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## **Florence Soccer Association**

Bylaws

And

Rules and Guidelines

Adopted by the Governing Board  
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# Bylaws

## NAME

The name of the organization shall be the Florence Soccer Association (FSA).

## AFFILIATION:

FSA shall be affiliated with relevant regional organizations operating in conjunction with the South Carolina Youth Soccer Association (SCYSA), the United States Youth Soccer Association (USYSA), the United States Soccer Federation (USSF), and the Federation Internationale de Football Association (FIFA).

As a condition of our affiliation with the above organizations, the FSA is required to abide by their requirements and philosophies. Where there is a conflict, the requirements of higher organizations will take precedence over those set forth by the FSA.

## ARTICLE I: PHILOSOPHY

FSA is conducted for the youth of Florence. It is designed to afford youngsters an opportunity to develop soccer expertise whilst participating in an atmosphere of friendly competition against other youngsters their own age. Of highest priority and concern is that all players, coaches, parents, spectators and other individuals relating to the Association, participate under the guidelines and principles of good sportsmanship and fair play. It is the FSA belief and philosophy that concern for the participant's personal growth is more important than the game itself. Emphasis should be placed on achievement through dedication, industriousness, and cooperation with one's teammates, rather than solely on the winning of a contest. Within this philosophy, it is the aim of the Association to ensure that each youngster will learn and maximize new skills, make new friends and have fun through competitive sport.

## ARTICLE II: MEMBERSHIP OF ASSOCIATION

Membership of FSA is open to all persons who, in addition to aspiring to the above philosophy and objectives, are past or present serving members of the Governing Board or who are current adult participants or the parent/guardian of current minor participants in the Association's soccer programs.

## ARTICLE III: GOVERNING BOARD

The Governing Board of the Association shall consist of the following members:

President	Commissioner for Classic/Academy
Vice-President	Commissioner for Volunteers/Fundraising
Secretary	Commissioner for Recreation
Treasurer	Commissioner for Officials
Recreation Registrar	Commissioner for Concessions
Classic/Academy Registrar	Commissioner for Coach Liaison
Commissioner for Uniforms	Commissioner for Publicity
Commissioner for Sponsorship	Commissioner for Fields and Equipment
Assistant Registrar	Rec. Divisional Commissioners
Commissioner for Team Managers	

The Association's Officers shall be the President, Vice-President, Secretary, Treasurer, Recreation Registrar and Classic/Academy Registrar, and shall be elected at the general meeting in December and assume their duties immediately. Additional members may be recruited to the Governing Board as deemed necessary by a majority vote of the then Governing Board.

The Governing Board will establish and maintain rules and regulations for the FSA. An annual report on the status of the Association will be presented by the President to the Governing Board at the annual general meeting in December. Meetings may be called at any time by the President or Vice-President. Notwithstanding any special meetings called as herein provided, the Association shall hold a regularly scheduled monthly meeting on the first Monday of each month at the location and time set at the previous meeting, at which all members of the Governing Board will be expected to attend. The date of the next meeting may be changed to avoid it falling on a holiday or conflicting with another event.

#### **ARTICLE IV: EXECUTIVE COMMITTEE**

The Executive Committee shall consist of the Officers of the Association as defined in Article III above. Additional members may be seconded to the Executive Committee on a temporary basis as requested and approved by the Governing Board.

The Executive Committee will be empowered to transact business on behalf of the FSA within the policies approved by the Governing Board, but will not possess the authority to establish new policy which has not been approved by open vote of the Governing Board.

#### **ARTICLE V: VOTING MEMBERS**

All members of the Governing Board shall be eligible to vote on FSA matters. Eight voting members shall constitute a quorum with at least one of those being the President or Vice-President.

#### **ARTICLE VI: DUTIES OF OFFICERS**

##### **PRESIDENT**

It is the President's primary responsibility to direct the FSA program in an efficient manner which will result in an effective recreation outlet for the development of soccer for the youth of the greater Florence area. It is also the President's duty to encourage all officials, volunteers, and team members to abide by good sportsmanship and good citizenship.

Inter alia the President will be required to:

Preside over the meetings of the FSA and all relevant subcommittees.

Sign all written agreements of the Association.

Insure that the rules and regulations for all programs within the FSA are adhered to by all members.

Act as the ultimate arbiter in any dispute or protest concerning the FSA, both within and outside the Association.

Assign duties to members, officers, and other volunteers in the FSA.

Appoint a nominating committee in October for the proposal of new officers.

Conduct an annual general meeting in December for all members of the Association for the purpose of reviewing the progress of the FSA over the previous year.

Undertake public relations activities including appearances before any group in order to further the development of the Association.

Supervise the preparation of each season's schedule

Be responsible for recommending yearly and long-range objectives to the FSA for its consideration and action.

Be responsible for the presentation of all annual awards for the past season's activities.

Serve as director of all local tournaments and cups of the Association.

In coordination with the Coach Liaison Commissioner and the Director of Coaching, conduct pre-season meetings for appointed coaches and managers in order to communicate Association guidelines re the rules and coaches responsibilities in respect of their own behavior and that of their players and team supporters during the season.

The establishment of a roster of "Field Marshals of the Day" to insure that, on each match day, a designated official shall be available to undertake overall responsibility for all activities at the soccer fields.

Attend as many matches as possible and observe the conduct of the coaches, players and supporters with the objective of insuring that it is consistent with the requirement of the Association.

Serve as the players' representative where relevant with respect to their welfare and interests in the case of any disputes.

Coordinate and organize any opening and closing ceremonies for the league.

Represent the Association and its interests in its interaction with other relevant soccer governing bodies in the USA.

The President shall have the authority to delegate any of the above duties to other nominated members of the Association as relevant.

#### VICE-PRESIDENT

The Vice-President will assist the President as required in the execution of the President's duties. In case of the President's absence, the Vice-President will assume all the President's responsibilities and serve out the President's term if required.

