9) and Under Ten (U-10) By-laws must be approved by the DOS or his/her designee and, if granted, the exceptions are only for one season, (i.e., spring or fall).

**a. Number of Players**

- (1.) Team size will be a maximum of twelve (12) players.
- (2.) Maximum number of players on the field will be six (6). Minimum number will be five (5).
- (3.) Each player shall play the equivalent of one full half.
- (4.) Goalkeepers: No child will play as goalkeeper for more than one half of each game. All team members should be encouraged to play goalkeeper at least once during the season.
- (5.) A team may substitute any number of players, with the consent of the referee, at the following times:
  - (a) Prior to a throw-in, but only by the team in possession of the ball.
  - (b) Prior to any goal kick, either or both teams may substitute.
  - (c) After a goal has been scored, either or both teams may substitute.
  - (d) At half-time, either or both teams may substitute.

**NOTE:** No substitutions will be permitted prior to a corner kick, **AND** a team may substitute one player for an injured player when the referee has stopped play. The opposing team may also substitute one player if the injured player is replaced.

- (6.) Number of Games: FPYC will schedule a minimum of eight (8) games for all teams to include a sufficient number of rain dates to insure completion of all games. The season may not be shortened to less than eight (8) games without the approval of the DOS or his/her designee.

**b. The Field; Equipment; The Ball**

- (1.) Dimensions: length of field not more than 80 yards or less than 50 yards. Width not more than 50 yards or less than 40 yards. The length in all cases shall exceed the width. The recommend dimensions are 50 yards in length and 40 yards in width.
- (2.) Markings: a rectangular box marked with a halfway line across the field. A center circle with an eight (8) yard radius. Four (4) corner arcs with two (2) foot radius. The goal area shall extend six (6) yards from each goal post and six (6) yards into the field of play joined by a line drawn parallel with the goal line. Penalty area shall extend fourteen (14) yards from each goal post and fourteen (14) yards into the field of play joined by the line drawn parallel to the goal line.
- (3.) Goals: maximum seven (7) feet high twenty-one (21) feet wide. Minimum six (6) feet high and twelve (12) feet wide.
- (4.) The ball will be size four (4).
- (5.) Players equipment will be soccer shoes, shinguards, and the standard FPYC uniforms are mandatory.

**c. The Game and Laws**

- (1.) The game shall be divided into two (2) equal halves of twenty-five (25) minutes each. There shall be a five (5) minute break between halves.
- (2.) Only players and game officials will be allowed on the playing field during play.
- (3.) No parents, spectators or coaches are allowed at the end of the field between the touchlines.
- (4.) The ball is out of bounds or a goal scored when it has entirely crossed the touchline or goal line.
- (5.) Off-side will conform to FIFA Rules.
- (6.) All fouls and misconduct calls will conform to FIFA Rules. **THE REFEREE MUST EXPLAIN ALL INFRACTIONS TO THE OFFENDING PLAYER.**

- (7.) Penalty kicks will be taken ten (10) yards from the goal line.
- (8.) Throw-ins will conform to FIFA Rules.
- (9.) Goal Kicks will conform to FIFA Rules.
- (10.) Corner kicks: opponents must be ten (10) yards away from the ball.

**d. Coaches and Parent Responsibilities**

- (1.) Coaches are responsible for the conduct of parents, players, and spectators along the sideline. Coaches and players will shake hands after all games.
  - (2.) League standings and game scores will be maintained.
  - (3.) The coach is responsible for adjusting player positions and substitutions in order to develop player skills and maintain an equal level of competition during games. Running up substantial (5 or more) score differentials is not in accordance with FPYC's stated purpose of developing good sportsmanship.
  - (4.) Referees: no negative comments by coaches, parents or players will be allowed or tolerated. Concerns or recommendations should be directed to the appropriate League Director or the Director of Referees.
  - (5.) Team pictures: all players should be advised of the time and place by their coach.
  - (6.) Awards: FPYC provides for all registered players to receive a participation patch.
  - (7.) All coaches are expected to abide by the letter and spirit of these procedures. Failure to do so will result in one warning by the appropriate League Director. If follow-up warning is issued, the matter may go to the Rules and Appeals Committee for disciplinary action.
7. The procedures of the **Under Eleven (U-11) and Under Twelve (U-12) Division** will be as follows: exceptions to any Under 11 (U-11) and Under 12 (U-12) By-laws must be approved by the DOS or his/her designee and, if granted, the exceptions are only for one season, (i.e., spring or fall).

**a. Number of Players**

- (1.) Team size will be a maximum of fourteen (14) players.
- (2.) Maximum number of players on the field will be eight (8). Minimum number will be six (6).

- (3.) Each player shall play the equivalent of one full half.
- (4.) Goalkeepers: No child will play as goalkeeper for more than one half of each game. All team members should be encouraged to play goalkeeper at least once during the season
- (5.) A team may substitute any number of players, with the consent of the referee, at the following times:
  - (a). Prior to a throw-in, but only by the team in possession of the ball.
  - (b). Prior to any goal kick, either or both teams may substitute.
  - (c). After a goal has been scored, either or both teams may substitute.
  - (d). At half-time, either or both teams may substitute.

**NOTE:** No substitutions will be permitted prior to a corner kick, **AND** a team may substitute one player for an injured player when the referee has stopped play. The opposing team may also substitute one player if the injured player is replaced.

- (6.) Number of Games: FPYC will schedule a minimum of eight (8) games for all teams to include a sufficient number of rain dates to insure completion of all games. The season may not be shortened to less than eight (8) games without the approval of the DOS or his/her designee.

**b. The Field; Equipment; The Ball**

- (1.) Dimensions: Length of field not more than 90 yards or less than 70 yards. Width not more than 50 yards or less than 40 yards. The length in all cases shall exceed the width. The recommended dimensions are 80 yards in length and 45 yard sin width.
- (2.) Markings: a rectangular box marked with a halfway line across the field. A center circle with an eight (8) yard radius. Four (4) corner arcs with three (3) foot radius. The goal area shall extend six (6) yards from each goal post and six (6) yards into the field of play joined by a line drawn parallel with the goal line. Penalty area shall extend fourteen (14) yards from each goal post and fourteen (14) yards into the field of play joined by the line drawn parallel to the goal line.
- (3.) Goals: maximum seven (7) feet high twenty-one (21) feet wide. Minimum five (5) feet high and fifteen (15) feet wide.
- (4.) The ball will be size four (4).

- (5.) Player equipment will be tennis shoes or soft cleated soccer shoes, and shinguards. The standard FPYC uniforms or a DOS approved uniform is mandatory.

**c. The Game and Laws**

- (1.) The game shall be divided into two (2) equal halves of thirty (30) minutes each. There shall be a five (5) minute break between halves.
- (2.) Only players and game officials will be allowed on the playing field during play.
- (3.) No parents, spectators or coaches are allowed at the end of the field between the touchlines.
- (4.) The ball is out of bounds or a goal scored when it has entirely crossed the touchline or goal line.
- (5.) Off-side will conform to FIFA Rules.
- (6.) All fouls and misconduct calls will conform to FIFA Rules. **THE REFEREE SHOULD EXPLAIN ALL INFRACTIONS TO THE OFFENDING PLAYER.**
- (7.) Penalty kicks will be taken ten (10) yards from the goal line.
- (8.) Throw-ins will conform to FIFA Rules.
- (9.) Goal Kicks will conform to FIFA Rules.
- 10.) Corner kicks: opponents must be ten (10) yards away from the ball.

**d. Coaches and Parent Responsibilities**

- (1.) Coaches are responsible for the conduct of parents, players, and spectators along the sideline. Coaches and players will shake hands after all games.
- (2.) League standings and game scores will be maintained.
- (3.) The coach is responsible for adjusting player positions and substitutions in order to develop player skills and maintain an equal level of competition during games. Running up substantial (5 or more) score differentials is not in accordance with FPYC's stated purpose of developing good sportsmanship.

- (4.) Referees: no negative comments by coaches, parents or players will be allowed or tolerated. Concerns or recommendations should be directed to the appropriate League Director or the Director of Referees.
  - (5.) Team pictures: all players should be advised of the time and place by their coach.
  - (6.) Awards: FPYC provides for all registered players to receive a participation patch.
  - (7.) All coaches are expected to abide by the letter and spirit of these procedures. Failure to do so will result in one warning by the appropriate League Director. If follow-up warning is issued, the matter may go to the Rules and Appeals Committee for disciplinary action.
8. The procedures of the **Under Thirteen (U-13) through Under Nineteen (U-19) Division** will be as follows: exceptions to any Under Thirteen (U-13) through Under Nineteen (U-19) By-laws must be approved by the DOS or his/her designee and, if granted, the exceptions are only for one season, (i.e., spring or fall).

**a. Number of Players**

- (1.) **U13-U14:** Team size will be a maximum of eighteen (18) players.  
**U15-U19:** Team size will be a maximum of twenty-five (25) players.  
A waiver for increase may be obtained by the DOS.
- (2.) Maximum number of players on the field will be eleven (11). Minimum number will be seven (7).  
  
**NOTE:** A minimum of seven (7) players will be required to start and continue game play. The game may be delayed up to fifteen (15) minutes waiting for the arrival of the seventh (7<sup>th</sup>) player. No additional time is allowed for late players to arrive. Inability to field seven (7) players, even after play has started, will result in a forfeit. The referee will keep the time and declare the forfeit.
- (3.) Each player shall play a minimum of one full half.
- (4.) Goalkeepers: teams are not required to change goalkeepers.
- (5.) A team may substitute any number of players, with the consent of the referee, at the following times:
  - (a). Prior to a throw-in, but only by the team in possession of the ball.
  - (b). Prior to any goal kick, either or both teams may substitute.

(c). After a goal has been scored, either or both teams may substitute.

(d). At half-time, either or both teams may substitute.

**NOTE:** No substitutions will be permitted prior to a corner kick, **AND** a team may substitute one player for an injured player when the referee has stopped play. The opposing team may also substitute one player if the injured player is replaced.

- (6.) Number of Games: FPYC will schedule a minimum of eight (8) games for all teams to include a sufficient number of rain dates to insure completion of all games. The season may not be shortened to less than eight (8) games without the approval of the DOS or his/her designee.

