



RULES AND REGULATIONS

Approved

February 10, 2010

**CASTRO VALLEY SOCCER CLUB
RULES AND REGULATIONS
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CASTRO VALLEY SOCCER CLUB

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CLUB SUMMARY AND OVERVIEW

The Castro Valley Soccer Club (CVSC) is an affiliated club of the California Youth Soccer Association (CYSA). All members of the Castro Valley Soccer Club shall abide by the Constitution, By-Laws, Procedures and Rules of CYSA. Refer to the CYSA Team Manual for copies of these documents.

The Club and its Board of Directors are the governing bodies on all matters pertaining to the conduct of the youth soccer program. Registration is open to all youth, ages 3-18, in and around the Castro Valley area. The Club's official colors are green, white, gold and black.

The Club's Recreational League season begins on the 1st Saturday either prior to or after Labor Day in September and continues for the next 9 or 10 weekends. All divisions play games on Saturday and some divisions also play games on Sunday.

The Club offers several levels of youth soccer as follows;

Division 5: Tops Soccer for special needs children (also referred to as "Challenge Soccer")
Division 4: Recreational Soccer
Division 3: Competitive Soccer
Division 1: Competitive Soccer

2009 BOARD OF DIRECTORS

President	Sue Smith	president@castrovalleysoccer.com
Vice President	Karen Lau	vicepresident@castrovalleysoccer.com
Secretary	Mariela Giordano	secretary@castrovalleysoccer.com
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Grasshopper & Bumblebee Program Director	Kristy Willits	grasshoppers@castrovalleysoccer.com
D1 & D3 Program Director	AJ Barradas	compdirector@castrovalleysoccer.com
D4 Boys U7 to U10 Program Director	Andrew Sanchez	d4boys@castrovalleysoccer.com
D4 Girls U7 to U10 Program Director	Gay Harris	d4girls@castrovalleysoccer.com
D4 Boys/Girls U12 to U19 Program Director	Tristan Aasen	d4U12-U19@castrovalleysoccer.com
Topsoccer Program Director	Lisa Glover-Gardin	Topsoccer@castrovalleysoccer.com
Communications Director	Dan Ferreira	communications@castrovalleysoccer.com
Events Director	Lourdes Navarrete	events@castrovalleysoccer.com
Fields Director	vacant	fields@castrovalleysoccer.com
Referees Director	Colin Moy	referees@castrovalleysoccer.com
<u>Non-Board Position:</u>		
Director of Coach & Player Development	Andy Hulbert	doc@castrovalleysoccer.com

The CVSC is always looking for additional help from its membership in order to provide a better place for our children to learn about and play the game of soccer. If you or someone you know is interested in serving on a committee or volunteering to assist the Club in some other fashion, please let us know by either contacting either a Board Member or the Club office.

I. ADMINISTRATION

A. GENERAL:

1. The Castro Valley Soccer Club ("CVSC") and its Board of Directors ("Board") is the governing body of all matters pertaining to the conduct of the CVSC program.
2. Registration is open to all children, ages 3 through 18, based on July 31st of the current season.
3. Players registering after April 30th shall be charged an additional late fee and are not guaranteed a roster spot. Team assignment and collection of fees will be on the basis of available space, with no priority placement. If space limitations do not permit teaming the registrants, all fees (including late charges) will be returned to unteamed players.
4. Prior to each season's registration, the Board shall set the Registration fees.
5. A full refund of registration fees paid for the current year shall be honored until May 15th. From May 16th until June 30th, the Club will issue a refund less a \$30 administrative fee to the player. After June 30th, no refunds will be issued. All requests for refunds must be made in either writing to the Club office or sent via e-mail to the Club Administrator.
6. All registered players are covered by CYSA's medical insurance while practicing or playing with their team. At the time of registration, all players must complete a CYSA Registration Form 1601, (Also known as the medical release form), signed by a parent or guardian. Coaches must carry an original of the Medical Release forms (forms 1601) to all practices and games.
7. The registration fee includes the cost of the recreational player uniform. Registration fee breakdown will be available via the club web site. Division 1 and 3 players along with their families are responsible for the cost of their uniform.

II. TEAMING

A. DIVISION 4 – GENERAL TEAMING RULES:

1. All Division 4 players shall play in their age group as determined by their age on July 31 of the current year. Birth dates shall be established by a birth certificate issued by a public agency, a resident alien card, a valid passport, or by other means approved by CYSA.
2. For the initial teaming, prior to the distribution of rosters, brothers or sisters in the same age group shall be placed on the same team, unless otherwise requested by the parent at the time of player registration.
3. Parents may request not to have a particular coach during the online registration process or by sending a letter to the office stating which coach they do not want and for which player. Requests for coaches will not be considered.
4. Two (2) players in the U4 through U10 age groups may declare themselves to be buddies and hence be assigned to the same Division 4 team, under the following conditions:
 - (a) The players are in the same age group as one another.
 - (b) The declaration is mutual, and the **Buddy Application** form is submitted on time and according to Club instructions. Requests for coaches will not be considered.
 - (c) Buddies are not guaranteed.
 - (d) Siblings who are to be teamed together may not have buddies.