The Vice-President will also serve as the Risk Management Coordinator for the Association. Requirements and duties of this position will be set forth by the SCYSA. The Vice-President may enlist the aid of any members of the Association to assist him/her in fulfilling these duties.

#### SECRETARY

Inter alia the Secretary's duties shall include:

The recording of accurate minutes of all meetings of the FSA.

The issuing of notices of all meetings and the provision to all members of the Governing Board of copies of each meeting's minutes.

The handling of all league correspondence, including the recognition of and acknowledgment to all sponsors and volunteer groups at the conclusion of the season in a manner considered appropriate by the Governing Board.

Maintaining an up-to date copy of the Association Bylaws, Rules and Guidelines, and other relevant documents maintained by the Association.

Distribution of changes to Association Bylaws, Rules and Guidelines, and other relevant documents maintained by the Association to members of the Executive Committee.

#### TREASURER

Inter alia the Treasurer's duties shall include:

The keeping of accurate records of all transactions of the FSA. These should be kept in the form of a cash journal, relevant ledger accounts and an updated checkbook.

The collection and disbursements of all funds relating to the Association.

The presentation to the Association Meeting of a quarterly income/expenditure statement recording the financial status and transactions of the Association. These statements are to be provided at the meetings held in December, March, June, and September.

#### RECREATION REGISTRAR

Inter alia the Recreation Registrar's duties shall include:

The supervision of all aspects of recreation registration requirements (e.g. completed forms, birth certificates, fees, etc.) with the relevant associations for all teams operating under the auspices of the FSA.

The attendance of district or state meetings which require the presence of the Association's Registrar, or meetings whose primary purpose is to provide registration information.

#### CLASSIC/ACADEMY REGISTRAR

Inter alia the Classic/Academy Registrar's duties shall include:

The supervision of all aspects of classic/academy registration requirements (e.g. completed forms, birth certificates, fees, etc.) with the relevant associations for all teams operating under the auspices of the FSA.

The attendance of district or state meetings which require the presence of the Association's Registrar, or meetings whose primary purpose is to provide registration information.

## Director of Coaching

Inter alia the Director of Coaching's duties shall include:

The provision of assistance to the Governing Board in determining the future objectives of the Association re the establishment of technical clinics and seminars for coaches, referees, and players in the Association with the aim of improving the soccer knowledge and skills of all participants.

In conjunction with the President or other delegated member of the Governing Board, the establishment and participation in such individual clinics and information session as required.

The acting as consultant in all cases where his/her technical expertise may be called upon to provide clarification and guidance re the development of beneficial playing and training methods.

In conjunction with other relevant Governing Board members, the representation of the Association at relevant soccer technique or rules courses/seminars in order to insure that the Association remains up to date on new developments within the game.

The attendance at games of Association teams, whenever possible, to provide on-the-spot technical guidance to coaches, as required, and to provide feedback to the Governing Board regarding the compliance or otherwise by participants with the rules and guidelines of the Association.

## COMMISSIONER FOR UNIFORMS

Inter alia the Commissioner for Uniforms duties shall include:

In conjunction with the Governing Board the submission of requests for bids and evaluation of bids and the recommendation of preferred vendor(s) in respect of uniforms for all recreation teams each season.

In conjunction with the Recreation Divisional Commissioner, the distribution of team uniforms before each season.

## COMMISSIONER FOR SPONSORSHIP

Inter alia the Commissioner for Sponsorship duties shall include:

The recruitment of sponsors by the relevant date as determined by the Governing Board for each recreation team operating during the season.

In conjunction with the Governing Board, the establishment of a system of sponsorship priority in cases where available sponsors exceed the number of teams.

The compilation of a priority schedule of sponsors under the system established above.

In conjunction with the Governing Board and the Association's legal representative, the design and preparation of a standard sponsor agreement compatible with the requirements of the Association.

The timely collection of all executed sponsor agreements and relevant sponsor fees to meet the Association's requirements.

In conjunction with the Secretary and the Commissioner for Publicity, the supervision of sponsor acknowledgment and recognition including the provisions to sponsors of relevant pictures, plaques, news coverage, etc.

The communication with sponsors, as required, to maintain their familiarity with the Association's programs on an on-going basis.

## ASSISTANT REGISTRAR

The assistant registrar will assist the Registrar as required in the execution of the Registrar's duties. In case of the Registrar's absence, the Assistant Registrar will assume the Registrar's responsibilities.

## COMMISSIONER FOR CLASSIC/ACADEMY

Inter alia the Commissioner for Classic/Academy duties shall include:

The coordination and execution along with the Director of Coaching of a planning meeting to prepare for the tryouts. Topics should include, but not be limited to, age cutoffs (which teams will form), potential coaches, and tryout dates.

In conjunction with the Commissioner for Publicity, the communication of the tryout dates to all prospective players in the greater Florence area.

The assistance in the recruitment of coaches, sponsors, referees, etc., as required.

The presentation of relevant information concerning the Classic/Academy program to all interested parents at the beginning of the tryouts.

The supervision of tryouts and player evaluations as required, within the rules and guidelines of the Association.

The provision to Classic/Academy teams of Association information and rulings, as required, in order to insure the efficient operation of the Classic/Academy teams.

The supervision of the return, as relevant, of all FSA equipment issued to Classic/Academy teams.

The acting as consultant re the guidelines and rules of the Association and as the arbiter, where relevant, for the correct interpretation of Association directives to the Classic/Academy teams.

Assuring Association representation at relevant league meetings and the dissemination of information from these meetings to the Classic/Academy teams.

The communication to the Governing Board of any actions or statements by any members/players which are contrary to the rules and spirit of the Association.

Assuring the collection and recording of all match scores, and the reporting of all match scores to the appropriate league officials for the Classic/Academy teams.

#### COMMISSIONER FOR RECREATION

Inter alia the Commissioner for Recreation's duties shall include:

The coordination and execution of meetings with Recreation Divisional Commissioners as required.