**b. The Field; Equipment; The Ball**

- (1.) Dimensions: Length of field not more than 110 yards or less than 90 yards. Width not more than 70 yards or less than 50 yards. The length in all cases shall exceed the width.
- (2.) Markings: a rectangular box marked with a halfway line across the field. A center circle with a ten (10) yard radius. Four (4) corner arcs with one (1) yard radius. The goal area shall extend six (6) yards from each goal post and six (6) yards into the field of play joined by a line drawn parallel with the goal line. Penalty area shall extend eighteen (18) yards from each goal post and eighteen (18) yards into the field of play joined by the line drawn parallel to the goal line.
- (3.) Goals: maximum eight (8) feet high twenty-four (24) feet wide. Minimum seven (7) feet high and twenty (20) feet wide.
- (4.) The ball will be size five (5).
- (5.) Player equipment will be tennis shoes or soft cleated soccer shoes, and shin guards. The standard FPYC uniforms or a DOS approved uniform is mandatory.

**c. The Game and Laws**

- (1.) Length of games
- a. The Under Thirteen (U-13) and Under Fourteen (U-14) age groups will play thirty-five (35) minute halves with a five (5) minute half-time.
- b. The Under Fifteen (U-15) through Under Nineteen (U-19) age groups will play forty-five (45) minute halves with a five (5) minute half-time.

- c. In combined age leagues, the age of the oldest age group will determine the duration of the game unless otherwise determined by the DOS and the appropriate Commissioner.
- (2.) Only players and game officials will be allowed on the playing field during play.
- (3.) No parents, spectators or coaches are allowed at the end of the field between the touchlines.
- (4.) The ball is out of bounds or a goal scored when it has entirely crossed the touchline or goal line.
- (5.) Off-side will conform to FIFA Rules.
- (6.) All fouls and misconduct calls will conform to FIFA Rules
- (7.) Penalty kicks will conform to FIFA Rules.
- (8.) Throw-ins will conform to FIFA Rules.
- (9.) Goal Kicks will conform to FIFA Rules.
- 10.) Corner kicks: opponents must be ten (10) yards away from the ball.

**d. Coaches and Parent Responsibilities**

- (1.) Coaches are responsible for the conduct of parents, players, and spectators along the sideline. Coaches and players will shake hands after all games.
- (2.) League standings and game scores will be maintained.
- (3.) The coach is responsible for adjusting player positions and substitutions in order to develop player skills and maintain an equal level of competition during games. Running up substantial (5 or more) score differentials is not in accordance with FPYC's stated purpose of developing good sportsmanship.
- (4.) Referees: no negative comments by coaches, parents or players will be allowed or tolerated. Concerns or recommendations should be directed to the appropriate League Director or the Director of Referees.
- (5.) Team pictures: all players should be advised of the time and place by their coach.
- (6.) Awards: FPYC provides for all registered players to receive a participation patch.

- (7.) All coaches are expected to abide by the letter and spirit of these procedures. Failure to do so will result in one warning by the appropriate League Director. If follow-up warning is issued, the matter may go to the Rules and Appeals Committee for disciplinary action.

9. Additional procedures.

- a. Referees on the field have the final decision as to whether a game will be postponed or suspended due to inclement weather, visibility, or other unsafe conditions. The referee prior to a decision will consult coaches concerned.
- b. The League Director, in consultation with the appropriate Field Coordinator will reschedule a postponed game. The League Director will ensure that both coaches and the Director of Referees know of the arrangements and will be informed afterwards of the game result.
- c. A game suspended before the half will be replayed in its entirety, regardless of the score at the suspension of play. If suspended when one half or more has been played, the game will be deemed completed, at the time of suspension, and the result at that time will be final.
- d. Each member in good standing of a house team must play a minimum time equivalent to one-half of each regular and post-season game attended. Violation of this minimum playing-time rule will result in forfeiture of the game in question by the team in violation, as determined by the appropriate League Director and commissioner. However, tardiness, absenteeism, or unruly behavior at practices and games may restrict a player's playing time to less than the minimum, even to no time. Coaches restricting such playing time must notify the appropriate League Director within twenty-four (24) hours of notification of the player.
- e. If no linesmen are provided, the game will proceed as directed by the referee.
- f. Coaches of both teams will ensure that the playing field and area immediately adjacent are free of trash and litter after each game.
- g. Unless specifically permitted by the referee, opposing teams, coaches, and spectators are to be on opposite sides of the field. The home team will have its choice of sideline. All persons on the sideline will remain within the area bounded by the tops of the opposing penalty areas behind a line one (1) yard outside the touchline.
- h. **COACHES WILL ENSURE THAT THEIR CONDUCT SETS THE PROPER EXAMPLES OF GOOD SPORTSMANSHIP FOR THE MEMBERS, PARENTS, AND PLAYERS OF THEIR TEAM.**

- i. Coaches are responsible for the conduct of parents, players, and spectators during games and practice sessions. Abusive language and/or misconduct by a coach, parent or spectator toward officials or players will not be tolerated. Referees have discretionary power to stop (abandon) a game. Coaches, parents and/or spectators receiving admonishment for misconduct described above must immediately depart the field area. Coaches, parents and/or spectators so admonished cannot attend the next game.

## **E. Championships**

1. Each house league (U9 through U19) will determine a league champion based on win-loss-tie records during regular season play.
  - a. The League Director will keep the official record of game results during the season and determine final standings.
  - b. Points awarded for each game will be as follows: Win-3 points, Tie-1, Loss-0, Forfeit-3.
  - c. The team with the most points at season's end will be the champion.
  - d. In case of a numerical tie at the end of the season, if there is a tie for first place then the championship and second place will be determined in the following sequence:
    - i. Result in head-to-head competition
    - ii. Most wins
    - iii. Least number of goals allowed
    - iv. Highest winning goal differential – maximum goal differential of three (3) per game. (Ex. A team winning by a 5-3 score receives a 2 goal differential for that game).
    - v. Penalty kicks – per FIFA rules. Each coach will select players to participate at a time and field chosen by the League Director.

The same procedure will be used if there is a tie for second or third place. If there are more than 2 teams tied for first place, then the above stated steps shall be used to eliminate a team until there is one team remaining.

2. Trophies will be awarded to coaches and players as follows:
  - a. Only to first place team with division up to three (3) teams,
  - b. to first and second place teams with divisions up to eight (8) teams; and
  - c. to first, second and third place teams with divisions of nine (9) or more teams.
  - d. Teams playing in the Suburban Friendship League (SFL) will compete for trophies as awarded by SFL

## **F. All-Stars**

1. At the discretion of the DOS, house All-Star teams may be formed to compete in tournaments sanctioned by the appropriate State bodies.
2. The League Directors preference should be given to coaches of the first place teams of that league for the prior season, unless prior arrangements have been made for a different selection process, or good cause can be shown.
3. Each All-Star coach, with the advice and assistance of the house coaches in the league concerned, will select, if possible, at least two players from each team. Any deviation from this procedure must be by agreement between the All-Star coach, the house coaches concerned and the appropriate League Director and Commissioner.
4. In order to be eligible to play on an All-Star team, a player must be properly registered in accordance with these By-laws and to have actually played in at least three (3) games during the season, unless such player was precluded from doing so due to illness, sickness, or some extraordinary reason duly recognized by the League Director, who may permit that individual to participate.
5. The DOS may authorize the formation of more than one All-star team from a league, subject to the availability of funds, coaches and qualified players.
6. All-Star team practice will not interfere with regular season or post season practice or games.
7. Each All-Star player in good standing will play at least one quarter of each game attended or a cumulative time equivalent to one quarter. However, tardiness, absenteeism, or unruly behavior at practices and games may restrict a player's playing time to less than the minimum, even to no time at all. Each All-Star coach will insure that team members and their parents/guardians are aware of this rule prior to final selection of players for the team.
8. Regular house uniforms will be worn during All-Star play, unless the DOS approves All-Star uniforms. Players may wear All-Star uniforms if agreed upon by each team. Each player is responsible for the cost of the uniform. All-Star uniforms must be primarily Royal Blue and Gold in color.

## **G. Post-Season Tournaments**

1. Each house league may, at the discretion of the League Director, conduct a post-season, single elimination tournament.
2. Seedings for the tournament will be determined by team standings within the league at the end of the regular season. Diagrams for team seedings are in Appendix C.

3. Procedures and rules will be the same as for regular season play except for tie games, which will be settled using the rules set forth in Appendix D.
4. The coach and players of each tournament champion team will be awarded an appropriate emblem or patch. No other awards will be made.

## **H. Protests**

1. The Rules and Appeals Committee will rule on all protests by any member/members of house teams.
2. For hearing protests, the Committee membership will include the Rules and Appeals Chairperson, the appropriate commissioner, the appropriate League Director and others as the Rules and Appeals Chairperson may designate. The committee will be made up of no less than five (5) members.
3. The Committee will meet at the call of the Chairperson. In the event that the appropriate Commissioner and/or appropriate League Director are unable to attend, the Rules and Appeals Chairperson may appoint a substitute(s).
4. **DECISIONS INVOLVING REFEREE JUDGEMENT MAY NOT BE PROTESTED AND NO HEARING SHALL BE HELD INVOLVING THAT ISSUE.**
5. Games played in the Under Five (U-5) and Under Six (U-6) developmental leagues may not be protested.
6. Coaches desiring to file a protest must not approach the game officials concerning the grounds for any anticipated protest and are responsible for ensuring that no parent or assistant approaches the officials for such purpose.
7. A written protest must be filed with the League Director within forty-eight (48) hours following a game, except that alleged use of an ineligible player can be protested any time prior to the end of the regular season. The League Director will notify the Commissioner and the Rules and Appeals Chairperson of the protest within twenty-four (24) hours.
8. The Rules and Appeals Chairperson, his designee, or substitute, will make an initial determination based on the written protest submitted or such other investigation as is appropriate, and whether the matter is eligible for appeal. If so, the Chairperson will schedule a protest hearing as soon as possible, preferably no later than seven (7) days after the receipt of the mandatory written protest. Should the matter not be eligible for appeal, the protester will be notified within the above time framework.
9. All parties to the protest, including coaches and referees, will be notified of the date, time and place that the protest will be heard.

10. The Committee will render a decision within twenty-four (24) hours after completion of the hearing.

11. The Committee's decision will be final.

**I. Conflict of Interest**

1. To avoid the appearance of a conflict of interest, any FPYC official involved in making a decision in which he or she has an interest will disqualify himself or herself from participating in or influencing that decision and an appropriate substitution shall be made by the Rules and Appeals Chairperson and or DOS.

