

# PREFACE

This manual sets forth the objectives, policies, rules, and procedures for Braddock Road Youth Club (BRYC) Recreational Soccer.

**Part I:** Describes the objectives, policies, rules, and procedures that are applicable to BRYC Recreational Soccer

**Part II:** Describes the rules and procedures that pertain to the Executive Committee (EXCOM) and the duties and responsibilities that pertain to the individual EXCOM members

In case of conflict or omission between this manual and other recreational soccer manuals, handbooks, or forms, this manual takes priority in resolving any discrepancies.

Nothing in this manual should be considered unchangeable or a complete guide to dealing with every possible circumstance that might arise within Recreational Soccer. Rather, it is a guide to fulfilling the objectives of BRYC Recreational Soccer.

## **RECORD OF CHANGES**

February 10, 2010 – Reformatted, revised, and published.

March 23, 2010 – Added Section VI DD: Lightning Safety

July 15, 2010 – Updated Section VI BB: Coach Training and Certification

March 25, 2014 – Revised Section VI AA: All-Star Procedures

**PART I: POLICIES AND PROCEDURES  
FOR BRYC RECREATIONAL SOCCER**

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## I. INTRODUCTION

Soccer is a game for youth of all ages. The key words are:

### **SPORTSMANSHIP - FUN - CHALLENGING SKILLS - FAIR PLAY**

All that the player needs is organization and coaching. This part contains the general policies that provide the basis for accomplishing this goal.

Above all, we must ALWAYS remember that BRYC Recreational Soccer is for the YOUTH who play soccer. It is for them that we operate and to whom we dedicate this manual.

## II. GLOSSARY OF ABBREVIATIONS

DC	Deputy Commissioner
EXCOM	Executive Committee
FIFA	Federation Internationale de Football Association
LD	League Director
NCSL	National Capital Soccer League
ODSL	Old Dominion Soccer League
USSF	United States Soccer Federation
USYSA	United States Youth Soccer Association
VYSA	Virginia Youth Soccer Association
WAGS	Washington Area Girls Soccer League

## III. OBJECTIVES

### A. General Objectives

- Learn and practice good sportsmanship
- Learn soccer techniques and skills
- Improve basic athletic ability
- Have fun

### B. Specific Objectives

1. Provide the proper atmosphere for good sportsmanship and take appropriate action for those who do not practice the tenets of good sportsmanship at all times.
2. Provide progressive improvement of the basic athletic abilities of players.
3. Improve the basic coaching techniques and skills of volunteer coaches and interested parents.

4. Provide an administrative staff of volunteers to accomplish the objectives of BRYC Recreational Soccer.
5. Follow, as much as possible, FIFA laws. The Executive Committee (EXCOM) shall interpret and provide rulings on their application and publish exceptions to these policies and rules.

#### **IV. POLICY PROCESS**

**A. Purpose.** To establish the process for formulating and modifying policies of BRYC Recreational Soccer.

**B. Definition.** The policy process is the administrative mechanism that ensures that realistic and meaningful policies are established, reviewed, and updated in order to assist the effective management of BRYC Recreational Soccer.

**C. Organization and Responsibilities.** Figure 1 illustrates the organizational relationship of those who principally execute the Recreational Soccer policy process. The Commissioner is the principal figure in the policy process, but the Deputy Commissioners, League Directors, Directors, and Coordinators have important and active roles. Each can propose revisions to policies, rules, and procedures.

**D. Policy Changes.** The EXCOM member will submit to the Commissioner and the EXCOM a proposal for new or revised policies. New or revised policies are incorporated into Recreational Soccer according to the following approach:

1. The proposed new or revised policy is presented to EXCOM members at a regularly scheduled meeting of the EXCOM.
2. Following a review and discussion of the proposal(s), the EXCOM will vote to adopt, modify, or reject the recommendation(s). The final vote may be postponed until the next regularly scheduled meeting of the EXCOM in order to obtain more information on the proposal(s) and its (their) impact on BRYC Recreational Soccer. A majority vote of those present decides the outcome of the vote.

## V. CONDUCT

- A. General.** All participants in BRYC Recreational Soccer (EXCOM members, players, coaches, officials, and spectators) are expected to conduct themselves in accordance with the principles of good sportsmanship and appropriate behavior and will comply with BRYC policies, rules, and procedures.
- B. BRYC Code of Conduct.** BRYC Recreational Soccer competition will be governed by the principles of good sportsmanship. All participants will practice the principle that a reputation is built not only on playing ability but also on sportsmanship. The code applies at both practices and games.

### Coaches and Players.

- Each coach will ensure that his/her conduct sets the proper example for team members and spectators. Each player will ensure that his/her playing conduct is that of a young lady or gentleman fairly competing to the limits of his/her ability.
- Both will know the *Laws of the Game* and abide by them. Coaches are to instruct teams in such a way as to motivate each player to compete according to the *Laws*.
- Both will show respect for officials. Coaches are to refrain from questioning official decisions, especially in a disrespectful or abusive manner. Players are to refrain from addressing officials or commenting on their decisions.
- Both will show respect for the coaches and players of the opposing team and demonstrate appropriate gestures of sportsmanship at the conclusion of a game. Be humble and generous in victory and proud and courteous in defeat.
- Both will maintain control of emotions and refrain from using abusive language or profanity, humiliating remarks, and/or gestures of ill temper, or physical assault upon another player, coach, official, or spectator.
- Both will follow all field/facility rules and regulations, respecting the property of others.
- Coaches will ensure that team spectators conduct themselves with sportsmanship and maturity while in attendance at game sites and assist the game officials in maintaining control of spectators.



- Any BRYC coach who violates the soccer policies, laws, or procedures will be subject to dismissal or denial of future coaching within BRYC.
- If a parent on the sidelines causes a coach to receive a caution or sending-off (yellow or red card), the coach will have to take the penalty and any suspension.
- If a parent causes a coach to be sent-off (red card), the coach must sit out the minimum suspension (the remainder of that game and the next game).
- If an official is physically assaulted, the Club will remove the coach from the program if he/she is the offender. If a player is the offender, he/she will be removed from the program. If a parent is the offender, he/she will be barred from all BRYC soccer-related activities, as may his/her children if the Commissioner sees fit.
- If a coach and/or player is assaulted on the game or practice field, all participants will be suspended, pending an investigation by the Commissioner. The Commissioner may bar those involved from participating in the program.

### **Spectators.**

- Will ensure that their conduct shall reflect courtesy, sportsmanship, good citizenship, and a positive example for the players.
- Will show respect for the *Laws of the Game*.
- Will show respect for officials and refrain from questioning decisions or from addressing them.
- Will cheer for their team in a positive, supportive manner, refraining at all times from making hostile, negative or abusive remarks about the opposing team or their own team's players.
- Will enter field/facility quietly, refrain from coming into the playing area or from throwing foreign objects or other material into the area, and exit in an orderly manner at the conclusion of the event.
- Will follow field/facility rules and regulations, respecting at all times the property of others.
- Will demonstrate appropriate gestures of sportsmanship at the conclusion of a game, win or lose.

- Will be responsible for ensuring that their children do not violate these codes.

### **Officials.**

- Shall maintain the utmost respect for the game of soccer.
- Will conduct themselves honorably and maintain the dignity of their positions.
- Shall honor a contractual obligation.
- Will endeavor to attend local meetings and clinics so as to best know the *Laws of the Game* and their best interpretation.
- Will strive to achieve maximum teamwork with their fellow referees and assistant referees.
- Shall be loyal to fellow referees and assistant referees and never knowingly promote criticisms of them.
- Shall be in good physical condition.
- Will control the players effectively by being courteous and considerate without sacrificing firmness.
- Shall assist fellow officials to better themselves and their work.
- Shall not make statements about any game except to clarify an interpretation of the *Laws of the Game*.

### **C. Conduct at Games.**

1. League Directors. League Directors are expected to monitor the conduct of the games and to assist in maintaining proper decorum.
2. Players, Coaches, and Spectators. Coaches, in addition to teaching skills, will impress upon players a sense of sportsmanship, fair play, and mutual respect for others. One of the most effective methods for instilling this sense is personal example. Experience has shown that the behavior of spectators can best be controlled by the coach of the team for which they are providing support. Referees are authorized to terminate a game when spectator interference is such as to prevent the proper conduct of the game.

While each coach is held personally responsible for the attitude and behavior of his/her team members and their spectator supporters during the conduct of the game, the referees have primary responsibility for maintaining overall discipline and decorum on the playing field and action taking place on areas adjacent to the field which have a direct bearing on the conduct of play. In carrying out their responsibilities, referees will ensure that they control players and others in a courteous and considerate manner without sacrificing firmness. All referees involved with the BRYC Recreational Soccer Program are expected to adhere to the spirit of the USSF/FIFA Referee Code of Ethics.

Competing teams, with affiliated spectators, will occupy opposite sides of the field. "Home" and "Away" status and the side each is to occupy will be designated by the League Director and indicated on the league's game schedule.

A team's area is bounded by a line parallel to the touch line and extending 15 yards in each direction from the half-way line, on the team's assigned side of the field. Coaching from outside this area during a game shall not be permitted. If persistent infractions occur, the referee shall stop the game and warn the offending coach. The referee will award an indirect free kick against the offending team at the point where the ball was at the time the infraction occurred. Continued violations by the coach or assistant coach will result in the coach being sent-off from the field.

Spectators must stay within the spectator area parallel to the touchlines. Only the coach may be in the area between the spectator box and the touchline. This aids Assistant Referees in maintaining a clear line of sight and leaves a clear space for throw-ins. In no case are coaches or spectators to be between the penalty line and the goal line or behind the goals or end line. Coaches are responsible for ensuring that they and their team's spectators remain within the circumscribed area. Continued violations by the coach, assistant coach, or spectators will result in the coach being sent-off from the field.

No one may enter the field of play at any time without the referee's permission.

Referees will use that amount of discipline required to control players, coaches, and spectators, so as to ensure the proper conduct of the games. Available to referees for control of players, coaches and spectators is a variety of actions, based on FIFA Laws, ranging from verbal warning to a caution (yellow card) and sending-off (red card) from the game. Cautions and sending-offs precipitated by spectator actions

will be addressed and credited to the coach, who will depart the field and/or sit out games, as necessary, in accordance with BRYC rules.

Any referee issuing a caution or a send-off to a player or coach will record the individual's name, offense, team, date, and location, and report same to the Referee Director, who in turn will notify the appropriate League Director. The League Director will inform the appropriate Deputy Commissioner immediately when a coach receives a yellow or red card. A player or coach who receives a red card will be sent-off from that game. If a player is sent-off, his/her team may NOT substitute for that player. The referee may require that player or coach to leave the site of the playing field or subject his/her team to forfeit the game. The sent-off player or coach will also not be permitted to play or coach in the next game played by his/her team. If a red card is issued at the last game of the league season, the red card will carry over into the following season.

If a player or coach is issued a second red card, the League Director will refer the individual to the Commissioner for further disciplinary action. The Commissioner will assemble a Discipline/Sanctions Panel to review the case. The player's family or coach, and all others concerned, will be notified within five (5) days of the decision reached.

In the case of serious or repeated infractions by players or coaches, the appropriate League Director will follow the procedures listed under Players' Discipline and Coaches' Sanctions.

3. Unreasonable Conduct. The Recreational Soccer Program's mission is to provide an enjoyable, age-appropriate, developmental environment for playing the game of soccer. While it is understandable that tensions can exist in any competitive endeavor and produce undesirable results, it is recognized that incidents may occur that will exceed the limits of acceptable conduct, outside the scope of this manual. It is mandatory that, under such circumstances, rational and level-headed judgments be made that reflect the fact that BRYC operates for and with the youth. Accordingly, if, in the opinion of the referee, a player is found guilty of serious foul play or violent conduct, the offending player will immediately be sent-off from the game (red carded). No substitution from the offending player's team may be made. At the conclusion of play, the referee will forward the name of the offending player to the Referee Director, who will immediately inform the appropriate League Director, Deputy Commissioner, and the Commissioner. An automatic one-game suspension for the offending player will be imposed. Further disciplinary action may be considered. In all violations of FIFA Law 12 and its Board Decisions, a review shall occur as soon as practical, but a final decision shall be determined and sanctions rendered within 14 days or

prior to the next game in which the offending player is eligible to play, whichever is sooner.