The supervision of the draft selection of players in conjunction with the relevant Recreation Divisional Commissioners and coaches for the recreation league.

The supervision of player evaluations and registrations as required.

The assistance in the recruitment of coaches, sponsors, referees, etc., as required.

The acting as consultant re the guidelines and rules of the Association and as the arbiter, where relevant, for the correct interpretation of Association directives to the teams and officials in the recreation division.

The communication to the Governing Board of any actions or statements by any members/players which are contrary to the rules and spirit of the Association.

In conjunction with the Commissioner of Officials and the Field Marshal of the Day, the collection and recording of all match scores and the maintenance of up-to-date standings in the recreation division.

In conjunction with the relevant coaches, and pending approval of the Governing Board, the organization and formation of all-star teams.

#### RECREATION DIVISIONAL COMMISSIONERS

Inter alia the Recreation Division Commissioner's duties shall include (in respect of his/her division):

The participation in the draft selection of players.

The participation in player evaluations and registration.

The communication of all information, as directed, to his/her teams and coaches.

The assistance in the recruitment of coaches, referees, and sponsors as required.

In conjunction with the Commissioner of Fields and Equipment, the supervision of the issue and return of equipment.

In conjunction with the Commissioner for Team Managers and the Commissioner of Concessions, the coordination of a concession stand schedule for each team.

In conjunction with the Commissioner for Team Managers, the coordination of team picture schedules.

The acting as consultant, re the guidelines and rules of the Association, and as the arbiter, where relevant, of the correct interpretation of such directives.

The communication to the Commission of Recreation of actions or statements by any members/players which are contrary to the rules and spirit of the Association.

#### COMMISSIONER FOR OFFICIALS

Inter alia the Commissioner for Officials' duties shall include:

The supervision of the recruitment and training of all officials operating under the auspices of the Association.

The scheduling of officials for all home games played by any team within the Association.

In conjunction with the Treasurer, the supervision of the timely payment of officials for duties satisfactorily undertaken.

The organization of Rules Clinics/Certification Seminars for officials, to be undertaken by qualified personnel, with the aims of providing certification for participants and improving the quality of knowledge and efficiency of officials.

In conjunction with the relevant Officers within the Governing Board, the organization of in-house Rules/Guideline meetings for coaches and officials to establish clear directives and communication re rules interpretation and referee authority in respect of all games played under the auspices of the Association.

The supervision of communication of all game scores from referees to the Field Marshall of the Day and then to the Commissioner of Recreation for records maintenance.

In conjunction with other relevant Governing Board members, the representation of the Association at rules seminars in order to ensure the Association remains current with new developments with the rules of soccer.

#### COMMISSIONER FOR CONCESSIONS

Inter alia the Commissioner for Concessions duties shall include:

The responsibility for the supervision of all game day activities re operation of the concession stand facilities.

In conjunction with the relevant Commissioners, the establishment of a schedule to apportion equitable responsibility throughout the teams for the operation of the concession facilities throughout the season.

In conjunction with the Treasurer, the establishment of a system to provide for the purchase and adequate stocking of all materials for the concession activities.

In conjunction with the Treasurer, the responsibility of all cash receipts and disbursements re the operation of the concession activities.

The supervision and replenishment of the First Aid Kit to be stored in the Concession Stand including the availability of ice on match days.

#### COMMISSIONER FOR COACH LIAISON

Inter alia the Commissioner for Coach Liaison duties shall include:

In conjunction with the President, Director of Coaching, or any other delegated Association member, the establishment of instructional clinics/seminars for coaches in order to improve their technical and motivational skills and provide practical guidelines for the execution of their coaching duties in respect to the FSA programs.

The communication to all coaches in timely fashion of the proposed timetable of such clinics/seminars.

In conjunction with other relevant Association members, the recruitment of suitable coaches to meet the requirements of teams participating in the Association's soccer programs.

The responsibility for insuring that all coaches are adequately certified to operate during each season in line with the Association's certificate requirements, including liaison with the appropriate coaching authorities to establish certification clinics.

The attendance at games played during each season, whenever possible, to observe that the behavior of coaches at all times is compatible with the rules and guidelines of the Association, and the provision of feedback to the Governing Board of instances where coaches contravene such directives.

Prior to each season, the submission of proposed coaches to the Executive Committee for approval.

The acting as communication conduit for coaches to bring to the Governing Board or Director of Coaching and proposals, observations, complaints, etc. re the execution of the Association's soccer program.

#### COMMISSIONER FOR PUBLICITY

Inter alia the Commissioner for Publicity duties shall include:

In conjunction with the Governing Board, the preparation and circulation of all approved publicity information re registration for the Association's soccer programs.

In conjunction with the Governing Board, the establishment of the media methods, formats, and timescales regarding the communication of the Association's programs to the public.

Publication via the website or other methods of all publicity information relevant to the membership of the Association.

In conjunction with the Governing Board, the liaison with the public media in the greater Florence area with a view to maximizing the exposure of the FSA to the public at large.

#### COMMISSIONER FOR FIELDS AND EQUIPMENT

Inter alia the Commissioner for Fields and Equipment duties shall include:

In conjunction with the Treasurer, the submission and evaluation of bids and recommendations of the preferred vendor(s) in respect of all hardware equipment (balls, goal nets, corner flags, etc.) to be purchased by the Association.

In conjunction with the Commissioner for Recreation and the Recreation Divisional Commissioners, the establishment of a system to provide an accurate record of issue, return of, and accountability for all relevant equipment.

The supervision of adequate field maintenance, including the establishment of field days as necessary. The replacement of equipment as necessary to ensure optimum and safe playing conditions for all scheduled practices and games.

#### COMMISSIONER FOR TEAM MANAGERS

Inter alia the Commissioner of Team Managers' duties shall include:

In conjunction with the Commissioner for Recreation and the Recreation Divisional Commissioners, the appointment of a Team Manager for each recreation team participating in the season. (This appointment is obligatory and must be established before the playing season commences.)