**ARTICLE V - TRAVEL TEAM PROCEDURES**

**A. New Team Formation**

1. The decision to form a new team will be made by a Team Formation Panel (TFP). The TFP will consist of the DOS or his/her designee, the DDOS for Operations, the appropriate Travel and House Commissioners, and one At Large member selected by the DOS. In the event of a conflict of interest or other reasonable cause, the DOS will appoint alternate TFP members to the Panel. At any meeting of the TFP, three (3) members shall constitute a quorum.

2. A Travel team will have the opportunity to be formed if approved by a majority of the TFP.

3. The process for forming a team must include the opportunity for discussions with the appropriate House League Director and with a majority of the Coaches within the League. Discussions with parents and players in the relevant age group will be held if they request them.

4. If a new travel team is formed, the appropriate Travel commissioner will assist the team in registering with the NCSL/WAGSL/ODSL.

5. No more than two (2) teams per age group per sex will be allowed to be formed, unless authorized by the TFP.

## **B. Coach Selection and Criteria**

1. Requests to be considered for the position of head coach will be made in writing to the appropriate Commissioner. These requests should include a coaching resume. This resume should include coaching experience, coaching philosophy, some personal background information and the reason the candidate wants the opportunity to coach.
2. Following interviews with all head coach candidates, the head coach of any travel team will be selected by a majority vote of the TFP. In the event of a conflict of interest or other reasonable cause, the DOS or appropriate Travel Commissioner will appoint alternate TFP member.
3. A person selected as head coach for an FPYC travel team shall earn at least a 'D' level coaching license within one (1) year of assuming that position unless waived by the DOS. With prior approval from the DOS, the FPYC travel program may reimburse all reasonable costs for such 'D' license.
4. FPYC travel team coaches serve conditionally subject to approval of the FPYC. FPYC reserves the right to review the performance of its travel coaches on a seasonal basis and to counsel, discipline, or dismiss any coach for violations of these bylaws or where such action is deemed to be in the best interests of the team, its players, or the FPYC soccer program. Any person may bring concerns about the performance of any travel coach to the attention of the respective Travel Commissioner for review and decision regarding the need for further action.
5. The parents of travel teams sponsored by FPYC may retain the services of paid professional trainers or clinicians. FPYC shall not be responsible, in whole or in part, for any financial obligation associated for the travel teams with the use of a paid professional person as trainer or clinician for any FPYC travel team.
6. The parents of travel teams sponsored by FPYC may retain the services of a paid coach with the prior written approval of the DOS. After a team receives DOS approval to retain a paid coach, the candidate coach must be approved by a TFP (Travel Formation Panel) in accordance with this article. Paid coaches shall comply with all policies, procedures and standards of conduct required by these bylaws for volunteer travel coaches. No verbal or written employment agreement or contract between a paid coach and an FPYC team parents shall contain any provision which violates the letter or spirit of these bylaws. FPYC shall not be responsible, in whole or in part, for any financial obligation to a paid coach.
7. It is the intent of this provision that paid coaches be employed only when:
  - a. The level of coaching skill, leadership or experience required for satisfactory team development is substantially above that available from a volunteer coach and paid trainer;

- b. There is consensus among the team parents that the services of an expert paid coach are needed to provide satisfactory team development;
- c. The proposed candidate for paid coach possesses the significant additional level of expertise necessary to meet the team's needs.

It is not intended that the tradition of volunteer parent or amateur coaches be discouraged. The TFP will approve paid coach candidates only where they have experienced and expertise equivalent to a C license or higher. The TFP will also require verification that there is parent consensus for the candidate coach.

### **C. Player Selection**

1. Open tryouts will be held at least once each season for all travel teams. The head coach may determine the date, time and place. The head coach will be responsible for selecting players.
2. A sign-up sheet for expressing interest in tryouts will be posted at each FPYC registration. The appropriate coach(s) is responsible for contacting anyone signing the sheet. Tryouts should extend over at least a two week period.
3. The coach must notify players who try out for a travel team and are not selected within forty-eight (48) hours after the last tryout.
4. FPYC does not distinguish between two teams in the same age group. However, if two travel teams in the same age group of the same league are authorized by the TFP, players will be selected according to the following procedures:
  - a. If the teams are formed at the same time, the teams will be designated Blue and Gold, as determined by the appropriate Travel Commissioner. If a second team is formed at a later date, in any season of play, the team in the higher division will be designated the Blue Team. The Commissioner will determine the Blue and Gold teams in any other case.
  - b. Tryouts may be joint or separate. If joint, Coaches of the Blue and Gold teams should coordinate their tryout schedules so that adequate time is permitted for each team to finalize their roster prior to the deadline established by their respective league. The appropriate Travel Commissioner after consulting with each coach will resolve scheduling conflicts.
  - c. Players may choose to tryout for either or both teams.

- d. The Blue Team coach shall be permitted to complete player selection prior to player selection by the Gold Team coach. The Blue Team coach may recruit Gold Team players following the spring playing season only and prior to the Gold Team's final tryout for the fall season. The Blue Team coach must notify the Gold Team coach prior to recruiting a player on the Gold Team.
  - e. The Gold Team coach may choose to attend the Blue Team tryouts but may not seek to influence players trying out for the Blue Team and may not subsequently recruit players selected for the Blue Team.
  - f. Players must make a decision on joining the Blue Team when the Blue Team coach contacts them.
  - g. Players have the right to refuse to play on a particular team, but they may not compel the other team to accept them.
  - h. No deviation from these procedures will be permitted except by explicit authorization beforehand by the appropriate Travel Commissioner. Authorization will only be granted for extraordinary circumstances. Coaches who violate this section will be subject to disciplinary action, including dismissal.
5. Travel coaches will provide a copy of their team roster to the appropriate Travel Commissioner at least three (3) weeks prior to the first scheduled, (who in turn will provide a copy to the Director of Registration), house game so that house leagues will have sufficient time to organize their teams. Only the DOS has the authority to postpone this deadline. The DOS may declare any team that fails to meet this deadline ineligible for FPYC payment of part or all of the team's league registration fee or fees for any tournament that begins during the ensuing season.
  6. No player assigned to a house team may join a FPYC travel team after the start of the house playing season, unless extraordinary circumstances arise which justify the move, and the move has the unanimous approval of the Director of Soccer, the appropriate Travel Commissioner, and the appropriate House Commissioner and League Director.
  7. Because the purpose of FPYC soccer is player development, players selected to a travel team shall not be removed involuntarily or voluntarily under duress, from that team's roster without having played two complete consecutive seasons. The appropriate Travel Commissioner upon a showing of reasonable cause by the team's coach may grant variance from this policy. Violation of this policy will subject the coach to disciplinary action, including dismissal. This policy will not apply to the under fifteen (15) and older teams or players.

#### **D. Uniforms**

1. For all scheduled games, including tournaments, travel teams will wear uniforms approved by the appropriate Travel Commissioner and the DOS.
2. All shirts, shorts, and socks will be of club colors, predominately Royal Blue and Gold. All jerseys (short and long-sleeved) will be stenciled in front with the letters “F P Y C” or the FPYC insignia and with a player number on the back. They may carry the player's name but not any other name or position designation.
3. No part of the uniform worn during play may bear any symbol, name or lettering of a team sponsor. Sponsor credits may, however, be displayed on such articles as warm-up suits, jackets, and team banners. Rules for accepting sponsor credits are contained in Appendix F.
4. Players must provide their own shoes, shinguards, and any special equipment they may require. All equipment must conform to the specifications set forth in FIFA, USYSA, and VYSA rules.

#### **E. Equipment**

1. Each season, FPYC will furnish each team a new soccer ball (game ball) and other equipment deemed appropriate by the Director of Equipment and the DOS.
2. All equipment provided remains the property of FPYC and must be returned upon request.
3. Coaches, Travel Commissioners and other officials should exercise reasonable care and control to insure equipment entrusted to them is properly maintained, inventoried and protected.
4. All equipment purchased by a team with team/sponsor funds becomes the property of FPYC and will be returned to FPYC upon dissolution of the team unless the equipment can be equally distributed to team players.

#### **F. Fund Raising and Sponsors**

1. Travel teams may raise funds and acquire sponsors, but in doing so they must observe the procedures prescribed by FPYC. These procedures are contained in Appendix F.

## **G. Game Procedures / Protests**

1. FPYC travel coaches should strive to balance the playing time among all members of their team. However, each team member in good standing shall be given the following minimum playing time.

<b><u>AGE GROUPS</u></b>	<b><u>MINIMUM PLAYING TIME REQUIREMENTS</u></b>
U-9 to U-10	<b>50%</b> playing time equivalent per game for <b>every</b> game played
U-11 to U-14	<b>25%</b> playing time equivalent per game for <b>every</b> game played
U-16 to U-19	<b>No Minimum</b> playing time equivalent per game

These requirements shall not apply in any tournament, state, regional, or national games played regardless of age group. Violation of this minimum playing time rule may result in disciplinary action against the coach, including dismissal. Coaches may, however, penalize tardiness, absenteeism, or unruly behavior at practices and games by restricting playing time for individual players to less than the minimum, and in extreme instances to no time at all. In the rare instance where playing time is restricted below minimum requirements; the coach must notify the appropriate travel commissioner within twenty-four (24) hours.

2. Travel teams will observe the game procedures established by their respective leagues, (i.e., NCSL or WAGSL).
3. Protests by travel teams will be reviewed through their respective leagues in accordance with the policies contained in League Rules and Regulations.

## **H. Tournaments**

1. Travel teams may only participate in tournaments that are sanctioned by the appropriate USSF State body.
2. All applicable FPYC travel age groups **MUST** participate in the FPYC Labor Day Soccer Tournament. Failure to do so will result in forfeiture by the team of all FPYC financial support for the subsequent playing year.
3. Teams should participate in at least one (1) outside sponsored tournament each season.
4. FPYC may pay a portion of the registration fees for one sanctioned tournament per season, (the amount to be determined by the DOS), and the FPYC Labor Day Tournament. To be eligible for such funds, a team must submit, in writing, to the DOS, the following information as soon as acceptance in a tournament has been received:
  - a. Copy of acceptance letter.

- b. Copy of canceled check to substantiate entry into the tournament.
5. The head coach is responsible for the safe and proper conduct of players during such tournaments. Players providing their own transportation must have an adult in attendance while traveling to and from “away” tournaments.