4. Alcohol, Illegal Drugs, & Tobacco Products Policy. No BRYC player, coach, official, parent, or any spectator will use alcohol, illegal drugs, or tobacco products at any field during any event in which BRYC is a participant.
5. Animals. In accordance with Fairfax County Public School regulations, and for the safety and health of all players, coaches, officials, and spectators, no dogs or other animals (other than service animals) will be allowed at any field during any event in which BRYC is a participant. (adopted 4/24/01)

#### **D. Discipline and Sanctions.**

1. Players' Discipline. If a player is unruly or presents persistent problems for a coach and will not respond to the coach's request to behave in an appropriate manner, the coach may insist that the player's parent/guardian attend practices and games. If the problem is severe, the coach can keep the player from practicing or playing in a game. Coaches taking such action must inform the League Director and the player's parent/guardian before taking the action, or when that is not possible, within 24 hours of taking action. Any incidents of violent conduct, serious foul play, cautions, sending-offs, or other violations of the BRYC Code of Conduct will be reviewed to determine if additional penalties should be imposed, to include suspension or dismissal from the BRYC Recreational Soccer Program.
2. Coaches' Sanctions. Coaches, as representatives of the BRYC Recreational Soccer Program, are expected to conduct themselves in accordance with the BRYC Code of Conduct in such areas as comportment, behavior, speech, and action, as well as to follow all the rules and regulations of the BRYC Recreational Soccer Program as outlined in the *Policy and Procedures Manual*. If coaches do not conform to these expectations, then the Club has the right and duty to impose sanctions. Such sanctions may include but are not limited to forfeiture of game(s), suspension, or dismissal from the BRYC Recreational Soccer Program.
3. Parent, Guardian, and Spectator Sanctions. Parents, guardians, and spectators are expected to conduct themselves in accordance with the BRYC Code of Conduct, the Standards for Players, Parents/Guardians, and Spectators, and adhere to the rules and regulations of the BRYC Recreational Soccer Program as outlined in the *Policy and Procedures Manual* and *Parents' Handbook*. If parents, guardians, and spectators do

not conform to these requirements and expectations, then the Club has the right and duty to impose sanctions. Such sanctions may include but are not limited to forfeiture of attendance at game(s) and practices, suspension, or dismissal of the parent's or guardian's child(ren) from the BRYC Recreational Soccer Program. (adopted 10/24/06)

4. Discipline/Sanctions Panel. The consideration of disciplinary and sanctions issues is at the discretion of the Commissioner, who may appoint a panel to deal with the matter. The panel may be composed of the following: The Commissioner, Deputy Commissioner(s), League Director(s), Referee Director, and other members of the Recreational Soccer Executive Committee, as the Commissioner deems appropriate. Anyone directly involved in the matter in question must excuse him/herself from consideration of or adjudication on that particular issue. Sanctions and disciplinary decisions must be issued in writing. (adopted 10/24/06)
5. Adjudication Committee. The Adjudication Committee is a standing committee of at least three members nominated by the Commissioner and approved by the Recreational Soccer Executive Committee for the purpose of hearing appeals of actions taken by the Commissioner or the Discipline/Sanctions Panel. Adjudication Committee members who participated in a matter when before the Commissioner or Discipline/Sanctions Panel must recuse themselves from serving on the Adjudication Committee for that appeal. The Adjudication Committee members will elect their own Chair, who may vote when there is a tie. A quorum for Adjudication Committee meetings is three.

The Adjudication Committee is empowered to deny or uphold an appeal, vacate a decision and refer the issue back to the Commissioner for reexamination, reverse a decision, or some combination of the above. The Committee may also sustain a decision, but modify punishment to mitigate or increase the severity. (adopted 10/24/06)

6. Appeals Process. Sanctions and disciplinary decisions issued by the Commissioner or Discipline/Sanctions Panel may be appealed to the Recreational Soccer Adjudication Committee. The appeal cannot be based solely on the fact that the appellant is unhappy with the decision and is seeking a retry of the matter. The appeal must be based on any errors in process, procedure, or precedent that the appellant believes the Commissioner or Discipline/Sanctions Panel made in reaching the decision. The appellant may demonstrate that relevant facts were ignored or misconstrued in the original fact-finding process, or that there was no reasonable evidence to support the decision.

The appellant, within seventy-two (72) hours of receiving written notice of a sanction or disciplinary decision made by the Commissioner or Discipline/ Sanctions Panel, must send a written appeal by certified mail to: BRYC Recreational Soccer Adjudication Committee, P.O. Box 2084, Fairfax, Virginia 22031. The appeal must cite the errors made by the Commissioner or Discipline/Sanctions Panel in reaching the decision, the remedy requested, and include the appeal fee of \$100, payable by check to BRYC. If the appeal is upheld, the fee will be returned; if the appeal is denied, the fee will remain with BRYC.

Any sanction or other disciplinary measure imposed by the Commissioner or Discipline/Sanctions Panel remains in effect during the appeal process unless temporarily set aside by the Adjudication Committee.

Upon receipt of an appeal, the Chair of the Adjudication Committee, or designated alternate, will review the appeal to determine if it was properly filed and the nature of the matter being appealed. If the Chair determines that an appeal is validly submitted, he/she will initiate action to resolve the issue. This may be accomplished by consulting other Adjudication Committee members by telephone or e-mail, convening a meeting of the Committee, or convening a hearing. The Chair will contact the appellant, the Commissioner, and the Discipline/Sanctions Panel and set a date when all written materials to be considered in the appeal must be received.

If a hearing is deemed appropriate, the Committee will meet within fourteen (14) days of receipt of the appeal unless a delay is needed for good cause. The Committee will request to hear from the appellant, the Discipline/Sanctions Panel, and the Commissioner. Written statements to be used in the hearing must be in the hands of the Chair at least forty-eight (48) hours prior to the hearing. The Chair may waive this requirement for good cause.

Upon resolution, the Chair will notify the appellant, the Commissioner, and the Discipline/Sanctions Panel of the decision. Decisions of the Adjudication Committee are final within BRYC Recreational Soccer. The next avenue of appeal is to the BRYC Board of Directors. (adopted 10/24/06)

## VI. POLICIES AND PROCEDURES

- A. General.** Recreational Soccer is responsive to the BRYC Board of Directors through the Commissioner. Its objectives, policies, rules, practices, and procedures must parallel those of the BRYC Board. With the exception of on-the-field officiating, all support of Recreational Soccer is dependent on volunteers (parents, guardians, or other interested persons).
- B. Structure.** The Recreational Soccer structure, as shown in Figure 1, will continually be reviewed to ensure that it supports the objectives.
1. The Commissioner administers the Recreational Soccer program and has a permanent position on the BRYC Board of Directors.
  2. Recreational Soccer operations are supervised by the Deputy Commissioners (DCs) through the League Directors (LDs). The leagues (age groups) are not autonomous. While LDs are delegated the authority to manage their leagues within BRYC guidelines, under the supervision of the appropriate DC, the overall responsibility remains with the Commissioner.
  3. Recreational Soccer will consist of two divisions (Junior and Senior) with leagues (or age groups) of at least four teams each. If a league consists of ten or more teams, the league may be split into two divisions, at the LD's discretion.
- C. Staff Recruitment.** The Commissioner has the responsibility to recruit his/her functional Coordinators, Directors, and DCs. The DCs have the responsibility to recruit LDs. The LDs have responsibility to recruit coaches.
- D. Officials Recruitment.** The Referee Director has the responsibility for recruiting officials (referees and assistant referees) and necessary assistants.
- E. Risk Management.** BRYC is committed to providing a safe environment for its members and participants, and to preventing abusive conduct in any form. Every member of this organization is responsible for protecting our participants and ensuring their safety and well-being while involved in sponsored activities. We encourage parents to become as active as possible in sponsored activities, games, practices, and other events. The more the parents are involved, the less likely it is for abusive situations to develop.

BRYC Recreational Soccer will not knowingly recommend or knowingly allow for placement in a position that would involve direct contact with a child any person who has: (a) been convicted of any felony, crime of violence, or



crime against a person; (b) an arrest record for any offense involving sexual misconduct; (c) a documented or demonstrated history of drug abuse or alcohol abuse within the past five (5) years; (d) failed to complete the Risk Management Disclosure (or Kidsafe) Form; or (e) demonstrated a pattern of behavior that would have a detrimental effect on children.

To aid in providing a safe environment for our players, participants, and staff, we appoint all coaches, officials, and volunteers--and anyone else affiliated with our organization--as protection advocates. Every member of this organization is responsible for reporting any cases of questionable conduct or alleged mistreatment toward our members by any coach, official, volunteer, player, parent, sibling, or spectator.

1. Gathering Information. A standard BRYC Risk Management Disclosure Form will be completed by all club members who have regular contact with children, including, but not limited to, the following: Coaches, assistant coaches, substitute coaches, trainers, administrators, and other volunteers who have direct contact with players. The BYRC Risk Management Disclosure Form will be valid for one (1) season. Those completing the form shall agree to be subject to a yearly sensitive criminal history check as a condition of their participation in any BRYC program. Volunteers also must present a valid driver's license to verify the accuracy of the name and date of birth they provided on the Risk Management Disclosure Form. No volunteer will be accepted into the program and no rosters or other materials will be distributed until and unless a criminal background check has been completed, the results reviewed, and the volunteer is approved.
2. Guidelines For Handling Information.
  - a. Information Discovered During Criminal Background Check Before Affiliation with BRYC: The Commissioner or his/her designee will review the results of each criminal background investigation before any coach, assistant coach, substitute coach, trainer, administrator, or volunteer may assume responsibilities, begin practices, hold team meetings, or otherwise interact with BRYC players. The Commissioner will provide the BRYC Risk Manager with the results of all criminal background investigations within a reasonable period of time. If any investigation reveals any of the enumerated causes for disqualification, the Commissioner will immediately notify the affected individual and bar that individual from any further involvement in BRYC activities.
  - b. Misconduct Discovered While Affiliated with BRYC: The club will respond quickly to any and all allegations of abuse within this organization. In the event that any BRYC member learns of an

allegation that could potentially disqualify a currently serving coach, trainer, administrator, or other volunteer from further participation in BRYC activities, that allegation must be reported immediately to the Commissioner. The alleged offender will be notified of such allegations promptly. Any person accused of misconduct that would result in disqualification from participation in BRYC activities, or who engages in inappropriate behavior, will be suspended by the Commissioner until the matter is resolved.

- c. Appeal: Persons who are barred, disqualified, or suspended from BRYC activities by the Commissioner may appeal through the BRYC Risk Manager to the Risk Management Committee. The BRYC Risk Manager is an individual appointed for a period of up to two (2) years by the BRYC Board. The BRYC Risk Manager will promptly evaluate the results of the criminal background investigation/alleged disqualifying behavior and the Commissioner's recommendation. The Risk Manager will report the matter to the BRYC Risk Management Committee. The BRYC Risk Management Committee is a three (3) person body, appointed by the BRYC President for a term of one (1) year. This committee will provide notice to the disqualified party of the disqualifying factor(s) and an opportunity to be heard. After considering all of the evidence, to include recommendations of the Commissioner and BRYC Risk Manager, the Risk Management Committee may, upon unanimous vote, grant the appeal and allow full participation in BRYC activities. The Risk Management Committee's decision will be binding.

The Risk Management Committee also may, upon application through the BRYC Risk Manager, consider the case of any barred, disqualified, or suspended person who seeks conditional or limited participation in club activities. The Risk Management Committee may, upon unanimous vote for good cause shown, allow such person to be involved in such BRYC activities as the committee may deem appropriate.

- d. Reinstatement: A person who is accused but later cleared of charges may apply to be reinstated by the Commissioner. Reinstatement is not a right, and no guarantee is made that he or she will be reinstated to his/her former position. In the event reinstatement is denied by the Commissioner, the affected party may appeal to the Risk Management Committee for reinstatement. A unanimous vote of the Risk Management Committee is required for reinstatement. The Risk Management Committee's decision will be final.
- e. Privacy: Since criminal histories are a matter of public record, and the fact that the person involved may be asked to step down from their

role with BRYC, BRYC will not guarantee that this type of information, once discovered, will be kept confidential.

**F. Guidelines for Appropriate Behavior.** The following guidelines of behavior and procedures are established for our staff, volunteers, and participants. All members of this organization, as well as parents, spectators, and other invitees, are expected to observe and adhere to these guidelines.