The provision of assistance to the Commissioner of Concessions in establishing the team responsibility schedule for the operation of the concession activities during the season.

In conjunction with the Commissioner for Recreation and the Recreation Divisional Commissioners, the supervision of the effective operation of each team's designated Team Manager, and his/her responsibilities throughout the season.

In conjunction with the Commissioner for Recreation and the Recreational Divisional Commissioners, the establishment of a schedule for team pictures and liaison with each Team Manager to insure the efficient execution of the project.

#### FIELD MARSHALL PRO-TEM

Inter alia the Field Marshal Pro-Tem's duties shall include:

As designated by the President or other relevant members of the Governing Board, the administrative responsibility for all game field activities on the specified day.

The acting as communication conduit between game officials and the Commissioner of Recreation in respect of all game scores on that day.

In conjunction with the Commissioner of Concessions, the responsibility for the security of the concession stand, its inventory, and the transfer of cash receipts to the Treasurer or his/her delegate on that day.

The responsibility for the secure collection and storage of all portable equipment (e.g. corner flags, etc.) on that day.

The responsibility to supervise the relevant action re medical/hospital requirements in respect of any injury occurring at the game fields on that day.

#### LEGAL REPRESENTATIVE

Inter alia the Legal Representative's duties shall include:

The provision of advice, as required, to the Association in respect of any legal matters concerning its relationship with third parties.

The provision of advice, as required, in respect of any contract or negotiations entered into by the Association or its duly authorized representatives.

#### ARTICLE VII: FINANCIAL ARRANGEMENTS

The authorization and responsibility for the commitment of expenditure by the Association shall be vested in the Executive Committee. All expenditures will be paid by one check from the Association's checkbook and all checks must be signed by any one of the following Officers: President, Vice-President, or Treasurer. At each monthly meeting, the Treasurer will inform members present of receipts and disbursements recorded in the previous month.

The level of registration fees and sponsorship fees shall be established prior to each season by the members of the Governing Board.

## **ARTICLE VIII: ATTENDANCE RULE**

Any member of the Governing Board who misses three consecutive meetings without justifiable reason (to be approved by the Executive Committee) may be asked by the President to relinquish his/her duties immediately.

Any member of the Governing Board who misses five meetings within a twelve-month period for any reason may be asked by the President to relinquish his/her duties immediately.

## **ARTICLE IX: AMENDMENTS TO BY-LAWS**

Amendments to the Association's bylaws may be effected by a 2/3 majority vote of all Association members present and eligible to vote at the meeting at which the bylaw amendment is discussed. In respect of such amendments, all members of the Association shall be eligible to vote provided they have attended at least one Association meeting in the last six months. Proposed amendments to the bylaws must be submitted to the Executive Committee in writing, signed by a proposer and seconder, at least 28 days prior to the meeting at which the matter is to be discussed.

The Association's bylaws should be reviewed and revised at least once every three years by the Executive Committee.

## **ARTICLE X: ELECTION OF OFFICERS**

Election of officers shall take place at the Association annual general meeting in December. In October, the President shall appoint a nominating committee of not less than three Association members which shall be required to submit a slate of candidates in writing to the Executive Committee at the November meeting. Such a nomination slate shall be available for examination for at least 28 days prior to the election in December. Nominations for selection shall be seconded from the floor at the December meeting and any such nominees, to be eligible, must have a proposer and a seconder.

All members of the Association shall be eligible to vote on the election of Officers and successful candidates shall be those who receive a simple majority of the votes cast by members present at the December Annual General Meeting.

## **ARTICLE XI: VACANCIES**

In situations where positions on the Governing Board become vacant during the year, the following procedures will apply.

- 1) The Vice-President shall assume the position of President when vacated.
- 2) Any other vacancy on the Executive Committee shall be filled by election by Association members voting as per the Election of Officers procedures, but without requirement for notice, at the next monthly meeting of the Association.
- 3) Any other vacancy on the Governing Board shall be filled by the Executive Committee after consultation.

## **ARTICLE XII: SPECIAL MEETINGS**

Special meetings may be called by a group of 20 or more members of the Association by the submission of a petition in writing to the Executive Committee identifying the reason for the meeting. On receipt of such a petition, the Executive shall set a time and date for the special meeting, which must be held within 14 days of the petition being received. Voting procedures at special meetings shall conform with those required for the Amendment of Bylaws under Article IX.

## **ARTICLE XIII: SEASONAL YEAR**

The seasonal year of the Association shall run from August 1 to July 31 of the following year.

**ARTICLE XIV: RULES AND GUIDELINES FOR PLAY**

Unless otherwise stated, the rules of the FSA shall be applicable without exception to all participants (i.e. both Classic and Recreational levels) operating under the auspices of the Association’s soccer programs.

**LAWS OF THE GAME**

Unless contravened by the Rules below, the FSA will operate under the rules of FIFA as modified by the SCYSA and USYSA.

**RULE 1: LEVEL OF PLAY**

The Association shall provide two levels of play in each season:

Classic Level: for advanced players for which selection shall be made by the Director of Coaching and relevant coaches based on player ability identified through public tryouts. The Director of Coaching will present to the Governing Board the recommended level of play within the statewide/regional leagues based on the talent level of each team as observed at the tryouts and the requirements of the statewide/regional leagues.

Academy Level: for U9 and U10 players participating in the developmental soccer program. An evaluation of academy players will occur; however, all interested players are allowed to participate.

Recreation (Rec.) Level: for all other players for which all participants shall be eligible to play without tryouts. If the number of participants permits, Rec. teams may be split to provide all boys and all girls divisions. Rec. players shall be eligible to play in the relevant All-Star teams selected by the nominated coaches at the end of the season.

**RULE 2: AGE SPECIFIC RULES MODIFICATIONS**

The following tables illustrate modifications to the FIFA rules to accommodate younger players.