## **ARTICLE VI - FPYC INVITATION TOURNAMENTS**

- A. Invitational tournaments may be sponsored by the FPYC Soccer Program.
- B. Any such tournament must have prior approval of the DOS. Financial arrangement for these tournaments must have prior approval of the FPYC Treasurer and are subject to audit at the Treasurer’s discretion.
- C. A chairperson(s) will be designated for each FPYC sponsored tournament and will be responsible for organizing, planning, and overseeing all associated activities in conjunction with a committee consisting of the DOS, DDO, DDA and the Boys and Girls Travel Commissioners.

## **ARTICLE VII – CONDUCT / DISCIPLINE / APPEALS / CONFLICT-OF-INTEREST**

### **A. Standards of Conduct**

1. It is the individual responsibility of all FPYC volunteer officials, players, parents or guardians and spectators to conduct themselves in a manner supportive of the stated purpose of the FPYC Program.
2. All participants are expected to:
  - a. Abide by the spirit and intent of the By-laws;
  - b. Faithfully fulfill the duties and responsibilities for which they volunteered;
  - c. Conform to generally accepted standards of behavior; and,
  - d. To set a good example of conduct and sportsmanship whenever they participate in an FPYC sponsored activity.

3. The possession and/or consumption of alcoholic beverages or illegal substances by players, FPYC officials, parents or guardians and team supporters at games, practices and related sports activities is strictly prohibited. Fairfax City and Fairfax County law and ordinances policies explicitly prohibit the possession of such substances on park and school grounds and other facilities where FPYC conducts activities. Violation of these laws and ordinances policies exposes FPYC to the risk of losing the use of those facilities. Violators of this provision will be subjected to disciplinary action that could result in permanent suspension from the program.
4. Abusive language by coaches, players, parents or guardians and supporters directed at referees will not be tolerated. Referees have discretionary authority to stop (abandon) a game. See Article IV, paragraph 7i and Appendix E.
5. Abusive language by coaches, volunteers, players and/or supporters is not permissible and considered unsportsmanlike behavior.
6. Head coaches have the responsibility to advise players and parents or guardians of the Standards of Conduct stated in these By-laws. It is also the responsibility of the coach to advise spectators, or otherwise uninformed persons, of the Standards of Conduct when an infraction occurs.
7. Violation of these Standards of Conduct may subject the violator and the Head Coach of the team involved to disciplinary action.

## **B. Discipline**

1. Disciplinary action against players, coaches and other FPYC officials may be in the form of a reprimand or suspension from the activity. Suspension may be temporary or permanent.
  - a. A player receiving a red card will be suspended for one (1) game after the termination of the game. If the red card is given during the last game of the season the suspension will be carried over to the next season.
  - b. A coach who is asked to leave the playing field by an official because of his/her conduct will be suspended for one (1) game after the termination of the game.
2. Permanent and/or temporary suspension decisions require approval by the next highest level of authority. For example, should a house coach elect to suspend a player for one game, the League Director must concur with the decision. Similarly, should a League Director decide to suspend a coach, the appropriate Commissioner must concur with the decision.
3. A decision to suspend an FPYC player or official can be appealed.

4. The player, coach or FPYC official being suspended must be informed of his appeal rights at the time he is notified of the disciplinary action being taken, as well as the reason(s) for the action.
5. Appointed volunteer positions are for a specific season only and need to be confirmed by the appointing person each season. This confirmation may be verbal. The decision not to re-appoint a volunteer to a specific position is the decision of the appointing person in concurrence with the next level of reporting structure. The appointing person may accept voluntary resignations.

### **C. Conduct and Disciplinary Appeals**

1. Appeals from permanent and/or temporary suspension decisions flow from the immediate level of the organization structure to the next higher level(s). When that process has been exhausted and is not satisfactory to the concerned parties, the appeal goes to the Director of Soccer who, if unable to resolve the matter to the mutual satisfaction of all parties concerned, shall refer the appeal to the Chairperson of the Rules and Appeals Committee (R & A Committee).
2. Appeals must be in writing and received by the DOS within forty-eight (48) hours of the time the disciplined player; coach or FPYC official is notified of the action.
3. The DOS must notify the Chairperson of the Rules and Appeals Committee as soon as possible but, not later than five (5) days after he receives the written appeal.
4. Within five (5) days after notification by the DOS, the Rules and Appeals Chairperson will convene an ad hoc Appeals Committee consisting of at least five (5) impartial members to hear the appeal, including the Rules and Appeals Chairperson who will chair this ad hoc committee.
5. All concerned parties will be notified of the place, date and time the Rules and Appeals Committee will hear the appeal.
6. The Rules and Appeals Committee will make its decision as soon as possible, however, no later than twelve (12) days after receipt of the appeal by the DOS.
7. The Rules and Appeals Committee will decide which witnesses, in addition to the disciplined party, will or will not be allowed to testify at the hearing.
8. The Rules and Appeals Committee may set aside, sustain or amend the original disciplinary action.
9. The ruling of the Rules and Appeals Committee is final.

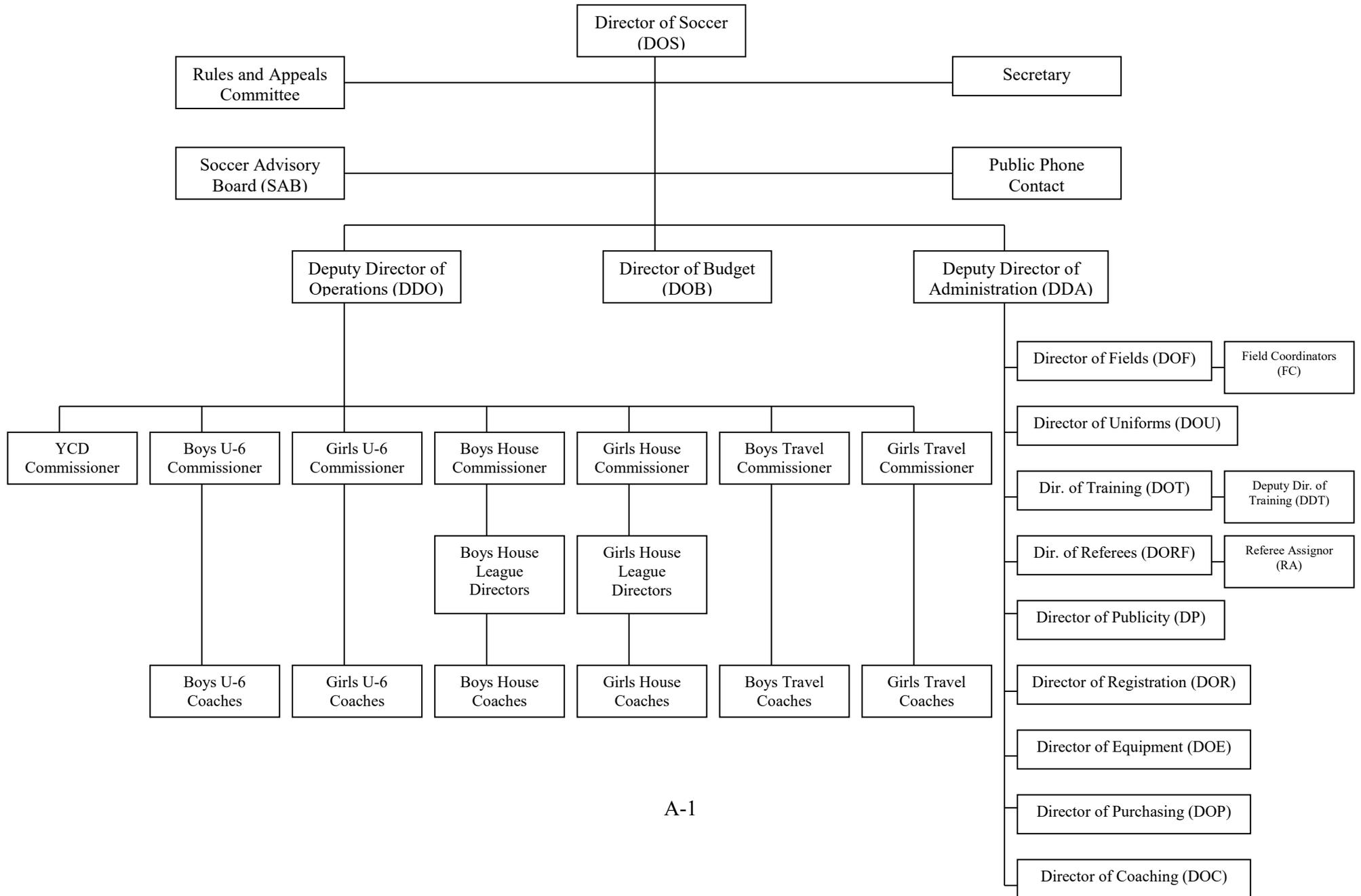
**D. Conflict of Interest**

1. To avoid the appearance of a conflict of interest, any FPYC official involved in making a decision in which he or she has a vested interest will disqualify himself or herself from participating in or influencing that decision and an appropriate substitution shall be made by the R & A Chairperson and/or DOS.

**ARTICLE VIII - AMENDMENTS TO BY-LAWS**

Any amendments to the By-laws must be approved by a majority vote of the Soccer Advisory Board. A minimum of twelve (12) members will be considered a quorum.

# Appendix A FPYC Soccer Organization



## **APPENDIX B** **VOLUNTEER JOB DESCRIPTIONS**

### **Director of Soccer**

The Director of Soccer (DOS) has overall responsibility for the successful execution of the FPYC Soccer Program. He/she is the final arbitrator for all program matters, except as otherwise provided for in the FPYC By-laws and he/she shall abide by and support FPYC as stated in the FPYC By-Laws. The DOS has the following duties and responsibilities:

- Represent the Soccer Program before the FPYC Board of Directors;
- Present to the FPYC Board of Directors those issues, budget concerns, proposals and general communications for the necessary action or information of that Board;
- Chair the Soccer Advisory Board (SAB);
- Serves as a voting member of the Soccer Advisory Board;
- Conduct regular monthly meetings of the SAB as stated in these By-laws or such other meetings as may be necessary to carry out the program's objectives;
- Make available all appropriate information to the SAB;
- Recruit and appoint individuals to those positions that report directly to the DOS (Secretary, Rules and Appeals Committee Chairman, Deputy Director for Administration and Deputy Director for Operation);
- Appoint specific and necessary committees as needed;
- Keep the Public Information Phone Contact Person apprised of any changes in persons responsible for providing specific information about FPYC soccer activities; and
- Represent the FPYC Soccer Program in all matters pertaining to state and national soccer activities.