5. A registered head coach may request, in writing to the appropriate age group Program Director, to freeze a maximum of four (4) players for U5 through U10, five (5) for U12 and for U14,
 - (a) U5 through U10: These players may be his/her children and buddies thereof, and children of up to one registered assistant coaches (designated the freeze assistants) and buddies thereof, to a maximum of 4.
 - (b) U12 through U14: These players may be first his/her children and children of up to one registered assistant (designated the freeze assistant), and second children from his/her previous year's team (designated as continuation freezes).
 - (c) U16 through U19: Club teams in this age group play as part of the District IV Competitive League and will adhere to a teaming policy consistent with teams in this Club. Therefore, there is no restriction placed on the number of continuation freezes a coach may request. The coaches may, at his/her discretion, and with the approval of each player/parents involved, continue with any portion of the team, up to and including the entire roster.

The request must be made before the teaming process is initiated. Players cannot be part of a freeze list if they sign up after the registration deadline. Late Registrants cannot be part of a freeze list.
6. If a requested or frozen player has a sibling of the same gender in the same age division, the sibling will be assumed to have been frozen as well (unless the parent requests that the siblings be placed on different teams). Among continuation freezes, siblings will count against the freeze limit before players without siblings.
7. For the purposes of these rules, "continuation freezes" are defined as freezes chosen from the roster of the head coach's team the previous year with exceptions as noted. For non-continuing head coaches, rights to these freezes may be transferred to the previous year's assistant coach as long as he/she was approved as an assistant prior to September 1 of the previous year. This request must be submitted in writing to the age group program director from the head coach on a form provided by CVSC.

To be eligible for continuation freezes (U12 through U14), the coach must have been either:

- (a) The registered head coach of the previous year's team, or
- (b) A registered assistant coach of the previous year's team, having been so approved by September 1 of the previous season, and having obtained transfer rights from the (non-continuing) previous year's head coach, using a form provided by the Club.
- (c) U16 through U19: Club teams in this age group play as part of the District IV Playing League and will adhere to a teaming policy consistent with teams in this Club. Therefore, there is no restriction placed on the number of continuation freezes a coach may request within their current seasons Age Group. For example a U19 team can not freeze a U16 Player.
- (d) Players not rostered on the coach's team from the previous year may still be eligible to be a continuation freeze if the following conditions are met:
 - When last eligible (ie: in the same division and age group), the player was rostered on the coach's team and,
 - The player's most recent coach has no legitimate claim to the player for the purposes of continuation freezing.

Circumstances addressed by this ruling include but are not limited to:

- Player changes age group at a different time than the coach

- Player was part of a different division
 - Player left Club (valid reason, such as illness, must be provided to Program Director)
 - Players dropping without a valid reason after previous teaming are not eligible for any future consideration as a continuation freeze
8. A coach's freeze list may include continuation freezes from at most one team.
 9. A freeze assistant must have submitted a coaching application prior to teaming in order that his/her children or buddies thereof be frozen on the basis of his/her being an registered assistant coach.
 10. A coach failing to turn in a written list of requested players prior to player selection may only freeze his/her own children and the child of the assistant coach.
 11. A coach applying to coach after the deadline for applications does not get to freeze any player other than their own child.

B. DIVISION 4 U5 TO U14 AGE GROUP SPECIFIC TEAMING RULES:

1. Division 4 team assignments will be made by each age group's Teaming Committee. This committee shall be chaired by the appropriate age group Program Director.
2. The Club will assign players to Division 4 teams emphasizing balanced teams in each age group. In forming Division 4 teams, prior to the distributions of rosters, all of the following criteria are to be used:
 - (a) Personal residence and school areas.
 - (b) Player's age and experience.
 - (c) Player's ability, based on their previous year's rating.
 - (d) The Teaming Committee shall attempt to make the teams age pure. If age pure teams can not be formed then, the teaming committee will place equal numbers of older/younger, new/returning players on each Recreational team in an age group.
3. After the distribution of rosters, the above criteria do not need to be considered in teaming late registrants.
4. For the U5 through U10 divisions, standings will not be maintained and all players will receive participation trophies from the Club.
5. For U12 and U14 Divisions, standings will be maintained and trophies will be awarded to the top three teams in each Division.
6. A player will not be moved from one team to another team after the Club declares initial teaming is complete.

C. DIVISION 4 U16 TO U19 AGE GROUP SPECIFIC TEAMING RULES:

1. Players not frozen shall be placed in a general player pool. Teaming will be done by the registered head coaches of the age group via a player draft. Players will be selected on a rotating basis by the coaches of the age group.
2. A team's order in the player draft will be established by lottery. A team's position in a particular round will be reversed in the following round. For example, a team selecting first in round one will select last in round two. A team selecting second in round one will select second from the last in round two, etc. The selection process will continue until every player in the pool has been placed on a team.
3. Frozen players will count as if they had been selected initially. For example, a team freezing three players will not pick until round four.
4. The selection process shall be supervised by the appropriate age group Program Director.

5. Should any team not have a coach identified prior to the selection process, an experienced and knowledgeable individual will be appointed by the Board of Directors to select players for the team.
6. Any Club information available and pertinent to players' playing ability and experience shall be made available to all individuals selecting teams.
7. In placing siblings on the same team, each such child will count as an individual pick (e.g., siblings count as two consecutive picks).
8. All siblings must be drafted ahead of remaining singles once the number of remaining singles equals the number of teams.
9. A player registering subsequent to the player selection procedure will be placed on the team with the fewest number of players. If two or more teams have the minimal number of players, placement will be based on the order of the player selection procedure for that round. For example, if three teams have 13 players and all other teams have 14 or more players, placement will be based on the order of selection of round 14 of the player selection procedure.
10. Players will not be moved between teams once the draft is complete.
11. Drafting coaches are not to query families of players to be drafted.