	Under 6	Under 8	Under 10
Ages:	4 and 5 year olds	6 and 7 year olds	8 and 9 year olds
Ball Size:	3	3	4
Play Periods:	8 minute quarters	12 minute quarters	25 minute halves
Quarter Rest:	2 minutes	2 minutes	N/A
Halftime Period:	5 - 10 minutes	10 minutes	10 minutes
Switch Sides at Half?	no	yes	yes
Direct Kicks?	no	no	yes
Players on Field:	3	4	6
Maximum on Roster:	6	8	12
Min to start/continue:	3	3	4
Goalkeeper?	no	no	yes
Offside rule in effect?	no	no	yes
Changes for Throw-ins?	Take until correct	one retake (same player)	no rule change
Minimum Field Size:	20 x 15 yds	25 x 20 yds	45 x 35 yds
Maximum Field Size:	30 x 25 yds	35 x 30 yds	60 x 45 yds

In Under 6 and Under 8 games no scores will be kept and standings will not be recorded.

	Under 12	Under 14	Under 16	Under 18
Ages	10 and 11 years old	12 and 13 years old	14 and 15 years old	16 and 17 years old

Ball Size:	4	5	5	5
Length of Halves:	30 minutes	35 minutes	40 minutes	45 minutes
Halftime Period:	10 minutes	10 minutes	10 minutes	10 minutes
Players on Field:	8	11*	11*	11*
Maximum on Roster:	14	18*	18*	18*
Min to start/continue:	7	7*	7*	7*
Minimum Field Size:	70 x 45 yds	110 x 60* yds	110 x 60* yds	110 x 60* yds
Maximum Field Size	80 x 55 yds	115 x 70* yds	120 x 70* yds	120 x 70* yds

\* The Recreation Commissioner may adjust the number of Players on Field, Maximum on Roster, Minimum to start/continue, and field size to allow small sided games due to limited numbers of participants in the older age groups.

### **SUBSTITUTIONS:**

For rec leagues, substitutions during a game are allowed on the following basis, but always subject to the referee's approval:

- a) own throw-in
- b) goal kick by either team
- c) after a goal scored by either team
- d) when the game is stopped for an injury
- e) between periods (e.g. half-time, prior to overtime, etc.)
- f) a player who receives a caution (yellow card) must be substituted at that time. If there is no substitute available, then the cautioned player must leave the field. The substituted player can return to the field at the next substitution opportunity.

Note: There will be no substitution for a player sent off (red carded).

The Association may combine age divisions if there are not enough players in a single age division to form a viable division.

Classic/Academy Level: Rules Modifications involving Classic/Academy teams shall be determined by the governing body of the competition in which the Classic/Academy team is a participant.

The maximum number of players permitted on a U13-U18 Classic Team roster shall be 18 unless otherwise directed by the governing body of the competition in which the team is a participant. A U13-U18 Classic Team may not roster through the Association unless it has at least 13 players at the time of registration.

The maximum number of players permitted on a U11-U12 Classic Team roster shall be 14 unless otherwise directed by the governing body of the competition in which the team is a participant. A U11-U12 Classic Team may not roster through the Association unless it has at least 10 players at the time of registration.

The maximum number of players permitted on a U9-U10 Academy Team roster shall be 12 unless otherwise directed by the governing body of the competition in which the team is a participant. A U9-U10 Academy Team may not roster through the Association unless it has at least 8 players at the time of registration.

The Director of Coaching and Classic/Academy Commissioner will determine the actual number of participants on each team.

The cut-off date for both Recreation and Classic/Academy players is August 1. This means the age of the player on July 31 determines the division in which the player will play for the following season. Birth certificates are required to be on file with the Registrar.

### **RULE 3: COACHING STAFFS**

Each team shall have a maximum of one head coach and two assistants.

Rec Level: A schedule of proposed coaches will be submitted to the Executive Committee for approval prior to appointment and drafting of teams.

Classic/Academy Level: A schedule of proposed coaches will be submitted to the Executive Committee for approval prior to registration of the teams with SCYSA.

Coaches will be required to attend pre-season Operational Guideline meetings as scheduled by the Director or Coaching and/or the Executive Committee and are strongly recommended to attend any coaching clinics that are scheduled by the Association or the SCYSA with the aim of developing coaching techniques and team handling know-how.

Coaches are responsible for the behavior of themselves, their players, and their team's supporters in all games in which an Association team participates. It is the duty of the Rec. Coaches to report to his Recreation Commissioner or for Classic/Academy Coaches the Classic/Academy Commissioner, any instance in which a player under his authority receives either a yellow or red card or if a coach (head or assistant) or team supporter is ejected from a game or any other event in which the team participates. The appropriate Commissioner will report such instances of red cards or ejections directly to the President of the Association.

Coaches guilty of unacceptable behavior or activities contrary to the rules and spirit of the Association will be subject to disqualification from their duties.

#### **RULE 4: TEAM SELECTION**

Team selection will be undertaken as follows:

Rec. Level: A coach's draft will be held in which coaches will choose the players for their team. The Association will identify players who had been selected as all-stars in previous years and who have played on Classic/Academy teams to allow all coaches to identify the stronger players. The primary purpose of the draft is to keep the teams as evenly balanced in player talent and age as possible. Secondary to the primary purpose can be other considerations such as car pool requests, previous year's team, and other special considerations. These will never take precedence over the primary consideration which is to balance the teams as much as possible.

Classic Level: Try-out dates will be announced and held prior to the draft of the Rec. level division so that any player not making the Classic team can be placed in the Rec. draft. The Director of Coaching and/or the Classic/Academy Commissioner will organize the try-outs to ensure that fair opportunity and consideration is given to all. All players will be advised of their status at the end of try-outs.

#### **RULE 5: UNIFORMS**

Rec. Level: Uniforms, as issued to each team, are required to be worn by all players. A complete outfit is comprised of a shirt (team issued), black athletic shorts, socks (team issued), approved athletic shoes, and shin guards. No player will be allowed to play or practice without shin guards, and no metal cleats will be allowed in shoes.

Classic/Academy Level: Uniforms to be determined by the Governing Board.