### **Secretary**

The Secretary reports to the Director of Soccer. The secretary has the following duties and responsibilities:

- Serves as a voting member of the Soccer Advisory Board.

- Regularly attend the SAB meetings;
- Keep minutes of said meetings;
- Give prior notice of regular and/or special SAB meetings to SAB members; and
- Perform other duties as may be required by the DOS.

### **Public Information Phone Contact**

The Public Information Phone Contact person (PIPC) reports to the DOS. The volunteer occupying this position will serve as the initial point of contact for most inquiries from the general public. It is not the responsibility of this person to answer specific questions concerning the Soccer Program, but rather to refer callers to the appropriate Program Officials. However, the Contact person may answer general inquiries concerning registration responsibility of the Contact person. The PIPC has the following duties and responsibilities:

- Be well informed on all matters concerning the FPYC Soccer Program in order to project a positive image to the public;
- Answer general inquiries from the general public;
- Refer callers to appropriate league officials for specific information beyond a general nature;
- Refer all calls from the news media to the Director of Soccer and/or the Director of Publicity; and
- Maintain a current listing of Soccer Program Officials and their telephone numbers.

### **Deputy Director for Administration**

The Deputy Director for Administration (DDA) shall be responsible for the execution of all administrative and resource control activities identified in the By-laws and necessary for the management of the FPYC Soccer Program. The DDA shall report to the DOS. The DDA has the following duties and responsibilities:

- Appoints and supervises the activities of:
  - Director of Uniforms
  - Director of Fields
  - Director of Equipment
  - Director of Referees
  - Director of Publicity

Director of Registration  
Director of Training  
Director of Purchasing  
Director of Coaching

- Assures that the resources of the FPYC Soccer Program are managed in compliance with the By-laws and in the best interest of the club;
- Serves as a voting member of the Soccer Advisory Board;
- Purchase coaches jackets and caps as required;
- Work with the DOS & DOB to develop the soccer program annual operating budget.

### **Deputy Director for Operations**

The Deputy Director for Operations (DDO) shall be responsible for the execution of the competitive athletic portion of the FPYC Soccer Program. The DDO shall over see the Boy's and Girl's House and Travel programs. The DDO shall report to the DOS. The DDO has the following duties and responsibilities:

- Appoints and provides direction for Boy's and Girl's House, Under six (6), Youth Challenge and Travel Commissioners;
- Supervises and monitors the conduct of House and Travel program participants;
- Assures that FPYC Soccer programs are conducted in compliance with the By-laws and in accordance with the objectives of the club; and
- Serves as a voting member of the Soccer Advisory Board.

### **Director of Registration**

The Director of Registration (DOR) reports directly to the Deputy Director for Administration. The DOR has the following duties and responsibilities:

- Registration Place, Dates and Times - The DOR shall propose to the Soccer Advisory Board place, dates, and times for FPYC soccer registration. A primary and alternate schedule should be proposed. Registration seasons are Spring (February 1 - August 31); and Fall (September 1 - January 31);

- Registration Notification - The DOR shall provide the Director of Uniforms and the Director of Publicity (DOP) registration dates, place, and a time at least a minimum of sixty (60) calendar days prior to the first registration date;
- General - The DOR shall recruit for, manage and organize registration activities in the spirit of FPYC and the soccer program. The DOR has the responsibility to resolve conflicts within specific areas of responsibility.
- Serves as a voting member of the Soccer Advisory Board.

### **Director of Training**

The Director of Training (DOT) reports directly to the Deputy Director for Administration. The DOT has the following duties and responsibilities:

- Provide information concerning soccer related training classes, clinics and camps for playing skills. Sports medicine/first aid;
- Maintain the FPYC soccer library of books and films;
- Arrange for training of parents, beginning with U-6 age group, in the laws of the game and the philosophy of the club.
- Arrange coaching clinics prior to each season or when required;
- Identifying and obtaining needed training for coaches including 'F', 'E' and 'D' Licenses;
- Appoint and supervise the activities of the Deputy Director of Training;
- Serves as a voting member of the Soccer Advisory Board.

### **Deputy Director of Training**

The Deputy Director of Training (DDT) reports directly to the DOT. The DDT has the following duties and responsibilities:

- Act as liaison between approved training organization and house leagues;
- Supervise and direct activities of the training program, provide overall coordination necessary to successfully implement the house training soccer program;
- Serve as the focal point for handling/coordinating any problems/questions arising in regard to player training.

- Serves as a voting member of the Soccer Advisory Board.

### **Director of Coaches**

The Director of Coaches (DOC) reports directly to the Deputy Director for Administration. The DOC has the following duties and responsibilities:

- Shall be responsible for identifying and recruiting coaches within FPYC;
- Establishing roster of coaches, their demographics and qualifications;
- Establishing contacts with local schools and universities to draw upon students with soccer coaching skills;
- Assist league directors in obtaining needed coaches;
- Prepare and distribute the coaches training manual.
- Serves as a voting member of the Soccer Advisory Board.

### **Director of Budget**

The Director of Budget (DOB) reports directly to the Director of Soccer. The DOB has the following duties and responsibilities:

- Acts as Treasurer for the FPYC Soccer Program;
- Monitors the soccer program income and expenditures and maintains records;
- Works with the DOS and DDA to develop the soccer program annual operating budget;
- Provides a monthly budget status report to the SAB and the FPYC Board;
- Verifies purchase invoices and makes payment;
- Maintains necessary bank accounts and deposits funds received from registration fees, uniform sales and tournaments.
- Serves as a voting member of the Soccer Advisory Board.

## **Director of Uniforms**

The Director of Uniforms (DOU) reports to the Deputy of Director for Administration. The DOU has the following duties and responsibilities:

- Purchases and maintains an adequate stock of FPYC house program uniforms for sale;
- Validates all uniform purchase invoices and forwards them to the DOF for payment;
- Coordinates uniform sales during regular and late registration periods;
- Provides at least one late uniform purchase opportunity immediately before the start of each season. This late opportunity may be limited to league directors making consolidated purchases at the director's option;
- Provides budget estimates for the purchase and sale of uniforms to the DOF;
- Prepares an annual budget for uniform purchase for submission to the DDA;
- Forwards uniforms sales proceeds to the DOB for deposit as required by FPYC and Soccer Program By-laws; and
- Chairs uniform selection committee, which includes the commissioners, who will make recommendations to the DDA and DOS on the style, manufacturer, and selling price for FPYC soccer uniforms.
- Serves as a voting member of the Soccer Advisory Board.

## **Director of Fields**

The Director of Fields (DOF) reports directly to the Deputy Director of Administration. The DOF has the following duties and responsibilities:

- Field Permits - In conjunction with appropriate FPYC personnel, secure, in advance, field permits from the appropriate governmental/private bodies for FPYC soccer use and comply with all such bodies' regulations, deadlines and procedures.
- Field Coordinators - Appoint a Field Coordinator for each field. Supply each field coordinator with a copy of appropriate use permit to distribute to teams playing on designated field and any pertinent information regarding parking assignment and restrictions concerning the area to be used
- Field Maintenance - Ensure the FPYC soccer program is in compliance with current maintenance and use agreements between field owners and FPYC users, including, but not

limited to, requesting owner assistance in field maintenance projects determined to be consistent with budgetary limits of the soccer program.

- Field Use - Determine when fields are in usable condition for practices and games, taking into account owner requirements and player safety. This determination should be formulated upon information acquired from the appropriate government/private bodies when announced and/or inspection of the fields. In the event of inclement weather, the decision must be communicated effectively and as soon as possible to insure a smooth process of game cancellations throughout the club.
- Game Schedules - It is the responsibility of the DOS and the DOF to schedule in advance of the beginning of the season FPYC house league games and tournaments on the available fields. It shall be the duty of the various League Directors to comply therewith. The DOS, DOF and the boys' and girls' travel team commissioners shall submit a list of proposed fields to the appropriate governing travel team bodies for FPYC travel team home games and tournament play.
- Serves as a voting member of the Soccer Advisory Board.

### **Field Coordinator**

The Field Coordinators (FCs) report directly to the Director of Fields. The FCs have the following duties and responsibilities:

- Game Schedules - The FCs shall insure that fields are available to meet FPYC regularly scheduled and make-up games. Game schedules apply to FPYC House and Travel teams. Games take precedence over practices.
- Practices - The FCs shall insure that FPYC team practice requests are honored as close to actual team requests as possible. The FCs should resolve practice request conflicts. The FCs may refer to the DOF for unresolved conflicts. FPYC teams should be given a minimum of two practice times a week and have a minimum of half a field for half an hour. House and travel practice requests shall be given equal consideration.
- Field Maintenance - The FCs should obtain volunteers to assist in normal field maintenance as outlined in field owner and FPYC use agreements.

### **Director of Equipment**

The Director of Equipment (DOE) reports directly to the Deputy Director of Administration. The DOE has the following duties and responsibilities:

- Purchases and maintains an adequate inventory of game equipment including: nets, corner flags, balls, cones, paint and field liners;
- Maintains an adequate supply of consumable supplies including: field marking paint;
- Ensures equipment is distributed equitably amongst all FPYC sponsored teams;
- Establishes equipment distribution and turn-in schedules and makes alternate arrangements with league directors who cannot make the scheduled times as required; and
- Prepares an annual budget for equipment purchase for submission to the DDA.
- Serves as a voting member of the Soccer Advisory Board.

### **Director of Referees**

Director of Referees (DORF) reports directly to the Deputy Director for Administration. The DORF has the following duties and responsibilities:

- Responsible for providing competent and qualified referees and linesman for all house games as required. The DORF will direct activities in the following areas:
  - a. Recruiting - Institute action to attract referees;
  - b. Training and Development;
    - Sponsor clinics as appropriate;
    - Provide information regarding clinics and seminars;
    - Act as contact point for the state association;
    - Provide all referees with club rules;
    - Coordinate initial allocation at the start of the season;
    - Coordinate definition of referee requirements;
    - Provide focus for feedback (complaints and praise) and administers discipline as required; and
    - Administer reward system including the development of incentives, reviewing pay vouchers and forwarding recommendations to the Director of Soccer.
- The DORF shall also provide support in the following areas:
  - a. Sit on appeals boards in matters involving referee protests and laws of the game;
  - b. Advise SAB on matters pertaining to referee/club relation;
  - c. Provide information to league officials, players and parents regarding the role of the referee in club games as appropriate;
  - d. Review budget estimates as required.