1. Abuse of any kind is not permitted within our organization. This means we do not tolerate physical, sexual, emotional, or verbal abuse or misconduct from our players, coaches, officials, volunteers, parents, or spectators.
2. Physical and sexual abuse, including, but not limited to, striking, hitting, kicking, biting, indecent or wanton gesturing, lewd remarks, indecent exposure, unwanted physical conduct, any form of sexual conduct or inappropriate touching, are strictly prohibited within our organization.
  - a. Physical Conduct
    - i. Adults and others in positions of authority must be aware that physical contact can be misinterpreted. Physical contact should be limited to that necessary to teach a skill, treat an injury, or console or congratulate a player. Physical intimidation, physical punishment, or threatening a player with physical harm are not appropriate behaviors and will not be tolerated. However, reasonably requiring players to do push-ups, running, or the like for misbehavior would not likely be considered inappropriate.
    - ii. Sexual contact of any kind between adults and players is prohibited whether or not the contact is consensual.
    - iii. Hazing or any type of initiation to a club or team is prohibited.
    - iv. Corporal punishment is prohibited.
  - b. Social Conduct
    - i. Supervision: Adults must be prudent when participating in team social activities. Proper, non-provocative attire will be worn at all BRYC-sponsored activities. One-on-one contact between an adult team representative and any player must be conducted in the view of at least one other adult. A minimum of two adults, at least 21 years of age, must be at each team activity, to include practices, games, and parties.
    - ii. Chaperone Ratio: When traveling overnight with youth participants, children who are not lodged with their parent(s) should be paired up with other children of the same gender and similar age group, with chaperones in separate but nearby rooms. Adults should respect the privacy of players. If showering or

changing room facilities are available, schedules should be made such that adults and children have separate use.

3. Emotional abuse or verbal abuse is also prohibited. These include, but are not limited to, such forms of abuse as: Insulting, threatening, mocking, demeaning behavior, or making abusive statements in regard to a person's race, gender, religion, nationality/ethnicity, sexual orientation, or age.

Language:

- a. Offensive or vulgar language, to include name-calling or harassment of a player, coach, official, or spectator, by adults or children, is unacceptable. BRYC events, including games and practices, should be family oriented events. Adults should model positive communication skills.
- b. Language that is denigrating in nature, content, or tone or refers to one's gender, race, national origin, disability, sexual orientation, or religion in a denigrating or negative manner is not acceptable.
- c. Inappropriate language or threatening language used toward an official, coach, player, parent, or spectator may be grounds for removal from a game or the premises or both.

#### 4. Health and Well-Being

- a. Adults share the responsibility for the player's health while at practices, scrimmages, and games. Adults should have a player's medical release forms and medical kits with them at all times. Coaches should have an emergency plan in place so that if someone is hurt in a practice or a game, the coach knows who to call, where emergency personnel might take the injured party, and how to contact family members.
- b. First aid
  - i. In the event of a medical emergency, appropriate action must be taken immediately.
  - ii. It is recommended that each coach and/or program administrator have a first aid kit at the game/practice site at all times.
  - iii. The first concern is always to make sure the player is not seriously injured. Never move a player who may have internal injuries. If serious injury is suspected, clear the field or court and summon medical help. It is recommended that standby medical help be present at all tournaments.

- iv. If it will not hurt the player more, remove him/her from the field or court to the sidelines away from spectators.
  - v. Officials will not allow a player to participate in a uniform that has blood on it. It is recommended that extra clothing be carried as a precaution. Many referees will allow a T-shirt of the same color as the jersey to be worn should an accident happen.
- c. Any head injuries resulting in disorientation should result in a player remaining out of the game.
  - d. Any bleeding that occurs must be administered to with latex gloves and properly sterilized bandages. All bleeding must be stopped prior to re-entering the game. Any bandages, uniforms, or other items that have come in contact with the blood must be properly disposed of.
  - e. Adults transporting players must model safe driving techniques and enforce seat belt use for all vehicle occupants.
  - f. The conditions of the field or facility must be conducive to safe play. Weather conditions must also be reasonably safe from lightning, high winds, or extreme temperatures.
  - g. Adults should be aware of the signs of neglect and abuse (physical, emotional, or sexual) of the players. Signs of this should be reported to the local law enforcement agency.
  - h. Never leave a player unattended.
5. Coaching Guidelines: It is the responsibility of the coach to set the standard of behavior. It is also incumbent upon the coach to control the actions of the coaching staff, players, and spectators.

To further protect our youth participants, as well as our coaches, officials, and volunteers, we strongly advise that no adult allow him/herself to be alone with a child or with any group of children during sponsored activities. In particular, we recommend that coaches or other adult members of this organization:

- Do not drive alone in a vehicle with a child participant, other than his or her own child, without permission from the other child's parent or guardian, except when required by medical or other emergency.
- Do not take a child alone to the locker room, bathrooms, or any other private room.
- Do not provide one-on-one training or individual coaching unless another adult is present.

- Have all conversations with youth participants within view of others, in the gym or on the field, not in a private location or office.
- Do not socialize individually with youth participants outside of team- or league- sponsored or parent-approved activities.

**G. Liability and Conduct/Medical Release Forms.** The Liability and Conduct/Medical Release Forms are an essential protection for players, parents, coaches, and BRYC Recreational Soccer staff (see Figure 2). All parents or legal guardians are required to complete and sign these forms for each player. Players who are 18 years of age at the time of registration are required to co-sign their own forms with their parent or legal guardian. The purpose of the forms is to briefly explain BRYC Recreational Soccer policies pertaining to players' safety, parent/guardian and player conduct and liability, and to authorize emergency medical treatment.

While BRYC Recreational Soccer strongly stresses safety, there is always the possibility of injury. Therefore, forms must be completed and signed, and coaches must have the completed forms with them at all practices and games. The liability and conduct form must be signed. However, if a parent/guardian chooses not to sign the medical authorization form, he/she must be present at all practices and games in case a need for emergency treatment arises. Coaches may not permit a player to participate in a practice or game without a signed medical release form, or, alternatively, a parent/guardian at the field at all times.

**H. Registration.** A parent or legal guardian must properly fill out the registration form (either in electronic or paper format) and pay the registration fee prior to a child being able to practice and play on a team. Eligibility is determined by date of birth.

1. The LD is responsible for the registration of all players in his/her age group. Coaches are not permitted to register players. A player is not considered registered until he/she has completed all application requirements with the appropriate LD and submitted payment.
  - a. Proof of age may be requested by the LD.
  - b. Play-ups are discouraged and may only be considered when the player's date of birth is within 60 days of the age group cutoff. The DC or Commissioner will only consider requests for play-downs when accompanied by appropriate medical documentation.
  - c. The LD may allow players to pre-register for the upcoming season through completing registration forms and submitting payment in advance of the published opening of registration for that season.

2. EXCOM members and head coaches who are volunteering for the season may register one (1) child at a discounted rate. A refund will be made to qualifying head coaches and EXCOM members once the season has begun. If the parent/guardian does not fulfill the commitment to volunteer, he/she must reimburse Recreational Soccer for the balance of the registration fee. (modified 10/24/06)
3. A family registering multiple children from the same family in the Recreational Soccer program in a given season will be charged a maximum of three registration fees for that season. If there are more than three (3) children being registered for a season, the fourth (and additional) child(ren) in the family will not be charged a registration fee for that season. Late fees will be assessed to each player in the family registering late (see below). Refunds will not be granted for withdrawals unless the number of withdrawals exceeds the number of uncharged registrations (e.g., if 4 children from a family register, only 3 registration fees are paid for those 4 children, and one child withdraws, no refund would be granted; if 4 children from a family register, 3 registration fees are paid, and 2 children withdraw and meet the refund criteria, one refund would be granted).
4. A late registration is a registration made through the website or to the appropriate LD after close of the published regular, on-time registration period for that season. A nonrefundable late charge, established by the EXCOM at \$20 per registration, will be assessed to all late registrants except those who did not reside in the area during the designated registration period. (modified 1/28/05)
5. A waiting list may be maintained when there are more players who wish to register than can be assigned to teams (usually based on availability of coaches and/or field space). (modified 1/07)
  - a. If a league is "closed," meaning all available slots on the teams for that season are already filled, and a player wants to be put on a waiting list in case openings become available, the player may register on a wait list for a nonrefundable fee of \$10. If a place becomes available, the \$10 fee will be applied to the registration fee for the season. If no place becomes available or if the player chooses not to accept an available placement, the \$10 fee will not be refunded.
  - b. Any available slots will be offered to players based upon their order of registration. If an opening develops on a team and a player at the top of the list refuses to play on that particular team, his/her name will be put at the end of the list and the slot will be offered to the next name on the list.

6. A player may withdraw from the program at any time. Refunds will be issued in accordance with the refund policy below.

**I. Refunds.** Limited refunds will be provided after a player is registered. BRYC Recreational Soccer will grant requests for refunds for withdrawal from the program as follows:

- Fall Soccer -- before August 1, for any reason.
- Spring Soccer -- before March 1, for any reason.

Between the above cutoff dates and the beginning of league play, requests for refunds will be granted for the following reasons only: medical emergency (broken arm, etc.), relocation from area, or transfer to a BRYC Travel Soccer team. After league play has begun, no refunds will be granted. (modified 10/24/06)

In all cases where a refund is granted, a charge will be deducted to cover overhead and administrative costs. The refund amount will be the same whether a player registers early, on-time, or late. No amount of a late fee will be refunded. The above dates and conditions must be strictly observed to qualify for a refund. Only the Commissioner has the discretion to waive/consider any changes to these conditions. (modified 10/24/06)

1. It is the parent's/guardian's responsibility to initiate and follow up on refund requests. A written request (e-mail acceptable) must be made justifying why a refund should be made.
2. All refund requests must be submitted to the appropriate League Director or the Registrar. The postmark or date stamp must meet the above qualifying deadlines.
3. All refunds will be processed at the end of the season.

**J. Team Organization.** Teams will be structured on the neighborhood concept. To the extent possible, housing subdivision boundaries, school district boundaries, and natural boundaries will be used to form teams. Exact "straight line" distance is not an absolute criterion. Player size, skill, team preference, coach preference, previous team assignment, carpool desires, and the like have NO significant bearing on team assignment, though they may be considered. Only a coach's child has priority for assignment to his/her parent's/guardian's team. ONLY the LD assigns players to a team. LDs should not be intimidated by parents or coaches in assigning players to teams. Conditional registrations (i.e., will only play if assigned to a particular team) will not be accepted. (Under 16/19 League structure may vary from the strict neighborhood guidelines, subject to approval by the DC and Commissioner.)



1. Teams will be organized around a coach. If no coach volunteers from a neighborhood, the players in that particular area will be assigned as deemed appropriate by the LD. If a coach lives in a fringe area where he/she is not near any sizable number of players, it may be practical to assemble a composite team around that coach.
2. Players will be assigned to teams in numbers according to the current Parameter Sheet (see Figure 3). The maximum team size for the Under 16 and Under 19 Leagues is set at 21 players. (adopted 1/25/05)
3. In the Under 19 Leagues, the number of players in each age group will be distributed as equitably as practical among all teams unless a separate age-level division is established.
4. The LDs obtain approval of team rosters from their appropriate DC prior to issuing them to the coaches. Team assignments are noncompetitive and, once made, will not be changed except for the most unusual and compassionate circumstances, and then only with the approval of the DC. Vacancies that occur once team rosters are issued will be filled with players from the waiting list, if any. Players on a waiting list who cannot or prefer not to play on the team with the first vacancy are automatically placed at the end of the waiting list.
5. In the event that it is necessary to curtail the size of a league because sufficient coaches have not volunteered, a fair and equitable system for identifying players to be dropped must be applied. Registration fees for these players will be refunded in full. (NOTE: Children will not be cut from the league for lack of a coach until all previous coach and assistant coach volunteers have been contacted and have verified that they will not be a head coach.) The LD will consider the following factors, in order, to determine retention of players.
  - a. Players whose parents are participating as volunteers in Recreational Soccer, including referees, for the current season.
  - b. Players whose parents are participating as volunteers on the BRYC Board of Directors or other BRYC sports for the current season.
  - c. Players whose parents have participated as volunteers for Recreational Soccer or BRYC in the past season.
  - d. Sequence of registration (all other things being equal).

6. To the greatest extent possible, at least one active assistant coach will be assigned to each team. Assistant coaches, usually a team parent, must meet the same high standards of a coach and will be recruited by the coach of the team to which assigned.
7. Other team staff, such as team parent, is optional although it is to everyone's advantage to involve more volunteers as team coordinators. Coaches are strongly discouraged from "going it alone."
8. Team Names. Team names are at the option of the LD. However, team names must be in good taste and not advertise a commercial product or be obscene in any way.