In respect of both Rec. and Classic/Academy levels, players are required to wear their shirts tucked inside their shorts and shin guards inside their socks. Players are not allowed to wear any items of personal jewelry whilst participating in a game or practice. This will include but will not be limited to watches, necklaces, earrings, chains, rings, barrettes, etc. Exceptions to this include medical alert bracelets and necklaces, but these must be taped to the player to prevent injury to themselves or others. The referee shall be required to ensure players wearing such ornamentation remove it/them immediately. Protective headgear designed specifically for soccer players is allowed.

#### **RULE 6: PROTESTS AND GRIEVANCES**

Formal grievances relating to the general conduct of members of the Association acting in an official capacity or any aspect of the modus operandi of the Association must be submitted in writing to a relevant member of the Governing Board, who shall forward it to the Executive Committee. Any such grievances will be examined by a review committee of not fewer than 4 persons appointed by the President and such committee will seek to resolve the matter in a timely manner.

Whenever possible, formal protests on behalf of a team in respect to matters relating to a game must be made verbally by the team's coach to the referee at the time the decision is taken to lodge such a protest. In addition, the protest must be made in writing and copies submitted within 48 hours of the incident to the relevant Commissioner or Executive Committee member. Any such protest will be examined in a manner similar to that described above.

Should a protest arise immediately prior to or during a game, the team registering the protest is required to complete the game and then follow the procedures outlined above.

Any protest arising during a competition governed by an association other than the FSA will require the protesting party to comply with the rules of protest as administered by that association in addition to fulfilling the requirements of the FSA as above.

## **RULE 7: GENERAL BEHAVIOR**

All members of the Association have an obligation to conduct themselves as responsible, law-abiding citizens. The following rules apply to all Association members (players, coaches, and spectators) when representing the Association at any location:

- Treat referees with respect. Accept referee calls and do not argue, complain or verbally harass a referee during or after a game
- Treat players on all teams with respect.
- Treat coaches on all teams with respect.
- No alcohol is permitted around the field of play
- No profanity is to be used at any time.

Members who have not conducted themselves in an appropriate manner may be subject to suspension or expulsion from the Association.

Evidence of illegal drug use by any member will result in immediate expulsion from the Association.

If a parent, sibling, or any other spectator is removed from the field of play due to inappropriate behavior, the offending party shall be required to meet with no fewer than 3 members of the governing board of the Association to discuss the event. If the party involved is removed from the field of play again, they will not be allowed to be a spectator at any event involving the FSA at any location for the remainder of the season. If the party does return as a spectator during that season after the second removal, the player involved (child, sibling, or other) may be removed from the FSA team roster and may not be allowed to participate in any Recreation or Classic/Academy level of play from that point on in the FSA.

## **RULE 8: CAUTIONS AND WARNINGS**

This rule governs any circumstance in which the FIFA rules for an official caution (yellow card) apply. It also applies to warnings issued to coaches and spectators.

Rec. Level: Any player, spectator or coach who receives two cautions/warnings within the same season shall be required to appear before a Review Committee of not fewer than three persons appointed by the President. A player or coach receiving a third caution or warning in the same season shall be suspended automatically from the next game and shall be required to appear before a similar Review Committee, which shall have the authority to increase the above punishment. Failure to appear before the Review Committee at the appointed time will result in the immediate suspension of the individual from all team activities until the matter is settled and permission to resume playing activities is granted.

Classic/Academy Level: Players, coaches and spectators shall be subject to the rules governing the league or tournament in which the particular classic team plays.

## **RULE 9: SEND OFFS AND DISMISSALS**

This rule governs any circumstance in which the FIFA rules require a send off (red card) for players or a dismissal for coaches and spectators. The punishment for any send-off or dismissal may be more severe than the minimum mandated punishment by SCYSA.

Rec. Level: In any instance in which a coach, spectator or player receives a send-off or dismissal before, during, or after a game, that individual shall be automatically suspended from the next game and shall be required to appear before a Review Committee as defined below. A player or coach receiving a second send-off or dismissal in the same season or in two successive games in separate seasons shall be automatically suspended for the next two games and shall be required to appear before the Review Committee. A player or coach receiving a third send-off or dismissal in the same season or in three successive games in separate seasons shall be automatically suspended from all Association activities for a minimum of twelve months from the date the third red card was received and shall be required to appear before a similar Review Committee for consideration of reinstatement. Failure to appear before the Review Committee shall result in the individual's continued suspension from all soccer activities within the Association until individual appears before said committee.

Classic Level: Players, coaches and spectators shall be subject to the rules governing the league or tournament in which the particular classic team plays. In addition, a player, coach, or spectator receiving a send-off or dismissal shall be required to appear before the Review Committee as defined below. Failure to appear before the Review Committee shall result in the individual's continued suspension from all soccer activities within the Association until the individual appears before said committee.

Review Committee: The review committee shall be appointed by the president of the association and composed of three active board members who have no connection or affiliation with the team or the player who is appearing before it.

## **RULE 10: BROTHERS / SISTERS**

Brothers / sisters will be placed on the same team if they are in the same age group. If one family member is already on a team, that team automatically will be allocated the other sibling(s) [like a returning player. If all are new players, then when one is chosen, all will be allocated to that same team, provided they are in the same age division and they will be selected as back-to-back picks] Parent / guardian may request ahead of the draft not to have children on the same team. The Association will honor that request whenever possible.

## **RULE 11: OFFICIALS (REFEREES / ASSISTANT REFEREES)**

Except with the purpose of and strictly limited to informing the official of his intent to register a formal protest, no coach shall approach an official before, during, or after a game with a complaint or problem arising from the official's conduct. In no circumstances whatsoever may a player or team supporter approach an official

for a similar purpose. Formal protests may be registered by a team coach according to the procedures contained in Rule 6, but protests relating to a referee's conduct of a game may be lodged only on technical and not judgmental grounds.