- Responsible for providing referee services in support of the club sponsored house Father's Day Tournament.
- Serves as a voting member of the Soccer Advisory Board.

### **Referee Assignors**

The Referee Assignors (RAs) report directly to the DORF. Whenever possible, there will be two (2) Referee Assignors, one for each of the Boys House Leagues and the Girls House Leagues. The RAs have the following duties and responsibilities:

- Assist in the initial season assignment development;
- Coordinate with the appropriate league officials for make up games;
- Provide substitute referees/linesmen;
- Make a record of all assignments given out.

### **Commissioner's** **Commissioner, Youth Challenge** **Commissioner, Boys' House** **Commissioner, Girls' House**

The commissioners report directly to the Deputy Director for Operations. The commissioners have the following duties and responsibilities:

- Supervise and direct activities of the League Directors within their respective divisions, and provides the overall coordination necessary to successfully implement the house soccer program;
- Determine, with DDO and DOS approval, the number of leagues to be established (including combining age groups as necessary); and the format of play with outside teams when an insufficient number of FPYC teams exist for competition on a season by season basis;
- Identify volunteers to act as League Directors and appoint them to serve with the approval of the DDO and DOS;
- Assign players to specific age groups and provide League Directors with registration information on players assigned

- Monitor player assignments to ensure assignments in accordance with the intent and spirit established by the By-laws;
- Provide the Director of Fields, the Director of Equipment and the Director of Referees with the number of teams established for individual age groups for use in determining game/field schedules, equipment allocation and referee assignments;
- Distribute information to League Directors on game field assignments, game schedules, coaches clinics, referee availability and other information as necessary;
- Enforce game schedules established by the Director of Fields and Director of Soccer, including the playing of all scheduled games;
- Serve on the Soccer Advisory Board;
- Serve as the focal point for handling/coordinating any problems/questions arising in their respective division concerning league directors, coaches, parents, players and field in accordance with the FPYC Soccer By-laws;
- Coordinate any problems beyond their jurisdiction with the DDO or DOS, as applicable;
- Execute any other duties and responsibilities as assigned by the DDO;
- Approve League Director's selection of All-Star coaches and ensures compliance with FPYC Soccer By-laws regarding player selection of All-Star participation;
- Participate as a standing member of the Team Formation Panel (TFP) Committee; and
- Observe the FPYC written By-laws.
- Serves as a voting member of the Soccer Advisory Board.

### **Director of Publicity**

The Director of Publicity (DP) reports directly to the Deputy Director of Administration. The DP has the following duties and responsibilities:

- Serve as the focal point for all matters related to publicizing the FPYC Soccer Program;
- Respond to news media inquiries about the program;
- Identify appropriate and effective methods for publicizing the FPYC Soccer Program (including the use of sign boards, posters, local radio, flyers, school and city publications, local newspapers, and FPYC's own "newsletter" etc.

- Develop and implements plans (approved by the Deputy Director for Administration) for effectively disseminating information to soccer players/parents, about the FPYC Soccer Program, within the FPYC “footprint”, which includes Fairfax City and adjoining Fairfax County Communities;
- Ensure that the local newspapers) are provided with registration information (i.e., dates, places and times) at least thirty (30) days prior to the first designated registration dates;
- Coordinate the dissemination of information on other matters such as FPYC tournaments, special events, etc. as determined necessary by the Deputy Director for Administration;
- Coordinate the submission of game results for publication in the local newspaper;
- Coordinate responses to inquires from the news media, about the Soccer Program, with the Deputy Director for Administration; and
- Serve as a voting member of the SAB.

### **League Directors**

The League Directors (LDs) report directly to the appropriate Commissioner. The LDs have the following duties and responsibilities:

- Serve as the focal point of volunteer youth coaches in the FPYC In-house Soccer Program, and provides the overall organization and direction necessary to implement the program within specified age grouping;
- Supervise/direct the volunteer youth coaches assigned to the league;
- Identify volunteers willing to act as soccer coaches, and appoints them to coach with the approval of the Commissioner;
- Parents demonstrating coaching ability and possessing experience should be given priority when coaches are selected;
- Assign registered players (as approved by the Commissioner) to specific teams on a seasonal basis in accordance with Article IV.A.1.;
- Distribute and collects equipment provided by the Director of Equipment for use in the soccer program on a seasonal basis;
- Obtain volunteers to prepare playing fields for play including lining the field and putting up and removing nets and flags;

- Provide coaches with the game and field schedules as established by the Director of Fields;
- Maintain the official records of game results;
- Re-schedule postponed games in cooperation and consultation with the respective field coordinators, coaches and Director of Referees, with coaches being given reasonable advance notice of no less than forty-eight (48) hours;
- Postpone games (game by game) when inclement weather can result in injury to players and/or damage to the field (i.e., muddy conditions);
- Schedule any end of season House Tournament in consultation with field coordinators and the DORF;
- Disseminate information and literature to coaches as provided by the Commissioner or other appropriate sources;
- Serve on the Soccer Advisory Board;
- Supervise the activities of volunteer coaches and players under their jurisdiction to ensure the program is carried out in accordance with approved FPYC By-laws and procedures;
- Coordinate any problems beyond their jurisdiction with the commissioner of their division;
- Serve as the focal point for handling/coordinating any problems/questions from coaches or players within the age grouping;
- Appoint the coach of any authorized All-Star Team and inform him/her of all All-Star rules and regulations established by the FPYC By-laws;
- Execute other duties and responsibilities as assigned by the Commissioner;
- Informing all coaches (including those of outside teams) of all rules and regulations of the FPYC By-laws; to include uniform regulations;
- Provide copies of rosters from all competing teams to all coaches in that league;
- Approve any roster changes, which shall not be subject to any appeal and so advise all coaches in that league; and
- Observe the FPYC written By-laws.
- Serves as a voting member of the Soccer Advisory Board;

- League Directors should move up with their age group. If a League Director does not move up with their age group a new League Director may be appointed.

## **Coaches**

### **To the extent possible, all FPYC coaches will always:**

- Make all youth players feel good about themselves by maximizing the amount of playing time for each child and assuring that each player gets the chance to reach his/her full potential;
- Improve the soccer techniques, skill, flexibility and fitness of all players;
- Ensure, by word and deed, good sportsmanship and conduct in players and parents. Never argue with the referee or tell him/her how to do the job. Report referee conduct, fitness or knowledge through the appropriate channel;
- Try to avoid aggravating or causing injuries. Understand basic first aid and how to take care of soccer related injuries. Generate an emergency plan of action for each practice, game or tournament. Be prepared ahead of time!
- Ensure that a complete FPYC uniform is worn by all players during games, and that shinguards are always worn during games and practices;
- Be responsible for field cleanliness after each game or practice;
- Keep parents and other spectators at least one yard away from the touchline during the games;
- Continuously review these By-laws, your coaching philosophy and your level of soccer knowledge. Attain at least the USSF 'E'-license as soon as possible, and attend as many coaching seminars as possible.

### **Travel Coaches:**

In addition to the duties listed in section A. Travel Coaches should always:

- Inform the appropriate travel commissioner of house league players selected for your travel team at least three (3) weeks prior to the start of the house season by providing a copy of your roster;
- Assure that players are registered with FPYC and the appropriate travel league;
- Set up a solid team administration. Select a manager that will help the team. Make sure team finances conform to FPYC rules and that the Treasurer of the team is not related to the other signatories of the team checking account;
- Have player cards available at all games;
- Both Commissioners will assist travel teams with registration in their appropriate leagues;
- Conform to FPYC financial constraints (Appendix G) and submit financial statements to the DOS semi-annually or as directed by the DOS, DDO or Travel commissioner;
- Support the FPYC Labor Day Tournament and work closely with the Tournament Committee.

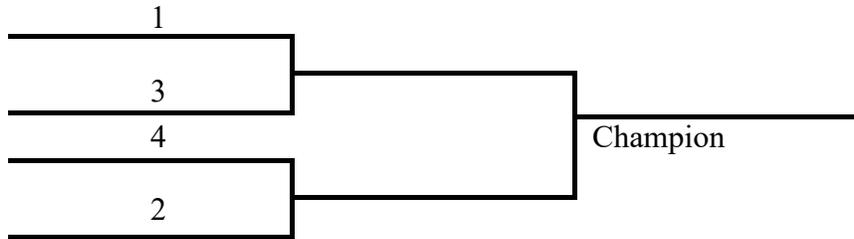
### **Travel Commissioners:**

- The Girl's Travel Commissioner (GTC) will be the FPYC representative to the Washington Area Girl's Soccer League (WAGSL) and will attend official WAGSL meetings and vote in accordance with all FPYC By-laws and policies. The GTC will enforce and abide by all WAGSL and FPYC Soccer regulations;
- The Boy's Travel Commissioner (BTC) will be the FPYC representative to the National Capital Soccer League (NCSL) and will attend official NCSL meetings and vote in accordance with all FPYC By-laws and policies. The BTC will enforce and abide by all NCSL and FPYC Soccer rules and regulations;
- Both Commissioners are responsible for assessing field conditions of all FPYC home fields on the day of the game (usually Sunday) and are responsible for allowing the games to proceed or canceling the games and notifying the appropriate League and coaches of a decision to cancel games at least three (3) hours before the start of the first game. Both Commissioners are responsible for the decision. In the event of conflict, the DDO or DOS will aid in the decision;
- Both Commissioners will be responsible for all travel soccer matters and will be members of the Travel Team Formation Panels. They will assure that all travel coaches are