D. DIVISION 1 & DIVISION 3 TEAMING RULES:

1. All competitive teaming activities will be conducted with strict adherence to the posted schedule.
2. At the recommendation of the Club's professional training vendor and the Competitive Program Director, the Board of Directors shall determine the number and level of teams in each age group. Registration of competitive players will be done during Club registration.
3. The Club will schedule tryouts in each age group. Dates and times of all tryouts will be available at registration as well as the Club's website.
4. A player may elect not to be considered for Division 1 by notifying the Competitive Program Director prior to a scheduled try-out. Other than the aforementioned, players in the competitive program shall play where picked or they shall play Division 4. A player who decides not to play on a Division 1 or Division 3 team where selected, after the roster has been submitted to the Competitive Program Director, must play at the Division 4 level.
5. A player does not have to play in an older age group, but must indicate this on their Tryout Registration Form.
6. After tryouts, the Board will consider allowing a Division 1 coach and team to elect to move a Division 1 team down to Division 3.
7. Teaming among age groups will be in order of Division (Division 1 first, Division 3 second). Within each Division, the order will be from oldest age group to youngest. Multiple Division 3 teams will team in the order of designation.
8. Rosters are to be submitted by a team's head coach on Club provided forms to the Competitive Program Director. Each player must be registered at the time that rosters are submitted. The name, as indicated on the roster, must be identical to that **CYSA Player Registration Form 1601**. The roster must contain at least 10 players for U11 teams and 14 players for U12-U19 teams.
9. All published tryouts shall be open to any registered player.
10. Each prospective Division 1 or Division 3 player must attend a minimum of one published tryout for any age groups they would like to be considered for and are strongly encouraged to attend as many as possible. A player who has not attended at least one tryout may not play on a Division 1 or Division 3 team unless approved by the Board of Directors based on a recommendation by the Competitive Program Director.

11. The Club shall assure that parents and players are informed about the nature of the Competitive Program. To this end, the Club has prepared a document entitled "Competitive Program Overview" which is available on the Club's website and shall be distributed at both registration and competitive team tryouts.
12. A selected player retains the right to move off a Division 1 or Division 3 team and into the Division 4 Program prior to the first game played (by the team) as a rostered player and provided space is available in the Division 4 Program. No effort will be made to replace such a player without coordination with Competitive Program Director, age group Division 4 Program Director, and as appropriate possibly impacted Division 4 team coach(es). Under no circumstances is it permitted for a competitive coach to contact a Division 4 player without such coordination.
13. No player shall play on two teams at the same time.
14. For all Division 3 teams, and Division 1 teams through U14, at least 60% of the rostered players on each team must reside within the Castro Valley Soccer Club's boundary, or go to school within the Castro Valley Soccer Club boundary. D1 teams U15 and above must have at least six (6) Castro Valley players.

E. PLAYING OUT OF AGE GROUP

1. No Division 1, 3 or 4 player shall be allowed to move down to a younger age group, except for documented medical reasons and with the approval of the Board.
2. No Division 4 player, U5 through U14 will be allowed to move up to an older age group except by Board action, and then for only the following reasons:
 - (a) Parent is the registered head coach or registered assistant coach, having been so identified before the teaming process (limited to children of at most one coach per team), or
 - (b) If there is no opportunity or space to play in their age group. The petition to play in an older age group based on parental coaching must be made in writing and delivered to the appropriate Program Director; the Program Director can then make a recommendation to the Board.
 - (c) A sibling may move up one age group to play with the older sibling if both children are within the CYSA age tiers. Both siblings are U6 or U8 or U10 or U12 or U14 or U16 or U19.
3. Division 4 U16 through U19 players may move up to an older age group based on evaluations provided by the previous season's coaches and as appropriate, evaluations provided by coaches from other seasons. All requests for players playing up will be reviewed and approved by the age group Division 4 Program Director. Prior to approving such a request, a parent or guardian of the player must submit a written acknowledgement and acceptance to the Program Director (direct email is acceptable).
4. Division 1 and Division 3 players may move up to an older age group based on evaluations at competitive team tryouts, last season's coach's evaluation and trainer's evaluations. All players playing up will be reviewed and approved by the Competitive Program Director.

F. SCHEDULE OF TEAMING ACTIVITIES

1. Prior to registration, Program Directors will meet and determine a schedule for all teaming activities. These activities include Division 1 and 3 tryouts; tryout evaluations and formation of team rosters; distribution of available Division 4 players to prospective coaches, Division 4 draft, and other Division 4 and 5 teaming sessions.
2. The schedule should provide adequate preparation time for those involved in each activity and should clearly indicate deadlines. The entire schedule will be posted on the CVSC website and made available during registration.
3. Tryouts for Division 1 & 3 will be conducted on dates posted during registration and on the club website.
4. At the beginning of these tryouts, a date will be set and posted for beginning the Division 4 draft. That date will be no later than five weeks after the first day of competitive tryouts.
5. Seven calendar days after last tryout, copies of initial team rosters will be prepared and distributed to Competitive Program Director and appropriate Division 4 Program Directors.
6. Three additional calendar days will be allowed to finalize rosters and submit to Competitive Program Director and appropriate Division 4 Program Directors.
7. If final rosters are not submitted on time, the Competitive Program Director will assume responsibility and complete the final rosters within an additional four days.
8. Two weeks after last try out all rosters will be declared final and no further adjustments will be permitted. At that time all non-rostered players will be placed in the Division 4 draft pool with no further contact permitted between competitive coaches and division 4 players.
9. Final rosters will be posted on the league website and distributed to the Division 4 Program Directors.
10. The Division 4 Program Directors will electronically distribute age group draft pools to coaches no later than seven days prior to beginning of draft.
11. No adjustment of the Division 4 draft dates will be permitted without specific board action.