**K. Player Eligibility.** The primary factors of eligibility for players are date of birth and compliance with registration requirements. Assignment to leagues (or age groups) is determined annually based upon age as of August 1. In addition, players will play in a league of their same gender, with the exception of the Under 5, Under 6, and Under 7 leagues, who will play coed if sufficient players are not available to create separate boys' and girls' leagues. The determination of whether a league will be combined or separated by gender is at the discretion of the Junior Division DC, with the approval of the Commissioner. The Junior Division DC may also add a League Director to the affected league as needed, with the approval of the EXCOM. (adopted 2/27/07)

1. Although a player may participate in BRYC Recreational Soccer and high school soccer during the same season, the player should be made aware of his/her commitment to each team when involved in more than one team.
2. No player will play on a Recreational Soccer team and a travel soccer team, in or out of BRYC, during the same season.
3. A player may only play and/or practice on one (1) BRYC Soccer team per season.
4. Players are discouraged from playing up. Requests for play-ups will be considered on a case-by-case basis by the DC or Commissioner, and then only when the player's date of birth is within 60 days of the age group cutoff.
5. Only players with special situations, such as physical and/or mental handicap, may play down, and then only when accompanied by appropriate medical documentation and approved by the DC or Commissioner.

6. In the Under 19 Leagues, youths who have graduated from high school may play if a commitment to abide by the code of conduct is made.

**L. Coach Recruitment.** Coaches for Recreational Soccer are recruited and selected by the respective LDs. Persons interested in participating as a volunteer coach should so indicate on the registration form or give their name to the LD.

1. LDs and DCs will, when selecting and retaining coaches, take into consideration attitudes and behavior as they relate to knowledge and understanding of leadership, wholesome competition, sportsmanship and respect for coaches; relative knowledge of soccer; and the commitment, patience, and skill required for the effective development of youth. All coaches must attend scheduled coaches' meetings and orientations.
2. When there are more volunteers for coaches than potential teams, the LD will select, in his/her opinion, the best coach(es) available. The best qualified coach is determined by his/her ability to coach that particular age group and gender and fulfill the objectives of Recreational Soccer. Tenure, experience, etc. are just some of the many factors to be considered. Coaches not selected should be encouraged to be assistant coaches.
3. Assistant coaches should, as much as possible, be as qualified as coaches.
4. Coaches are strongly discouraged from coaching more than one team. However, if coaching more than one team, the respective LDs are under no obligation to provide special scheduling.

**M. Field Assignment.** Game and practice fields will be allocated to leagues and coaches by the Recreational Soccer Field Allocation Committee, consisting of the Commissioner, the DCs, and the Fields Director. The following policy considerations will be used in allocating the limited number of soccer fields available:

- The dimensions of assigned game and practice fields will be correlated with the age groups of the players.
- League size is a determinant in the allocation of game fields.
- An effort will be made to make simultaneous practice field assignments for two teams from the same league in order to facilitate competitive practice when practice requests are compatible.

1. Teams will be assigned a minimum of one practice slot per week. A minimum of two (2) teams will be assigned to each field per practice slot. When unassigned, fringe areas may be used by any team on a first come, first serve basis. Open field slots may also be used on a first come, first serve basis. Teams are only permitted to practice on fields at times assigned to BRYC Recreational Soccer for that season.
2. Should practice field problems occur, they should be referred to the Fields Director for resolution.

**N. Field Use.** The LD is responsible for managing the setup and takedown for the playing field, as well as for the general cleanliness of the field. The LD may make very minor repairs to a non-high school field to render it playable, but should not attempt any major maintenance projects without approval from the DC and Fields Director. The Commissioner, DCs, and Referee Director are responsible for determining suitability of fields for play, due to inclement weather, prior to the particular day's start of play. The referee and LD are responsible for determining the continued suitability of the field for play. The County, Commissioner, and/or DCs can instruct any/all LDs that fields are not playable. The referee may delay or terminate any game based on consideration of field safety.

1. Field Setup.

- a. Competing teams, with associated coaches and spectators, will occupy opposite sides of the field in every instance where permitted by field boundaries. Teams will be assigned "home" and "away" status. A rotational system should be used so that teams alternate sides of the field.
- b. A field should be totally ready for play at least 15 minutes prior to scheduled game time. The LD should designate teams to be in charge of field setup and takedown on a rotating basis. The coaches should have a list of field maintenance people to accomplish the setup and takedown.

2. Field Marking/Size. Except for the modifications specified for small-sided play, all leagues will follow the FIFA rulebook in regard to marking the interior of the field. In particular, the penalty area and goal area must be as prescribed. Exterior dimensions are set according to the actual physical field size available, with regard for safety and spectator space, etc. Where practical, extreme slopes should be excluded from the field. In all cases, hazards such as storm drains must be off the pitch.

Spectator areas will be marked and shall begin one yard behind the touchline, extending 15 yards on either side of the center line.

Spectators must stay within the marked spectator areas. Only the coach may be in the area between the spectator box and the touchline. No spectators or coaches are permitted in the area between the penalty box and the goal line or behind the goal line.

**O. Uniforms.** All players will wear a Recreational Soccer uniform, which will be worn external to any other clothing. The uniform worn by each player not only designates the team but represents BRYC. As such, the uniform should be worn with pride and respect.

1. The mandatory uniform consists of the following:

- a. Team jerseys or T-shirts (royal blue and silver/gray), with number and BRYC logo, as made available by BRYC Recreational Soccer.
- b. Team socks (royal blue and silver/gray), as made available by BRYC Recreational Soccer.
- c. Solid black shorts, as made available by BRYC Recreational Soccer or provided by the player.
- d. Shin guards, to be provided by the player, are mandatory, and must be worn by all players at all practices and games--NO EXCEPTIONS. Socks must be pulled over the top of the shin guard. Shin guards should cover 80 percent of the shin and may not be altered, such as by cutting retaining straps.
- e. Goalkeeper jersey, as made available by BRYC Recreational Soccer, or a coach- or player-provided jersey which contrasts with the other players and officials.
- f. Padded shorts or pants and knee and elbow pads are recommended for the goalkeeper, but not provided by Recreational Soccer. Only approved goalkeeper headgear may be worn on the playing field (a hat with the bill made of slow-recovery foam).
- g. Appropriate footwear (sports shoes or sneakers), to be provided by the player. Any footwear is acceptable so long as the referee deems it not dangerous to the player, his/her teammates, or opponents (i.e., worn-out sections of footwear in which sharp objects may be protruding would be unacceptable). Metal cleats are forbidden.

2. Any item which may constitute a potential danger to the player(s) will not be worn.
  - a. Watches, necklaces, rings, bracelets, earrings, unzipped jackets, hats, hoods, barrettes, any metal or hard objects worn in hair, or other items that constitute a potential danger to the player and/or any other player shall not be worn. Taping over ear studs is specifically not permitted. Medical alert and religious jewelry may be worn if made sufficiently safe to the satisfaction of the referee, such as by taping to the body.
  - b. Except for that approved for the goalkeeper (hat with bill made of slow-recovery foam—standard baseball caps with long brims are not appropriate), headgear shall not be worn on the playing field. EXCEPTION: Headwear worn in accordance with religious beliefs and customs is exempted.
  - c. Players wearing glasses must use a safety strap. Safety lenses are recommended.
  - d. If a player is wearing a cast, splint, or other hard material, he/she may not participate in BRYC games without appropriate padding or covering as determined at game time by the referee. Padding should be one or two layers of slow-recovery foam taped over the cast. Players with a soft cast, cloth brace, or similar item wrapped with soft material may play at the discretion of the referee.
  - e. In judging the suitability or safety of a player's uniform and equipment, the referee has the final decision.
3. Uniform items coordinated by Recreational Soccer will be available for purchase at the time of registration. A small quantity of uniform items may also be available for purchase immediately prior to the beginning of each season. Parents/guardians will be responsible for contacting the Uniform Director to arrange for purchase and pickup of uniform requirements not purchased at registration. The Uniform Director, in coordination with the Commissioner and Budget Coordinator, will order and have available an appropriate inventory of uniform items.
4. The use of BRYC jerseys outside BRYC Recreational Soccer sanctioned events is discouraged. Other use of BRYC uniforms does not imply BRYC approval, a sanctioning of the team, or liability for that team or any of its players or coaches on the part of BRYC. (adopted 11/25/03)

**P. Equipment.** At the beginning of each season, equipment is issued to the LDs and coaches according to the following guidelines/procedures.

1. The LDs will have the following equipment for each league:
  - 2 goal nets, 1 net bag, net stakes, and Velcro ties (for Under 9/10 and older leagues); or PVC goals and nets or Pugg goals (for Under 7 and Under 8 Leagues), or 4 Micro Soccer triangular cones and flags per field set-up (for Under 5 and Under 6 Leagues)
  - 4 corner flags (for Under 9/10 and older leagues)
  - 1 field liner
  - marking paint
  - first aid kit
  - trash can
  - bulletin board
  - tape measure
  - measuring line (if requested)
  - step ladder (for Under 9/10 and older leagues)
  - 1 ball bag for each team
  - 5-6 soccer balls for each team (including 1 game ball)
  - 1 goalkeeper jersey for each team (for Under 9/10 and older leagues)
  - practice vests for ½ each team's roster
  - cones/disks
2. Each LD should designate a person(s) in the league to be responsible for the league equipment and will schedule the setup and takedown of the field each week. The distribution of equipment is at the discretion of the LD.
3. Each coach will have the following equipment for his/her team:
  - 5-6 soccer balls (including one game ball)
  - 1 ball bag
  - 1 goalkeeper shirt (for Under 9/10 and older leagues)
  - practice vests for ½ the team's roster
4. The leagues will use ball sizes according to the following schedule:
  - Under 5 through Under 8 Leagues use a Size 3 ball
  - Under 9/10 through Under 12 Leagues use a Size 4 ball
  - Under 14 and older leagues use a Size 5 ball
5. At the end of each season, the LD will collect all equipment from the coaches and return it to the Equipment Director. LDs should identify any equipment needing repair or replacement.

**Q. Officials.** Officials will be certified as qualified by the Referee Director. They will be compensated as scheduled on a graduated basis governed by length of halves of the game and the number of officials assigned.

1. Officials scheduled for a game are expected to report to the field no later than 20 minutes prior to the scheduled starting time. Each game should begin within five (5) minutes (10 for BRYC-Vienna scheduled games, or 15 for HSGHSL and SFL scheduled games) of the scheduled time or five (5) minutes following the end of the previous game, whichever is later. In the event that an official fails to appear, the coaches shall contact both the Referee Director and the League Director. Every attempt should be made to play the game as scheduled. In the event that no referee can be provided by the Referee Program, both coaches must agree on a substitute official. If both coaches do not agree on a substitute official, the game will be rescheduled. No game protest will be allowed once the coaches have agreed to play the game. In the case of substitute linesmen, the referee will ensure that they are properly oriented as to what is expected of them.
2. Officials will use judgment and discretion in the interest of safety and fair play, tempered by the abilities of the players and conditions of play in each of the leagues. The emphasis will be on instruction and fun.
3. Referees will check the players' uniform, field equipment, and enforce field spectator areas through the coach.
4. At least one referee will be scheduled for each regularly scheduled game for Under 9 and older Leagues. For the Under 8 League, one official will be scheduled for each small-sided game. Referees for the Under 7 League will be scheduled if, in the judgment of the Referee Director and the Commissioner, the number of available referees and financial resources permit. Two assistant referees will be scheduled for Senior Division games. Coaches will officiate Under 5 and Under 6 League games, and Under 7 and Under 8 League games if referees are not available. (modified 1/28/05)

**R. Season.** The specific dates for beginning and ending the season will be established and published by the EXCOM. Each season will be scheduled for no more than eight (8) regular season games so as to allow flexibility for rain dates and an all-star tournament. The soccer seasons are normally divided as follows:

- Fall -- August to November
- Spring -- March to June



## **S. Practices and Training.**

1. Preseason practice will normally begin two (2) weeks prior to the first scheduled game and shall not exceed three sessions per week. After the first game of each season, practices are limited to a maximum of two (2) sessions per week.
2. Training emphasis should be placed on having practices that are varied and geared toward the needs of the players that make up the team. Training in skills must be the top priority and should be age appropriate.
3. Clinics will be scheduled periodically for coaches, players, and parents.