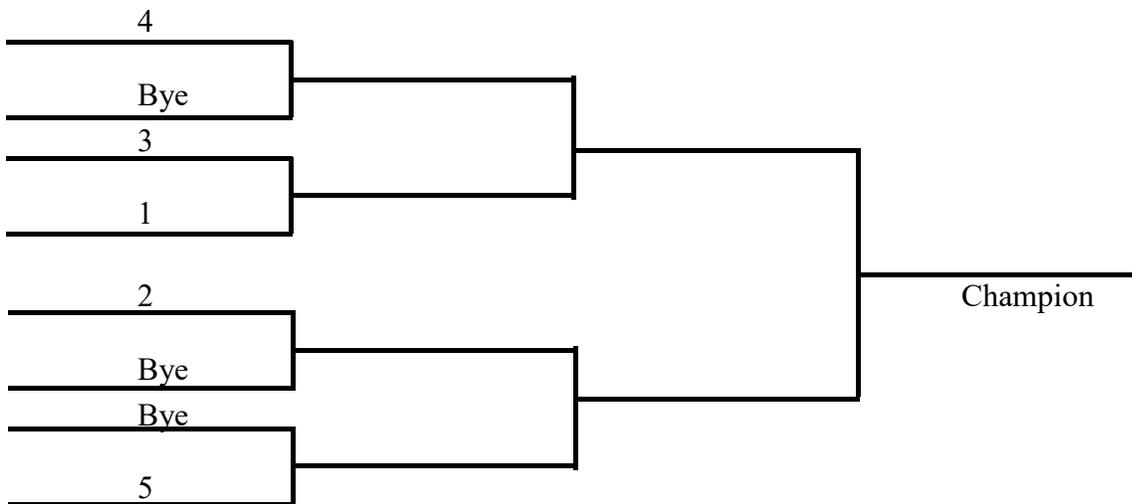
informed of all travel-related rules, regulations and all changes of these rules and regulations in a timely manner;

- The Commissioners are responsible for monitoring travel teams, head coach performance, and evaluating any complaints received about a coach, team manager, parent or player;
- The Commissioners are responsible for selecting the FPYC Labor Day Tournament Chairperson for DOS approval;
- The Commissioners are responsible for assuring that travel coaches are in compliance with FPYC By-laws and policies;
- Both Commissioners will be members of any conduct, rules and appeals panel called by the DOS to reprimand, suspend or replace travel coaches or travel team officers or players unless a conflict of interest exists;
- Both Commissioners are responsible for maintaining travel team representation during all regular FPYC registrations and Soccer Advisory Board meetings.

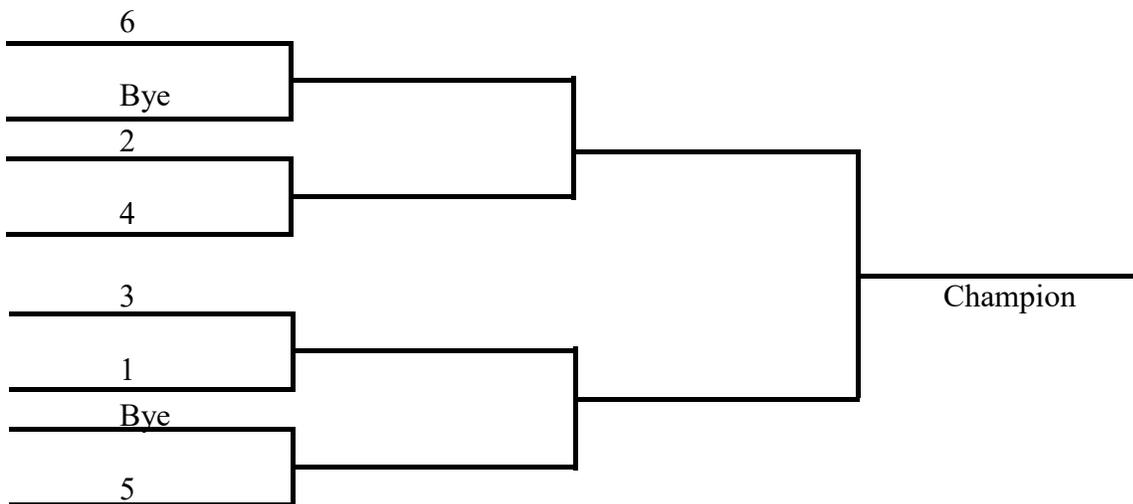
**APPENDIX C - HOUSE TOURNAMENT SEEDINGS  
FOUR - TEAM SINGLE ELIMINATION TOURNAMENTS**



**FIVE - TEAM SINGLE ELIMINATION TOURNAMENTS**



**SIX - TEAM SINGLE ELIMINATION TOURNAMENTS**



## APPENDIX D

### **RULES FOR SETTling TIE GAMES -- IN DETERMINING HOUSE LEAGUE SEASON CHAMPIONS AND IN POST-SEASON HOUSE TOURNAMENTS**

1. Immediately following the end of regular play, two complete five (5) minute, overtime periods, with goal-keeping privileges, will be played. A coin toss by the referee will determine the kick-off and ends for the first period. Teams will change goals at the end of the period and will immediately resume play with a kick off by the team that did not kick off in the first period. No sudden death play.
2. If the game is still tied at the completion of the second overtime period, kicks from the penalty-mark shall be taken to determine which of the two teams in a drawn match shall be declared the winner.
3. The following rules shall apply:
  - a. The referee shall choose the goal at which all of the kicks shall be taken;
  - b. He shall toss a coin and the team whose captain wins the toss shall take the first kick;
  - c. Both teams shall take five (5) kicks:
    - (1) The kicks shall be taken alternately;
    - (2) If, before both teams have taken five (5) kicks, one has scored more goals than the other could, even if it were to complete its five (5) kicks, the taking of kicks shall cease;
    - (3) If, after both teams have taken five (5) kicks, and the scored is the same, the taking of kicks shall continue, in the same order, until such time as both have taken an equal number of kicks (not necessarily five (5) more kicks) and one has scored a goal more than the other.
4. The Team which scores the greater number of goals, whether the number of kicks taken is in accordance with the terms of paragraph C(1) ,C(2), or C(3) shall qualify for the next round of the competition, or shall be declared winner of the competition, as the case may be.
5. Only the players who are on the field of play at the end of the overtime and any that have left the field temporarily, with or without the referee's permission, shall take part in the taking of kicks.

**Exception:** A goalkeeper, who sustains an injury during the taking of the kicks and who, because of injury, is unable to continue as goalkeeper shall be replaced by a substitute.

6. A different player shall take each kick. Not until all eligible players of any team (including the goalkeeper or the named substitute by whom he was replaced in terms of paragraph five (5), as the case may be) have each taken a kick, may a player of the same team take a second kick. The initial order of players shall be maintained so long as penalty kicks are required.
7. Subject to the terms of paragraph five (5), any player who is eligible may change place with his goalkeeper at any time during the taking of the kicks.
8. Other than the player taking a kick from the penalty mark and the two (2) goalkeepers, all players shall remain within the center circle while taking of kicks is in progress. The goalkeeper, who is a colleague of the kicker, shall take up position within the field of play, outside the penalty area at which the kicks are being taken, behind the line which runs parallel with the goalie box, and at least ten (10) yards from the penalty mark.
9. In the event of darkness before the completion of kicks from the penalty mark, the result shall be decided by the toss of a coin.



**APPENDIX E**  
**REFEREE AUTHORITY AND RESPONSIBILITY**

1. Soccer games are controlled by officials who are responsible for interpreting and enforcing the “Laws of the Game”.
2. The referee has jurisdiction from the time he enters the field of play until he signals the end of the game and departs the area. The referee will keep a record of the game and act as timekeeper. His/her decisions are final. Decisions involving referee judgment may not be protested and no hearing shall be held involving the issue. In the event of a valid protest, Article IV, paragraph H, will apply.
3. If a referee does not show, coaches should attempt to mutually agree upon one official from available persons. In such a case, the decisions and call of play by the mutually agreed-to person will be binding upon both teams as if a regularly assigned referee had officiated. However, teams are not required to play; and the League Director will reschedule the game. A forfeit can not be invoked if a referee does not show up.
4. The referee shall refrain from penalizing violations in cases where he is satisfied that, by doing so, he would be giving an advantage to the offending team. He shall indicate such a decision by saying, “play on”.
5. The referee shall not make statements about any game except to clarify an interpretation of the “Laws of the Game”.
6. The referee is in charge of the field and the players on the field, and may deny anyone access to the field during play. Coaches may not enter the field of play to set up his team, except before the beginning of a period. All persons on the sideline will remain within the area bounded by the tops of the penalty areas and at least 1 yard outside the touchline.
7. Players shall wear shirts, shorts, shoes, shinguards, and socks that cover the shinguards. Referees will not allow improperly attired players to play. Referees shall report teams without proper FPYC uniforms to the appropriate league director.
8. The referee will have the final decision as to whether a game is postponed or suspended due to inclement weather, visibility, or other unsafe conditions. The referee prior to a decision should consult coaches.
9. If there is an injury, coaches or players must call it to the referee's attention. Coaches may not enter the field unless authorized by the referee. The referee will stop the game as soon as possible and in the meantime will protect the player from any additional harm by keeping play away from the injured player. In case of apparent serious injury, play will be stopped immediately.

10. Coaches are responsible for their own conduct as well as the conduct of the players and their supporters. If any of these individuals assaults, harasses or argues with the referee, linesman or opposing players, the coach should cause such unsportsmanlike actions to cease. Such actions can not be tolerated and will, if warranted, result in the referee ejecting coaches, players, parents, and/or supporters from the playing area. Noncompliance with a referee's ejection will result in termination of the game.
11. In cases where a coach or player is ejected, a game is terminated by the referee, or there is an official protest, the referee shall -- within 24 hours -- notify by phone the appropriate FPYC League Director and the FPYC Director of Referees. Within 48 hours, the referee shall send a written report -- see Report Summary below -- to the appropriate FPYC League Director and the FPYC Director of Referees.
12. Misconduct against referees may occur before, during and after the match, including travel to and from the match. Misconduct may occur also at later times when directly related to duties of a game official as a referee (e.g., threatening or intimidating phone calls, any occurrences or incidents at another location when references are made or implied to the previous match, etc.)
13. **Referee abuse** is a verbal statement or physical act that implies or threatens physical harm to a referee or the referee's property or equipment. 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, or verbally threatening a referee.

Note: Verbal threats are remarks that carry the implied or direct threat of physical harm. Such remarks as "I'll get you after the game" or "You won't get out of here in one piece" shall be deemed referee abuse.

The original jurisdiction to adjudicate such matters shall vest immediately in the responsible National State Association, which is affiliated with the United States Soccer Federation. In cases of report of referee abuse, a hearing is held only when requested by the alleged assailant or otherwise deemed appropriate by the convening authority. The minimum suspension period for referee abuse shall be at least three (3) scheduled matches within the rules of the competition. The National States Association may provide a longer period of suspension when circumstances warrant (e.g., habitual offenders).