G. GRASSHOPPER PROGRAM

The U5 and U6 Grasshopper program is a Saturday only program - consisting of one 60-minute session each Saturday and running for approximately 10 weeks. The 60-minute Grasshopper program is broken into two parts - the first 20 minutes being a skill oriented session, and the last 40 minutes being a game against another team. There are no league standings kept at this age. Specific playing rules may vary each year based on the number of players and coaches who sign up, but the goal is to play with no more than 5 players per team on the field at one time, with about 10 players total on each roster. The goal is to maximize touches on the ball and game participation by keeping the squad size very small.

H. BUMBLEBEE PROGRAM

The U4 Bumblebee program is a Saturday only program – consisting of one 30-minute session each Saturday and running for approximately 10 weeks. Bumblebee sessions will be led by a 24-7 UK Soccer Academy staff. A parent or other responsible adult, aged 18 years or older, will be required to participate in the session with their child. There are no league standings kept at this age. The goal is to learn correct soccer technique through fun and organized games.

III. PRACTICE SITES

A. GENERAL

1. Practice sites will be assigned to teams at the first coaches' meeting. The procedure for assigning practice sites will be determined annually by the Board of Directors.
2. Fields will be used only in accordance with the agreements between CVSC, HARD (Hayward Area Recreation Department), and the Castro Valley Unified School District. Coaches practicing at specifically prohibited sites will be subject to disciplinary action, which may include revoking of coaching privileges, forfeiting games, inability to enter tournaments or other penalties.
3. Division 4 teams will be assigned two practice days/times per week with the exception of the U5/U6 teams, who will be assigned one practice day/time per week. Division 1 and Division 3 teams will be assigned three practice days/times per week.

IV. VARIATIONS WITH AGE GROUPS

A. GENERAL

1. Game time, ball size. Maximum/minimum number of players, applicability of direct free kicks and offside are as follows:

Age Group	Game Time	Ball Size	Maximum Number of Players	Minimum Number of Players	Direct Free Kicks	Offside Enforced
U7/U8	Two 20-Minute Halves	3	7	5	No	No
U9/U10	Two 25-Minute Halves	4	8	5	Yes	Yes
U11	Two 30-Minute Halves	4	8/11	5/7	Yes	Yes
U12	Two 30-Minute Halves	4	11	7	Yes	Yes
U14	Two 35-Minute Halves	5	11	7	Yes	Yes
U16	Two 40-Minute Halves	5	11	7	Yes	Yes
U19	Two 45-Minute Halves	5	11	7	Yes	Yes

A five-minute half time intermission applies to the U10 to U19 age groups. The referee maintains the official game time. Stoppage or injury time should only be added in extreme circumstances.

2. The U5 - U6, U7 and U10 and some U11 programs will use modified fields and goals. For the U-7 and U-10 and some U11 programs, (1) the penalty area shall extend 12 yards from the goal in all directions instead of 18 yards, (2) the center circle shall have a radius of 6 yards instead of 10 yards, and (3) the minimum opponent distance for free kicks will be 6 yards instead of 10 yards.

V. GAME DAY PROCEDURES

A. GAME DAY PROCEDURES - DIVISION 4

1. Game Cards:
 - (a) Prior to each game, the home team shall submit a game card listing all the home team players' names and jersey numbers, to the visiting team. The visiting team shall list all of the visiting team players' names and jersey numbers and then deliver the game card to the referee.
 - (b) For U7 to U14 CVSC games, the referee shall deliver the game card to the game card box at the referees' table at the completion of the game. For U16-U19 District 4 Playing League Games, the referee shall return the game card to the head coach of the winning team. In the event of a tie, the referee shall return the card to the home team head coach.
 - (c) In the event a U12-U14 CVSC game card is lost and the results of the game cannot be determined, the game will be treated as a double forfeit (both teams will be awarded 0 points for the game).
 - (d) For the U12 to U19 age groups, each team's head coach or their designee is required to post the game score online at the Club's game management website within 48 hours of completion of their game.
2. All games shall be started on time. If at kickoff time, a team cannot field the minimum number of players listed in Section IV above, they will forfeit the game.
3. The referee is in full charge once he/she enters the field of play, whether or not play has commenced.
4. Coaches are responsible for the conduct of the players and spectators on their team in accordance with section VII. Rules of Conduct and Section VIII. Coach's Rules of Conduct.
5. The home team is responsible for supplying the game ball, and if possible 2 additional balls behind each goal.
6. In case of jersey conflicts, the home team must change their jersey. For Club games, the home team wears green.
7. The Club will determine and publish all CVSC game schedules. Coaches do not have the authority to reschedule games. The Boys and Girls Recreational Directors, along with their committee members (age group coordinators) are the only individuals with the authority to reschedule games.

B. GAME DAY PROCEDURES - DIVISION 1 AND DIVISION 3

1. Division 1 & Division 3 CVSC teams are subject to the game day rules and procedures as set forth in either the rules of the Golden State Soccer League, US Soccer Club/Nor Cal Premier League or District 4 Playing League, whichever is applicable.

VI. POINT SYSTEM, STANDINGS AND TIE BREAKING PROCEDURES

A. INTRA-CVSC GAMES

1. This section applies to teams playing within Castro Valley. For teams playing outside of Castro Valley, other rules may apply. Team standings will be determined by the following point system:

3 points for a win	1 point for a tie	0 points for a loss
3 points if the other team forfeits (counted as a win)		

2. The following rules will be used, in this order, for breaking ties:
 - (a) Head-to-head results during the regular season.
 - (b) Goal Difference (total goals scored for the season minus total goals conceded for the season, maximum 4 goals per game).