Any unsportsmanlike approach to an official by a coach or player which is reported to the Executive Committee will require the individual to appear before a Review Committee consisting of not less than 4 people appointed by the President. Such Committee shall have the power to suspend the individual according to the circumstances, and shall seek to resolve the matter within 5 days of being informed of the incident.

The authority of the referee in conducting the game is supreme and final. Officials will not tolerate arguments or abuse from players, coaches, spectators at any time. Referees carry the power to caution or eject coaches and spectators in addition to players. In any instance where the referee deems his / her control over the game to be challenged, he / she shall have the authority to abandon the game. Any such abandonment will require a report from the referee of the circumstances causing the action and will be subject to review and action by a Review Committee consisting of not less than 4 persons appointed by the President.

#### **RULE 12: PLAYING TIME**

Rec. Level: Coaches should endeavor to insure that all players play at least 50% of the game's playing time. Repeated violation of this rule will require the individual to appear before a Review Committee consisting of not less than 4 people appointed by the President. Such Committee shall have the power to suspend the individual according to the circumstances, and shall seek to resolve the matter within 5 days of being informed of the incident.

Classic/Academy Level: Coaches should endeavor to insure that all players play at least 25% of the games playing time.

#### **RULE 13: AWARDS**

Rec. Level: The Association will determine an Awards/Presentation policy prior to each season and such policy must be observed by representatives of all teams.

Classic/Academy Level: The presentation and acceptance of awards by Classic teams will be determined by the ruling body of the competition in which the team participates.

No additional trophies, medals, etc., are to be presented to any team (Rec or Classic/Academy) operating within the auspices of the FSA without prior approval of the Governing Board.

#### **RULE 14: REGISTRATION**

All players, whether competing at the Rec. or Classic/Academy Level, must be registered with the Association prior to competing in any game. Registration will require the payment of the appropriate fee (which covers medical insurance) and production of a copy of the player's birth certificate, and a required signed medical release.

Classic/Academy: Level players will be subject to any additional registration / fee requirements demanded by the governing board of the competition in which the team is a participant.

No player at Rec. or Classic Level who is not properly registered will be allowed to participate in any soccer program within the auspices of the FSA.

#### **RULE 15: PLAYING UP OR DOWN**

Rec. Level: A player may be permitted to play in the next younger or older division provided that the player's parent or guardian formally petitions the Governing Board in writing prior to the draft and provides relevant evidence which persuades the Governing Board that such action would be in the best interests of the player and the Association. It is very unlikely, however, that a player will be placed in a younger division.

Classic/Academy Level: A player may not be permitted to play on a team below his/her age. The Director of Coaching and/or the Commissioner of Classic/Academy will determine if any player plays out of his/her age based on the skill of the player and the level of play offered on the Classic/Academy teams. The goal is to challenge each soccer player and allow the formation of the largest number of competitive Classic/Academy teams.

All levels: Exceptions will not be made simply because the player played on the higher age team the previous season or year.

#### **RULE 16: TRANSFER OF PLAYERS**

Rec. Level: Once players have been drafted to teams at the beginning of each season (Fall or Spring), no transfers will be allowed between teams within that season, except in cases of hardship resulting from this rule may be submitted for consideration to the Governing Board.

Classic/Academy Level: Once players have been selected to teams following tryouts, no transfers will be allowed between FSA teams within that seasonal year (fall and spring), except in cases of hardship resulting from this rule which may be submitted for consideration to the Governing Board. Players who have submitted their rec. registration to the Association and want to tryout for a Classic/Academy team will be permitted to do so provided they have not yet been drafted to a rec. team. Players already drafted to a rec. team must request permission from the Governing Board to transfer to a Classic/Academy team.

#### **RULE 17: STANDINGS**

Rec. Level: The team standings in each Division at this level will be determined on the point's system based on a team receiving 3 points for a win, 1 point for a tie and no points for a loss. In regular season play, a game in which the teams are level at the end of regulation play will be scored as a tied game with points allocated as above. Should two or more teams have equal points at the top of any division after all games have been played, the determination of the Division champions shall be based on the following progressive system until a winner can be declared. Standings for remaining teams which have equal points will be determined in the same manner.

- a) Head-to-head results (win/tie/loss only) during the season
- b) Goal Difference (Goals scored, to a maximum of 3 per game, minus goals conceded, to a maximum of 3 per game) over total season.
- c) Sportsmanship points for the season (as determined by the center referee for each game, maximum 15 points per game: 5 players, 5 coach, and 5 spectators)
- d) Penalty Shoot-out (provided all relevant teams are scheduled to play on that day)

In cases not involving teams tied for first place, a coin toss will be used in lieu of a Penalty Shoot-out to determine seedings for a post-season tournament.

In any instance where one team fails to show up and consequently forfeits the game, the score for that game in respect of the above calculation basis will be treated as a 3-0 win for the team which was ready to play.

Classic/Academy Level: The rules in respect of team standings for Classic teams will be determined by the ruling body of the competition in which the Classic teams are participants.

#### **RULE 18: COMPLETION OF GAMES / FORFEITS**

All teams have a duty to fulfill their game schedules even if this requires that a game is played under protest. It is the responsibility of each coach to ensure that he/she has sufficient players to engage in each game, since, when a team forfeits a match, both sides are deprived of the opportunity to play.

Rec. Level: In any cases where a team fails to start or complete a game, the Commissioner of Recreation have the responsibility to inform the Executive Committee of the event without delay. The circumstances will be examined by a review committee of not less than 4 persons appointed by the President and such

committee will seek to resolve the matter within 5 days of its occurrence. Should the decision of the Review Committee result in the forfeit of the game by the defaulting team, the score for the game, in respect of Division standings, shall be recorded as a 3-0 win for the innocent team.

Classic/Academy Level: The rules in respect of any game in which a Classic team belonging to the FSA fails to complete or forfeits a match shall be determined by the governing body of the competition in which the team was a participant. Notwithstanding such rules, however, the procedures identified above in respect of information to the FSA Executive Committee and examination by a Review Committee shall still apply.