## **T. Games.** Games are played according to the following parameters.

1. Scheduling. Team schedules for games are made by the LDs. Game days and game field assignments are made by the Recreational Soccer Fields Committee based upon the size of the league, length of games, and age of players.
2. Number of Players.
  - a. The Under 4 Demonstration League was established 11/25/05.
  - b. The Under 5 League will divide into smaller sub-teams for games. Simultaneous 3v3 games will be played according to U.S. Youth Soccer Official Rules for Small-Sided Play, as modified by BRYC. (Under 5 Demonstration League established 6/19/01) (USYS Rules effective 9/1/03)
  - c. The Under 6 League will divide into smaller sub-teams for games. Simultaneous 3v3 games will be played according to U.S. Youth Soccer Official Rules for Small-Sided Play, as modified by BRYC. (Micro Soccer adopted for Under 6 League 11/28/00) (USYS Rules effective 9/1/03)
  - d. The Under 7 League will divide into smaller sub-teams for games. Simultaneous 4v4 games will be played according to U.S. Youth Soccer Official Rules for Small-Sided Play, as modified by BRYC. (Micro Soccer adopted for Under 7 League 5/22/01) (USYS Rules effective 9/1/03)
  - e. The Under 8 League will divide into smaller sub-teams for games. Simultaneous 5v5 games will be played according to U.S. Youth

Soccer Official Rules for Small-Sided Play, as modified by BRYC.  
(USYS Rules effective 9/1/03) (5v5 parameters adopted 5/23/06)

- f. The Under 9 League will play 6 on a side according to U.S. Youth Soccer Official Rules for Small-Sided Play, as modified by BRYC. (USYS Rules effective 9/1/03)
- g. The Under 10 League will play 7 on a side according to U.S. Youth Soccer Official Rules for Small-Sided Play, as modified by BRYC, under the condition that sufficient field space is available to set up a separate Under 10 field. If field space is not available, the Under 10 League will play 6v6. (USYS Rules effective 9/1/03) (7v7 parameters adopted 5/23/06)
- h. Under 12 Leagues will play 8 on a side according to U.S. Youth Soccer Official Rules for Small-Sided Play, as modified by BRYC. Games may end in a tie. (USYS Rules effective 9/1/03)
- i. Under 14 and older Leagues will play 11 on a side.
- j. The minimum number of players for a 5x5 game is three (3). The minimum number of players for a 6x6 game is four (4). The minimum number of players for a 7x7 game is four (4). The minimum number of players for an 8v8 game is five (5). The minimum number of players for an 11v11 game is seven (7). The minimum number of players required for 3v3 and 4v4 games is left to the discretion of the game official. (modified 2/27/07)
- k. For the Under 5 through Under 10 Leagues, teams are required to play at equal strength (except for extenuating circumstances, e.g., a “blowout” as identified in Section W). If a team has the minimum number of players, the opposing team is not required to play down in the Under 12 and older leagues. (modified 2/27/07)
- l. Games shall be played as scheduled if a minimum number of players is available. If one of the scheduled teams does not show or does not have the minimum number of players five (5) minutes past the scheduled start time, the game shall be recorded as a 1-0 forfeiture. If a game is underway with the minimum number of players and a player is injured and can no longer play, the team with fewer than the minimum must forfeit and the forfeit will be recorded as 1-0.
- m. Substitutes shall enter the field of play near the halfway line when recognized by the referee during a stoppage of play.

- n. Each player will play at least one-half of each game (three quarters for U5s through U8s), regardless of his or her abilities. It is imperative that coaches assure this rule is strictly followed. Violations will result in sanctions against the coach. Should a coach not play a particular player (present for a game) because of injury, serious physical impediment, or as a result of disciplinary action, the coach must personally inform the player concerned, his/her parent/guardian, the opposing coach, and the LD prior to the start of the game.

### 3. The Play.

- a. Games will be started within five (5) minutes of the scheduled start time (with the exception of leagues involved in inter-club play, which are to start within 10 or 15 minutes of the scheduled start time, as previously noted).
- b. If one of the scheduled teams is a no-show or does not have the minimum number of players five (5) minutes past the scheduled start time (10 or 15 minutes for inter-club play), the game shall be recorded as a 1-0 forfeiture. When one team has only the minimum number of players, the opposing team is not required to play down, except in the Under 5 through Under 10 Leagues which are to play at equal strength.
- c. The goalkeeper, when in possession of the ball, shall not be contacted by an opposing player at any time.
- d. Offside will be called in all leagues (except Under 5 through Under 8 Leagues) with due regard to the knowledge and experience of the player when, in the opinion of the referee, the rule governing offside has been violated.
- e. No penalty kicks will be taken in the Under 5 through Under 8 Leagues.
- f. Under 5 through Under 8 Leagues will play simultaneous games according to U.S. Youth Soccer Official Rules, as modified by BRYC.

### 4. Game Duration.

- a. The Under 5 and Under 6 Leagues play four quarters, a maximum of 8 minutes each, with a two-minute break between quarters and five-minute break between halves. Substitutions are allowed at any stoppage of play, with the permission of the game official. (modified 1/28/05)

- b. The Under 7 Leagues play four quarters, a maximum of 10 minutes each, with a two-minute break between quarters and five-minute break between halves. Substitutions are allowed at any stoppage of play, with the permission of the game official. (modified 1/28/05)
- c. The Under 8 Leagues play four quarters, a maximum of 12 minutes each, with a two-minute break between quarters and five-minute break between halves. Substitutions are allowed at any stoppage of play, with the permission of the referee. (modified 1/28/05)
- d. The Under 9 and Under 10 Leagues play two 25-minute halves. Halftime will be five (5) minutes. Substitutions are allowed on own throw-in, any goal kick, after any goal, after an injury, at halftime, or for a cautioned player, with permission of the referee.
- e. The Under 12 Leagues play two 30-minute halves. Halftime will be five (5) minutes. Substitutions are allowed on own throw-in, any goal kick, after any goal, after an injury, at halftime, or for a cautioned player, with permission of the referee.
- f. The Under 14 Leagues play two 35-minute halves. Halftime will be five (5) minutes. Substitutions are allowed on own throw-in, any goal kick, after any goal, after an injury, at halftime, or for a cautioned player, with permission of the referee.
- g. The Under 16 and Under 19 Leagues play two 40/45-minute halves. Halftime will be five (5) minutes. Substitutions are allowed on own throw-in, any goal kick, after any goal, after an injury, at halftime, or for a cautioned player, with permission of the referee.

**U. Cancellation/Postponement.** The referees, DCs, or Commissioner have the responsibility to cancel or postpone a game because of weather, bad field conditions, bad conduct from players, coaches, or spectators, or other extenuating circumstances. Games terminated because of weather or field conditions after one-half of the game has been played will be considered to have been completed. The score of the game at the time of the termination will stand.

**V. Make-Up Games.** LDs decide which games will be replayed. The actual rescheduling of games is done only by the Field and Referee Directors in consultation with the DCs and Commissioner. There is no obligation to reschedule games, but games will normally be rescheduled if field availability, referee availability, and time remaining in the season allow for the matches to be played.

**W. Tie Games.** Regular season games are allowed to end in ties.

**X. Blowout Scores.** Blowout scores run contrary to the spirit of BRYC Recreational Soccer. This is a recreational league and the concept is to make the sport enjoyable for all the players. In no case should the final score differential exceed five (5) goals. Thus, if a team (full or minimum strength) is dominating the scoring, the coach who is leading must put into effect a strategy to create greater equality between the teams. The leading team may rotate their forwards and defenders, put their best scorer in at defense or at goal, or have the players create a passing game (such as aiming for a certain number of passes in a row). Another strategy teams can use to control scoring is to play down a player (i.e., on a substitution, bring two players off the field and only put one back on). If the team continues to score, they may play down more players, to the minimum.

**Y. Standings/Awards.** In leagues that maintain standings, determination of league standings will be based on:

- Three (3) points for a win
- One (1) point for a tie
- Zero (0) points for a loss

The team with the most points at the end of the season will receive first place, and the team with the next highest number of points will receive second place. When more than one division exists, there will be two (2) first place and two (2) second place winners – one in each division.

Awards presented at season's end, such as patches and medals, are authorized subject to EXCOM review and approval. A specially designed BRYC patch is presented to each registered player each season. Medals or trophies may be given for first and second place in each division of the Under 12 and Under 14 Leagues. There are no standings maintained nor medals given for the Under 5, Under 6, Under 7, Under 8, Under 9, or Under 10 Leagues. For those leagues that maintain standings, League Directors will post standings weekly on the league bulletin board at the game field. (adopted 8/26/03)

**Z. Tie-Break Procedure.** In the event of two or more teams having accumulated an equal number of points at the end of regular season play, the following tie-break procedure will be used:

1. Head-to-head standings.
2. Most wins.
3. Most wins in division (when two or more divisions in league).
4. Least number of goals allowed.
5. BRYC tie-break chart (see Figure 4).
6. Tie breaker (coin toss).

**AA. All-Star Procedures.** The All-Star tournament is an opportunity for BRYC to showcase our Recreational Soccer Program and to acknowledge players who have demonstrated exceptional performance. The objective of tournament participation is to demonstrate to our peers, players, and parents the quality of our program, coaches, and players. Accordingly, coaches and players are selected to represent BRYC in the tournament based upon attitude, ability, commitment, and performance.

The All-Star coordinator shall submit a schedule of All-Star events to the EXCOM at the EXCOM meeting occurring before the seasonal Coaches Meeting. The All-Star events schedule shall establish the dates for the following events:

- Prospective All-Star coach applications provided to League Directors
- League Director appoint their All-Star coaches
- Team coaches submit players nomination list
- All-Star coaches team begin team scouting and open scrimmage(s)
- All-Star coaches submit draft rosters to League Directors
- League Directors and Deputy Commissioners approve All-Star roster(s) and forward to appointed All-Star coaches
- All-Star coach notifies players of their selection
- All-Star coaches schedule practices, scheduling not to interfere with regular team practices for any player on the All-Star team

The All-Star coordinator shall inform League Directors and All-Star coaches of deadlines for amending rosters, submission of uniform sizes, birth certificates/visas, and player fees (determined by uniform, trading patch, and All-Star coaches' shirt costs) based on specific tournament deadlines.

The All-Star coordinator shall provide each League Director with an electronic copy of the All-Star policies and procedures and an All-Star schedule to distribute to their league coaches before the seasonal coaches meeting.

1. Player Nomination. All-Star players shall be identified and selected from their coach nomination list and from All-Star coach observations during open scrimmages.

- a. Coaches Player Nominations: Coaches nominations should be based on a combination of attitude, ability, commitment, and performance. Players will be nominated for 1-year age teams; i.e., coaches in league consisting of 2-year players, will submit a nomination list for each age (example U11/U12 coaches shall submit a nomination list for U11 and U12.) Each coach may nominate as many players as the coach deems appropriate, but must nominate at least two. Each team coach must provide a written list of his or her nominations to the League Director using the —All-Star Player Nomination and Rating Formll (see Figure 5). Information to be provided for each player includes the player's name, jersey number, date of birth, telephone number, position(s) played, strengths [e.g., predominate foot, ball control skills, accuracy, power, speed, game sense,

teamwork, sportsmanship, aggressiveness], and any evaluations or comments the coach deems appropriate.

The team coach will not inform players that they have been nominated to the All-Star team. Selected players will be contacted directly by the All-Star coach.

- b. Open Scrimmages: The open scrimmage is an opportunity for any player interested in being selected for an all-star team to participate in a scrimmage. This is also an opportunity for the all-star coaches to look at potential all-star players. The open scrimmage is not a try out or a practice and must be held as a scrimmage. Referees can be provided and can “create” game scenarios such as free kicks, corners, etc. during the scrimmage.

League Directors and All-Star coaches need to coordinate and organize the scrimmages in a way that allows the All-Star coach to observe without coaching. Recruiting help from Recreational coaches and/ or parents to help organize is a good idea.

- c. Open Scrimmage Procedures:
- Players check in and give their names, jersey number, and preferred position(s)
  - Players are organized into teams and allowed to play for a short period (10-15 minutes)
  - Teams are reshuffled (players put in different positions or substituted in) and allowed to play again (10-15 minutes). This can be repeated as many times as needed within the allotted time slot.
  - At the end of the scrimmage, coaches should thank players.

Coaches/organizers must be very clear that the selection of the All-Star team will be made at a later date and selected players will be notified by the all-star coach. No other information about the selection process should be discussed with the players or parents.