In the event teams are still tied after applying the tie breaking rules, there will be no differentiation in the standing and both teams will receive equivalent awards. For example, if two teams are tied for 1st place, each team will be awarded 1st place awards and no 2nd place award will be given.

VII. RULES OF CONDUCT

A. GENERAL

1. Coaches and players will project the spirit of the sport on and off the field.
2. No coach, player, or spectator shall:
 - (a) Make derogatory remarks or gestures to a referee, coach, player, or spectator.
 - (b) Use profanity.
 - (c) Incite, in any manner, disruptive behavior.Any such action can result in ejection from the game site. The CVSC Disciplinary Committee may take disciplinary action such as suspension of coaching or playing privileges. Spectators may be banned from attending games or practices. Note: Division 1 and Division 3 teams will receive disciplinary action based on the rules of CYSA District 4. This disciplinary committee also oversees the Division 4 U16 through U19 program. CVSC reserves the right to levy additional action(s), based on the severity of the action by a CVSC team.
3. No person shall enter the field of play at any time without the permission of the referee for any reason, including player injuries. This includes, but is not limited to, a coach, team official, parent, or guardian of an injured player. Violations may be subject to sanctions from the field playing area at the referee's discretion.
4. Bench areas shall be on opposite sides of the field, if possible, with the home team having choice of sides if they have arrived 15 minutes before the game time.
5. All "coaching" (giving direction or instruction to one's own team on points of strategy and position) shall be done from one's own sideline within the "technical area". (This includes parents, guests, etc.)
6. The use, possession and/or consumption of any alcoholic beverage immediately before, during, or immediately after play of any CVSC game or function is expressly prohibited. Disciplinary action will be taken by CVSC.
7. Smoking at a team practice or game is expressly prohibited.
8. Dogs, even on leash, are prohibited at CVSC game sites. Dogs supporting disabled persons are permitted.
9. If the scheduled referee does not arrive within five minutes after the scheduled start of the game, the home team shall, with the concurrence of the visiting team, appoint a referee.
10. Submission of information to newspapers is encouraged for all teams U-12 and older and all competitive teams. Coaches are responsible to see that the information is correct and shall follow these guidelines:
 - (a) Information and articles will focus on positive aspects of the game.
 - (b) Information provided will only deal with your own team.
 - (c) Due to the non-competitive nature of our younger divisions, it is not appropriate for Division 4 U5, U8 and U10 teams to submit articles, information, or pictures for publication in local newspapers.

VIII. COACH'S RULES OF CONDUCT

1. Read, understand and abide by the rules, policies, and procedures of the Club.
2. Develop the players to the best of their abilities.
3. Conduct oneself as a responsible adult when dealing with the Players; both legally and ethically.
4. Motivate and teach with positive reinforcement.
5. Notify the Director of Coaching of incidents which may compromise the integrity of the Team or Club.
6. Display a positive attitude towards all players, parents, and officials.
7. To treat players, parents and referees with respect and conduct oneself in a professional manner.
8. Be sure that all parents of players and supporters be familiar with the laws of the game and rules of the league and club.
9. Refrain from making negative comments to any players, referees, coaches, or parents
10. Coaches assume full responsible for the conduct of players and spectators on their side of the field.
11. Develop positive "life" qualities (i.e. discipline, teamwork, etc.) in players.
12. Respect the game officials and their decisions.
13. Take total responsibility for the actions of players on the field.
14. When traveling with the team: -Set schedules and inform players of all activities.
15. Not discriminate against anyone;
16. Refrain from using profane or vulgar language in the presence of players.
17. Provide honest and truthful evaluations of the player's skill.
18. Be responsible for cleaning up the field or bench area (both home and away) after practices or games. All coaches are asked to help in monitoring the activities that take place at the practice fields, and to assist in keeping fields clean, safe and secure.
19. Violation of any of the above rules will result in disciplinary action.

IX. DISCIPLINARY ACTION

A. GENERAL

1. Definitions:
 - (a) A "WARNING" may be given to a player, coach or other team official by the referee to indicate that his/her conduct is not proper. That person is placed on notice that further improper conduct may result in more formal action by the referee.
 - (b) A "CAUTION" (yellow card when issued only to a player) is a formal statement to a player, coach or other team official that he or she is guilty of misconduct. A second caution will result in being sent off from the game.
 - (c) A "SEND OFF" (red card when issued only to a player) is a formal statement to a player, coach or other team official that he or she is being sent off from the game. A player may not be substituted for the ejected player for the rest of the game.
2. Procedures:
 - (a) The referee who issues a send off will deliver or mail a written report (along with the game card and player or coach pass) within 24 hours to the appropriate Disciplinary Committee i.e. CYSA District 4 or CVSC.