14. **Referee assault** is an intentional act of physical violence upon a referee. Assault includes, but is not limited to the following acts committed upon a referee: hitting, kicking, punching, choking, spitting at or on, grabbing or bodily running into a referee; 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 original jurisdiction to adjudicate such matters shall vest immediately in the responsible National State Association, which is affiliated with the United States Soccer Federation. When the National State Association verifies an allegation of assault, the person is automatically suspended until the hearing on the assault. The hearing must be held within thirty (30) days of the assault. The player,

coach, manager, or official committing a referee assault is automatically suspended for one (1) year from the time of the assault, unless serious injuries are inflicted, then the minimum suspension period will be at least five (5) years. The National State Association adjudicating the matter may not provide shorter periods of suspension but, if circumstances warrant, may provide a longer period of suspensions.

15. **In cases of referee assault and/or abuse, all referees shall by the next “business day” (Monday, if the incident took place on a weekend) notify by telephone the State Referee Administrator (S.R.A.), FPYC Director of Soccer, and FPYC Director of Referees. A complete written report shall be filed -- with the individuals specified in para 4b below - within 48 hours.** The report should be professional, precise and above all, accurate. It should be accompanied by written reports from the linesmen (if used) and by copies of any game misconduct reports sent to the league under whose jurisdiction the match was played.

### **Summary of Report-Writing Procedures**

1. Misconduct reports, should include only the following, and must state only the facts:
  - a) the teams;
  - b) the date;
  - c) the venue;
  - d) the competition;
  - e) player's name, initials, number, team;
  - f) reason for the report (i.e., violent conduct; serious foul play, etc.);
  - g) action taken; and
  - h) incident (e.g., a description of what the player actually did). Only the facts.
2. The incident (h) section must be:
  - a) as you saw it (there is no substitute for the facts);
  - b) brief, but containing enough evidence and information to enable the Disciplinary Committee to understand what happened. This description would include the reaction, if any, of the player(s).
3. Make certain that your linesmen have all the above details before you leave the field.
4. Send your report to the following:
  - a) General cases (Misconduct or Ejection)
    1. FPYC League Director (As appropriate);
    2. FPYC Director of Referees (See below).
  - b) Referee Assault/Abuse
    1. State Referee Administrator;
    2. VYSA/Chairperson, Protest Committee;
    3. FPYC Director of Soccer;
    4. FPYC Director of Referees;
    5. The relevant Police Department (if necessary).

**APPENDIX F**  
**PROGRAM AND TEAM FUND RAISING POLICY**

1. The programs and individual teams within FPYC may only conduct fund raising activities as defined in this policy statement. All literature or advertisements related to team fund raising must state the purpose for which the funds are to be used.
2. No FPYC member or registered youth may engage in door-to-door solicitation. Additionally, program or team members may not engage in direct mail or telephone solicitation or the sale of magazines.
3. There are four fund raising projects that may be conducted without special permission. However, the Sports or Program Director must be notified at least one week prior to the event. These projects are:
  - a. Sale of any merchandise including bake sales and rummage sales;
  - b. Car washes;
  - c. Newspaper, can or bottle collection;
  - d. Distribution of fliers or merchandise for compensation.
4. There are presently five (5) fund raising activities that require approval from the FPYC Board of Directors. These activities require coordination with the Director of Fund Raising in order to avoid duplication of effort or legal problems. The attached form should be used for this purpose and must be sent to the Board via the Program or Sports Director. These projects are:
  - a. Solicitation of businesses for donations;
  - b. Solicitation of businesses for sponsors;
  - c. Raffles or other activities where a prize or award may be required;
  - d. Tournaments, festivals, carnivals, shows, contests or similar events;
  - e. Operation of a snack bar or any other type of food concession.
5. Persons or businesses engaged in the distribution, sale or promotion of products or services considered illegal, immoral or not in keeping with the spirit or purpose of the FPYC will be deemed unacceptable by the Board.
6. Sponsors contributing \$100.00 or more per year will receive an appropriate certificate of gratitude from FPYC. Contributions of \$500.00 or more per year will entitle the sponsor to an appropriate certification of appreciation and, if the additional costs are assumed by the sponsor, the sponsor's name may be embroidered on the back of the team's warm-up suits, travel bags, jackets or banner. A sponsor will receive a copy of each available trophy won by the sponsored team. The sponsor's name will also be included in any team publicity statements or photographs. A sponsor's name will not appear on uniforms.

7. No FPYC program, tournament, travel team or in-house team will be allowed to maintain separate checking or savings accounts without the approval of the Board. Requests for approval must be made to the Board annually, in writing, by 30 January via the Sports or Program Director. If an account is approved, a maximum balance of \$1,000.00 will be permitted in the program or team account(s). Permission to exceed this amount for trips or special projects must be requested in writing from the Board via the Program or Sports Director.
8. All accounts must have current signature cards requiring the signatures of at least three persons. One signature must be the Program Director, team manager or head coach. The FPYC Treasurer must also be one of the signatories. Teams may get the FPYC tax-exempt number from the Treasurer.
9. Each program or team, maintaining an account or involved in fund raising, is required to provide a semi-annual financial report to the FPYC Treasurer via the Program or Sports Director by 30 July and 30 January. The report must be signed by the program or team signatories listed on the account. This report will be enclosed with the Club's report to the Internal Revenue service.
10. In the event of the dissolution of a team, all remaining funds will be transferred to FPYC Inc.
11. Forms for fund raising, establishing an account, permission to exceed the \$1,000.00 limit and the semi-annual financial reports are attached. If additional forms are needed, they are available from the Program or Sports Directors of the Board of Directors.

Adopted by the Board of Directors,

Date: 18 March 1987

**FAIRFAX POLICE YOUTH CLUB  
FUND RAISING REQUEST**

Request Date: \_\_\_\_\_ Year Group: \_\_\_\_\_

Program/Team Name: \_\_\_\_\_

Purpose of Fund Raising: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Type of Fund Raising Activity: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_

Beginning Date: \_\_\_\_\_ Ending Date: \_\_\_\_\_

Persons Responsible for Funds:

Name: \_\_\_\_\_

Street \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

Name: \_\_\_\_\_

Street \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_

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For the Program/Sports Director:

Approved ( )

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

Disapproved ( )

Date of Decision: \_\_\_\_\_

Reason/Comments: \_\_\_\_\_

\_\_\_\_\_  
Signed \_\_\_\_\_

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For the Board of Directors:

Approved ( )

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

Disapproved ( )

Date of Decision: \_\_\_\_\_

Reason/Comments: \_\_\_\_\_

\_\_\_\_\_  
Signed \_\_\_\_\_

**FAIRFAX POLICE YOUTH CLUB  
PERMISSION TO ESTABLISH AN ACCOUNT**

Request Date: \_\_\_\_\_ Account # \_\_\_\_\_ Type of Account \_\_\_\_\_

Program/Team Name: \_\_\_\_\_

Bank Name: \_\_\_\_\_  
Street \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_

Account Balance on Request Date: \_\_\_\_\_

Account Signatories:

Name: \_\_\_\_\_  
Street \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ FPYC Title: \_\_\_\_\_

Name: \_\_\_\_\_  
Street \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ FPYC Title: \_\_\_\_\_

Name: \_\_\_\_\_  
Street \_\_\_\_\_  
City: \_\_\_\_\_ Zip: \_\_\_\_\_  
Phone: \_\_\_\_\_ FPYC Title: \_\_\_\_\_

Have you made arrangements with the bank to allow the FPYC Treasurer to be a signatory?  
If not, please do so as soon as possible.

Concur: \_\_\_\_\_ Date: \_\_\_\_\_  
                    Program/Sports Director

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For the Board of Directors:

Approved           ( )

Disapproved       ( )

Date of Decision: \_\_\_\_\_

Signed \_\_\_\_\_  
                                    Secretary FPYC

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**REMINDER:** Requests for approval to establish an account must be made annually by 30 January. Use and update this form.

**FAIRFAX POLICE YOUTH CLUB  
PERMISSION TO EXCEED THE ACCOUNT LIMIT**

Request Date: \_\_\_\_\_ Account # \_\_\_\_\_ Type of Account \_\_\_\_\_

Program/Team Name: \_\_\_\_\_

Bank Name: \_\_\_\_\_

Street \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Balance: \_\_\_\_\_ Date of Balance \_\_\_\_\_

Persons responsible for the plan and its execution:

Name: \_\_\_\_\_

Street \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ FPYC Title: \_\_\_\_\_

Name: \_\_\_\_\_

Street \_\_\_\_\_

City: \_\_\_\_\_ Zip: \_\_\_\_\_

Phone: \_\_\_\_\_ FPYC Title: \_\_\_\_\_

Planned date the account will be below \$1,000.00: \_\_\_\_\_

Plan for using the funds: \_\_\_\_\_

\_\_\_\_\_  
\_\_\_\_\_  
\_\_\_\_\_

Concur: \_\_\_\_\_ Date: \_\_\_\_\_

Program/Sports Director

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For the Board of Directors:

Approved ( )

Disapproved ( )

Date of Decision: \_\_\_\_\_

Signed \_\_\_\_\_

Secretary FPYC



**APPENDIX G**  
**FAIRFAX POLICE YOUTH CLUB**  
**Traveling Team Financial Report**

For the time period ending : \_\_\_\_\_

Team Name: \_\_\_\_\_

Cash at beginning of period: \$ \_\_\_\_\_

Sources of Cash:

- Interest: \_\_\_\_\_
- Parent Assessments: \_\_\_\_\_
- FPYC Tournament: \_\_\_\_\_
- Fund Raising: \_\_\_\_\_
- Sponsors: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

Total Sources: \_\_\_\_\_

Total Available Cash \$ \_\_\_\_\_

Uses of Cash:

- Soccer Tournaments: \_\_\_\_\_
- Uniforms: \_\_\_\_\_
- Training: \_\_\_\_\_
- FPYC Tournament  
(concessions) \_\_\_\_\_
- Equipment: \_\_\_\_\_
- Tournament Fees: \_\_\_\_\_
- Other: \_\_\_\_\_
- Other: \_\_\_\_\_

Total Uses: \_\_\_\_\_

Cash at end of period \$ \_\_\_\_\_

CERTIFIED BY: \_\_\_\_\_

CERTIFIED BY: \_\_\_\_\_