## 2. All-Star Team Player Selection.

BRYC recommends that at least one player from each regular season team be represented on each All-Star team. The All-Star coach may choose additional players from the list of coach nominees or select additional players based on his/her personal observations and evaluations during the open scrimmages or specific needs of the All-Star team (e.g., defenders, a goalkeeper, etc.). If the All-Star coach wishes to select a player not nominated by the coach, the All-Star coach must consult with the player's league coach as to the reasons for not nominating the player.

The maximum number of players on the All-Star team roster will be set by the tournament officials based on age grouping and other criteria. The All-Star coach is encouraged to fill all available roster spots. The number of All-Star players on a roster may not be less than two (2) below the maximum number permitted by the tournament officials. Every player must play at least one-quarter of the tournament scheduled total game time at each bracket level.

The All-Star coach may not hold tryouts in any form. However, the All-Star coach must scout games and practices, conduct and open scrimmage and/or seek evaluation of players by other coaches to assist in the selection of All-Star players. (modified 3/25/14)

Playing up within a combined league: To ensure the best representation for BRYC, playing up an age group within the same combined league is discouraged. In any combined age group league, the All-Star coach of the younger age group shall have the right of first refusal on any player selected to play in the All-Star tournament. For example, if a U11 player playing in the combined U12 league (U11s and U12s) is selected to be on an All-Star team, the All-Star coach for the U11 team shall have first option of selecting that player. If the U11 All-Star coach does not select the U11 player, the U12 All-Star coach may then select the player with the approval of the League Director and either the Deputy Commissioner or Commissioner. (modified 1/25/05)

Playing up into an older league: Players allowed to participate in an older league grouping (e.g., U16) during the regular season will not be allowed to play in a younger age group (e.g. U14) for the All-Star tournament, even if they meet the age criteria for the younger age group. (modified 1/25/05)

If a player is playing up into a higher combined league, he or she will play for the youngest age group for the league in which he or she played. For example, if a player who meets the criteria for the U10 league but is permitted to play up into the U12 league (U11s and U12s) during the regular season is selected to play in an All-Star tournament, he or she must play for the U11 team. (modified 1/25/05)

No more than five (5) players from any one regular season team age U14 and younger may play on the All-Star team. If the All-Star coach selects five players from one team but one player cannot participate in the tournament, the All-Star coach may then select a sixth player from that team if so desired, the objective being that no more than five players from any one team may be on the final roster for the All-Star team. Any exception must be approved by the League Director and either the Deputy Commissioner or Commissioner.

All-Star player selection for the U16 and U19 Girls and Boys Leagues is at the discretion of the League Director, with approval of the DC and Commissioner.

Final team rosters are subject to approval of the League Director and either the Deputy Commissioner or Commissioner.



**BB. Coach Training and Certification.** Coaches are required to participate in the VYSA Coaching Education Program by attending courses relevant to the age of the players they coach. These courses lead to the awarding of state coaching certificates at the "E" and "F" levels, and a state or national coaching license at the "D" level.

The content of the certificate and license courses is arranged progressively:

The "F" Certificate course -- the introductory course -- is available in three age-specific modules, each 5 hours long (U6-U8, U8-U10, U10-U12), modeled after the National Youth License. Attendance at all five hours will entitle the student coach to an age-specific "F" Certificate. This course is designed for parents and starting coaches who have little or no coaching education or experience.

The "E" Certificate course consists of 18 hours of instruction (including coaching practice) and is designed for coaches of young teenage players. Attendance at all 18 hours will entitle the student coach to an "E" certificate. The "E" Certificate course covers material appropriate for coaching U12 and older. The "E" Certificate course does not meet requirements for coaching players who are U10 and younger.

The "D" License course is the most advanced course at the state level. It consists of 32 hours of instruction (including coaching practice) and four hours of examination. It is a progression from the "E" Certificate course and is designed for coaches of teenage players. Completion of the "E" Certificate course is usually a prerequisite for participating in the "D" License course. The "D" License course covers material appropriate for coaching U12 and older. The "D" license does not meet requirements for coaching players who are U10 and younger.

The table below shows BRYC Recreational Soccer recommended and required coach training for each age group.

	"F" Certificate U6 – U8 Module	"F" Certificate U8 – U10 Module	"F" Certificate U10 - U12 Module	"E" Certificate	"D" License
U4 – U5	Recommended				
U6 – U7	Required	Recommended			
U8		Required			
U9		Required	Recommended		
U10		Recommended	Required		
U12			Recommended	Required	
U13				Required	Recommended
U14				Required	Recommended
U16 – U19					Required

Our intent is that coaches will attend the required training before coaching at the listed age group. However, League Directors may allow up to a one-year grace period from the time a coach first begins coaching in BRYC Recreational Soccer. Waivers beyond one year are at the discretion of the Deputy Commissioners.

Coaches may substitute certifications from other organizations, such as the National Soccer Coaches Association of America (NSCAA), or from other countries' soccer federations, if approved by the Training Coordinator, who will determine whether the training is equivalent to the required certifications.

BRYC Recreational Soccer pays for recommended and required coach training for coaches who agree to coach BRYC Recreational Soccer for at least two seasons following completion of the course.

## **CC. Grievances, Protests, and Complaints.**

1. Grievances. A grievance may originate with any individual having an interest in the BRYC Recreational Soccer Program and should be submitted to and resolved by the appropriate League Director. Unless otherwise stated in State, national, and inter-national rules, grievances will be resolved at the lowest administrative level possible in accordance with the procedures established by the EXCOM. Grievances deal with BRYC policy, procedures, and rules. The grievance process may not be used to contest game results. The League Director's resolution of a grievance may be appealed, in writing, to the appropriate Deputy Commissioner. Only matters of "grave consequence" to the Recreational Soccer Program or the community may be appealed beyond the Deputy Commissioner, i.e., to the Commissioner.
2. Protests. A protest contests the outcome of a game. Protests may originate only from the coach or acting coach of one of the teams involved in the game being contested, and must be brought to the appropriate League Director's attention within 24 hours of the game's conclusion. An appropriate record of protest issues and conversations (to include dates, times, circumstances, and parties involved) will be maintained by both parties in support of the process. If the League Director is unable to resolve the matter, or if the complainant wishes to appeal the League Director's decision, the appeal must be written and delivered to the appropriate Deputy Commissioner within 72 hours of notification of the League Director's decision. A copy of the written appeal must be given to the appropriate League Director within the same 72-hour time frame. The written protest **MUST** contain the date, time, and place of the game, the nature of the protest (which FIFA Law or BRYC rule was misapplied), and the remedy requested. Please note: Protest procedures will not be used as a referee evaluation process. Also to be remembered: Misapplication of the Laws (or rules) may be the basis for a protest; however, the referee's judgment insofar as it affects play or the outcome of a game does not form the basis of a protest. The referee's decision on points of fact regarding play is final.
3. Complaints. Complaints regarding officiating may originate only from coaches or acting coaches and may be directed either to the appropriate League Director or the Referee Director. Coaches are reminded that only by maintaining composure during the game will they retain credibility with BRYC Executive Committee members after the game.

## **DD. Lightning Safety.**

1. Lightning safety requirements apply to all outside activities, including games, practices, parties, meetings, etc.
2. Requirements: At the first instance of hearing thunder or seeing lightning, everyone will immediately seek shelter in a vehicle with a solid metal roof and metal sides or, if available, inside a large, fully enclosed, substantially constructed building. Stay inside the vehicle with windows up - do not lean on the vehicle. Do not stand under a building overhang, tree, etc. No outside activity is permitted until 30 minutes after the last occurrence of thunder or lightning.
3. Additional Information and Guidelines:
  - a. Obtain a weather report prior to practice or games. When outside, listen to weather radio if you suspect a storm is approaching.
  - b. Know that the existence of blue sky and the absence of rain are not protection from lightning. Lightning can strike as far as 10 miles away from any rainfall.
  - c. When a storm is approaching, monitor the situation carefully. No place outside is safe near a thunderstorm. The activity with the fastest rising lightning casualty rate is outdoor sports and recreation.
  - d. Assess and act on immediate risk by using the 30-30 rule: If you see lightning, and the time between the lightning and thunder is less than 30 seconds, then the lightning is likely within ten miles of you and you should seek shelter immediately. Wait at least 30 minutes after hearing the last thunder before leaving shelter. If you can't see the lightning but do hear thunder, then lightning is close enough to strike you - seek shelter immediately.
  - e. When seeking shelter, avoid the most dangerous locations: higher elevations, open areas including fields, tall isolated objects (trees, poles, light posts, etc.), unprotected open buildings (pavilions, picnic shelters, bus stops, etc.), and metal fences or bleachers.
  - f. No lightning safety policy or guidelines will provide 100% guaranteed safety; however, following these guidelines will help avoid most casualties or injuries.

## VII. BUDGET

**A. Budget Year.** The BRYC Recreational Soccer budget year is August 1 through July 31. BRYC Recreational Soccer prepares an annual budget in April that combines the Fall and Spring seasons for the upcoming year. Staff Coordinators and Directors will present a proposed budget for their area(s) of responsibility to the Commissioner and Budget Coordinator at least 30 days before the date the budget will be presented to the EXCOM. The Commissioner and Budget Coordinator will prepare the draft budget for the next fiscal year for presentation at the April EXCOM meeting. The budget as approved by the EXCOM is presented to the BRYC Board of Directors in May so that approval is accomplished prior to beginning registration for the next fall season.

**B. Income.** BRYC Recreational Soccer receives income primarily from registration fees. A fee of \$10 per player is paid to the BRYC Board of Directors, to be allocated at the discretion of the BRYC Board between club-wide administrative costs and the Capital Improvement Fund.

1. Other income includes uniform sales (which are budget neutral), a \$20 per player late registration fee, Fairfax County Referee subsidy (if provided by the county), rebate from Recreational Soccer team photos, donations (tax deductible), and sales of excess equipment and supplies.
2. Checks and cash from any source payable to BRYC Recreational Soccer must be submitted to the Budget Coordinator not later than seven (7) days after receipt. The Budget Coordinator will deposit all income into the BRYC bank account in a timely manner and submit the deposit information to the BRYC Treasurer so that the deposit may be appropriately credited to Recreational Soccer.

**C. Expense/Reimbursement Policy.** In order to obtain payment/reimbursement for expenses, the following procedures will be followed.

1. The expenditures must be approved in advance by one of the individuals occupying the following position and within the maximum dollar amount indicated:
  - Commissioner - No limit
  - Deputy Commissioners - \$75.00 limit
  - EXCOM Members - No limit if included in current approved budget for their area of responsibility
2. All requests for payment/reimbursement must be submitted using the Purchase Order form within 60 days of the time the expense is incurred

or 30 days from the end of the season, whichever comes first. Requests, with receipts attached, are routed through the Budget Coordinator, approved by the Commissioner, and submitted to the BRYC Treasurer.

3. The receipt must: 1) be readable; 2) indicate the amount expended; 3) be from the vendor; 4) show the date for delivery/expenditure; and 5) describe the nature of the expenditure.
4. BRYC Recreational Soccer participates in a revolving charge account at Kinko's Copies, 10683 Braddock Road (University Mall), Fairfax, Virginia 22032.
5. EXCOM members should review Federal and State tax laws for travel expenses incurred in providing volunteer time to nonprofit organizations.

**D. Solicitation of Bids.** Representatives of BRYC Recreational Soccer must use reasonable due diligence when spending club funds. All purchasers must make a good faith effort to obtain the needed supplies/equipment at the lowest reasonable cost. Any contract of an ongoing nature (such as provision of uniforms, recurring purchases of items of equipment, or field lining and maintenance services) should be put out for bid every three (3) years. Bids must be solicited from at least three (3) vendors for the proposed contract. Selection of a contractor will be based on pricing, quality of service/product, and ability of the vendor to meet the required availability/supply/servicing requirements outlined in the bid proposal.

## **VIII. PERSONAL LIABILITY/MEDICAL**

BRYC Recreational Soccer, through the Virginia Youth Soccer Association (VYSA), has purchased Accidental, Medical, and Liability Insurance program. A limited amount of personal liability insurance is provided as well as medical coverage for players. However, it is recommended that BRYC volunteer staff, coaching personnel, and parents/guardians review their own insurance requirements.

## **PART II: THE EXECUTIVE COMMITTEE**

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## **I. INTRODUCTION**

The BRYC Board of Directors has established that the Commissioner of each sport program in BRYC is responsible for the administration of that sport. In essence, the Commissioner has the legitimate authority to establish the objectives, policies, rules, and procedures for Recreational Soccer. The Executive Committee (EXCOM) has been established as the governing board to assist the Commissioner in administering BRYC Recreational Soccer.