Coaches at both the Rec. and the Classic/Academy Level should be aware that in cases where the Review Committee determines that the coach was at fault in removing his/her team from the field, he/she will be subject to suspension from all team activities not to exceed the following three games.

#### **RULE 19: CANCELLATION DUE TO GAME CONDITIONS**

Notwithstanding the authority of the Field Marshall to abandon all games on the premises due to inclement weather or approaching severe weather, the referee shall have the supreme authority in determining whether a game should start or, if in progress, should be abandoned or suspended due to deterioration in game conditions. In this context, game conditions will incorporate but will not be restricted to, dangerous weather, inadequate light, inadequate facilities (e.g. goalpost or net problems), unacceptable behavior by participants or their supporters, act of God, etc. However, in all cases where a referee seeks to cancel, suspend, or abandon a game for reasons other than unacceptable behavior, he/she shall consult with the Commissioner of Officials or if he/she is not present, the Field Marshall of the day before making such decisions.

Rec. Level: In any case where the referee abandons or cancels a game, he/she will be requested to submit a written report on the circumstances to the Commissioner of Officials and the Executive Committee for evaluation.

Classic/Academy Level: In any similar case in a game involving a Classic/Academy team, the referee will be required to follow the procedures determined by the governing body of the competition in which he/she was officiating, in addition to following the FSA requirements stated above.

#### **RULE 20: MAKE-UP GAMES**

Rec. Level: In any case where the circumstances of an abandoned or canceled game requires that the match be played at a later date, the Commissioner of Recreation, Commissioner of Officials and respective coaches shall agree upon a revised game date. Wherever possible, such date shall not extend the scheduled season. If the parties are unable to agree upon a revised date, the matter shall be referred to the Executive Committee for decision.

Classic/Academy Level: The re-scheduling of any abandoned or canceled game in which a Classic/Academy team is involved shall be determined by the governing body of the competition in which the Classic/Academy team participates.

#### **RULE 21: POSITION ON SIDELINES**

Rec. Level: Teams should occupy the same side of the field during games, normally the side referred to as the "far" side. Supporters should occupy the opposite side. Coaches are reminded that they are responsible for the behavior of their team's supporters, irrespective of where they are situated.

Classic/Academy Level: The sideline position to be taken by Classic/Academy teams will be determined by the ruling of the governing body of the competition in which the team participates. If no specific ruling exists, Classic/Academy teams will seek to impose the above Rec. Level rule as the home team and abide by the custom and practice of their opponents when acting as the visiting team.

#### **RULE 22: POST-GAME GOODWILL**

All teams at both Rec. and Classic/Academy Levels are required to line up after a game is completed in order to exchange friendly handshakes with their opponents, irrespective of the tenor in which the game was played.

In addition, coaches are recommended to exchange courteous handshakes with opposing coaches and match officials on completion of a game.

It is believed that such actions help foster, within young players, an acceptance of the rules and the luck of the game even in circumstances of extreme provocation.

### **RULE 23: ABSENCE OF REFEREE**

Rec. Level: In cases where none of the appointed referees are present at the scheduled kick-off time for a game, a 15 minute grace period will be observed to allow for his/her late arrival. If no referee shows up during this time an alternative referee will be chosen, firstly from any person duly certified to officiate the game, and then, if this is not possible, the opposing coaches shall agree on an uncertified referee whose responsibility and authority shall be as if he/she had been originally appointed.

Classic/Academy Level: In cases where none of the appointed referees show for a game involving a Classic/Academy team, the relevant recourse shall be determined by the rules of the governing body of the competition in which the Classic team is a participant. In the absence of any specific guidelines, the opposing coaches shall seek a mutual solution as close as possible to the Rec. Level guidelines above.

### **RULE 24: ABSENCE OF OPPONENTS**

Rec Level: In cases where one team has not arrived or is not ready to play at the scheduled kick-off time, the referee shall grant a grace period of no more than 15 minutes to allow the offending team to be match ready. If at the end of this period, the team is still not in a position to play, the referee shall award the game to the innocent team.

Classic/Academy Level: In cases where one team in a game involving a Classic/Academy team is not ready to play at the scheduled kick-off time, recourse will be determined by the rules of the governing body of the competition in which the Classic/Academy team is a participant.

In the absence of any specific guidelines, the referee shall allow a grace period of no more than 30 minutes before canceling the game. He/she shall be required to report the matter to the Executive Committee within 48 hours of the cancellation and also to the governing body of the competition as appropriate.

### **RULE 25: RESULT STATUS OF TERMINATED GAMES**

Rec. Level: In the case of games abandoned before completion of regulation time due to any reason other than the misbehavior by any party, the status of the game shall be resolved as follows:

Abandonment in 1st Half:	Game to be replayed at later date.
Abandonment after end of 1st Half:	Game score to stand at time of abandonment.

Where a game is abandoned due to misbehavior of one team's participants or supporters, the game will be awarded to the innocent team and a score of 3-0 is recorded.

In any case where a game is abandoned in the judgment of the referee due to the misbehavior of both teams, the game shall be forfeited by each team which shall register a score of 0-3 on its record.

Classic/Academy Level: In cases of abandoned games in which a Classic team is involved, the match status shall be determined by the rules of the governing body of the competition in which the Classic team is a participant.

### **RULE 26: PHYSICAL ASSAULT**

Any incidence of physical or verbal assault by a player or member of the Association on an FSA representative relating to the conduct of the latter's duties shall be reported immediately to the Executive Committee. The accused individual shall be required to appear before a Review Committee of not less than 4 persons appointed by the President. Failure to attend such meeting will result in the automatic suspension of the individual from all Association activities until the matter is resolved.

**RULE 27: REGISTRATION VIOLATIONS**

Any violation of the rules of registration by teams operating within the auspices of the FSA shall be referred to the Executive Committee for review. Decisions of the Executive Committee in such cases shall be determined by the relevant SCYSA guidelines.