- (b) For CVSC Disciplinary issues, the Disciplinary Committee Chairperson (Vice President) will review the send off report, and if required follow up with coaches/players/parents/referees and/or any other witnesses to obtain written accounts of the incident (as appropriate).
 - (c) The Disciplinary Committee will meet within 48 hours after receipt of the written report/s to determine proper disciplinary action. Before making a recommendation, the Disciplinary Committee Chairperson will make a concerted effort to contact the disciplinee to be sure his/her input has been received.
 - (d) The Disciplinary Committee Chairperson will notify by telephone the player or coach of the action taken within 24 hours of the determination. The individual being disciplined will be sent confirming notification by e-mail or certified mail. The player's coach will also be notified of any actions against their players.
 - (e) The Disciplinary Committee Chairperson will forward a copy of the written disciplinary committee report to the Club President. A copy of this written report, the game card, and the original player/coach pass will be sent to the Recreational or Competitive program directors.
3. Violations:
- (a) The issuance of a send off to a player, coach or other team official will result in a minimum one game suspension. Suspensions will be determined by the Rules of CYSA.
 - (b) The Disciplinary committee shall have discretionary powers in determining the degree of penalties to be applied to the player, coach or other team official, using the District IV and CYSA disciplinary guidelines. These penalties may include probation (after the one game suspension) or longer suspension. (Refer to the District IV and CYSA guidelines) In most cases, a send-off of a coach or team official will result in a two game suspension, and if the violation is to a youth referee, it will result in a three game suspension.
4. Appeals:
- (a) Any disciplinary decision may be appealed in writing accompanied by a \$30 check payable to the Castro Valley Soccer Club within 48 hours of the notice of the decision.
 - (b) All appeals shall be determined within the District IV and CYSA disciplinary guidelines.
 - (c) Any disciplinary decision applied by the Disciplinary Committee will remain in effect until the CVSC Protest and Appeals Committee considers the appeal. Appeals shall be decided upon at the earliest opportunity.
 - (d) The \$30.00 appeal fee will be returned if the disciplinary committee upholds the appeal.

X. SPECIFIC RULES FOR PLAYERS

A. GENERAL –

1. Playing Time:
- (a) Division 4 Program: On a game-by-game basis, players shall play at least half of each game, with playing time in both the first and second halves, with the exception of a hurt player, an ill player, or in rare cases where a player is being disciplined or is improperly equipped. Over the course of the season, players shall be given an opportunity to play different positions.
For the U5 to U10 divisions, players shall have a uniform amount of playing time over the course of the season and be given an opportunity to play all positions.

Note: Playing time cannot be guaranteed if a player does not attend practice sessions. Any issues with playing time should first be addressed with the coach at an appropriate time.

- (b) Division 1 and Division 3 Program: On a game-by-game basis, Division 3 players will play at least half of each game, with playing time in both the first and second halves, with the exception of a hurt player, an ill player, or in rare cases where a player is being disciplined. There are no playing time requirements for Division 1 players. All younger age groups should focus on player development rather than win/loss records.

Note: Playing time cannot be guaranteed if a player does not attend practice sessions. If a player has 1 unexcused practice during the week, they are only guaranteed 25% playing time. If they have 2 unexcused practices during the week, they are only guaranteed 10% playing time. If they do not attend practice during the week, they are not guaranteed any playing time. Any issues with playing time should firstly be addressed with the coach at an appropriate time.

- (c) Disciplinary Action Resulting in a Loss of Playing Time: In the rare case where a player is being disciplined by a loss of playing time, the parents shall be informed of the nature of the offense and the exact disciplinary measures proposed prior to the start of the disciplinary period if at all possible. Coaches who are experiencing disciplinary problems with a player will notify the parents promptly, so that remedial corrective action may be taken by them at the earliest opportunity.
2. Proper equipment consists of appropriate footwear (bare feet or baseball cleats are not permitted), shin guards and soccer socks, which must be worn at all practices and games. It shall be the coach's responsibility to have all players in proper and safe equipment and in the Club Uniform.
 3. No jewelry, piercings or ornamental items (earrings, studs, watches, bracelets, etc.) shall be worn. No player shall play with any hard cast. The referee shall decide whether any orthopedic device is hazardous to any player.
 4. No substitute player is to be anywhere but in his team's bench (technical) area during the game. Substituting for an ejected player is not allowed.
 5. All CVSC teams' attire will adhere to standards of District IV and CYSA. Division 1 and Division 3 team attire must conform to CVSC standards.

XI. COACH SELECTION

A. GENERAL

1. It shall be the Club's overriding policy to select the best-qualified coaches (Head and Assistant Coaches).
2. Applications:
 - (a) Applications for coaching positions shall be accepted from any interested adult (over 18 years of age). The applications shall be on a form provided by the Club and include a picture of the applicant's face (not larger than 1" x 1"). Applicants must also complete **CYSA Form 1628** (Coaches Application Form) for District and CYSA review.
 - (b) The applications shall be reviewed by a committee chaired by the appropriate Recreational or Competitive Program Director.
 - (c) A returning coach applying for a coaching position will not be approved unless the coach has turned in player evaluation form(s) from his/her previous year's team(s).
 - (d) Coaches and Asst.Coaches will be subject to background checks.

B. DIVISION 4 COACH SELECTION PROCESS:

1. The primary selection criteria will be based on the best qualified by considering the “whole person”. The committee will evaluate the numbers of years the individual has previously coached and at what level (D1/D3/D4, the age group, etc.). Consideration will be given to the individual’s formal training, as a coach and/or referee, and any playing experience. Any other information that may relate to an individual’s ability to coach soccer will be considered.
 - (a) A coach’s past team(s) win/loss record shall not be used as a selection criterion, but information about the competitiveness of past team(s) and their opponents shall be factored into the decision.
 - (b) Previous disciplinary problems may be considered in the selection process, but only with the support of documented evidence of the problem(s). The Board must attach information about these kinds of problems with the coach application packet. This information shall be held confidential and not discussed outside of committee or Board meetings.
 - (c) The Board shall provide the Coach Selection Committee with all available evaluations for each coach applicant. When warranted, the Recreational Program Director may contact all parents from the applicant’s previous team(s) to obtain information considered applicable to selecting the best-qualified coach. The information obtained will be made available to the Committee and, when appropriate, to the Board of Directors.
2. If two or more individuals are considered equally qualified, the factors listed below will be considered. They are not listed in any order of precedence.
 - (a) A returning coach to the same age group.
 - (b) A coach moving up to the next higher age group.
 - (c) A coach with a child in that age group.
 - (d) Degree of Coaching and or referee licenses.