## **II. RECREATIONAL SOCCER COMMISSIONER**

The Commissioner has the overall responsibility for execution of BRYC Recreational Soccer, but delegates the authority to execute it to the lowest practical level. In carrying out his/her responsibilities, he/she tends to the following duties and responsibilities:

- A. Sits as a permanent member of the BRYC Board of Directors, representing Recreational Soccer.
- B. Prepares, with input and assistance from the EXCOM, and submits a yearly budget for approval to the BRYC Board of Directors.
- C. Has the responsibility to select and maintain a stable and effective management staff, called the EXCOM, to support BRYC Recreational Soccer.
- D. Has the responsibility to determine the time, place, and date of EXCOM meetings; announce the meeting and agenda to the members at least seven (7) days in advance of the meeting date; and ensure that a reasonably detailed record of proceedings at each meeting are made.
- E. As needed, establishes membership to the Discipline/Sanctions Panel.
- F. Represents BRYC Recreational Soccer with outside organizations, including but not limited to VYSA, other soccer organizations and soccer groups (such as the Fairfax County Youth and Adult Soccer Council), governmental organizations (such as the Fairfax County Department of Community and Recreation Services), etc.

### **III. PAST COMMISSIONER**

The Past Commissioner has specific responsibility for institutional memory and policy. The Past Commissioner will assume the duties of the Commissioner in his/her absence and have full voting rights on the EXCOM. (established 8/24/04)

### **IV. EXECUTIVE COMMITTEE (EXCOM)**

The EXCOM has the responsibility, under the direction of the Commissioner, to develop whatever plans, policies, rules, practices, and procedures are necessary to the operation of a viable recreational soccer program and to supervise its execution. This body is the final authority for conducting Recreational Soccer business.

- A. The EXCOM is comprised of the Commissioner; Past Commissioner; two Deputy Commissioners (Junior Division and Senior Division); all League Directors; a Secretary; the Directors for Equipment, Fields, Referees, Registration, Training, and Uniforms; Coordinators for All-Star Tournaments, Budget, Publicity, and Website; plus any others the Commissioner feels are necessary to conduct an efficient program. All are voting members.
- B. The EXCOM reviews Recreational Soccer policies, rules, and practices during and after each season and presents and acts upon recommended changes when needed.
- C. The EXCOM is responsible for ensuring that there is an adequate volunteer structure to support its operations.
- D. The Commissioner, Deputy Commissioners, Referee Director, and League Directors may establish operating procedures which apply to their area of responsibility, provided these procedures are consistent with higher-level policies and objectives. However, all policies and procedures are subject to review and approval by the EXCOM.
- E. Other EXCOM members will prepare and keep current a written procedures booklet pertaining to their area of responsibility.
- F. The EXCOM establishes the starting and ending dates for the season.
- G. The EXCOM will meet at least eight times annually.

## **V. DEPUTY COMMISSIONERS**

The Deputy Commissioners (DCs) supervise the operation of Recreational Soccer and coordinate the communications flow between the League Directors and the EXCOM. To avoid the appearance of a conflict of interest, DCs will not coach in their own age group.

## **VI. LEAGUE DIRECTORS**

The League Directors (LDs) are the direct functional operators of BRYC Recreational Soccer. They organize their respective age-level teams and establish their playing schedule. The LDs have wide control over their respective age groups. To avoid the appearance of a conflict of interest, LDs will not coach in their own age group. At no time will a Deputy Commissioner or Commissioner operate as an LD (with the exception of a temporary or emergency fill-in for a vacant position).

- A. The LDs are responsible for, and have the latitude to, establish operating procedures to carry out the rules and policies for Recreational Soccer as established in this manual.
- B. The LDs will attend any preseason orientation meeting established by the EXCOM.
- C. The LDs should know their respective age level Travel Soccer coach(es).
- D. The LDs should work closely with the Referee Director on matters pertaining to game laws and rules.

## **VII. SECRETARY**

The Secretary is responsible for the internal and external communications of BRYC Recreational Soccer. His/her primary duties involve the recording and publishing for members of the EXCOM the proceedings of each EXCOM meeting and maintaining files. In addition, he/she may be responsible for the following support:

- A. In coordination with the Commissioner, reserves a meeting room for the fourth Tuesday of each month for EXCOM meetings, notifies EXCOM members of each upcoming meeting not later than one week prior to the meeting, solicits agenda items from EXCOM members for publishing an agenda for each meeting.

- B. In coordination with the Commissioner and DCs, updates the BRYC Recreational Soccer staff listing and prepares the season's schedule of events for the following season for distribution to the EXCOM members and at registration.
- C. In coordination with the Commissioner, establishes photo days, arranges with the photographer to cover the activity, and reserves the necessary space.
- D. Updates the informational greeting on and retrieves messages left on the BRYC Recreational Soccer Hotline.
- E. Solicits input from EXCOM members on items for publication in the BRYC Newsletter.

## **VIII. ALL-STAR TOURNAMENT COORDINATOR**

He/she is responsible for, with assistance from other EXCOM members, coordinating all aspects of the All-Star program. He/she is the primary contact with the All-Star Tournaments and distributes tournament information to LDs and designated All-Star coaches. He/she coordinates the collection of player information, verifies it, and generates player passes, in coordination with the Commissioner. He/she coordinates with the Uniforms Director on All-Star uniforms and with the Equipment Director on All-Star patches.

## **IX. BUDGET COORDINATOR**

The Budget Coordinator is responsible for the financial management of Recreational Soccer affairs. In carrying out his/her responsibility, he/she accomplishes the following actions:

- A. Schedules a meeting with the Commissioner, DCs, Referee Director, Equipment Director, and Uniform Director to develop the next year's budget 30 days prior to the budget due date.
- B. Maintains all budget files pertaining to Recreational Soccer
- C. Maintains simple operating and budget statements showing expected and actual income and expenses for each season as well as for the budget year. Within two (2) months after the end of each season, prepares and distributes an interim and final operating statement to the EXCOM.
- D. Receives all invoices/requests for payment of items considered Recreational Soccer expenses, verifies that items have been received and

the invoice is not older than 90 days, ensures that the proper account number is on the purchase order, presents purchase orders to the Commissioner for approval, and forwards completed purchase orders to the BRYC Treasurer for payment. The Commissioner will be consulted regarding questionable requests and/or payable matters older than 90 days.

- E. Deposits all receipts payable to BRYC Recreational Soccer into the BRYC account within two (2) weeks of receipt.
- F. Assists at any in-person registration with sorting the checks and cash and maintaining the appropriate copies of the registration form. He/she also assists in maintaining a tally of registrations for the day and for the season as a whole.
- G. Receives all requests for registration refunds from LDs or parents/guardians, confirms that the player is appropriately registered and meets refund requirements, and forwards the purchase order/refund request to the BRYC Treasurer.

## **X. EQUIPMENT DIRECTOR**

The Equipment Director is responsible for maintaining an inventory of BRYC Recreational Soccer equipment and supplies and oversees the issue and return of equipment for each season. He/she coordinates the use of equipment or supplies loaned to other BRYC sports for tournaments, etc. In addition, he/she coordinates with DCs and LDs for ordering and distributing seasonal and all-star patches. He/she also recommends to the Commissioner and Budget Coordinator the types, number, and cost of equipment and supplies needed for the next budget year 30 days prior to the budget due date.

## **XI. FIELDS DIRECTOR**

The Fields Director is responsible for the allocation of practice and game fields to the DCs, LDs, and coaches. He/she is a member of the BRYC Fields Committee that suballocates fields assigned by the County to the various BRYC sports and chairs the Recreational Soccer fields committee that further allocates/assigns fields to leagues for games and to coaches for practice.

- A. Through the Fields Committee, which obtains coaches' practice requests, the Fields Director develops and maintains a master practice and game day fields use schedule.

- B. In coordination with DCs/Commissioner and the Referee Director, the Fields Director establishes schedules for make-up games.
- C. The Fields Director is responsible for ensuring the adequate care and maintenance of fields allotted to the BRYC Recreational Soccer program.
- D. He/she recommends to the Commissioner and Budget Coordinator needed and recommended field maintenance/improvement projects for the next budget year and their expected costs 30 days prior to the budget due date.

## **XII. PUBLICITY COORDINATOR**

The Publicity Coordinator is responsible for, with assistance from EXCOM members, promoting BRYC Recreational Soccer activities through notices and articles provided to the public and the news media. Of particular interest are articles announcing registration and Recreational Soccer teams participating in tournaments. He/she is also responsible for obtaining, erecting/taking down, and updating all permanent and temporary signage for Recreational Soccer registrations and general information.

## **XIII. REFEREE DIRECTOR**

The Referee Director is responsible for recruiting, training, certifying, scheduling, and compensating officials for games. He/she is responsible for evaluating, in advance of assigning to games, the qualifications of both referees and assistant referees. In carrying out his/her responsibilities, he/she tends to the following duties and responsibilities:

- A. The Referee Director will establish a program to recruit and train new officials, and further the development of all officials. He/she will arrange for referee training and recertification courses.
- B. The Referee Director will arrange for and hold appropriate pre-season and regular season referee assignment meetings and will schedule officials for BRYC Recreational Soccer matches.
- C. The Referee Director will establish an evaluation system for officials. Rating sheets are provided to LDs for their coaches to comment on officiating at individual games. These rating sheets are developed to provide as objective a rating as possible and should be used for positive as well as constructive comments.

- D. The Referee Director will provide compensation information to the Commissioner not later than thirty (30) days following the last scheduled game (excluding tournament games) of each Recreational Soccer season, and assist the Commissioner in preparing referee payments and related documents.
- E. The Referee Director will provide an after-season report to the EXCOM within 60 days following the last scheduled game of the season, containing the following information: Number of officials trained and certified, number of games played, number of referee evaluations submitted, number of referee and assistant referee assignments not covered, and appropriate comments, concerns, or recommendations.
- F. The Referee Director will respond to telephonic and electronic mail inquiries concerning general referee-related issues from referees, parents, coaches, and EXCOM members, and promptly investigate specific written complaints lodged against referees and provide a written report of findings to the appropriate DC and/or Commissioner.
- G. He/she will recommend to the Commissioner and Budget Coordinator a proposed referee budget for the next year 30 days prior to the budget due date.

#### **XIV. REGISTRATION DIRECTOR**

The Registration Director has the responsibility for the registration of players.

- A. He/she, in coordination with the Commissioner, determines registration dates, contacts the online registration provider to make the necessary arrangements and work out any necessary details for player registration, and contacts the school or other facility to reserve space for any in-person registration and arranges with the Budget Coordinator for payment for use of facility.
- B. He/she coordinates with the Publicity Coordinator to publicize registration, contacts and schedules volunteers for in-person registration, and assures that adequate supplies are available for registration, such as forms, schedules, and informational signs.
- C. He/she maintains a database of registered players and provides necessary information to register those players with VYSA. He/she tracks registration trends (number of early registrants, number of late registrants, registrants by neighborhood, etc.) to aid the club.

D. He/she maintains a database of registered coaches, assistant coaches, staff, and other volunteers and will cause a criminal background check to be undertaken for each volunteer who has completed the BRYC Risk Management Disclosure (or Kidsafe) Form. The results of the criminal background investigations will be provided to the Commissioner.

## **XV. TRAINING DIRECTOR**

The Training Director is responsible for scheduling licensing courses, seminars, and lectures for coaches and training clinics for coaches and/or players. He/she will make all necessary arrangements with the instructor(s), secure location(s), coordinate registration, and publicize all courses/clinics as to what will be covered, when and where the course will be held, how payment will be handled (if applicable), etc. The Training Director will work with the Training Director of Travel Soccer to coordinate club-wide training opportunities, such as attendance at VYSA presentations and securing guest speakers. The Training Director will also maintain the BRYC Recreational Soccer lending library and make information available to coaches, such as publications, books, and videos.

## **XVI. UNIFORMS DIRECTOR**

The Uniforms Director is responsible for obtaining uniform items as needed to fulfill player orders, and maintaining an appropriate inventory of uniform items for seasonal sales to new and returning players. He/she also recommends to the Commissioner and Budget Coordinator the number and cost of uniform items needed for the next budget year 30 days prior to the budget due date.