C. DIVISION 1 AND DIVISION 3 COACH SELECTION PROCESS:

1. The Competitive Coaching Selection Committee (“CCSC”) will screen, conduct interviews, rate and make recommendations to the Board for all head and assistant coaches in the competitive program.
2. A Competitive Coaching Applicant Rating Form will be used to rate all coaching applications. Input to the rating includes: license held, experience, returning coach, disciplinary actions, personal playing experience, refereeing, previous season’s player/coach/trainer feedback and prior season’s adherence to Club’s rules, regulations and policies. The relative importance of these categories will be determined by the Club and made available at the time of application.
3. Head coach applicants must apply on time, with a complete application, and meet the following minimum qualifications:
 - (a) Division 1 & Division 3 coaching applicants must have at a minimum an F coaching license. An E license must be obtained by September 15th of that soccer season.
 - (b) A coach not meeting the September 15th E license requirement will not be allowed to coach in this Club the following year.
 - (c) Division 1 & Division 3 coaching applicants must also be a currently licensed referee. (Grade 8)

- (d) The Division 1 & Division 3 coaching applicant must have the following experience: be a head coach for one year or a registered assistant coach for two years on a Division 1 or Division 3 soccer team, or a Division 4 head coach for two years, and must be at least 18 years of age.
4. A Division 1 or Division 3 head coach must make a reasonable long-term commitment to continue with a team.
5. A Division 3 head coach may be a head coach of only one Division 3 team but may be the registered assistant coach on other teams.
6. Registered assistant coach applicants must meet the following minimum qualifications:
 - (a) Must have an F license.
 - (b) A competitive registered assistant coach may coach other teams.
7. Assistant coach applications will not be accepted until after Division 1 and Division 3 team rosters have been selected and formed.
8. The Comp Director will prepare a recommended list of coaches to the Board.
9. Challenges to the coach selection process can only be made on the grounds that the committee misapplied the rules, regulations and/or By Laws of the CVSC.

XII. PLAYER TRANSFERS

A. GENERAL

1. It shall be the policy of the CVSC to not permit player transfers during a given seasonal year. This includes end of season cup competitions. Exceptions to this rule will be granted under the following conditions:
 - (a) Player moves out of area.
 - (b) If the current team the player is registered with has completed their season; i.e. not playing any end of season competitions.
 - (c) Under special circumstances, if both giving releasing and receiving coaches agree to the transfer.
 - (d) All player transfers will be contingent on a player being in good standing with the CVSC. A player in good standing is defined as one who has:
 - (1) Met in full their financial commitments to the CVSC and team.
 - (2) Met the administrative commitment to the CVSC, such as completion and submission of ***Coach and Trainer Evaluation*** form.
 - (3) Is eligible to play, per CYSA guidelines and is not serving any suspension and/or probation.

XIII. PAID INDEPENDENT CONTRACTORS AND TRAINERS

A. GENERAL

1. A paid independent contractor is any individual or organization that receives more than \$600.00 in total compensation of any kind in a calendar year. (Separate procedures have been established for referees) Services provided may include, but are not limited to, coaching and administration.
2. The CVSC will maintain an annually approved vendor list of individuals and organizations. Only those on the approved vendor list are eligible to be considered for contracting by the CVSC in any paid position. The following procedure must be completed prior to being added to the approved vendor list of the CVSC.
 - (a) May not be a member of this Club as outlined in the By Laws of the CVSC.

- (b) Must be an independent contractor signing an independent contractor agreement provided by the CVSC.
 - (c) Provide acceptable proof of all risk liability insurance in an amount no less than \$1,000,000.00 with the CVSC, its officers and directors, the Castro Valley Unified School District, Hayward Area Recreation District and CYSA North as named insured.
 - (d) Complete the following: individuals provide personal information by completing the CVSC's *Division 1/3 Coaching Application*; organizations provide resume(s) of personnel involved.
 - (e) The Board may request that a vendor appear at a Board meeting prior to approval.
3. All contracts must be approved by the Board.
 4. The Treasurer will pay contracts according to the terms of the approved contract.

XIV. COACHING DEVELOPMENT PROGRAM

A. GENERAL

1. New Coach Orientation Meetings will be by age groups and conducted by Age Group Coordinators with assistance from the respective Program Director. These meetings will cover a variety of topics specific to the game of soccer, our League and how to be an effective coach.
2. All head coaches will receive a match ball.
3. CVSC coaches and registered assistant coaches are encouraged to attend CYSA Coaching License and California North Referee Association (CNRA) License courses. For registered CVSC coaches and assistant coaches, the CVSC will reimburse the coach 100% of the CYSA F License fee. For CYSA E licenses and above, the CVSC will reimburse 50% of the CYSA Coach License fee. For CVSC Coaches the CVSC will reimburse the first license year for passing the Grade 8 or 9 referee test. To qualify for CYSA Coach E and higher License fee reimbursement, the coach must have at least two years experience as a registered CVSC coach or assistant coach and submit proof of successful completion of the coaching clinic. All CYSA Coach License fee reimbursement requests must be submitted to the League by November 30 of the calendar year in which the coach attended the CYSA licensing clinic.
4. Coaches' meetings: The June coaches' meeting will cover rosters, practices and uniform color selection. The August coaches' meeting will cover distribution of uniforms and schedules.

XV. SCHOLARSHIPS

A. GENERAL

1. Partial and full scholarships of registration fees may be available on an annual basis for families who demonstrate a financial need. Applicants are to complete a scholarship form available at registration. Approval will be by the Scholarship Committee, as established by the Board. Families receiving scholarship assistance are required to make an additional contribution of volunteer time to the CVSC. Scholarship applications must be received by April 30th.
2. If a family is granted a registration scholarship but fails to meet their volunteer commitment that year, they will be ineligible for a registration scholarship the following year.

3. The scholarship fund will be supported through fundraisers and donations. In addition, any Division 4 (Recreational) team accounts that have a positive balance at the end of the season will be transferred to the scholarship fund prior to registration for the following and new season.

XVI. REFEREES

In accordance with District 4 rules, all Division 1 and all Division 3 will be required to complete a **Team Referee Agreement** form. This agreement requires each team to commit to providing an agreed amount of referees throughout the season for a specified number of games. If a team fails to complete the form or provide referees as agreed to in the form, it may result in less than three referees being assigned to that team's games by the CVSC.

XVII. MISCELLANEOUS

A. GENERAL

1. Team names are on a first come, first served basis with priority given to a coach requesting to use the prior year's team name and submitting the request prior to the first coaches meeting. No two teams in the same age division (including boys and girls) shall have the same team name.
2. It shall be the policy of CVSC to have at least two (2) adults at all CVSC team functions, practices, games, fund-raisers, etc.
3. All head coaches shall submit post-season player evaluation forms by a Board-specified due date.
4. The Board of Directors will establish and review annually a Team Funding Program. Funds collected will be used for the benefit of the team and the Club.

B. TEAM FINANCES

1. Individual teams may be allowed to utilize the Club's tax-exempt status to solicit donations for their own operations or other types of fundraising. In order to be eligible for use of the Club's tax-exempt status, teams must agree to follow a number of rules established by the Club.

Each team that accepts contributions of any kind must:

1. Establish one or more adults as the team treasurer(s);
2. Request the Club's treasurer to set up a team account to be tracked by the Club's treasurer.
3. Submit a team budget to the Competitive Program Director no later than 2 weeks before start of league play if the team is a D1 or D3 team.
4. Maintain appropriate documentation from fundraisers and donations received: from each fundraising event; from each donor; from each participating family; from each sponsor; and from all other sources. The funds are to be submitted to the Club office. The Club Treasurer will deposit and credit the team account thereafter.
5. Submit a completed sponsorship form (found on the Club's website) with each sponsor received by the team.
6. Maintain appropriate documentation of expenses incurred such as player training, game travel expenses, tournament fees, team equipment, team party and any other team related expenses.
7. Submit copies of receipts to the Club's treasurer for re-imbursement using a Club provided reimbursement form.

8. Maintain a positive balance in the team account at all times. CVSC is not responsible for any bills or debts incurred by any single team. Mismanagement of the team account may result in disciplinary action by the Club.

XVIII. STATEMENT OF EXPECTATIONS

A. GENERAL

1. The Castro Valley Soccer Club accepts the following Statement of Expectations of the Castro Valley Unified School District:

In reviewing reservation and permit procedures of the Castro Valley Unified School District it was deemed desirable that a Statement of Expectations be developed. The intent is to assure that all individuals and organizations using District facilities are notified in a timely and concise manner relative to the requirements of the aforementioned Statement of Expectations. The following is herewith adopted and attached to and made a part of the Use of Facility application. No Use of Facility application will be accepted without a signed Statement of Expectations.

As a user of facilities under the auspices of the Castro Valley Unified School District it is expected that you as an individual and/or your organization have in effect the following items prior to a use permit being issued:

1. A list of adopted Rules and Regulations (including Code of Conduct) and that these adopted Rules and Regulations assign the responsibility of spectators to the individual and/or teams involved. These may be a part of the organization's by-laws or a separate document. (Please attach to a Use of Facility application.)
2. The organizations adopt a Code of Conduct that applies to participants, including, but not limited to, players, league officials, game officials, managers, coaches and spectators. Code of Conduct should reflect expected decorum, compliance with rules and regulations, and the minimum penalties for noncompliance. A copy of the Code of Conduct shall be distributed to all participants and parents/guardians. (Please attach to Use of Facility application.)
3. Game officials shall possess adequate levels of training commensurate with the scope of the game, event, or activity and are responsible for enforcing the rules of the game, event or activity.
4. Team managers are responsible for the conduct of their players and will work with game officials to assure that all players conform to Facility Use Rules and Regulations and with league Rules and Regulations.
5. Individual/Organization is responsible for conduct of spectators and shall take appropriate action, including removal from premises, if necessary, to ensure that proper and safe behavior is maintained at all times.
6. Individual/Organization is responsible to enforce the adopted Rules and Regulations and follow the Code of Conduct.
7. Emergency Procedures shall be made available by the applicant to a responsible individual at every activity. The organization shall have available first aid supplies and shall identify the location of the nearest phone from which to call "911" in case of an emergency. (Please attach to Use of Facility application.) At least one adult and/or organization official shall be assigned the responsibility of staying on the site until all participants and known spectators vacate the site.