## **XVII. WEBSITE COORDINATOR (formerly COMMUNICATIONS COORDINATOR)**

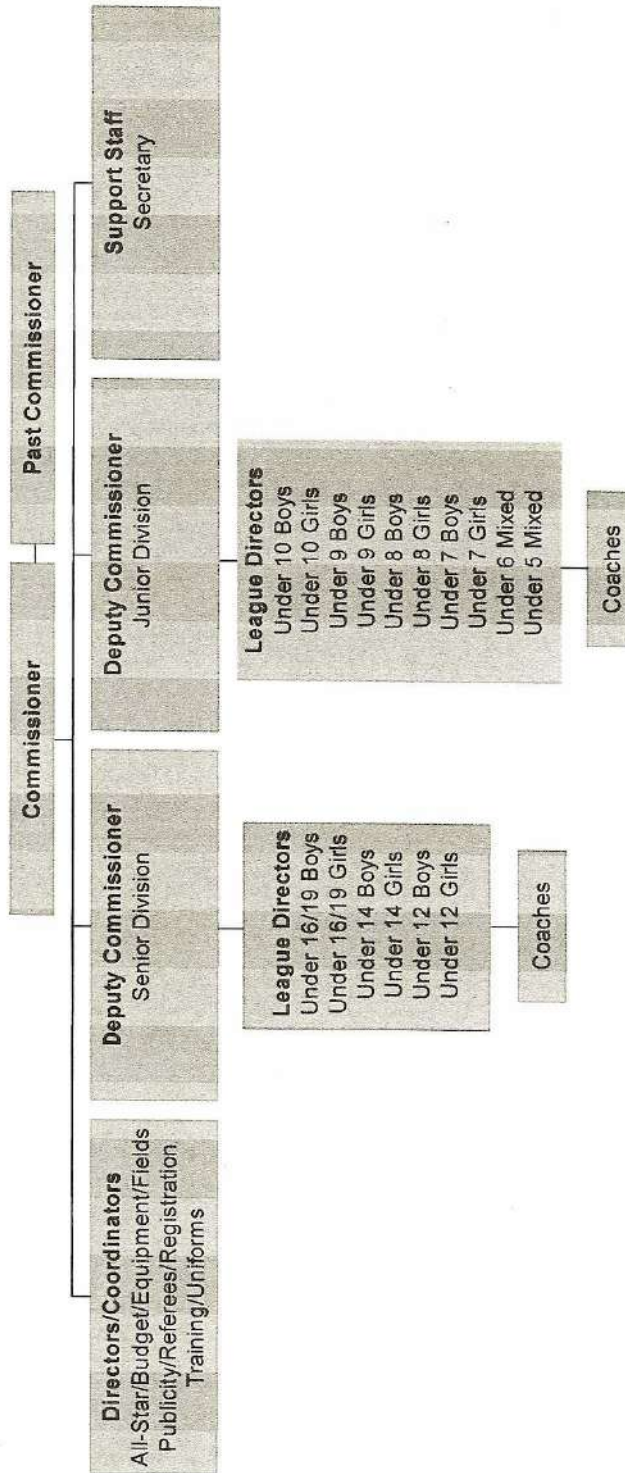
He/she is primarily responsible for set-up and maintenance of the BRYC Recreational Soccer website. He/she solicits input from the Commissioner, from LDs and DCs on their respective leagues, from other Recreational Soccer Directors and Coordinators, coordinates the information, and ensures that the BRYC Recreational Soccer website is maintained with current and accurate information.



## **XVIII. DISCIPLINE/SANCTIONS PANEL**

The panel is established by the Commissioner, as needed, for the purpose of reviewing disciplinary and sanctions issues. Membership shall consist of no fewer than three individuals who have not been a party to the case and may include the following: Commissioner, DCs, LDs, Referee Director, Secretary, other senior members of the EXCOM.

# Braddock Road Youth Club Recreational Soccer



2/10/05



**BRADDOCK ROAD YOUTH CLUB**  
**RECREATIONAL SOCCER**  
**LIABILITY RELEASE AND CONDUCT AGREEMENT**

Player's Name: \_\_\_\_\_ Age Group: U- \_\_\_\_\_

I hereby give my approval for the above-named player to participate in the Braddock Road Youth Club Recreational (House) Soccer program. I certify that the above-named player is in good health and that there is no physical or emotional reason prohibiting his/her participation in the program.

I recognize that soccer is a sport, and, as such, may result in injury to a player. I assume all risks inherent in, and incidental to, the above-named player's participation in the program. Further, I release, absolve, indemnify, and hold harmless the Braddock Road Youth Club, its officers, directors, agents, coaches, referees, other participants, and any location on which the program plays, practices, or meets, from any claim arising out of injury to said player.

I hereby expressly authorize and request the Braddock Road Youth Club to use their best judgment in any emergency or injury to my child requiring paraprofessional or professional medical attention or treatment in the event that I am not available or cannot be reached. I may not be at all practices, games and events; therefore, I will complete the attached "Medical Release Form," and give it to the coach at the start of the season. I understand that if I do not complete the attached form, I must be present at each event in case my child requires medical treatment.

I recognize that all players are required to wear shin guards and, if wearing glasses, that they be safe and suitable for the activity. I accept full responsibility for ensuring that the above-named player complies with this requirement.

I understand that Braddock Road Youth Club is a non-profit organization operated for the benefit of young people. On behalf of my family and the above-named player, I promise to treat the recreational soccer commissioner, deputy commissioners, league directors, referees, coaching staff, team parent, team manager, other volunteers, and all participants, with appropriate courtesy and respect. I recognize that any violations of proper conduct, as determined by the recreational soccer commissioner, may result in the above-named player being dismissed from the soccer program without refund of fees.

I will volunteer my services and help in any way I can to make the soccer program an enjoyable, educational, and athletic experience for all participants.

Signature of Parent  
or Legal Guardian: \_\_\_\_\_ Date: \_\_\_\_\_

Revised 1/31/10



**BRYC MEDICAL RELEASE FORM**

As the parent/legal guardian of \_\_\_\_\_, in the event that emergency medical treatment is deemed to be necessary, I request that in my absence the above-named player be admitted to any hospital or medical facility for diagnosis and treatment. I request and authorize physicians, dentists, and staff, duly licensed as Doctors of Medicine or Doctors of Dentistry or other such licensed technicians or nurses, to perform any necessary diagnostic procedures, treatment procedures, operative procedures and x-ray treatment of the above minor. I have not been given a guarantee as to the results of examination or treatment. I authorize the hospital or medical facility to dispose of any specimen or tissue taken from the above-named player.

Player's Birth Date: \_\_\_\_\_

List any medical problems or prohibitions (medicines being taken; allergies, including allergies to medicine; last tetanus shot; medical history such as diabetes, heart disease, asthma, etc.):

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

Player's Physician: \_\_\_\_\_ Phone: \_\_\_\_\_

Name of Parent/Guardian: \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

Phone: (Home) \_\_\_\_\_ (Cell Phone) \_\_\_\_\_

Insurance Carrier: \_\_\_\_\_

Policy/Group Number: \_\_\_\_\_

Person responsible for charges (if different from above): \_\_\_\_\_

Address: \_\_\_\_\_

City/State/Zip Code: \_\_\_\_\_

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

Person to notify if parent/guardian is unavailable: \_\_\_\_\_

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

Signature of Parent/Guardian \_\_\_\_\_ Date \_\_\_\_\_

*This form is to be completed by the player's parent/guardian and kept by the coach and must be available at all practices and games.*

Revised 07/04

**BRYC Recreational Soccer - Fall '06 & Spring '07 Seasons**

**LEAGUE BY BIRTH MONTH & YEAR**

	1987	1988	1989	1990	1991	1992	1993	1994	1995	1996	1997	1998	1999	2000	2001	2002	2003
January	NA	U19	U19	U19	U16	U16	U14	U14	U12	U12	U10	U9	U8	U7	U6	U5	U4
February	NA	U19	U19	U19	U16	U16	U14	U14	U12	U12	U10	U9	U8	U7	U6	U5	U4
March	NA	U19	U19	U19	U16	U16	U14	U14	U12	U12	U10	U9	U8	U7	U6	U5	U4
April	NA	U19	U19	U19	U16	U16	U14	U14	U12	U12	U10	U9	U8	U7	U6	U5	U4
May	NA	U19	U19	U19	U16	U16	U14	U14	U12	U12	U10	U9	U8	U7	U6	U5	U4
June	NA	U19	U19	U19	U16	U16	U14	U14	U12	U12	U10	U9	U8	U7	U6	U5	U4
July	NA	U19	U19	U19	U16	U16	U14	U14	U12	U12	U10	U9	U8	U7	U6	U5	U4
August	U19	U19	U19	U16	U16	U14	U14	U12	U12	U10	U9	U8	U7	U6	U5	U4	NA
September	U19	U19	U19	U16	U16	U14	U14	U12	U12	U10	U9	U8	U7	U6	U5	U4	NA
October	U19	U19	U19	U16	U16	U14	U14	U12	U12	U10	U9	U8	U7	U6	U5	U4	NA
November	U19	U19	U19	U16	U16	U14	U14	U12	U12	U10	U9	U8	U7	U6	U5	U4	NA
December	U19	U19	U19	U16	U16	U14	U14	U12	U12	U10	U9	U8	U7	U6	U5	U4	NA

Playing up in next league allowed for August-September birth dates only

Playing up in right-most two columns only with consent of Commissioner or Designee

Absolutely no playing down in younger league allowed

**BRYC RECREATIONAL SOCCER  
LEAGUE PARAMETERS  
SPRING 2007**

AGE GROUP	BIRTHDATES BY 08/01/XXXX	BALL SIZE	HALF DURATION	FIELD PLAYERS/ MAXIMUM TEAM SIZE	SUBSTITUTION
<b>Senior Division</b>					
U16/19 Girls	1987/1992	5	45 minutes	11/21	FREE *
U19 Boys	1987/1990	5	40 minutes	11/21	FREE *
U16 Boys	1990/1992	5	40 minutes	11/18	FREE *
U14 Boys & Girls	1992/1994	5	35 minutes	11/16	FREE *
U12 Boys & Girls	1994/1996	4	30 minutes	8/12	FREE *
<b>Junior Division</b>					
U10 Boys & Girls	1996/1997	4	25 minutes	7/10-11	FREE *
U9 Boys & Girls	1997/1998	4	25 minutes	6/9-10	FREE *
U8 Boys & Girls	1998/1999	3	4 - 12 min. quarters (2 simultaneous matches)	5/12-14	FREE **
U7 Boys & Girls	1999/2000	3	4 - 10 min. quarters (2 simultaneous matches)	4/10-12	FREE **
U6 Coed	2000/2001	3	4 - 8 min. quarters (2 simultaneous matches)	3/9-10	FREE **
U5 Coed	2001/2002	3	4 - 8 min. quarters (2 simultaneous matches)	3/9-10	FREE **
U4 Coed	2002/2003	3	N/A - Trainers run program	10	N/A

\* Substitutions with permission of the referee: Prior to own throw-in; prior to opponent's throw-in if opponent is also substituting; prior to a goal kick, by either team; after a goal, by either team; after an injury, for the injured player only, when the referee stops the play (if play is stopped, injured player must leave the field of play); at half-time; for cautioned player

\*\* Substitution at any stoppage with permission of the referee (or match official)

Parameters 07/mmp/012707

Table 1. Tie Break Points

Your Score \ Opponents Score	0	1	2	3	4	5	6	7	8
0	7	4	2	1	0	0	0	0	0
1	12	8	6	5	4	4	4	4	4
2	14	11	8	7	6	6	6	6	6
3	15	12	10	8	7	7	7	7	7
4	15	12	10	9	7	7	7	7	7
5	15	12	10	9	8	7	7	7	7
6	15	12	10	9	8	8	7	7	7
7	15	12	10	9	8	8	8	7	7
8	15	12	10	9	8	8	8	8	7

**NOTE:** The table is computed by figuring 1 Tie-Breaking Point (TBP) for winning, adding 4 TBPs for the first goal scored, 2 more TBPs for the second goal scored, and 1 more for scoring a third goal. No more TBPs are allowed for scoring four or more goals. Additionally, a team recording a shut-out gets 7 TBPs, for allowing 1 goal they get 4, for allowing 2 goals they get 2, for allowing 3 they get 1 TBP. If they allow 4 or more goals they get no TBPs.

**All Star Player Nomination**

Player's Name	Jersey Number	Date of Birth	Phone Number	Position	Coach's Comments	Will Player be available for Tournament?



